



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

Position:	Representative of the LWF and DWS program in Haiti/Caribbean
Place of Assignment:	Based in Port-au-Prince, Haiti
Starting Date:	1 September 2010
Duration of Contract:	Initial contract of three years

Qualifications

- Experience:** Several years of experience in the field managing development and emergency programs, preferably within the LWF system or partner agencies, LWF member churches or church-related organizations.
- Education:** University graduate in management, development science or social sciences, agriculture or related fields.
- Professional skills:** Experience with ecumenical partners, U.N. and NGOs. Awareness of the general political, economic and development dynamics of the region. Strong organizational and management skills.
- Language skills:** Fluency in French/Creole and English. Knowledge of Spanish would be an asset.
- Computer skills:** Knowledge of various computer software programs.
- Commitment:** to maintain good relations with local church structures and to train national staff and communities to increase their capacity for self-help and development.
- Christian commitment.** Applicants are required to obtain an **endorsement from the church** to which they belong.

Closing date

Applications should be sent by e-mail, mail or fax by **25 June 2010** to:

The Rev. Rudolf Renfer, Director for Personnel,
The Lutheran World Federation,
P.O. Box 2100,
CH-1211 Geneva 2 / SWITZERLAND

Applications (motivation letter and detailed curriculum vitae) should be sent in English with the names, e-mail addresses or fax numbers of three persons who know the applicant professionally.

June 2010 sw



JOB DESCRIPTION

for the post of

REPRESENTATIVE

of the Lutheran World Federation, Department for World Service (LWF/DWS) program in Haiti/Caribbean

The LWF/DWS Representative is responsible for the implementation of the LWF/DWS program in Haiti/Caribbean. He/she shall be based in Port-au-Prince, Haiti and is responsible to the LWF/DWS Director, who delegates this responsibility to the Program Coordinator and the respective Program Officer, for the overall supervision, implementation and administration of the following duties:

1. On Leadership

- a) Provides overall leadership to the LWF/DWS Program;
- b) promotes, implements and upholds the vision, mission, core values and objectives of the Global DWS strategy, as well as the country strategy and other approved documents for the country/region;
- c) facilitates and actively seeks to sharpen the profile of LWF/DWS as an international humanitarian organization through continuously striving to improve the quality of the program according to LWF/DWS' empowerment, rights-based and integrated approach;
- d) promotes and facilitates the establishment and strengthening of national and regional networks relevant to the LWF/DWS strategy for the region;
- e) represents the LWF/DWS at national and regional levels.

2. On Management

Programmatic work:

- a) is responsible for the planning, supervision, implementation, monitoring, documentation and administration of the LWF/DWS program in accordance with LWF/DWS policies, priorities, procedures and guidelines;
- b) ensures management systems in the country/region strengthen the smooth implementation of LWF programmatic work and facilitate accountability/quality assurance, learning and capacity building in the program;
- c) undertakes regular monitoring of program/project at sites in the country/region;
- d) makes proposals to LWF/DWS secretariat for any changes in the program, including new opportunities for service, program changes to better meet needs and facilitate transition/localization to the respective local partners;
- e) ensures the timely, accurate and relevant reports are submitted according to policies and guidelines of LWF and bilateral agreements.

Human Resources:

- f) acts as the direct supervisor of the country Program Coordinator and Finance Manager;
- g) develops staffing plans and supervises all matters pertaining to LWF/DWS program personnel, both national and international;
- h) Promote staff development
- i) ensures that new staff are provided with thorough orientation to the LWF's priorities and guiding principles as a humanitarian organization, the LWF/DWS field program and the project to which they are assigned;
- j) develops staffing plans and in accordance with LWF policies and procedures supervises all matters pertaining to LWF/DWS program personnel, both national and international;
- k) monitors and addresses security matters and informs/advises LWF/DWS secretariat. Develops and employs a security plan for all levels of field staff and visitors to the program;
- l) ensures that recruitment is gender-sensitive with the goal of gender balance within the staff, both in terms of numbers and levels of responsibility and ensuring that the skills of national staff are developed and utilized to the fullest extent possible for the furtherance of the program.

Fundraising and Finance:

- m) supervises the implementation of approved projects within the agreed budgets and subject to the availability of funds, including timely reporting;
- n) ensures the complimentary and close working relations of finance and program units;
- o) ensures efficient financial management of the program activities and administration, and ensures that the financial transactions are conducted in accordance with the relevant LWF priorities and LWF/DWS procedures;
- p) actively engages in negotiations with UN agencies, EU regional offices and other potential additional funding sources in order to maximize local fund raising;
- q) Maintain existing good relations with Related Agencies, others donors and partners and actively develop other partnerships.

3. On Program

- a) Ensures all emergency response and humanitarian interventions are undertaken in accordance with the guidelines, policies and procedures of ACT (Action by Churches Together) International, specifically concerning the Code of Conduct and the Sphere Project minimum standards.
- b) Promote disaster risk reduction by ensuring the program's capacity to rapidly respond to emerging situations such as a natural or manmade humanitarian crises;
- c) ensures that the different approaches stated in the DWS Global Strategy be incorporated into the projects, programs and polices of the Program.
- d) addresses, monitors and documents environmentally sound project implementation and in accordance with LWF's Guiding Principles for Sustainable Development, other relevant LWF/DWS polices and guidelines and internationally agreed standards;
- e) mainstreams gender and implements gender sensitivity in program measures.
- f) promotes accountability, especially to the disaster affected population, in all LWF/DWS emergency and development responses.

4. On Relations

- a) Maintains a close working and consultative relationship with the Federation of Protestant Churches and appropriate church-related partners through frequent informal coordination and collaboration. This function includes representation of LWF's other departments, especially DMD a close working and consultative relationship with LWF Member Church(es);
- b) plays an active role in the Action by Churches Together (ACT) Alliance in the region, especially local ACT forum, ensuring participation in joint planning and implementation, and providing support where possible;
- c) maintains the requisite consultative relationships with the relevant governmental authorities, national organizations and coordinates contacts with voluntary agencies engaged in rendering assistance related to the program objectives of LWF/DWS;
- d) maintains the requisite consultative relationships with the relevant national and international government and civil society organizations or, governments and international organizations engaged in advocacy in Haiti and the region;
- e) maintains close communication and cooperation with LWF's Related Agencies and their local offices;
- f) fosters and maintains good coordination and collaboration with international and bilateral cooperating and co-financing partners, particularly with UN (including clusters), the European Union (EU) governments and their agencies and other international and national NGOs;
- g) carries out cooperation with the relevant Department for Mission and Development (DMD) Area Secretary in the Geneva Secretariat on issues related to LWF Member Churches in the region.