



Plan International Liberia Job Announcement (1 Position)

Staff-292-05-2018- Program Unit Manager

The vacancy is opened to Internal and External candidates.

Plan International is a leading girls and children's rights organization. **Plan strives for a just world that advances children's rights and equality for girls. We motivate our people and partners to:**

- empower children, young people and communities to make vital changes that tackle the root causes of discrimination against girls, exclusion and vulnerability
- drive change in practice and policy at local, national and global levels through our reach, experience and knowledge of the realities children face
- work with children and communities to prepare for and respond to crises, and to overcome adversity
- support the safe and successful progression of children from birth to adulthood

Plan operates in 77 countries around the world. It brings its support to millions of children, their families and communities, mainly in Africa, Asia, Middle East, and South America. It implements projects in the Health, Water and Sanitation, Education, Child Protection, Sustainable Livelihood, and cross-cultural communication. Child sponsorship forms the basis of our work with children. Worth to mention, Plan International global ambition is to support 100 million girls learn, learn, decide and thrive!

As part of its commitment to support Plan International Federation reach 100 million girls so to learn, lead, decide and Thrive, Currently Plan International Liberia is developing a new country strategy which will focus on reaching 1.4 million girls and children all over the country and with a strong commitment to work with all partners at various levels to put an end to early marriage and Female Genital mutilation (FGM)!

Moreover, Plan International Liberia is committed to ensure that Child Protection and Gender transformative practices are key integral part of all its work including the organizational structure and staffing. Accordingly, women are strongly encouraged to apply for this post!

We are currently seeking to recruit:

Title: Program Unit Manager
Location: Voinjama City, Lofa County
Status: National Post (Fixed Term)
Department: Programs
Reports to: Country Director

Summary of the position:

The post holder oversees leadership in the development and strategic oversight of Plan International Liberia's Programme Impact and Influencing work in the Program Unit as well as the operations and sponsorship activities. She/he ensure the quality implementation of the strategic and operational program design at the program unit level. Hence, the PUM is expected to lead the development & implementation of annual plans based on the approved country strategy and in tandem with the global program quality framework.

She/he ensures Plan International's programme and influencing initiatives meet highest levels of technical outcomes, produce results for children, and particularly girls, and contribute to the achievement of Plan International's local and global strategic plans. S/he oversees the annual program & influencing process, monitors progress towards the achievements of goals, and defines measures to ensure Plan International's programme & influencing work is effective within the area of jurisdiction, and puts the approaches and policies into practice, whether in humanitarian or emergency circumstances. S/he works proactively to engage all important stakeholders (communities, NGO partners, technical services, etc.) around one integrated vision for the realization of children's rights and the equality of girls.

Roles and Responsibilities:

Leadership role in the PU

- Provide strategic leadership and guidance to the PU team to achieve the targets of the annual plans.
- Ensure that the implemented projects within the PU are contributing to the achievement of Plan International Liberia's annual targets in terms of cost recovery.
- Develop the appropriate work mechanisms ensuring that the relevant functions within the PU (finance, administration, programming, sponsorship) are working in tandem leading to the achievement of the planned objectives set out in the approved country strategy.

Quality Program design

- Oversee the implementation of the PU's projects and ensure their alignment with the approved log frames and standards.
- Lead the development of the PU annual plan and ensure the adherence to the agreed on country leadership objectives.
- Develop the required processes to ensure that the local communities are actively participating in all phases of projects development.
- Ensure that Plan International Liberia's relevant policies and in particular gender equality and safe guarding are embedded within programming and the PU team is supported to report against their implementation.

Networking and Influencing

- Build and foster relationships with local level government officials and community partners to promote Plan Liberia's directions and programs.
- Develop the appropriate actions to ensure that Plan Liberia's partners at the county level are enabled and enough capacitated to work together to achieve the planned results.
- Propose and develop strategies in collaboration with CLT to support Plan Liberia become one of the highly performing child and girls rights organizations in the country.
- Create opportunities and platforms for the Youth Advisory Boards at the PU levels to contribute to the internal decision making processes of Plan Liberia and local government as well.

Budget management and asset management

- Lead the development of the PU-annual budget ensuring that Plan Liberia's cost recovery policy is adhered to.
- Report regularly to Country Director on the actual program expenditure against the planned and with the appropriate justification for the variance if and when required.
- Oversee and manage the administration of the PU office ensuring that the office facilities are available and properly equipped for efficient work by the program unit team.

People Management

- Contribute to the development of subordinates by setting individual objectives and providing feedback of performance versus objectives to maximize levels of individual performance.
- Provide guidance and support to subordinates ensuring that the PU-team is equipped with the necessary resources, tools, skills and supported to bring this into their day to day performance.
- Develop the required actions to keep the PU-team informed of, motivated and committed to the changes within Plan Liberia and international as well.
- Develop the necessary strategies to nurture a –performance culture within the PU and in line with Plan Liberia’s approved HR policies and procedures.
- Ensure that the PU-staff are informed of and prepared for professional growth opportunities.
- Ensures that Plan International’s global policies for Safeguarding Children and Young People and Gender Equality and Inclusion are fully embedded in accordance with the principles and requirements of the policy including relevant Implementation Standards and Guidelines as applicable to their area of responsibility. This includes, but is not limited to, ensuring staff and associates are aware of and understand their responsibilities under these policies and Plan International’s Code of Conduct (CoC), their relevance to their area of work, and that concerns are reported and managed in accordance with the appropriate procedures.

Qualifications, Skills and Experience

Essential

- Master’s Degree in one of Plan International areas of global distinctiveness, International Development, Integrated Development Studies, Social Work, Management, Development Planning, or equivalent, with a minimum of ten years progressive experience in a related field.
- At least 5 years practical experience in programme design, monitoring & evaluation, learning and knowledge management.
- Knowledge and experience in partnership working.
- Committed to Plan International’s Purpose.
- Expertise and substantial experience in international development programming relevant for Plan International’s Areas of global distinctiveness: Learn, Lead, Decide, and Thrive.
- Knowledge and experience in rights based programming.

Skills:

- Excellent skills in teamwork, collaboration, facilitative and networked ways of working
- Representation skills and experience
- Management skills and experience
- Strong written skills
- Strong people management skills: leader of leaders, empowering, coaching, nurturing and developing.

Leadership Behaviours:

- Uses evidence-based results to make choices and drive change
- Committed to work, taking initiative to be innovative and creative to achieve results
- Has the courage to challenge the status quo, to question the way we work
- Strives for quality in all they do, respecting deadlines, working continuously to improve performance
- Takes responsibility for their actions, and learn from behaviour, successes and failures
- Uses resources as intended, and can account for how has used resources
- Supports gender equality and diversity, and challenges forms of inequality or harassment
- Encourages children young people, partners and colleagues to be meaningfully involved in decisions that affect them
- Creates an environment where children, young people, partners and colleagues are supported and safe

- Helps colleagues and partners do their work and ask for help. Provides space for colleagues, teams and partners to grow
- Listens to and understand views of colleagues and partners. Draws on their experience to ensure high quality work
- Upholds and demonstrates Plan's values and behaviors

Desirable

- At least 3 years practical experience in Advocacy, Policy and campaigns with special focus on Girls' Rights
- Knowledge of human rights, child rights, girls' rights, inclusion and gender equality

Behaviours (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 organisation 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 maximise 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

- 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.

Applications:

Last date for submission of Application (CV and cover letter) is: 21st May, 2018 by 4:30 pm

Interested candidates need to send their updated CV and a cover letter (**maximum 1 page**) to liberia.recruitment@plan-international.org on or before the closing date mentioned above. Subject line of submission mails will only bear the indication: ***Application for LBR-Program Unit Manager - Lofa***

Only short-listed candidates shall be contacted. References will be taken and background and anti-terrorism checks will be carried out in conformity with Plans Child and Youth Safeguarding Policy, Fraud, Code of Conduct, Harassment, Discrimination and Bullying Policy. **Plan follows an equal opportunity policy and actively encourages diversity welcoming applications from all especially women and people living with disability.**