



THE  
LUTHERAN  
WORLD  
FEDERATION

Department for Planning  
and Operations

Office for Human  
Resources  
lutheranworld.org

## **Open Position in the LWF Communion Office**

***“Liberated by God’s grace, a communion in Christ living and working together for a just, peaceful, and reconciled world.”***

This is the vision statement adopted by the Council of the Lutheran World Federation (LWF) for the LWF strategy 2012 - 2018.

Working for dignity and justice with compassion and commitment, the LWF as a global communion of churches respects diversity, in culture, history, theological understandings, perspectives on moral and ethical questions, and practice of ministry, mission and service, as a richness of God’s creation.

---

<b>Position:</b>	<b>Program Officer (Asia) in the Department for World Service</b>
<b>Place of Assignment:</b>	Geneva, Switzerland
<b>Starting Date:</b>	To be negotiated
<b>Duration of Contract:</b>	Initial contract of 5 years

---

The Department for World Service is the international humanitarian and development arm of the Lutheran World Federation. World Service 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 5,000 committed staff persons work for World Service 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.

### **Required Qualifications:**

- Master’s degree in humanitarian or development work, and/or other related social science.
- Several years of professional experience in emergency response or development in a management role. Experience working with NGOs, UN agencies or faith based organizations.
- Experience in the supervision of staff and ensuring compliance and quality of the work.
- Fluency in English and proven working knowledge of languages relevant to the Asia region.
- Strong organizational, relational and enabling management skills, with diplomacy, respect and a supportive approach.
- Strong computer literacy and interpersonal, verbal and written communication.

**Candidates for this position require a Church Endorsement.**

### **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 **30 April 2016** 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)



THE  
LUTHERAN  
WORLD  
FEDERATION

Department for Planning  
and Operations

Office for Human  
Resources  
lutheranworld.org

<b>Position Description</b>	<b>Position Title: Program Officer (Asia)</b>
<b>Date: April 2016</b>	<b>Department/Unit: World Service</b>
	<b>Incumbent: Vacant</b>

<b>Direct Supervisor:</b>	Global Program Coordinator
<b>Supervises:</b>	LWF World Service Representatives in assigned Country Programs

<b>Salary</b>	
Grade:	18

<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>	The Lutheran World Federation, Department for World Service Program Officer is responsible to provide support to the World Service Country Programs and humanitarian operations in Asia to ensure they fulfil highest programmatic and administrative standards. S/he shall be based in Geneva and is responsible to the World Service Global Program Coordinator.
<b>Basic Position Qualifications</b>	<ul style="list-style-type: none"> <li>• Master's degree in humanitarian or development work, and/or other related social science.</li> <li>• Several years of professional experience in emergency response or development in a management role. Experience working with NGOs, UN agencies or faith based organizations. Experience in the supervision of staff and ensuring compliance and quality of the work.</li> <li>• Fluency in English and proven working knowledge of languages relevant to the Asia region.</li> <li>• Strong organizational, relational and enabling management skills, with diplomacy, respect and a supportive approach.</li> <li>• Strong computer literacy and interpersonal, verbal and written communication.</li> </ul>
<b>Additional Study and Experience</b>	

- Three or four years of job training apprenticeship)
- Secondary-level high school/technical/commercial school
- Tertiary-level technical/commercial college
- University

<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"/> 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 : Relevant to region					x	x

<b>Experience in Supervision</b>	<input checked="" type="checkbox"/> yes <input type="checkbox"/> no
<b>Position Environment and Dimensions</b>	<p>The Program Officer (PO) provides support to and ensures compliance in the Country Programs s/he is responsible for. The PO works with the coordination, overseeing and monitoring of the World Service Country Programs and possible emergency response in Asia. S/he is the direct line manager of the Representatives in the Country Programs. This supervisory role must be carried out with an enabling and empowering approach.</p> <p>The work is carried out within the context of LWF's policies and guidelines and the procedural and budgetary framework determined by the organization. It requires a high degree of initiative and ability to prioritise while remaining clear on the non-negotiable aspects of compliance and accountability required.</p>
<b>Main duties</b>	<p><b><u>On Support to the Country Programs</u></b></p> <p><b>1. Ensure coherence of policies and relevance of program work (strategic level)</b></p> <ul style="list-style-type: none"> <li>• Provide comprehensive analysis of country context and implications for program work;</li> <li>• Provide analysis of program work (relevance, trends, appropriateness);</li> <li>• Ensure adherence to country strategy focus and direction;</li> <li>• Ensure compliance to World Service policies and national guidelines;</li> <li>• Promote accountability to affected populations;</li> <li>• Inform and disseminate relevant policies, news and information to the Country Programs.</li> </ul> <p><b>2. Ensure quality performance of Country Programs and emergency operations</b></p> <ul style="list-style-type: none"> <li>• Engage actively with the LWF Representatives as their supervisor and primary contact point and supporter in Geneva;</li> <li>• Support Country Programs and emergency operations on necessary</li> </ul>

	<p>actions at program and project levels;</p> <ul style="list-style-type: none"> <li>• Ensure that the management teams in the Country Programs work together actively;</li> <li>• Promote proactive risk management and scenario or contingency planning;</li> <li>• Ensure high quality standard of program and project plans</li> <li>• Ensure timely reporting of Country Programs;</li> <li>• Carry out dynamic monitoring and feedback of Country Programs.</li> </ul> <p><b>3. Ensure Financial Viability, Accountability and Fund Raising</b></p> <ul style="list-style-type: none"> <li>• Support the Country Programs and emergency operations to stay or become financially sound and viable;</li> <li>• Support the Country Programs to have effective resource mobilization strategy, and together with field staff work on country specific funding strategy;</li> <li>• Assure accountable, transparent and corruption-free operations: act on early signs, and do damage control, where appropriate and necessary.</li> </ul> <p><b>4. Ensure expertise and competence in the Country Programs</b></p> <ul style="list-style-type: none"> <li>• Provide regular feedback and periodic performance assessment of senior management staff;</li> <li>• Support Country Programs in senior staffing decisions;</li> <li>• Analyse and support training and capacity building needs of staff;</li> <li>• Ensure the sharing of best practices and promote learning across Country Programs.</li> </ul> <p><b>5. Develop and nurture partner relations</b></p> <ul style="list-style-type: none"> <li>• Maintain a close working and consultative relationship with LWF member churches, appropriate church-related partners, ecumenical bodies and interfaith partners;</li> <li>• Promote the involvement of local partners in planning, monitoring and evaluation of the program;</li> <li>• Network actively with the related agencies in the country and the relevant peers in Geneva and promote collaboration at all levels;</li> <li>• Nurture relations with UN, government and various networks related to the Country Program and emergency operations;</li> <li>• Carry 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.</li> </ul>
<b>Special duties</b>	<p>Given the continuing challenges posed by the conflict in the Middle East and possible new emergency operations being started in Turkey (among others), it is expected that this position will also be dealing with new emergency initiatives in Asia.</p>
<p><b>Major Challenges</b></p> <ul style="list-style-type: none"> <li>• To ensure that Country Programs and emergency operations under the position holder's assignment fulfill the highest programmatic and administrative standards.</li> <li>• To coordinate, facilitate and monitor the implementation of complex and multi-sectorial programming in an accountable and efficient way, in spite of financial or other constraints.</li> <li>• To develop her/his own skills and career path.</li> </ul>	