



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 and suitably qualified and experienced South Sudanese for the following vacant position:

POSITION 1; No. of Vacancies (1)

Job Title	:	Program Implementation Area Manager
Department	:	Programs
Reports to	:	Programs Director
Location	:	Pibor

I. Job Summary

The post-holder will be tasked with full responsibilities for an effective and timely leadership of all the Programs (Grants) in the PIA. The post holder will work with and directly manage State/field level staff as well as those sectoral technical staff during their field level mission; ensuring appropriate partners support and capacity development to help implement state level program; He/she will ensure technical soundness and best practice to enhance and strengthen Plan’s projects including emergency and rehabilitation response; fund raising; coordinate with others (both internal and external); networking/representation of Plan at State level; and safety and security of staff. The PIA Manager will be responsible in collaboration with the Head of Programs, Sector Managers and the Business Development Manager do a gap analysis to identify needs and also support in developing Project proposals to grow projects in the PIA.

II. Typical Responsibilities - Key End Results of Position:

a. State/Field level Program Planning and Management

- Leads the assessment, planning and design of Plan South Sudan’s state/field level Programs and negotiate, when required, with donor to account for changes in needs and context.
- Lead in management of non-Sponsorship Projects in the PIA.
- Coordinate the State level Programmes implementation plans and budgets within the framework of the agreed programme and strategy.
- Oversee project design and proposal preparations for institutional and public funding.

- Ensure adequate monitoring, reporting and acquittal of emergency response activities in accordance with Plan's humanitarian accountability framework, relevant SPHERE standards, and essential environmental mitigation measures.
- Where applicable, ensure adequate monitoring, reporting and acquittal of Sponsorship Projects and commitment to Sponsorship Commitments as per Plan International's partnership standards and guidelines.
- Provide leadership in sponsorship caseload management and caseload projections in line with Plan International's guiding procedures.
- Ensure that different sectoral activities are implemented in a coordinated and integrated manner.
- Ensure all personnel understand and carry out their duties including humanitarian principles, core values, the Code of Conduct and SPHERE.
- actors building relationships of collaboration.

b. Human resources

- Lead the Plan South Sudan State level emergency response team and be responsible for the quality and effectiveness of Plan's emergency response and is accountable for developing, coordinating and managing emergency activities.
- Ensure that human resources implications for Plan International for both existing and anticipated Programs are fully assessed, identified, described and communicated.
- Promote a productive work environment respectful of the Code of Conduct with zero tolerance for verbal and physical abuse or discrimination against other persons on the grounds of race, colour, sex or creed.
- Recommend changes to team composition and functioning at State level to Programs Director
- Create the conditions to ensure effective teamwork and morale.
- Conduct performance appraisals of PIA staff and Project Coordinators as appropriate; ensure regular feedback and mentoring on individual performance.
- Assist the Programs Director in the review of the current structure and responsibilities of the PIA team particularly with a view of ensuring balanced staff responsibilities in order to avoid overload and/or burn out.
- Ensure all state level team members are fully briefed on all aspects of security, social and cultural norms and local conditions and behaviour.

c. Public Relations/Media

- Support the CMT to ensure positive coverage and the timely provision of situation reports and fundraising material to NOs, RESA and IH.
- Ensure all information, publicity and fundraising material recognises and respects the dignity of disaster victims, especially children and women.

d. Program Operation

- Ensures effective budgeting and management of financial and commodities in accordance with Plan and donor regulations.
- Ensure that program support functions are established and maintained in accordance with Plan International policies and procedures.
- In collaboration with the Logistics Specialist ensure the establishment and maintenance of a functional procurement, supply chain management system and infrastructure (warehousing/transportation/distribution) and associated operating/management /monitoring systems.

Dealing with Problems:

- An ability to manage staff working under pressure and build excellent working relationships in short timeframe.
- The post-holder will need to have the ability to find solutions to difficult programmatic and management issues, taking corrective action as necessary.
- Dealing with and harmonising multiple demands from client groups
- Working effectively with multiple cultures and languages
- Working in an environment where rapid change might suddenly alter priorities

I. Communications and Working Relationships:

Internal

- Plan PIA team and international advisors.
- Plan NOs
- Plan Monitoring, Evaluation and Research team.
- Plan South Sudan PU and teams in field locations such as sub-office, and others as necessary.

External

- State, County and local government units, as relevant, pertaining to project implementation
- Donor representatives including CHF, UNICEF, WFP, ECHO, OFDA, and many others.
- Cluster coordinators for relevant sectors, as necessary
- UN agencies and NGO operating in the project implementation areas

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

Knowledge

- University degree; preferably in humanitarian development work, social sciences or related field.
- At least 3-5 years' experience in both development and emergency response projects including early recovery and rehabilitation experience.
- Superior technical knowledge and experience relating to development, early recovery and rehabilitation programs
- Proven and substantial humanitarian management experience in leading teams, and ensuring the delivery, of program strategy, either through partners or directly, in one or more challenging locations.
- Experience in leading and motivating multi-disciplinary, geographically remote teams; a high degree of self-awareness and an understanding of how to drive and support excellent team performance and individual development.
- Experience in representing an organization with partners, government agencies and donors at humanitarian level.
- Comprehensive computer skills; fully conversant with Microsoft Office software and internet. Understanding of how new developments in technology can positively contribute to the aims of an INGO
- Experience on global humanitarian fundraising and humanitarian donor reporting
- Understanding of the linkages between Food Security and Livelihoods, Education, Child Protection, and knowledge of Disaster Risk Management (DRM).
- Understanding of managing security and risk within an INGO context.
- Experience in community accountability mechanisms
- Good grasp and knowledge of local context and customs
- Ability to contribute to local, national, and global advocacy messaging based on field context.
- Experience participating in representing an agency in cluster meetings and other coordination mechanisms involving UN agencies, other NGOs and government authorities, and location organizations.

Skills

- Negotiation and conflict management skills
- Team management skills
- Diplomacy, tactfulness and negotiation skills.
- **People Skills:** Ability to work independently and as a team player who demonstrates strong leadership and is able to support and train local and international staff and also able to work with disaster affected communities in a sensitive and participatory manner.
- **Communication Skills:** Well developed written and oral communication skills. Able to communicate clearly and sensitively with internal and external stakeholders as a representative of Plan. This includes effective negotiation and representation skills. Cross-culturally adept. Excellent written

Behaviours

- **Integrity:** Works with trustworthiness and integrity and has a clear commitment to Plan's core values and humanitarian principles.
- **Adaptability** to changing contexts and experience of managing change processes and relationships involving a wide range of both internal and external multi-cultural stakeholders.

- **Resilience/Adaptability and flexibility:** Ability to operate effectively under extreme circumstances including stress, security risks and difficult living conditions. Works and lives with a flexible, adaptable and resilient manner.
- **Awareness and sensitivity of self and others:** Demonstrates awareness and sensitivity to gender and diversity. Have experience and the ability to live and work in diverse cultural contexts in a culturally appropriate manner. Has a capacity to make accurate self-assessment particularly in high stress and security contexts.
- **Manage yourself in a pressured and changing environment** (ability to recognize and manage stress in yourself and others in order to remain ethical, constructive and objective focused; awareness of internal and external pressures)
- **Leadership in humanitarian response** (Awareness of your own skills and how they can complement those of others; demonstrate initiative, ingenuity, and tenacity in achieving solutions to fulfill objectives and motivate others to do the same; communicate humanitarian values and motivate others towards them)

III. Physical Environment and Demands:

- The role requires the incumbent to be stationed in insecure and remote places.
- As first line for deployments, the role requires deployments to insecure and remote places.
- South Sudan is considered as an unstable security environment with on-going insurgency and civil disruptions.
- The post holder will be based in the field with regular travel in the field locations within the state of his/her assignment.

All applications marked on the right hand corner of the envelope "Application for the Position of **Program Implementation Area Manager**" should be addressed to:

The HR & OD Business Partner
Plan International South Sudan, Country Office
Hai Cinema – Juba

Or you can submit via this email: hr.ss@plan-international.org

The closing date for receipt of applications is before close of business on Wednesday, February 27.
*Interested persons can collect the **Plan Application Form** from the **Country office** at the above address.*

Plan International 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.