



Plan International
South Sudan
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PLAN INTERNATIONAL SOUTH SUDAN JOB ADVERTISEMENT

Plan International (PI), is an independent global child right organization – without religious, political or governmental affiliation that has been operating in South Sudan since 2006. 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.

In order to enhance its response program, Plan South Sudan is seeking to recruit a qualified South Sudanese for the position of “School Meal Monitors – Based in Juba and Terekeka”.

No. of Vacancies – Three (3) Positions (One in Juba and two in Terekeka)

Job Title:	School-Meal Monitors
Grade:	B
Tenure	12 Months (With Possibility of Extension)
Department	Programs
Reports to	School Meal Officer - Terekeka
Location	Juba & Terekeka

Purpose of the Role:

- I. The food for education monitors will directly work under the supervision of field food supervisor, the incumbent will be based in Terekeka and Juba and will be responsible for planning, conducting distribution of food to schools and reporting of the distributions conducted with close consultations with the field food supervisor, the incumbent will be involved directly with food distributions as well as community mobilization at their areas of jurisdiction
- II. The post holder will support the field supervisor, field coordinator and his team in distribution preparation monitoring and other assignments from his supervisor

Key Accountabilities:

What” is done and “why”, but not “how”; include indicators for success

- a) Under the direct supervision of the Field food supervisor and in accordance with the guidelines as well as policies of the organization, for the period of this agreement, the SM Monitor will

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provide support services to plan International South Sudan in the implementation of the school feeding project in project location. S/he should be able to respect the terms and conditions of the agreement.

b) Take responsibility for all food items/NFIs provided by Plan International South Sudan and WFP to ensure that they not damaged or misplaced and are used solely for the benefit of Plan International South Sudan

c) Food Management

• Ensure there is a sound food management system in place with specific focus on correspondence management and documentation –in accordance with plan’s procedure. Critical success factors will include

- Escort WFP trucks to schools for food delivery
- A sound recording system exists in schools with originals copies of waybills, all deliveries and other important documents are properly filed and reported to SM officer/supervisor before the beginning of the following month.
- All SM program correspondences and food consumption form are professionally handed.
- Ensure daily food distribution and attendant registers are distributed to schools for each and in use properly
- Minutes of all school feeding meetings are recorded and filed professionally.
- Conduct school head count on monthly basis and all this information are properly kept for further references
- Proper recording figures in form 3 and consumption form

d) Food Storage Management

- Make sure that all stores in schools under school Feeding are secured, cleaned and guarded effectively.
- Educate the schools management committees on the importance of secured food store
- Store are out of rats, infestations and other small insects that may destroy food

e) Invoices reporting

- Help all schools under school feeding to prepares form 3, stamp them and submit distribution report to SM officer or his delegate
- Collect form 3, waybills, daily food distribution and attendant registers (DFDAR) from schools before the beginning of the following month.
- Make sure reports from the schools are accurate
- Train school monitors on food entitlement per a child in a day.
- Any other duty assigned.

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

The Field monitor needs to have capacity of solve problems arising early enough with in the community 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 Relationship

Working contacts inside and outside the organization; include the purpose and level (high, medium and low) of the contacts as follows;

INTERNAL

Internal

- Field Supervisor
- Storekeepers
- Tally clerks
- Other Plan staff

External

- Project/program partners (INGOs, NGOs, CBOs)
- Local government authorities
- Other partners



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

Knowledge

Knowledge

- Senior Secondary School Certificate/College diploma/Professional qualification in Humanitarian, Sociology, Community Development, Agriculture and Livelihoods
- 1-2 years working experience in a similar job within a humanitarian setting

1. 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

Behaviours

- Hardworking with capacity to work independently with minimum supervision
- Honesty, integrity, open and transparent personality

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- Team player
- Work towards achieving a team goal and result oriented
- Be able to respect all groups of people in the community, staff and culturally sensitive
- Persuasive and able to work in different cultural settings
- Motivated, energetic and strives to develop and support others.

Physical Environment and Demands

This post is based in the field with frequent travel to different field sites to monitor and supervise the project activities. Post holder should be willing to live under field conditions ranging from fairly comfortable to difficult depending on the locations.

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

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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.

Application Submission Guideline:

All applications marked on the right hand corner of the envelope **“Application for the Position of “School-Meal Monitor – Based in either Juba or Terekeka”** should be addressed to:

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

NB: All Applications letters should be hand delivered to plan international Office in Juba only.

The closing date for receipt of applications is before close of business on Monday, 5th December 2022.

Note: Applications submitted are non-returnable.

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