



# THE LUTHERAN WORLD FEDERATION

A COMMUNION OF CHURCHES – EINE KIRCHENGEMEINSCHAFT – UNA COMUNIÓN DE IGLESIAS – UNE COMMUNION D'ÉGLISES

LUTHERISCHER WELTBUND – FEDERACIÓN LUTERANA MUNDIAL – FÉDÉRATION LUTHÉRIENNE MONDIALE

*General Secretariat / Office for Personnel*

## VACANCY ANNOUNCEMENT

<b>Position:</b>	<b>Area Secretary for Africa Department for Mission and Development</b>
<b>Reports to:</b>	Director for Mission and Development
<b>Place of Assignment:</b>	Geneva, Switzerland
<b>Starting Date:</b>	1 February 2011
<b>Duration of contract:</b>	Initial contract of 4 years

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### Required Qualifications:

- University degree or equivalent 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 and French.
- Good computer literacy.

**Candidates for this position require a Church Endorsement.**

### Closing Date:

Applications (motivation letter and detailed curriculum vitae in English), with the names and the e-mail addresses of three persons who know the applicant professionally, should be sent by **1 October 2010** to:

The Rev. Rudolf Renfer  
Director for Personnel  
The Lutheran World Federation  
P.O. Box 2100  
1211 Geneva 2, Switzerland  
E-Mail: [sw@lutheranworld.org](mailto:sw@lutheranworld.org)

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LWF Eleventh Assembly  
Stuttgart, Germany  
20–27 July 2010



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## POSITION DESCRIPTION

<b>Department/Unit:</b>	Mission and Development	<b>Date:</b> 05.08.10 JD DMD
<b>Position Title:</b>	Area Secretary for Africa	
<b>Position No.:</b>	9330.01	
<b>Incumbent:</b>		
<b>Reports to:</b>	Director for Mission and Development	

### Basic Purpose

To assist LWF member churches and emerging Lutheran churches in the Africa region in their tasks of 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 or equivalent in theology.
- Several years of working experience in a 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 and French.
- Good computer literacy.

### Position Environment and Dimensions

This position addresses itself to assisting member churches and emerging Lutheran churches in the Africa region in the fulfillment of proclamation and service/diakonia to communities through consultative services, programs and projects with a particular emphasis on building capacity towards a sustainable participation of the church in holistic mission.

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

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 actions with the Secretary for Project Implementation and Monitoring.

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

Dimensions: 33 LWF member churches (and some smaller emerging non-LWF member churches) in the Africa region;  
7 programs (clustered into 3) conducted with churches in the Africa region;  
100 projects in implementation stage.

### **Main Duties:**

1. Plans, organizes and supervises the work of the desk for the Africa regional expression, delegating specific responsibilities to staff in the unit.
2. Maintains contact with member churches, mission societies and supporting agencies, facilitates the establishment of contact among member churches and emerging Lutheran churches in the region and with the whole LWF organization.
3. Collects information on the life and work of LWF member churches and emerging Lutheran churches in the Africa region, 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 the Africa region, makes field trips to projects and programs and interprets LWF policies and decisions; and provides consultative services and/or accompanies member churches in conflict mediation and peace building.
5. Assumes responsibility for external representation of the Africa region.
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 Project Implementation and Monitoring.
7. Advocates and promotes the inclusion and participation of youth and women in the leadership and life of the church and 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, emerging Lutheran churches and/or ecumenical partner organizations, regional or sub-regional conferences, workshops, seminars and other meetings promoting visible expression of communion among LWF member churches, emerging Lutheran churches in the region and ecumenical commitment to unity, common witness and service/diakonia.
10. Plans LWF Programmatic actions in consultation with member churches in the Africa region, together with other desks and units and in line with the Strategic Priorities of the LWF Communion of Churches.
11. Performs all other related duties as assigned by the director.

### **Major Challenge**

To provide liaison and resource between LWF and member churches and emerging Lutheran churches in the Africa region in areas of evangelization, mission, diaconal actions, 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.