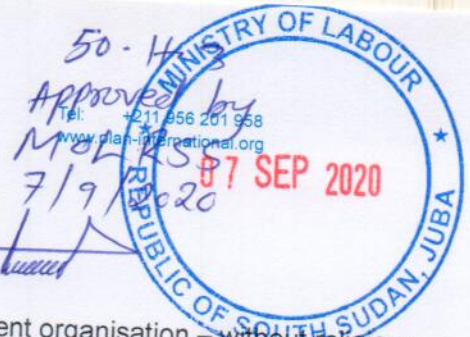




Plan International  
South Sudan  
Hai Cinema  
P.O. Box 182  
Juba



## PLAN SOUTH SUDAN JOB ADVERT

Plan International is a Child Centered Community Development organisation – without religious, political or governmental affiliation – that works with children and their communities in the world's poorest countries to make lasting improvements in their lives.

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.

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 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	:	Safety & Operations Officer
Grade	:	C2
Tenure	:	6 months
Department	:	Safety and Access
Reports to	:	Project Manager
Location	:	Yei

### I. Job Summary

- Journey Management to enhance vehicle management and controls
- Report to the Project Manager.
- Responsible for Journey Management
- Manning of the radio room and tracking of fleet

### II. Key End Results and typical Responsibilities:

- Monitoring all Plan International Vehicles at Yei field office and all the field operation office.
- Driver Management and Yei vehicle allocation.
- Taxi management and movement allocations.
- Radio Management and Radio operation.
- Ensure all vehicles are fitted with vehicle trackers.
- Vehicle clearance at RRC
- Vehicle disposal approval by RRC.
- Ensure all vehicles are clean.
- Tracking all the invoices.
- Support on both motorbikes and vehicles registration.
- Support in the provision of safety briefing to new staff and visitors travelling to the field;
- Raise Purchase Requests for replenishment / service of safety supplies – First aid kits, trauma kits, fire extinguishers, hibernation kits and applicable hygiene supplies;
- Ensure safety features are in place for each vehicle and location with first aid kit and fire safety equipment;
- Testing, issuing and training on communication equipment;

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.

Plan Limited, registered in England no.3001663. Registered address as above.







- Assist in enforcement and reporting of breaches of safety policy and procedures.

### III. **Dealing with Problems:**

- Working effectively with other departments to enhance journey management and controls.

### IV. **Communications and Working Relationships:**

#### **Internal**

- All staff

#### **External**

- Local government authorities and RRC.
- Service providers and vendors
- Communities and Local NGO

### V. **Qualifications Knowledge, Skills and Behaviours Required to Achieve Role's Objectives**

#### **Knowledge**

- Must have 3 – 5 years of experience managing large scale NGO security functions
- Ability to work independently; take personal initiative, and multi-task including strong facilitation skills in an ever changing, dynamic environment.
- Experience in negotiating service agreements with vendors
- The capacity and willingness to be extremely flexible and accommodating in difficult and frustrating working circumstances is required.
- Commitment to and understanding of Plan International's aims, values and principles.

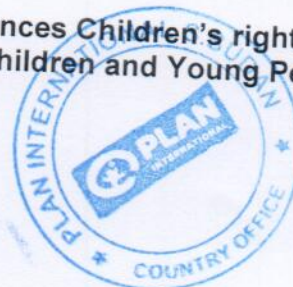
#### **Skills**

- Strong interpersonal skills, and ability to work effectively with people of different nationality, cultural background, and educational levels
- Ability to communicate in a team with people from different nationalities, cultural and ethnic backgrounds, ability to work in a team environment and achieve common goals.
- Communication skills, appropriate to the audience and able to solve problems
- Proficient in computer skills and use of relevant accounting software packages

#### **Behaviours**

- Holds self and others to account to deliver on agreed goals and standards of behaviour
- Aware of the impact of his behaviour on others

**"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 Commitments"**







All applications marked on the right hand corner of the envelope "Application for the Position of "Safety and Access Officer" should be addressed to:

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

*Please submit all 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 25<sup>th</sup> September 2020.

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

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

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