



Plan International  
 South Sudan  
 Hai Jerusalem  
 P.O. Box 182  
 Juba



**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 “Communication Intern (Graphic Designer) – Based in Juba”.**

**No. of Vacancies (1)**

<b>Job Title:</b>	<b>Communication Intern – (Graphic Designer)</b>
<b>Tenure</b>	4 Months only
<b>Grade</b>	C1
<b>Department</b>	Program operations
<b>Reports to</b>	<b>Communication and Public Relations Coordinator</b>
<b>Location</b>	<b>Country Office – Juba</b>

**Purpose of the Role:**

Working in over 5 states, Plan International in South Sudan aims to reach 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 partnerships with others and operating effectively.

Working closely with and under supervision of the Communications and Public Relations Coordinator who is responsible for integration and Coordination between development, resilience and humanitarian programs through strategic communications, the Post holder (Communications Intern) will support the communications department in designing quality, unique and creative graphics, documents and other visuals to amplify Plan International brand as well as its donors in South Sudan.

The post holder will support all programs teams in designing visibility materials for their different activities as required. He/she will also support in amplifying Plan International brand within and outside the office through designing high quality visibility and branded visuals/materials for both digital and offline use.



“Plan International Strives for a just World that advances children’s rights and equality for girls in line with Plan’s safeguarding Children and Young People Policy Commitment”

## ACCOUNTABILITIES AND MAIN WORK ACTIVITIES

### GRAPHICS DESIGNING (70%)

- Design creative concepts for communications and visibility materials that are in line with a Plan international and donor branding policies and demands. These may include, but not limited to; banners, T-shirts, posters, stickers, flayers, brochures etc...
- Support Business development and other thematic leads to improve the designs for presentations, debriefs or any other documents that may be used for public presentation/marketing to portray high-quality visuals as well as an impressive Plan Brand.
- Ensuring that a design project remains within scope, time and budget.
- Keeping up-to-date with design and multimedia trends and the latest developments in software tools
- Presenting final design concepts, including specifications for fonts, images, colours, text and layout, to project owners for their approval
- Work independently as well as cooperatively with project focal points to meet deadlines, stay within budget, and schedule project implementation based on workload, which may include five or more simultaneous projects
- Examine existing processes, identify flaws, and create solutions that improve design capabilities
- Obtain input from managers to ensure that designs meet organizational standards and brand expectations, express ideas accurately, and represent the organization appropriately.

### Digital Documentation (15%)

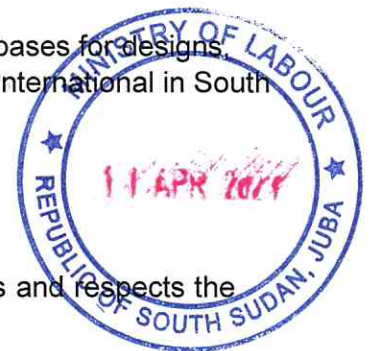
- Assist in photo and video documentation of activities, programs and events, and process the productions (edited versions) appropriate use.
- With support from IT department, Create and maintain internal databases for designs, photography, documents and videos (digital visual gallery) for Plan International in South Sudan, accessible by all focal program persons.
- Assist with any other relevant roles as assigned by the supervisor.

### Public Relations/Media (5%)

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

### Leadership and Business Management Competencies (5%)

- Align work priorities and resource deployment in own area with Plan International's wider goals and longer-term direction.
- Lead through influence rather than position, and role model PI values, accelerating gender equality inside and outside Plan International and addressing resistance. Self-aware and keen to learn, seeking feedback and creates a safe environment for others to challenge self or raise concerns.
- Achieve desired outcomes and finds innovative solutions by using the expertise and creativity of others and adopting a coaching approach with the people they manage or advice.
- Delegate tasks and decisions, trusting and stretching others but ensuring they have the resources and support they need.



---

“Plan International Strives for a just World that advances children’s rights and equality for girls in line with Plan’s safeguarding Children and Young People Policy Commitment”

- Create space for reflection and uses external evidence and internal evaluation to identify what and how we need to improve and then to support others through change.
- Build positive relationships outside their own work area, being willing to compromise own preferences to achieve our broader purpose and longer-term impact

### Safeguarding Children and Young People (Safeguarding), Gender Equality, and Inclusion (GEI) Commitment (5%)

- 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*

- Facilitating cordial relationships with and among various stakeholders from a variety of backgrounds.
- Patience in dealing with difficult children
- Handling conflicting priorities and ad-hoc requests from various stakeholders in the best interest of the organisation.
- 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.
- Creativity in developing strong partnerships and in making use of internal and external resources.
- Ensuring active and full participation all stakeholders.

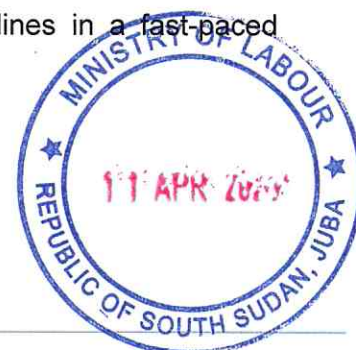
### Technical Expertise, Knowledge and Skills Required to Achieve Role's Objectives:

#### Knowledge

- Minimum Diploma in Fine Arts, Graphics Designing, journalism, digital production or any other relevant field.
- Exceptional creativity and innovative design skills
- Comprehensive experience (academic and professional) with design software, including Illustrator, InDesign, Photoshop, Dreamweaver, adobe audition etc...
- Excellent communication and presentation skills
- Organizational and time-management skills for meeting deadlines in a fast-paced environment
- Desire to continue building skill set with education and training

#### Skills

- Analytical skills
- English Language writing proficiency...



“Plan International Strives for a just World that advances children’s rights and equality for girls in line with Plan’s safeguarding Children and Young People Policy”

- Creativity (Ability to create unique design concepts)
- Communication skills, appropriate to the audience
- Problem solving
- Excellent interpersonal skills
- Proficient in computer skills and use of relevant designing software/creative tools

### Communications and Working Relationships:

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

#### Internally;

- Works with the Logistics and procurement officers, field coordinators and officers, IT manager/officers, Logistics and Administration, Signatories, Field staff.

#### Externally;

- Functional networks and external stakeholders.

## 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



“Plan International Strives for a just World that advances children’s rights and equality for girls in line with Plan’s safeguarding Children and Young People Policy”

### 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 Details:

All applications marked on the right hand corner of the envelope “**Application for the Position of “Communication Intern (Graphic Designer) – Juba”**” 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 **Juba**.  
**OR You can send your application via email to [hr.ss@plan-international.org](mailto:hr.ss@plan-international.org)**

**The closing date for receipt of applications is before close of business on Friday, 28<sup>th</sup> April 2023.**

**Note: Applications submitted are non-returnable.**

*Plan 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.**



“Plan International Strives for a just World that advances children’s rights and equality for girls in line with Plan’s safeguarding Children and Young People Policy Commitment”