



THE  
LUTHERAN  
WORLD  
FEDERATION

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## OPEN POSITIONS

### **About the Lutheran World Federation (LWF)**

LWF World Service is the internationally recognized humanitarian and development arm of the Lutheran World Federation, assisting people in need irrespective of their ethnicity, religion or gender. LWF World Service implements programs globally, working with both local and international partners, helping communities achieve their full potential and advocate for their universal rights. LWF Uganda is one of LWF World Service's country programs.

LWF World Service partners include Lutheran Churches and their related agencies, the European Commission (ECHO), the US Government (BPRM) and UNHCR 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 empowers communities to achieve their full potential, claim their universal rights, meet their basic needs and improve their quality of life. It implements food security and livelihood projects in the districts of Luuka, Kitgum and Pader.

LWF Uganda also has a successful track record responding to refugees in Uganda. It 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. For more information about LWF Uganda, please visit; [uganda.lutheranworld.org](http://uganda.lutheranworld.org).

**LWF is recruiting and looking for mature, qualified and experienced persons for the following positions:**

### **Position One**

<b>Job Title:</b>	Project Officers Business Development
<b>Location:</b>	Kitgum & Lamwo Sub Programs
<b>Contract Period:</b>	12 Months with a possibility of extension
<b>Reports to:</b>	Sub Program Manager (LWF)

### **Required qualifications, skills and experience:**

- I. Degree or equivalent experience in Economic Development, Business, Marketing or other relevant discipline is essential
- II. Experience of providing business advice to existing businesses or running your own small business or a senior management position in a large organization
- III. At least 3 years' business development experience covering the following areas: business planning; investment knowledge/experience; public and private sector experience
- IV. Evidence of project management skills are essential
- V. Experience of managing and monitoring budgets
- VI. Evidence of working in partnership to seek and achieve specific outcomes
- VII. Evidence of knowledge of key economic sectors and opportunities to support growth
- VIII. Premier Advisor qualification is desirable.

## Position Two

<b>Job Title:</b>	Senior Administrator/HR
<b>Place of Assignment:</b>	Moyo Sub Program
<b>Contract:</b>	12 Months with the possibility of extension
<b>Reports to:</b>	Team Leader

### Required qualifications and experience:

- I. A University degree in business administration or social science with preference in human resource management is essential OR Diplomas in Human Resource
- II. At least five (4) years working in Administration and Human Resource Management in a reputable organization with a multicultural character
- III. Previous exposure in an international NGO preferred

### Skills to:

- I. Handle staff welfare matters, grievances and disciplinary procedures
- II. Manage the recruitment process
- III. Handle and support line Managers in the performance management process
- IV. Review and updating of staff policies in line with the organization's mission and ensuring compliance to labor laws and best practices
- V. Maintain employee records and documentation like, staff contracts, annual leave and sick leave management
- VI. Execute staff training and identify training development areas
- VII. Handle staff exit procedures like, conducting exit interviews
- VIII. Manage staff safety procedures and processes
- IX. Maintain and support open communication channels for organization and other stakeholders
- X. Execute HR and Administrative duties.

## Position Three

<b>Job Title:</b>	Accounts Assistant
<b>Place of Assignment:</b>	Moyo and Luuka Sub Programs
<b>Contract:</b>	12 Months with the possibility of Extension
<b>Reports to:</b>	Assistant Accountant

### Required qualifications, skills and experience:

- I. A university degree, with a major in Accounting/Finance/Auditing and or a full professional qualification in A.C.C.A, CPA, CA, CIA or CMA or equivalent.
- II. A minimum of two years' post qualification experience
- III. Extensive Computer knowledge in Microsoft Excel, Vision Excel, Word, PowerPoint, Sage Accounting and Access is required
- IV. Must have proven knowledge of Generally Accepted Accounting Principles and Internal Control Procedures
- V. Written and Oral Communication skills are essential, and the incumbent must be a team builder, who is able to work successfully in a multicultural environment
- VI. A high level of integrity is required.

### Application Procedure:

Candidates who are interested in the above jobs 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](mailto:recruitment@lwf.or.ug) clearly indicating the job title in the email subject. **do not include certificates for education, trainings, etc.**

**Deadline:** January 5<sup>th</sup>, 2018

***LWF/DWS is an equal opportunity employer, irrespective of gender, race or religious affiliation. Female candidates possessing the above requirements are encouraged to apply. LWF/DWS is a signatory to the Code of Conduct for humanitarian agencies. Our recruitment and selection procedures reflect the organization's commitment to the prevention of abuse and exploitation of beneficiaries.***

**Only short-listed candidates will be contacted.**