



Plan International
South Sudan, Juba
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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 International South Sudan is seeking to recruit a qualified South Sudanese for the position of "Field Coordinator – Maban"**.

No. of Vacancies (1)

Job Title:	Field Coordinator
Tenure	Three (3) Months
Grade	14
Department	Programs Implementation
Reports to	Program Implementation Area (PIA) Manager
Location	Maban Field Office,

Purpose of the Role:

- Develop good working relations with PI team, humanitarian actors' community leaders and the beneficiaries to ensure that Plan International services and visibilities are up to the standards
- Work in coordination of the Government (Line Ministries and RRC) sub cluster leads such as UNHCR, IOM, WFP and UNICEF and all concerned agencies
- Represent Plan International and ensure the organization is visible in the forums

Key Accountabilities:

- To attend meetings, coordinate and identify opportunities for plan international intervention in Unity State.
- Support and supervise the team and ensure all work within the prescribe policies of Plan International in Unity State.
- To do daily monitoring and supervision of the temporary and response activities Plan might assign him/her to do.
- Prepare accurate daily progress update plus weekly and monthly reports
- To attend the humanitarian daily briefing when necessary.
- To work with the team in expansion of services beyond and participate in any assessment be carried.
- Provide timely information on events outside the routine updates and reports as they happen. Provide information requested by the Head of Program Implementation and thematic lead when requested.
- Act as the Accountability/ Beneficiary feedback mechanism key member for the Unity field office by recording, referral and provision of feedback to beneficiaries within stipulated timelines.

"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 Commitment"

- Promote the implementation and adherence of staff to Plan International's Safeguarding Children and Young People policies by sensitizing beneficiaries on the policy, monitoring the project's adherence to the policy and refer safeguarding cases that may come through the beneficiary feedback mechanism.
- Any other duties assigned by supervisor as needed and required

Leadership and Business Management 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.
- Delegate tasks and decisions, trusting and stretching others but ensuring they have the resources and support they need.
- Create space for reflection and uses external evidence and internal evaluation to identify what and how we need to improve and then to support others through change.
- Build positive relationships outside their own work area, being willing to compromise own preferences to achieve our broader purpose and longer-term impact

Safeguarding Children and Young People (Safeguarding), Gender Equality, and Inclusion (GEI) Commitment (5%)

- 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.
- Patience in dealing with difficult children
- 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.
- Ensuring active and full participation all stakeholders.

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Technical Expertise, Knowledge and Skills Required to Achieve Role's Objectives:

Knowledge

- A minimum of Bachelor Degree in fields related to Social Sciences, Humanitarian studies, or related fields. Significant experience in the service areas will have high consideration.
- Minimum of 1 - 3 years of relevant working experience in post conflict /humanitarian response and field coordination is preferred.
- Ability and willingness to make daily visit to project sites and work in hardship environment.
- Basic level of computer literacy (MS Word, Excel and Access) and data management,
- Strong self-starter who is able to take initiative
- Commitment to Plan International values and policies, including child safeguarding and data protection
- Ability to transfer knowledge to diverse audiences through training, mentoring, and other formal and non-formal methods;
- Excellent interpersonal, organizational and written/verbal communication skills, including in cross-cultural settings;
- Leadership qualities and people management expertise to provide direction and effective support to communities and subordinates of multicultural team in in serving the in Maban office.
- Excellent verbal and written communication skills, including high-level interpersonal and representational capabilities; fluency in written and spoken English essential.
- An understanding of gender, people with special needs, child protection plus diverse considerations within key areas of responsibility and commitment to addressing inequalities in the workplace and the programme activities.

Skills

- Good analytical skills
- Good skills in numeracy and database management
- Good Interpersonal skills
- Good negotiating, facilitating and influencing skills
- Basic computer skills and ability to use MS word and Excel
- Good Capacity building skills.
- Ability to deliver to tight deadlines

Communications and Working Relationships:

Working contacts inside and outside the organization, include the purpose and level (high, medium, low) of the contact.

Internal

- Reports directly to Head of Program implementations
- Has indirect reporting line to the Project Assistant
- Collaborates and coordinates work with fields and other thematic team (FSL, Nutrition, Wash, EiE, CPiE etc.)
- Ensures that proper working relationship is maintained with support services (i.e. finance, logistics, HR and IT)

External:

- Other Actors and Donors working in Maban

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:

- High 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.

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.

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Application Submission Details:

All applications marked on the right-hand corner of the envelope “**Application for the Position of “Field Coordinator – 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 **Save The Children International Office in Maban.** Or you can submit them via this email: hr.ss@plan-international.org

The closing date for receipt of applications is before close of business on **Friday, 10th May 2024**

Note: Applications submitted are non-returnable.

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