

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, dynamic and suitable South Sudanese for the following vacant.**

No. of Vacancies (1)

Job Title:	Safety and Access Coordinator – Juba
Tenure	Twelve (12) Months
Grade	13
Department	Safety and Access Unit
Reports to	Head of Supply Chain with matrix reporting to Regional Safety and Access Advisor
Location	Country Office, Juba

Purpose of the Role:

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 Equatoria, Eastern Equatoria, Unity State, Lakes State, Upper Nile and Jonglei State. Program includes food assistance, agricultural rehabilitation Food Security and Livelihood, Education in Emergencies and Child Protection in Emergencies.

The Safety and Access Coordinator will support the South Sudan program office on safety, access and security related matters with specific focus on supporting the project implementation team coordinating safe delivery and movement of the project supplies to the end beneficiaries ensuring high quality coordination with project implementation team which is timely, effective and efficient to attain the project and the organizations objectives. The Safety and Access Coordinator will work together with all Plan International projects and other partners on ground to ensure the safety and security of all staffs, assets and programme. The Safety and Access Coordinator will also be responsible in collection of safety, access and security information analysis and dissemination to the programme teams and ensure all staffs are compliant to all SOPs and other context specific mitigations measures. The Safety and Access Coordinator will be advising the Head of Supply Chain manager on all matters related to the safety and security of all the staffs, assets and programme in South Sudan to ensure adherence to all the safety and security protocols

Key End Results and typical Responsibilities

- Provide constant liaison with lead government agencies and other stakeholders like RRC, immigration, medical service providers etc
- Provide leadership as the go to person in ensuring health and safety of staff in liaison with service providers



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- Provide continuous support to the fleet team which involves both directly and indirectly.
- Check and maintain routine communication with the field teams
- Serve as the focal point for collection, analysis and timely dissemination of relevant and up-to-date safety information. This will include contributing and participation in the regular reporting process;
- Maintain oversight of operational safety issues through coordination with relevant authorities at field office location;
- Reporting on and management of safety incidents to the PIA In the case of critical incidents, Safety Access Manager.
- Responsible for updating of the Safety Management Plans and safety briefing notes for office location on quarterly basis or after the occurrence of a significant incident(s);
- As a member of the Safety Management Team participate in the execution of medical evacuation, hibernation, relocation and evacuation procedures for staff members in line with the applicable policies and SOPs. These policies and SOPs should be kept relevant to the existing context;
- Daily monitoring of the safety situation and prefer practical and adequate action to enable program implementation process. This will include liaison with the Head of Supply Chain in management of safety of staff, operations and organization assets in Juba or any other assigned location;
- Supervise the deployed safety guards at Juba office and liaise with field office SFPs in ensuring adequate access and physical safety measures are in place and implemented;
- Visit other Plan International field locations and conduct routine physical assessment of the office bases, assess performance of and compliance to safety procedures and recommend and follow up on implementation of corrective measures as and when required;
- In collaboration with the Head of Supply Chain Manager and Program Implementation Area Managers, identify and facilitate staff training on broader areas of safety – personal safety, basic first aid, fire safety, communication, field movement planning and defensive driving;
- Represent Plan International at the weekly NGO Forum safety meetings and share information with staff and management as deemed appropriate;
- 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;
- Build up a network of useful contacts and informants on safety related information and support;
- Adhere to all safety and communication protocols as advised by the Regional Safety and security advisor and supervisor;
- Adherence to all Plan International safety policies and procedures.
- Conduct himself/herself both professionally and personally in such a manner as to bring credit to Plan International and to not jeopardize its humanitarian mission in your o
- Oversees the management of vehicles service provision.
- Regular communication is normally with immediate Supervisor but may require a broad range of communication (including Juba and Field) internally.
- Ensure Health and Safety procedures are followed at specific sites.
- Monitoring Plan International Vehicles Movement and managing the Radio Room
- Maintaining of Hibernations and First Aid Kits
- Planning and Conducting of FAST Trainings.
- Meeting and Briefing visitors and Inductions.
- Security Risk Assessment

Monitoring Plan International Vehicles Movement (15%)



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- Monitoring of all plan international vehicles in all other field operation offices by use of tracking system.
- Oversight the operations safety and security issues through coordination with the team leaders.
- Track movement of vehicles in the field mission through well-defined procedures.
- Monitoring and tracking of the fleet movement and security general situation with practical and adequate action to enable the project implementation process.
- By liaison with other partners operating in the same context.

Maintaining of Hibernations and First Aid Kits (15%)

- Responsible to raise purchase requisitions for the safety and security equipment e.g., sexual assault kits, first aid kits, trauma kits, hibernations kits, fire extinguishers and other applicable hygiene kits.
- Keeping of the safety feature up to date in every vehicle having first aid kits including fire safety equipment.
- Allocation of the first aid kits to the staffs on field mission and ensure the kits are returned for further allocation to new travellers.
- Maintaining contingency planning, Hibernations kits and medical evacuation, relocation and evacuation of a member procedures in relation to the SOPs.

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

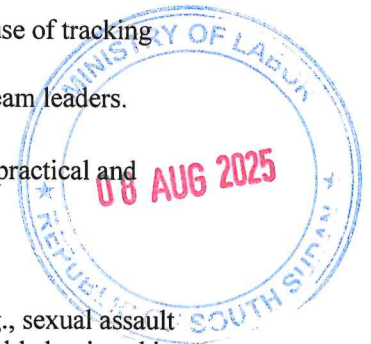
- Facilitating cordial relationships with and among various stakeholders from a variety of backgrounds.
- Patience in dealing with difficult children
- Handling conflicting priorities and ad-hoc requests from various stakeholders in the best interest of the organization.
- Given the wide scope of responsibility 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.

Leadership and Business Management Competencies

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.

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- 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

BUSINESS MANAGEMENT COMPETENCIES

- Understand relevant sectorial context including how the sector operates in terms of partners 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
- Manage people and information including skills in assessment and coaching, evidence-based management, communication skills, both speaking and writing, and digital working, including personal digital skills

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

Knowledge

- High level of computer literacy (MS Word, Excel, Access, and Power Point) and data management,
- Excellent interpersonal, organizational and written/verbal communication skills, including in cross-cultural settings;
- Able to ride motor bike to reach hard reach areas for supportive supervision.
- Excellent verbal and written communication skills, including high-level interpersonal and representational capabilities; fluency in written and spoken English essential.
- Proven experience and skills as Safety and Access person for more than 3 years
- Minimum Diploma level certificate in security studies, criminology and/or other social sciences
- Excellent and proven network with government agencies
- Proven record in fleet management for minimum 3 years
- Ability to assess and manage safety situations proactively and within the existing organization policy and procedures
- A strong commitment to all health and safety guidelines
- A problem-solving ability
- Resourcefulness and creativity in developing the role safety and safety within the program and ensuring most effective support to line management
- Good planning, coordination and reporting skills with the ability to organize work and achieve desired outcomes
- Good knowledge and understanding of South Sudan and Malakal context in particular
- Willingness to work and travel in often challenging and at times insecure environments;
- Ability to work in a team setting that has diverse cultures
- Commitment to Plan International values and policies.

Skills

- Specialized knowledge of the application of practical methods, techniques, procedures and systems used in security e.g. Security Risk Assessment (SRA)/Security Risk Analysis (SRA) and Threat Analysis, typically gained through technical training and work experience.

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- Broad knowledge and understanding of security logistics, security administration, risk assessment and co-ordination with local authorities and local law enforcement agencies.
- Training and experience in fire and related intervention/evacuation procedures.
- Ability to manage emergency situations and remain calm.
- Attention to detail and constant vigilance in order to promptly detect any breach in security measures.
- Ability to interpret information, use judgement and inform supervisors of any incidents which might impact the Plan's staff and operations.
- Excellent communication skills and maintain frequent correspondence with both, internal staff and external authorities with regards to security advisories and security incidents.
- Willingness to attend security trainings and comply with the Plan's Security Management System (SMS) standards. Fluency in both oral and written communication in the organizational language in use at the duty station and in the duty station's language, if different.

Communications and Working Relationships:

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

Internal

- Head of Supply Chain
- Country Director
- Safety and Access Officer (s)
- Program Area Implementation Managers /Team Leaders and program teams
- Project manager, Protection officer, Field Supervisors
- Other Plan staff

External:

- INGO Forum
- Local Authorities
- UNDSS
- INSO
- And Other Partners



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



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- 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.

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 envelope “Application for the Position of “Safety and Access Coordinator – Juba” and 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 Juba. Or send your application via: hr.ss@plan-international.org

The closing date for receipt of applications is before close of business on Wednesday, 27th August 2025 At 5:00PM

Note: Applications submitted are non-returnable.

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