



THE
LUTHERAN
WORLD
FEDERATION

Department for Planning
and Operations

Office for Human
Resources
lutheranworld.org

OPEN POSITION

Position:	Representative of the Lutheran World Federation, Department for World Service (LWF/DWS) Country Program in the Democratic Republic of Congo (DRC)
Place of Assignment:	Based in Goma
Starting Date:	To be negotiated
Duration of Contract:	Initial contract of three years

Required Qualifications:

- 1. Experience:** Significant working experience at management level in humanitarian assistance or development oriented programs within an international environment and preferably with church-related or non-governmental organizations. Knowledge and experience of cooperation with United Nations, governmental agencies and, international development cooperation in the field of humanitarian assistance, advocacy, human rights and sustainable development is essential.
- 2. Education:** University degree in development studies, agriculture, economics, technical or social studies.
- 3. Professional skills:** Strong leadership, conceptual and analytical skills and demonstrated organizational, management and supervisory skills. Team oriented, flexible and excellent communication skills.
- 4. Language skills:** Fluency in French and in English.
- 5. Computer skills:** Knowledge of various computer software programs.
- 6. Commitment:** To train national staff and communities to increase their capacity for self-help and development.
- 7. Christian commitment.** Applicants are required to obtain an **endorsement from the church** to which they belong.

Closing date:

Applications (including motivation letter, detailed curriculum vitae in English, church endorsement and copies of diplomas and work certificates) with the names and e-mail addresses of three references (two professional from present and/or previous employers/supervisors and one character reference) should be sent by **19 December 2014** to:

Ms Aline Ritchie
Head of Human Resources
The Lutheran World Federation
P.O. Box 2100
1211 Geneva 2, Switzerland
E-Mail: anw@lutheranworld.org

Position Description Date: November 2014	Position Title: Representative Department/Unit: Department for World Service Country Program in the Democratic Republic of Congo (DRC) Position No.: DRC3801 Incumbent:
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Direct Supervisor	LWF/DWS Director, who delegates this responsibility to the Global Program Coordinator and the Program Officer responsible for the region.
Supervises	LWF/DWS Program Coordinator, LWF/DWS Finance Manager, and other members of the Country Management Team.

Salary	
Grade:	19

Work Time	
Work time	100%
Travel	Extensive (more than 20 days/year)

Content of the position	
Basic Purpose	To provide overall leadership, representation and effective management of the LWF/DWS country program in DRC so as to achieve the intended results, outcomes and impacts for the focus groups and program participants of concern to LWF/DWS. This will include the formulation or adjustment of the Country Strategy and implementing it in an accountable and participatory manner and in accordance with approved LWF/DWS policies, manuals and guidelines, the Global LWF/DWS Strategy, the Representative's Work Plan and any other work plan or Terms of Reference (TOR) of the department,
Additional Study and Experience	
Basic Position Qualifications	
University level	<ul style="list-style-type: none"> • University degree or equivalent in development studies, agriculture, economics, technical or social studies. • Significant working experience at management level in humanitarian assistance or development oriented programs within an international environment and preferably with church-related or non-governmental organizations. • Strong leadership, conceptual and analytical skills and demonstrated organizational, management and supervisory skills. • Broad knowledge of LWF, its member churches and related agencies. • Knowledge and experience of cooperation with United Nations, governmental agencies and international development cooperation in the field of humanitarian assistance, advocacy and human rights, sustainable development is essential. • Team-oriented, flexible and excellent communication skills. • Computer skills.

Years of Experience	Requirement 3 to 7 years	Desirable 8 to 12 years
Language Knowledge	Requirement	Desirable
English	<i>Excellent</i>	<i>Excellent</i>
Experience in Supervision:	Yes	
Position Environment and Dimensions	The LWF/DWS Representative is responsible for the overall management and proper functioning of the LWF/DWS country program in DRC and shall be based in Goma.	
Main duties	<p>On Leadership</p> <ol style="list-style-type: none"> 1. Provides overall leadership to the LWF/DWS country program; including the formulation or adjustment of the Country Strategy; 2. 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; 3. 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; 4. promotes and facilitates the establishment and strengthening of national and regional networks relevant to the LWF/DWS strategy for the region; 5. represents the LWF/DWS at national and regional levels. <p>On Management</p> <p><u>Programmatic work:</u></p> <ol style="list-style-type: none"> 6. Is responsible for ensuring that the program is managed according to the standards and policies set out in the DWS Operations Manual; 7. is responsible for organizing the planning, supervision, implementation, monitoring, documentation and administration of the LWF/DWS program in accordance with the LWF/DWS policies, priorities, procedures and guidelines; 8. ensures management systems in the country/region strengthen the smooth implementation of LWF programmatic work and facilitate learning and capacity building in the program; 9. ensures that regular monitoring of program/project at sites in the country/region takes place by the responsible staff; 10. is responsible for introducing and promoting 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 in consultation with DWS Geneva; 11. ensures the timely, accurate and relevant reports are submitted according to agreements. <p><u>Human Resources:</u></p> <ol style="list-style-type: none"> 12. Acts as the direct supervisor of the Program Coordinator, the Finance Manager, other international staff and senior management staff at the country office level; 13. develops staffing plans and supervises all matters pertaining to LWF/DWS program personnel, both national and international; 	

14. 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;
15. develops staffing plans and in accordance with LWF policies and procedures supervises all matters pertaining to LWF/DWS program personnel, both national and international;
16. is responsible for staff safety and security issues in the country program. Monitors and addresses security matters and informs/advises LWF/DWS secretariat. Develops and updates security and evacuation plans for all levels of field staff and visitors to the program;
17. ensures that recruitment is gender-sensitive and ethnically inclusive 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:

18. Is responsible for ensuring that the finances of the program are managed according to the standards and policies set out in the DWS Finance Manual;
19. is responsible for the implementation of approved projects and budgets and ensuring accurate and timely reporting;
20. ensures the complementarity and close working relations of finance and program units;
21. ensures efficient financial management and viability of the country program including avoiding/minimizing deficits, managing risks and ensuring effective internal controls and administration to ensure that the financial transactions are conducted in accordance with local laws and international accounting standards and LWF/DWS policies and procedures;
22. is responsible for fundraising for the program and actively engages in negotiations with UN agencies, EU regional offices and other potential additional funding sources.

On Program

23. Ensures all emergency response and humanitarian interventions are undertaken in accordance with the guidelines, policies and procedures of the LWF/DWS, specifically concerning the Code of Conduct, the Sphere Project minimum standards and the HAP principles;
24. ensures that the different approaches stated in the DWS Global Strategy are incorporated into the projects, programs and policies of the country program;
25. mainstreams gender and implements gender sensitivity in program measures;
26. promotes accountability, especially to the disaster affected population, in all LWF/DWS emergency and development responses. This includes facilitating localization of the global DWS Accountability Framework and developing Complaints and Response Mechanisms in the country program.

On Relations

27. Maintains a close working and consultative relationship with LWF Member Church(es) and other appropriate church related partners through frequent informal coordination and collaboration;
28. plays an active role in the Action by Churches Together (ACT) Alliance in the region, especially local ACT forums, ensuring participation in joint planning and implementation and providing support where possible;

	<p>29. 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 the LWF/DWS;</p> <p>30. maintains close communication and cooperation with LWF's Related Agencies and their local offices;</p> <p>31. fosters and maintains good coordination and collaboration with international and bilateral cooperating and co-financing partners, particularly with UN, governments and their agencies and other international and national NGOs;</p> <p>32. 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.</p>
<p>Special duties (as a permanent task)</p>	<p>Fulfills any other such duties as may be assigned by the LWF/DWS Geneva office.</p>

Major Challenge: To ensure the stability and viability of the program in a context which is fragile, with significant challenges for ensuring ongoing funding and effective implementation, and with an unpredictable security environment requiring constant vigilance for the safety of colleagues.

MI/MF/18 November 2014