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Approved by  
inspector  
P 13/2021

**PLAN INTERNATIONAL SOUTH SUDAN  
JOB ADVERT**

Plan is an International Child Centered Community Development organization – without religious, political or governmental affiliation – that works with children and their communities in 50 of the world’s poorest countries to make lasting improvements in their lives. Plan’s work worldwide benefits around six million children in Africa, Asia and Latin America. Program implementation takes place in 50 Country Offices and 4 Regional Offices, working with more than 90,000 mostly rural communities.

Working in 50 developing countries across Africa, Asia and the Americas, Plan has ‘One Goal, whose aim is to reach as 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 partnership with others and operating effectively.

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 an experienced South Sudanese to fill the position of Compliance Coordinator to support the Business Development Department.**

**POSITION 1; No. of Vacancies (1)**

<b>Job Title:</b>	<b>Compliance Coordinator – Juba</b>
<b>Department</b>	Business Development
<b>Reports to</b>	<b>Business Development Manager</b>
<b>Locations</b>	Juba

**Purpose of the Role**

The Compliance Coordinator; with the guidance of the Business Development Manager, closely works with program operations and finance staff to ensure compliance in the development, delivery, management and reporting of grants/projects. He/she participates in grants proposal/concept note development, in all cycles of fund/grant management (acquisition, start-up, implementation and closure), helps build the capacity of staff on donor organizational compliance and keeps track of compliance actions or improvements. He/she will ensure strict compliance monitoring of high risk grants as directed by BDM.

**Roles and Responsibilities**

**Grant Development**



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- Analyzes and reviews grant opportunities to determine risks and/or conditions that may negatively affect organizational reputation
- Checks and ensures all developed grants comply with donor set requirements
- Ensures that pursued grants comply with organizational values, principles and objectives
- Supports in completing Go/No-Go templates to aid BDM and other members of decision gate to finalize decision
- Ensure proper documentation of grant development processes and that grant files are reasonably updated.
- Participates in team review of funding opportunities, and provides critical feedback on institutional eligibility and risk
- Ensures that new grants/project are developed according to organizational cost recovery principles
- Ensures that FADs are developed **accurately and timely** for all projects and signed by both NO and CO/RO/ GH
- Ensures FADs are approved in accordance with authorization limits
- Oversees the allocation of FAD numbers

#### **Grants Set Up**

- Ensures grants master data is set up end to end in SAP/ERP grants module for new projects
- Coordinates with programs and finance teams to ensure timely approval of POs
- Reviews donor agreements/contracts/amendments and sub-grant agreements with local partners and advises BDM and the senior management on the next course of action
- Ensures project start up activities are carried within reasonable time and start up processes and materials are appropriately documented
- Ensures project start up workshops include orientation on Plan International's values, principles, ethical and safeguarding standards

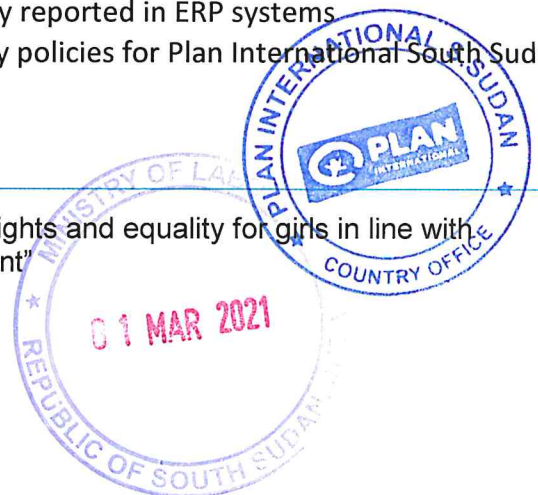
#### **Grant Reporting**

- Maintains and updates grant report monitoring matrix and notifies relevant project managers/ coordinators before reports are due to ensure timely receipt of required reports and documentation in accordance with grants regulations and the terms and conditions of such grants
- Reviews and provides feedback on narrative and financial grants reports submitted by Project Managers/Coordinators for compliance with donor and organizational procedures and requirements before forwarding to donors to ensure quality and timeliness
- Ensures quality and timeliness of grants reporting
- Coordinates submission of both narrative and financial reports to donors and NOs as per direction of BDM
- Develop staff capacity on quality reporting

#### **Grants management and close out**

- Regularly monitors and documents grant expenditures and grant funded activity to ensure compliance with grants regulations and specific terms and conditions of such grants
- Ensures grants activities/spending are properly and timely reported in ERP systems
- Ensures all grants adhere to the local/global cost recovery policies for Plan International South Sudan and that such costs are captured in ERP/SAP

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- Analyze monthly BVRs and ensure challenging projects are flagged to BDM
- Ensures that assets procured with donor funding are properly reported and disposed/transferred at the end of the project as per the donor agreement
- Coordinates with Finance and Program teams to ensure SAP grants and FADs closure processes are completed timely for all ending projects
- Communicates and coordinate as necessary with the BDM on legal contract issues that need to be scaled up to Senior management or GH

### Grant Audits

- Performs detailed audit reviews of projects with special attention to procurement processes and supporting documentation as well as relevant donor compliance and legal standard
- Coordinates the preparation of all documents ready for departmental, internal and external audits
- Coordinates donor initiated grants compliance checks, assessments / audits , liaising with Programs and Finance teams
- Coordinates with the Risk and Compliance Coordinator to conduct internal compliance reviews on grant funded projects and make them audit ready

### Others

- Ensures strict compliance monitoring of high risk grants per direction of BDM
- Facilitates and train Plan International staff on donor conditions and reporting requirements
- Contributes to the development of partnership policy documents and guidelines for the CO
- Support the partnership onboarding processes including partner selections, assessments, consortia building and capacity building.
- Ensure Safeguarding Policy and staff and associates, known to the beneficiaries, adhere to CoC of Plan International South Sudan and that all safeguarding concerns reported.
- Perform duties as may be assigned by Business Development Manager or his/her assignee.

### Safeguarding Commitment.

- To ensure safeguarding policy and COC of plan international in South Sudan is observed by staffs, associates known to the beneficiaries and all safeguarding concern are reported.
- To ensure staffs, beneficiaries and associates are aware of reporting mechanisms and maintain the confidentiality of the safeguarding concerns reported

### Dealing with Problems:

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

The Compliance Coordinator needs to have capacity of identifying and solving problems arising early enough before they escalate. All solved and unsolved problems should be shared with and reported to immediate Supervisor. In the day to day management of Business Development Department, post holder should make decisions as appropriate to the context and act in accordance with Plan International mission and objectives.

### Communications and Working Relationships:

#### Internal:

- Business Development Manager
- Business Development Team
- Country Director



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- Programmes Director/Team
- Thematic Program Managers
- Risk and Compliance Coordinator
- Project Managers/Coordinator
- Country Finance Team
- M & E Manager
- Country HR Team

#### External:

- NO Grant Staff/Managers
- IH Grants Staff
- Donors

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

##### Knowledge

Gained through education, training, & experience

##### Technical and Managerial skills

- Proficiency in the English Language is essential (strong written English skills);
- Strong quantitative and qualitative analytical skills
- Facilitation skill (conducting training for staff and partners on grant management)
- Networking skill
- Negotiation skill
- Team management skills. Ability to work effectively with diverse international and national teams.
- Ability to work in a complex environment with multiple tasks, short deadlines and intense pressure to perform.
- Coordination and leadership skills.
- Good analytical, problem solving and innovative
- Strong capacity building/training/coaching/mentoring skills with communities and internal and external staff

##### Qualifications and Experience

- Preferably university degree in Economics, Finance, Accounting, Audit, Business, and Marketing; Master degree will be an added advantage
- Good knowledge of the international aid environment as well as donor relations
- Experience working with ERP systems
- At least 5 year's relevant working experience preferably with Humanitarian, Multi-lateral/ Bi-lateral Funding Organizations, in grants management with different donor formats and funding types
- Demonstrable experience in producing donor reports for different audiences
- Knowledge in computer software usage such as word processing, spreadsheet, database, web-based systems, good knowledge of data extraction methods and report presentation

##### Physical Environment and Demands:

- Typically office environment, with about 20% travel to **ALL** States and Counties where Plan operates and abroad
- Occasional trips to the field to provide support and to see that grant terms and conditions are well understood and being complied with; by field staff.

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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

### Level of Contact with Children:

Interaction with children in Plan's program areas is minimal

All applications marked on the right hand corner of the envelop "Application for the Position of Compliance Coordinator - Juba should be addressed to:

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

Application should be submitted either via this e-mail address [hr.ss@plan-international.org](mailto:hr.ss@plan-international.org)  
Or deliver hard copies to Plan International Office in Juba.

Closing date for receipt of applications is before close of business on 18<sup>th</sup> March 2021.

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.*



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