



THE
LUTHERAN
WORLD
FEDERATION

Department for Planning
and Operations

Open Position in the Lutheran World Federation Department for World Service

Office for Human Resources
lutheranworld.org

The Lutheran World Federation (LWF) is an international organization comprising 144 Lutheran (Protestant) member churches worldwide, active in theological issues, social work, humanitarian assistance and development programs in over 30 countries.

The Department for World Service (DWS) is the international humanitarian and development arm of LWF. DWS works with local and international partners to alleviate suffering, combat injustice and poverty, and lay the foundation for a life in dignity for all. More than 4,000 committed staff persons work for DWS in remote areas and often insecure situations, touching the lives of over 2 million people across 33 countries in Africa, Asia, Latin America and the Caribbean.

Position:	Program Assistant (RBA projects) Department for World Service (DWS)
Place of Assignment:	Geneva, Switzerland
Starting Date:	Immediately
Duration and % of Contract:	One year initially at 40% (may increase up to 100% subject to further funding)

Only Swiss or valid work permit holders, or those with automatic eligibility, will be considered

The Program Assistant (Rights Based Approach projects) will be an important link between DWS's work in country programs and the work of other LWF departments (especially Office for International Affairs and Human Rights, also Department for Mission and Development). S/he will also collaborate with staff in related agencies engaged in this area of work, and with colleagues and counterparts in country programs, locally and nationally. The work focuses on facilitating local and national actors to take action and to articulate their voice. S/he will have a pivotal role in implementation of RBA projects focused on 1. land rights/livelihoods ('Flagship' project) and 2. the UPR mechanism, as these come on stream during 2015, focused initially on Mozambique, Angola, Myanmar, Nepal, East and Horn of Africa.

Required qualifications:

- Master's degree in humanitarian or development work, international affairs and/or other relevant subject.
- Field experience in emergency response or development is highly desirable and a clear understanding of RBA is essential.
- Experience of project delivery, coordination, monitoring and reporting. Understanding and aptitude with project finances.
- Strong computer literacy and interpersonal, verbal and written communication. Strong organizational, relational and enabling skills, with diplomacy, respect and a supportive approach, facilitating partners. An ability to get things done.
- Fluency in English. Other relevant languages (French, Spanish, Portuguese, German) would be an asset.

Applications (motivation letter and detailed curriculum vitae in English) with the names of three references should be sent by **11 January 2015** 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	Position Title: Program Assistant (RBA projects)
Date: December 2014	Department/Unit: Department for World Service Geneva
	Position No.: 9430.01
	Incumbent: to be hired

Direct Supervisor	LWF/DWS Global Program Coordinator, in liaison with the LWF Advocacy Officer and LWF/DWS global focal point for rights-based approaches (RBA)
Supervises	n/a

Salary	
Grade	To be confirmed

Work Terms	
Work time	Initially 40%, but may increase (up to 100%) during 2015 as further project funding comes on stream.
Duration	Project-funded post; project duration up to 3 years. Initial contract is for one year.
Travel	<input checked="" type="checkbox"/> initially limited (7 – 19 days/year) but may increase when/if % post increases

Content of the position	
Basic Purpose	To support LWF's engagement in local to global RBA and advocacy, facilitating local actors and national civil society to take action and articulate their voice, so as to achieve impact in the country programs and communities where we work. Specifically to provide coordination support for projects focused on 1. the thematic area of livelihoods and land rights, and 2. the UPR mechanism, carrying out international-level advocacy, in order to ensure the coherence and implementation of the projects across a number of countries, linking local impact and RBA to national and international-level advocacy.
Basic Position Qualifications	<ul style="list-style-type: none"> • Master's degree in humanitarian or development work, international affairs and/or other relevant subject. • Field experience in emergency response or development is highly desirable, and a clear understanding of RBA is essential. • Proven policy and advocacy aptitude with a clear focus on results/impact; ideally with a background in land rights/livelihoods issues and/or UN human rights mechanisms. • Experience of project delivery, coordination, monitoring and reporting. Understanding and aptitude with project finances. • Fluency in English. Ability in other relevant languages a distinct advantage. • Strong organizational, relational and enabling skills, with diplomacy, respect and a supportive approach, facilitating partners. An ability to get things done. • Strong computer literacy and interpersonal, verbal and written communication. • The right to live and work in Switzerland so as to be able to take up the post as soon as possible from January 2015.
<input checked="" type="checkbox"/> University (Masters)	

	<p>colleagues, counterparts and other actors across the globe, including through strong communication and routine practical and administrative activities;</p> <ol style="list-style-type: none"> 5. Policy: Support and contribute to the development of policy positions in relevant thematic areas; contribute to the strengthening of LWF's RBA engagement more generally, using this approach and vocabulary in a way which is accessible and pragmatic; 6. Project proposals and development: explore, develop and write or co-write project proposals to secure further external funding in these areas; 7. Administration: events, workshops, basic administrative tasks as required; 8. Support: support senior colleagues in facilitating their representative roles; 9. Travel: carry out overseas travel in Europe and worldwide including possibly to remote areas; 10. Other: other appropriate tasks as requested by the supervisor.
<p>Special duties (as a permanent task)</p>	

<p>Major Challenge</p> <ul style="list-style-type: none"> • To play a key supportive role in ensuring delivery of this project-based approach to RBA and advocacy which facilitates local and national actors, and demonstrates impact in the field, and at national and international level.
