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| <b>Position Description</b>            | <b>Secondary School Teacher – Biology &amp; Chemistry (non-relocatable)</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                    |                                                                                                                                                                                                      |
| <b>Place of Assignment:</b>            | <b>Jamjang, Ruweng Administrative Area, South Sudan</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                        |                                                                                                                                                                                                      |
| <b>Application dateline</b>            | <b>20/08/2026</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                              |                                                                                                                                                                                                      |
| <b>Supervisor's title:</b>             | Head Teacher/Education Officer                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                 |                                                                                                                                                                                                      |
| <b>Supervises:</b>                     | Secondary School activities                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                    |                                                                                                                                                                                                      |
| <b>Work Time</b>                       | 100%                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                           |                                                                                                                                                                                                      |
| <b>Content of the position</b>         |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                |                                                                                                                                                                                                      |
| <b>Purpose</b>                         | The Secondary School Science Teacher will substantially contribute to the effective learning of students, providing guidance and counselling, motivating and inspiring students so that they can reach their full potential in curricular and co-curricular activities.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                        |                                                                                                                                                                                                      |
| <b>Required Qualifications</b>         | <ul style="list-style-type: none"> <li>▪ Bachelor's Degree or Diploma in Education, specializing in <b>Physics</b> and <b>Mathematics</b>, with a minimum of three years' experience.</li> <li>▪ Experience in teaching in an emergency humanitarian setting.</li> <li>▪ Strong organizational skills and ability to operate professionally.</li> <li>▪ Demonstrated understanding of the South Sudan Competence-based curriculum.</li> <li>▪ Excellent in written and spoken English language, with knowledge of spoken Arabic as an added advantage.</li> <li>▪ Ability to conduct extra lessons if necessary, and work for long hours under tight deadlines.</li> <li>▪ Good team spirit and ability to work well under minimum supervision.</li> <li>▪ Computer literacy (MS Word, MS Excel, and MS PowerPoint)</li> </ul> |                                                                                                                                                                                                      |
| <b>Additional Study and Experience</b> | <ul style="list-style-type: none"> <li>▪ Excellent communication skills and ability to make formal and informal presentations both oral and written, as well as producing professional and analytical reports and learning documents.</li> <li>▪ A high level of interpersonal and management skills and ability to establish effective working relations with students, teachers, parents, and other stakeholders.</li> <li>▪ Must be result-oriented and able to work under pressure within tight deadlines.</li> <li>▪ Work well in a diverse team.</li> <li>▪ High level of integrity.</li> <li>▪ Readiness to comply with core LWF and humanitarian values.</li> </ul>                                                                                                                                                    |                                                                                                                                                                                                      |
| <b>LWF Core Skills</b>                 | <ul style="list-style-type: none"> <li>▪ Analytical thinking</li> <li>▪ Initiative</li> <li>▪ Leadership</li> <li>▪ Achieving results</li> <li>▪ Accountability</li> <li>▪ Working effectively with others</li> </ul>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                          | <ul style="list-style-type: none"> <li>▪ Level resource</li> <li>▪ Level advanced</li> <li>▪ Level advanced</li> <li>▪ Level resource</li> <li>▪ Level resource</li> <li>▪ Level advanced</li> </ul> |
| <b>Required Skills</b>                 | <ul style="list-style-type: none"> <li>▪ Communication</li> <li>▪ Capacity-building/training</li> </ul>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                        | <ul style="list-style-type: none"> <li>▪ Level advanced</li> <li>▪ Level resource</li> </ul>                                                                                                         |



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|                                            | <ul style="list-style-type: none"> <li>▪ Advocacy</li> <li>▪ Facilitation</li> <li>▪ Stakeholder Management / Partnership</li> <li>▪ Networking</li> </ul>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                  | <ul style="list-style-type: none"> <li>▪ Level advanced</li> <li>▪ Level advanced</li> <li>▪ Level advanced</li> <li>▪ Level advanced</li> </ul> |
| <b>Position Environment and Dimensions</b> | <ul style="list-style-type: none"> <li>▪ <b>Internally</b>, interacts with Education Officer (direct supervisor) at LWF Jamjang Office, Head Teacher, teachers, students and support staff within the school.</li> <li>▪ <b>Externally</b>, local education authorities, partners, community leaders, and parents.</li> </ul>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                               |                                                                                                                                                  |
| <b>Main duties</b>                         | <ul style="list-style-type: none"> <li>▪ Prepare quality professional teaching documents such as the Scheme of Work, Lesson Plans, Lesson Notes, Records of Work Covered, and Learners Progress Records.</li> <li>▪ Prepare appropriate instructional materials from locally available resources.</li> <li>▪ Carry out guidance and counselling of learners.</li> <li>▪ Teach Physics and Mathematics lessons in any assigned class.</li> <li>▪ Facilitate experiments and practical lessons for Physics.</li> <li>▪ Ensure that there is proper documentation of learners' attendance and performance progress.</li> <li>▪ Use both child- and teacher-centred methodologies to facilitate teaching and learning.</li> <li>▪ Provide mentorship and coaching to incentive science teachers to improve capacity in preparing and facilitating science experiments and practical lessons.</li> <li>▪ Responsible for ensuring items which are distributed during classes are returned at the end of class, and shared items do not go missing.</li> <li>▪ Prepare and submit reports of his/her class to the Deputy Head Teacher and/or Head Teacher timely.</li> <li>▪ Set examinations, mark and analyse the results for submission to the Deputy Head Teacher by the required deadline.</li> <li>▪ Keep accurate students' progress records (i.e. examinations results) and compile this on a termly basis for submission to the Deputy Head Teacher.</li> <li>▪ Track class attendance of individual students, and report irregular attendance to the Deputy Head teacher.</li> <li>▪ Work with the Deputy Head Teacher and Head Teacher to organise mobilisation campaigns in the camps/host community to increase enrolment and sustain daily class attendance.</li> <li>▪ Maintain discipline within and out of the school, and adhere to the South Sudan teachers' code of conduct.</li> <li>▪ Ensure that all urgent education issues are discussed with the Deputy Head Teacher and/or Head Teacher and forwarded to the Education Officer immediately.</li> <li>▪ Ensure that there is zero tolerance to corporal punishment, sexual exploitation and abuse, harassment or aggression.</li> </ul> |                                                                                                                                                  |

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|                | <ul style="list-style-type: none"> <li>Organise and participate in co-curricular activities (e.g. sports and club activities)</li> <li>Take active role in organising commemoration days in school and community.</li> <li>Participate in capacity-building trainings organized by government, LWF or other partners.</li> </ul> |
| Special duties | Any other duties as may be assigned by the direct supervisor.                                                                                                                                                                                                                                                                    |

#### Application Process

- All applicants must send their application letter and updated CV and supporting documents to the Human Resource office through:  
[recruitment.southsudan@lutheranworld.org](mailto:recruitment.southsudan@lutheranworld.org). Applications by email should come with the subject 'Application for Secondary School Teacher – Biology & Chemistry'.
- Hand delivery is accepted at LWF- Jamjang Office.
- Due to the urgency for this position, applications received will be reviewed on a rolling basis.

Qualified individuals from the local area are highly encouraged to apply. Only shortlisted candidates will be called for interviews.



II. Approved by the Labour office  
RAA- Pauneng.

