



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 seven states of South Sudan, namely Central Equatorial, Eastern Equatorial, Western Equatorial, Lakes, Unity State, 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 Education in Emergency (EiE) Coordinator– *Based in Rubkona*”.

No. of Vacancies (1)

Job Title:	Education in Emergency (EiE) Coordinator
Tenure	12 Months
Grade	Level 13
Department	Programs
Reports to	Consortium Program Manager
Location	Leer and Rubkona

Approved by
Smoips & HRD



Purpose of the Role:

The EiE Coordinator will be responsible for the successful implementation of the education activities, providing guidance to the project team in achieving the agreed goals within the respect of time, quality and budget standards; in addition, it is required to support the Country Representative in expanding the education action of Plan International in South Sudan.

Furthermore, he/she will provide on-site supervision of teachers training and overall implementation of key activities through number of site-visits to ensure the interventions are implemented in accordance with Plan International standards. The Education Coordinator will sign off the final acceptance of the works and will ensure approval from the local and State Ministries of Education and partners.

Dimensions of Role:

Project Management: (40%)

- Responsible for timely planning and implementation of program activities in Unity State, Leer and Rubkona.
- Take lead in development of quality narrative reports, success stories and financial reports Plan International and to donors.
- Visit the field to supervise project activities including erecting learning tents as well as recommending alternative solution to improvement.



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- Ensure good mentorship sessions for project staff and volunteers are maintained to improve quality implementation
- Perform effective monitoring and evaluation of all project activities in both field locations and come up with corrective measures to improve quality interventions
- Support the Program Consortium Manager in fundraising initiatives including identifying donors as well as contribute to development of proposals and program engagements with National Offices and partners.
- Participate in quality assurance meetings such as IPTT, BVA and internal discussions with the Country Office.
- Provide quality advise to the donors on issues that may impact the achievement of project outcomes
- Contribute to implementation of Plan International South Sudan Education Strategy including working with government authorities, partners and donors
- Perform any other duties to be assigned by the supervisor.

Coordination and Representation (30%)

- Ensure relations with communities and local government are in place
- Support in the establishment and maintenance of relations with other NGOs
- Ensure constant and cooperative relation with Donors
- Develop and maintain appropriate, regular, transparent and supportive communication structures with the assigned project staff, and relevant stakeholders (e.g. beneficiaries, community leaders, local and national government officials, UN agencies and other NGOs), with the objective of ensuring good cooperation and partnerships
- Participate in education coordination meetings, representing Plan International and feeding back the Country Representative with relevant issues and updates
- Organize relevant meetings/presentations of the education to the relevant stakeholders and follow up the implementation
- Participate in internal coordination meetings held in Plan International Offices as well as education cluster meeting.

Human resources (10%)

- Lead the Project team and be responsible for the quality and effectiveness of Plan's emergency response and is accountable for developing, coordinating and managing project quality delivery of Education and CP activities.
- Promote a productive work environment respectful of the Code of Conduct with zero tolerance for verbal and physical abuse or discrimination against other persons on the grounds of race, colour, sex or creed.
- Recommend changes to team composition and functioning and project delivery quality and effectiveness.
- Create the conditions to ensure effective teamwork and morale.
- Conduct performance appraisals of project staff; ensure regular feedback and mentoring on individual performance.
- Ensure all project team members are fully briefed on all aspects of security, social and cultural norms and local conditions and behaviour.
- Participate in the recruitment process and training of education team staff as required by project plans with Program Consortium Manager

Program Operation (10%)

- Ensures effective budgeting and management of financial and project assets/materials in accordance with Plan and donor regulations.

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- Ensure that project support functions are established and maintained in accordance with Plan International policies and procedures.
- Ensure the establishment and maintenance of distribution and associated operating/management /monitoring systems.
- Ensure that secure and reliable communications/information management facilities are established and maintained.

Public Relations/Media (5%)

- Ensure all information, publicity and fundraising material recognises and respects the dignity of disaster victims, especially children and women.

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/Risks

Complexity of problems handled & the degree of investigation, analysis, & creative thinking required to solve them

- An ability to manage staff working under pressure and build excellent working relationships in short timeframe.
- The post-holder will need to have the ability to find solutions to difficult programmatic and management issues, taking corrective action as necessary.
- Dealing with and harmonizing multiple demands from client groups
- Working effectively with multiple cultures and languages
- Working in an environment where rapid change might suddenly alter priorities

Communications and Working Relationships:

Internal:

- Plan inter-departmental and project teams and country office thematic managers.
- Plan Monitoring, Evaluation and Research team.
- Plan South Sudan and teams in field locations such as sub-office, and others as necessary

External:

- State, County and local government units, as relevant, pertaining to project implementation
- Donor representatives and NOs
- Cluster coordinators for relevant sectors, as necessary
- UN agencies and NGO operating in the project implementation areas

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

Knowledge

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Successful candidates will possess;

- Bachelor degree in the field of Education or social sciences especially in the field of Education and Master degree will be an added advantage.
- At least 4-5 years of progressive management of education programs including ECHO grants as well as early recovery and rehabilitation experience.
- Understanding of multi sectoral programming such as CPIE, EiE, gender and GBV while implementing projects.
- Superior technical knowledge and experience relating to emergency responses and early recovery and rehabilitation programs
- Proven and substantial humanitarian management experience in leading teams, and ensuring the delivery, of program strategy.
- Experience in representing an organization with partners, government agencies and donors at humanitarian level.
- Comprehensive computer skills; fully conversant with Microsoft Office software and internet. Understanding of how new developments in technology can positively contribute to the aims of an INGO
- Understanding of the linkages between Education and Child Protection as well as GBV.
- Understanding of managing security and risk within an INGO context.
- Experience in community accountability mechanisms (complaints response mechanism)
- Good grasp and knowledge of local context and customs
- Knowledge of Sphere, HAP and other codes of conduct relevant to minimum response standards for the sectors in which Plan is active
- Experience effectively working with UN clusters and liaising with government departments
- Experience with project development and design is useful
- Ability to contribute to local, national, and global advocacy messaging based on field context.
- Experience participating in representing an agency in cluster meetings and other coordination mechanisms involving UN agencies, other NGOs and government authorities, and location organizations.

Skills

- Negotiation and conflict management skills
- Team management skills
- People Skills: Ability to work independently and as a team player who demonstrates strong leadership and is able to support and also able to work with disaster affected communities in a sensitive and participatory manner.
- Communication Skills: Well developed written and oral communication skills. Able to communicate clearly and sensitively with internal and external stakeholders as a representative of Plan. This includes effective negotiation and representation skills. Cross-culturally adept. Excellent written and spoken English.
- Proven analytical skills and ability to think strategically, including the capacity to analyse the humanitarian context and security trends and propose new interventions and changes in the project implementation plan.
- General finance, administration, information management and telecommunication skills and proficiency in information technology/ computer skills required.



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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:

- 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.



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Application Submission Details:

All applications marked on the right-hand corner of the envelope "Application for the Position of "Education in Emergency (EIE) Coordinator-RUBKONA" 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 Rubkona.

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 **Friday, 29th March 2024.**

Note: Applications submitted are non-returnable.

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