

WORLD EVANGELICAL ALLIANCE POSITION DESCRIPTION



KEY POSITION INFORMATION	
Job Title	Director of the WEA Office to the UN in Geneva
Reports to	Director of Global Advocacy
Department	WEA Global Advocacy Team
Date reviewed	September 7, 2026

Established in 1846, the World Evangelical Alliance (WEA) is a network of churches consisting of national evangelical alliances from 164 different countries and 100 international organisations that have joined together to establish a world-wide identity, voice, and platform for the more than 650 million evangelical Christians around the globe.

PURPOSE OF DEPARTMENT:

Since 1997, the World Evangelical Alliance has been formally registered as an NGO in Special Consultative Status with the United Nations. This accreditation provides ample opportunities to be a voice for the worldwide evangelical community and the values it stands for, which are also reflected in the UN Charter and the Universal Declaration of Human Rights. The Geneva office, established in 2012, is a platform to raise the voices of evangelical constituencies and to engage for human rights, humanitarian policy and refugees.

PURPOSE OF POSITION:

The Director of the WEA Geneva Office, based in Geneva, Switzerland, works under the direct supervision of the Director of Global Advocacy. He/she actively coordinates and collaborates with the Ambassador and Permanent Representative of the World Evangelical Alliance to the United Nations in Geneva. He / she is part of the WEA Global Advocacy Team, that includes the WEA's UN Office in New York, the WEA Sustainability Center, the Peace & Reconciliation Network, the World Freedom Network and the Health and Human Flourishing Initiative.

PRINCIPAL TASKS:
The Director of the WEA Geneva Office provides strategic leadership and overall direction for the Office, advancing its mission to serve WEA members, affiliates, and the broader WEA constituency. The Director ensures effective engagement with human rights mechanisms, humanitarian policy processes, and refugee protection agencies in Geneva, strengthening access, representation, and impact within these international platforms.
Programs: • Lead the development and implementation of the Office's strategic plan in alignment with the Global Advocacy Department's objectives and priorities. Set annual priorities

in collaboration with the Ambassador and Permanent Representative, subject to approval by the Director of Global Advocacy.

- Oversee and guide the provision of advocacy support to WEA member national evangelical alliances in the areas of human rights, humanitarian assistance, and refugee protection. Ensure effective consultation with national alliances and WEA stakeholders, and direct strategic engagement with United Nations mechanisms in Geneva, including:
 - Preparing and submitting stakeholder reports to the Universal Periodic Review process.
 - Contributing to calls for input from UN mechanisms, including Special Rapporteurs and the OHCHR.
 - Engaging with treaty body processes.
 - Supporting the submission of complaints through Special Procedures.
 - Leading the organization of events, particularly side events at the Human Rights Council.
 - Delivering written and oral statements at the Human Rights Council.
- Direct the planning and coordination of public communications, including reports and statements, in collaboration with the Director of Global Advocacy, the WEA Communications Department, and the Ambassador and Permanent Representative.
- Represent WEA Geneva in relevant UN and other high-level meetings in Geneva, and facilitate strategic participation by the Ambassador and Permanent Representative and the WEA Secretary General.
- Develop and oversee the implementation of a comprehensive communications strategy to advance the Office's visibility and impact.
- Facilitate meaningful participation of delegates from regional and national evangelical alliances and affiliated organizations in United Nations meetings and events in Geneva.

Management:

- Develop, implement, and oversee the organizational budget; monitor financial performance (managed by the Réseau évangélique suisse (RES)) and ensure compliance with reporting requirements.
- Design and execute a fundraising strategy; cultivate and manage relationships with donors and strategic partners.
- Coordinate administrative matters with RES, including work permits, office space and lease arrangements, payroll, and donor administration.
- Recruit, supervise, and evaluate staff; ensure clear allocation of responsibilities aligned with the strategic plan and annual priorities.

Clearance: For sensitive and / or controversial issues – either in terms of the security of our constituencies or in terms of the potential consequences our course of action could trigger for WEA, its reputation or its relations with constituencies, partners, governments and diplomats or for our constituencies and partners themselves, the Director of the Geneva Office should consult the Director of the Global Advocacy Department as well as the Ambassador and Permanent Representative.

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>	
Education	University degree (advanced degree preferred) in law, international law, international relations, or a related field.
Knowledge & Skills	1. Demonstrated experience in advocacy at the national, regional, or international level. 2. Strong knowledge of international human rights law and the United Nations human rights system. 3. Excellent written and spoken English; working knowledge of French is highly desirable; additional languages are an asset. 4. Proven ability to produce high-quality professional advocacy reports and written submissions. 5. Strong analytical skills, with the ability to quickly grasp complex issues and formulate clear, diplomatic, and solution-oriented recommendations. 6. Demonstrated ability to build and sustain relationships in international, multi-stakeholder environments, including forums such as the United Nations. 7. Strong interpersonal and cross-cultural communication skills, with the ability to collaborate effectively across diverse contexts and cultures. 8. Self-motivated and able to work independently with minimal supervision, while contributing effectively within a team environment. 9. Familiarity with Evangelical Christianity, including its branches, characteristics, and history, as well as the functioning of evangelical alliances. 10. A committed Evangelical Christian with strong biblical grounding and a demonstrated commitment to serving the Church in society.
People Values of WEA	Relational: Relationships are key as we collaborate across evangelicals around the world. - 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. 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.

- Our work responsibilities are clearly articulated and are reflective of individual spiritual gifts.
- 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.

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.

- 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.

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

- We are diverse.
- Our united voice reflects our diversity.

Together our voice will be a force for good in this world.

Employment and remuneration

The Director of the Geneva Office is formally employed by the RES and employment is subject to Swiss employment and taxation standards. Salary is fixed according to the RES salary scale.