

EVANGELICAL LUTHERAN CHURCH IN TANZANIA

Lutheran Mission Cooperation

Vacancy Advertisement

The Organisation

The Lutheran Mission Cooperation (LMC) is a joint instrument between the Evangelical Lutheran Church in Tanzania (ELCT) and her partners from Europe and the United States of America. The cooperation is overseen by the LMC board and it operates under the vision and mission of the ELCT.

The LMC board seeks to recruit a qualified person to fill the position of the LMC Secretary. This is a full-time position which involves working closely with the ELCT headquarters, Dioceses and partners in the implementation of various projects and programs. It is a two-year contract, with possibility of renewal; it operates out of Arusha, Tanzania.

The LMC board is inviting potential candidates with suitable qualifications to send their applications consisting of a covering letter, copies of academic certificates, current curriculum vitae and recommendation letter from their respective Dioceses by **31st March 2023**.

Reporting Relationship

The LMC Secretary reports to the LMC Board.

Experience and Skills:

- A University degree, (master's degree or equivalent preferred) in development studies, social sciences, public or business administration or related field.
- At least 5 years of progressively responsible experience in project or development management, administration or related area.
- Experience leading church-based organisations, working across multiple sectors, programmes and projects.

General Qualifications:

- Excellent communication skills in written and spoken Kiswahili and English
- Interpersonal skills
- Relevant computer skills including profound use of MS Office
- Member of the ELCT and committed to the ELCT vision and mission
- Demonstrate ability to carry out the responsibilities and able to adapt to national and international standards and practices
- Live and serve in a way that reflects the values and expectations of ELCT
- Willingness and ability to work within consultative team environment
- Adaptable, flexible and able to work under pressure
- Good sense of humor
- The applicant should possess a driving license

Duties and Responsibilities of the LMC Secretary

Abbreviated roles are as follows but not limited to:

- Preparing agenda for LMC board meeting and Round Table
- Responsible for directing and coordinating the LMC activities.
- Prepare and submit annual financial reports and budget to the LMC Board.
- To manage and facilitate projects and programs as deliberated by the Board.

- In cooperation with the ELCT, follow through legal and ethical developments with respect to international and local development issues that may impact LMC members, and inform the members with respect to these matters.
- Interact effectively with LMC members on matters that relate to the implementation of the plans and the functioning of the cooperation
- Attend ELCT Planning Committee and ELCT Finance Councils as an observer.
- Execute other duties as directed by the board

Application to be sent to the following address:

Chairperson

Recruitment committee

Lutheran Mission Cooperation

Email: lmcelct@elct.or.tz

The application should be in one PDF file