

for the post of

**REPRESENTATIVE**

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

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The LWF/DWS Representative is responsible for the implementation of the LWF/DWS program in Haiti. He/she shall be based in Port-au-Prince and is responsible and accountable 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:

**On Leadership**

- a) Provides overall leadership to the LWF/DWS Country Program;
- b) Ensures effective leadership in all aspects of the LWF/DWS Accountability Framework, including other accountability elements related to leadership and management, and adherence to the LWF Staff Code of Conduct regarding Abuse of Power and Sexual Exploitation;
- c) 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;
- d) 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;
- e) Promotes and facilitates the establishment and strengthening of national and regional networks relevant to the LWF/DWS strategy for the country/region;
- f) Heads and ensures the effective coordination and operation of the country management team (along with the Program Coordinator and Finance Manager).

**1. On Management**

Programmatic work:

- a) is responsible for the planning, supervision, implementation, monitoring, documentation, administration and evaluation of the LWF/DWS program in accordance with LWF/DWS policies, priorities, procedures and guidelines;
- b) ensures management systems in the country/region strengthen the smooth implementation of LWF/DWS programmatic work and facilitate learning and capacity building in the program;
- c) promotes partnership and collaboration with affected populations and primary focus groups throughout the program cycle, as central to overall accountability;
- d) undertakes regular monitoring of program/project at sites in the country/region;
- e) 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;
- f) ensures the timely, accurate and relevant reports are submitted according to agreements.

Human Resources:

- g) acts as the direct supervisor of the country Program Coordinator and Finance Manager;
- h) develops staffing plans and supervises all matters pertaining to LWF/DWS program personnel, both national and international;
- i) 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;
- j) develops staffing plans and in accordance with LWF policies and procedures supervises all matters pertaining to LWF/DWS program personnel, both national and international;
- k) monitors and addresses security matters and informs/advises LWF/DWS secretariat. Develops and employs

- security plans for all levels of field staff and visitors to the program;
- l) 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;
- m) Prioritizes staff development and continual learning for staff of the Country Program and, as applicable, implementing partners and ACT Alliance members.

Fundraising and Finance:

- n) supervises the implementation of approved projects within the agreed budgets and subject to the availability of funds, including timely reporting;
- o) ensures the complementarity and close working relations of finance and program units;
- p) ensures efficient financial management of the program activities and administration, including effective internal control systems to promote financial accountability, and ensures that the financial transactions are conducted in accordance with the relevant LWF priorities and LWF/DWS procedures;
- q) actively engages in negotiations with UN agencies, EU regional offices, embassies and other potential additional funding sources in order to maximize local fund raising;

**2. On Program**

- a) Ensures all emergency response and humanitarian interventions are undertaken in accordance with the LWF/DWS policies and guidelines, and with guidelines, policies and procedures of the ACT (Action by Churches Together) Alliance, specifically concerning the Code of Conduct and the Sphere Project and the 2010 HAP 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) Ensures that an integrated, rights-based empowerment approach is used in all interventions;
- d) 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;
- e) mainstreams gender and implements gender sensitivity in program measures;
- f) works in close collaboration with local partners based on mutual accountability, trust and respect;
- g) promotes accountability especially to the disaster affected population in all LWF/DWS emergency and to primary focus groups in development responses.

**3. On Relations**

- a) Maintains a close working and consultative relationship with LWF Member Churches and other appropriate ecumenical and/or faith-based partners through frequent informal coordination and collaboration;
- b) plays an active role in the Action by Churches Together (ACT) Alliance forums, ensuring participation in strategic discussions, 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 and regional 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, and promotes the Principles of Partnership (PoP);
- 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.

**4. Other issues**

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