



Plan International  
South Sudan, Juba  
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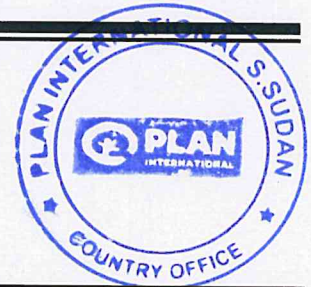
## PLAN INTERNATIONAL SOUTH SUDAN JOB ADVERTISEMENT

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 “Commodity Tracking and Reporting Officer – Based in Juba”.**

### No. of Vacancies (1)

<b>Job Title:</b>	<b>Commodity Tracking and Reporting Officer</b>
<b>Tenure</b>	7 Months with possibility of extension
<b>Grade</b>	C2
<b>Department</b>	Programme
<b>Reports to</b>	<b>Commodity Tracking and Reporting Coordinator</b>
<b>Location</b>	<b>Country Office – Juba</b>



### Purpose of the Role:

Working in over 5 states, Plan International in South Sudan aims to reach 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 partnerships with others and operating effectively.

The Commodity Tracking and Reporting Officer is part of Plan South Sudan's Food Assistance and nutrition programme team based in Juba Country Office, coordinating field offices commodity tracking, reporting and invoicing in Eastern Equatoria and Lakes state plus other states of possible expansion. Post holder will spend 20% of his time on field travel to train, monitor and supervise field offices staff in commodity accounting and tracking system

### Accountabilities and Main Work Activities

#### A. Program operation (95%)

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- Collect, compile and analyze all the FRN, food receipts waybills, waybill summary and food dispatch summary reports, weekly stock reports, monthly physical inventory and warehouse inspection report.
- Maintain a clear and complete paper trail for all the food deliveries transactions at Warehouse.
- Responsible for data integrity, prepare accurate and reliable statistical analysis as required by the management.
- Timely update invoices tracker and GIKs tracker
- Facilitate and conduct regular training for warehouse staffs, GFD/SF staffs, Nutrition staffs and FFA staffs on proper management of food commodities in the store and at the FDPs.
- Follow up with WFP PPR/WFP SO unit for the payment of pending invoices and endorsement of GIKs
- Ensure that the projects' commodity distributions reports are accurate and reliable for completion of the monthly Commodity Reports
- Responsible for consolidation of distributions reports, preparation of invoice and submission of invoice to donor (WFP) on timely and monthly basis
- Liaise with Finance in monitoring and tracking invoices for commodities distributed.
- Maintains a neat organized and chronological filing system.
- Perform any other duty as requested by the supervisor.
- Update loss claims register and loss files



#### B. Human resources

- The incumbent shall be experienced with humanitarian works with flexible and creative approach, highly motivated and able to take the initiative and work unsupervised fosters working in teams & teamwork spirit. S/he also be engaged into the overall management of the day to day commodity tracking, accounting and reporting activities of WFP projects at CO level.

#### C. Program Operation

- Committed and adheres to humanitarian values especially Child Protection
- Demonstrates technical knowledge of food Assistance Management
- Do his/her work as per the FLA agreement and standard involving and endorsement tools of WFP

#### Leadership and Business Management Competencies (5%)

- Align work priorities and resource deployment in own area with Plan International's wider goals and longer-term direction.
- Lead through influence rather than position, and role model PI values, accelerating gender equality inside and outside Plan International and addressing resistance. Self-aware and keen to learn, seeking feedback and creates a safe environment for others to challenge self or raise concerns.
- Achieve desired outcomes and finds innovative solutions by using the expertise and creativity of others and adopting a coaching approach with the people they manage or advice.
- Delegate tasks and decisions, trusting and stretching others but ensuring they have the resources and support they need.
- Create space for reflection and uses external evidence and internal evaluation to identify what and how we need to improve and then to support others through change.

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- Build positive relationships outside their own work area, being willing to compromise own preferences to achieve our broader purpose and longer-term impact

### **Safeguarding Children and Young People (Safeguarding), Gender Equality, and Inclusion (GEI) Commitment (5%)**

- 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.

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

#### **Knowledge**

- Diploma in accounting, finance, IT, economics or related field.
- A minimum of 4 years of work in accounting and/or data management for an international/national NGO or government.
- Experience working in commodity tracking, accounting and reporting in FSL and nutrition projects
- Experience in capacity building of partners and staff.

#### **Skills**

- Good written and spoken English Language
- Advance level skills in computer usage –excel, power point and email systems
- Good communication skills
- Interpersonal, negotiations and problem solving skills
- Skilled in giving and receiving feedback
- Analytical and objective with good interpersonal and problem solving skills
- Planning and organization skills
- Influencing and persuading skills



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

Working contacts inside and outside the organization, include the purpose and level (high, medium, low) of the contact

#### **Internal:**

- Food Assistance and Nutrition program team
- Finance team
- Logistic and procurement team
- HR team

#### **External**

- UN partners WFP, FAO
- Government and other Partners



## **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**

- 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 interaction with Children:



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### **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 Details:**

All applications marked on the right hand corner of the envelope “**Application for the Position of “Commodity Tracking and Reporting Officer – Juba”**” should be addressed to:

**The Head of People and Culture  
Plan International South Sudan  
Juba, Hai Jerusalem.**

Applications should be submitted in hard copies to Plan International Office in Juba.

**OR You can 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 Friday, 26<sup>th</sup> May 2023. At 5:00 Pm**

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

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