



www.plan-international.org  
 South Sudan, Juba  
 P.O.BOX, 182, Hai Jerusalem, Juba

50.H.3  
 Approved by  
 Inspector of Labour



## PLAN INTERNATIONAL SOUTH SUDAN JOB ADVERTISEMENT

Plan International is an independent development and humanitarian organization that advances children’s rights and equality for girls. We drive changes in practice and policy at local, national and global levels using our reach, experience and knowledge. For over 80 years, we have been building powerful partnerships for children and girls, and we are active in over 80 countries. Plan International has been working in South Sudan since 2009 and in close collaboration with the key stakeholders at all levels to bring positive and sustainable changes in the lives of children and girls of South Sudan.

In order to enhance its response program, Plan South Sudan is seeking to recruit a qualified South Sudanese for the position of “**Nutrition Program Coordinator – Based in Juba**”

No. of Vacancies (1) One

<b>Job Title:</b>	<b>Nutrition Program Coordinator</b>
<b>Grade:</b>	<b>14</b>
<b>Tenure:</b>	<b>11 months with possibility of Renewal based on availability of funds</b>
<b>Department</b>	<b>Programme</b>
<b>Reports to</b>	<b>Food Assistance and Nutrition Advisor</b>
<b>Locations</b>	<b>Country Office-Juba, with frequent travels to the field locations</b>

### Purpose of the Role

The Nutrition programme coordinator supports the food assistance & Nutrition projects in recruiting staffs, reviewing reports, facilitating and following up issues at country office (like procurements, items to be collected and dispatched from WFP), representing the nutrition program in cluster meetings and supporting in collecting important information for proposal development. S/he also participates in providing capacity building of Field Offices Nutrition Staff. S/he supports all nutrition projects in Lakes and other states of possible expansion.

### Roles and Responsibilities

- Responsible for reviewing donor reports and give feedback/correction to project team
- Represent PI in Nutrition cluster and other meetings when delegated by supervisor

“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”



- The post holder is expected to actively participate and contribute to the development of annual plans and budgets.
- Conduct supervisory visits to the nutrition centers to ensure nutrition interventions are implemented according to the national CMAM/MIYCN guidelines.
- Monitor CMAM program in different counties, nutrition sites and program categories using SPHERE standard indicators
- Liaise with country office support functions to facilitate procurement, staff recruitment, transfer of items procured and any supplies collected from UNICEF, WFP and WHO
- Participate in the recruitment of nutrition staff to different projects
- Participate in technical and strategic discussions and meetings concerning emergency nutrition response in South Sudan
- Liaise with the nutrition officers to ensure OTP, SFP, SC interventions and community mobilization activities are followed according to protocols as well as national and international guidelines.
- Assist with other related tasks as required.
- The Nutrition Program Coordinator should be willing to re-locate and work to any other Plan international Project location

### **Safeguarding Commitment.**

- 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:**

*Complexity of problems handled & the degree of investigation, analysis, & creative thinking required solving them*

- The post holder must be able to manage good relationships with different parts of the organizations, including conflicting priorities and ad hoc request at times, in the best interest of the organization.
- Given the wide scope of responsibility and limited resources, it is essential that the post holder is able to stay on top of a variety of works and make clear prioritizations and be creative in making use of internal and external resources (people/funding)

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

#### **Internal:**

- Food Assistance and Nutrition Advisor and team
- Programs team
- Finance team
- HR team
- Logistic team
- Business Development Team



"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"





## External:

- National Offices and donors
- Technical experts in the region
- International/national and state institutions, agencies, clusters and donors.
- Farmer associations/cooperatives,
- Nutrition research specialists and institutions
- Other partners

## Knowledge, Skills, Behaviors and Experiences required to achieve role's objectives:

### Education/Knowledge

- University degree in Nutrition, Public Health, Nursing, clinical medicine or related field.
- A minimum of 5 years management experience in health and/or nutrition working for an international NGO.

### Skills

- Management, coordination and leadership skills for the implementation of program activities
- Excellent analytical, conceptual and strategic thinking skills.
- Skill in using useful data entry and analysis software like ENA, SPSS, STATA and others
- Excellent writing skills, for both research as well as communication purposes.
- Proven communication and facilitation skills
- Excellent written communication skills for situation reports and rapid donor applications
- Excellent command of English, both written and verbal, some spoken Arabic will be an added advantage
- Work experience in CMAM (Community based management of acute malnutrition) and conducting nutrition surveys
- Awareness of environmental health issues as applied to emergency settings, with special attention to the needs of women and children.
- Experience in capacity building of partners and staff.

## 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.

---

"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"



### **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:**

- Typical office & outdoors - Some exposure to heat, cold, dirt, noise and rainy weather conditions; dim or crowded surroundings, confined spaces
- Willing to working in multiple locations in South Sudan and operate in difficult terrain with close adherence to security regulations and protocol as the environment is ever changing and security management is an important responsibility of the post.

### **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 envelop “**Application for the Position of “Nutrition Program Coordinator – Juba”**” should be addressed to:

**The Head of People and Culture  
Plan International South Sudan  
Hai Jerusalem.**

**Application should be submit in hard copies to Plan International Office in Juba in Hai Jerusalem, or via this e-mail address [hr.ss@plan-international.org](mailto:hr.ss@plan-international.org)**

The closing date for receipt of applications is before close of business on Thursday, **15<sup>th</sup> February 2024.**

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.*



“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”