

WORLD EVANGELICAL ALLIANCE POSITION DESCRIPTION



KEY POSITION INFORMATION	
Job Title	Chief of Staff
Reports to	Secretary General
Date reviewed	October 23, 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 POSITION:

The chief of staff works closely with the Secretary General providing high-level executive and administrative support to the Secretary General, ensuring efficient, diplomatic and professional coordination and delivery of their respective priorities and commitments.

The role requires a high degree of discretion, judgement and organisational awareness, with the ability to manage and balance multiple priorities, stakeholders and time zones.

Together with the Secretary General as well as the ministry department leaders and collectively, as the Senior Leadership Team is responsible for administering the programs and operations of the WEA.

PRINCIPAL TASKS:

- Provide high-level executive and administrative support to the Secretary General, coordinating their commitments, priorities and follow-up actions.
- Facilitate effective communication and coordination among key stakeholders, including tracking actions and follow-up arising from engagements.
- Prepare and coordinate executive meetings and engagements, including agendas, briefing notes, schedules, presentations, reports, correspondence and other relevant materials, ensuring that Secretary General is appropriately prepared.
- Working closely with the Secretary General and the HR officer, manage HR strategies, systems, tactics and procedures across the organization
- Manage the rest of the operations team to ensure that processes and goals of the organization are well implemented.
- Handle confidential and sensitive information and matters with a high degree of discretion, diplomacy and sound judgement, maintaining appropriate

professional boundaries while building trusted relationships with the global Evangelical family.	
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 in business administration, management or law
Knowledge & Skills	<ul style="list-style-type: none"> • Five years of experience in a similar executive support position, preferably supporting senior executives in an international organisation. • Excellent organisational and project management skills, with the ability to manage competing priorities and complex schedules. • Exceptional discretion and ability to handle confidential and sensitive information with sound judgement. • Ability to operate effectively in a fast-paced, international and multicultural environment, managing multiple tasks and meeting tight deadlines. • Detail-oriented and meticulous work manner, with the ability to work independently and proactively. • Alignment with WEA's values and its Statement of Faith, exhibit strong Christian character, and manifest high-integrity leadership and professional management.
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. - 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.