

Position Description	Protection & GBV Manager (1)
Place of Assignment:	Maban – Upper Nile State , South Sudan
Type of Contract	Fix Term Contract, 3 Months with Possibility of Extension based on Performance and Funding)
Deadline:	11th April 2026 (Screening of applications shall be on rolling bases due to the urgency of the position)
Supervisor's title:	Area Coordinator
Supervises:	General Protection Officers, Assistants, and Outreach Workers.
Grade of the position:	TBD in consultation with HR
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 of the Area Coordinator, the Protection & GBV Manager is responsible for the programmatic coordination and timely implementation of protection activities in GBV prevention and response, Access to Justice, Community-Based Protection mainstreaming and capacity building in gender and protection. The Protection & GBV Manager engages proactively and represents LWF at field level in coordination platforms related to protection, and GBV, and collaborates effectively to maintain good working relationships with UNHCR, CRA, Protection actors, community structures and the refugee community members.
Required Qualifications	<ul style="list-style-type: none"> • Masters or Bachelor Degree in Social Work, Social Sciences, Law, Development or other relevant field of study: Gender, Human Rights or Post Graduate training in Project Planning and Management. • Sound knowledge of Financial Management is an added advantage; • At least 5 years' experience in Project/program Management/Community Development programming in a refugee setting; • Proven knowledge and experience in developing and implementing community mobilization projects. • Good grasp of Community-Based Protection, gender-based and participatory approach
Additional Study and Experience	<ul style="list-style-type: none"> • The candidate should have the knowledge of human rights, governance, or advocacy strategies to effectively represent protection issues. • Must have certifications in humanitarian response, refugee law, and protection standards (e.g., Sphere, UNHCR guidelines). • Hands-on experience in refugee camps, conflict zones, or emergency response settings. • Experience managing projects funded by UNHCR, COS or other major donors, with strict compliance requirements. • Proven track record of working with UN agencies, NGOs, local authorities, and community structures.



	<ul style="list-style-type: none"> • Experience training and mentoring staff, especially in multicultural and high-stress environments. • Managing multi-million-dollar budgets with accountability to donors and headquarters. • Documenting protection issues, preparing case studies, and presenting findings to stakeholders. 	
LWF Core Skills	<ul style="list-style-type: none"> • Accountability • Communication • Organizational Awareness • Teamwork & Collaboration • Commitment to Continuous Learning • Client & Result Orientation • Analytical Thinking • Technological Awareness 	<p>Level advanced Level advanced Level advanced Level advanced Level advanced Level advanced Level advanced Level advanced</p>
Required Skills	<ul style="list-style-type: none"> • Capacity-building/awareness • Advocacy • Facilitation / Negotiation • Innovation • Stakeholder Management / Partnership • Networking 	<p>Level advanced Level advanced Level advanced Level resource Level advanced Level advanced</p>
Position Environment and Dimensions	<p>Internally, Area Coordinator, (direct supervisor) Education Coordinator and all LWF staff in Maban and the coordinator office. Externally, interacts with the UNHCR Protection and Education Associates interacts with refugees/beneficiaries ,Community Leaders and the local authorities or stakeholders.</p>	
Main duties	<ol style="list-style-type: none"> Project Planning; <ul style="list-style-type: none"> • Ensure that the Protection Sector has approved work, staffing and procurement plans; • Build the capacity of project teams on project planning and scheduling. Project Implementation: <ul style="list-style-type: none"> • Manage the overall LWF emergency response ensuring quality and timely delivery of protection activities provided to refugees (meeting LWF, UNHCR and Sphere standards); • Ensure the appropriate and professional implementation of protection activities in the most effective manner possible as per the plans, and adjusted in collaboration with the affected communities; • Ensure that the Project's objectives/outputs are achieved according to the work plans and in consultation with the community structures, within the contracted project period according to donor guidelines; Staff Management: <ul style="list-style-type: none"> • Lead and manage staff ensuring clarity over plans and priorities, providing supervision, guidance and mentoring, encouraging effective teamwork and inclusiveness, and building a team spirit through regular meetings and events and clear reporting mechanisms for each team member; • Provide supportive management of others, and their implementation of role objectives, work plans and budget management; • Advise and assist with defining the required team composition and structure for the operational programme in accordance with LWF standard structure; • Agree on clear performance objectives for all supervisees, and ensuring 	





	<p>all team members have appropriately set objectives, and that appraisal are undertaken in a timely manner;</p> <ul style="list-style-type: none"> • Be responsible for staff development, coaching and mentoring to enhance the capacity of staff; • Assist with the provision of, or coordinate, the trainings necessary for the delivery of good quality services. <p>4. Financial management / Budget Monitoring & Control:</p> <ul style="list-style-type: none"> • Develop accurate annual budgets and budget revisions for the programme according to donor compliance and standards; • Keep track of all project budgets and ensure that protection activities are within assigned budgets; • Review monthly financial reports together with the team, to track expenditures and costed plans, and provide feedback to the Area Coordinator. • Ensure that the financial implications of plans are fully considered and reflected in the annual budgets; • Develop tools for budget tracking and monitoring. <p>5. Partnership management, Coordination and advocacy</p> <ul style="list-style-type: none"> • Maintain working partnerships and good communication with representatives of UNHCR, CRA, RRC, and other partners and stakeholders in Maban; • Build and maintain partnership with NGOs, Refugee-Led Organizations and local governance structures that work on protection in emergencies programme; • Participate in ad hoc and monthly coordination meetings with Protection Partners and stakeholders to discuss progress and challenges • Represent LWF at coordination meetings as required • Ensure protection activities are developed in partnership with relevant local authorities and other key stakeholders, including community structures and aim to establish/strengthen processes and mechanisms at local communities. • Continuously identify and document Protection issues in Maban field operation area and ensure that relevant stakeholder and duty bearers are informed. • Contribute to the development of case studies for the purpose of reporting, advocacy and media effort. <p>6. Project Monitoring, Evaluation and Reporting:</p> <ul style="list-style-type: none"> • Liaise with, and guide M&E to monitor project performance and ensure an appropriate level of accountability; • Oversee weekly, monthly reporting and take lead in compilation of quarterly, bi-annual and annual reports. • Ensure that proper project mapping is done & information shared on time • Take lead in developing M&E Tools for protection sector and ensure effective deployment and use of those tools. • Undertake other related duties as may reasonably be assigned by the Supervisor
<p>Special duties</p>	<ul style="list-style-type: none"> • Undertake other related duties as may reasonably be assigned by the Supervisor
<p>Major Challenges</p>	<ul style="list-style-type: none"> • This role is about ensuring effective planning, quality implementation, strong staff leadership, financial accountability, robust partnerships, and reliable

monitoring/reporting all while keeping refugee protection at the center.

Application Process

- All applicants must send their application letter and updated CV and supporting documents as one file to the Human Resource office through recruitment.southsudan@lutheranworld.org. Hand delivery is accepted in Maban. Applications by email should come with the subject 'Application for Protection and GBV Manager'. Emails or applications that shall not have that in the subject line will not be considered.

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.



MISCONDUCT DISCLOSURE

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

