

## 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 to recruit a qualified South Sudanese for the position of “Project Coordinator – Based in Kapoeta”.**

**No. of Vacancies – One (1) Position**

<b>Job Title:</b>	Project Coordinator
<b>Grade:</b>	D1
<b>Tenure</b>	6 Months (With Possibility of Extension)
<b>Department</b>	Programs
<b>Reports to</b>	<b>Program Implementation area manager</b>
<b>Location</b>	<b>Kapoeta</b>

### **Purpose of the Role:**

The Field coordinator will be the lead person in Juba and will directly manage the GFD/BSFP/SM project in kapoeta and Juba. He/she will be responsible for planning, implementation and reporting of the food assistance project and liaise with the donors at head office in Juba (WFP, UNICEF, FAO, UNDP/OCHA/IOM), forging good working relationships with them and other heads of sub-offices in Torit, Yei, Rumbek, Awerial and Juba related to the project and the point person for the food security and livelihood cluster coordination forum at OCHA.

With the support from the Food Assistance and Nutrition team members the incumbent is responsible for consolidating current WFP project activities, strategizes and positions Plan International as the lead for the WFP project in kapoeta and Juba.

### **Key accountabilities**

#### **Programme management and Implementation**

- Under the guidance of the Food Assistance Advisor and National Food Assistance Coordinator, the Project coordinator will lead implementation and management of the WFP Food assistance programme, maintain closer ongoing surveillance of the developing humanitarian emergency situation, and adjust interventions and activities according to gaps and needs.
- Assist in the development of all Food assistance implementation plans and budgets within the framework of the agreed food assistance programme and Country strategy.

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- Assist in ensuring adequate monitoring, reporting and acquittal of food assistance/livelihood recovery activities are in accordance with Plan's humanitarian accountability framework, WFP requirements, relevant SPHERE standards, and community resilience building strategies.
- Support in ensuring the food assistance, community resilience activities are implemented in a coordinated and integrated manner with relevant stakeholders, sub-clusters and partners.
- Assist in ensuring all personnel understand and carry out their duties in accordance with WFP requirements, Plan international Food assistance strategies, humanitarian principles, core values, PHSEA principles, Code of Conduct and the SPHERE standards.
- In coordination with the Food Assistance Advisor and Grants manager, monitor and provide timely financial monitoring reports, commodities distributed are timely tracked and reported to donors like WFP and other donors.
- In coordination with the Grant Accountant and PIA Senior Program Manager ensure GIK and cash from WFP are verified and credited through IH to NOs according to the FAD signed between CO and NOs.

#### Technical support and capacity building

- In consultation with the PIAM, food assistance manager and Food assistance Advisor and the team, develop strategic documents for Plan South Sudan food assistance and resilience building programmes.
- Support in identifying/consolidating and building strong relationships with sub-cluster, donors in food assistance and resilience building
- Lead the implementation of Food assistance and early resilience building strategies and plans with Partners like WFP, FAO, OCHA, UNDP, UNICEF, Government institutions, other government donors and Plan National Offices
- Manage the food assistance team in Pibor to deliver food assistance programmes in Pibor.
- Ensure timely and quality reporting to donors (WFP/UNICEF/FAO/IOM/UMDP-OCHA, and NOs – mainly to PIA as lead regularly and others as needed
- Given the significance of the food assistance, the manager is member of management team of the programme department
- Given the continuous technical and financial support by the business development unit, the Food Assistance Manager will support with communicating, reporting, planning, commodity statements (crediting GIK and cash values) etc.

#### Monitoring and evaluation

- Updating current education needs assessment and/or leading food assistance assessment as appropriate.
- Knowledge management and documentation of lessons learned related to Food assistance programming.
- Lead commodity tracking, GIK tracking, monitoring and reporting both to CO and WFP
- Drafting quality and timely progress reports to CO, NO and WFP as appropriate
- Work with M&E department to lead monitoring and evaluation activities of the food assistance project
- Support continuous needs assessments and reporting to ensure that food assistance interventions respond to the ever-changing needs of communities

#### Representation

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- Close collaboration with, representation and support to FSL Sub-Cluster, Local authority, FSL partners and other relevant coordination groups.
- Ensure Plan International South Sudan visibility at the field level through the FSL clusters and other related food assistance coordination channels
- Ensure monthly reporting to the FSL cluster and relevant donor reports including

#### Finance and budget management

- Monitor budget and ensure adequate burn rate for food assistance projects as per the quarterly budget plans in close coordination with the Area implementation manager and Food assistance advisor
- Ensure timely review of the BVA on a monthly basis and feedback to the finance team

#### Reporting

- Ensure timely and quality preparation or review of food assistance to donor and National Offices narrative reports in close collaboration with the area implementation manager and Business Development Unit

#### 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/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:

##### Internally;

- Programs Director
- Project Managers and thematic managers
- Education field teams



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- General finance, administration, information management and telecommunication skills and proficiency in information technology/ computer skills required.
- Fluency in written and spoken English and knowledge of one of the local languages is an asset
- Excellent written and oral communication skills in English, including presentation and public speaking. Working knowledge of local Arabic and/or other local languages will be an added advantage.

## 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

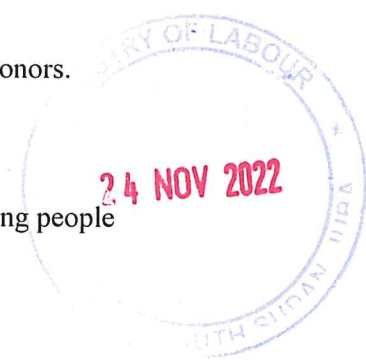
- Standard office environment with some exposure to heat, cold, dirt, noise and rainy weather conditions; dim or crowded surroundings, especially when in the field
- The post holder will be required to travel to the field very frequent

### Level of Contact with Children:

- Low 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.




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**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 “Project Coordinator”**” should be addressed to:

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

**NB: All application should be hand delivered to Plan International Juba and Torit office or you also send your Applications via email to [hr.ss@plan-international.org](mailto:hr.ss@plan-international.org).**

The closing date for receipt of applications is before close of business on **Tuesday, 13<sup>th</sup> December 2022.**

**Note: Applications submitted are non-returnable.**

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