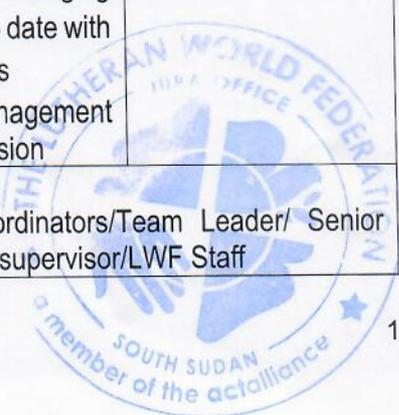




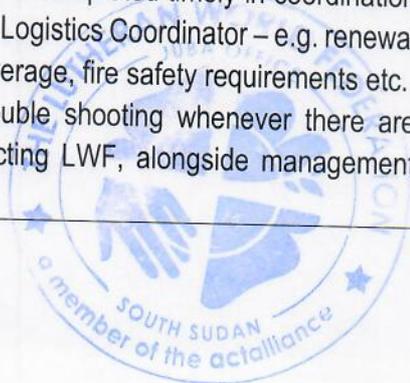
THE  
LUTHERAN  
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FEDERATION

World Service  
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<b>Position Description</b>	<b>Position Title: Liaison Officer</b>	
<b>Place of Assignment:</b>	<b>Juba, South Sudan</b>	
<b>Application Dateline:</b> 10/12/2025		
<b>Supervisor's title:</b>	HR & Admin Coordinator	
<b>Supervises:</b>	N/A	
<b>Work Time</b>	100%	
<b>Average travel days per year</b>	<input type="checkbox"/> extensive (more than 20) <input type="checkbox"/> limited (7 – 19) <input type="checkbox"/> little (less than 7) <input checked="" type="checkbox"/> none	
<b>Content of the position</b>		
<b>Purpose</b>	The Liaison Officer is responsible for developing and managing LWF South Sudan's relationship with different government ministries in order to enhance good working relationship.	
<b>Required Qualifications</b>	<ul style="list-style-type: none"> <li>▪ Degree in Social Science, Business Administrative.</li> <li>▪ Previous experience in liaison work and networking with the stakeholders.</li> <li>▪ Previous NGO experience and an understanding of the neutral status of changing policies.</li> </ul>	
<b>Additional Study and Experience</b>	<ul style="list-style-type: none"> <li>▪ Minimum five-years professional experience in similar position</li> <li>▪ Experience in liaison work</li> <li>▪ Cross-cultural awareness and flexibility.</li> </ul>	
<b>LWF Core Skills</b>	<ul style="list-style-type: none"> <li>▪ Good report writing skills</li> <li>▪ Understanding of issues of confidentiality</li> <li>▪ Be both self-reliant and have the ability to cooperate with others</li> <li>▪ Ability to represent LWF and network with the stakeholders</li> </ul>	Level resource Level advanced
<b>Required Skills</b>	<ul style="list-style-type: none"> <li>▪ Good English oral and written communication skills</li> <li>▪ Knowledge of local languages (Local language in Dinka and Arabic)</li> <li>▪ Good understanding of context in South Sudan</li> <li>▪ Be able to work in challenging environment and keeping up to date with the government policy changes</li> <li>▪ Ability to work through line management and also under limited supervision</li> </ul>	Level advanced
<b>Position Environment and Dimensions</b>	<b>Internally</b> <ul style="list-style-type: none"> <li>▪ Interacts with the Area Coordinators/Team Leader/ Senior Management team and direct supervisor/LWF Staff</li> </ul>	



<b>Main duties</b>	<ul style="list-style-type: none"> <li>▪ The work is carried out within the context of LWF's Policy.</li> </ul> <p><b>Externally</b></p> <ul style="list-style-type: none"> <li>▪ Interacts with Stakeholders, government offices.</li> <li>▪ Develop and maintain strong follow up system with government departments and ministries on all relevant matters related to LWF's operations in the country</li> <li>▪ Ensure LWF registration with the Relief &amp; Rehabilitation Commission and related renewals are done in a timely manner through working on and fulfilling all applicable requirements</li> <li>▪ Research, prepare and follow-up on other South Sudanese governmental applications and official processes, as necessary</li> <li>▪ Stay informed of, collect, and share information on any legal and regulatory changes that may have an impact on LWF as an organization through engagement with LWF's legal advisers</li> <li>▪ Submit and follow-up on visa applications and renewals, work permits, alien registration and related for LWF international staff</li> <li>▪ Develop and regularly update tracking sheet for visas and work permits of LWF staff to make sure they are renewed on a timely basis and only applicable fees are paid with all exemption privileges effectively utilized.</li> <li>▪ Ensure visas/entry permits are applied for timely for visitors and related alien registration requirements are met in a timely manner.</li> <li>▪ Liaise with the law firm contracted by LWF for follow up on all legal matters/cases, in consultation with the Line Manager and other management staff as appropriate.</li> <li>▪ Support/work with Finance to ensure matters related to tax and other fees payable to the government are handled timely and effectively and that related certifications are obtained in time.</li> <li>▪ Apply for and obtain supporting letters/certificates/permits from the relevant government departments for communication and other equipment for which such are required.</li> <li>▪ Support all field offices on all matters related to the functions of the position</li> <li>▪ Support LWF Field offices to establish and nurture effective and cordial relations with local authorities and communities as part of LWF's acceptance strategy. Visit each field location at least once a year to work with the Team Leader/AC towards that.</li> <li>▪ Ensure all required government formalities in relation to LWF vehicles and other assets are completed timely in coordination with the Administration and Logistics Coordinator – e.g. renewal of log books, insurance coverage, fire safety requirements etc.</li> <li>▪ Support field offices in trouble shooting whenever there are problems targeting or affecting LWF, alongside management and other relevant staff.</li> </ul>
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	<ul style="list-style-type: none"> <li>Provide other relevant support to the various units of the country program as may be directed by the line Manager.</li> <li>Develop and maintain strong follow up system with government departments and ministries on matters related to LWF engagements</li> <li>Ensure LWF registration and related renewals are done in a timely manner through working on and fulfilling all applicable requirements.</li> </ul>
<b>Special duties</b>	<ul style="list-style-type: none"> <li>As may be assigned by the direct supervisor.</li> </ul>
<b>Major Challenges</b>	<ul style="list-style-type: none"> <li>To provide support to the field locations and country office relating to government offices</li> </ul>

**Application Process**

- All applicants must send their application letter and updated CV and supporting documents to the Human Resource office in Juba. Hand delivery is accepted. Applications by email should come with the subject 'Application for LIAISON OFFICER'. Applications that don't have that in the subject box will not be considered. Offer should be given upon funding approval.

email: [recruitment.southsudan@lutheranworld.org](mailto:recruitment.southsudan@lutheranworld.org)

Female candidates are encouraged to apply. Only shortlisted candidates will be called for interviews. Offer shall be given upon confirmation of funding.

**Child Safeguarding:**

LWF is a participatory organization of the inter-agency scheme for the disclosure of safeguarding related misconduct. For more information, please go on website: <https://misconduct-disclosure-scheme.org/>. Applicant agrees that related reference checks to be done by the LWF Human Resources office.



**Child Safeguarding:**

LWF is a child safe organization and is fully committed to promoting the realization of children's rights including the right to protection from violence and abuse. We therefore, have particular responsibilities to children we work and come into contact with to keep them safe from any harm or risk. In line with LWF policy, any appointment is contingent on thorough criminal record checks.

