



**PLAN INTERNATIONAL SOUTH SUDAN  
JOB ADVERT**

Plan International is a Child Centered Community Development organization – without religious, political or governmental affiliation – that works with children and their communities in the world’s poorest countries to make lasting improvements in their lives.

We believe in the power and potential of every child. But this is often suppressed by poverty, violence, exclusion and discrimination. Having identified girls as the most marginalized group, they will be our ongoing focus as we work towards helping 100 million girls learn, lead, decide and thrive within their 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 is seeking to recruit dynamic and suitably qualified and experienced South Sudanese for the following vacant position:**

**POSITION 1; No. of Vacancies (1)**

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<b>Job Title</b>	<b>:</b>	<b>Program Implementation Area (PIA) Manager</b>
<b>Grade</b>	<b>:</b>	<b>D2</b>
<b>Tenure</b>	<b>:</b>	<b>Fixed One Year Contract</b>
<b>Department</b>	<b>:</b>	<b>Programmes</b>
<b>Reports to</b>	<b>:</b>	<b>Programs Director</b>
<b>Location</b>	<b>:</b>	<b>Yei</b>

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**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.

**Duties and Responsibilities:**

- 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.
- Ensure the Food Assistance & Emergency Response Manager is kept informed about assessment progress, emergency response implementation and strategies, project plans, progress reports, and other significant developments.
- Coordinates internally, communicating information within the organization and teams, writing updates and reports and leading meetings.
- Externally represents Plan South Sudan at State level and, when necessary, national level at inter agency meetings (e.g. clusters) and any other key actors building relationships of collaboration.
- 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 Managers/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.
- 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.
- Ensure that secure and reliable communications/information management facilities are established and maintained.
- Ensure, in collaboration with the Security Coordinator, PIA team members are familiar with usage, procedures and relevant communications protocols.

#### **Qualifications, Knowledge and Skills:**

- 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.