



Geneva, 10 August 2016

## **VACANCY NOTICE**

<b>JOB TITLE:</b>	EAPPI Local Programme Coordinator (LPC)
<b>STARTING DATE:</b>	As soon as possible
<b>POSITION AT (%):</b>	100%
<b>DUTY STATION:</b>	Jerusalem
<b>REPORTS TO:</b>	The Associate General Secretary for Public Witness and Diakonia through the EAPPI International Programme Coordinator
<b>OBJECTIVE:</b>	Overall responsibility, in coordination with the International Programme Coordinator for development, planning, implementing, monitoring, evaluating and reporting on EAPPI's work. He or she shall provide strategic leadership to EAPPI by influencing, contextualizing and implementing EAPPI's overall priorities and strategies for change.

### **Specific responsibilities:**

**A. The LPC is responsible for the overall performance of and shall lead and coordinate the WCC-EAPPI Jerusalem office and staff. Considering this, the LPC shall:**

1. Secure that the office works and delivers according to its strategy, pursuing its potential for fulfilling EAPPI's objectives. Provide guidance and support to the local EAPPI team on programmatic issues.
2. Represent EAPPI locally, both at special events – ecumenical services, demonstrations and vigils, commemorations – and in various meetings with donors, consulates and representative offices, (I) NGOs and other stakeholders.
3. Coordinate meetings of and maintain working relationships with the Local Reference Group (LRG), and develop and maintain working relationships with PIEF, JIC, Kairos team, Church leaders, CROs, and UN agencies in Palestine.
4. Ensure that the policies of the programme and the decisions of the Annual Meeting, the LRG and Core group are enacted in coordination with the IPC.
5. Ensure compliance and implementation of set policies and procedures.
6. Maintain robust security and risk-management regime.

7. Secure quality financial management with efficient resource utilisation.

**B. The LPC is responsible for the overall supervision of the work of the Ecumenical Accompaniers, including:**

1. Liaise with NCs and WCC.
2. Oversee security aspects in emergency situations
3. Oversee and support the programmatic aspect of the training and orientation, post-orientation, retreat and debriefing and prepare schedules for the orientations, exposure weeks and debriefings in consultation with staff.

**C. The LPC shall maintain an adequate organisational set-up, promoting a work environment that stimulates talents, and secure contextual knowledge and professional competence in all performance-critical fields of work.**

**D. The LPC proactively works with staff to strengthen the financial resource base of EAPPI.**

**E. The LPC reports to the International Programme Coordinator, and works with the IPC to organize and prepare for Core Group meetings and Annual Meetings**

**Qualifications and Special Requirements:**

1. Master's degree or equivalent in political or social sciences, international relations, programme management, humanitarian assistance, law, public or business administration or Religious Studies. A first-level university degree in a similar field area in combination with 5 additional years of experience working in an ecumenical organization may be accepted in lieu of the advanced university degree.
2. Conscious of - and committed to the fundamental WCC-EAPPI principles, vision, values, is loyal to EAPPI's identity as a church/faith based organisation and has the ability to represent WCC-EAPPI as a global, ecumenical organisation.
3. Significant management experience and an understanding of accompaniment methodologies and interventions in complex environments. This role offers the chance to lead a committed and dynamic team to develop and implement protection and advocacy in a challenging working environment.
4. Good knowledge of political and cultural context, proactively seeking advice and support from colleagues.
5. Good interpersonal skills and ability to establish and maintain effective working relations in a multi-cultural environment with sensitivity and respect for diversity, ability to deal with disputes and conflicts - and to motivate for stronger efforts.
6. Capacity to empower others to translate vision into results; is proactive in developing strategies to accomplish objectives; establishes and maintains relationships with a broad range of people to understand needs and gain support; anticipates and resolves conflicts by pursuing mutually agreeable solutions; drives for change and improvements; shows the courage to take unpopular stands.
7. Good communication skills (spoken and written), including ability to draft a variety of correspondence and other communications, summary reports, etc. Fluency in oral and written English is required and knowledge of Arabic and/or Hebrew would be an asset.
8. Valid working permit / visa authorizing him/her to serve from EAPPI Jerusalem offices.

**Deadline for applications: 11 September 2016**

Full applications (Curriculum vitae, motivation letter, application form, copies of diplomas and recommendation letters) are to be sent to the WCC Human Resources Department:  
[recruitment@wcc-coe.org](mailto: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-annual-review-2015>