

5043

Position Description	Position Title: Sub Office Manager (National position)
Place of assignment:	Magwi, Eastern Equatoria, state South Sudan
Application starts and end date	5 th August 2026 to 24 th August 2026
Supervisor's title:	Program Coordinator, Juba
Supervises:	HR/Admin/Pro/log Assistant, finance, project staff
Work Time	100%
Average travel days per year	☒ extensive (more than 20) limited (7 – 19) ☐ little (less than 7) none
Content of the position	
Purpose	LWF is providing multi-sectoral assistance to returnees, IDPs and host communities in Eastern Equatoria State. LWF aims to improve service delivery, resilience and psycho-social well-being of children, youth and adults in the Transit centers, and host communities through supporting education, livelihood and community-based protection systems within the target communities. The Sub Office Manager is responsible for the implementation of the LWF program in Magwi, Eastern Equatoria state of South Sudan. The role will be primarily based in Magwi office with travel to field locations. He will be responsible to the Program Coordinator in Juba.
Required Qualifications	• At least a bachelor's degree in development management, development studies, humanitarian studies, or equivalent from a recognized institution. • Experience multisectoral programing experience especially in Livelihoods, Protection and WASH. • A minimum of five years' experience managing large humanitarian and development projects with large staff size in a reputable international organization, preferably in South Sudan or in a similar context • Experience or knowledge of the context in South Sudan and in Eastern Equatoria State, is desirable. • Excellent teamwork and problem-solving skills. • Demonstrated ability to influence peer agencies, local government and community leaders to work effectively towards a common and agreed upon result. • Demonstrated ability to evaluate and implement best practices and processes affecting multiple technical specialties to achieve rapid, consistent and high-quality outcomes. • Demonstrated experience and skills in training facilitation, conducting assessments, baselines and evaluations using participatory methodologies, data analysis and interpretation. • Sound understanding of project management cycle, humanitarian principles and standards including CHS, SPHERE and the Code of Conduct.



	• Computer literacy with full knowledge of office applications, internet and email. • Experience in developing, resourcing and leading large budget, complex projects spanning multiple sectors. • Experience in overseeing procurement and supply chain management in a complex context in remote and hard to reach locations. • Demonstrated ability to manage and inspire a multi-ethnic team of staff to deliver as one team to their optimal potential. • Awareness of the general political, economic and development dynamics of the region. • Strong organizational and management skills. • Capacity and willingness to be flexible and accommodating in difficult and sometimes insecure working circumstances. • Excellent verbal and written English skills.																
Additional Study and Experience	• Demonstrated experience in the management of projects with other NGO partners as subgrantees. • Commitment to train staff and local partners to increase their capacity. • Demonstrated leadership and very good interpersonal skills. • Applicants are required to be in sympathy with the core values of LWF.																
LWF Core Skills	<table><tr><td> • Analytical thinking • Initiative • Leadership • Achieving results • Accountability • Working effectively with others </td><td><table><tr><td>Level resource</td><td>Level</td></tr><tr><td>advanced</td><td>Level</td></tr><tr><td>advanced</td><td>Level</td></tr><tr><td>resource</td><td>Level</td></tr><tr><td>resource</td><td>Level</td></tr><tr><td>advanced</td><td></td></tr></table></td></tr></table>	• Analytical thinking • Initiative • Leadership • Achieving results • Accountability • Working effectively with others	<table><tr><td>Level resource</td><td>Level</td></tr><tr><td>advanced</td><td>Level</td></tr><tr><td>advanced</td><td>Level</td></tr><tr><td>resource</td><td>Level</td></tr><tr><td>resource</td><td>Level</td></tr><tr><td>advanced</td><td></td></tr></table>	Level resource	Level	advanced	Level	advanced	Level	resource	Level	resource	Level	advanced			
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Position Environment and Dimensions	Internally, The Sub Office Manager interacts with the project, finance, and support teams of services. She/he will also engage with the Program Coordinator, Operations Manager, Finance and Procurement & Logistics teams to ensure smooth and regular project support functions are in place. Externally, he/she interacts with Partner NGOs operating in refugee hosting areas and networks with other similar NGOs with common interests relevant to the project, as well as with community leaders and local government authorities.																
Key duties and responsibilities	Program management • Responsible for the overall planning, implementation, monitoring and reporting and general administration of LWF refugee program in accordance with LWF policies and donor agreements and guidelines. • Lead, guide and support all staff in their activities in emergency response.																



- Facilitate the strategic formulation and planning for future emergency projects, including replicating or scaling up best practices and lessons learned.
- Develop new and innovative concept notes and proposals in line with needs expressed on the ground, and share them with the Country Management Team in Juba for further discussions and agreement.
- Oversee and manage the LWF projects in accordance with LWF policies and donor guidelines, including the use of the Rights-Based Approach (RBA) and other internationally accepted standards adopted by LWF like Common Humanitarian Standard (CHS) and Community Based Psychosocial Approach (CBPA).

Coordination and accountability

- Build effective networking / collaboration relations, communication and partnerships with partners, communities, NGOs and local and State level government stakeholders and protect LWF's integrity and accountability.
- Take prompt and appropriate action to resolve existing and anticipated problems and address the concerns and complaints of stakeholders. The Sub Office Manager shall facilitate formulation of or reinforce a practical Complaints and Response Mechanism (CRM) suited to the local context.

Monitoring and reporting

- Carryout regular field supervision and monitoring of activities and processes in which project funds, materials and equipment are utilized and verify progress and quality of work done.
- Establish appropriate procedures for internal monitoring, smooth implementation, and reporting of activities in accordance with project objectives and indicators (as contained in Log-Frames) and ensure regular communication and reporting.
- Oversee preparation of quality and timely monthly, quarterly, bi-annual and annual reports for submission to LWF country management and donors.
- Supervise the LWF staff and provide oversight on day-to-day planning, data collection, analysis, documentation and reporting.
- Ensure periodic project reviews and lesson learning exercises are conducted and documented.

Finance and Fundraising

- Monitor closely project expenditures against the approved budgets.
- Ensure effective application of adequate internal control and risk management procedures, including proper authorization of purchases and payments, and ensure satisfactory accountability of all project expenditures in line with LWF financial and other relevant regulations.
- In liaison with the Finance Assistant, prepare and present timely and accurate monthly financial projections of expenditure for projects. These shall correspond with approved monthly, quarterly and annual work plans for all LWF operations.
- Ensure timely submission of monthly cash projections, financial reports and support the Finance Assistant to fulfil their functions in liaison with the Finance Manager.
- Ensure close and complementary working relations of finance and program units.



- Ensure efficient financial management of the program activities and administration, and that financial transactions are conducted in accordance with the relevant LWF priorities and procedures.
- Actively engage in negotiations with UN agencies and other potential additional funding sources in order to maximize local fund raising.

Support services

- Recruit qualified project staff with the support of the HR & Admin Coordinator and the Country Management.
- Design the job descriptions and manage the performance of staff under his/her direct supervision.
- Maintain team work and an enabling working environment for field teams including ensuring clear reporting and communication channels and regular documented meetings.
- Support the professional development of the team members and conduct regular performance appraisal of the team members.
- Support the identification of training needs and plans and their execution.
- Monitor and address security matters and inform/and get advice from the Country Representative; develop and employ a security plan for all levels of field staff and visitors to the sub-program in line with the LWF Security Management Plan.
- Ensure that recruitment is gender-sensitive with the goal of gender balance within the staff, both in terms of numbers and levels of responsibility.
- Ensure that the skills of national staff are developed and utilized to the fullest extent possible for the furtherance of the sub-program.
- Certify all requests for procurement of goods, services and works in conjunction with the Procurement Committee and ensure that procurement of goods, services and works for project implementation are done in accordance with established LWF policies and procedures.
- Implement organizational goals, ensuring compliance by way of guiding field staff and inducting them into organizational systems and procedures.
- Manage all LWF assets including equipment and materials in close consultation with the Procurement & Logistic Coordinator and Finance Manager at the country office.
- Maintain updated asset register and monitor and report regularly on the proper usage of LWF assets, supplies and other consumables.
- Carry out any other relevant duties as assigned by the direct supervisor or the Country Representative.

Relations

- Maintain consultative relationships with the relevant governmental authorities at State level, national organizations and voluntary agencies engaged in rendering assistance related to the program objectives of LWF.
- Maintain close communication and cooperation with LWF's Related Agencies and their local offices as requested by the Country Rep.
- Foster and maintain good coordination and collaboration with international and bilateral funding partners, particularly UNHCR, governments and their agencies, and other international and national NGOs.

Special duties

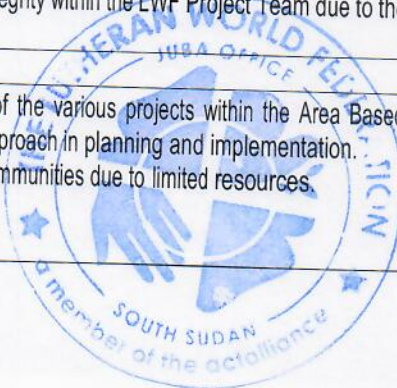
As may be assigned by the direct supervisor.

Major Challenges

- To ensure high levels of accountability and integrity within the LWF Project Team due to the limited staff capacity.



- Ensure deliberate multi-sectoral integration of the various projects within the Area Based Integrated Program and support integrated approach in planning and implementation.
- Meeting the needs and expectations of the communities due to limited resources.



Application Process

All applicants must send their application letter, updated CV, and supporting documents to the Human Resource team at: recruitment.southsudan@lutheranworld.org. Hand delivery is accepted in Juba Office. Applications by email should come with the subject 'Application for Sub Office Manager'. Emails or applications that don't have that in the subject box will not be considered. Female candidates are encouraged to apply. Only shortlisted candidates will be called for interviews. Shortlist and interview shall be conducted on a rolling basis due to the urgency of the position.

Child Safeguarding:

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



MISCONDUCT DISCLOSURE
SCHEME

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 responsibilities to the children we work with and meet, to keep them safe from harm or risk. In line with LWF policy, any appointment is subject to thorough criminal record checks.

