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Approved by
MLPS & HRD



PLAN INTERNATIONAL SOUTH SUDAN JOB ADVERT

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.

As an International child-centered community development organization, Plan International South Sudan is committed to the wellbeing of children and to supporting the Convention of the Rights of the Child and it does not tolerate child abuse. The institution therefore expects that all of 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 supports development interventions in the domains of education, livelihood, building relations, child protection, governance and social protection.

Plan International South Sudan is committed to developing the capacity of young South Sudanese especially the females who are fresh from school. Plan International is therefore, seeking to recruit South Sudanese for internship positions in the Department of HUMAN RESOURCE MANAGEMENT

POSITION 1; No. of Vacancies (2)

Job Title	HR Interns
Department	HR & OD
Reports to	Country HR Coordinator
Location	Juba

I. Job Summary

The HR Intern will assist the HR & OD department in the implementation of Human Resources systems, procedures and a wide variety of HR functions for the organization. This position handles the administrative and Coordination responsibilities of the Human Resources Department.

II. Key End Results and typical Responsibilities

- Recruitment tracking and management
- Contract Tracking and Management
- Processing Work permit, Visa and Registration for International staff
- Personnel Files management
- Payroll Management

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- Staff capacity development and management
- General Admin work

Safeguarding Commitment.

- To ensure safeguarding policy and COC of plan international in South Sudan is observed by staffs, associates known to the beneficiaries and all safeguarding concern are reported.
- To ensure staffs, beneficiaries and associates are aware of reporting mechanisms and maintain the confidentiality of the safeguarding concerns reported

Dealing with Problems

- An ability to manage staff working under pressure and build excellent working relationships
- Required to synthesize and analyze feedback from a wide range of actors (including NGO HR Forum, Ministry of Labor, national surveys) in further developing HR and supporting implementation

Communications and Working Relationships:

Internal

- Plan inter-departmental especially finance and project teams and country office, Project managers.
- Plan South Sudan Country Office in Juba

External

- Establish cordial professional relationship with Ministry of Labour, RRC and Immigration Departments

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

Knowledge

- Bachelor's Degree in Human Resource.
- Fresh from school. No work experience required.
- Purely academic knowledge of recruitment, performance appraisal systems, Payroll Management, leave trucking etc
- Knowledge of South Sudanese Labour/business laws with strong and analytical problem solving techniques

Skills

- Keen attention to details
- Excellent Interpersonal/communication skills
- Positive attitude
- Willingness to learn and proven ability to learn fast

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

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- 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 and Demands:

May be "typical office environment"; note if heavy lifting, climbing, excess travel, etc.

This post is based in Pibor which at present is a normal operational environment. However, the post-holder must be willing to travel to project activity sites in difficult terrain and security when needed.

Level of Contact with Children:

- Low contact with children

Organization chart of your department.

All applications marked on the right hand corner of the envelop "Application for the Position of HR Intern should be addressed to:

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

All applications should be hand delivered to Plan International office in Juba.

The closing date for receipt of applications is before close of business on 14th August 2020

NOTE, due to the urgency of the position, we will be reviewing the applications as they come and interviews may be done before the closing date.

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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