



Plan International
South Sudan
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PLAN INTERNATIONAL SOUTH SUDAN JOB ADVERT

Plan is an International Child Centered Community Development organisation – 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	:	Humanitarian Hub Manager
Grade	:	D1
Tenure	:	12 Months
Department	:	Supply Chain
Reports to	:	PIA Manager
Location	:	Pibor

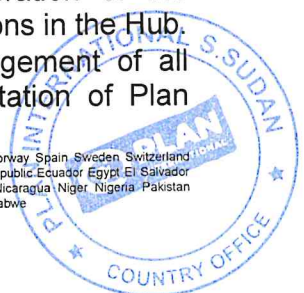
I. Job Summary

The Humanitarian Hub Manager will manage all administrative and logistics support functions for the Humanitarian Hub program in Pibor.

II. Typical Responsibilities - Key End Results of Position:

- Provide support, coordination, supervision and monitoring of activities.
- Develop, implement and manage relevant operations systems for offices in the Humanitarian Hub in Pibor
- Advise and support the development and management of systems in Pibor Humanitarian Hub, for full integration with Plan International.
- Work with Plan International staff to ensure smooth operation of the Humanitarian Hub, including on line booking for accommodations in the Hub.
- The Operations Manager will be responsible for the management of all administrative and logistics functions and proper implementation of Plan International systems of management,

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
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- Other duties as assigned.

Dealing with Problems:

- Working effectively with multiple cultures and languages
- Handle conflicting logistics priorities and ad-hoc requests at times, in the best interest of the organization.
- Working in an environment where rapid change might suddenly alter priorities

III. Communications and Working Relationships:

Internal

- Humanitarian Hub Admin
- Receptionist, cashier, support staff, and head of Security Guards.

External

- Visitors
- Donors
- Local Authority



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

Knowledge

- Bachelor Degree in Business Administration, management or Community Psychology or related fields. Those with MBA will be added advantage.
- A minimum of **Two years'** field experience in administrative or operational support functions with a humanitarian non-governmental organization
- Experience in setting up and managing administration and finance.
- Experience in procurement, logistics, and human resource management
- Demonstrated understanding of complex emergencies, related security concerns, and appropriate responses to such emergencies.

Skills

- Ability to follow procedures, meet deadlines and work independently and with team members.
- Interpersonal and analytical skills
- Proven ability to solve problems independently without direct supervisor
- Computer literate (MS Word suite)
- Excellent command of English, both written and verbal, some spoken Arabic will be an added advantage

Plan International's Values in Practice

We are open and accountable

"Plan International strives for a just world that advances children's rights and equality for girls in line with Plan's Safeguarding Children and Young People Policy commitments"



- 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 and Demands:

- Standard office environment with some exposure to heat, cold, dirt, noise and rainy weather conditions; dim or crowded surroundings, especially when in the field

Level of Contact with Children:

Occasional Interaction with Children.



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APPLICATION SUBMISSION GUIDELINE

All applications marked on the right hand corner of the envelope "Application for the Position of **"Humanitarian Hub Manager - PIBOR"**" should be addressed to:

**The HR &OD Business Partner
Plan International South Sudan
C/o Pibor Field Office**

You can also send your application via email to: hr.ss@plan-international.org

The closing date for receipt of applications is before close of business on **4th June, 2021.**

Plan is an equal opportunity employer within the meaning of the relevant UN convention. Qualified 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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