



## 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 to recruit a qualified South Sudanese for the position of “School Meal Officer – Based in Terekeka”.**

**No. of Vacancies – One (1) Position**

<b>Job Title:</b>	School Meal Officer
<b>Grade:</b>	C2
<b>Tenure</b>	12 Months (With Possibility of Extension)
<b>Department</b>	Programs
<b>Reports to</b>	<b>Project Coordinator</b>
<b>Location</b>	<b>Terekeka</b>

### Purpose of the Role:

- I. Directly monitor the DFDAR and registers of the schools under school meal program
- II. Support WFP and Plan International in conducting school assessments, enrolment and reporting in SM program
- III. Provide training to PTA/SMC on the SM activities and their roles and responsibilities.
- IV. Support in the updating of the online DFDAR using the MODA and report monthly to the commodity tracking team.
- V. Provide a technical guidance to the SM monitors and supervisors on SM operation and delivery.
- VI. Communicate on behalf of the schools to support the smooth implementing partner on food delivery and challenges the schools are facing in the implementation of the SM activities
- VII. Support in the formations of schools clubs, school gardening, and training of PMCs on the necessary roles and responsibilities.
- VIII. The food for education monitors will directly work under the supervision of field food supervisor, the incumbent will be based in Boma and will be responsible for planning, conducting distribution of food to schools and reporting of the distributions conducted with

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"



- close consultations with the field food supervisor, the incumbent will be involved directly with food distributions as well as community mobilization at their areas of jurisdiction
- IX. The post holder will support the field supervisor, field coordinator and his team in distribution preparation monitoring and other assignments from his supervisor

### Key End Results and typical Responsibilities:

*What" is done and "why", but not "how"; include indicators for success*

- a) Under the direct supervision of the Project Coordinator and in accordance with the guidelines as well as policies of the organization, for the period of this agreement, the SM officer will provide support services to plan International South Sudan in the implementation of the school feeding project in project location. S/he should be able to respect the terms and conditions of the agreement.
- b) Take responsibility for all food items/NFIs provided by Plan International South Sudan and WFP to ensure that they not damaged or misplaced and are used solely for the benefit of Plan International South Sudan

#### **c) Food Management**

- Ensure there is a sound food management system in place with specific focus on correspondence management and documentation –in accordance with plan's procedure. Critical success factors will include
  - Escort WFP trucks to schools for food delivery
  - A sound recording system exists in schools with originals copies of waybills, all deliveries and other important documents are properly filed and reported to Commodity tracking officer before the beginning of the following month.
  - All SM program correspondences and food consumption form are professionally handed.
  - Ensure daily food distribution and attendant registers are distributed to schools for each and in use properly.
  - Minutes of all school feeding meetings are recorded and filed professionally.
  - Conduct school head count on monthly basis and all this information are properly kept for further references
  - Proper recording figures in form 3 and consumption form

#### **d) Food Storage Management**

- Make sure that all stores in schools under school Feeding are secured, cleaned and guarded effectively.
- Educate the schools management committees on the importance of secured food store
- Store are out of rats, infestations and other small insects that may destroy food

#### **e) Invoices reporting**

- Help all schools under school feeding to prepares form 3, stamp them and submit distribution report to Commodity Tracking officer or his delegate
- Make sure reports from the schools are accurate
- Train school monitors on food entitlement per a child in a day.
- Any other duty assigned.



“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”

### **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.

### **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.
- Patience in dealing with difficult children
- Handling conflicting priorities and ad-hoc requests from various stakeholders in the best interest of the organisation.
- 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.
- Ensuring active and full participation all stakeholders.

### **Communications and Working Relationships:**

#### **Internal;**

- Food Assistance Coordinator, Field Coordinator & School Meal Officer
- Project Manager
- Commodity Tracking Officer – Report and information
- Field Coordinator – communication
- PIA Manager



#### **External;**

- Must be able to maintain good relationship and teamwork spirit amongst co-workers, partners (government staffs (SMoBE, RRC, UN Agency & NGOs) and local authorities in the best interest of the Program and organization.

---

“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”



- Provide local solutions to problems/challenges happening at schools and notify supervisor if help is needed and follow until issues are solved

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

#### **Knowledge**

- Bachelor's degree in a relevant area, e.g. Public Health, International Development, Women's and Gender Studies or area related to Humanities and Social Sciences.

#### **Experience**

- At least 4 years of professional work experience at the national and/or international level in the humanitarian and development arena or other relevant programmes; experience with gender and protection specifically is an asset, as is experience working in the UN or other international development organization;
- Strong understanding of, and commitment to gender equality, and feminist and participatory approaches;
- Excellent oral and written skills; excellent drafting, formulation, reporting skills;
- Accuracy and professionalism in document production and editing;
- Excellent interpersonal skills; culturally and socially sensitive; ability to work inclusively and collaboratively with a range of partners, including grassroots community members, religious and youth organizations, and authorities at different levels; familiarity with tools and approaches of communications for development;
- Ability to work and adapt professionally and effectively in a challenging environment; ability to work effectively in a multicultural team of international and national personnel;
- Solid overall computer literacy, including proficiency in various MS Office applications (Excel, Word, etc.) and email/internet; familiarity with database management; and office technology equipment;
- Self-motivated, ability to work with minimum supervision; ability to work with tight deadlines;
- Sound security awareness;
- Have affinity with or interest in health, human rights, and gender studies volunteerism as a mechanism for durable development, and the UN System

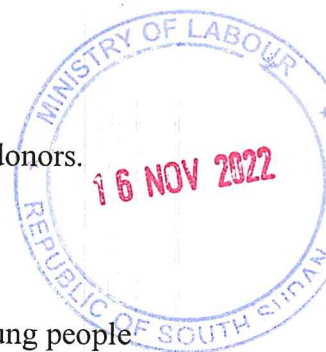
### **PLAN INTERNATIONAL'S VALUES IN PRACTICE**

#### **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.



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"

- 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**

- Standard office environment with some exposure to heat, cold, dirt, noise and rainy weather conditions; dim or crowded surroundings, especially when in the field
- The post holder will be required to travel to the field very frequent

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

- Low level of Contact 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.



equality for girls in line with Plan’s safeguarding Children and Young People Policy Commitment”

“Plan International Strives for a just World that advances children’s rights and

**Application Submission Guideline:**

All applications marked on the right hand corner of the envelope “**Application for the Position of “School Meal Officer – Based in Terekeka”**” should be addressed to:

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

**NB:** All Applications letters should be hand delivered to plan international Office in Juba only.

The closing date for receipt of applications is before close of business on **Monday, 5<sup>th</sup> December 2022.**

**Note: Applications submitted are non-returnable.**

*Plan 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.*



“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”