



Plan International  
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## 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 “Infrastructure Coordinator – Based in Pibor”.**

### No. of Vacancies (1)

<b>Job Title:</b>	Infrastructure Coordinator
<b>Grade</b>	D1
<b>Tenure</b>	12 Months (With Possibility of Extension)
<b>Department</b>	Programs
<b>Reports to</b>	Project Manager
<b>Location</b>	Pibor

### Purpose of the Role:

The Infrastructure Coordinator will be implementing and Supervising construction work in Great Pibor Administrative Area. The post-holder will support the projects funded by UNOCHA and shall work hard to ensure technical soundness and best practice to enhance and strengthen Plan's recovery and resilience response and preparedness to support communities most affected by manmade and natural disaster. The Infrastructure Coordinator shall actively participate and support in planning, design, implementation, monitoring and evaluation of the infrastructure works supported by Plan South Sudan and its partners UNOCHA.

### Dimensions of the Role:

The role of the Infrastructure Coordinator is to Support, implement, supervise and guide the programme set up in addressing the community infrastructure in Pibor County, Great Pibor Administrative Area. The Post holder will work under the guidance of the Project Manager and the PIA Manager for Pibor County, Great Pibor Administrative Area. He/she also works in close cooperation with government infrastructure at the Country and state level.

The Post holder will as well do the following;

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- Implement and manage infrastructure work in coordination with the field team and other partners.
- Participate in the design and implementation of community based infrastructure related programme with the Education programme.
- Engage with Plan Field level stakeholders on Infrastructure issues as well as external stakeholders at the county and state level.
- Under the guidance of the Project manager and PIA Manager, he/she represent Plan International South Sudan on infrastructure and meetings, assessments and consultation with other partners.
- Initiate and participate in proposal development in relations to construction standards and cost.
- Coordinate with partners including MoGEI to obtain approved construction BoQs and design.

#### Key Accountabilities:

- Design, plan, coordinate, implement, monitor and review all construction and rehabilitations activities of community assets and infrastructural work identified by the community.
- Ensure the community productive livelihood assets and infrastructures locally adapted and designed, constructions and rehabilitations are implemented according to the approved donor and government agreements and meeting minimum standards.
- Facilitate baseline assessment on community assets, natural resources and documents based in the operational sites for further planning.
- Facilitate participatory community assets planning and stakeholders' consultations on the findings
- Plan, implement, monitor and review the implementation of activities that need structural design, constructions and preparing bill of quantities (specifications)
- Provide technical advice, training and support to contractors during the tender.
- Prepare and maintain records, documents and control plans for monitoring of projects/ program implementation.
- In collaboration with the local authorities, technicians and community leaders/members, design and lead site selection of developing water springs, shallow wells and other assets;
- Prepare & order materials and equipment based on need and budget as necessary for the construction and rehabilitation works
- Supervise the implementation of the project activities on a regular basis following the established procedures and mechanisms for deployment of material to project sites ■ Prepare action plans for monitoring, review and periodic project reporting.
- Take part in coordination meetings at state and county levels.
- Prepare monthly, quarterly, intermediate and final reports and submit to line manager.
- Perform other duties as assigned by the supervisor.

#### 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;

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- 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*

The Infrastructure Coordinator needs to have capacity of solve problems arising early enough before they escalate. All solved and unsolved problems should be shared with and reported to immediate Supervisor.

In the day to day management of recovery projects for Education infrastructure activities, post holder should make decisions as appropriate to the context and are in accordance with Plan International mission and objectives.

### Communications and Working Relationships:

#### Internal:

- Reports directly to the Project Manager
- Collaborates and coordinates work with other Coordinators
- Ensures that a proper working relationship is maintained with support services (i.e. finance, logistics, HR)
- Field Supervision and implementation 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 Experience Required to Achieve Role's Objectives:

#### Knowledge

Successful candidates will possess;

- Diploma/Degree in Civil/Construction engineering
- 3-5 years proven experience preferably in, participatory communal assets appraisal, rehabilitation/maintenance and construction works in rural areas.
- Preparation of detailed design/drawings and Bill of quantities (BoQs) for reconstruction/ rehabilitation related work where needed.
- Knowledge in Engineering Software; AUTOCAD and Archi, CAD is desirable.
- Knowledge of necessary paperwork (contracts, MOU, other certificates) relevant.
- Organizes material deliveries and ensure checking of the materials quality and conformity of paperwork.
- Substantial experience in coordinating, mobilizing community, planning, implementation, supervision, monitoring and reporting.
- Demonstrated application of micro soft Office: MS Word, Excel and Power Point.
- Professionally qualified in practical management and timely reporting of successful community assets.
- Experience of leading implementation of operational improvements and the persistence to achieve change in a challenging environment;




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- Leadership qualities and people management expertise to provide direction and effective support to a multidisciplinary and multicultural team;
- Ability to gain and apply knowledge of the statutory requirements of counties in the state on an impact of local culture and tradition.
- Excellent verbal and written communication skills, including high-level interpersonal and representational capabilities; fluency in written and spoken English essential.
- An understanding of gender, people with special needs, child protection plus diverse considerations within key areas of responsibility and commitment to addressing inequalities in the workplace and the programme activities.

#### 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
- Ability to deliver to tight deadlines
- Technical skills in construction particularly, diploma holder



#### 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

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### 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.

### 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 “INFRASTRUCTURE COORDINATOR-JUBA” should be addressed to:

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

Applications should be submitted in hard copies to Plan International Office in Juba.

**OR You can send your application via email to [hr.ss@plan-international.org](mailto:hr.ss@plan-international.org)**

**The closing date for receipt of applications is before close of business on Thursday, 13<sup>th</sup> October 2022.**

**Note: Applications submitted are non-returnable.**

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