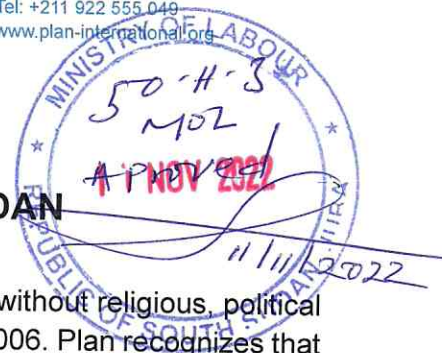




Plan International
South Sudan
Hai Cinema
P.O. Box 182
Juba

Tel: +211 922 555 049
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 to recruit a qualified South Sudanese for the position of “Education Project Officer – Based in Yei, Kajokeji & Morobo Counties – CES”.

No. of Vacancies – Three (3) Positions

Job Title:	Education Project Officer
Grade:	C2
Tenure	12 Months (With Possibility of Extension)
Department	Programs
Reports to	Project Manager
Location	YEI, KAJOKEJI, & MOROBO – CES

Purpose of the Role:

The post holder will coordinate the implementation of education project activities in Kajo-Keji with more focus on Alternative Basic Education more especially Numeracy & Literacy. The project officer will ensure participation of key stakeholders and project team to implement the project as per Plan International standards

Key Roles and typical Responsibilities

- Oversee training, coaching and on-going support of teachers, tutors and learning facilitators in order to improve instructional practices in literacy, numeracy and social and emotional skills.
- Lead in organizing training programs on Numeracy and Literacy skills.
- Provide literacy and numeracy guides to the facilitators in the field

“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”



- Responsible for direct implementation of project activities in the field location in coordination with the Project Manager.
- Manage people, finance and resources at the assigned field location
- Coordinate mobilization effort for quality implementation and running of the project at the field level
- Responsible to develop work plans, both monthly and weekly plans
- Responsible for compiling all project reports and records including monthly, quarterly and annual reports for the project
- Lead the process of project monitoring of activities and outputs
- Provide management oversight to all project activities in the field
- Responsible for timely request of procurements and project cash at the country office
- Ensure timely reporting on the progress, documentation of success stories and gaps that can be used for future development of proposals.
- Excellent spoken and technical writing ability in English, including report writing
- Actively participating and representing the organization in Cluster meetings as well as at the County Education Department.
- Any other business as may be assigned by the supervisor.



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.

Public Relations/Media

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

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.

“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”



- Ensure, in collaboration with the Security Coordinator, and programs team members are familiar with usage, procedures and relevant communications protocols

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

- Interact and coordinate with departmental heads at county level and directly reports to the education project manager

External

- Education partners at county and state level
- State and county government officials



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

Knowledge

- Bachelor's degree in education and other related field such as Development studies, Gender and Development and People management will be an added advantage
- 3 years of experience related to teacher professional development in Numeracy & Literacy.
- Good computer skills in programs including MS Word, Excel, PowerPoint, and Outlook
- Ability to work under pressure in challenging working and living conditions
- Strong verbal communication skills
- Excellent spoken and technical writing ability in English, including report writing
- Ability to work effectively with other people both as an individual and as a member of a group

“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”



- Good administrative, Decision-making and leadership skills
- The ability to form the attitude for realizing the needs, problems, grievances and feelings of the subordinate employees, making contact and good relationship with them is known as behavioral skills
- Technical Skills require in Numeracy & Literacy skills
- Understand development issues, trends, challenges and opportunities and their implication on children and women's rights as well as on conflict and peace
- Knowledge of crosscutting issues on gender, environment and protection
- Knowledge on right focused programing
- Experience in projects dealing with youth participation, and/or women rights and/or peace building in South Sudan
- Experience in monitoring and evaluation

Skills

- Demonstrate good oral and communication skills
- Creative and clear communication with team vision
- Project management skills
- Social mobilization skills
- Problem and conflict solving skills
- People management skills
- Report writing skills
- Strong interpersonal skills
- Ability to manage risks
- Lobbying and advocacy skills



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

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"



- 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.

Application Submission Guideline:

All applications marked on the right hand corner of the envelope or on the subject matter “Application for the Position of **Education Project Officer – Based in Kajokeji, Yei and Morobi, Central Equatoria state** ” 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. Or you can send your application via this email: hr.ss@plan-international.org

The closing date for receipt of applications is before close of business on Wednesday, 30th November 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”

