



Plan International
South Sudan
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PLAN INTERNATIONAL SOUTH SUDAN JOB ADVERT

Plan is an International Child Centered Community Development organisation - without religious, political or governmental affiliation - that works with children and their communities in 50 of the world's poorest countries to make lasting improvements in their lives. Plan's work worldwide benefits around six million children in Africa, Asia and Latin America. Program implementation takes place in 50 Country Offices and 4 Regional Offices, working with more than 90,000 mostly rural communities.

As an International child-centered community development organization, Plan International South Sudan is committed to the wellbeing of children and to supporting the Convention of the Rights of the Child and it does not tolerate child abuse. The institution therefore expects that all of its employees and others who work with it have children's best interests at the heart. Plan International is committed to protecting children from all forms of abuse and violation of their rights.

Plan International South Sudan supports development interventions in the domains of education, livelihood, building relations, child protection, governance and social protection.

Plan International South Sudan is seeking to recruit dynamic, suitably qualified and experienced South Sudanese for the following vacant position:

POSITION 1; No. of Vacancies One (1)

Job Title	:	Project Coordinator
Grade	:	D1
Tenure	:	One (1) year
Department	:	Programs
Reports to	:	Programs Manager
Location	:	Country Office - Juba

I. Job Summary

The Project Coordinator oversees the planning, implementation and tracking of the project with specific deliverables and reports to the Programs Manager.

I. Typical Responsibilities-Key End Results of Position:

- Review the scope of the project in collaboration with the Management team and all other staff that will be affected by the project activities.
- Create a detailed work plan which identifies and sequences the activities needed to successfully complete the project.
- Review the resources required to complete the project and develop a schedule for project completion that effectively allocate the resources for the activities.
- Ensure baseline is conducted to determine the objectives and measures upon which the project will be evaluated at its completion.
- Work with the country HR team to recruit staff with the appropriate skills for the project activities.
- Manage project staff according to Plan established policies and practices of the organization.
- Ensure that all project personnel receive an appropriate orientation to the organization and the project.
- Support management in contracting qualified consultants to work on the project as appropriate.
- Execute the project activities in accordance with the project plan.
- Develop forms and tracking tools to document project activities.
- Set up filing system to ensure that all project information is appropriately documented and secured.
- Monitor the progress of the project and make adjustments as necessary to ensure the successful completion of the project.

National Organisations: Australia, Belgium, Canada, Colombia, Denmark, Finland, France, Germany, Hong Kong, India, Ireland, Japan, Korea, Netherlands, Norway, Spain, Sweden, Switzerland, United Kingdom, United States. Programme Countries: Bangladesh, Benin, Bolivia, Brazil, Burkina Faso, Cambodia, Cameroon, China, Colombia, Dominican Republic, Ecuador, Egypt, El Salvador, Ethiopia, Ghana, Guatemala, Guinea, Guinea-Bissau, Haiti, Honduras, India, Indonesia, Kenya, Laos, Liberia, Malawi, Mali, Mozambique, Myanmar, Nepal, Nicaragua, Niger, Nigeria, Pakistan, Paraguay, Peru, Philippines, Rwanda, Senegal, Sierra Leone, Sri Lanka, South Sudan, Sudan, Tanzania, Thailand, Timor-Leste, Togo, Uganda, Vietnam, Zambia, Zimbabwe.

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- Establish a communication schedule to update stakeholders including staff in the organization and donor on the progress of the project.
- Review the quality of the work completed with the project team on a regular basis to ensure that it meets the required project standards.
- Prepare regular project implementation reports as required for timely submission to management and donor.
- Communicate with donor as outlined in the funding agreement.
- Monitor and approve all budgeted project activities.
- Monitor cash flow and report actual cash flow and variance to senior management on a regular basis.
- Manage all project funds according to established accounting policies and procedures (Plan & Donor).
- Review financial reports and supporting documentation for donor as outlined in funding agreement.
- Ensure the project deliverables are on time and within budget and at the required standard.
- Evaluate the outcomes of the project as established during the planning phase.

II. Dealing with Problems:

- The Project Coordinator will highlight issues for the Programs Manager and will propose corrective measures to ensure that project performance and momentum gained are not thwarted.
- The incumbent should be alert to child protection and gender related issues needing response to ensuring confidentiality, minimize risks and maintain community confidence and trust in Plan International South Sudan, be able to identify critical and systematic risks and take timely and appropriate actions.
- Manage relationships with various stakeholders from a variety of organizations.
- Handle conflicting priorities and ad-hoc requests at times, in the best interest of the organization.
- Given the wide scope of responsibilities and limited resources, it is essential that the post holder is able to effectively manage a variety of tasks and clearly identify priorities.
- Creativity in developing strong partnerships and in making use of internal and external resources (people/funding) is essential.

III. Communications and Working Relationships:

Internal:

- Programs Manager
- HR team
- Finance team
- Programs team
- Nos and donors
- Other Plan International South Sudan staff

External:

- Project/program partners (INGOs, NGOs, CBOs)
- Local government authorities
- Other partners

IV. Knowledge, Skills and Behaviours Required to Achieve Role's Objectives

Knowledge

- University degree in Business Administration, Economics, Project management, Public administration or related field
- 2-5 years demonstrated planning and management experience. Experience in implementing EU project would be an added advantage
- Experience in capacity building of partners and staff.
- Experience in community development programming
- Fluent in English (both oral and written). Working knowledge of Arabic would be an added advantage.

Skills

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- Skills to develop, motivate and coach the project team
- Excellent in written and verbal communication skills
- Excellent analytical, conceptual and strategic thinking skills
- Strong negotiation, facilitating and influencing skills.
- Excellent networking and partnership skills.
- Efficient use of MS-OFFICE suite and e-mail/web browsing etc.
- Strong team building and motivational skills
- Excellent grasp of programing concepts
- Ability to work effectively both independently and as a part of a team
- Strong planning and organizational skills
- Strong coaching and problem solving and people management skills
- Excellent representation and report writing skills required.

Behaviours

- Innovative, independent thinker who can build relationships
- Positively influence others to achieve results that are in the best interest of the organization.
- Commitment and adherence to humanitarian values and standards, especially child protection
- An understanding and commitment to the vision and values of Plan International.
- Promotes high performance within a team.
- Self-driven, organized and results-oriented.
- Ability to work in a multi-disciplinary and multicultural environment
- Gains, develops and retains credibility about his/her performance
- Cross-culturally agile and gender sensitive.
- Aware of own strengths, weaknesses and pro-active in using feedback to promote self-development.
- Aware of the impact of his/her actions on others and able to create a positive work climate.

All applications marked on the right hand corner of the envelope "Application for the Position of "Project Coordinator" should be addressed to:
 The Country Human Resources Manager
 Plan International South Sudan Country Office
 Hai Cinema next to MTN Centre
 Juba

The closing date for receipt of applications is before close of business on November 20th, 2015.

Interested persons can collect *Plan Application Form* from the Reception at the above address OR from the field office in the location you are applying from OR you can send you application via email to recruitment.hr@plan-international.org

Plan is an equal opportunity employer within the meaning of the relevant UN convention. Women are encouraged to apply.

Note: Applications once submitted are not returnable. Only short listed applicants will be contacted.

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