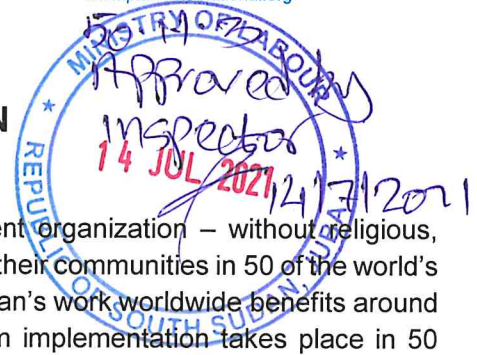




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## PLAN SOUTH SUDAN JOB ADVERT



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

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

Job Title	:	Case Management Supervisor
Grade	:	C1
Tenure	:	6 months
Department	:	Program
Reports to	:	Project Manager
Location	:	Yei, Central Equatoria State

### Job Summary

The Case Management Supervisor will oversee the case management activities in both urban and rural Yei (Otogo, Mugwo and Lainya). This role will also support all the community child protection activities in the community and schools. Specifically, ensure children harmed or at risk of being harmed are identified and receive individual case management support by ensuring the use of the standardized case management tool, case management principles are adhered to by the case workers. Provide training and technical support to the case workers in consultation with the Project Manager. Coordinate with other child protection agencies on case management and Mental Health and Psychosocial Support service providers

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.



### Typical Responsibilities - Key End Results of Position:

- Ensure that solid case management, referral and information management systems are in place for appropriate identification, responses and follow-up for children harmed or at risk of being harmed
- Organize weekly case management conferences/ case review with all case workers. Ensure regular Plan case review meetings and conferences are conducted to reflect on progress and to accommodate the lessons learned and improve case management system accordingly
- Ensure the CP IMS is set up, regularly updated, analyse for trends in the caseload, and efficiently and confidentially managed in collaboration with the Data Clerk and relevant partner organizations (**Save the Children** and **UNICEF**).
- To supervise the case workers at designated field sites.
- Supervise and support the case workers in family visits if necessary
- Participate in the Case management taskforce working group.
- Ensure that case workers respect confidentiality and follow ethical guidelines
- Ensure that files, registers and computer databases are used in an appropriate and correct manner and ensure case workers adhere to proper documentation and data protection protocols
- Review the follow up of cases, and ensure all cases are managed within acceptable timelines
- Work with the child protection team to ensure close links between case management and our work with community based child protection mechanisms and in CFSs
- Ensure internal referral mechanisms (with other sectors) are in place and cases are appropriately managed and followed up when referred
- Ensure constant and transparent communication and collaboration with relevant stakeholders, including community members, community leaders and families.
- Supervise and work with Community Based Child Protection Networks in the communities to lead CP awareness programs in the community. The incumbent will also organize CBCPN's monthly meetings.
- The CM supervisor will work with case workers to set up and provide technical support for running of help desks and Child Right Club activities in schools.
- Share information on field-level successes and challenges with the Child Protection Manager. Ensure that major challenges are flagged early, and addressed in an appropriate way;
- Support the Child Protection Manager in the ongoing capacity building of case workers
- Submit regular case management reports and ensure that information is kept up to date
- Coordinate with other agencies offering case management services to children on referral and transfer of cases
- Provide support to Family Tracing and Reunification activities in collaboration with Save the Children.





- Link case workers with service providers and support effective collaboration to ensure referrals to other services such as psychosocial support and education/livelihoods interventions
- Support in the establishment/strengthening of foster caregivers
- Support in the identification, training and set up of the income generation activities for vulnerable caregivers
- Facilitate, collect and report information regarding the overall situation of child protection risks in the designated location
- Support the preparation of all procurement and administrative documents required for case management implementation.

#### **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:**

- Facilitating cordial relationships with and among various stakeholders from a variety of backgrounds by ensuring active and full participation all stakeholders.
- Patience in dealing with difficult children.
- Handling conflicting priorities and ad-hoc requests from various stakeholders in the best interest of the organization.
- Ability to manage competing priorities and expectations from internal and external stakeholders and remain calm and resilient in the face of pressure . Use Plan procedures to settle conflicts among colleagues.
- Resolve problems that are not covered by established process
- Analyze possible causes of problems and suggest solutions to get them resolved. • Refer, whenever necessary, the case to the CPiE Specialist for consideration.



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## Communications and Working Relationships:

### Internal:

- Project Manager
- Case management officer
- CFS volunteers
- CPIE Specialist
- Gender and GBV Manager
- PIA Manager
- 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
- Local authorities
- Other partners

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

*Gained through education, training, & experience*

### Knowledge

- University degree or equivalent in Social Science, Social Work, Psychology, Development studies, Education or related fields
- Minimum 3-5 years' experience working or implementing case management programming in the humanitarian field. Knowledge and experience in implementing ECHO action/project will be an added advantage.
- Knowledge of Child Protection and prior experience implementing a Child protection programme. Also should be trained on CPIMS.
- Experience working with case files, databases and providing regular documentation . Ability to work individually and within a team with limited supervision. A self-starter.
- Good analytical, problem solving and project planning skills
- 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
- Computer knowledge - Microsoft Word, Excel, Outlook
- Strong command of both written and spoken English and knowledge of local language strongly desired

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## Skills

- Coordination and leadership skills.
- Excellent analytical, conceptual and strategic thinking skills.
- Excellent writing skills, for both research and communication purposes.
- Innovative and field oriented
- Good interpersonal skills



## 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 required to travel to the field very frequent

### Level of Contact with Children:

High level of contact with children

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**Application Submission Details:**

All Applications marked on the right hand corner of the envelope “**Applications for the Position of “Case Management Supervisor – Yei”**” should be addressed to:

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

**NOTE THAT: All applications must be hand delivered to Plan International Yei Office and applicants are required to clearly indicate the Position applied for on the envelope**

The closing date for receipt of applications is before close of business on **2<sup>th</sup> August, 2021.**

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

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



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