



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 an experienced South Sudanese to fill the position of Warehouse Cleaner to support the Program Operations Department.**

No. of Vacancies - One (1) Position

<b>Job Title</b>	<b>: Warehouse Cleaner</b>
<b>Grade</b>	<b>: A</b>
<b>Tenure</b>	<b>: 12 Months (With Possibility of Extension)</b>
<b>Department</b>	<b>: Program</b>
<b>Reports to</b>	<b>: Field Supervisor</b>
<b>Location</b>	<b>: Terekeka</b>

**Dimensions of the Role:**

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 four states of South Sudan, namely Central Equatoria, Eastern Equatorial, Western Equatoria, Upper Nile, Lakes and Jonglei. Program includes food assistance, agricultural rehabilitation, Food Security and Livelihood, Education in Emergencies and Child Protection in Emergencies. In order to enhance its response program, Plan South Sudan is seeking an experienced Cleaner to support the South Sudan Integrated response to the protection and education needs of displaced and most vulnerable boys, girls and targeted communities in Yei

**Typical Responsibilities - Key End Results of Position:**

- General cleaning of all rooms including all corridors, toilets, verandas and steps.

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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- Keep the premises free from accumulation of waste materials and rubbish and at the completion of work remove all waste and leave the building and premises clean at all times.
- Undertake outside cleaning especially the ground and garden and remove all unwanted weeds.
- Prepare tea for the office staff and keep all tea cups and kitchen wares tidy at all times.
- Take responsibility for all items provided by Plan International South Sudan country office and ensure that they are not damaged or misplaced and are used solely for the benefit of Plan International South Sudan country office.
- Handover in good condition all items belonging to Plan International South Sudan at the expiration of the contract period.
- Perform any other official duties as 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

#### **Dealing with Problems:**

- The cleaner must ensure that any missing or broken items are reported to the supervisor immediately.
- Inform the supervisor of any issues that may require attention and action.

#### **Communications and Working Relationships:**

##### **Internal:**

- Field Office staff
- Supervisor

##### **External:**

- Visitors



#### **V. Knowledge, Skills and Behaviors Required to Achieve Role's Objectives:**

##### **Knowledge**

- Knowledge of the local language spoken in the area two years of related work experience with INGO Basic speaking, writing and reading in English.
- Understands Plan values and ethics

##### **Skills**

- Concentration on tasks

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- Identifies areas of improvement and problems in own work and brings them to the attention of supervisor.

### **Behaviors**

- Maintains a clean and respectful appearance
- Interacts with others in a peaceful and respectful manner, and reacts constructively to performance feedback from supervisor.
- Takes a positive and constructive approach to daily work activities.
- Maintains confidentiality
- Remains calm and positive when in difficult situations

### **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 and Demands:**

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- Standard office environment with some exposure to heat, cold, dirt, noise and rainy weather conditions; dim or crowded surroundings, especially when in the field

### **Level of Contact with Children:**

Occasional Interaction 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 “Warehouse Cleaner – Terekeka and should be addressed to:**

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

NB: All application should be hand delivered to plan international office in Juba only  
The closing date for receipt of applications is before close of business on **5<sup>th</sup> December 2022.**

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