



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

Tel: +211 956 201 958  
www.plan-international.org



**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 an experienced South Sudanese to fill the position of Warehouse Guard to support the Program Operations Department.**

No. of Vacancies - One (1) Position

<b>Job Title</b>	: Warehouse Guard
<b>Grade</b>	: A
<b>Tenure</b>	: 12 Months (With Possibility of Extension)
<b>Department</b>	: Programs
<b>Reports to</b>	: Field Supervisor
<b>Location</b>	: Terekeka

**Dimensions of the Role:**

- Under the supervision of the storekeeper or his delegate, the incumbent is in charge of surveillance and guarding activities in his assignment area

**Typical Responsibilities - Key End Results of Position:**

*“What” is done and “why”, but not “how”; include indicators for success* ☐ Ensure that no unauthorized visitors enter the compound.

- Stand and watch at the entrance door and ensure regular patrol of the premises at all times.
- Keep the area within the warehouse clean and tidy at all times
- Ensure that no item from the rub hall comes out without the authorization and approval of the area Field Supervisor and storekeeper
- Remain on duty until another security guard come to do a handover and never leave the duty station un-attended.
- In the event of occurrence of an incident inform the immediate Supervisor immediately
- Any other duties assigned by the supervisor.



### 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

*Application of knowledge required for the role, complexity of problems handled & the degree of investigation, analysis, & creative thinking required to solve them.*

- Deals with issues at his level and reports issues from time to time to the supervisor for proper intervention.

He should be able to make appropriate decision that are in the best interest of Plan International

### Communications and Working Relationships:

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

#### Internal:

- Field Supervisor, storekeeper, cleaners and other Plan staff

#### External:

- Daily workers, WFP staff, transport contractors/drivers

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

#### Knowledge

- Fluent in the Murle language and some basic written and spoken English
- Spoken Arabic will be an added advantage
- 1-2 years' experience in similar post within humanitarian organization
- 

#### Skills

- High concentration on task
- Strong team working skills
- High degree of discretion

### 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

"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 commitments"



### **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.

### **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.



"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 commitments"

**APPLICATION SUBMISSION GUIDELINE**

All applications marked on the right hand corner of the envelope “Application for the Position of “Warehouse Guard – Based in Terekeka and should be addressed to:

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

NB: All application should be hand delivered to plan international office in Juba only  
The closing date for receipt of applications is before close of business on **5<sup>th</sup> December 2022**.

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



“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 commitments”