



Human Resources Department

Geneva, 12 May 2016

The **World Council of Churches (WCC)** is an ecumenical fellowship of churches founded in 1948, which brings together 345 member churches from all over the world and promotes Christian unity in faith, witness and service for a just and peaceful world.

The WCC is looking for a **Director of the office of the general secretary**, based in Geneva, to be responsible for coordinating the activities of the general secretariat; strengthening programme management and development; giving leadership and coordination for specific staff functions; contributing to business analysis and opinion, working together with the finance director; and participating in leadership of the organization as a member of the staff leadership group.

At ease both in an international working environment and with the values and mission of the Council, the Director of the office of the general secretary will have the following responsibilities:

1. Coordinate the activities of the general secretariat:

- Organise preparations for meetings of governance, and advise as necessary on the conduct and process of meetings in accordance with the Constitution and Rules;
- Organise the staff leadership group meetings; and
- Undertake, on behalf of the general secretary, the coordination of other activities deployed by the general secretariat (including activities related to the Pilgrimage of justice and peace; human sexuality reference group; membership matters; library and archives).

2. Strengthen programme management and development:

- Work and consult with programme leadership to strengthen programme strategy and development; and
- Work with programme leadership towards solutions to emerging programme management issues and challenges.

3. Give leadership and co-ordination for the specific staff functions of human resources, programme income development, programme planning and evaluation, and programme support team; and for library and archives. She/he will moderate the Classification and Review Board.

The following staff positions report directly to the Director of the office of the general secretary:

- Manager of Income monitoring and development and of Planning, monitoring, evaluation and reporting (PMER)
- Human resources manager
- Programme support team co-ordinator
- Archivist
- Librarian

4. Contribute business analysis and opinion, working together with the finance director, on

- contractual documents requiring finalisation under dual signature;
- management or legal issues, where solution is to be presented for consideration by the general secretary; and
- matters related to the building development project, including preparation of steering committee meetings.

5. Membership of the staff leadership group; participation in meetings

- Participate actively in the staff leadership group;
- As requested, on behalf of the general secretary, participate in meetings of consultative and advisory bodies, as well as internal meetings and working sessions, keeping the general secretary informed; and
- Along with other members of the staff leadership group, be well informed on ecumenical and church relations, political issues and ecumenical trends, in order to identify matters to which the general secretary should respond, and calling upon the specialist knowledge of responsible staff members, as appropriate.

Qualifications and special requirements:

Experience:

- Experience in the executive leadership of an ecclesial and/or ecumenical organisation, including specifically administrative and management experience in any of the following capacities: strategic development and planning; budgeting; business analysis; finance; and/or human resources;
- Proven track record of success in facilitating progressive organisational change and development;
- Discernment, and creative problem-solving skills, including negotiation and conflict resolution skills; and
- Mentoring and coaching experience, able to help strengthen a multi-cultural team, with diverse skills in its membership.

Education:

- University degree in Business Administration, Management.

Language skills:

- Excellent command of written and spoken English. Other languages, particularly German and French, would be advantageous.

Computer skills:

- High level of computer literacy (standard MS office application such as Outlook, Word, Excel, Powerpoint) and internet based communication.

Deadline for applications: 31 May 2016

Applications (CV, motivation letter, Application Form, copy of diploma, work certificate/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 2014 can be consulted at the following address:
<https://www.oikoumene.org/en/resources/documents/other/wcc-financial-report-2014-1>