



World Council of Churches

150 route de Ferney, P.O. Box 2100
CH-1211 Geneva 2, Switzerland
Phone: +41 22 791 6111 Fax: +41 22 791 0361
Email: infowcc@wcc-coe.org www.oikoumene.org

Human Resources Department

Direct e-mail: recruitment@wcc-coe.org
Direct fax: +41 22 710 2084

Geneva, 11 February 2020

The **World Council of Churches (WCC)** is an ecumenical fellowship of churches founded in 1948. It brings together 350 member churches from all over the world, including Orthodox churches, Anglican, Baptist, Lutheran and Reformed denominations, to promote Christian unity in faith, witness and service for a just and peaceful world.

The **Ecumenical Accompaniment Programme in Palestine and Israel (WCC-EAPPI)** was founded in 2002 in response to a call from the local Heads of Churches in Jerusalem and brings internationals to the West Bank for protective presence, accompaniment and international advocacy.

The **WCC-EAPPI office in Jerusalem** is looking for a

Field Officer at 100%

who will be responsible for the work being done by the Ecumenical Accompaniers (EAs) in the placements of the WCC-EAPPI. The successful candidate will manage the placement work priorities and relationships; will advise the Local Programme Coordinator on changing trends and shifts in priorities and will be responsible for training and guiding the EAs as they carry out the placement priorities. The Field Officer will supervise the in-and output from EAs into the electronic knowledge system of the WCC-EAPPI and, jointly with the Research Officer, the candidate will facilitate the dissemination to designated partners locally.

The Field Officer will work closely with the EAPPI staff teams in Jerusalem and Geneva and will report to the Local Programme Coordinator.

Fluent in Arabic and in English, and having a good knowledge of Hebrew, the Field Officer will hold a recognised University Degree (Bachelor) and will be able to demonstrate three to seven years of relevant experience, for example in fieldwork with communities in the occupied Palestinian Territories.

The successful candidate will have responsibility for:

- Monitoring the situation on the ground in the oPt, keeping up to date with the socio-political situation and reporting significant developments on live issues in the field.
- Establishing and maintaining a close relation with local contacts, decision makers and community leaders.
- Consulting the local contacts on security matters and on developments on the ground, which require EAPPI intervention.
- Liaising with members of the different working groups/partners on joint activities.
- Acting as the focal point for the organizations providing protective presence in the oPt.
- Handling requests made by partner organizations for the need for protective presence.
- Participating in coordination and information sharing meetings and initiating contact and meetings with Human Rights Organizations working in the oPt.
- Sharing incident reports and referring cases to specialized organizations.
- Contributing to the strategic development of the EAPPI programme and acting as field focal point.
- Supervising the work of the EAs in order to guarantee a sustainable level of quality work.

- Defining new tasks for the teams in response to developments on the ground.
- Advising EAs on cultural issues and on their daily interactions with the local communities.
- Supporting EAs with useful material, translating texts from Arabic to English and vice versa.
- Cooperating in the orientation of the EAs and delivering relevant sessions.
- Identifying logistical needs and asking the Administrative Assistant to act on them.
- Visiting the placements and checking the conditions for the EAs.
- Following-up on matters relating to the contracts as requested by the LPC.
- Participating in EAPPI Jerusalem Office team meetings and other discussions as required.
- Together with the Research Officer, monitoring and improving the quality of EAs reporting.
- Supporting and participating in application processes and grants.

Qualifications and special requirements:

Experience:

At least three to seven years' experience in the field of public information, public relations, journalism, international relations, public administration or related area, especially within humanitarian organizations and ecumenical movement.

Education:

University degree (Bachelor Degree) in related field.

Competencies:

- Strong leadership skills.
- Excellent analytical skills and strategic thinking.
- Ability to meet deadlines, prioritize and stay solution-oriented.
- Proficiency to grasp complex cooperation systems.
- Willingness to work with diverse religious, confessional context and in a multicultural environment.
- Exceptional oral and written communication skills.
- Good conceptual and reporting skills.
- Ability to work independently with limited supervision whilst and operate well as a team player.
- Demonstration of professional ambition and integrity.
- Available to travel domestically and internationally.

Language skills:

Strong written and oral communication skills in Arabic and English. A good level of Hebrew is required.

Computer skills:

Computer skills in Microsoft Word, Excel, PowerPoint, and Adobe programs.

Deadline for applications:

February 28, 2020

Apply for this position by clicking on the following link:

<https://wccoe.recruiterbox.com/jobs/fk0qwri>

About human resources at the WCC:

The WCC is an equal opportunity employer. The sole criteria for recruitment, training and career opportunities are qualification, skills, experience and performance to all its staff members.

More information on the EAPPI programme:

<https://www.oikoumene.org/en/what-we-do/eappi>