



Plan International
South Sudan
Hai Cinema
P.O. Box 182
Juba



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 “Storekeeper – Terekeka”.

No. of Vacancies – One (1) Positions

Job Title:	Storekeeper
Grade:	B
Tenure	12 Months (With Possibility of Extension)
Department	Programs
Reports to	Project Coordinator
Location	Terekeka

Purpose of the Role:

Lead, Implement and monitor and coordinated the duties and responsibility of the Storekeeper in the warehouse.

- Compile and analyses commodity information to prepare statement including monthly, quarterly and yearly status report.
- Maintain and supervise the hygiene of the warehouse by working together with the other staffs for cleaning.
- Record and report the stocks in the warehouse base on receiving and releasing commodities for distribution.
- Ensure timely update of the stock sheet in the warehouse.
- Ensure accurate and timely, weekly, monthly and yearly end close procedures in the warehouse.
- Ensure the cleanness and neediness of the warehouse.
- Maintain and implement commodity tracking and reporting to the commodity tracking coordinator.

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Key End Results and typical Responsibilities

- Ensure timely update of the stock sheet in the warehouse.
- Ensure accurate and timely, weekly, monthly and yearly end close procedures in the warehouse.
- Ensure the cleanness and neediness of the warehouse.
- Maintain and implement commodity tracking and reporting to the commodity tracking officer/ coordinator.
- Any other assignment given by the line manager.

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/Risks

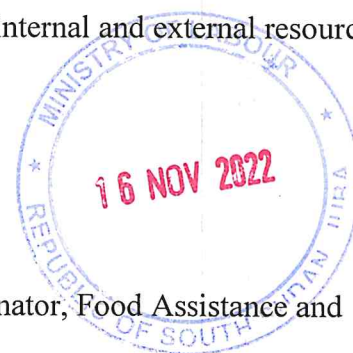
Complexity of problems handled & the degree of investigation, analysis, & creative thinking required to solve them

- 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.

Communications and Working Relationships

Internal:

- Reports directly to the Project coordinator
- Has indirect reporting line to the National Food Assistance Coordinator, Food Assistance and Nutrition Manager, PIAM.
- Collaborates and coordinates work with other storekeepers and field monitors and field supervisors in the locations.



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- Ensures that a proper working relationship is maintained with support services (i.e. finance, logistics, monitoring and evaluation)

External:

- UN partners WFP, FAO, UNDP, UNICEF
- National NGO
- International NGO

Knowledge

- At least a Diploma in procurement and Logistics, Business Administration, Clearance and forwarding and other related qualification.
- At least 2 years of experience working as storekeeper or Commodity Tracking with NNGO and INGO, WFP or related agencies.
- Good knowledge of Microsoft Excel and Microsoft Word.

Skills

- Problem solving skills
- Good team player
- Good Interpersonal skills
- Good negotiating, facilitating and influencing skills
- Proficient computer skills
- Good Capacity building skills.
- Good communication skills both oral and written
- Good coordination skills
- Ability to deliver to tight deadlines

Behaviors

- Receptive and accommodating
- Calm and patient
- Regular and punctual at work, meetings and other official appointments
- Respectful and honest
- Devoted and committed to work
- Aptitude to work in a team
- Organized, methodical and meticulous



Physical Environment and Demands

This post is based in the field in Terekeka. It will require regular field travel to the areas of operations based on need to fulfil some aspects of the job description. The person must be willing to travel to the

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field and live under field conditions ranging from fairly comfortable to difficult depending on the location of deployment.

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 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.



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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 Guideline:

All applications marked on the right hand corner of the envelope “**Application for the Position of “Storekeeper– Based in Terekeka”**” should be addressed to:

**The HR & OD Business Partner
Plan International South Sudan
Juba, Hai Jerusalem.**

NB: All Applications letters should be hand delivered to plan international Office in Juba only

The closing date for receipt of applications is before close of business on Monday, 5th December 2022.

Note: Applications submitted are non-returnable.

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