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Approved by
MIPS
MINISTRY OF LABOUR SERVICE OFFICER
HAR
18 MAY 2020
HUMAN RESOURCE DEVELOPMENT

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 four states of South Sudan, namely Central Equatoria, Eastern Equatoria, Western Equatoria, Upper Nile, Lakes and Jonglei. Program includes food assistance, agricultural rehabilitation, Food Security and Livelihood, Education in Emergencies and Child Protection in Emergencies. In order to enhance its response program, Plan South Sudan is seeking an experienced Project Manager to Manage the South Sudan Integrated response to the protection and education needs of displaced and most vulnerable boys, girls and targeted communities for 9 months that will be implemented in Pibor

POSITION 1; No. of Vacancies (1)

Job Title:	Project Manager
Department:	Programs
Reports to:	Education Program Manager with Technical support from CP Specialist and Gender and Gender Based Violence Manager
Location:	Pibor, with roving responsibilities to support the different field locations.

DIMENSIONS OF THE ROLE

The purpose of this role is to oversee the management of Education, Child Protection and gender based Violence Floods response Project in Pibor as well other emergency projects that are on the pipeline. The post holder is expected to have strong emergency response and recovery experience as well as project and budget management skills.

"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"

Key Deliverables

- Responsible for management of a multi-sectorial project (Education, Child Protection and gender Based Violence) in Pibor ensuring that proposed results are achieved on time, within budget and in compliance with OCHA regulations
- As budget holder, is fully responsible for budget management in line with OCHA financial procedures. The PM should Track and manage project expenditure including monthly budget forecasting and budget revisions.
- Supervise project staff to ensure timely and quality implementation and monitoring of the project activities;
- Provide trainings for Project staff on OCHA compliance procedures.
- Responsible for the development of all narrative and financial reports (with support from Grants Manager and finance department and technical review by Education, GBV and CPIE Specialist) in line with OCHA and Plan's requirements
- Support timely and proactive engagement with the donor at field and Juba level
- Work closely with Monitoring and Evaluation team to ensure that Monitoring & Evaluation and indicator tracking plans for the project in all target locations are in place and, developing additional Monitoring & Evaluation tools as necessary to monitor project progress.
- In collaboration with M&E Coordinator/Manager, Communications Manager, Education Manager, GBV Manager, CPIE Specialist, develop project briefs, lessons learnt and best practice documents that could feed into new projects ideas
- Any other tasks required.

a. Human resources

- Lead the Project team and be responsible for the quality and effectiveness of Plan's emergency response and is accountable for developing, coordinating and managing project quality delivery of Education, CP and GBV activities.
- Promote a productive work environment respectful of the Code of Conduct with zero tolerance for verbal and physical abuse or discrimination against other persons on the grounds of race, colour, sex or creed.
- Recommend changes to team composition and functioning and project delivery quality and effectiveness.
- Create the conditions to ensure effective teamwork and morale.
- Conduct performance appraisals of project staff; ensure regular feedback and mentoring on individual performance.
- Ensure all project team members are fully briefed on all aspects of security, social and cultural norms and local conditions and behaviour.

b. Public Relations/Media

Ensure all information, publicity and fundraising material recognises and respects the dignity of disaster victims, especially children and women.

c. Program Operation

- Ensures effective budgeting and management of financial and project assets/materials in accordance with Plan and donor regulations.
- Ensure that project support functions are established and maintained in accordance with Plan International policies and procedures.

Ensure the establishment and maintenance of distribution and associated operating/management /monitoring systems.

Ensure that secure and reliable communications/information management facilities are established and maintained.

- Good grasp and knowledge of local context and customs
- Knowledge of Sphere, HAP and other codes of conduct relevant to minimum response standards for the sectors in which Plan is active
- Experience effectively working with UN clusters and liaising with government departments
- Experience with project development and design is useful
- Ability to contribute to local, national, and global advocacy messaging based on field context.
- Experience participating in representing an agency in cluster meetings and other coordination mechanisms involving UN agencies, other NGOs and government authorities, and local organizations.

Skills

- Negotiation and conflict management skills
- Team management skills
- **People Skills:** Ability to work independently and as a team player who demonstrates strong leadership and is able to support and also able to work with disaster affected communities in a sensitive and participatory manner.
- **Communication Skills:** Well developed written and oral communication skills. Able to communicate clearly and sensitively with internal and external stakeholders as a representative of Plan. This includes effective negotiation and representation skills. Cross-culturally adept. Excellent written and spoken English.
- Proven analytical skills and ability to think strategically, including the capacity to analyze the humanitarian context and security trends and propose new interventions and changes in the project implementation plan.
- General finance, administration, information management and telecommunication skills and proficiency in information technology/ computer skills required.

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

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- 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:

May be "typical office environment"; note if heavy lifting, climbing, excess travel, etc.

This post is based in Pibor which at present is a normal operational environment. However, the post-holder must be willing to travel to project activity sites in difficult terrain and security when needed.

Level of Contact with Children:

- Low contact with children

All applications marked on the right hand corner of the envelop "Application for the Position of Project Manager should be addressed to:

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

Application should only be submit via this e-mail address hr.ss@plan-international.org

The closing date for receipt of applications is before close of business on 8th June 2020.

NOTE, due to the urgency of the position, we will be reviewing the applications as they come and interviews may be done before the closing date.

Note: Applications submitted are non-returnable

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

