



THE
LUTHERAN
WORLD
FEDERATION

Department for Planning

Office for Human
Resources
lutheranworld.org

OPEN POSITION

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| Position: | Emergency Program Manager |
| Place of Assignment: | Dohuk, Kurdistan, Northern Iraq |
| Starting Date: | SINGLE POSTING As soon as possible |
| Duration of Contract: | Initial contract of 1 year |

Job Summary:

The Lutheran World Federation, Department for World Service, Program in Kurdistan, Northern Iraq is looking for a mature, qualified and experienced Emergency Program Manager to lead, manage and coordinate the operations in the country. The context is challenging as it involves long hours, working in difficult areas, working with many newly recruited staff (who are not yet familiar with LWF systems and policies), across many different sectors, demanding good coordination with other actors, and ensuring that the work is implemented as planned, within budget and on time. The Emergency Program Manager shall be based in Dohuk, with necessary field missions to other projects and areas of implementation as appropriate.

Qualifications

1. **Experience:** Proven experience in setting up and managing large emergency response projects.
2. **Education:** University degree in International Development, Agricultural or Environmental studies with relevant experience.
3. **Professional skills:** Strong coordination, organizational and management skills. Knowledge of planning, reporting and quality, accountability requirements of major donors. Experience with UN Agencies, bilateral donors, ecumenical partners and other NGOs. Awareness of the general political, economic and development dynamics of the region. **Excellent communication skills in both verbal and written English.** Kurdish and Arabic language knowledge would be an asset.
4. **Personal Attributes:** Cultural sensitivity and adaptability. High degree of integrity and professional responsibility.
5. **Commitment** to train national staff and communities to increase their capacity for self-help and development.

Applicants are required to be in sympathy with the core values of our organization.

Applications (motivation letter and detailed curriculum vitae in English), with the names and e-mail addresses of three persons who know the applicant professionally, should be sent by **10 February 2015** to:

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



Position Description

EMERGENCY PROGRAM MANAGER

of the Lutheran World Federation, Department for World Service (LWF/DWS) emergency operations in Kurdistan, Northern Iraq, based in Dohuk.

The LWF/DWS Emergency Program Manager is responsible for the quality and effectiveness of LWF/DWS's emergency response in Kurdistan, Northern Iraq. S/he is the leader of the emergency operations team, responsible and accountable for developing, coordinating and managing all emergency activities. S/he reports to the LWF/DWS Humanitarian Coordinator in Geneva, or the person designated by him/her.

The LWF/DWS Emergency Program Manager shall be based in Dohuk, Kurdistan with necessary field missions to other projects and areas of implementation as appropriate. The position shall be filled for an initial period of 12 months. Excellent English skills are required; Arabic/Kurdish language skills are desirable.

Duties and Responsibilities

1. On Leadership:

- a) provides overall leadership to the LWF/DWS Emergency Program and works closely with the country management team to ensure mutual accountability;
- b) promotes, implements and upholds the vision, mission, core values and relevant objectives of the Global LWF/DWS strategy, as well as the ACT (Action by Churches Together) and other donor partners project documents for the country;
- c) represents the LWF/DWS at national level.

2. On Management:

Programmatic work:

- a) s/he is responsible for the planning, supervision, implementation, monitoring, documentation and administration of the LWF/DWS emergency program in accordance with LWF/DWS policies, priorities, procedures and guidelines;
- b) ensures management systems in the country strengthen the smooth implementation of LWF programmatic work and facilitate learning and capacity building in the program;
- c) undertakes regular monitoring of programs/projects at sites in the country;
- d) ensures the timely, accurate and relevant reports meet quality and are submitted according to agreements.

Human Resources:

- e) acts as the direct supervisor of senior program and finance staff;
- f) 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;
- g) monitors and addresses security matters and informs/advises the LWF/DWS secretariat, develops and employs a security plan for all levels of field staff and visitors to the program;
 - h) ensures that recruitment is gender-sensitive with the goal of gender balance within the staff, both in terms of numbers and levels of responsibility;
 - i) ensures that the skills of national staff are developed and utilized to the fullest extent possible for the furtherance of the program.

Fundraising and Finance:

- a) supervises the implementation of approved projects within the agreed budgets and subject to the availability of funds and ensures timely reporting;
- b) ensures close and complementary working relations of finance and program units;
- c) ensures efficient financial management of the program activities and administration, and ensures that the financial transactions are conducted in accordance with the relevant LWF/DWS priorities and procedures;
- d) actively engages in negotiations with UN agencies, EU regional offices and other potential additional funding sources in order to maximize local fund raising;

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) Alliance, with specific reference to the Code of Conduct and the Sphere Project minimum standards;
- b) mainstreams gender and implements gender sensitivity in the Program;
- c) promotes accountability, especially to the disaster affected population, in all LWF/DWS emergency responses.

4. On Relations:

- a) maintains a close and consultative working relationship with CAPNI (Christian Aid Program Nohadra Iraq) and other appropriate church-related partners through frequent informal contact, coordination and collaboration;
- b) plays an active role in the Action by Churches Together (ACT) alliance in the region, ensuring joint planning and implementation, and providing support where possible;
- c) maintains the requisite consultative relationships with the relevant governmental authorities, national organizations and voluntary agencies engaged in rendering assistance related to the program objectives of LWF/DWS;
- d) maintains close communication and cooperation with LWF's Related Agencies and their local offices;
- e) fosters and maintains good coordination and collaboration with international and bilateral funding partners, particularly the UN, governments and their agencies, LWF related agencies and other international and national NGOs;

5. Other issues;

- a) Fulfills any other duties as may be assigned by the LWF/DWS Geneva office.

Challenges for the position:

The Emergency Program Manager must have experience in setting up and managing large emergency response projects which demand long hours, working in difficult areas, security threats, working with many newly recruited staff (who are not yet familiar with LWF systems and policies), across different sectors, demanding good coordination with other actors, and ensuring that the work is implemented as planned, within budget and on time.