



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.”***

The Lutheran World Federation Council authorized a new structure for the LWF Communion Office in June 2019, that responds to the LWF Strategy 2019 – 2024, with a stronger focus on communion relationships, more synergy between theology, mission and justice, and increased collaboration, to better accompany the member churches as they witness and serve together in the world.

A key change is the creation of a new Department for Theology, Mission and Justice bringing together theological studies and member church-related program work and a new team in that department called Action for Justice.

The structural changes will take effect on 1 January 2020.

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<b>Position:</b>	<b>Program Executive for Member Church Projects (80%)</b>
<b>Place of Assignment:</b>	Geneva, Switzerland
<b>Starting Date:</b>	As soon as possible
<b>Duration of Contract:</b>	Initial contract of 5 years

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### **Basic purpose:**

To be responsible for projects initiated and implemented by Member Churches (MCs) but coordinated by the LWF, following LWF guidelines. Hence, s-he is responsible to gather and screen project briefs and is instrumental in monitoring the implementation and presenting the state of affairs and new project for approval by the Committee for MC projects. S-he assists MCs in their efforts to plan, organize and implement LWF-related projects through project management capacity building. S-he cooperates with the Program Executive for Diakonia and Development who oversees the global program work with MCs and ecumenical partners.

### **Required qualifications:**

- University degree in development studies, social studies, economics or business administration.
- Proficiency in project management software; conversant in Office Suite.
- Fluent in written and spoken English. Working knowledge of German, French, Spanish is desirable.

### **Additional study and experience**

- At least 4 years of proven experience in a position involving project planning, management and administration in an international environment, preferably with MCs, mission society or church related organizations.
- Working experience in a developing country. Working experience with international standards in the area of PME and their implication in church projects.
- Working experience in audit reports and processes analysis.

**Candidates for this position require a church endorsement**

**Closing date for applications: 1 December 2019**

**To apply, click on the following link:**

[https://lutheranworld.recruiterbox.com/jobs/fk03oob?cjb\\_hash=O\\_MucY29&apply\\_now=true](https://lutheranworld.recruiterbox.com/jobs/fk03oob?cjb_hash=O_MucY29&apply_now=true)



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<b>Position Description</b>	<b>Position Title: Program Executive for Member Church Projects</b> <b>Department: Theology, Mission and Justice</b> <b>Date: July 2019</b> <b>Incumbent: NEW POSITION</b>
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<b>Supervisor's title:</b>	Program Executive for Diakonia and Development
<b>Supervises:</b>	None

<b>Grade of the position:</b>	17
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<b>Work Time</b>	80 %
Average travel days per year	<input checked="" type="checkbox"/> extensive (more than 20) <input type="checkbox"/> limited (7 – 19) <input type="checkbox"/> little (less than 7) <input type="checkbox"/> none

<b>Content of the position</b>	
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<b>Purpose</b>	<p>The Department for Theology, Mission and Justice (DTMJ) is primarily responsible for programs and themes geared towards supporting the presence and witness of the Member Churches (MCs) of the Lutheran World Federation – a Communion of Churches (LWF) globally and locally. DTMJ also houses the advocacy unit of the LWF.</p> <p>DTMJ develops and inspires theological reflection that articulates the understanding of being Lutheran churches in communion. It discerns and addresses issues that represent theological challenges to the churches today and require global reflection. It supports, equips and strengthens LWF MCs in holistic mission. LWF is a faith-based organization with a strong commitment to human rights and a long-lasting engagement with the UN.</p> <p>DTMJ programs are related to Theological Studies, Churches in Mission and Action for Justice and cover a wide area of themes, among them building the capacity of member churches and their projects, and contribute to the LWF communion building. The purpose of the work done by the team “Churches in Mission” is to support, equip and strengthen LWF MCs in their holistic mission through reinforcing their leadership capacities and organizational / structural development, including youth and women.</p> <p>The incumbent is responsible for projects initiated and implemented by MCs but coordinated by the LWF, following LWF guidelines. Hence, s-he is responsible to gather and screen project briefs and is instrumental in monitoring the implementation and presenting the state of affairs and new project for approval by the Committee for MC projects. S-he assists MCs in their efforts to plan, organize and implement LWF-related projects through project management capacity building. S-he cooperates with the Program Executive for Diakonia and Development who oversees the global program work with MCs and ecumenical partners.</p>
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<b>Required Qualifications</b>	<ul style="list-style-type: none"> <li>• University degree or equivalent in development studies, social studies, economics or business administration.</li> <li>• Training/Diploma in Project Management.</li> <li>• Proficiency in project management software; conversant in Office Suite.</li> <li>• Excellent written and spoken English. Working knowledge of German, French, Spanish is desirable.</li> <li>• Church endorsement required.</li> </ul>
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<b>Additional Study and Experience</b>	<ul style="list-style-type: none"> <li>• At least 4 years of proven experience in a position involving project planning, management and administration in an international environment, preferably with MCs, mission society or church related organizations.</li> <li>• Working experience in a developing country.</li> <li>• Working experience with international standards in the area of PME and their implication in church projects.</li> <li>• Working experience in audit reports and processes analysis.</li> <li>• First-hand knowledge of LWF MCs or other churches within the ecumenical movement.</li> </ul>
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<b>LWF Core Skills</b>	<ul style="list-style-type: none"> <li>• Analytical thinking</li> <li>• Initiative</li> <li>• Working effectively with others</li> <li>• Leadership</li> <li>• Achieving results</li> <li>• Accountability</li> </ul>	<p>Level high Level high Level high Level confirmed Level confirmed Level confirmed</p>
<b>Required Skills</b>	<ul style="list-style-type: none"> <li>• Project management</li> <li>• Facilitation / Negotiation</li> <li>• Communication</li> <li>• Innovation</li> <li>• Resources management / Fund raising</li> <li>• Promotion</li> </ul>	<p>Level high Level high Level high Level confirmed Level confirmed Level confirmed</p>
<b>People Management Skills</b>	<input type="checkbox"/> yes <input checked="" type="checkbox"/> no	

<b>Position Environment and Dimensions</b>	<p>Covers 65 countries / projects</p> <ul style="list-style-type: none"> <li>• <b>Internally</b>, as a member of the Church in Mission team, mainly interacts with DTMJ Diakonia and Development Team and DTMJ Support Team, with communication staff in DPC, and regional secretaries. Collaborates with other DTMJ program staff and LWF departments on Project Management issues and coordination, in particular with AFJ programs and DWS.</li> <li>• <b>Externally</b>, interacts and cooperates with project holders in MCs, donors and related agencies, ecumenical organizations, and any other LWF stakeholders concerned.</li> </ul>
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<b>Main duties</b>	<p><b>Organisational Development Support</b></p> <ul style="list-style-type: none"> <li>• Frames organisational needs and develops capacity building activities in MCs on project management accordingly.</li> <li>• Provides coordination for the MC's projects under her/his responsibility, including conceptual and methodological development.</li> <li>• Engages with MCs and develop the relationships between these churches and the Department for World Service country programs in relation to the projects.</li> <li>• Coordinates and supports the selection, planning, monitoring, evaluation, reporting, and closure of the respective project work.</li> <li>• Coordinates the budgeting process of the projects in close collaboration with the Finance Coordinator, ensures monitoring and reporting of the finances of the project and authorizes all expenses of the program.</li> <li>• Timely and effectively reports on MCs projects.</li> </ul>
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	<p><b>Learning &amp; Development</b></p> <ul style="list-style-type: none"> <li>• Defines, organises and leads/implements trainings on project management needs as necessary, using as much as possible online learning tools like webinars.</li> </ul> <p><b>Centre of Expertise</b></p> <ul style="list-style-type: none"> <li>• Ensures the projects are theologically rooted and development oriented, applying project management cycle.</li> <li>• Performs strategic monitoring on project management issues and resources.</li> <li>• Actively contributes to identify and share good practices for continuous learning and knowledge management purposes, and across regions.</li> </ul> <p><b>Communication</b></p> <ul style="list-style-type: none"> <li>• Ensures a continuous, accessible and appropriate communication flow with all internal and external stakeholders and various audiences, particularly ecumenical organizations and global partners.</li> <li>• In cooperation with the LWF Office for Communications provides content material for and promotes news stories relating to the portfolio.</li> </ul> <p><b>Project Management, Fundraising and PMER</b></p> <ul style="list-style-type: none"> <li>• Collaborates with PMER colleagues on systems implementation, measuring and monitoring, QAA, risk management, and donors' compliance.</li> <li>• Coordinates the budgeting process of the program in collaboration with the Finance Coordinator, ensures monitoring and reporting of the finances of the program and authorizes all expenses of the program.</li> <li>• Leads the communication with funding partners regarding the programs, in collaboration with the DTMJ Resource Mobilization Officer.</li> <li>• Coordinates further fund-raising efforts for the program, in collaboration with the DTMJ Support Team and Resource Mobilization partners.</li> </ul> <p>Replaces the Program Executive for Diakonia in charge of the "Waking the Giant" program in case of absence.</p>
<b>Special duties</b>	As may be assigned by the supervisor.
<p><b>Major Challenges</b></p> <ul style="list-style-type: none"> <li>• To partner and support MCs remotely in their own environment, development state and constraints.</li> <li>• To reconcile the various interests and constraints between projects holders, donors and LWF, such as funding and reporting.</li> <li>• To find solutions acceptable by all parties allying pragmatism, accountability, and quality.</li> <li>• To be a sign of communion solidarity.</li> </ul>	