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PLAN INTERNATIONAL SOUTH SUDAN

EXTERNAL 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 to fill the position of **"Supply Chain Officer – to be based in Rubkona"**.

No. of Vacancies (1)

Job Title:	Supply Chain Officer
Department:	Supply Chain
Reports to:	Project Director
Level:	12
Location:	Rubkona

Purpose of the Role:

The Climate Proof Water for Food (W4F) Project is a multi-country (South Sudan and Ethiopia) and an integrated climate-resilience project supported by the African Development Bank. The project seeks to strengthen the resilience of vulnerable communities in Rubkona and Mayom Counties in Unity State, South Sudan, through climate-smart agriculture, food-security and livelihood interventions, climate-resilient water supply, sanitation and hygiene services, and improved management of floods and natural resources.

The project will work with communities, government institutions, local partners, and private-sector actors in Rubkona and Mayom counties of Unity State and national line ministries, including the Ministry of Finance and Planning (MOFP-SS), the Ministry of Agriculture and Food Security (MOAFS -SS), the Ministry for Water Resources and Irrigation (M W RI-SS), the Ministry Of Environment and Forestry (MEF-SS), the Ministry for Gender (MG-SS)



Ministry of Humanitarian Affairs and Disaster Management (MoHADM-SS). It will promote inclusive, gender-responsive, and environmentally sustainable approaches that strengthen food production, water security, and community resilience to climate change.

Dimensions of the Role:

The purpose of this role is to plan, execute and document all procurement of goods, works and consulting services required by the Ethiopia component, in accordance with the Procurement Plan at Schedule III and the procurement methods and procedures agreed with the Fund, and to deliver value for money in a market with severe access, seasonal and logistical constraints. The post holder works in step with the Project Accountant so that commitments, payments and supporting documentation reach the project accounts accurately and on time.

Key End Results and typical Responsibilities;

Environmental and social risk management

- Maintain and update the Procurement Plan on a rolling eighteen (18) month basis, submit updates for the Fund's prior approval, and align procurement scheduling with the construction and agricultural calendars and with the rainy season.
- Prepare bidding documents and requests for proposals, manage open and local competitive bidding and consultant selection, and administer bid opening, evaluation and award in line with the methods set out in Schedule III.
- Submit all documentation subject to prior review to the Fund and track no-objection status, keeping the Project Coordinator informed of decisions that affect the delivery schedule.
- Conduct supplier due diligence, including anti-terrorism screening and cross-debarment checks against the Fund's sanctions and debarment lists, and document the results.
- Administer contracts through to completion: delivery and inspection, verification against technical specifications with the Project Coordinator / Engineer, payment recommendation, variations and close-out.
- Maintain the project asset register and manage storage, distribution and handover of goods, including seeds, seedlings, tools, treatment chemicals and WASH maintenance toolkits.
- Retain complete procurement records for review, inspection and audit in accordance with Section 6.05 of the Protocol of Agreement, and make them available for the Fund's independent procurement reviews and supervision missions.
- Plan logistics for delivery into Gambella Region, including road access windows, seasonal flooding, warehousing and last-mile distribution to the five woredas.
- Prepare the procurement sections of quarterly Project Reports, including the status of each planned package against the Procurement Plan.
- Advise on the application of Plan International procurement procedures consistently with the principles of the Fund's Procurement Policy — economy, efficiency, transparency, fairness, value for money and fitness for purpose.

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 and staff
- Handling conflicting priorities and ad-hoc requests from various stakeholders in the best interest of Plan International.
- 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 of all stakeholders.

LEADERSHIP AND BUSINESS MANAGEMENT COMPETENCIES

Leadership Competencies;

- 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.
- 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

BUSINESS MANAGEMENT COMPETENCIES



- Understand relevant sectorial context including how the sector operates in terms of partners and governance and awareness of Plan's purpose, values, and global strategy
- Manage legal and reputational risk including risk assessment, communication, risk management and reporting in full compliance with risk-related standards, including in areas such as Child and Youth Safeguarding and Protection, Gender equality and inclusion, Counter Fraud, Safety and Security
- Manage people and information including skills in assessment and coaching, evidence-based management, communication skills, both speaking and writing, and digital working, including personal digital skills

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

Required Qualifications and Technical Expertise

- Degree in Procurement, Supply Chain Management, Logistics, Business Administration or a related field; professional certification (CIPS or equivalent) an advantage.
- Minimum eight (8) years' experience in procurement and supply chain management, including works and consultancy procurement.
- Demonstrated experience managing competitive tendering, consultant selection and contract administration under multilateral development bank or comparable institutional donor rules.
- Proficiency in ERP-based procurement (SAP) and in maintaining audit-ready procurement documentation.
- Demonstrated experience of logistics in remote, seasonally inaccessible or humanitarian operating environments.
- Fluency in written and spoken English.

Key Skills

- Strong analytical and problem-solving skills
- Computer literate in the use of relevant software and other applications
- Excellent verbal and written communication and presentation skills; in English
- Excellent mathematical skills and attention to detail.
- Excellent interpersonal skills, including the ability to build relationships with colleagues at distances;
- Excellent analytical, writing, and presentation skills in English.
- Ability to conduct cost-effectiveness and impact evaluations.
- Skills in adaptive management using evidence to adjust programming in real time.
- Strong report writing and presentation skills tailored to diverse audiences.
- Experience working in multi-donor, multi-partner initiatives.
- Cultural sensitivity and ability to work effectively in diverse, crisis-affected settings.
- Strong organizational skills to manage competing priorities and deadlines.
- Excellent interpersonal skills to foster collaboration across partners and stakeholders

Communications and Working Relationships:

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



Internal:

- Program teams, Safety & Access, Finance, Country Office Supply Chain staff.

External

- RRC, Logistics Cluster, consortium partners, UN agencies, and communities.

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 has a travel required of 40% to the field areas and the country office.

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 should be marked **“Application for the Position of “Supply Chain Officer” Based in Rubkona”** and should be addressed to:

**The Director of People and Culture - Shared Services
Plan International South Sudan
Juba, Hai Jerusalem.**

NB: All Applications should be hand delivered to Plan International Office in Rubkona.

The closing date for receipt of applications is before close of business on Thursday, 22nd October 2026.

All applicants interested in this position are required to **update their Curriculum Vitae (CV)** to include the **most recent employer and referees’ official email addresses.**

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