	Role Description
	Project Assistant
	World Council of Churches

Job title:	Project Assistant – Global advocacy for justice and accountability
	Full-time Position

Reports to:	The WCC Representative to the United Nations

Task:	To enable the work of the WCC at the United Nations by providing both administrative and programmatic support to the WCC's programme executive for the United Nations Liaison Office.

1. ALL PROJECT ASSISTANTS

Competencies:	Project assistants are responsible for contributing to the work of the WCC in its service to the ecumenical movement and the WCC fellowship of churches. They should have the competence and the ability to:

1. Undertake logistical tasks necessary for the good functioning of the programme.
2. Assist the director in the programme planning, monitoring, reporting and evaluation as applicable.
3. Monitor programme finances, participate in the preparation of budgets and produce financial reports as applicable.
4. Manage, process and maintain accurate records, analyse and synthesise a wide variety of information/data and identify and resolve discrepancies.
5. Use computers with in-depth knowledge of Excel, Word, PowerPoint and an asset to have knowledge of website content management.
6. Write in a concise manner and to provide editorial assistance.
7. Take notes and minutes of meetings.
8. Develop and maintain effective administrative relationships with the human resources, finance and CIS departments within the Council, as well as with churches and ecumenical partners that relate closely to the programme area.
9. Assist in council-wide events when necessary.
10. Represent the programme and communicate on its behalf when requested.
11. Work in more than one of the main WCC working languages.
12. Take initiative and to work both autonomously and collaboratively.
13. Work in a flexible, collaborative and collegial way with respect to confessional, cultural and gender diversity.

2. SPECIFIC TO THE POSITION

Specific areas of responsibility:	1. Cooperate in general administration of all matters and correspondence related to the work of the project, and to other projects of the same programme, according to needs of the UN Liaison Office.

	2. Cooperate in organizing travel and facilitating visa procedures.
	3. Cooperate in the organization (administrative and logistical tasks) of meetings and conferences.
	4. 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.
	5. Cooperate in the production and dissemination of the projects' activity reports, etc.
	6. Maintain and update address lists for the database.
	7. Receive visitors and share information about the projects' activities.
	8. Cooperate in the maintenance of ecumenical memory (organizing, filing and archiving information).
	9. Take a lead role, as assigned, in specific priority areas on UN related issues through monitoring and advocacy, in collaboration with the Representative, including attending NGO workings groups and appropriate committees and events.
	10. Represent the WCC/CCIA UNLO in working groups, meetings, events and other activities, as requested.
	11. Provide logistical and practical support for the implementation of the UNLO internship programme.
	12. 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.
	13. Assist other programmes or sectors on council-wide events when needed and as determined by the general secretary.

3. EVALUATION

Evaluation criteria:	Effectiveness in:
	1. Fulfilling tasks related to agreed responsibilities.
	2. Providing accurate materials and documents within agreed timelines.
	3. Carrying out financial responsibilities if applicable.
	4. Assisting in the programme planning, monitoring, reporting and evaluation if applicable.
	5. Using available resources (processes, technology), including own time management.
	6. Contributing significantly and regularly to the work of the programme and the project and of the WCC as a whole.
	7. Working cooperatively work and supporting good relationships.