



# 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>Director for the Department for Mission and Development</b>
<b>Reports to:</b>	General Secretary
<b>Place of Assignment:</b>	Geneva, Switzerland
<b>Starting Date:</b>	1 September 2010 (negotiable)
<b>Duration of contract:</b>	Initial contract of 4 years

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### Required Qualifications:

- University degree in theology.
- Extensive experience in a senior management function involving project and program planning, financial and budget responsibility, staff supervision in an international environment, in an LWF member church, a mission society or an other organization.
- Competence in the area of missiology and diakonia.
- Fluency in English, working knowledge of German, French or Spanish an asset.
- Strong 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 **16 May 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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*P.O. Box 2100, Route de Ferney 150,  
CH-1211 Geneva 2, Switzerland  
Tel +41/22-791 61 11, Direct +41/22-791 64 71  
Fax +41/22-791 66 28, E-mail [sw@lutheranworld.org](mailto:sw@lutheranworld.org)*

LWF Eleventh Assembly  
Stuttgart, Germany  
20–27 July 2010



# THE LUTHERAN WORLD FEDERATION

## POSITION DESCRIPTION

<b>Department/Unit:</b>	Mission and Development	<b>Date:</b> 17.03.10 PD DMD
<b>Position Title:</b>	Director	
<b>Position No.:</b>	9310.01	
<b>Incumbent:</b>		
<b>Reports to:</b>	General Secretary	

### Basic Purpose

Plans, organizes and directs the activities of the Department for Mission and Development as it seeks to fulfill its mandate of assisting LWF member churches worldwide in their tasks, i.e. mission, evangelism and community development in line with the Terms of Reference for the department, LWF policies and procedures as well as the decisions of the LWF Council.

### Position Qualifications

- University degree in theology.
- Extensive experience in a senior management function involving project and program planning, financial and budget responsibility, staff supervision in an international environment, in an LWF member church, a mission society or an other organization.
- Competence in the area of missiology and diakonia.
- Fluency in English, working knowledge in other official languages of the LWF (German, French, Spanish) an asset.
- Strong computer literacy.

### Position Environment and Dimensions

This position addresses itself to fostering communion among Lutheran member churches and to working jointly with churches, agencies and groups worldwide, encouraging and assisting the latter in fulfilling their tasks in mission and evangelism, community development, communication, Christian education and the participation of men, women and youth in the life and work of the church.

The position holder is required to maintain a comprehensive overview of all activities in the department, to promote team approach among staff and to provide leadership and guidance to all desks in the unit. Comprehension of structures and functioning of church and non-church related international organizations is important. In-depth understanding of the mission of the church, its scope of spiritual outreach and its needs in proclamation and diakonia as well as the ability to undertake long-term project/program planning and to coordinate the work of staff in the department are essential.

Contact is maintained with LWF departments/units, LWF member churches, related agencies, WCC and other ecumenical organizations, LWF national committees and relevant government ministries.

As a member of the Cabinet, reports to Program Committee for Mission and Development and to the LWF Council.

**Dimensions:**

- approx. 45 global and functional programs;
- approx. 200 projects in implementation stage;
- approx. 50 new project requests annually.

**Main Duties:**

1. Plans, organizes and supervises the activities of the Department for Mission and Development, delegating specific responsibilities to staff in the department, fostering unity of purpose, coordination, team approach and team spirit;
2. manages the budgets for the Department for Mission and Development including monitoring of income and expenditures within the framework of LWF financial policies and procedures;
3. initiates, monitors and evaluates long-range planning with regard to projects and programs;
4. initiates and promotes joint cooperation, forums and programs with and between Lutheran churches, agencies and other groups in respect to their task of mission and evangelism;
5. assists LWF member churches in responding to the needs for community development, communication, Christian education, theological education, leadership training as well as the scholarship exchange programs through specific projects with financial support from LWF related agencies and other donors;
6. promotes cooperation between DMD and DWS in view of the common activities in the development area with special reference to those programs that will eventually be handed over to the member churches for management in implementation;
7. advocates and promotes patterns of full participation of women, youth, and persons with disabling conditions in the lives of church and society and, through inter- action with desk officers, ensures that such patterns are included in project/program planning;
8. ensures that consultative services as requested by LWF member churches, the LWF Council or other LWF departments/units are provided; encourages, supports and fosters ecumenical cooperation between Lutheran and other churches and ecumenical bodies;
9. assists in setting overall LWF priorities in the area of mission and development;
10. represents the department on the Cabinet level and various staff committees.

**Major Challenge**

To enhance communion among Lutheran churches and recognized congregations world-wide and to assist the latter in their common tasks of proclamation, mission and responding to the needs for the development of communities through specific programs and projects with the available financial and human resources. To develop working cooperative methods for mission, development and the media agencies at an international level. To create forums for dialogue and cooperation for mission and development agencies.