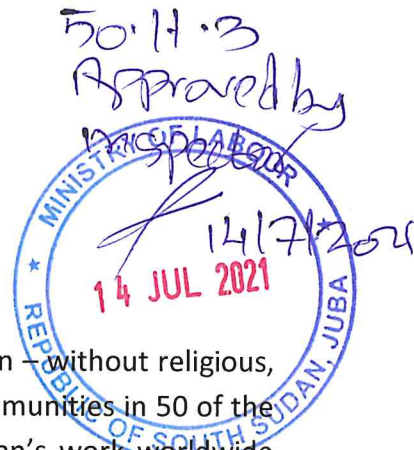




## PLAN INTERNATIONAL SOUTH SUDAN JOB ADVERT



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.

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 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.

Plan International South Sudan is committed to nurture and developing the capacity of young South Sudanese both males and females. **Plan International is therefore, seeking to recruit a qualified South Sudanese for the following position of Data Entry Clerk in Program.**

### POSITION 1; No. of Vacancies (1)

Job Title:	Data Entry Clerk
Grade	B
Tenure	6months
Department	Program
Reports to	Case Management Supervisor
Locations	YEI, Central Equatoria State.

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## Purpose of the Role

The Data Entry Clerk works directly with the Case Management Supervisor in targeted locations and the Project Manager on a daily data management including case management for efficient and timely submission of accurate reports on the Unaccompanied and Separated Children as well as all the other cases of Child Protection concerns that are documented and entered into the CPIMS. His/her main role is to enter Case Management data from case workers into the CPIMS, confirm quality and completeness of data before synchronization into CPIMS System. S/he submits reports regularly (e.g. weekly, fortnightly, monthly and quarterly) to Plan International Case Management Supervisor. The Data Entry Clerk will also oversee the case management activities. Specifically, ensure children harmed or at risk of being harmed are identified and receive individual case management support by ensuring the use of the standardized case management tool, case management principles are adhered to by the case workers. Provide training and technical support to the case workers in consultation with the CPiE Specialist. Coordinate with other child protection agencies on case management.

## **TYPICAL RESPONSIBILITIES – Key End Results and Positions.**

- Support the Preparation and delivery of technical trainings on Case management, CPIMS, Data management, provide coaching and technical support to the case management case workers.
- Apply learning in daily work and share with field based staff where possible so as to become a resource for quality monitoring and an advocate and implementer of effective and appropriate data and information management
- Enter accurately and in a timely manner all case management forms into the CPIMS Database and import backends from partners into the system, request for additional information from the persons submitting the forms when necessary, ensure efficient data capture processes and generate fortnightly reports on case load and monitoring statistics for the Project Manager/CPiE Specialist.
- Arrange the case management paper forms in a systematic manner ready for entry into the CPIMS System
- Performs quality checks on the paper forms to ensure completeness of information before it is entered into the system
- Review case load and monitoring statistics with the Project Manager; setting targets for case follow-ups and closure and identifying gaps as appropriate.
- Update all the missing entries in each case record (e.g. father, mother, data confidentiality and separated and unaccompanied child form)
- Ensure the database is backed-up regularly.
- Maintain an appropriate filing system of received, open and closed cases as received from field sites and from other partners.
- Implement the Data Protection Policy and appropriate standards for confidentiality of the information on the children at field offices and monitor staff adherence to it under the leadership and authority of the Project Manager.

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- Support the preparation and attend the Case management/UASC working group on a needs basis.
- Generate and work on any reports or analysis that maybe requested.
- Work with the CPiE Coordinator/Project Manager to monitor data collection through consistency checks
- Ensure that solid case management, referral and information management systems are in place for appropriate identification, responses and follow-up for children harmed or at risk of being harmed
- Organize weekly case management conferences/ case review with all case workers. Ensure regular Plan case review meetings and conferences are conducted to reflect on progress and to accommodate the lessons learned and improve case management system accordingly.
- Ensure the CP IMS is set up, regularly updated, analyse for trends in the caseload, and efficiently and confidentially managed in collaboration with relevant partner organizations (Save the Children and UNICEF).
- To supervise the case workers at designated field sites and ensure that case workers respect confidentiality and follow ethical guidelines
- Ensure that files, registers and computer databases are used in an appropriate and correct manner and ensure case workers adhere to proper documentation and data protection protocols
- Review the follow up of cases, and ensure all cases are managed within acceptable timelines
- Work with the child protection team to ensure close links between case management and our work with community based child protection mechanisms and in CFSs
- Coordinate with other agencies offering case management services to children on referral and transfer of cases

#### **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**

- Working effectively with multiple cultures and languages
- Given the wide scope of responsibility and limited resources, it is essential that the post holder is able to effectively manage a variety of tasks and clearly identify priorities.
- Analyze different Education context to put in place systems and resources for teams to operate efficiently and effectively.
- Working in an environment where rapid change might suddenly alter priorities

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## Communications and Working Relationships:

### Internal:

- Case Management Supervisor
- Project Manager
- PIAM
- CPiE Specialist
- Visiting National Offices and Donors staff
- Other Plan staff



### External:

- International/national and state institutions, agencies, clusters and donors
- Children and their families
- Parents and other members of the communities
- Other partners

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

### Knowledge

- Minimum of high school Diploma; some university Education preferred
- Training and proven experience in accounting, statistics, IT or related field
- Excellent proficiency in computer usage, particularly with MS Excel and MS Access.
- Knowledge in CP IMS Database and Rapid FTR will be added advantage.
- Strong English language communication and writing skills. Working knowledge of local Arabic and/or other local languages will be an added advantage.
- Good interpersonal and diplomacy skills and an ability to negotiate.
- Knowledge of Child Protection and prior experience implementing a Child protection programme.
- Ability to work independently, within specific deadlines, on multiple tasks.

### Skills

- good communication, presentation and liaison and interpersonal skills
- Keen interest and knowledge of farming and environmental issues.
- An open, flexible and innovative working style.
- Ability to take initiative and work without constant supervision.
- Must be gender sensitive
- Paying attention to details and minimum supervision.

## 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.

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- 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 frequently

### Level of Contact with Children:

**High contact:** Frequent direct interaction with children and their families

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**Application Submission Details:**

All applications marked on the right hand corner of the envelop “**Application for the Position of “Data Entry Clerk – Yei”**” should be addressed to:

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



All Applications Must be submitted in hard copies to Plan International Office in Yei County. No submission of applications should be done to other field office or country office.

The closing date for receipt of applications is before close of business on **2<sup>nd</sup> August, 2021.**

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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