

Bo-A-3
Approved
S/inspector
12.2.20
12/21/2020

Position type: Store and Asset Management
Number of Position: One
Duty Station: Juba
Contract type: Fixed term with possibility of extension depend on funding & performance
Employment start date: March
Advert Closing deadline: 3rd March 2020

JOB ROLE:

Under the guidance and direction of the Logistic/ Procurement Coordinator, the store and Asset Management ~~of~~ will be in charge of Stores, and responsible for the effective management of all items.

BACKGROUND:

The Lutheran World Federation/World Service (LWF/WS), South Sudan Programme strives to provide humanitarian assistance (emergency/relief, rehabilitation and development work) vulnerable communities to enable them meet their basic human rights in line with its vision and mission statements

KEY RESPONSIBILITIES:

- Plan for receipt of items by maintaining up to date record of materials in the store at all-time i.e. taking account all the list of items receipt, LPO.
- Received and releasing items from the stores, based on approved store release request.
- Verify the items received and ensure it corresponds with the number and specification of what is put in the delivery form or waybill.
- Verify items in the store are in good condition by checking their expiry dates and status in of items in the store.
- Making sure that items are well organized in a tidy manner at all time by ensuring that items don't get damage while in store. Damage items realized in store should immediately be remove and reported to the respective owners or sector.
- Verifying stock level and update the Logistic office to update the sectors in the balance of items remaining in the store in a monthly basis.
- Ensures that loss, damage items from the store is reported immediately and properly documented.
- Issue GRN for all items received in the store.

- Maintaining stock cards up to date for all items and be able to report to the logistic office any discrepancies realized.
- Prepare space in the store prior to arrival of new supplies in the store from Juba.
- Assist the logistic officer in preparing the monthly stock reconciliation report and submitting it for review in a timely manner.
- Keeping the store clean and tidy, by ensuring that all items are well stored and arranged in the store.
- Oversee the dispatching of supplies and project materials to the respective camps
- Oversee the store operations to ensure stock security adherence to policies, process, procedure and guidelines
- Ensure that all records including inventory lists of LWF items and equipment are updated and easily available to authorized users
- Ensure that the periodic inventory reports are prepared and shared as required within LWF and donors
- Ensure warehouse storage facilities and items therein are in good condition and routine maintenance met
- Update sector heads with inventory and supporting distribution plans accordingly
- Ensure all records for goods received and distributed are up to date and records well kept.

Qualification and Experience.

- A Diploma in Logistics from a recognized institution.
- At least 1 year experience in a similar role
- Knowledge and experience in using accounting MS Office (particularly Microsoft Excel and Word)
- Ability to manage store and to maintain accurate records
- Ability to work to deadlines and if necessary work long hours when deadlines are tight
- Excellent in written and spoken English. Knowledge of local language in the project area will be an added advantage

Application Process:

All applicants must send their application letter and updated CV and supportive documents attached in English to the Human Resource office in Juba lwfssdrecruitment@gmail.com or hand delivery which should be registered with the receptionist. Applications by email should come with the subject ' Application for Store and Asset Management Officer. Female candidates are encouraged to apply. Only shortlisted candidates will be called for interviews.

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.





THE LUTHERAN WORLD FEDERATION, WORLD SERVICE
SOUTH SUDAN COUNTRY PROGRAM



50-H-3
Approved
S. Inspector
13/2/20

Position type: Inclusive and Quality Education Officer.

Number of Position: One

Duty Station: : Ajuong thok

Contract type: Fixed term with possibility of extension depending on funding & performance

Employment start date: March 2020

Advert Closing deadline: 4th March 2020

JOB ROLE:

The Inclusive and Quality Education Officer will be responsible for ensuring the inclusion of children and youth living with disability in the implementation and development of all aspects of education, children and youth projects in Ajuong Thok Camps. He or She will be the technical person in charge of Special Needs Programming and will be responsible for initiating, planning, monitoring and evaluation of the programme in collaboration with Education Officers and Child Youth Protection Officers among others.

BACKGROUND:

The Lutheran World Federation/ World Service (LWF/WS), South Sudan Programme strives to provide humanitarian assistance (emergency/relief, rehabilitation and development work) to vulnerable communities to enable them meet their basic human rights and needs in line with its vision and mission statements.

KEY RESPONSIBILITIES:

- Design and implement community based rehabilitation services to provide quality and comprehensive rehabilitation care to children and youth living with disabilities.
- Supervise and Monitor the special needs assistants in field activities by developing individual weekly work plan.
- Conduct accompanied follow-up home visits to children and youth living with disability.
- Coordinate and organize the appropriate referrals for children and youth living with disabilities to access better basic services or specialized services.
- Ensure required specialized supplies like assistive devices and kits are budgeted, procured, distributed and used for the benefit of children and youth living with disability.

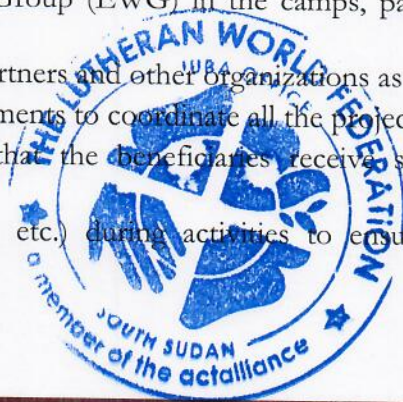


- Assist in the development of training materials and awareness materials, guidance notes on rehabilitation, and other related services.
- Organize training / refresher training for the LWF project staff and other staff from partner organizations on different aspects of community based rehabilitation services for children and youth living with disability.
- Coordinate with the Department of Health and organize training programmes for government health centers staff, health workers, nurses and caseworkers on early identification and appropriate referral of children and youth living with disabilities.
- Coordinate with the local community and relevant government departments and organizations to organize and conduct community awareness and sensitization campaigns on various aspects of disability and related issues.
- To provide adequate information to the children and youth living with disabilities about the services/schemes available for people living with disabilities.
- Maintain records of activities and statistics, and compile and submit the different reports and statistics as required.
- Guide Education Officers and School Supervisors on implementing strategies for improving teaching and learning in the camps.
- Monitor the implementation of school improvement plans and report progress/hiccups to the Education Manager for action.
- Support the running of school-based and national examinations in accordance with the laid down rules and regulations.
- Support the supervision of schools to ensure children and youth living with disability are not disadvantaged in any way in the process of learning, participation in school activities and assessments.
- Travel to the allocated camps and selected host community schools to monitor all activities and interact with the relevant stakeholders of the project.

Reporting and coordination

- Write weekly and monthly activity and progress reports.
- Maintain accurate records of activities and assessments conducted, statistics, support and services provided, and referrals made.
- Submit regular statistical data relevant to inclusive and quality education, to the Education Manager as appropriate.
- Liaise with local authorities and Education Working Group (EWG) in the camps, particularly in terms of data and the needs of the affected population.
- Regular collaboration with other stakeholders, health partners and other organizations as required.
- Work closely with the LWF Education and CYP departments to coordinate all the project activities.
- Communicate with the Education team to ensure that the beneficiaries receive services and continuity of care.
- Use various communication means (written, spoken, etc.) during activities to ensure effective inclusion of all participants.

Qualification and Experience



- Bachelor's Degree in Special Needs Education or Physiotherapy/Occupational Therapy/Rehabilitation Therapy from an accredited university with experience in Special Needs Education in Emergencies (EIE)
- At least 2 years' experience in implementing activities in the development and
- Experience in inclusive/quality education and safe learning environments initiatives.
- Various short courses on SNE to keep abreast with new developments in the sector.
- Experience in community based rehabilitation programmes.
- Excellent written and spoken English. Knowledge of Arabic will be an added advantage.
- Excellent communication skills and understanding of community engagement and participation.
- Strong data analysis, report writing and editing skills.
- Ability to prioritize work under pressure, meet deadlines and demonstrate resourcefulness.
- Computer literacy and proficiency.
- Experienced in using learner centered model of teaching.
- Essential work experience in refugee context.
- Effective team member and role model.
- Demonstrate creativity in seeking better approaches to work and share with the team.
- Positive and optimistic attitude and approach to work.

Application Process:

All applicants must send their application letter and updated CV and supportive documents attached in English to the Human Resource office by email to lwssdrecruitment@gmail.com. Hand delivered applications must be registered at the reception and deposited in clearly marked tender or application boxes at LWF offices. Women are highly encouraged to apply, only shortlisted candidates will be called for interview.

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Position Type: Procurement and Logistics Officer

Number of Position: One

Duty Station: Ajuong-thok

Contract type: Fixed term with possibility of extension depend on funding & performance

Employment start date: February 2020

Advert Closing deadline: 3rd March 2020

Main Purpose of Job:

Based in Ajuong Thok, the Procurement/Logistics officer is a key position within Logistics and carries responsibility for the integrity of the LWF procurement system. Procurement/Logistics must be able to rapidly procure Program supplies and equipment, whilst ensuring best practices and maintaining audit-compliant records.

BACKGROUND:

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KEY RESPONSIBILITIES:

- Develop projects procurement plans to guide procurement activities with the help with Finance and program field based staffs, ensuring that project specific procurement plans align with the overall programme plans for the field location
- The implementation and maintenance of standard LWF and Donors procurement policies and procedures.
- Coordination with Finance to ensure integrated internal controls, timely payment of vendors and full, auditable support documentation.
- Ensuring that a transparent and responsive procurement process is implemented and maintained.
- Routine communication, coordination and planning with the relevant requesting staff / programs regarding the order and delivery of supplies.
- Establishment and maintenance of ethical, professional working relationships with suppliers.
- Maintain supplier information for regularly purchased items, and be informed of current local market conditions
- Participate in the tendering process including preparation of tender documents relating to supplies, services and works at field office.
- Coordinate the pre-qualification of suppliers and service providers at field level
- Conduct quarterly market surveys at field level to inform planning and budgeting/adjustment of budgets for core items
- Support the procurement committee in the procurement process through coordinating all procurement committee meetings, following up on procurement requests, DFs, LPO and purchases.
- Follow up DFs and supply chain processes with Juba and update Team Leader and sector head staffs on time and accurately

- Update on a daily/weekly the procurement tracker/reports, and share with sector heads and Procurement Coordinator at Juba level
- Provide logistical support for field travels within Ruweng state
- Ensure proper vehicle and other equipment utilization, maintenance, fuel consumption and monitoring and controls systems as per LWF policies and procedures
- Follow up with managers and drivers to ensure log book records are prepared by end of the month and shared with UNHCR Supply department at field level on request.
- Review logbooks and prepare the monthly fuel consumption Report and notify management on any anomaly at field level.
- Responsible for supervising the entire field based drivers.
- Responsible for supervising the store keeper.
- Ensure compliance with LWF and donor vehicle maintenance and observation of speed limits by drivers
- Ensure drivers are trained or attend relevant defensive driving courses to improve staff safety while on board.
- Responsible for the entire field based assets and updating the asset inventory on monthly bases.
- Support and provide the appropriate trainings for program staff as required.
- Focal person of receiving of all requisition forms (Demand forms (DF) raise the field.
- Updating of the DFs on the procurement tracking system before sending to Juba if there is need for purchase is done in Juba.
- Be part of Logistics Cluster or coordination forums at field level representing LWF at all times
- Maintain a positive and productive working relations with Technical logistics staff at Juba, UNHCR and all staff at all times ensuring timely communication and feedback

Qualification and Experience.

- Bachelor's degree in Logistics and Procurement with a 2 year experiences
- Excellent organizational and administrative skills.
- Knowledge of word processing, spreadsheets, database and electronic mail software (Microsoft preferred).
- Good writing and communication skills.
- Be a team player and bridge- builder with demonstrated ability to collaborate across multiple levels, project participant, partners, government agencies, institutions, LWF senior leadership.
- Excellent interpersonal skills with the ability to work cooperatively, tactfully and diplomatically with a culturally diverse group of people.
- Ability to work with sensitive information and to maintain confidentiality.
- Self-starter and proven ability to work with remote teams.
- Demonstrated ability to work collaboratively and effectively with colleagues and stakeholders

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