



World Council of Churches

Human Resources Office

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VACANCY NOTICE

JOB TITLE:	Human Resources Manager
ROLE & STEP:	P12 – P15
STARTING DATE:	to be agreed upon
POSITION AT (%):	100%
REPORTS TO:	General Secretary
OBJECTIVE:	To provide leadership in the development and the implementation of HR policies and procedures, and coordinate the work of the HR team.

Specific responsibilities:

- Ensure the quality of the WCC's human resources (HR) management and performance.
- Ensure support to WCC's operational activities through HR functions for the achievement of their strategic objectives in terms of quality, performance and efficiency.
- Monitor and ensure the match between the WCC's requirements in skills and competencies and the qualifications of the staff of the organization.
- Direct overall performance of HR functions, including identifying issues, and defining actions for sustaining the needed changes in work culture of the WCC regarding recruitment, succession planning, training and career development, remuneration, staff motivation and job satisfaction, performance evaluation, termination and any other HR functions.
- Ensure that the organisation is abreast of latest developments in the HR fields and is in compliance with Swiss and international legal practice requirements in those fields.
- Maintain organisational and professional ethical standards for HR activities.
- Assist the General Secretary in preparing high quality reports for the governing bodies on HR performance and in maintaining working relationships especially with committees that are related to the HR function.

- Document and be the reference regarding staffing aspects of the WCC budgeting process.
- Supervise and guide HR compliance audit projects and provide direction and input to the development of the annual audit plan.
- Represent HR team at staff leadership meetings (Staff Executive Group) and with external organisations.
- Develop and maintain a support structure (including but not only the human resources office) to deal with individual staff issues.
- Provide leadership in shaping relationships with sister ecumenical organizations in the Ecumenical Centre on HR matters.

Qualifications and Special Requirements:

Education and experience

- University degree.
- A graduate degree in business administration, public administration, or a related field, and/or a second certification may substitute for a portion (up to a half) of the required experience.
- Fluency in written and spoken English and French, additional languages an advantage.

Demonstrated knowledge, skills and abilities

- Five years experience in managing or supervising the HR function of a private sector or an organisation in an international context with at least 50 staff.
- Extensive knowledge and experience of management theory and practice.
- Extensive knowledge of and skills in implementing HR principles and best practices for an international context.
- Ability to lead comprehensive processes of change.
- Experience in the establishment of a HR performance measurement system is a strong plus.
- Knowledge of the ecumenical movement and theological basis for the work of the WCC as guiding principles for its staff regulations and personnel policies.
- Considerable skill in conducting quality control reviews of audit work products.
- Extensive skill in project planning and project management and in meeting deadlines under pressure.
- High-level skills in negotiating and problem solving.
- High-level skills in effective verbal and written communications, including active listening skills and skills in presenting findings and recommendations.
- Excellent knowledge of the use of IT tools like word processing, spreadsheets, or a database.
- Ability to establish and maintain harmonious working relationships with co-workers, staff, and external contacts, and to work effectively in a professional team environment.
- Strong leadership skills, ability to think creatively and strategically, excellent judgement and ability to work in a fast-changing and evolving environment.