



Plan International  
South Sudan  
Hai Cinema  
P.O. Box 182  
Juba



## PLAN INTERNATIONAL SOUTH SUDAN JOB ADVERT

Plan is an International Child Centred 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. **Plan South Sudan is seeking Business Development Interns.**

### POSITION 1; No. of Vacancies Two (2)

Job Title	:	Business Development Interns
Tenure	:	3 Months
Department	:	Program
Reports to	:	Business Development Manager
Location	:	Juba

### Dimensions of the Role:

The Incumbent has a functional role in the country office business development and reports to the Business Development Manager.

- Creates FADs assigned to him or her and ensures all SAP work related to the same is carried out.
- Ensures all files and other grant documents are kept neat and up to date.
- Maintains and updates the reporting calendar on regular basis.
- Supports in country grants risk management processes
- Performs other duties as may be assigned

National Organisations Australia Belgium Canada Colombia Denmark Finland France Germany Hong Kong India Ireland Japan Korea Netherlands Norway Spain Sweden Switzerland United Kingdom United States Programme Countries Bangladesh Benin Bolivia Brazil Burkina Faso Cambodia Cameroon China Colombia Dominican Republic Ecuador Egypt El Salvador Ethiopia Ghana Guatemala Guinea Guinea-Bissau Haiti Honduras India Indonesia Kenya Laos Liberia Malawi Mali Mozambique Myanmar Nepal Nicaragua Niger Nigeria Pakistan Paraguay Peru Philippines Rwanda Senegal Sierra Leone Sri Lanka South Sudan Sudan Tanzania Thailand Timor-Leste Togo Uganda Vietnam Zambia Zimbabwe  
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## Typical Responsibilities - Key End Results of Position:

### Grant Compliance

- Prepares and arranges all documents ready for audits as per the checklist.
- Ensure that existing grant funded programs and projects are compliant with donor requirements.
- Ensure quality and timeliness of grants reporting schedule maintained by all project leads.

### Grant Management

- Participates in grant start-up and close-out processes and workshops including occasional orientation for staff on grant/donor procedures and requirements, project timelines, budgets and other necessary compliance requirements.
- Working closely with the Program Manager(s), ensure timely preparation of partner agreements if required.
- Ensure all relevant staff, including new staff, receive copies of all documentation (grant proposals, budgets, reports, evaluation reports etc.)

### Fundraising

- Participates as assigned to review proposals and check for compliance to donor program and financial requirements.
- Business Development Strategy: Supports in data collection and other duties as may be assigned in developing Business Development Strategy.

### Reporting

- Supports in tracking project reporting timelines
- Assists in review reports submitted by project teams for quality and compliance with donor needs

### 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;

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### 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.
- Handling conflicting priorities and ad-hoc requests from various stakeholders 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 effectively manage a variety of tasks and clearly identify priorities.
- Creativity in developing strong partnerships and in making use of internal and external resources.

### Communications and Working Relationships:

#### Internal

- Programme Team
- Other Plan staff

#### External

- Minimal



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

#### Knowledge and Experience:

- A Degree in relevant field completed or pursuing and has a formal letter requesting a placement for internship.
- At least a year of professional experience spent in a resource mobilization is added advantage.
- Experience of working with children and communities and managing child-related as volunteer or a professional.
- Computer literacy especially ability to use online grant tracking tools and MS Office suites
- Reporting and minutes writing skills.
- Office management competence including filing,
- Minimal experience in grant and financial management in NGOs and preferably also in emergencies.
- Minimal experience in developing proposal and budget formulation

#### Skills:

- Ability to coordinate and organise within a fluid working environment and has a capacity for initiative and decision making with competent analytical and problem solving skills.
- Ability to work independently and as a team player who demonstrates leadership and is able to trained
- Well-developed written and oral communication skills. Able to communicate clearly and sensitively with internal and external stakeholders as a representative of 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 and Demands:**

- Standard office environment with some exposure to heat, cold, dirt, noise and rainy weather conditions; dim or crowded surroundings, especially when in the field

### **Level of Contact with Children:**

Occasional Interaction with Children.

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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 Business Development Intern-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.**

**The closing date for receipt of applications is before close of business on 16<sup>th</sup> November 2021.**

***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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