



**PLAN INTERNATIONAL SOUTH SUDAN  
JOB ADVERT**

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.

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)**

<b>Job Title</b>	HR Clerk
<b>Department</b>	HR & OD
<b>Reports to</b>	Country HR Coordinator
<b>Location</b>	Juba

**I. Job Summary**

The HR Clerk will assist the HR & OD department in the implementation of Human Resources systems, procedures and a wide variety of HR functions for the organization. This position handles the administrative and Coordination responsibilities of the Human Resources Department.

**II. Key End Results and typical Responsibilities**

**Processing Work permit, Visa and Registration for International staff**

- Ensure supporting documentation for SSD visas for expatriates and visitors is produced in timely manner (invitation letters, etc)
- Track all visas and registrations within SSD to ensure their legal compliance (expiry dates, etc)
- Maintain and regularly update the Expatriates visas and registrations tracking sheet and share it with the HR Officer and HR coordinator on a bi-monthly basis

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- Ensure applications for all visas and other necessary immigration documents within SSD (visa renewals, entry permits, etc) are done on time and provide requested advices on SSD visa requirements
- Develop and maintain a strong relationship with the Immigration Office and report changes in legislation or official requirements to the HR Coordinator
- Produce and update written visa policies and procedures within Plan International – South Sudan and submit to the HR Coordinator for approval

### **Manage all Personnel Files for National Staff**

- Ensure that all newly recruited national staff have personal files
- Ensure that required documents in personnel file is filed (Personal Details form, JDs, Contracts, Credentials, recruitment files, policy acknowledgement etc)
- Ensure that all files are updated with all required information
- Ensure that all staff fill personnel forms and are properly filed.

### **General Admin work**

- Printing/spiral binding of office documents when required
- Reference person for HR visitors
- Provide any support required by HR department
- Organize offices and ensure it's neat.
- Issues and tracks staff contracts and ensures that line managers are informed with expiration of the staff contracts at least two months in Advance

### **Safeguarding Commitment.**

- To ensure safeguarding policy and COC of plan international in South Sudan is observed by staffs, associates known to the beneficiaries and all safeguarding concern are reported.
- To ensure staffs, beneficiaries and associates are aware of reporting mechanisms and maintain the confidentiality of the safeguarding concerns reported

### **Dealing with Problems**

- An ability to manage staff working under pressure and build excellent working relationships
- Required to synthesize and analyse feedback from a wide range of actors (including NGO HR Forum, Ministry of Labor, national surveys) in further developing HR and supporting implementation

### **Communications and Working Relationships:**

#### **Internal**

- Plan inter-departmental especially finance and project teams and country office, Project managers.
- Plan South Sudan Country Office in Juba

#### **External**

- Establish cordial professional relationship with Ministry of Labour, RRC and Immigration Departments

### **Knowledge, Skills, and Behaviours Required to Achieve Role's Objectives:**

#### **Knowledge**

- Diploma or Bachelor's Degree in Human Resource or Public Administration.
- At least 1-2 years' experience in similar role

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- Knowledge of performance appraisal systems, Payroll Management, leave trucking, visa and work permit trucking, etc
- Vast knowledge of South Sudanese Labour/business laws with strong and analytical problem solving techniques

### **Skills**

- Keen attention to details
- Excellent Interpersonal/communication skills
- Positive attitude
- Willingness to learn and proven ability to learn fast

### **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 and Demands:**

May be "typical office environment"; note if heavy lifting, climbing, excess travel, etc.

This post is based in Pibor which at present is a normal operational environment. However, the post-holder must be willing to travel to project activity sites in difficult terrain and security when needed.

#### **Level of Contact with Children:**

- Low contact with children

#### **Organization chart of your department.**

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All applications marked on the right hand corner of the envelop "Application for the Position of HR Clerk should be addressed to:

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

Or you can submit via this e-mail address [hr.ss@plan-international.org](mailto:hr.ss@plan-international.org)

The closing date for receipt of applications is before close of business on 21 July 2020. Interested persons can collect **Plan Application Form** from the **Security Post** at the above address or from the field office in the location you are applying from.

*NOTE, due to the urgency of the position, we will be reviewing the applications as they come and interviews may be done before the closing date.*

Note: Applications submitted are non-returnable

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



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