



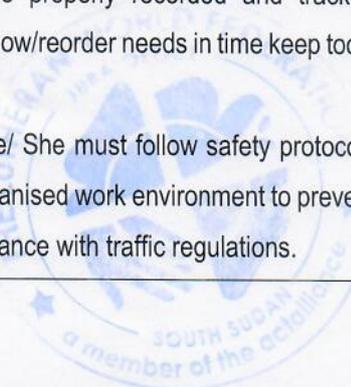
THE
LUTHERAN
WORLD
FEDERATION
World Service
member of **actalliance**

50. H-3
M O L
Approved
02 DEC 2025
20/12/2025

Position Description	Position Title: Mechanic	
Place of Assignment:	Juba, Central Equatoria State, South Sudan	
Application dateline:	19th December 2025	
Supervisor's title:	Area Senior Admin Officer	
Supervises:	Non	
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	<p>The mechanic's role will be to ensure that all LWF vehicles are maintained and serviced on a regular basis to facilitate for the greatest technical impact to the programme under the supervision of the Senior Admin Officer and in consultation with the HR & Admin coordinator. You will be directly be responsible for the upkeep of vehicles by carrying out scheduled preventive vehicle maintenance and repairs.</p>	
Required Qualifications	<p>Diploma in mechanics with experience of 4 years working for NGO's Knowledge of basic inventory systems (manual or digital) computer literacy (excel, stock cards, simple databases) organized, disciplined, and reliable Strong Negotiation Skills with service providers/suppliers</p>	
Additional Study and Experience	<p>Strong coordination and networking experience Excellent communication skills and ability to make formal and informal presentations, both oral and written, as well as produce professional and analytical reports and learning documents A high level of interpersonal and management skills and the ability to establish effective working relations with various stakeholders. Must be result-oriented and able to work under pressure and tight deadlines High level of integrity. Applicants are required to be in sympathy with the core values of LWF.</p>	
LWF Core Skills	<ul style="list-style-type: none"> Analytical thinking 	Level resource

THE LUTHERAN WORLD FEDERATION
SOUTH SUDAN
a member of the actalliance

	<ul style="list-style-type: none"> • Initiative • Leadership • Achieving results • Accountability • Working effectively with others 	<p>Level advanced</p> <p>Level advanced</p> <p>Level resource</p> <p>Level resource</p> <p>Level advanced</p>
Required Skills	<ul style="list-style-type: none"> • Communication • Capacity-building/training • Advocacy • Facilitation / Negotiation • Innovation • Stakeholder Management / Partnership • Networking 	<p>Level advanced</p> <p>Level resource</p> <p>Level advanced</p> <p>Level advanced</p> <p>Level advanced</p> <p>Level advanced</p> <p>Level advanced</p> <p>Level advanced</p>
Position Environment and Dimensions	<ul style="list-style-type: none"> • Internally, interacts with the Senior Admin (Direct supervisor), HR & Admin Coordinator, Country Representative and all LWF staff. 	
Main duties	<ul style="list-style-type: none"> • Diagnosing Mechanical Issues: To examine components and considering tests to determine the source of Issues. The mechanics with vehicles, generators, and motorcycle servicing and repairs. • Performing repairs: Perform all the repairs and services Juba LWF vehicles and Generator. Disassemble and Reassemble parts, replace defective components and make necessary adjustments to ensure proper functioning of the vehicles and Generator. • Routine Maintenance: Conduct the regular maintenance task such as oil changes, tire rotations, brake inspections and fluid levels checks to keep vehicles in optimal condition efficiently and effectively. • Maintaining Record: Ensure all spare parts received/issued for vehicles and generators are properly recorded and tracked monitor stock levels and flag low/reorder needs in time keep tools and materials organized. • Safety and Compliance: He/ She must follow safety protocols and maintain a clean and organised work environment to prevent accidents and ensure compliance with traffic regulations. 	



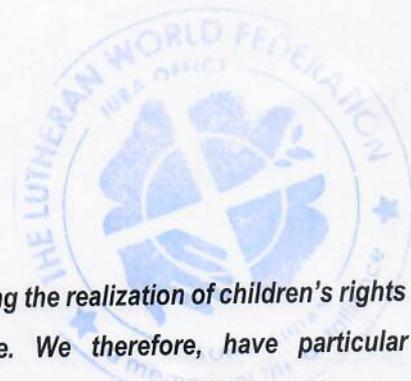
	<ul style="list-style-type: none"> • Specialized and Repairs: Seeks approval from the line manager in case of specific areas such as electrical systems and transmissions, or Emissions Testing requiring additional training and expertise for both vehicles and generator. • To ensure that the vehicles are in good mechanical condition before any movement out of the Office. • Should regularly check gearbox and differential oil to prevent them from running dry and carry out greasing of all areas/parts that need to be greased • To ensure that the tool box and the spare tyre are in the car before any trip out of the office. • Drives responsibly, and respect all the traffic rules and guidelines of South Sudan
Special duties	As may be assigned by the direct supervisor or HR & Admin Coordinator
Major Challenges	<ul style="list-style-type: none"> • To provide mentoring and capacity-building for Juba driver on maintenance of the vehicles.

Application Process

- All applicants must send their application letter and updated CV, National Identification and Academic documents to the Human Resource office through recruitment.southsudan@lutheranworld.org. Hand delivery is accepted and can be brought to LWF office in Juba. Applications by email should come with the subject 'Application for Mechanic'. 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 and offer shall be given upon confirmation of funding.

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.