



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

Tel: +211 956 201 958
www.plan-international.org



PLAN SOUTH SUDAN JOB ADVERT

Plan International is an independent development and humanitarian organization that advances children's rights and equality for girls. Working in over 51 developing countries across Asia, Africa and the Americas, Plan aims 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.

We believe in the power and potential of every child. But this is often suppressed by poverty, violence, exclusion and discrimination. Having identified girls as the most marginalised group, they will be our ongoing focus as we work towards helping 100 million girls learn, lead, decide and thrive within their communities.

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 | : Education Officer |
| Grade | : C2 |
| Tenure | : 6 months |
| Department | : Program |
| Reports to | : Project Manger |
| Location | : Juba |

I. Job Summary

The post holder will coordinate the implementation of education project activities in CO with more focus in creating the project outlines (PO), Support in drafting Education Proposals. The Education Officer will ensure participation of key stakeholders and team to implementation as per Plan standards.

Key End Results and typical Responsibilities:

Procurement:

1. Create project Outlines (PO) online for education programs.
2. Support in drafting Education proposals.
3. Compile and submit procurement plans and requisitions to Supply Chain departments.
4. Work with supply chain and Finance department to ensure activity expenses are charged to right WBS for all education projects.
5. Ensure education supplies are timely procured and delivered to the field locations.
6. Assist in compiling and reviewing narrative and financial reports.
7. Attend education cluster forums including meetings with relevant ministries and stakeholders.
8. Support Education Program Manager to monitor education projects in all field locations.

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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9. Ensure all finance forecast are submitted to CO and activity funds timely delivered to field bases.
10. AoB that may be assigned by the supervisor or his/her designate.

I. Dealing with Problems:

- Report on program related problems and challenges reported from field including suggestions for their solutions.

Safeguarding Commitment.

- To ensure safeguarding policy and COC of plan international in South Sudan is observed by staffs, associates known to the beneficiaries and all safeguarding concern are reported.
- To ensure staffs, beneficiaries and associates are aware of reporting mechanisms and maintain the confidentiality of the safeguarding concerns reported

Communications and Working Relationships:

Working contacts inside and outside the organization; include the purpose and level (high, medium, low) of the contact

- Education Project managers
- Education project coordinator on report and communication
- Education Manager
- HR – Personnel issues
- Government Official/ Local Authorities
- Other NGOs staff for coordination of services (delivering same message) and avoid duplication.

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

Knowledge

- Minimum of Bachelor's degree in education, social science, community development with some courses related to Community engagement or work.
- One to two years working experience in the same field
- Gained through education, training, & experience

Skills

- Flexibility and willingness to under challenges
- Communications skills
- Interpersonal skills
- Devotion, transparency and loyalty to community and Plan

Behaviours

"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"





- Able to deliver during tight deadlines
- Able to understand and commit to the Mission, Vision and Values of Plan
- Able to work effectively with others (a good team work)
- Self – driven, organized and results-oriented

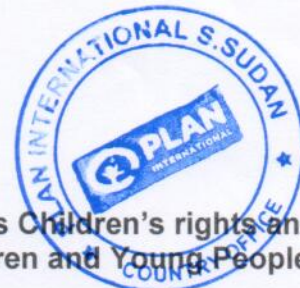
All applications marked on the right hand corner of the envelope "Application for the Position of "Education Officer" should be addressed to:

HR & OD Business Partner
Plan International South Sudan Country Office
Hai Jerusalem
Juba

Application should be submitted either via this e-mail address hr.ss@plan-international.org or deliver hard copies to Plan International Office in Juba
The closing date for receipt of applications is before close of business on March 3rd 2021.

Note: Applications submitted are non-returnable

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



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