



## VACANCY NOTICE

<b>JOB TITLE:</b>	<b>Programme Executive of the Diakonia and Capacity Building</b>
<b>DUTY STATION:</b>	<b>Geneva, Switzerland</b>
<b>ROLE:</b>	<b>P Category</b>
<b>STARTING DATE:</b>	<b>1<sup>st</sup> April 2018</b>
<b>POSITION AT (%):</b>	100%
<b>REPORTS TO:</b>	The Deputy General Secretary for Public Witness and Diakonia / Coordinator for Human Dignity Unit
<b>OBJECTIVES:</b>	To raise issues of mutual accountability in the ecumenical movement, with a particular focus on work for justice and Diakonia;  To coordinate WCC's contribution to the Sustainable Development Goals.

### SPECIFIC RESPONSIBILITIES:

- Promote a renewed understanding and practice of ecumenical diakonia, rooted in the diverse Christian traditions, supporting churches in their search for unity and joint efforts in public witness and diakonia;
- Be responsible for the planning, budgeting, monitoring, evaluation and reporting of spending levels in the activities, in cooperation with the coordinator for Human Dignity Unit, the Deputy General Secretary for Public Witness and Diakonia and designated finance managers;
- Develop, support and strengthen relations with WCC member churches and constituencies in their public witness and diakonia;
- Promote and deepen relations with ecumenical diakonia institutions and networks;
- Promote the mainstreaming of ecumenical diakonia in theological education;
- Promote and facilitate the cooperation between the WCC member churches diakonia institutions and ACT (Action by Churches Together) Alliance;
- Coordinate the WCC's contribution to the Sustainable Development Goals;
- Develop and implement a communication strategy for diakonia with the WCC communication director;
- Contribute to other work as suggested by the General Secretary and Deputy General Secretary for Public Witness and Diakonia;

- Be actively engaged in fundraising efforts according to agreed policies and in coordination with IMD and be available for planned visits to funding partners.

**QUALIFICATIONS AND SPECIAL REQUIREMENTS:**

1. At least a Master's Degree, preferably a doctorate or equivalent in a relevant field (e.g. Ecumenical Diakonia, Theology and Development, International Development)
2. Minimum five years of experience and a strong track record in project management, preferably in an international, ecumenical and/or church-related environment
3. A minimum five years of experience in advocacy work.
4. Ability to represent, interpret and communicate the positions of the WCC to partners, United Nations organizations, other stakeholders and WCC constituencies.
5. Excellent command of written and spoken English. Knowledge of other working languages of the WCC (French, German and Spanish) an asset.
6. Sensitive to multicultural and ecumenical settings with respect to gender and age diversity.
7. Prepared to travel and work on a regular basis in Geneva.

**DEADLINE FOR APPLICATION: 15 December 2017**

Full applications (Curriculum vitae, motivation letter, application form, copies of diplomas and recommendation letters) are to be sent to: [recruitment@wcc-coe.org](mailto:recruitment@wcc-coe.org)

The application form can be obtained from the WCC web site:  
<https://www.oikoumene.org/en/get-involved/job-openings>