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Approved by  
Mok 3/02/2022

MINISTRY OF LABOUR  
REPUBLIC OF SOUTH SUDAN  
JUBA

**THE LUTHERAN WORLD FEDERATION, WORLD SERVICE**  
**SOUTH SUDAN COUNTRY PROGRAM**

03 FEB 2022

**Position type: Administrative officer**

**Duty Station: Juba**

**Contract type: Fixed term with possibility of extension depending on funding and performance**

**Employment start date: 1 April 2022**

**Advert closing deadline: 22<sup>nd</sup> February 2022**

**JOB ROLE:**

The Administrative Officer (AO) is responsible for smooth running of Lutheran World Federation (LWF) South Sudan Juba office and administration on LWF's South Sudan program. THE AO works with larger administration, procurement, logistics, warehouse, and IT teams.

**Background:**

The Lutheran World Federation/Department for World Service (LWF/DWS) South Sudan Programme was established in 2009 and strives to provide humanitarian assistance (emergency/relief, rehabilitation and development work) to refugees, IDPs, returnees, host community and other vulnerable communities to enable them meet their basic human rights and needs in line with its vision and mission statements, and core values. The activities of LWF include education, child protection, food security, emergency, community protection and capacity building of local authorities and community members. LWF Currently works in Central Equatoria, Eastern Equatoria, Jonglei, Upper Nile and Unity States. This position is based in Juba.

**DUTIES AND RESPONSIBILITIES:**

- Ensures that Juba office is functional and environment convenient and conducive for staff to work productively
- Support the staff responsible for arranging travel (including flights) for staff and visitors
- Coordination and representation on compound management issues
- Support field based admin officers as and when required to set up and establish same admin standards as the head office.
- Ensure with logistic team that all LWF vehicles are maintained and serviced timely, including but not limited renewal of log books, insurance coverage, regular service, availability of tools and supplies in the vehicles
- Ensure proper management and use of LWF vehicles and other assets
- Ensure up-to-date asset register is maintained with all details for assets in the country office and the field offices



- Provide timely and accurate reports on location of assets and maintain proper hard and soft copy files for each
- Ensure all contracts, incoming and outgoing letters, and all correspondence with external parties are properly filed and kept in a safe place
- Manage contracts and service arrangements with internet service providers (ISP), insurance companies, travel agents, hotels, telephone companies, landlords (for rented houses and stores), contracted medical facilities, contracted law firm, other utilities companies and service providers
- Works as a team leader for the staff overseeing the maintenance and running of LWF's premises (offices and residences) ensuring that adequate supplies, staffing and support systems are in place.
- Ensure all staff members under his/her line management have updated JDs, with well-defined expected outcomes and key performance indicators that are reviewed at least annually
- Ensure that all IT, communication and other equipment's in Juba and in field offices are functional, regularly serviced or repaired, and/or replaced whenever necessary
- Ensure regular maintenance and support of existing IT and communication equipment's
- Support for LWF South Sudan staff on issues related to IT and communication equipment's
- Planning and expanding IT equipment's, policies and general digitalization
- Undertake any other relevant activities assigned by the Country Representative.

### Qualification and Experience

- Degree in Business Administration. Proven training in IT will be an added advantage
- 3 years' experience in Administration and IT
- Demonstrated ability to work in a team with strong interpersonal skills
- Positive and optimistic attitude and approach to work
- Demonstrated experience in working in busy country head quarter with a diverse team
- Ability to meet deadlines and prioritize work under pressure and demonstrated resourcefulness
- Takes responsibility for own work and promotes high standards.
- Anticipates problems and regularly provides solutions
- Good organizational awareness and communication skills
- Able to work in a challenging environment.

### Application Process

- All applicants must send their application letter and updated CV and National Identification to the Human Resource office in Juba [Recruitment.southsudan@lutheranworld.org](mailto:Recruitment.southsudan@lutheranworld.org).
- Hand delivery is accepted. Applications by email should come with the subject 'Application for Office and Administrative Officer'. Emails or applications that do not have that in the subject box will not be considered.

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

### 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.*

