

**WORLD EVANGELICAL ALLIANCE
POSITION DESCRIPTION**



KEY POSITION INFORMATION	
Job Title	Human Resource and Administration Officer
Reports to	Deputy Secretary General -Operations
Department	Operations
Date reviewed	May 2022

Founded in 1846, the World Evangelical Alliance has created and nurtured an unprecedented worldwide network of nine Regional and 143 National Alliances, as well as associated partners and organizations. Today, WEA is recognized as a major representative of more than 600 million Evangelical Christians ... and growing.

PURPOSE OF DEPARTMENT:

The Operations Department consists of the key administrative functions of WEA such as Human Resources, Finance, Communications and Development.

PURPOSE OF POSITION:

The Human Resource and Administration Officer is a full-time position and will report to the Deputy Secretary General of Operations (DSG-O). He/she will be the first point of contact for HR queries and also provide broader administration support to the operations team and the DSG-O. This job will work remotely but best located near Bonn, Germany.

MAJOR RESPONSIBILITIES

ROLE DIMENSION / DESCRIPTION	End Results Expected	TIME SPENT
<p>Human Resources</p> <ul style="list-style-type: none"> • Be the point person for all internal and external HR-related inquiries or requests. • Assist with the full employment life cycle beginning from recruitment to separation. • Maintain digital and electronic records of employees. 	<ul style="list-style-type: none"> • Working with key stakeholders, HR queries solved at a timely manner • Well organized HR department at the WEA 	40%

<p>Operations Administration</p> <ul style="list-style-type: none"> • Provide administrative support to the overall operations team especially in Germany. This includes both day-to-day business as well as special projects • Coordinate weekly core operations meetings. This includes scheduling devotions as well as taking minutes/notes during meetings. Provide back-up administrative support to other departments as necessary 	<ul style="list-style-type: none"> • Clear accessible filing system of operations documents • Coordinated projects taking place in the operations team 	30%
<p>Personal Administration</p> <ul style="list-style-type: none"> • Provide administration support to the DSG-O. This includes calendar management, expenses claim, travel and accommodation management, writing of minutes for meetings. • Willingness to travel with DS-O and provide necessary back-up both professionally and personally, i.e. providing childcare supervision if necessary. • When necessary, available at various hours for business-related tasks during business regular business hours and periodically during off-hours (evenings and weekends) 	DSG-O administratively well supported	30%
		100%

<p>Knowledge, Skills, Abilities: <i>(The following knowledge, skills, and abilities may be acquired through a combination of formal schooling, self-education, prior experience, or on-the-job training.)</i></p>		
<p>Education</p>	<ul style="list-style-type: none"> • Bachelor’s Degree in Business Administration or something similar • Proficiency in English 	Essential

	<ul style="list-style-type: none"> • Master’s Degree • Proficiency in German 	Preferred
Knowledge & Skills	<ul style="list-style-type: none"> • A dedicated follower of Christ and who understands and is willing to sign annually the WEA Statement of Faith, WEA Objects, and Conduct Policy • Joy in supporting the global evangelical family through the sharing of his/her administrative gifts • Ability to independently manage and coordinate multiple assigned projects activities, dates, resources, and dependencies according to priorities and deadlines; set/reset expectations as appropriate • Strong interpersonal skills: Understands the importance of relationships and will conduct oneself accordingly in getting things done • Proficient in computer software like Google Workspace and Microsoft applications 	Essential
Experience	<ul style="list-style-type: none"> • 1-2 years of working experience • Experience in providing high quality administrative support • Proven ability to operate independently with minimal supervision 	Essential
	<ul style="list-style-type: none"> • Prior experience in Human Resources • Prior experience in an international setting 	Preferred
People Values of WEA	<p>Relational: Relationships are key as we collaborate across evangelicals around the world.</p> <ul style="list-style-type: none"> - We do not work in silos but actively welcome cooperation. - We want to abide by an open consultative management style. - We will develop respectful relationships across the levels of the organizations as well as with external members. <p>Excellence: Our work is not mere performance. We want to support our people to work out of their gifts and for their work to be reflective of their service unto God.</p> <ul style="list-style-type: none"> - Our work responsibilities are clearly articulated and are reflective of individual spiritual gifts. 	Essential

	<ul style="list-style-type: none"> - We want to recognize the value of an individual's gifts and help them actively develop them while serving at WEA. - Our collective work efforts will be channeled to develop strong and dynamic background systems within the organization. <p>Humility: As Christ followers, we recognize that it is Christ who qualifies us and enables us in our ministry. We do not have all the answers, we do not need to position ourselves.</p> <ul style="list-style-type: none"> - We are committed to continuous improvement. - We are freed to be who we are created to be. - We are not arrogant of our position and our achievements. <p>Globally oriented: Evangelicals all around the globe are made in the image of God. Representing this diversity, our operations will intentionally seek out different voices and unite them based on the gospel</p> <ul style="list-style-type: none"> - We are diverse. - Our united voice reflects our diversity. - Together our voice will be a force for good in this world. 	
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Please send your application to humanresources@worlddea.org by 20 June 2022
www.worlddea.org