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Position Description	Procurement, Logistics, Human Resources and Administration Officer	
Place of Assignment:	Panyagor, Jonglei State, South Sudan	
Application deadline:	25/02/2026	
Supervisor's title:	Area Coordinator	
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	The position holder leads and effectively manages Jonglei's LWF Procurement, Logistics, Administration, and HR roles.	
Required Qualifications	<ul style="list-style-type: none"> • Bachelor's Degree in procurement or logistics Administration/Human Resources Management/Management or related field or related experience and certificate • At least 2-3 years' experience in an INGO in similar roles • Strong organizational skills and ability to operate professionally • Excellent in written and spoken English. Knowledge of the local language in the project area will be an added advantage • Team Building and ability to work under extreme pressure • Excellent computer skills especially Word, Excel, and PowerPoint; internet • Strong reporting and writing skills 	
Additional Study and Experience	<ul style="list-style-type: none"> • 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 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. 	
LWF Core Skills	<ul style="list-style-type: none"> • Analytical thinking • Initiative • Leadership • Achieving results 	<ul style="list-style-type: none"> Level resource Level advanced Level advanced Level resource



	<ul style="list-style-type: none"> • Accountability • Working effectively with others 	<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>
Position Environment and Dimensions	<ul style="list-style-type: none"> • Internally, interacts with the Area Coordinator (direct supervisor), and HR and Admin coordinator (functional supervisor) at LWF Juba Office. Interact with Jonglei field office Support and program staff. • Externally, interacts with suppliers and service providers. 	
Main duties	<p>Human Resources Tasks:</p> <ul style="list-style-type: none"> • Responsibility for the smooth functioning of the office and portrayal of professionalism-, HR, staff attendance, management of visitors • Supervise security guards, drivers, cooks, and cleaners and to ensure that they execute their daily duties. • Promote and participate in staff welfare activities to make the LWF Field Office an open and inspiring place to work • Participate in local-level recruitment of staff and coordinate recruitment processes together with the Admin/HR Coordinator, HR office in Juba, and Jonglei management • Issue Employment Contracts signed by the country office to staff • Maintain staff files, incl. employment letter, Code of Conduct, minutes from Employment Development Interviews, and other relevant documents • Support staff with leave application through Odo. • Support HR Coordinator with Audit. • Manage annual performance appraisal of staff and share the final copy with HR coordinator • Securely updated overview of training needs and other competence-building activities • Actively participate in HR meetings and other forums relevant to Administration and HR, to ensure that LWF complies with relevant circulars and labour laws • Provide Monthly, Quarterly, and Annual HR Reports to HR/Admin Coordinator and Area Coordinator <p>Administration Tasks:</p> <ul style="list-style-type: none"> • Responsibility for the smooth functioning of the office and portrayal of professionalism- compound cleanliness, and management of visitors • Maintain a clear filling records system for all administrative issues 	





- Ensure that rooms, office, and compound fence are well maintained (both in Panyagor, and Bor)
- Ensure that the base is kept clean and safe for habitation at all times
- Ensure that base facilities are well maintained including generator, lighting, taps, pipes, etc
- Work with drivers to ensure that all vehicles are well maintained and equipped with garbage bins and first aid kits and that people are familiar with how to use the contents.
- Ensure drivers make all the necessary checks before driving from the compound
- Supervise security guards, drivers, cooks, and cleaners to ensure that they execute their daily duties and manage their performance planning and review
- Arrange representation, meetings, dinners, workshops, both in-house and with external participants
- Undertake any other duties as may be assigned by the area coordinator

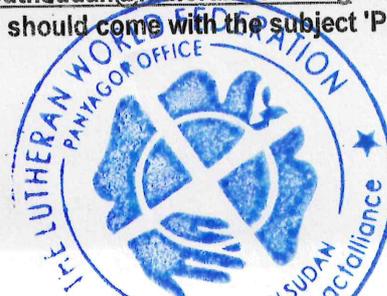
Procurement and Logistics Task:

- Ensure local procurement planning and implementation
- Develop a procurement plan with program staff for each project
- Receive all incoming supplies, inspecting and verifying them for conformity to the order specifications and delivery notes
- Ensure that all goods received are stored in assigned storage locations and handled as per LWF procedures of safety, security, accountability, and transparency
- Ensure proper logistics planning and execution
- Produce monthly logistics reports and compile periodic stock reports
- Ensure that all base assets are well maintained and are used for the purpose for which they were brought.
- Maintain records and keep track of all base assets and equipment and document any damage or loss.
- Work with drivers to ensure that all vehicles are well-maintained and equipped with garbage bins and first aid kits, and that people are familiar with how to use the contents.
- Ensure drivers make all the necessary checks before driving from the compound

Special duties	As may be assigned by the direct supervisor.
Major Challenges	<ul style="list-style-type: none"> • To provide mentoring and capacity-building for support staff and program staff HR and procurement policies and procedures.

Application Process

All applicants must send their application letter, updated CV, and supporting documents to the Human Resources office via recruitment.southsudan@lutheranworld.org. Hand delivery is accepted in Panyagor. Applications by email should come with the subject 'Procurement,



Logistics, Human Resources and Administration Officer'. Emails or applications that don't have that in the subject box will not be considered. The offer should be given upon funding approval.

Female candidates are encouraged to apply. Only shortlisted candidates will be called for interviews.

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