

THE LUTHERAN WORLD FEDERATION

POSITION DESCRIPTION

Department/Unit:	Mission and Development	Date: 10.03.10 JD DMD
Position Title:	Area Secretary for Asia and the Middle East	
Position No.:	9340.01	
Incumbent:		
Reports to:	Director for Mission and Development	

Basic Purpose

Assists LWF member churches and recognized congregations in Asia and in the Middle East in their tasks; i.e. mission and evangelism, communication, Christian education and development in line with the Terms of Reference for the department and LWF policies and procedures.

Position Qualifications

- University degree in theology.
- Several years of working experience in position involving mission, evangelism, as well as planning, administration and/or management of mission or church-related development projects/programs with LWF member church, mission society, related agency or ecumenical organization in an international environment.
- Fluency in English, working knowledge of one of the languages in the geographical region.

Position Environment and Dimensions

This position addresses itself to assisting member churches and recognized congregations in Asia and in the Middle East in the fulfillment of proclamation and service to communities through consultative services, programs and projects with a particular emphasis on capacity development towards a sustainable participation of the church in mission.

The position holder is required to maintain close contact with all member churches and recognized congregations in the region and not only serve as a link between them and the LWF but also to promote community among these churches and congregations.

Thorough knowledge of concepts of mission and evangelism of the churches in the region, of conditions prevailing in the region, awareness of needs and ability to conceptualize and develop jointly programs/ projects directed at assisting churches in the fulfillment of their ministry are essential. Consults with the Secretary for Project Coordination and Administration in processing of project applications, and coordinates follow-up action with the Secretary for Project Implementation and Monitoring.

Contact is maintained with all desks in department, other LWF departments/units, member churches, related agencies, WCC and other ecumenical organizations.

Dimensions: 60 Lutheran churches in Asia and in the Middle East;
5 programs conducted with churches in Asia and in the Middle East;
43 projects in implementation stage.

Main Duties:

1. Plans, organizes and supervises the work of the Asia area desk, delegating specific responsibilities to staff in the unit;
2. maintains contact with member churches, mission societies and donor agencies, facilitates the establishment of contact among member churches and congregations in the region and with the whole LWF organization;
3. collects information on the life and work of LWF member churches and recognized congregations in Asia and in the Middle East, keeps abreast of relevant developments in the region and shares information with departmental staff and staff in other departments/units;
4. undertakes regular visits to member churches in Asia and in the Middle East, makes field trips to projects and programs and interprets LWF policies and decisions;
5. assumes responsibility for external representation of the area;
6. studies and assesses program and project requests; consults the Secretary for Project Coordination and Administration in the processing of project applications and coordinates follow-up action with the Secretary for Implementation and Monitoring;
7. advocates and promotes the inclusion of youth and women in the life of the church, particularly also in projects and programs;
8. initiates and provides consultative services as requested to member churches and congregations in the region as well as to other departments/units;
9. initiates, plans and organizes in cooperation with member churches, congregations and/or ecumenical partner organizations regional or sub-regional conferences, workshops, seminars and other meetings promoting the visible expression of the gift of communion among LWF member churches and recognized congregations, and its ecumenical commitment for unity;
10. plans in consultation with the member churches in the region and together with other desks/units in the LWF programmatic action in line with the Strategic Priorities of the Lutheran communion;
11. performs all other related duties as assigned by the director.

Major Challenge

To provide liaison and resource between LWF and member churches and Lutheran congregations in Asia and in the Middle East in areas of evangelization, mission, communication and development, to promote the growth of communion among churches and to strengthen leadership and self-reliance within the churches while facing financial and other constraints.