



# 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

## Types of Employment at the LWF

### Geneva Secretariat

#### ***Executive Staff***

Executive staff oversee the different units and desks of the Geneva secretariat and are under the direction of the LWF General Secretary. They implement decisions and strategic and operational mandates from the LWF [Council](#) and [Executive Committee](#).

With the exception of [Cabinet](#) members who are appointed by the LWF Council, executive staff are appointed by the Executive Committee for a four-year term of service, with the possibility of extending for a maximum of two subsequent three-year terms.

#### ***Administrative Staff (local recruitment only)***

Administrative staff provide administrative competence and skills enabling the different units of the Geneva secretariat to efficiently carry out their mandate. Administrative staff are under the leadership of the respective unit or desk director and are appointed by the General Secretary upon recommendation of the said director. Employment may be of limited or unlimited duration depending on the position duties.

#### ***Youth Interns***

Youth interns serve in a specific area of LWF work while gaining insight into the communion's life and activities. Youth interns are selected by the [LWF Youth Desk](#) in the Department for Mission and Development upon recommendation and endorsement by LWF member churches. Priority is given to candidates from LWF member churches in Africa, Asia, Latin America and Eastern Europe. Youth internships are of ten months' duration.

#### ***Other Interns and Trainees***

Short-term professional development placements are a means of gaining professional experience while supporting the work of the Geneva secretariat. Interested candidates offer their services to a given unit and generally are responsible for their own financial support. Terms range between six and twelve months.

#### ***Consultants***

The LWF may request the collaboration of consultants with an independent status for specific short-term assignments. Consultants are not employed by the LWF but receive a mandate with clearly defined terms of reference.

## Field Offices of the LWF Department for World Service

#### ***LWF/DWS Representatives***

Representatives direct the DWS field office in a given country or region and as such are responsible for implementation of DWS programs and projects. In addition, they represent the LWF with regard to local member churches, governments, civil authorities and UN entities. The first term of service is generally three years and may be renewed according to LWF International Field Regulations.

### ***Finance Managers***

Finance managers are responsible for all financial aspects of a given DWS field office and are under the leadership of the respective LWF/DWS representatives. Terms of service are determined by LWF International Field Regulations.

### ***Program Coordinators***

Program coordinators are responsible for DWS field office program implementation including reporting, monitoring and evaluation and are under the leadership of the respective LWF/DWS representatives. Terms of service are determined by LWF International Field Regulations.

### ***Technical Staff***

Technical staff assume duties requiring specialized competence—eg. engineering, water and sanitation, agriculture, logistics, refugee camp management—in a specific DWS field office. Terms vary and depend on the assignment.

### ***Volunteers***

Volunteers serve for a limited duration (minimum of three months) in a professional capacity with a specific DWS field office. Voluntary service is coordinated by the [Department for World Service](#) at the Geneva secretariat.

### ***Consultants***

The LWF may request the collaboration of consultants with an independent status for specific short-term assignments with a given DWS field office. Consultants are not employed by the LWF but receive a mandate with clearly defined terms of reference.

RUR/April 2009