



VACANCY NOTICE

- JOB TITLE:** Programme Executive in charge of the Ecumenical United Nations Office (EUNO) in New York
- DUTY STATION:** New York
- STARTING DATE:** 1 June 2017, or as soon as possible
- POSITION AT (%):** 100%
- REPORTS TO:** Director of the Commission of Churches on International Affairs / Deputy General Secretary for Public Witness and Diakonia.
- OBJECTIVES:**
- To coordinate the Ecumenical United Nations Office in New York;
 - Build up relations with main players in the UN system, with the WCC Geneva team;
 - Analyze trends and issues in the UN agenda relevant to the concerns in the ecumenical movement;
 - Engage the competences available in the ecumenical movement and in advocacy, action and reflection on behalf of the World Council of Churches and with member churches and other ecumenical partners;
 - Facilitate the advocacy role of leaders in the ecumenical movement in particular the General Secretary and the Deputy General Secretary for Public Witness and Diakonia of the WCC.

Core Competency:

Capacity to lead and facilitate ecumenical engagement in the forums and processes of international governance, in particular at the United Nations in New York, based both upon a deep ecumenical commitment and understanding of the role of churches and faith-based organizations in international relations, and expert knowledge of the intergovernmental system.

Specific responsibilities:

1. Provide leadership and coordination to all activities of the Ecumenical UN Office in New York, supervision of the staff in their areas of work, ensuring integration and interaction, flexibility and responsiveness and a cooperative style of work.

2. Analyze and advise on trends and issues in the UN and International Financial Institutions (IFI) agenda relevant to the concerns in the ecumenical movement.
3. Build up and nurture relations with key partners in the UN and IFI system, in particular in the UN headquarters in New York and the World Bank in Washington DC.
4. Contribute to and work together with Geneva-based staff, especially the Director of the Commission of the Churches on International Affairs (CCIA) and in relevant programmatic areas to develop and implement an effective and integral advocacy policy.
5. Facilitate the presence and advocacy role of leaders and representatives of the ecumenical movement, in particular the WCC General Secretary as well as the leadership of ACT Alliance, in relevant intergovernmental contexts especially at the UN in New York.
6. Take lead responsibility, under the instruction and supervision of the Director of CCIA, for specific ecumenical peacebuilding initiatives in the Americas, particularly Latin America and the Caribbean.
7. Promote and facilitate cooperation between WCC and other actors in the ecumenical movement (in particular ACT Alliance), both concerning the utilization of the Ecumenical United Nations Office in New York, and with regard to issues of ecumenical diakonia and sustainable development.
8. Maintain clear and open lines of communication and collaborate with staff in the WCC general secretariat, the programmes, communication and the finance services and administration sector.
9. Ensure that expenses are incurred in accordance with the approved budget and WCC policies and that budget variances are managed according to the Council's financial resources.
10. 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 university degree, preferably a doctorate or equivalent, in a relevant field (e.g. law, political science, international relations, political theology, development studies etc...).
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, preferably in intergovernmental contexts.
4. Ability to represent, interpret and communicate the positions of the WCC to partners, intergovernmental organizations, other stakeholders and WCC constituencies.
5. Excellent command of written and spoken English. Fluency in Spanish highly desirable. Knowledge of other working languages of the WCC (French and/or German) 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 applications: **13 April 2017**

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