



Plan International  
www.plan-international.org  
South Sudan, Juba  
P.O.BOX, 182, Hai Cinema

## 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 South Sudan is seeking to recruit a qualified South Sudanese for the position of **"Risk and Compliance Coordinator – Country Office, Juba"**.

### No. of Vacancies (1)

Job Title:	Risk and Compliance Coordinator
Tenure	11Months
Grade	14
Department	Risk and Compliance
Reports to	Risk and Compliance Manager
Location	Country Office, Juba



### Purpose of the Role:

To provide an independent objective assurance and consulting activity designed to add value and improve the organization's operation by using a systematic disciplined approach to evaluate and improve the effectiveness of risk management, control and governance processes. The main role is to conduct internal audits of PISS Country office programs spread across the Country as well as performing other duties in the absence of, or as delegated by the Risk and Compliance Manager

### Key Accountabilities:

- Ensure the verification of financial transactions is executed quarterly to assure the correctness and accuracy of liabilities, assets, expenditures and receipts.
- Conduct routine training of new employees and partners on Plan policies and procedures.
- Conduct surprise cash count and Spot check the field offices on quarterly basis and provide comprehensive report.
- Participate in annual audit planning for PISS.
- Support the Risk and Compliance Manager to identify and mitigate risk using tools that facilitate both field level and Country Office level risk analysis and mitigation.

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- Assist the Risk and Compliance Manager in assessment of existing internal controls, systems and processes in the country for their adequacy and effectiveness and advise management in their strengthening.
- Perform risks-based audits (RBIA) of various organizational units (i.e. Finance, Supply Chain Management, Human Resource) aimed at evaluating the adequacy of the systems of internal control and recommending improvements in controls in areas where deficiencies are identified.
- Conduct follow up on internal and external audit findings and recommendations and support management to ensure they are implemented.

#### **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**

- Managing internal and external communications in a multicultural environment
- Managing communications in emergencies
- Dealing with high demand for analysis of documents and situations and provide policy and advocacy recommendations
- Quality time to analyse and interpret situations in country context and find appropriate responses
- Intercultural understanding and communication needed
- Serving as brand ambassador for Plan International in South Sudan at field level
- Prepared to work long hours to meet deadlines

#### **LEADERSHIP 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.
- Take complex decisions, weighing up the available information and assessing opportunities and risks.



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- Build positive relationships outside their own work area, being willing to compromise own preferences to achieve our broader purpose and longer-term impact

## BUSINESS MANAGEMENT COMPETENCIES

- Understand relevant sectorial context including how the sector operates in terms of funding and governance and awareness of Plan's purpose, values, and global strategy
- Manage legal and reputational risk including risk assessment, communication, risk management and reporting in full compliance with risk-related standards, including in areas such as Child and Youth Safeguarding and Protection, Gender equality and inclusion, Counter Fraud, Safety and Security

### Communications and Working Relationships:

#### Internal:

- Risk and Compliance Manager
- Country Management Team
- All departments at Country Office and field offices Team

#### External:

- Partners.
- Other INGO Risk and compliance staff and networks.
- Audit and compliance lead at National Organizations and in-country donor offices.
- Members of the Plan International Global Assurance network.

Approved - Labour  
HGRsf  
7/8/2024

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

#### Knowledge

- Bachelor's Degree in Finance, Accounting, and Business Management from a **recognized University**
- 4 years of experience in financial management with at least 2 years' experience in audit management.
- Proven experience in INGO audit or professional auditing firm.
- Excellent written & spoken English.
- Excellent communication, interpersonal, representation and negotiation skills.
- Sound planning, time management and administrative skills.
- Ability to work under pressure.
- Excellent computer skills with proficiency in Microsoft Word, Excel, power point presentation.
- Experience in working in a culturally diverse setting.
- Ability to develop, plan, and implement short- and long-range objectives and goals.
- Knowledge of auditing concepts and principles.
- Knowledge of financial recordkeeping procedures, laws, regulations, and standards.
- Ability to persuade and influence others.
- Understanding of the IT control environment.
- Knowledge of auditing best practices, such as General Accepted Accounting Principles (GAAP) and internal control measures.
- An in-depth understanding of tax, business compliance, and financial regulations.

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## 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:

- Medium 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 Details:**

All applications marked on the right-hand corner of the subject line “**Application for the Position of “Risk and Compliance Coordinator – Country Office, 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 Hai Jerusalem, Juba or send your CV and other supporting document via this email [hr.ss@plan-international.org](mailto:hr.ss@plan-international.org).

**The closing date for receipt of applications is before close of business on Monday, 26<sup>th</sup> August 2024**

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

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