



STAFF VACANCY NOTICE

Director of the Churches in Dialogue Commission

Job title:	Director of the Churches in Dialogue Commission
Location:	Geneva, Switzerland (with the possibility of relocation to Brussels)
Salary:	CHF 9208 - 9655 per month
Starting date:	1 st November 2010
End of the mandate:	31 October 2013 (renewable)
Accommodation	Not Provided
Working Activities (%):	100%
Administrative support:	Administrative assistant (50%)
Reports to the:	General Secretary

The Conference of European Churches (CEC) is seeking a new Director for the Churches in Dialogue Commission in succession to the Revd Prof. Dr Viorel Ionita, who will retire next October after 17 years of service for CEC.

JOB DESCRIPTION

1. To facilitate and resource the work of the Churches in Dialogue Commission of CEC
2. To be present at Central Committee Meetings and other Commissions
3. To be responsible to Central Committee and to the Churches in Dialogue Commission and to ensure accountability of the Churches in Dialogue Commission to the Central Committee
4. To work closely with churches and other ecumenical organizations so as to avoid duplication of work and resources
5. To work flexibly and collaboratively with the Reform process initiated at the Lyon Assembly and coming towards the 2013 Assembly
6. to cooperate with member churches ecumenical bodies and theological faculties in making known in appropriate ways material prepared by them
7. To plan and prepare CiD meetings in consultation with members of the Commission and in particular to ensure the timely preparation of Agenda and Minutes
8. To liaise regularly with the co-moderators of the Churches in Dialogue Commission
9. To monitor actions on decisions taken by the Churches in Dialogue Commission taking all appropriate steps with others to ensure implementation

Conference of European Churches - Conférence des Églises européennes - Konferenz Europäischer Kirchen - Конференция Европейских Церквей

Geneva
(General Secretariat)
P.O. Box 2100, 150 route de Ferney,
CH - 1211 Geneva 2, Switzerland
Tel.: +41 22 791 61 11
Fax: +41 22 791 62 27
E-mail: cec@cec-kek.org

Brussels
(Church and Society Commission)
Rue Joseph 11, 174
BE - 1000 Brussels, Belgium
Tel: +32 2 230 17 32
Fax: +32 2 231 14 13
E-mail: csc@cec-kek.be

Strasbourg
(Church and Society Commission)
8, rue du Fossé des Treize
FR - 67000 Strasbourg, France
Tel: +33 3 88 15 27 60
Fax: +33 3 88 27 61
E-mail: csc@cec-kek.fr

10. To monitor the reception within Europe of relevant CEC documents
11. To work with the General Secretary in promoting Charta Oecumenica and evaluating its reception
12. To manage effectively those for whom he is line manager
13. To manage effectively and responsibly the financial resources allocated to CiD
14. To support and liaise closely with the General Secretary , reviewing with her/him as agreed the performance of tasks allocated by this job description
15. To work collaboratively within the Senior Management Team
16. With the General Secretary to work in liaison with CCEE

PERSON SPECIFICATION

- Theological high qualifications,
- Excellent reading and writing skills in English and in at least one of French and German;
- Proven involvement in and commitment to ecumenical life and understanding of ecumenical issues;
- Teaching experience in a Theological High School,
- Proven ability to work collaboratively;
- Proven understanding of European and International Issues;
- In good standing with a Member Church of CEC.

APPLICATION AND SELECTION PROCESS

Any person wishing to apply for this post is invited to send to the General Secretariat (see below) a letter stating their motivation for wishing to be considered for this post, together with:

- A completed application form (the form for completion should be requested from the General Secretariat);
- A Curriculum Vitae;
- Recommendation from the church to which the candidate belong,
- References from three different persons.

Any person wishing to make informal enquiries about the post is welcome to contact the General Secretariat from where an application form should in any event be requested.

The closing date for applications to be received by the General Secretary is 30 June 2010

Shortlisted candidates are likely to be invited for interview at latest in the beginning of September.

CONTACT DETAILS:

Conference of European Churches
 General Secretariat
 P.O. Box 2100
 Route de Ferney 150
 CH – 1211 Geneva 2
 Switzerland
 Tel : +41 22 791 62 28
 Fax : +41 22 791 62 27
 Email: gensecretariat@cec-kek.org