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 "Monitoring and Evaluation Officer – *Based in Rumbek*".

No. of Vacancies – One (1) Position

Job Title:	Monitoring and Evaluation Officer
Grade:	C 2
Tenure	12 Months (With Possibility of Extension)
Department	Programs
Reports to	**Nutrition Project Manager with some dotted line to MEAL Specialist**
Location	**Rumbek - Lake State**

Purpose of the Role:

The monitoring and Evaluation Officer will also oversee the current WFP and UNICEF projects implementation in Rumbek. The incumbent report directly to Nutrition Project Manager with dotted line to M&E Specialist and works in collaboration with Field Coordinators, Project Coordinator, Project Manager and Head of departments.

Key End Results and typical Responsibilities:

- To Support the development of a meal system that will be used to monitor the performance of the project as well as documenting the demonstration of outcomes and impact of the project activities.
- Work with the M&E coordinator and program staff to develop M&E plans, data collection and reporting tools, filling system and indicator performance tracking.

- To oversee the day-to-day Management and updating of indicators performance trackers and database of the assigned projects, introducing relevant data management systems to the field Offices.
- To participate in designing and execution of specifics studies, assessment and learning in co-ordination with M& Coordinator and sector advisors/managers.
- To coordinate program staff to create a feedback mechanism, lesson learned are incorporate into program implementation and development.
- To provide specific reports as requested by M&E Coordinator, sector advisors/projects Managers and field coordinator according to the field format and Field schedule
- To identify M&E and Qualify gaps, and actively address their cause through training, Field visits and proposal of solutions to line manager
- To assist in data quality assurance and compliance with WFP grants and other plan International related reporting requirements such as SADD.
- To ensure that accountability to beneficiaries becomes a core element and success indicator for all program activities.
- To work together with M&E Coordinator to review current M&E practice, and assess how beneficiaries can best involve at every stage of the program Cycle
- To assess what information children and their caretakers would like to receive about plan international program and how best/ method they would prefer to receive or channel their feedback.
- To design and implement appropriate feedback mechanism that are contextual effective, accessible and safe for beneficiaries, and ensure that feedback is recorded, reviewed and acted upon.
- To manage the complaints and response mechanism in the assigned area and make sure that complaints and child right violation are reported and addressed in a professional, confidential and timely manner.
- To increase warehouse and capacity of staff on accountability through induction, training, coaching, informal support and in other ways as identified.
- Act as the accountability and feedback mechanism focal points for the WFP projects including recording, referral and provision of feedback to Beneficiaries within stipulated timelines.
- To work with field teams to ensure that beneficiaries participates at every stage of the program cycle. Conduct Supervisory visits to the nutrition field sites / centers by making sure nutrition interventions are implemented according to the national CMAM /MIYCN Guideline
- Promote the implementation of adherence of staff to plan international's safeguarding children and young people policies by sensitizing beneficiaries on the policy, monitoring the project's adherence to the policy and received and refer safeguarding cases that may come through the beneficiary feedback mechanism.
- Any other M&E duties as needed and required.

REPUBLIC OF SOUTH SUDAN
LAKES STATE
RUMBEK
MINISTRY OF LABOUR, PUBLIC SERVICE & HUMAN RESOURCE DEVELOPMENT
DIRECTORATE OF LABOUR & INDUSTRIAL RELATIONS
13 NOV 2022
OFFICE OF THE DIRECTOR
LAKES STATE - RUMBEK

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PLAN INTERNATIONAL
RUMBEK FIELD OFFICE

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:

Internal;

- Food Assistance Coordinator, Field Coordinator & School Meal Officer
- Project Manager
- Commodity Tracking Officer – Report and information
- Field Coordinator – communication
- PIA Manager

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External;

- Must be able to maintain good relationship and teamwork spirit amongst co-workers, partners (government staffs (SMoBE, RRC, UN Agency & NGOs) and local authorities in the best interest of the Program and organization.

REPUBLIC OF SOUTH SUDAN LAKES STATE - RUMBEK OFFICE OF DEPUTY GOVERNOR

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- Provide local solutions to problems/challenges happening at schools and notify supervisor if help is needed and follow until issues are solved

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

Knowledge

- University degree in social science, statistics or development related field from a reputable University.
- Minimum of 3 years of relevant working experience in the post.
- Familiarity with project cycle principle/ approaches of Monitoring Evaluation, accountability and learning in emergency or post context.
- Strong knowledge of humanitarian Core standard and the Sphere guidelines.
- Ability and willingness to make frequent field visits to project sites and work in hardship environment.
- High level of computer literacy (MS word, Excel, Access, and Power Point) and data management.
- Proven data analysis and report writing skills.
- Strong self-starter who is able to take initiative.
- Ability to transfer knowledge to diverse audiences through training monitoring, and other formal and non-formal method.
- Excellent interpersonal, organization written. Verbal communication skills including in cross-cultural settings.
- Leadership qualities and people management expertise to provide direction and effective support to multidisciplinary and multicultural team in data collection and management.
- Excellent verbal and written communication skills, including high level interpersonal and representational capacities, fluency in written and collection and management.
- An understanding of gender, people with special needs, child protection plus diverse consideration within key areas of the responsibility and commitment to addressing inequalities in the workplace and the program activities.

Skills

- Knowledge of the local context & can easily communicated with the local language
- Good communication skills and ability to influence the community.
- Organization skills are necessary.
- Clear understanding of Team Work.
- Flexible personality and negotiation skills.
- Willing to work under high caseload of beneficiaries.
- Experience with nutrition activities.
- Interpersonal skills
- Devotion, transparency and loyalty to community and Plan

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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:

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.

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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 "Monitoring and Evaluation Officer – Based in Rumbek, Lake State" 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 Rumbek only.

The closing date for receipt of applications is before close of business on **Monday, 28th November 2022.**
Note: Applications submitted are non-returnable.

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LAKES STATE - RUMBEK
OFFICE OF DEPUTY GOVERNOR
RELIEF & RE-SETTLEMENT
15/11/2022
Approved

PLAN INTERNATIONAL S.SUDAN
PLAN INTERNATIONAL
RUMBEK FIELD OFFICE

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