



Geneva, 11 December 2018

VACANCY NOTICE

JOB TITLE:	Advocacy officer and Project Assistant
DUTY STATION:	New York - USA
STARTING DATE:	As soon as possible
POSITION AT (%):	100 %
REPORTS TO:	Programme Executive in charge of the Ecumenical United Nations Office (EUNO).
OBJECTIVE:	To enable the work of the EUNO of the World Council of Churches by handling project administration and finances (60%) as well as contributing to project content, planning and reporting (40%).

Specific responsibilities:

- Undertake general administration related to the office and the work of the EUNO, and to other projects of the same programme, according to the needs of the EUNO by:
 - Organizing travel and facilitating visa procedures.
 - Organizing meetings and conferences.
- Undertake independent correspondence in different languages, including correspondence with project applicants, transfer of grants and follow-up on them. Occasionally translate letters into other languages. Take minutes of meetings.
- Cooperate in the production and dissemination of the projects' activity reports, etc.
- Receive visitors and share information about the projects' activities.
- Cooperate in the maintenance of ecumenical memory (organizing, filing and archiving information).
- Work collaboratively with the Human Resources and Finance Departments in Geneva on Finance and HR matters related to the EUNO.
- Advocate with the UN and member states in NY, and monitor issues of concern to the WCC, with specific focuses on gender justice and indigenous peoples.
- Maintain relations with key actors in the UN/intergovernmental and non-governmental community, to keep updated on developments in these sectors relevant to the work of the WCC/CCIA.
- Regularly review and identify advocacy themes and priorities for EUNO's work with corresponding colleagues in Geneva order to ensure that EUNO's advocacy and programmatic work is in alignment with broader WCC work.
- Participate in the programme meetings and contribute to the overall work of the programme, also undertaking other duties as determined by the Representative to the United Nations.
- Assist other programmes or sectors on council-wide events when needed and as determined by the general secretary.

Qualifications and Special Requirements:

1. Bachelor's degree.
2. Proven experience in International Relations, Human Rights or related fields.
3. 2 to 5 years of experience in administrative procedures. Experience with finance procedures and budget monitoring desired as the work includes financial transactions and budget follow-up.
4. Excellent command of written and spoken English. Another official language of the WCC (preferably Spanish and/or French) is an asset.
5. High level of computer literacy (Microsoft Office, FileMaker Pro, Outlook, etc...). Capacity to communicate in a comfortable manner through social media tools like Facebook and Twitter.
6. Availability and willingness to travel.
7. Capacity to manage simple projects and actively participate to programme ones.

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.

Deadline for applications: 7 January 2019

Application form may be obtained from and returned to:

Applications (CV, motivation letter, Application Form, copy of diploma, letters of references) are to be returned to: Human Resources Department: recruitment@wcc-coe.org

The Application Form is available at the following address: <http://www.oikoumene.org/en/get-involved/job-openings>

The WCC Financial Report 2017 can be consulted at the following address: <https://www.oikoumene.org/en/resources/documents/other/wcc-financial-report-2017>