

**TERMS OF REFERENCE
FOR THE
OFFICE FOR PERSONNEL**

As a unit within the General Secretariat, the function of this Office is to:

1. exercise the management of human resources in a manner that safeguards and balances the interests of the organization and of the staff, and to advocate and promote such practices throughout the organization;
2. recruit staff for the Lutheran World Federation in Geneva and abroad in accordance with LWF policies and regulations, appropriate Swiss legislation, and in consultation with appropriate departments and units;
3. be responsible for all contractual procedures in connection with the appointment, employment, renewal and termination of employment of staff;
4. provide personnel services in accordance with the policies and regulations of the LWF;
5. maintain job evaluation and performance appraisal systems; and
6. promote and facilitate staff development through training and counseling.