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## PLAN INTERNATIONAL SOUTH SUDAN JOB ADVERT

14 JUL 2021

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Approved by  
MEL RSS  
15/7/2021

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.

Plan International South Sudan supports development interventions in the domains of education, livelihood, building relations, child protection, governance and social protection.

As an International child-centered community development organization, committed to the wellbeing of children and to supporting the Convention of the Rights of the Child, it does not tolerate child abuse. The institution therefore expects that all its employees and others who work with it have children's best interests at the heart. Plan International is committed to protecting children from all forms of abuse and violation of their rights.

**Plan International South Sudan is seeking to recruit dynamic, suitably qualified and experienced South Sudanese for the following vacant position:**

### POSITION 1; No. of Vacancies one (1)

Job Title	:	Project Manager – SSHF
Grade	:	D 2
Tenure	:	6months
Department	:	Programme
Reports to	:	Program Implementation Area Manager
Location	:	PIBOR, Administrative Area.

### Job Summary

The purpose of this role is to co-ordinate and manage Child Protection, Education, Nutrition, FSL and GBV Project funded by OCHA in line with International best practices and relevant guidelines. The post holder is expected to have strong Child Protection and Gender Based Violence programming background and knowledge including budget management, M&E skills and supervisory skills.



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, Sudan, Tanzania, Thailand, Timor-Leste, Togo, Uganda, Vietnam, Zambia, Zimbabwe.

Plan Limited, registered in England no.3001663. Registered address as above.

## Key accountabilities and End Results.

- Responsible for management of the multi cluster protection, education, nutrition and FSL project in the designated location ensuring that proposed results are achieved on time, within budget and in compliance with donor regulations
- Supervise project staff to ensure timely and quality implementation and monitoring of the project activities;
- Support the partner in the implementation, planning and monitoring of activities to ensure quality delivery of the project.
- Support in orientation and ongoing trainings for staff, volunteers and community representatives on different topics of protection, education, nutrition and FSL (including child protection, gender-based violence case management, safeguarding, PSEA)
- Doing routine supervision/coaching of staffs, develop/improvise and use monitoring and tracking tools and improve referral and information management systems such as CPIMS Primero.
- Responsible for the development of all narrative and financial report of the project (with support from Grants Accountant and finance department and technical review by thematic leads) in line with donor and Plan's requirements.
- Track and manage project expenditure including monthly budget forecasting and budget revisions.
- Support resource mobilisation efforts of proposal writing and related engagement.
- Work closely with Monitoring and Evaluation team to ensure that Monitoring & Evaluation (including ensuring Child Friendly Complaints and Feedback Mechanisms across the thematic interventions) 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 specialist, Communications Manager and thematic leads, develop project briefs, lessons learnt and best practice documents that could feed into new projects idea
- In collaboration with M&E and project officers and coordinators, lead on assessments quality programme reviews and other project documentations, that could possible feed into project development.
- Establish structures to support feedback from beneficiaries and partners especially on safeguarding and protection issues.
- Support in ensuring that interventions are informed by and integrated with one another (education, protection, nutrition, food security and livelihoods) ensuring children at risk benefit from all thematic project interventions.
- Ensure the representation of Plan international in coordination meetings such as the nutrition, education, FSL, protection cluster, child protection sub-cluster and Gender-Based Violence (GBV) sub-cluster as well as strengthen cross sectoral collaboration for effective support to children.
- Promotes and abides by Plan policies and procedures including but not limited to: Gender equality mainstreaming, Safeguarding Policy; Code of Conduct, PSHEA and the related mandatory reporting responsibilities. Ensure that safeguarding children and young people policy, code of conduct, standards are understood and met
- Work with technical staff such as Education Project Coordinator, FSL staff, Nutrition staff, Protection staff/volunteers and partners to ensure program activities are well implemented and monitored including online system monitoring of program progress.
- Any other tasks required.

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### 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*

- Ability to manage competing priorities and expectations from internal and external stakeholders and remain calm and resilient in the face of pressure.
- Manage multiple and work with distant colleagues to form a virtual efficient team;
- Use Plan procedures to settle conflicts among colleagues;
- Resolve problems that are not covered by established process.
- Analyse possible causes of problems and suggest solutions to get them resolved.
- Refer, whenever necessary, the case to the PIA manager or thematic leads

### Communications and Working Relationships:

#### Internal:

- PIA manager
- Program director
- CPIE Specialist, Gender and safeguarding advisor, Education manager, Nutrition and food assistance advisor, SOYE and livelihood manager
- Project Staff
- Logistics/Procurement/Finance/HR staff
- Visiting National Offices and Donors staff
- Other Plan staff

#### External:

- International/national and state institutions, agencies, clusters and donors
- Children and their families
- Parents and other members of the communities
- Other partners

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

- Masters' degree, in Social Science, public health, project management, Social Work, human rights, law, psychology or related field
- Minimum of 5-7 years' experience in managing multi-cluster projects including health, nutrition, FSL, education, child protection and GBV programming in humanitarian sector

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- Experience of managing the programme cycle, including assessments, proposal and report writing, Monitoring and evaluation.
- Experience dealing with UN funded projects (UNOCHA, UNICEF, UNFPA, UNHCR) regulations
- Proven experience of budget management and ability to develop project catch up plans and expenditure
- Demonstrated strong management, coordination, teamwork and planning skills with proven ability to function effectively with multiple counterparts in private, public and NGO sectors.
- General knowledge and understanding of Humanitarian Principles and core standards eg CPIE Minimum standards, Gender Based Violence in Emergencies, Guidelines, Core Humanitarian Standards, SPHERE and other relevant international standard for humanitarian response
- Experience in building relationships, fostering interagency coordination and experience of representing an organisation to external parties.

### Skills

- Strong project management and planning skills
- Ability to work effectively with diverse international and national teams.
- Ability to work in a complex environment with multiple tasks, short deadlines and intense pressure to perform.
- Excellent written and verbal communication skills in English.
- Coordination and leadership skills.
- Good interpersonal skills
- Ability to work individually and within a team with limited supervision. A self-starter.
- Good analytical, problem solving and innovative
- Able to communicate clearly and strategically with internal and external stakeholders as a representative of Plan. This includes effective negotiation and representation skills.
- Strong capacity building/training/coaching/mentoring skills with communities and internal and external staff
- Partnership management and coordination

### 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 organisation 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 maximise 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.

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- 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 frequently

### **Applications Submission Details.**

All applications marked on the right hand corner of the envelope "Application for the Position of **Project Manager – SSHF – PIBOR**" should be addressed to:

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

You can also send your application via email to [hr.ss@plan-international.org](mailto:hr.ss@plan-international.org)

The closing date for receipt of applications is before close of business on **3<sup>rd</sup> August, 2021.**

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

**Note:** Only short listed applicants will be contacted and applications once submitted is not returnable.



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