



Plan International
South Sudan
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PLAN INTERNATIONAL SOUTH SUDAN JOB ADVERTISEMENT

Plan is an International Child Centered Community Development organization – without religious, political or governmental affiliation – that works with children and their communities in 50 of the world’s poorest countries to make lasting improvements in their lives. Plan’s work worldwide benefits around six million children in Africa, Asia and Latin America. Program implementation takes place in 50 Country Offices and 4 Regional Offices, working with more than 90,000 mostly rural communities.

Working in 50 developing countries across Africa, Asia and the Americas, Plan has ‘One Goal, whose aim is to reach as many children as possible, particularly those who are excluded or marginalized, with high quality programs that deliver long-lasting benefits by increasing its income, working in partnership with others and operating effectively.

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.

Plan International South Sudan is seeking to recruit qualified South Sudanese for the following position of **“IT Intern – Based in Juba”**.

No. of Vacancies (3)

Job Title:	IT Intern
Tenure	6 Months
Department	IT
Reports to	IT Manager
Location	Juba



Purpose of the Role

The purpose of this role is to impact IT technical and work with the IT and finance to do e-filing of finance data of Plan International South Sudan. This position has mix role of IT business.

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II. Key End Results and typical Responsibilities:

- The interns will be trained on how to sort physical files and hence will sort the physical data
- The IT Intern will work with the IT team to create indexed folders in the local server
- Together with the other two interns, he/she will organize the physical files and scan them to the local server. (Develop efficient filing system to make updating and retrieving files easier)
- Create or update records with new files and information
- Troubleshoot computers, printers, scanners, shredders and other office equipment
- Follow policies and confidentiality dictations to safeguard data and information
- Record keeping – File all finance documents and maintain a retrievable document filing system
- Assist in annual budgeting and year-end process
- Prepare payment requests, process cheques/ transfers to suppliers, staff and partners
- Ensure timely data entry of accounting transactions in Accounting system / SAP: invoices, cash receipts and payments
- Responsible with real-time payments/journal vouchers are parked in SAP to facilitate accurate and smooth month end process
- Ensure safe keeping and custody of Finance security documents such as cheques books, signed cheques, Finance registers
- Assist in liquidation data entry in SAP
- Any other duties assigned to the intern

Internal Financial Controls and Compliance

- Promotes and abides by Plan International policies and procedures including but not limited to: Gender equality mainstreaming, Safeguarding Children and Young Peoples Policy (SCYPP); Code of Conduct and the related mandatory reporting responsibilities.
- Continuous monitoring of internal control processes and procedures. Ensure adherence to financial controls, processes and donor procedures.
- Ensure that all transactions are in line with the country tax laws - complete and submit tax returns to the requisite authorities for CO and FO before due dates.
- Identify and timely reporting of risks through the Plan risk management process and implement controls
- Responsible with responding to audit requests that is directed to her timeously and retrieving support documentation.

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.

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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.
- An ability to manage staff working under pressure and build excellent working relationships

Communications and Working Relationships:

Internal:

- Country Finance Manager, Country Senior Accountant, CO Finance Team
- Project Managers, PIAM & CO Department Heads & Heads of Field Offices
- Compliance and Risks Management Unit, Emergency Response team
- Global Assurance Team and External Auditors
- Programmes Team, Technical Experts, Other Plan staff

External:

- Not necessary

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

Knowledge

Successful candidates will possess;

- A Bachelor Degree or Diploma in Information Technology or Computer Science
- A fresh graduate from an Institution/ University is preferred
- Female graduates are highly encouraged to apply
- Familiarity with troubleshooting hardware and software on Desktops and Laptops required.
- Knowledge of Cisco networking or any networking system is benefit.
- Very good knowledge of MS Office and office equipment such as photocopier, scanner etc.
- Knowledge of filing systems
- Good verbal communication and customer service skills are required.
- Ability to work a minimum of 38 hours a week.
- Dependable with respect to confidentiality and policies

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.
- Good management skills and analytical skills



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- Communication skills, appropriate to the audience and able to solve problems

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:

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



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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 “IT INTERN-JUBA”**” should be addressed to:

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

Applications should be submitted in hard copies to Plan International Office in Juba.
OR You can send your application via email to hr.ss@plan-international.org

The closing date for receipt of applications is before close of business on Monday, 2nd June 2022.

Note: Applications submitted are non-returnable.

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



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