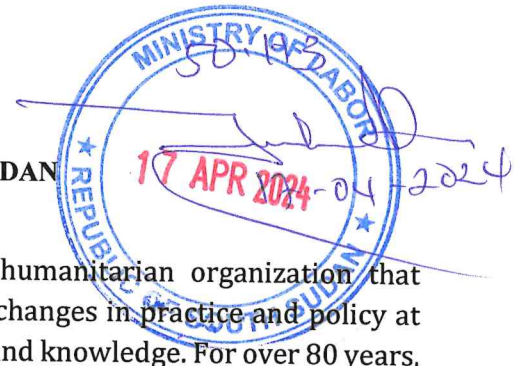




Plan International
South Sudan, Juba
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**PLAN INTERNATIONAL SOUTH SUDAN
JOB ADVERTISEMENT**

Plan International is an independent development and humanitarian organization that advances children's rights and equality for girls. We drive changes in practice and policy at local, national and global levels using our reach, experience and knowledge. For over 80 years, we have been building powerful partnerships for children and girls, and we are active in over 80 countries. Plan International has been working in South Sudan since 2009 and in close collaboration with the key stakeholders at all levels to bring positive and sustainable changes in the lives of children and girls of South Sudan.

In order to enhance its response program, **Plan International South Sudan is seeking to recruit a qualified South Sudanese for the position of "People and Culture Officer (Maternity Cover) - Juba"**.

No. of Vacancies (1)

Job Title:	People and Culture Officer - Maternity Cover
Tenure	Six (6) Months
Grade	13
Department	People and Culture
Reports to	People and Culture Coordinator
Location	Country Office, Juba

Purpose of the Role:

The People and Culture Officer will contribute and support in Operational HR Functions Such as Volunteer and Temporary Employee Contracts and benefits management, support in recruitments, Personnel file management, Work permit and Processing and Focal point to medical scheme quarries (reimbursements).

Key Accountabilities:

Volunteer and Temporary Employee Contracts and benefits Management (40%)

- Support the P&C Coordinator (Personnel) to ensure that volunteer contracts are tracked and renewed timely
- Ensure volunteers submits timesheets in timely manager
- Ensure that wages and incentives are prepared and paid timely and records are kept

Processing Work Permit, Visa and Registration for International Staff (30%)

- Ensure supporting documentation for SSD visas for expatriates and visitors is produced in timely manner (invitation letters etc)
- Track all visas and registration within SSD to ensure their legal compliances (expiry dates etc)

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- Maintain and regularly update the expatriates visas and registrations tracking sheet and share it with the people and Culture Officer and P&C Coordinator on a bi-monthly basis
- Ensure applications for all visas and other necessary immigration documents within SSD visa requirements
- Develop and maintain a strong relationship with the Immigration office and report changes in legislation or official requirements to the P&C Coordinator
- Produce and update written visa policies and procedures within Plan International – South Sudan and submit to the P&C Coordinator for approval

Staff Medical Insurance (20%)

- Focal point to medical scheme quarries (reimbursements)
- As a focal person for staff inquiries in all matters relating to medical insurance

Safeguarding Children and Young People (Safeguarding), Gender Equality, and Inclusion (GEI) Commitment (10%)

- 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

- An ability to manage staff working under pressure and build excellent working relationships
- Required to synthesize and analyse feedback from a wide range of actors (including NGO HR Forum, Ministry of Labor, national surveys, Immigration) in further developing HR and supporting implementation

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

Knowledge

- University Degree in Human Resource or Public Administration from a recognized University
- At least 1-2 years' experience in similar role
- Knowledge of Volunteer and Temporary Employee Contracts and benefits management, support in recruitments, Personnel file management, Work permit and Processing and Focal point to medical scheme quarries (reimbursements).
- Vast knowledge of South Sudanese Labour/business laws with strong and analytical problem solving techniques
- Ability to be proactive, prioritize, multitask, and perform efficiently and effectively with individuals in a fast-paced working environment

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- Ability to identify potential problems before they occur. Proactive in preparation and uses initiative in response

Skills

- Keen attention to details
- Excellent Interpersonal/communication skills
- Positive attitude
- Willingness to learn and proven ability to learn fast

Communications and Working Relationships:

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

Internal

- Plan inter-departmental especially finance, project teams and Project managers.
- Plan South Sudan Country Office Team in Juba

External:

- Establish cordial professional relationship with Ministry of Labour, RRC and Immigration Departments

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 live



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Physical Environment

This post is based in Juba, which at present is a normal operational environment. However, the post-holder must be willing to travel to program areas in difficult terrain when needed.

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 Details:

All applications marked on the right-hand corner of the envelope “**Application for the Position of “People and Culture Officer – (Maternity Cover) – 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 submit them via this email: hr.ss@plan-international.org

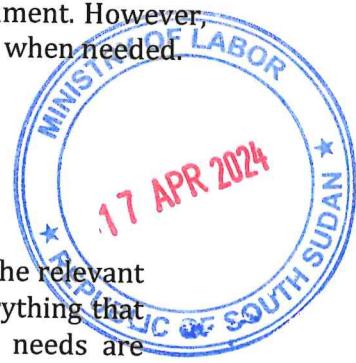
The closing date for receipt of applications is before close of business on Monday, 6th May 2024

Note: Applications submitted are non-returnable.

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Due to the urgency need of this position to be filled, CVs received will be reviewed on a rolling basis.



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