



THE
LUTHERAN
WORLD
FEDERATION

World Service

member of **act Alliance**

Position Description	Protection and Legal Officer (1). Relocatable
Place of Assignment:	Maban, Upper Nile State, South Sudan
Start Date: 27/01/2026	
End Date: 9/02/2026	
Supervisor's title:	Education Coordinator
Supervises:	Protection Case workers.
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>Protection and Legal Officer leads and substantially contributes to the effective management of LWF Protection and Legal works in Maban. She/he will coordinate all access to justice activities, and ensure that the peace and social cohesion, access to justice and protection activities are implemented with quality, timely and effectively, and reported following established UNHCR standards, and LWF WS South Sudan country strategy, guidelines and international legal frameworks.</p> <p>The incumbent is also responsible for providing technical support to LWF on legal matters, ensuring compliance with laws and regulations, and documenting best practices for continuous learning and improved programming. The Officer shall ensure excellent relationships with all stakeholders involved in the protection and legal sector, including operating partners, UNHCR and the Local Government.</p>
Required Qualifications	<ul style="list-style-type: none"> • Bachelor's Degree or Diploma in Social work, Law, and any relevant field • Minimum 2 years' experience in implementing legal and protection initiative in emergency or refugee context • Knowledge and experience in advocacy, child safeguarding, Gender and SGBV/PSEA programming are desirable. • Experience in project cycle management, reporting and familiarity with UNHCR guidelines and procedures are an asset • Demonstrated understanding of community engagement/participatory planning techniques • Good facilitation and listening skills, and demonstrated ability to work in a team as well as individually. • Ability to exercise sound legal judgment, well organized, self-motivated, reliable and demonstrated compassion for refugees, asylum seekers, and displaced people • Flexible, able to handle pressure, and willing to work in the field for long hours when deadlines are tight



	<ul style="list-style-type: none"> • Excellent in written and spoken English and Arabic language skill is needed. Knowledge of Mabanese and Nilotic languages from Blue Nile is an asset. • Computer literacy (Ms Word, Ms Excel and Ms PowerPoint) 														
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 • Work well in a diverse team • Work in remote sites • High level of integrity • Applicants are required to be in sympathy with the core values of LWF. 														
LWF Core Skills	<table border="1"> <tr> <td>• Analytical thinking</td> <td>Level resource</td> </tr> <tr> <td>• Initiative</td> <td>Level advanced</td> </tr> <tr> <td>• Leadership</td> <td>Level advanced</td> </tr> <tr> <td>• Achieving results</td> <td>Level resource</td> </tr> <tr> <td>• Accountability</td> <td>Level resource</td> </tr> <tr> <td>• Working effectively with others</td> <td>Level advanced</td> </tr> </table>	• Analytical thinking	Level resource	• Initiative	Level advanced	• Leadership	Level advanced	• Achieving results	Level resource	• Accountability	Level resource	• Working effectively with others	Level advanced		
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Position Environment and Dimensions	<ul style="list-style-type: none"> • Internally, interacts with the Area Coordinator, Education Coordinator (direct supervisor), and protection and education team in Maban, as well as LWF Juba Office on needs basis. • Externally, government departments, wider stakeholders, community, community leaders, humanitarian clusters, and financing partners. 														
Main duties	<ul style="list-style-type: none"> • Executing (planning, implementing, coordinating, reporting, and monitoring/evaluation) of legal, protection and social cohesion activities in line with national and international quality standards and legal frameworks. • Ensure compliance with donor and organizational policies, including PSEA, GBV risk mitigation, and child protection standards • Develop project activity concept notes based on the proposed implementation strategies and project logic and orient assistants to ensure harmonized approaches to deliver activities. • Coordinate and provide the best possible legal aid including preparation of legal documents, legal assistance and in accordance with the aims and principles of LWF 														





	<ul style="list-style-type: none"> • Follow up on refugee cases and offer advisory services to refugees, carry out prison and detention monitoring and provide legal counselling as needed, and organize, facilitate and support the mobile court sessions in collaboration with other partners, sector and government entities. • Provide technical support, including trainings, on protection, and access to justice, and coordinate with respective colleagues, rights-holders, stakeholders and community facilitators. • Staff Management: manage staff under her/his supervision, and ensure clarity over work plans and priorities, providing supportive supervision, and mentorship, and fostering effective teamwork and inclusiveness. • • Financial management: Project Budget planning, implementation, monitoring, and reporting as per project timelines, initiate payment requisitions and develop accurate monthly expenditure projections and budget revisions, in collaboration with the support team and supervisor. Keep track of all the sector's budgets and ensure that activities are within the assigned budgets and fully accounted for according to the LWF accountability guideline. • Initiate procurement and supplies of project activities in accordance with LWF procurement policies and procedures • Strongly advocate for refugee rights, asylum seekers and other persons we serve with the relevant government authorities and CSOs • Contribute to proposal development with technical insights on access to justice and protection-related interventions • Networking, Learning, and Representation: Participate and represent LWF at coordination meetings and share information about LWF's refugee response. Coordinate, particularly with UNHCR and relevant authorities on salient protection issues relating to refugees. • PMER: Follow up project activities, monitor project impact, ensure adherence to participatory approach and document lessons learned. Provide oversight of project monitoring, evaluation, and learning activities, ensuring data consolidation for high-quality weekly, monthly, and quarterly project reporting. Contribute to the development and updating of project M&E systems, including performance indicators and activity trackers. In collaboration with the M&E unit, oversee the collection, handling, analysis, and reporting of data related to protection and access to justice activities. Develop activity and budget tracking tool, and use on a monthly basis to track and report on activity and budget management.
Special duties	As may be assigned by the direct supervisor and Area Coordinator.

Application Process

All applicants are required to submit their application letter, updated CV, and supporting documents to Human Resource in LWF Maban by hand delivery. 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. Offers of employment will be made subject to funding approval.

Note that this position is advertised country wide

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
SCHEME

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.

