



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.”

“With passion for the church and for the world” is the title of the Lutheran World Federation (LWF) strategy 2019 – 2024. The strategy will guide the work of the communion of churches in its global witness to the gospel of Jesus Christ. It outlines the journey we are undertaking together as a communion of 148 churches in 99 countries.

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| Position: | Regional Secretary for Latin America, the Caribbean and North America in the Office of the General Secretary |
| Place of Assignment: | Geneva, Switzerland |
| Starting Date: | To be agreed |
| Duration of Contract: | Initial contract of 5 years |

Under the leadership of the General Secretary, the Regional Secretary accompanies member churches in their ministry, offering counsel, support and cooperation; supports churches to express their relationships of communion in their shared life and witness; and acts as a facilitator in the implementation of LWF’s programmatic work, ensuring coherence, consistency, relevance and responsiveness, both regionally and globally.

Required qualifications:

- Degree in Theology
- Excellent written and spoken Spanish and/or Portuguese as well as English.
- Successful experience of at least 5 years in positions involving mission, theological reflection as well as planning.
- Excellent demonstrated capacity in mediation, coaching and group/process facilitation.
- Demonstrated diplomatic, relational and political skills.
- Rootedness in the life and ministry of a member church of the region and the regional settings of the communion.
- Excellent demonstrated capacity to develop interpersonal working relationships at both strategic and operations levels.
- Proven ability to lead and interact with multi-cultural and multi-professional teams with indirect supervision role.

Skills: Expert level required in analytical thinking, initiative, leadership, working effectively with others, communication, networking, organizational development, advocacy/influence and facilitation/negotiation/mediation.

Candidates for this position require a member church endorsement as well as being an ordained pastor in a member church.

Closing date for applications: 31 March 2020

To apply, click on the following link:

https://lutheranworld.recruiterbox.com/jobs/fk0qws5?cjb_hash=O_EhIM31&apply_now=true



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| Position Description | Position Title: Regional Secretary for Latin America, the Caribbean and North America |
| Date: January 2020 | Department: Office of the General Secretary |
| | Incumbent: |

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| Supervisor's title: | General Secretary |
| Supervises: | none |

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| Grade of the position: | 18 |
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| Work Time | 100% |
| 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 |

| Content of the position | |
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| Purpose | <p>The LWF is a communion of 148 member churches in 7 regions, living and working together for a just, peaceful and reconciled world.</p> <p>The LWF Strategy 2019 - 2024 "With a passion for the church and for the world" identifies two priorities: supporting the churches' presence and vibrant witness in the world and promoting human dignity, justice and peace.</p> <p>Under the leadership of the General Secretary, and in relation with her-his region of responsibility, the Regional Secretary for Latin America, the Caribbean and North America:</p> <ul style="list-style-type: none"> Accompanies member churches in their ministry, offering counsel, support and cooperation. Supports churches to express their relationships of communion in their shared life and witness. Acts as a facilitator in the implementation of LWF's programmatic work, ensuring coherence, consistency, relevance and responsiveness, both regionally and globally. |

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| Required Qualifications | <ul style="list-style-type: none"> Degree in Theology. Endorsed by the Lutheran member church of his-her country. Ordained pastor in a member church. Excellent written and spoken English. Other languages as required by the region of responsibility. |
| Additional Study and Experience | <ul style="list-style-type: none"> Successful experience of at least 5 years in positions involving mission, theological reflection, as well as planning. Demonstrated excellent capacity in mediation, coaching, and group/process facilitation. |

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| | <ul style="list-style-type: none"> • Demonstrated diplomatic, relational and political skills. • Solid experience within a LWF MC and in regional settings. • Demonstrated excellent capacity to develop interpersonal working relationships at both strategic and operational levels. • Proven ability to lead and interact with multi-cultural and multi-professional teams with indirect supervision role. | |
| LWF Core Skills | <ul style="list-style-type: none"> • Analytical thinking • Initiative • Leadership • Achieving results • Accountability • Working effectively with others | <p>Level high Level high Level high Level confirmed Level confirmed Level high</p> |
| Required Skills | <ul style="list-style-type: none"> • Organisational development • Communication • Networking • Facilitation / Negotiation / Mediation • Advocacy / Influence • Project management | <p>Level high Level high Level high Level high Level high Level basic</p> |
| People Management Skills | <input type="checkbox"/> yes <input checked="" type="checkbox"/> no | |

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| Position Environment and Dimensions | <ul style="list-style-type: none"> • Represents the LWF Communion Office regionally and acts as the primary entry point for accompaniment, advice and support to and from MCs. • Nurtures and gives shape to programmatic work and activities in MCs at regional level, in accordance with defined work plan. • Provides guidance and contextualizes LWF policies and practices, ensuring consistency and quality at regional level. • Contributes at regional level to LWF's sustainable development and funding. • Major influence role in shaping regional and global LWF impact and outcomes. • Internally, interacts with the General Secretary and the staff of the Office of the General Secretary, all LWF departments, program staff, event organizers, Regional Expression Officers. • Externally, interacts primarily with MCs as well as other churches, ecumenical bodies, donors and related agencies, and any other relevant LWF stakeholders. |
| Main duties | <p>Under the leadership of the General Secretary, and in relation with her-his region of responsibility, the Regional Secretary for Latin America, the Caribbean and North America:</p> <ul style="list-style-type: none"> • Provides pastoral accompaniment through regular visits to the MCs. • Identifies and promotes the development of church leadership regionally and globally, both clergy and lay. • Facilitates relationships between MCs, mitigates tensions and manages conflicts as needed. • Monitors and develops LWF orientations, strategy and objectives. • Plans and facilitates regional and sub-regional leadership meetings. |

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| | <ul style="list-style-type: none"> • Supports the initiation, design, planning, implementation and reception of programs and processes of the LWF Communion office as a whole and in the region of responsibility. • Identifies and coordinates expertise and resources in the Communion for program work and capacity building. • Participates in and contributes to the periodic program reviews of the departments. • Cooperates with other LWF Regional Secretaries to ensure global cohesion of the Communion Office and consistency between and in the regions in programmatic work, LWF approaches and methodologies. • Advises and supports communication for the purpose of communion building. • Convenes a regional Communion Office staff working team to exchange information and address issues in the region of responsibility. |
| Special duties | As may be assigned by the General Secretary |
| <p>Major Challenge This new position requires creativity and flexibility in order to give it shape and bring it to full fruition at a time of change.</p> | |