



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.

As an International child-centered community development organization, Plan International South Sudan is committed to the wellbeing of children and to supporting the Convention of the Rights of the Child and it does not tolerate child abuse. The institution therefore expects that all of its employees and others who work with it have children’s best interests at the heart. Plan International is committed to protecting children from all forms of abuse and violation of their rights.

Plan International South Sudan supports development interventions in the domains of education, livelihood, building relations, child protection, governance and social protection.

Plan International South Sudan is seeking to recruit dynamic and suitably qualified and experienced South Sudanese for the following vacant position:

POSITION 1; No. of Vacancies (1)

Job Title	: Food Assistance Coordinator
Department	: Programs
Reports to	: PIA Manager with dotted line to Food Assistance Manager
Location	: Pibor with frequent traveling to Field Locations.

I. Job Summary

Compiling quality program reporting and documentation through engaging and coaching field team deliver quality and timely reporting to meet deadlines

Ensure strong partnership with the donors and partners such as WFP and others through regular coordination and cooperation at the field level.

Attend FSL cluster, Cash Working Group, Resilience Team and NFI and other sub clusters in the field as per the assignment of the PIA Manager.

Attend regular and ad hoc donor meeting like WFP, FAO and IOM in the field

Create and modify food assistance and related Project Outlines. (POs)

In coordination with MEAL team participate or lead food assistance related assessments.

II. Key End Results and typical Responsibilities:

“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”



- Active participation in development of new proposals for food assistance and related projects with program team members (CPiE, EiE, Nutrition, food security and livelihood, gender and safeguarding)
- 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 PIA Manager, Food Assistance Manger and M&E team, support field staff training on Core Humanitarian Standards (CHS), food distribution process and Community Feedback Mechanism.
- Development of PO & WBS to the project assigned to.
- 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.

Required Skills and Experience

Knowledge

- Masters/Bachelor's Degree in food security and livelihood project management, Agriculture/Agronomy, Business Management, Accounting, community development or equivalent professional qualification.
- At least two to three years of experience in a similar role with humanitarian organization or similar institutions
- Fair knowledge of project management
- Experience in staff and partners' capacity building development.
- Knowledge of development, trends, challenges, opportunities and implications to community development
- Strong knowledge in the use of SAP and/or other corporate software applications.
- Relevant experience and knowledge in proposal development, assessments and quality report writing.

1. Skills

- Good written and spoken English Language
- Advance level skills in computer usage –excel, power point and email systems

Safeguarding Commitment.

- 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.
- Ensure staffs, beneficiaries and associates are aware of reporting mechanisms and maintain the confidentiality of the safeguarding concerns

Dealing with Problems:

The Food Assistance Coordinator needs to have capacity of solve problems arising early enough before they escalate. All resolved and unresolved problems should be shared with and reported to immediate supervisor. In the day-to-day management of food assistance project activities; post holder should make decisions as appropriate to the context and are in accordance with Plan International mission and objectives.

Communications and Working Relationship

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

INTERNAL

- PIA Manager
- Field offices management and staff
- Program team in food assistance, nutrition, livelihood recovery, MEAL, CPiE, EiE, Gender & Safe Guarding



- Field and country finance team
- Food Assistance Manager
- Program Director
- Logistic and Admin field and Country office team
- HR team
- Compliance and risk management coordinator
- Security and Safety Manager
- Resource mobilization team,
- Other plan staff.

External

- Implementing partners.
- National offices
- Donors
- Local government authorities
- External audit

Behaviors

- 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

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.

Level of contact with children

- High level of contact with children

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

The HR & OD Business Partner
Plan International South Sudan
Hai Cinema

Or you can submit via this e-mail address hr.ss@plan-international.org

The closing date for receipt of applications is before close of business on 29th February, 2020. Interested persons can collect **Plan Application Form** from the **Security Post** at the above address or from the field office in the location you are applying from.

Plan is an equal opportunity employer within the meaning of the relevant UN convention. Women are encouraged to apply.

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