



Plan International
South Sudan
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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 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 a Cleaner.**

POSITION 1; No. of Vacancies One (1)

Job Title	:	Cleaner
Grade	:	A
Tenure	:	8 Months (With Possibility of Extension)
Department	:	Supply Chain
Reports to	:	Administration Officer
Location	:	Juba

Dimensions of the Role

The Cleaner will be responsible for the overall Cleaning and Hygiene Management of the Office Premises.

Key End Results and typical Responsibilities:

- Responsible for cleaning the compound and ensure that it is neat and clean all the time.
- Cleans restrooms and urinals and ensure that they are clean all the time.
- Vacuums, Empties trash, and replace liners and in charge for disposing off all the rubbish correctly.

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 Tanzania Thailand Timor-Leste Togo Uganda Vietnam Zambia Zimbabwe

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- Sets up, stocks and maintains cleaning equipment and supplies.
- Monitors and maintains sanitation and organization of assigned areas.
- Transports dirty linens to correct area to be cleaned and restocked areas with clean linens.
- Ensure all Office water dispensers have drinking water all the time and ensure that International staff have drinking water at their apartments all the time.
- Ensure Spider comps are removed all the time from the building.
- Assists other departments when needed to ensure optimum service to guests.
- Any other business will be assigned by line manager.

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 marriage.

Communications and Working Relationships:

Internal

- Country Finance Team
- Country HR Team
- Periodic contact with the Admin team
- Plan staff

External

- Service providers
- Visitors



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

Knowledge

- Primary Leaving Certificate or Senior certificate will be an added advantage
- At least 2 years working experience in a similar role.

Skills

- Good communication skills
- Interpersonal, Negotiations and Problem solving skills.
- He/she should be able to communicate to a fairly diverse audience
- Analytical and objective, with good inter-personal and problem solving skills
- Local Republic of South Sudan ethnic language is an advantage



"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"



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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APPLICATION SUBMISSION GUIDELINE

All applications marked on the right hand corner of the envelope “Application for the Position of Cleaner–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

Or deliver hard copies to Plan International Office in Juba.

The closing date for receipt of applications is before close of business on 5th November 2021.

Plan is an equal opportunity employer within the meaning of the relevant UN convention.



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