



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

Tel: +211 966 201 956
 www.plan-international.org



**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 Program Implementation Area (PIA) Manager –to be based in Rumbek”.

No. of Vacancies (1)

Job Title:	Program Implementation Area (PIA) Manager
Tenure	12 Months (With Possibility of Extension)
Grade	D2
Department	Programs
Reports to	Roving Program Implementation Manager
Location	Rumbek

Purpose of the Role:

The Post-holder will be tasked with full responsibilities for an effective and timely leadership of all the programs (Sponsorship and Grants) in the PIA. The post holder will work with and directly manage State/field level staff as well as those sectoral technical staff during their field level mission; ensuring appropriate partners support and capacity development to help implement state level program; He/she will ensure technical soundness and best practice to enhance and strengthen Plan’s projects including emergency and rehabilitation response; fund raising; coordinate with others (both internal and external); networking/representation of Plan at State level; and safety and security of staff. The PIA Manager will be responsible in collaboration with the Head of Programs, Sector Managers and the Business Development Manager do a gap analysis to identify needs and also support in developing Project proposals to grow projects in the PIA.

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Key Accountabilities:

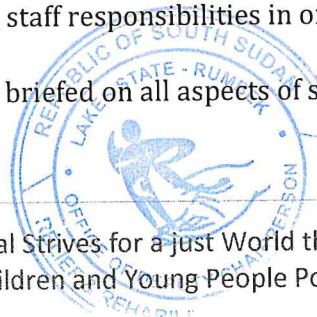
a. State/Field level Program Planning and Management

- Leads the assessment, planning and design of Plan South Sudan's state/field level Programs and negotiate, when required, with donor to account for changes in needs and context.
- Lead in management of non-Sponsorship Projects in the PIA.
- Coordinate the State level Programmes implementation plans and budgets within the framework of the agreed programme and strategy.
- Oversee project design and proposal preparations for institutional and public funding.
- Ensure adequate monitoring, reporting and acquittal of emergency response activities in accordance with Plan's humanitarian accountability framework, relevant SPHERE standards, and essential environmental mitigation measures.
- Where applicable, ensure adequate monitoring, reporting and acquittal of Sponsorship Projects and commitment to Sponsorship Commitments as per Plan International's partnership standards and guidelines.
- Provide leadership in sponsorship caseload management and caseload projections in line with Plan International's guiding procedures.
- Ensure that different sectoral activities are implemented in a coordinated and integrated manner.
- Ensure all personnel understand and carry out their duties including humanitarian principles, core values, the Code of Conduct and SPHERE.
- Ensure the Food Assistance & Emergency Response Manager is kept informed about assessment progress, emergency response implementation and strategies, project plans, progress reports, and other significant developments.
- Coordinates internally, communicating information within the organization and teams, writing updates and reports and leading meetings.
- Externally represents Plan South Sudan at State level and, when necessary, national level at inter agency meetings (e.g. clusters) and any other key actors building relationships of collaboration.

b. Human resources

- Lead the Plan South Sudan State level emergency response team and be responsible for the quality and effectiveness of Plan's emergency response and is accountable for developing, coordinating and managing emergency activities.
- Ensure that human resources implications for Plan International for both existing and anticipated Programs are fully assessed, identified, described and communicated.
- Promote a productive work environment respectful of the Code of Conduct with zero tolerance for verbal and physical abuse or discrimination against other persons on the grounds of race, color, sex or creed.
- Recommend changes to team composition and functioning at State level to Programs Director
- Create the conditions to ensure effective teamwork and morale.
- Conduct performance appraisals of Project Coordinators as appropriate; ensure regular feedback and mentoring on individual performance.
- Assist the Roving PIM in the review of the current structure and responsibilities of the Field team particularly with a view of ensuring balanced staff responsibilities in order to avoid overload and/or burn out.
- Ensure all state level team members are fully briefed on all aspects of security, social and cultural norms and local conditions and behavior.

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c. Public Relations/Media

- Support the CMT to ensure positive coverage and the timely provision of situation reports and fundraising material to NOs, RESA and IH.
- Ensure all information, publicity and fundraising material recognizes and respects the dignity of disaster victims, especially children and women.

d. Program Operation

- Ensures effective budgeting and management of financial and commodities in accordance with Plan and donor regulations.
- Ensure that program support functions are established and maintained in accordance with Plan International policies and procedures.
- In collaboration with the Logistics Specialist ensure the establishment and maintenance of a functional procurement, supply chain management system and infrastructure (warehousing/transportation/distribution) and associated operating/management /monitoring systems.
- Ensure that secure and reliable communications/information management facilities are established and maintained.
- Ensure, in collaboration with the Security Coordinator, PIA team members are familiar with usage, procedures and relevant communications protocols.
- **Ensure Safeguarding Policy and CoC of Plan International South Sudan is adhered to by staff and associates, known to the beneficiaries and that all safeguarding concerns reported.**

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

- An ability to manage staff working under pressure and build excellent working relationships in short timeframe.
- The post-holder will need to have the ability to find solutions to difficult programmatic and management issues, taking corrective action as necessary.
- Dealing with and harmonizing multiple demands from client groups
- Working effectively with multiple cultures and languages
- Working in an environment where rapid change might suddenly alter priorities

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Communications and Working Relationships:

Internal:

- Plan PIA team, program staff and support staff
- Plan Monitoring, Evaluation and Research team
- Plan South Sudan PU and teams in field locations such as sub-office, and others as necessary

External:

- State, County and local government units, as relevant, pertaining to project implementation
- Donor representatives including CHF, UNICEF, WFP, ECHO, OFDA, and many others.
- Cluster coordinators for relevant sectors, as necessary
- UN agencies and NGO operating in the project implementation areas

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

Knowledge

Successful candidates will possess;

- University degree; preferably in humanitarian development work, social sciences or related field.
- At least 3-5 years' experience in both development and emergency response projects including early recovery and rehabilitation experience.
- Superior technical knowledge and experience relating to development, early recovery and rehabilitation programs
- Proven and substantial humanitarian management experience in leading teams, and ensuring the delivery, of program strategy, either through partners or directly, in one or more challenging locations.
- Experience in leading and motivating multi-disciplinary, geographically remote teams; a high degree of self-awareness and an understanding of how to drive and support excellent team performance and individual development.
- Experience in representing an organization with partners, government agencies and donors at humanitarian level.
- Comprehensive computer skills; fully conversant with Microsoft Office software and internet. Understanding of how new developments in technology can positively contribute to the aims of an INGO
- Experience on global humanitarian fundraising and humanitarian donor reporting
- Understanding of the linkages between Food Security and Livelihoods, Education, Child Protection, and knowledge of Disaster Risk Management (DRM).
- Understanding of managing security and risk within an INGO context.
- Experience in community accountability mechanisms
- Good grasp and knowledge of local context and customs
- Knowledge of Sphere, HAP and other codes of conduct relevant to minimum response standards for the sectors in which Plan is active
- Experience effectively working with UN clusters and liaising with government departments
- Experience with project development and design is useful
- Knowledge of the local language and/or previous experience working in the country will be an added advantage

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- Ability to contribute to local, national, and global advocacy messaging based on field context.
- Experience participating in representing an agency in cluster meetings and other coordination mechanisms involving UN agencies, other NGOs and government authorities, and location organizations.



Skills

- Negotiation and conflict management skills
- Team management skills
- Diplomacy, tactfulness and negotiation skills.
- **People Skills:** Ability to work independently and as a team player who demonstrates strong leadership and is able to support and train local and international staff and also able to work with disaster affected communities in a sensitive and participatory manner.
- **Communication Skills:** Well developed written and oral communication skills. Able to communicate clearly and sensitively with internal and external stakeholders as a representative of Plan. This includes effective negotiation and representation skills. Cross-culturally adept. Excellent written and spoken English.
- Proven analytical skills and ability to think strategically, including the capacity to analyze the humanitarian context and security trends and propose new interventions and changes in the program and policies.
- General finance, administration, information management and telecommunication skills and proficiency in information technology/ computer skills required.

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

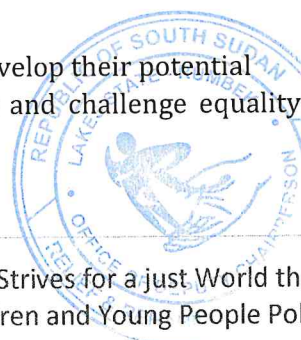
- Articulates a clear purpose for staff and sets high expectations.
- Creates a climate of continuous improvement, open to challenge and new ideas.
- Focuses resources to drive change and maximize long-term impact, responsive to changed priorities or crises.
- Evidence-based and evaluates effectiveness.

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



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- 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:

- High 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 “PROGRAM IMPLEMENTATION AREA (PIA) MANAGER -RUMBEK”**” should be addressed to:

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

Applications should be submitted either in hard copies to Plan International Office in Rumbek.
OR You can send your application via email to hr.ss@plan-international.org

The closing date for receipt of applications is before close of business on Thursday, 24th November 2022.

Note: Applications submitted are non-returnable.

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