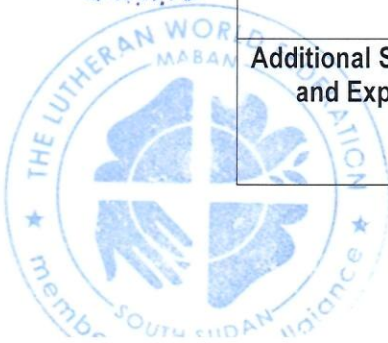


Position Description	Intensive English Language Tutor (8) Non-Relocatable Subject Combination: English and Literature
Place of Assignment:	Maban, South Sudan
Deadline:	1st July 2026 (Screening of applications shall be on rolling bases due to the urgency of the position)
Supervisor's title:	Head Teacher
Supervises:	No Supervision role.
Grade of the position:	According to LWF Salary scale
Work Time	100%
Average travel days per year	<input checked="" type="checkbox"/> extensive (more than 20) <input type="checkbox"/> limited (7 – 19) <input type="checkbox"/> little (less than 7) <input type="checkbox"/> none
Content of the position	
Purpose	Under the guidance and direction of the Head teacher (in three Secondary Schools), the National Secondary School Teacher will substantially contribute to the effective learning of students by motivating and inspiring them to reach their fullest potential in curricular and non-curricular activities. This includes preparing pupils for secondary school leaving examinations.
Required Qualifications	<ul style="list-style-type: none"> • Have a degree in Education (Bachelor in Education), specialized in English and Literature from a recognised University. • Essential completion of Secondary Education • Experience in teaching English and Literature, with 2 years' experience in teaching, preferably in refugee and host schools in an INGO setting. • Must be registered /Licensed Secondary school teacher by the awarding institution • Excellent in written and spoken English. • Must have Knowledge of English and Literature. • Computer literate. • Good understanding of the South Sudan Education System and Secondary Education Syllabus • Ability to meet deadlines and prioritise work under pressure, and demonstrated resourcefulness and Team spirit. • Effective member of the Education Team and role model; demonstrates creativity in seeking better ways to do things, shares with the team, and promotes high standards • Demonstrates developed communication skills • Positive and optimistic attitude and approach to work. • Ability to mentor incentive Teachers
Additional Study and Experience	<ul style="list-style-type: none"> • Demonstrate experience with different donor reporting, especially UNHCR. • Commitment to train staff 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	<ul style="list-style-type: none"> Analytical thinking Initiative Leadership Achieving results Accountability Working effectively with others 	Level advanced Level advanced Level advanced Level advanced Level resource Level advanced
Required Skills	<ul style="list-style-type: none"> Communication Capacity-building/training Advocacy Facilitation / Negotiation Innovation Stakeholder Management / Partnership Networking 	Level advanced Level advanced Level advanced Level advanced Level advanced Level advanced Level advanced
Position Environment and Dimensions	<p>Internally, interacts with the Head Teacher (direct supervisor), Head Teacher (functional supervisor) at LWF and all the Staffs.</p> <ul style="list-style-type: none"> Interacts with students <p>Externally, interacts with Visitors from different agencies, BoG and the local authorities or stakeholders.</p>	
Main duties	<ul style="list-style-type: none"> Attend to lessons assigned to him/her regularly; Ensure that there is proper documentation for attendance (class registers) for your designated classes; Prepare adequately and appropriately professional teaching documents such as the Scheme of Work, Lesson Plans, Lesson Notes, Records of Work Covered and Learners Progression Records. These records will be checked by the Head teacher and/or Head teacher; Use teaching techniques encompassing both child centred and teacher centred learning methodologies; Responsible for ensuring items which are distributed during classes are returned at the end of class and shared items do not going missing from the classroom; Prepare and submit reports of his/her class to the Head teacher and/or Head teacher when required; Sets examinations, marking and analyzing the results for submission to the Head teacher by an agreed timeframe. Keep accurate records of student's progress (i.e. examination results) and compiling this on a termly basis for submission to the Head teacher; Report issues of irregular attendance to the Head teacher; Work with the Head teacher to organize mobilization campaigns at Secondary Schools and in the local communities to increase enrolment and support regular attendance; Maintain discipline in the school and adhere to school rules and regulations; Ensure that all urgent education issues are discussed with the Head teacher and/or Head teacher immediately. Ensure that there is absolutely zero tolerance for corporal punishment, abuse or aggression. <p>Staff Management</p> <ul style="list-style-type: none"> The Secondary School Teacher does not manage any staff but is expected to provide a leadership role within the school, inspiring and motivating children; 	



	<ul style="list-style-type: none"> Secondary School Teachers are expected to support the PTA (Parent Teacher Association) and Student Bodies in the School; <p>Coordination</p> <ul style="list-style-type: none"> Attend all meetings as organized by the Head teacher and/or Head Teacher of Bunj Secondary School. Organizes and participates in co-curriculum activities (e.g. sports clubs, journalist clubs, environmental clubs, debating clubs) Coordinate closely with the Head teacher regarding donor and media visits to the Secondary Schools ensuring all the required preparation is completed thoroughly and on-time. Highlights cases of concern to the Head teacher and/or Head teacher to refer children to the appropriate support services.
Special duties	<ul style="list-style-type: none"> Perform additional tasks as required as directed by the Head Teacher. Report any violation of the code of conduct and child protection policy of LWF/DWS.
Major Challenges	<ul style="list-style-type: none"> Deliver quality Education and strive for excellent result in the secondary school leaving examination.

Application Process

All applicants are required to submit their application letter, updated CV, and supporting documents to LWF HR and Admin office in Maban by hand delivery only.

Please ensure that the job title you are applying for is clearly indicated on the envelope. Applications without the job title on the envelope will not be considered.

Based on the Labour Instruction, Labour Card is mandatory when you are applying
Female candidates are encouraged to apply. Only shortlisted candidates will be called for interviews.

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.

The Lutheran World Federation (LWF) maintains a zero-tolerance policy toward bribery, kickbacks, and all forms of corruption. Any attempt to improperly influence the recruitment process will result in immediate disqualification of the candidate. Applicants are strongly encouraged to report any unethical conduct involving LWF staff to our dedicated unit at: complaints.southsudan@lutheranworld.org

