



Plan International
South Sudan
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PLAN INTERNATIONAL SOUTH SUDAN JOB ADVERT

Plan is an International Child Centered Community Development organisation – 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.

Plan International South Sudan supports development interventions in the domains of education, livelihood, building relations, child protection, governance and social protection.

As an International child-centered community development organization, committed to the wellbeing of children and to supporting the Convention of the Rights of the Child, it does not tolerate child abuse. The institution therefore expects that all 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	:	Food Assistance Manager
Grade	:	D2
Tenure	:	12 months
Department	:	Programs
Reports to	:	PIA Manager
Location	:	PIBOR

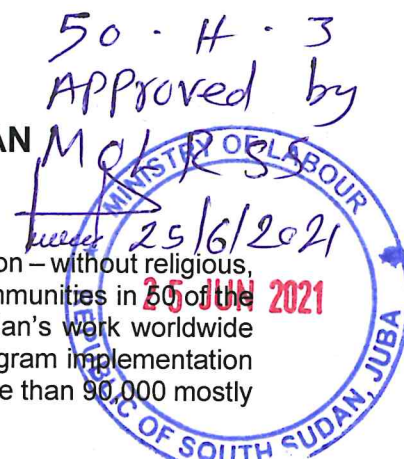
Job Summary

The Food Assistance Manager will support the field offices for quality implementation of emergency, recovery and resilience food assistance projects such as general food distribution (GFD) food for Education (FFE) and food/cash for asset (FFA/CFA) where applicable. Under the guidance of the Program Implementation Area Manager and the Food Assistance Manager, post holder will effectively coordinate and facilitate food assistance needs in implementation of the food assistance projects of all modalities. He/she will always work hard to ensure reports and invoices submission meet donor deadlines. The Food Assistance Manager with the support of the PIA Manager, Food Assistance Coordinator and Commodity Tracking and Accounting Coordinator will work in building staff capacity on food assistance program such as food distribution procedures, common humanitarian standards, accountability to the affected people, beneficiaries' feedback and complaint mechanism.

Typical Responsibilities - Key End Results of Position:

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.

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- Active participation in development of new proposals for food assistance and related projects with program team members (CPIE, EiE, Nutrition, food security and livelihood, gender and safeguarding)
- Prepare commodity tracking, distribution reporting and invoicing with the support from Commodity Tracking and Accounting Coordinator.
- Conduct and facilitate regular distribution and post distribution activities in all the distribution sites.
- In coordination with PIA Manager, Food Assistance Coordinator and M&E team, support field staff training on Core Humanitarian Standards (CHS), food distribution process and Community Feedback Mechanism.
- Development of PO & WBS to the project assigned to.
- Prepare and ensure timely procurement plan and raising PR for required purchases.
- Follow up on financial request for food assistance related field activities.
- Ensure projects documents filed and kept orderly
- Any other activities assigned by line manager.



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:

The Food Assistance Manager needs to have capacity of solve problems arising early enough before they escalate. All resolved and unresolved problems should be shared with and reported to immediate supervisor. In the day to day management of food assistance project activities; post holder should make decisions as appropriate to the context and are in accordance with Plan International mission and objectives

Communications and Working Relationships:

Internal

- Food Assistance and Nutrition Advisor
- Field Supervisor, Field Monitors, Storekeeper, Tally Clerk
- Other Plan staff in the field and at the country office

External

- Implementing partners.
- National offices
- Donors
- Local government authorities
- External audit



"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"

Knowledge, Skills and Behaviours Required to Achieve Role's Objectives



1. Knowledge

- Bachelor's Degree in food security and livelihood project management, Agriculture/Agronomy, Business Management, Accounting, community development.
- At least one to two years of experience in a similar role with humanitarian organization or similar institutions
- Fair knowledge of project management
- Experience in staff and partners' capacity building development.
- Knowledge of development, trends, challenges, opportunities and implications to community development
- Strong knowledge in the use of SAP and/or other corporate software applications.
- Relevant experience and knowledge in proposal development, assessments and quality report writing.

2. Skills

- Good written and spoken English Language
- Advance level skills in computer usage –excel, power point and email systems
- Good communication skills
- Interpersonal , negotiations and problem solving skills
- Skilled in giving and receiving feedback
- Analytical and objective with good interpersonal and problem solving skills
- Planning and organization skills
- Influencing and persuading skills

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 organisation 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 maximise 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.

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- 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 required to travel to the field very frequent

Applications Submission Details.

All applications marked on the right hand corner of the envelope "Application for the Position of "Food Assistance Manager" should be addressed to:

The HR &OD Business Partner
Plan International South Sudan
Country Office, HAI Jerusalem, Juba.



You can also send your application via email to hr.ss@plan-international.org

The closing date for receipt of applications is before close of business on **16th July, 2021.**

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

Note: Only short listed applicants will be contacted and applications once submitted is not returnable.



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