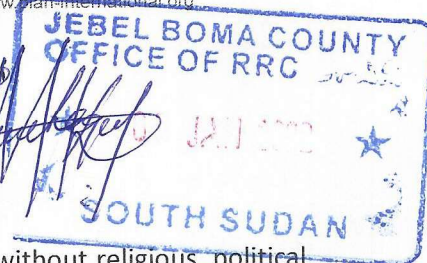




Plan International
South Sudan
Hai Cinema
P.O. Box 182
Juba

Tel: +211 956 201 950
www.plan-international.org



PLAN INTERNATIONAL SOUTH SUDAN JOB ADVERTISEMENT

Plan is an International Child Centered Community Development organization – 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.

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 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.

Plan International South Sudan is **seeking to recruit a qualified South Sudanese for the following position of "Field Coordinator – Based in PIBOR"**.

POSITION 1; No. of Vacancies (1)

Job Title:	Field Coordinator
Grade	D1
Tenure	1 Year
Department	Program
Reports to	Food Assistance Manager
Location	PIBOR

Purpose of the Role

The Field Coordinator will be based in Pibor to support all the emergency and recovery food assistance and Resilience Food Security and Livelihood in Pibor, part of former Jonglei State. Plan International is implementing food assistance to the food insecure IDPs and host communities of Lower Pibor (Pibor, Gumuruk, Lekuangle, Verthet, Moloktoch and Lokoromach), areas affected by recurrent emergencies. The Post holder will be dedicated in running the food assistance project in Pibor with frequent travel payams around Pibor to support implementation of the food assistance activities.

"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 Commitment"



The Field Coordinator will ensure supporting field offices for quality implementation of emergency, recovery and resilience food assistance projects such as general food distribution (GFD) food for Education (FFE) and food/cash for asset (FFA/CFA) where applicable. Under the guidance of the Program Implementation Area Manager and the Food Assistance Manager, the post holder will effectively coordinate and facilitate food assistance needs in implementation of the food assistance projects of all modalities. He/she will always work hard to ensure reports and invoices submission meet donor deadlines. The Field Coordinator with the support of the Food Assistance Manager, PIA Manager and Commodity Tracking Accounting team will work in building staff capacity on food assistance program such as food distribution procedures, common humanitarian standards, accountability to the affected people, beneficiaries' feedback and complaint mechanism. Post holder will work with the program, finance, supply chain, HR, MEAL teams in the field and country office for achieving and maintaining sound and transparent integrated food assistance program and smooth support and coordination in implementation of project. The Food Assistance Coordinator will effectively participate in proposal writing, assessment, writing and reviewing reports of the food assistance projects.

I. Dimensions of Role:

- Active participation in development of new proposals for food assistance and related projects with program team members (CPiE, EiE, Nutrition, food security and livelihood, gender and safeguarding)
- Prepare commodity tracking, distribution reporting and invoicing with the support from Commodity Tracking and Accounting team.
- Conduct and facilitate regular distribution and post distribution activities in all the distribution sites.
- In coordination with PIA Manager, Food Assistance and M&E teams, support field staff training on Core Humanitarian Standards (CHS), food distribution process and Community Feedback Mechanism.
- Development of PO & WBS to the project assigned to.
- Prepare and ensure timely procurement plan and raising PR for required purchases.
- Follow up on financial request for food assistance related field activities.
- Ensure projects documents filed and kept orderly.
- Any other activities assigned by line manager.

II. Key End Results and typical Responsibilities:

- Conduct and facilitate regular distribution and post distribution activities in all the distribution sites.
- In coordination with PIA Manager, Food Assistance Manager and M&E team, support field staff training on Core Humanitarian Standards (CHS), food distribution process and Community Feedback Mechanism.
- Follow up on financial request for food assistance related field activities in the field.
- Ensure projects documents filed and kept orderly
- Any other activities assigned by line manager.

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;

“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 Commitment”

- 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/Risks

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

- Facilitating cordial relationships with and among various stakeholders from a variety of backgrounds.
- Handling conflicting priorities and ad-hoc requests from various stakeholders in the best interest of the organization.
- Given the wide scope of responsibility 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.

Communications and Working Relationships:

Internal

- PIA Manager
- Field offices management and staff
- Food Assistance Manager
- Logistic and Admin field and Country office team
- HR team
- Compliance and risk management coordinator
- Security and Safety Manager
- Resource mobilization team
- Other plan staff

External

- Implementing partners
- National office
- Donors
- Local government Authorities

Knowledge, Skills, and Experience Required to Achieve Role's Objectives:

Knowledge

Successful candidates will possess;

- Bachelor's Degree in food security and livelihood project management, Agriculture/Agronomy, Business Management, Accounting, community development or equivalent professional qualification.
- At least two to three years of experience in a similar role with humanitarian organization or similar institutions
- Knowledge of Project Management
- Experience in staff and partners' capacity building development

“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 Commitment”

- Knowledge of development, trends, challenges, opportunities and implications to community development
- Strong knowledge in the use of SAP and/or other corporate software applications.
- Relevant experience and knowledge in proposal development, assessments and quality report writing.

Skills

- Good written and spoken English Language
- Advanced level skills in computer usage –excel, power point and email systems
- Good communication skills
- Interpersonal, negotiations and problem solving skills
- Skilled in giving and receiving feedback
- Analytical and objective with good interpersonal and problem solving skills
- Planning and organization skills
- Influencing and persuading skills

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.
- 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

- Standard office environment with some exposure to heat, cold, dirt, noise and rainy weather conditions; dim or crowded surroundings, especially when in the field
- The post holder will be required to travel to the field very frequent

Level of Contact with Children:

“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 Commitment”

High contact: Frequent direct interaction with children and their families

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 Details:

All applications marked on the right hand corner of the envelope **“Application for the Position of “FIELD COORDINATOR– PIBOR”** should be addressed to:

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

Applications should be submitted **via email to hr.ss@plan-international.org**
OR Deliver Hardcopy Applications to Plan International Field Office in Pibor.

The closing date for receipt of applications is before close of business on Friday, 21st January 2022.

Note: Applications submitted are non-returnable.

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



“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 Commitment”