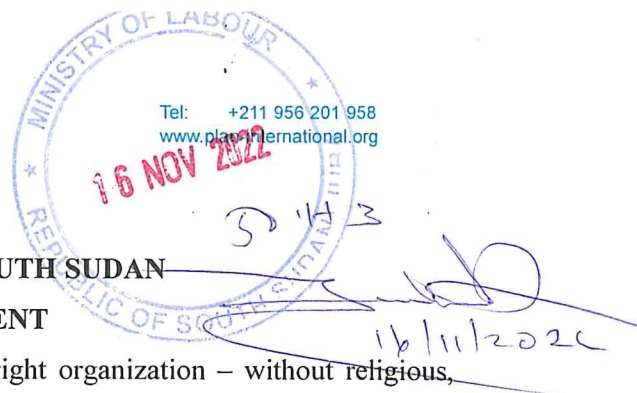




Plan International
South Sudan
Hai Cinema
P.O. Box 182
Juba



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www.planinternational.org

**PLAN INTERNATIONAL SOUTH SUDAN
JOB ADVERTISEMENT**

Plan International (PI), is an independent global child right organization – without religious, political or governmental affiliation that has been operating in South Sudan since 2006. Plan recognizes that the geographical context and recent history have left the communities of South Sudan highly vulnerable to emergencies from political and inter-ethnic conflicts, influx of returnees, food insecurity, long dry spells and floods. Cognizant of the need Plan is implementing emergency and recovery response in six states of South Sudan, namely Central Equatorial, Eastern Equatorial, Western Equatorial, Lakes, Upper Nile and Jonglei. Program includes food assistance, agricultural rehabilitation, Food Security and Livelihood, Education in Emergencies and Child Protection in Emergencies. Plan International also works with both International and Local partners.

In order to enhance its response program, Plan South Sudan is seeking an experienced South Sudanese to fill the position of Tally Clerk to support the Program Operations Department.

No. of Vacancies - One (1) Position

Job Title	:	Tally Clerk
Grade	:	B
Tenure	:	12 Months (With Possibility of Extension)
Department	:	Program
Reports to	:	Project coordinator
Location	:	Terekeka

Dimensions of the Role:

Working in 50 developing countries across Africa, Asia and the Americas, Plan has ‘One Goal, whose aim is to reach as many children as possible, particularly those who are excluded or marginalized, with high quality programs that deliver long-lasting benefits by increasing its income, working in partnership with others and operating effectively.

Plan recognizes that the geographical context and recent history have left the communities of South Sudan highly vulnerable to emergencies from political and inter-ethnic conflicts, influx of returnees, food insecurity, long dry spells and floods. Cognizant of the need Plan is implementing emergency and recovery response in four states of South Sudan, namely Central Equatoria, Eastern Equatorial, Western Equatoria, Upper Nile, Lakes and Jonglei. Program includes food assistance, agricultural rehabilitation, Food Security and Livelihood, Education in Emergencies and Child Protection in Emergencies. In order to enhance its response program, Plan South Sudan is seeking an experienced Tally Clerk to support the South Sudan Integrated response to the protection and education needs of displaced and most vulnerable boys, girls and targeted communities in the program implementation area.

The post holder will support manage Plan commodities and other resources in supply.



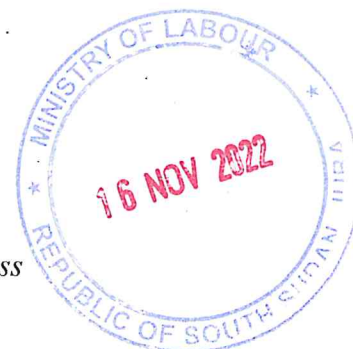
National Organisations Australia Belgium Canada Colombia Denmark Finland France Germany Hong Kong India Ireland Japan Korea Netherlands Norway Spain Sweden Switzerland United Kingdom United States Programme Countries Bangladesh Benin Bolivia Brazil Burkina Faso Cambodia Cameroon China Colombia Dominican 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

Plan Limited, registered in England no.3001663. Registered address as above.

Typical Responsibilities - Key End Results of Position:

Financial measures or statistics relevant to post such as budget; list of direct and indirect reports

- Financial decisions– N/A
- Reports – N/A
- Responsibility – N/A



Typical Responsibilities - Key End Results of Position:

“What” is done and “why”, but not “how”; include indicators for success

- Proper check of physical and documented receives of commodities.
- Ensure in-coming and outgoing commodities tally.
- Proper checking of commodities issued and stock balances.
- Immediate reporting on discrepancies.
- Ensure cleanliness and proper stacking of commodities in the store for easy check and control
- Usage of proper stock documentation using stock cards, way bills and registration book.
- Timely check of inventory and proper stock status update before and after distribution
- Timely indication of incidences reported such as damage and lose

Safeguarding Commitments:

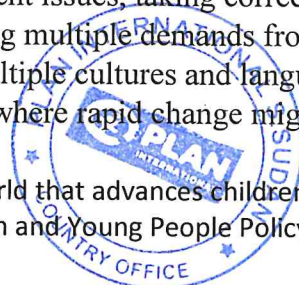
- Commit and contribute to an environment where children and adult program participants feel respected, supported, safe and protected;
- Never act or behave in a manner that results in violence including SHEA against a child, young person or adult or places them at risk of such violence;
- Be aware of and adhere to the provisions of the Safeguarding Policy, PSHEA Policy and COC of Plan International;
- Report and respond to safeguarding and SHEA concerns and breaches in line with the applicable procedures of Plan International;
- Maintain confidentiality of safeguarding and PSHEA concerns reported;
- Never participate in or support child marriages

Dealing with Problems:

Complexity of problems handled & the degree of investigation, analysis, & creative thinking required solving them

- An ability to technically 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

“Plan International strives for a just world that advances children’s rights and equality for girls in line with Plan’s Safeguarding Children and Young People Policy commitments”



Communications and Working Relationships:

Working contacts inside and outside the organization; include the purpose and level (high, medium, low) of the contact

- Storekeeper – Supervision
- Commodity Trucking Officer – Report and information
- Field Supervisor - communication

Knowledge, Skills, Behaviours, and Experience Required to Achieve Role's Objectives:
Gained through education, training, & experience

Knowledge

- Completion of primary education with some courses related to Community services.
- Six months to two years working experience

Technical and Managerial skills

- Flexibility and ability in the local languages
- Communications skills
- Interpersonal skills
- Devotion, transparency and loyalty to community and Plan.



Plan International's Values in Practice

We are open and accountable

- Promotes a culture of openness and transparency, including with sponsors and donors.
- Holds self and others accountable to achieve the highest standards of integrity.
- Consistent and fair in the treatment of people.
- Open about mistakes and keen to learn from them.
- Accountable for ensuring we are a safe organization for all children, girls & young people

We strive for lasting impact

- Articulates a clear purpose for staff and sets high expectations.
- Creates a climate of continuous improvement, open to challenge and new ideas.
- Focuses resources to drive change and maximize long-term impact, responsive to changed priorities or crises.
- Evidence-based and evaluates effectiveness.

We work well together.

- Seeks constructive outcomes, listens to others, willing to compromise when appropriate.
- Builds constructive relationships across Plan International to support our shared goals.
- Develops trusting and 'win-win' relationships with funders, partners and communities.

"Plan International strives for a just world that advances children's rights and equality for girls in line with Plan's Safeguarding Children and Young People Policy commitments"



- Engages and works well with others outside the organization to build a better world for girls and all children.

We are inclusive and empowering.

- We empower our staff to give their best and develop their potential
- We respect all people, appreciate differences and challenge equality in our programs and our workplace
- We support children, girls and young people to increase their confidence and to change their own lives

Physical Environment and Demands:

- Standard office environment with some exposure to heat, cold, dirt, noise and rainy weather conditions; dim or crowded surroundings, especially when in the field

Level of Contact with Children:

Occasional Interaction with Children.

Inclusion and Diversity.

Plan International is an equal opportunity employer within the meaning of the relevant UN convention, Equality, diversity and inclusion is at the very heart of everything that Plan International stands for. Qualified Women and people with special needs are strongly encouraged to apply.

Employment of Relatives:

Plan International South Sudan is an equal opportunity employer. however, it discourages employment of relatives of staff members because of the conflict of interest associated with it. While trying to avoid such cases, applicants are required to declare in writing if they have any relatives working with Plan International South Sudan.

APPLICATION SUBMISSION GUIDELINE

All applications marked on the right hand corner of the envelope “Application for the Position of “Tally Clerk – Based in Terekeka and should be addressed to:

**The HR & OD Business Partner
Plan International South Sudan
Hai Jerusalem**

NB: All application should be hand delivered to plan international office in Juba only
The closing date for receipt of applications is before close of business on **5th December 2022.**

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