



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

General Secretariat / Office for Personnel

VACANCY ANNOUNCEMENT

Position:	Regional Representative of the LWF/DWS Program in Central America
Place of Assignment:	based in El Salvador
Starting Date:	to be negotiated
Duration of Contract:	initial contract of three years

Qualifications

- Experience:** Several years of experience in the field managing development and emergency programs, preferably within the LWF system or partner agencies, LWF member churches or church-related organizations.
- Education:** University graduate in management, development science or social sciences, agriculture or related fields.
- Professional skills:** Knowledge of church structures and experience with related agencies, ecumenical partners, UN and NGOs. Awareness of the general political, economic and development dynamics of the region. Strong organizational, communication, fundraising and advocacy skills.
- Language skills:** Fluency in Spanish and English.
- Computer skills:** Knowledge of various computer software programs.
- Commitment** to train national staff and communities to increase their capacity for self-help and development.
- Christian** commitment. Applicants are required to obtain an **endorsement from the church** to which they belong.

Closing date

Applications should be sent by e-mail, mail, or fax by **8 August 2010** to:

The Rev. Rudolf Renfer
Director for Personnel
The Lutheran World Federation
P.O. Box 2100
1211 Geneva 2 / SWITZERLAND

Applications (motivation letter and detailed curriculum vitae) should be sent in English with the names, e-mail addresses or fax numbers of three persons who know the applicant professionally.

June 2010 sw



POSITION DESCRIPTION

for the post of

REGIONAL REPRESENTATIVE

of the Lutheran World Federation, Department for World Service (LWF/DWS) Program in Central America

The LWF/DWS Regional Representative is responsible for the implementation of the LWF/DWS program in Central America. He/she shall be based in San Salvador, El Salvador and is responsible to the LWF/DWS Director, who delegates this responsibility to the Program Coordinator and the respective Program Officer, for the overall supervision, implementation and administration of the following duties:

1. On Leadership

- a) Provides overall leadership to the LWF/DWS Program;
- b) promotes, implements and upholds the vision, mission, core values and objectives of the Global DWS strategy, as well as the regional strategy and other approved documents for the region;
- c) 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;
- d) promotes and facilitates the establishment and strengthening of national and regional networks relevant to the LWF/DWS strategy for the region;
- e) represents the LWF/DWS at national and regional levels.

2. On ManagementProgrammatic work:

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

Human Resources:

- f) acts as the direct supervisor of the Regional Program Coordinator and Finance Manager;
- g) develops staffing plans and supervises all matters pertaining to LWF/DWS program personnel, both national and international;
- h) 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;
- i) develops staffing plans and in accordance with LWF policies and procedures supervises all matters pertaining to LWF/DWS program personnel, both national and international;
- j) monitors and addresses security matters and informs/advises LWF/DWS secretariat. Develops and employs a security plan for all levels of field staff and visitors to the program;
- k) ensures that recruitment is gender-sensitive 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:

- l) supervises the implementation of approved projects within the agreed budgets and subject to the availability of funds, including timely reporting;
- m) ensures the complimentary and close working relations of finance and program units;
- n) ensures efficient financial management of the program activities and administration, and ensures that the financial transactions are conducted in accordance with the relevant LWF priorities and LWF/DWS procedures;
- o) 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) International, specifically concerning the Code of Conduct and the Sphere Project minimum standards.
- b) ensures that the different approaches stated in the DWS Global Strategy be incorporated into the projects, programs and policies of the Program.
- c) addresses, monitors and documents environmentally sound project implementation and in accordance with LWF's Guiding Principles for Sustainable Development, other relevant LWF/DWS policies and guidelines and internationally agreed standards;
- d) mainstreams gender and implements gender sensitivity in program measures.

4. On Relations

- a) Maintains a close working and consultative relationship with LWF Member Church(es) and other appropriate church-related partners through frequent informal coordination and collaboration;
- b) plays an active role in the Action by Churches Together (ACT) alliance in the region, especially local ACT foras, ensuring participation in joint planning and implementation, and providing support where possible;
- c) 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 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 cooperating and co-financing partners, particularly with UN, governments and their agencies and other international and national NGOs;
- f) 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.

5. Other issues

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