



Plan International
South Sudan
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**PLAN SOUTH SUDAN
JOB ADVERT**



Plan International is an independent development and humanitarian organization that advances children's rights and equality for girls. Working in over 51 developing countries across Asia, Africa and the Americas, Plan aims 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.

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 marginalised group, they will be our ongoing focus as we work towards helping 100 million girls learn, lead, decide and thrive within their communities.

Plan International South Sudan is seeking to recruit dynamic, suitably qualified and experienced South Sudanese for the following vacant position:

POSITION 1; No. of Vacancies One (1)

Job Title	:	Program Implementation Area Manager
Grade	:	D2
Tenure	:	Fixed One Year Contract
Department	:	Programs
Reports to	:	Program Implementation Manager
Location	:	Rumbek

I. Job Summary

The post-holder will be tasked with full responsibilities for an effective and timely leadership of all the Programs 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 Program Implementation Manager, 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.

Key End Results and typical Responsibilities:

a. State/Field level Program Planning and Management

- 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.

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
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- 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.

b. Human resources

- 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 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.

c. Public Relations/Media

- Support the CMT to ensure positive coverage and the timely provision of situation reports and fundraising material to NOs, RESA and IH.
- Ensure all information, publicity and fundraising material recognises and respects the dignity of disaster victims, especially children and women.

d. Program Operation

- 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.
- Ensure Safeguarding Policy and CoC of Plan International South Sudan is adhered to by staff and associates, known to the beneficiaries and that all safeguarding concerns reported.

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I. Dealing with Problems:

- An ability to manage 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

II. Communications and Working Relationships:

Internal

- Plan PIA team and international advisors.
- Plan NOs
- Plan Monitoring, Evaluation and Research team.
- Teams in field locations such as sub-office, and others as necessary.

External

- State, County and local government units, as relevant, pertaining to project implementation
- Donor representatives including CHF, UNICEF, WFP, ECHO, OFDA, and many others.
- Cluster coordinators for relevant sectors, as necessary
- UN agencies and NGO operating in the project implementation areas

Qualifications Knowledge, Skills and Behaviours Required to Achieve Role's Objectives

Knowledge

- 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.
- Proven and substantial humanitarian management experience in leading teams, and ensuring the delivery, of program strategy, either through partners or directly, in one or more challenging locations.
- Experience in leading and motivating multi-disciplinary, geographically remote teams; a high degree of self-awareness and an understanding of how to drive and support excellent team performance and individual development.
- Experience in representing an organization with partners, government agencies and donors at humanitarian level.
- Understanding of managing security and risk within an INGO context.
- Knowledge of Sphere, HAP and other codes of conduct relevant to minimum response standards for the sectors in which Plan is active
- Experience with project development and design is useful

Skills

- Negotiation and conflict management skills
- Team management skills
- Good Communication Skills both oral and written
- Proven analytical skills and ability to think strategically, including the capacity to analyze the humanitarian context and security trends and propose new interventions and changes in the program and policies.

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- General finance, administration, information management and telecommunication skills and proficiency in information technology/ computer skills required.

Behaviours

- **Integrity:** Works with trustworthiness and integrity and has a clear commitment to Plan's core values and humanitarian principles.
- **Adaptability** to changing contexts and experience of managing change processes and relationships involving a wide range of both internal and external multi-cultural stakeholders.
- **Gender;** active commitment to promoting gender equity and the interests of people affected by disasters in all aspects of an organization's work.
- **Develop and maintain collaborative relationships** (communication with affected people; collaboration with the team and partners; challenge decisions and behaviors that breach humanitarian principles)
- **Operate safely and securely in a humanitarian response** (Identify, communicate and minimize risk for the agency, yourself and others; comply and help uphold safety and security protocols; uphold the Do No Harm principle with partners and affected people)
- **Manage yourself in a pressured and changing environment** (ability to recognize and manage stress in yourself and others in order to remain ethical, constructive and objective focused; awareness of internal and external pressures)

All applications marked on the right hand corner of the envelope "Application for the Position of " Program Implementation Area Manager" should be addressed to:

HR & OD Business Partner
Plan International South Sudan Country Office
Hai Cinema next to MTN Centre
Juba

You can also send your application via email to hr.ss@plan-international.org

The closing date for receipt of applications is before close of business on February 19th 2021.

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

Note: Applications once submitted are not returnable. Only short listed applicants will be contacted.



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