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50-H-3  
Approved by  
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## PLAN INTERNATIONAL SOUTH SUDAN JOB ADVERT

Plan International is an independent development and humanitarian organization that advances children's rights and equality for girls. Working in over 51 developing countries across Asia, Africa and the Americas, Plan aims 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.

We believe in the power and potential of every child. But this is often suppressed by poverty, violence, exclusion and discrimination. Having identified girls as the most marginalised group, they will be our ongoing focus as we work towards helping 100 million girls learn, lead, decide and thrive within their communities.

**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)

<b>Job Title</b>	:	<b>Project Coordinator</b>
<b>Grade</b>	:	<b>D1</b>
<b>Tenure</b>	:	<b>Six months</b>
<b>Department</b>	:	<b>Programs</b>
<b>Reports to</b>	:	<b>Program Implementation Area Manager</b>
<b>Location</b>	:	<b>Rumbek, Lake State</b>

### I. Job Summary

The Project Coordinator will be supporting and coordinating Plan South Sudan integrated SOYEE and SRHR Project in Rumbek Centre, supports the Project team by ensuring technical soundness and best practice to enhance and strengthen Plan's response and support communities most affected by manmade and natural disaster. As the Project Coordinator, Oversee, Lead, support and oversee the analysis, implementation, monitoring and evaluation of the integrated SOYEE and SRHR Project for the affected population.

### **Key End Results and typical Responsibilities:**

- Translate project goals and objectives into implementable strategies and plans. Support team as required for quality and timely project implementation.
- Train Project staff on specific project approaches in collaboration with Thematic leads
- Conduct continuous monitoring of key project milestones and periodic evaluations to ascertain impact and achievements towards results.
- Track budget implementation and reports for the project and make recommendations to PIA Manager and technical leads
- Do and follow-up on necessary procurement and recruitment processes





### 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:

The Project Coordinator will identify problems and devise corrective measures to ensure that project performance and momentum gained are not thwarted. S/se should be a team player and ably discern conflict within a team. His/Her analysis should reflect a thorough, unbiased and high degree of investigation to identify the root cause of a problem. He should be a creative thinker and forward planner.

The incumbent should be alert to child protection and gender related issues needing response to ensure confidentiality, minimize PR risks and maintain community confidence and trust in Plan South Sudan; be able to identify critical and systemic risks and take timely and appropriate actions.

### Communications and Working Relationships:

#### Internal

- SOYEE and Livelihoods, Gender, Protection Thematic Managers
- Other Technical Advisors/Thematic Managers
- Area Finance Manager and Team
- Resource Mobilisation Team
- Logistics and Admin Team

#### External

- Project/ Program partners (INGOs, NGOs and CBOs)
- Contractors.
- Donors/Embassies
- Government partners.



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

### Knowledge

- A Degree, preferably Master's Degree in Agriculture/Agricultural Economics, Community Development, Development Studies or related field
- Professional Certifications/Licenses in Project Planning and management, Management and advanced programming
- 3-4 years working experience in the NGO Sector, in programming around Youth Empowerment, sexual reproductive health, Gender and protection. programs is an asset
- Knowledgeable in Gender transformative programming
- At least 2 years in a supervisory position
- Experience in community development programming and community mobilisation

### Skills

- Excellent written and spoken English skills
- Technical skills in budgeting, people's management and report writing
- Good facilitation /training skills
- Good networking and communication skills
- Interpersonal, Negotiations and Problem solving skills.
- Computer literate
- Skills in supporting strategic planning and resourcing requirements
- Communication – excellent negotiation and influencing skills in multi-cultural contexts

## 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.

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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

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

**High contact:** Frequent direct interaction with children and their families

#### **APPLICATION SUBMISSION DETAILS**

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

HR & OD Business Partner  
Plan International South Sudan Country Office  
Hai Jerusalem next to JUBA Teaching Hospital  
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 September 27<sup>th</sup> 2021.

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

**Note:** Applications once submitted are not returnable. Only short listed applicants will be contacted.

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