



THE  
LUTHERAN  
WORLD  
FEDERATION

Department for Planning  
and Operations

Office for Human  
Resources  
lutheranworld.org

## OPEN POSITION

<b>Position:</b>	<b>Representative of the Lutheran World Federation, Department for World Service (LWF/DWS) Country Program in South Sudan</b>
<b>Place of Assignment:</b>	Based in Juba
<b>Starting Date:</b>	To be negotiated
<b>Duration of Contract:</b>	Initial contract of three years

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### Required Qualifications:

- 1. Experience:** Proven 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 English.
- 5. Commitment:** To train national staff and communities to increase their capacity for self-help and development.
- 6. 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 **25 October 2015** to:

Ms Aline Ritchie  
Head of Human Resources  
The Lutheran World Federation  
P.O. Box 2100  
1211 Geneva 2, Switzerland  
E-Mail: [lwf\\_hraplicants@lutheranworld.org](mailto:lwf_hraplicants@lutheranworld.org)



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<b>Position Description</b>	<b>Position Title: Representative</b>
<b>Date: September 2015</b>	<b>Department/Country Program: World Service / South Sudan</b>
	<b>Incumbent: To be hired</b>

<b>Direct Supervisor:</b>	LWF/DWS Program Officer responsible for the region
<b>Supervises:</b>	South Sudan Country Program Coordinator, Finance Manager, and other members of the Country Management Team

<b>Salary</b>	
Grade:	19

<b>Work Time</b>	
Work time %	100%
Travel	<input checked="" type="checkbox"/> extensive (more than 20 days/year) <input type="checkbox"/> limited (7 – 19 days/year) <input type="checkbox"/> little (less than 7 days/year) <input type="checkbox"/> none

<b>Content of the position</b>	
<b>Basic purpose</b>	Provide overall leadership, representation and effective management of the Lutheran World Federation, Department for World Service (LWF/DWS) Country Program in South Sudan 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 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.
<b>Basic Position Qualifications</b>	<ul style="list-style-type: none"> <li>• University degree or equivalent in development studies, agriculture, economics, technical or social studies.</li> <li>• 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.</li> <li>• Strong leadership, conceptual and analytical skills and demonstrated organizational, management and supervisory skills.</li> <li>• 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.</li> <li>• Team-oriented, flexible and excellent communication skills.</li> <li>• Computer skills.</li> </ul>
	<input type="checkbox"/> Three or four years of job training apprenticeship) <input type="checkbox"/> Secondary-level high school/technical/commercial school <input type="checkbox"/> Tertiary-level technical/commercial college <input checked="" type="checkbox"/> University

<b>Additional Study and Experience</b>	Broad knowledge of LWF, its member churches and related agencies.					
<b>Years of Experience</b>	<b>Requirement</b>		<b>Desirable</b>			
	<input type="checkbox"/> 0 to 2 years	<input checked="" type="checkbox"/> 3 to 7 years	<input type="checkbox"/> 0 to 2 years	<input type="checkbox"/> 3 to 7 years	<input checked="" type="checkbox"/> 8 to 12 years	<input type="checkbox"/> over 13 years
	<input type="checkbox"/> 8 to 12 years	<input type="checkbox"/> over 13 years	<input checked="" type="checkbox"/> 8 to 12 years	<input type="checkbox"/> over 13 years		
<b>Language Knowledge</b>	<b>Requirement</b>			<b>Desirable</b>		
	Basic knowledge	Speak and understand	Write and discuss	Basic knowledge	Speak and understand	Write and discuss
English			x			
French						
German						
Spanish						
Other :						
<b>Experience in Supervision</b>	<input checked="" type="checkbox"/> yes <input type="checkbox"/> no					
<b>Position Environment and Dimensions</b>	The LWF/DWS Country Representative is responsible for overall management and proper functioning of the LWF/DWS program in South Sudan and shall be based in Juba.					
<b>Main duties</b>	<p><b><u>On Leadership</u></b></p> <ol style="list-style-type: none"> <li>1. Provides overall leadership to the LWF/DWS Country Program; including the formulation or adjustment and implementation of the Country Strategy;</li> <li>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;</li> <li>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;</li> <li>4. Promotes and facilitates the establishment and strengthening of national and regional networks relevant to the LWF/DWS strategy for the region;</li> <li>5. Represents the LWF/DWS at national and regional levels.</li> </ol> <p><b><u>On Management</u></b></p> <p><u>Programmatic work:</u></p> <ol style="list-style-type: none"> <li>6. Is responsible for ensuring that the program is managed according to the standards and policies set out in the DWS Operations Manual;</li> <li>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;</li> <li>8. Ensures management systems in the country/region strengthen the</li> </ol>					

	<p>smooth implementation of LWF programmatic work and facilitate learning and capacity building in the program;</p> <ol style="list-style-type: none"> <li>9. Ensures that regular monitoring of program/project at sites in the country/region takes place by the responsible staff;</li> <li>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;</li> <li>11. Ensures the timely, accurate and relevant reports are submitted according to agreements.</li> </ol> <p><u>Human Resources:</u></p> <ol style="list-style-type: none"> <li>12. Acts as the direct supervisor of the Country Program Coordinator, the Finance Manager;</li> <li>13. Develops staffing plans and supervises all matters pertaining to LWF/ DWS program personnel, both national and international;</li> <li>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;</li> <li>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;</li> <li>16. Is responsible for staff safety and security issues in the Country Program. Monitors and addresses security matters and informs/advises the LWF/DWS Communion Office. Develops and employs a security plan for all levels of field staff and visitors to the program;</li> <li>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.</li> </ol> <p><u>Fundraising and Finance:</u></p> <ol style="list-style-type: none"> <li>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;</li> <li>19. Is responsible for the implementation of approved projects within the agreed budgets and subject to the availability of funds, including timely reporting;</li> <li>20. Ensures the complementarity and close working relations of finance and program units;</li> <li>21. 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;</li> <li>22. Is responsible for fundraising for the program and actively engages in negotiations with U.N. agencies, EU regional offices and other potential additional funding sources.</li> </ol> <p><u><b>On Program</b></u></p> <ol style="list-style-type: none"> <li>23. Ensures all emergency response and humanitarian interventions are undertaken in accordance with the guidelines, policies and procedures of Action by Churches Together (ACT) Alliance, specifically concerning the Code of Conduct, the Sphere Project minimum standards and the HAP principles;</li> </ol>
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	<p>24. Ensures that the different approaches stated in the DWS Global Strategy are incorporated into the projects, programs and policies of the Country Program;</p> <p>25. Mainstreams gender and implements gender sensitivity in program measures;</p> <p>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.</p> <p><b><u>On Relations</u></b></p> <p>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;</p> <p>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> <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 U.N., 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 Communion Office on issues related to LWF member churches in the region.</p>
<b>Special duties</b>	As may be assigned by the direct supervisor.
<p><b>Major Challenges</b>  To ensure the stability and effectiveness of the Program in a highly unpredictable programming, context, particularly in relation to conflict, logistics and security constraints. The CR has to ensure the program remains vibrant, well-funded and develops its reputation as a reliable and effective partner for the focus groups, UN agencies, LWF Related Agencies, Institutional donors, other NGO partners and the Government.</p>	