



OPEN POSITION

The Lutheran World Federation (LWF) Uganda is part of the Lutheran World Federation Department for World Service (LWF-DWS), an international humanitarian and development agency. LWF World Service partners include Lutheran Churches and their related agencies, the European Commission (ECHO), the US Government (PRM) and UNHCR, IOM, UNICEF among others, with whom LWF World Service is a key implementing partner. For more information about LWF World Service, please check; <https://www.lutheranworld.org>

LWF-Uganda currently supports Congolese and South-Sudanese refugees living in settlements in the districts of Kamwenge, Adjumani, Moyo and Lamwo respectively with access to safe water, sanitation and hygiene services, community services, protection, psychosocial support, livelihoods and environmental conservation.

The LWF Uganda is looking for mature, qualified and experienced person for the following position:

Job Title: Community Services Manager (1)
Place of Assignment: Adjumani LWF Office
Reports to: Protection Coordinator

Duties and responsibilities

- Establish and develop community structures in the Sub Program with inclusive representation.
- Supervise all staff in the Community Services Sector and ensure that work and activities progress as agreed
- Continually sensitize staff, and other partners on the importance of respectful dialogue with the refugee community
- In close cooperation with refugee community/committees, develop appropriate social, recreational and cultural activities in the camp
- Develop operational protection responses to individuals in the absence of other actors or specialized services.
- Sensitize staff to the importance of continuous and respectful dialogue with the refugee community
- Responsible for ensuring that LWF has up-to-date records of refugee camp populations, based on UNHCR registration, plot allocation, and leadership structures.
- Conduct regular, critical analysis of Refugee registration data compared to actual population to identify any gaps between registration and actual population,
- Regularly review Refugee Registration data to identify vulnerable groups and individuals for further interventions.
- Periodically draft reports on community mobilization activities to the Sub Program Manager for donor reporting;
- Develop strategies to ensure that women and children are adequately involved in the mapping exercise and other project activities and that their voices are heard;
- Participate in weekly camp coordination meetings and provide secretariat, including drafting meeting minutes & action points

Required Qualifications, Skills and Experience:

- University Degree in human rights, social sciences, social work or related field
- 3 years' professional work experience in community services in a humanitarian setting
- Excellent analytical and communication skills
- Strong interpersonal skills and demonstrated ability to establish effective working relations with staff & other stakeholders
- Ability to work under pressure, with minimal supervision, and in a culturally diverse team.

Application Procedure:

Candidates who are interested in the above job should submit an updated CV and Application letter giving a day time telephone contact and email addresses of 3 (three) work related referees only through our recruitment email recruitment@lwf.or.ug clearly indicating the job title in the email subject. **do not include certificates for education, trainings, etc.**

Hand delivered applications can also be sent to our Offices in Kampala. Please indicate the position you have applied for on the top of the parcel addressed to:

**The Human Resource Manager
Lutheran World Federation
Plot 1401, Ggaba, Road next to Quality Hill
P. O. Box 5827 Kampala, Uganda.**

Deadline for receiving application is Monday 8, October 2018 by 5:00pm