



Geneva, December 20, 2011

MC/lvk

VACANCY NOTICE

- JOB TITLE** : **Associate General Secretary
Public Witness & Diakonia**
- STARTING DATE** : **as soon as possible**
- WORKING TIME** : **Full time position**
- REPORTS TO** : **General Secretary**
- Main internal interfaces** : General Secretary, Deputy General Secretary, Associate General Secretary Mission and Unity, Directors and programme staff and designated staff in Planning Monitoring Evaluation and Reporting (PMER), Income Monitoring & Development (IMD) and support functions Directors.
- Strategical external interfaces** : WCC governing bodies, consultative and advisory bodies, member churches, specialized ministries, ecumenical organizations, and funding partners.
- Purpose of the position** : To set strategic directions for the WCC's programmatic work in the area of Public Witness and Diakonia;
To strengthen the relation with member churches and key ecumenical (funding) partners;
To give leadership to income development and monitoring;
To ensure the overall management of projects;
To coach program directors, project coordinators and project staff;
To participate to the Staff Leadership Group (SLG).

Specific responsibilities:

1. Develop strategic directions for the programmatic work in the area of Public Witness and Diakonia under the leadership of the General Secretary and in close consultation with the governing and consultative bodies.
2. Strengthen the relationships and ecumenical partnership with member churches, ecumenical organisations and specialized ministries through planning and searching for complementary roles within the ecumenical movement.
3. Lead the implementation of programmes and projects in collaborative ways with member churches, ecumenical partners and other stakeholders.

4. Provide leadership to project team coordinators and ensure effective staff management within teams through planning, monitoring, evaluation and reporting processes.
5. Ensure a close cooperation with key ecumenical funding partners in the areas of income development and finance.
6. Provide greater visibility to the programme work of the Council in close cooperation with staff in programmes and the communication Director.

Qualifications and Special Requirements:

1. Doctorate or equivalent qualification, preferably in a field related to Public Witness and Diakonia.
2. Minimum five years of professional engagement at a leadership level in an ecumenical and multicultural environment.
3. Minimum five years of management experience, preferably in an international organization.
4. Experience in project management, including result oriented planning, monitoring, evaluation and reporting.
5. Experience in fundraising, preferably in an international context.
6. Good command of written and spoken English. Knowledge of the other working languages of the WCC (French, German, and Spanish) is an asset.
7. Experience in working sensitively in multi-cultural and ecumenical settings and with gender related issues.

Timeline for applications: January 25, 2012

Application form may be obtained from and returned to:

Human Resources Department
World Council of Churches
150, route de Ferney – P.O. Box 2100
1211 Geneva 2 – Switzerland
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E-mail: hro@wcc-coe.org