



Plan International
South Sudan, Juba
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**PLAN INTERNATIONAL SOUTH SUDAN
JOB ADVERTISEMENT**

Plan International is an independent development and humanitarian organization that advances children's rights and equality for girls. We drive changes in practice and policy at local, national and global levels using our reach, experience and knowledge. For over 80 years we have been building powerful partnerships for children and girls, and we are active in over 80 countries. Plan International has been working in South Sudan since 2009 and in close collaboration with the key stakeholders at all levels to bring positive and sustainable changes in the lives of children and girls of South Sudan.

In order to enhance its response program, **Plan International South Sudan is seeking to recruit a qualified South Sudanese for the position of "Graphics and Multi Media Editing Intern – Juba"**.

No. of Vacancies (1)

Job Title:	Graphics and Multi Media Editing Intern
Tenure	Six (6) Months
Grade	9
Department	Programs
Reports to	Communication Manager
Location	Country Office, Juba

Purpose of the Role:

The purpose of this role is to creatively edit all multi-media materials including videos, audio recordings, social media reels, that are collected by the communications team. The role will also support in graphics designs for posters, annual reports, brochures, booklets and all forms of artwork for different activities and events as needed.

Key Accountabilities:

- 1. Multi-Media Editing (videos and audios) (60%)**
 - Ensure all videos collected by the communications teams are well edited based on Plan International's communications and multi-media standards and guidelines
 - Ensure all audio recordings or voice overs are done and edited based on Plan International's communications and multi-media standards and guidelines
 - Support in editing short social media reels/videos for daily and weekly posting on Plan International social media platforms-based Plan International's communications and social media standards and guidelines
- 2. Graphics design (40%)**
 - Provide graphics support in designing communication materials such as brochures, annual reports, booklets, posters etc based on need for external audiences
- 3. Vehicle Fleet management (20%)**
 - Maximise fleet efficiency and effectiveness through planned resource allocation in accordance with Plan guidelines.
 - Actively coordinate with out-sourced workshops regarding maintenance and repairs



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Leadership and Business Management Competencies

- Align work priorities and resource deployment in own area with Plan International's wider goals and longer-term direction.
- Lead through influence rather than position, and role model PI values, accelerating gender equality inside and outside Plan International and addressing resistance. Self-aware and keen to learn, seeking feedback and creates a safe environment for others to challenge self or raise concerns.
- Achieve desired outcomes and finds innovative solutions by using the expertise and creativity of others and adopting a coaching approach with the people they manage or advice.
- Delegate tasks and decisions, trusting and stretching others but ensuring they have the resources and support they need.
- Create space for reflection and uses external evidence and internal evaluation to identify what and how we need to improve and then to support others through change.
- Build positive relationships outside their own work area, being willing to compromise own preferences to achieve our broader purpose and longer-term impact

Safeguarding Children and Young People (Safeguarding), Gender Equality, and Inclusion (GEI) Commitment (5%)

- 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/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.
- Patience in dealing with difficult children
- 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.
- Ensuring active and full participation all stakeholders.

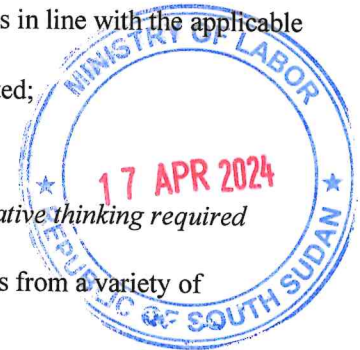
Technical Expertise, Knowledge and Skills Required to Achieve Role's Objectives: Knowledge

- University degree or Diploma Preferred in communications and journalism, Graphics design, videography and Multi-media editing or related field with equivalent of two years' experience.



rights and equality for girls in line with Plan's safeguarding Children and Young People Policy Commitment"

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- 1-2 years of professional work experience in communications, graphics design, video and multi-media editing
- Demonstrated capacity for self-organization.
- Experience in managing day to day interactions with contracted external service providers and analyse their performance.
- Ability to be proactive, prioritize, multitask, and perform efficiently and effectively with individuals in a fast-paced working environment
- Ability to identify potential problems before they occur. Proactive in preparation and uses initiative in response

Skills

- Creative editing skills both in graphics and multi-media.
- Demonstrated and broad understanding and use of different and relevant editing software.
- Excellent verbal and written communication and presentation skills in English
- Excellent interpersonal skills, including the ability to build relationships with colleagues at distances.
- Ability to remain calm and well under pressure
- Excellent attention to detail.

Communications and Working Relationships:

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

Internal

- Program teams, Emergency Response teams
- Logistics & Procurement Specialist
- Country Finance teams

External:

- Local Partners.
- Vendors.
- Communities.



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.



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- 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:

- High level of Contact 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 Details:

All applications marked on the right-hand corner of the envelope “**Application for the Position of “Graphics and Multi Media Editing Intern – Juba”** should be addressed to:

**The Head of People and Culture
Plan International South Sudan
Juba, Hai Jerusalem.**

Applications **should** be submitted in hard copies to Plan International Office in Juba. Or you can submit them via this email: hr.ss@plan-international.org

The closing date for receipt of applications is before close of business on Monday, 6th May 2024

Note: Applications submitted are non-returnable.

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