



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 to recruit a qualified South Sudanese for the position of “**Field Monitors – Based in Juba and Terekeka**”.

No. of Vacancies – Five (5) Positions (2 Juba and 3 Terekeka)

Job Title:	Field Monitors
Grade:	B
Tenure	12 Months (With Possibility of Extension)
Department	Programs
Reports to	Project Coordinator
Location	Juba and Terekeka

Purpose of the Role:

- I. The food monitors will directly work under the supervision of field food supervisor, the incumbent will be based in Terekeka/Juba and will be responsible for planning, conducting and reporting of the distributions conducted with close consultations with the field food supervisor, the incumbent will be involved directly with food distributions as well as community mobilization at their areas of jurisdiction
- II. With the support from the Field supervisor and the field coordinator, the incumbent is responsible

The post holder will support the field supervisor, field coordinator and his team in distribution preparation monitoring and other assignments from his supervisor

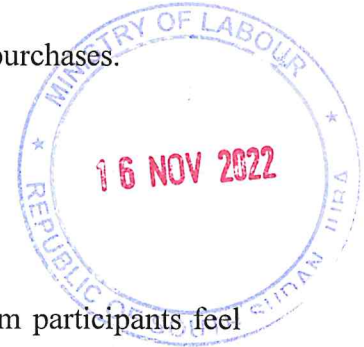
Key Accountabilities:

- Actively take lead in the distribution of food and timely submission of distribution reports to the line manager

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- Prepare commodity tracking, distribution reporting and invoicing with the support from Commodity Tracking and Accounting Coordinator.
- Conduct and facilitate regular distribution and post distribution activities in all the distribution sites.
- In coordination with Food Assistance Manager and M&E team, support field staff training on Core Humanitarian Standards (CHS), food distribution process and Community Feedback Mechanism.
- Prepare and ensure timely procurement plan and raising PR for required purchases.
- Follow up on financial request for food assistance related field activities.
- Ensure projects documents filed and kept orderly
- Any other activities assigned by line manager.



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

- 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.

Communications and Working Relationships:

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

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Internal

- Field Supervisor
- Storekeepers
- Tally clerks
- Other Plan staff

External

- Project/program partners (INGOs, NGOs, CBOs)
- Local government authorities
- Other partners

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

Knowledge

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

Knowledge

- Senior Secondary School Certificate/College diploma/Professional qualification in Humanitarian, Sociology, Community Development, Agriculture and Livelihoods
- 1-2 years working experience in a similar job within a humanitarian setting

1. Skills

- Good written and spoken English Language
- Advance level skills in computer usage –excel, power point and email systems
- Good communication skills
- Interpersonal, negotiations and problem-solving skills
- Skilled in giving and receiving feedback
- Analytical and objective with good interpersonal and problem-solving skills
- Planning and organization skills
- Influencing and persuading skills



Behaviours

- Hardworking with capacity to work independently with minimum supervision
- Honesty, integrity, open and transparent personality
- Team player
- Work towards achieving a team goal and result oriented
- Be able to respect all groups of people in the community, staff and culturally sensitive
- Persuasive and able to work in different cultural settings
- Motivated, energetic and strives to develop and support others.

Physical Environment and Demands



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This post is based in the field with frequent travel to different field sites to monitor and supervise the project activities. Post holder should be willing to live under field conditions ranging from fairly comfortable to difficult depending on the locations.



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:

- Low level of Contact with Children:

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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 “Field Monitor– Based in either Juba or Terekeka” should be addressed to:

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

NB: All Applications letters should be hand delivered to plan international Office in Juba only.

The closing date for receipt of applications is before close of business on Monday, 5th December 2022.

Note: Applications submitted are non-returnable.

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