



World Council of Churches

Human Resources Office

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VACANCY NOTICE

- JOB TITLE** : **programme executive interreligious dialogue and cooperation**
- ROLE & STEP** : **P1 – P5**
- STARTING DATE** : **June 1, 2011**
- WORKING ACTIVITIES (%)**: **100%**
- REPORTS TO** : **Programme Director**
- Works closely with** : **Internal:** The General Secretary, the Director and programme staff and designated staff in PMER, IMD, and FSA.
External: Member churches, councils and ecumenical organisations, especially those involved in interreligious dialogue and cooperation.
- Objective** : To facilitate reflection and action on dialogue and cooperation in the areas of Christian – Jewish relations, Christian – Muslim relations, and relations with other religions.

Specific responsibilities:

1. Implement effectively the project(s) related to the area of work in order to reach the expected results.
2. Be responsible for the budgeting, monitoring, evaluation and reporting of the spending levels in the project, in cooperation with the director and designated finance managers.

3. Establish and maintain regular contacts with specialists in the areas of work in the churches, councils, ecumenical organisations and universities and engage them in planning and implementing the project(s) and activities.
4. Participate in the ecumenical reflection on issues of religious plurality and its significance for the Christian self-understanding and for the role of the churches in the world today.
5. Assist churches, according to their needs in the area of inter-religious relations and promote inter-religious cooperation.
6. Establish and maintain regular contacts with organizations, institutions, groups, representatives of other religions, Jewish and Muslim in particular, and with international inter-religious bodies.
7. Monitor, analyse and interpret developments in various religious communities, Jewish and Muslim in particular, and their impact on inter-religious relations and cooperation.
8. Monitor the research and analytical reflection from a multi-religious perspective with Christian theologians and other scholars, especially Jewish and Muslim, ensuring that results strengthen the quality of the project(s) and activities of the WCC.
9. Contribute to the integration of projects and programmes of the WCC from the perspective of the primary area of responsibility, also in the context of the preparation of the WCC Assembly in South Korea in 2013.

Qualifications and Special Requirements:

1. Post Graduate (minimum Masters Degree, preferably Doctorate) in the field of interreligious dialogue and cooperation, especially the Christian – Jewish and/or Christian - Muslim relations.
2. Knowledge of the networks of Jewish and/or Muslim organisations and the networks of Christian – Jewish and/or Christian – Muslim relations.
3. Five years of professional engagement in an ecumenical and multicultural environment with experience in related issues.
4. Five years of experience in project management, including result oriented planning, monitoring, evaluation, and reporting of projects.
5. Good command of written and spoken English. Knowledge of Hebrew, Arabic and other languages (French, German, Spanish) is an asset.
6. Information technology: Word, Excel, Internet.
7. Experience in working sensitively in multi-cultural and ecumenical settings.