



## VACANCY NOTICE

<b>JOB TITLE:</b>	<b>Programme Executive for Church Relations</b>
<b>DUTY STATION:</b>	Geneva
<b>ROLE:</b>	P category
<b>STARTING DATE:</b>	1 September 2019
<b>CONTRACT DURATION:</b>	4 years
<b>POSITION AT (%):</b>	100%
<b>REPORTS TO:</b>	Deputy General Secretary for Unity and Mission
<b>WORKS CLOSELY WITH:</b>	<b>Internal:</b> The General Secretary, the Deputy General Secretary for Unity and Mission, all Directors and Programme Executives in the programmatic areas of work  <b>External:</b> Member Churches
<b>OBJECTIVE:</b>	To monitor and coordinate the collaboration and cooperation of member churches among them and with other churches on all programmatic areas of the WCC and to follow up on all membership matters.
<b>SPECIFIC RESPONSIBILITIES:</b>	<ul style="list-style-type: none"><li>• Provide leadership and coordination to deepening relationships and areas of collaborative action, dialogue and witness between the member churches themselves, between the member churches and partners, and with the WCC secretariat in Geneva.</li><li>• Ensure appropriate communication and cooperation with National Councils of Churches and Regional Ecumenical Organizations.</li><li>• Nurture and develop relationships with Ecumenical Officers of the member churches.</li><li>• Support the General Secretariat in maintaining communication with WCC member churches and in participating in their major events and activities, as per their invitation.</li><li>• Monitor and coordinate visits to WCC member churches.</li><li>• Coordinate and support the work of staff members as they relate to member churches and take specific responsibility for a selected number of member churches</li><li>• Follow up on all applications for membership and other membership matters</li></ul>

**QUALIFICATIONS AND SPECIAL REQUIREMENTS:**

- Graduate qualifications in Theology, preferably post-graduate level;
- Ordained theologian with experience in study on ecumenical topics and/or knowledge about the concerns, knowledge of challenges and directions in Global Christianity;
- Professional engagement in an ecumenical and multicultural environment with experience in related issues;
- Additional experience in dealing with intercultural and interreligious issues would be an asset;
- Experience in project management, including result oriented planning, monitoring, evaluation, and reporting of projects;
- Sensitivity to diversity and cultural differences, willingness to travel, tact, ability to communicate and write well, flexibility, leadership;
- Good command of written and spoken English. Knowledge of other working languages of the WCC (French, German, and Spanish) is an asset;
- Information technology: Word, Excel, Internet, social media, etc...

**DEADLINE FOR APPLICATION: 31 May 2019**

Apply for this position by clicking on the following link:

- <https://wcccoe.recruiterbox.com/jobs/fk0j4l2>

**ABOUT HUMAN RESOURCES AT THE WCC:**

The WCC is an equal opportunity employer. The sole criteria for recruitment, training and career opportunities are qualification, skills, experience and performance to all its staff members.