

Vacancy for the Position of
Secretary General of Pax Christi International

Pax Christi International is in search of a new Secretary General, who will be based at the Pax Christi International Secretariat in Brussels, Belgium.

Collaborating with a dedicated staff and board, the Secretary General will inspire and lead Pax Christi as an international movement and ensure active engagement of the member organisations around the world.

This will require vision and enthusiasm, strategic leadership, effective management and professionalism, as well as a personal commitment to Christian values at the heart of peace and reconciliation, social and ecological justice, nonviolence and participation.

It is also important that he or she be willing to support the interfaith dimension and organisational growth of the Pax Christi movement.

Salary and benefits are commensurate with experience and Belgian norms for comparable positions in Non-Profit organisations.

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I. Position Description Secretary General

Primary Areas of Responsibility

- Ensure that the general orientation of the work of Pax Christi International, as well as its Christian and faith-based inspiration, are maintained and developed in accordance with the vision and mission defined by the governing bodies.
- Give leadership and direction to the growth, coordination and increasing cohesiveness of the international movement.
- Ensure a collaborative, supportive and positive atmosphere in the International Secretariat that enables staff and volunteers in Brussels and elsewhere to work as an effective team.
- Provide vision and consistent leadership to the International Secretariat as staff and volunteers fulfill their mandates in the following areas of responsibility:
 - Networking and communications
 - Spiritual development
 - International advocacy and campaigning
 - Building capacities for peace
 - Development and promotion of Pax Christi as an international movement
 - Fundraising, finance and administration

Objectives

1. Ensure effective networking and collaborative action for peace among member organisations

Result: Effective, coherent, collaborative action of Pax Christi as an international movement.

Responsibilities

- Ensure that PCI sustains positive relationships with and supports all Member Organisations and partners.
- Ensure development and achieve implementation of a Strategic Plan and Fundraising Strategy through collaborative action that includes the Executive Committee/Board, Member Organisations and International Secretariat staff.
- Ensure positive working relationships among the various Pax Christi Member Organisations and organs and collaboration around issues of common concern.

2. Inspire the development and articulation of a vibrant Pax Christi spirituality/theology of peace and nonviolence

Result: Pax Christi makes a significant and ongoing contribution to understanding the intersection of faith and work for peace in situations of violence and violent conflict.

Responsibilities

- Encourage the continued inclusion of faith reflection in Pax Christi gatherings at every level.

- Ensure that regular opportunities and a variety of vehicles are provided to Pax Christi members and groups to share their spiritual journeys as they work for peace.
- Encourage the use of stories about Pax Christi faith journeys to inspire and motivate peacemakers and potential peacemakers.

3. Make sure that Pax Christi International is actively engaged with Member Organisations in international advocacy and campaigning.

Result: Effective campaigning and advocacy with key international decision-makers on issues of concern to Pax Christi members.

Responsibilities

- Ensure adequate staffing of and support for Pax Christi representation with intergovernmental institutions (UN, UNESCO, EU, Council of Europe, AU).
- Ensure good coordination of Pax Christi's international advocacy.
- Ensure that Pax Christi is well represented at international meetings and conferences, in important campaigns and coalitions that address issues of concern to Pax Christi Member Organisations.
- Participate or ensure participation in international missions requiring high level Pax Christi participation.

4. Develop and guide Pax Christi International programs and projects that build capacities for peace among Pax Christi Member Organisations.

Result: Steadily growing capacity for peace work among Pax Christi Member Organisations.

Responsibilities

- Promote the identification within the Pax Christi movement of key capacities for peace building that are emerging given the signs of the times or need strengthening among Member Organisations.
- Support the development of projects that are appropriate to Pax Christi International's capacity-building role, making full use of and collaborating with the experience of particular Pax Christi Member Organisations; ensure adequate financial resources and staff.
- Ensure that projects fit within the mandate and Long Range Strategic Plan of Pax Christi International.

5. Contribute in a significant way to the growth and visibility of Pax Christi as an international movement.

Result: Enhanced positive public image of Pax Christi and knowledge of Pax Christi stories about peacemaking around the world.

Responsibilities

- Serve as one of the principal public faces of Pax Christi around the world.
- Ensure that Pax Christi International has available and makes good use of excellent electronic tools and printed materials for communication and promotion.

- Animate and guide Pax Christi's growth among youth/young adults; in the global south; and in areas of conflict or potential conflict as determined by Pax Christi's Long Range Plan.
 - Support the growth and/or strengthening of weaker Pax Christi Member Organisations.
- 6. Engage actively with designated International Secretariat staff in fundraising activities and to ensure the highest standards of financial management, including a regular audit.**

Result: Cost-efficient, transparent and accurate management of finances adequate to the needs of Pax Christi International.

Responsibilities

- Give necessary attention to and engage actively in fundraising activities that require the participation of the Secretary General.
- Animate the active participation of Pax Christi co-Presidents, Peace Envoys and Executive Committee/Board in fundraising.
- Work with staff and the International Treasurer to monitor income and financial expenditures regularly to ensure adherence to the budget.
- Guide IS staff in collaboration and consultation with the International Treasurer to prepare the annual budget.
- Ensure the development of a long range plan for financial development.
- Ensure maintenance of an efficient and transparent system for financial monitoring and reporting, including an annual external audit.

7. Provide leadership to the Pax Christi International Secretariat.

Result: A harmonious working environment and well-managed office that enables the Secretariat to accomplish its objectives in a cost-efficient and effective manner.

Responsibilities

- Recruit, hire and ensure good support for and supervision of staff and volunteers.
- Ensure that a job description for each position is up-to-date, clear and manageable; implement the practice of annual performance appraisals for all staff members.
- Promote collaboration and teamwork within the International Secretariat; create a cohesive and positive work climate.
- Work with the staff and the Executive Committee/Board to ensure development and implementation of an annual work plan and budget.
- Plan, prioritize and effectively coordinate staff activities to promote responsible stewardship of human and financial resources and implementation of long-range and annual work plans.
- Ensure careful and competent preparation of and follow-up to major Pax Christi assemblies, consultations and meetings. Ensure that oversight and direction is given to the preparation of the dossiers, organisation and reports; ensure that all major decisions and directions that result from said meetings are implemented.

II. Qualifications

- Senior management level experience, preferably in a peace or development organisation, with varied responsibilities including strategic planning, staff supervision, advocacy, fundraising and financial reporting;
- Strong interpersonal skills;
- Creative and well organised;
- Demonstrated ability to lead and coordinate wide-ranging activities involving diverse organisations, individuals and networks;
- Knowledge of Catholic Social Teaching; commitment to Christian principles, values and spirituality; strong commitment to peace, justice, reconciliation and the non-violent direction of the work of Pax Christi ;
- Commitment to interfaith cooperation and experience working in multi-cultural environments;
- Strong public speaking and media experience/skills;
- Excellent communications skills, both written and oral;
- Excellent verbal and written skills in English; oral excellence in French or Spanish, both highly desirable;
- University degree, preferably in peace studies or related discipline;
- Computer literate.

III. Application Process

Applications will be reviewed as they are received. Process will remain open until the position of Pax Christi International Secretary General is filled.

Applicant: Please send the following to marie.dennis@paxchristi.net

- a letter of application (in English)
- *curriculum vita* (in English)
- examples of your writing (in French, Spanish or English) – feel free to provide electronic links rather than copies of published work
- other supporting documents (in French, Spanish or English)
- one personal and two professional references.

Selection process will include:

- Review of application materials by Pax Christi International Search Committee
- Conference call interview with Search Committee for selected applicants
- Consultation with references of “short-listed” applicants
- Personal interview in Brussels with Search Committee and visit with Pax Christi International Secretariat staff at PCI office in Brussels for a few final applicants
- Recommendation of Search Committee to Pax Christi International Executive Committee.

IV. Employment conditions

- Job title : Secretary General of Pax Christi International
- Location: The Secretary General will be expected to take residence in Belgium
- Salary: Range between 65.000 and 72.000 EURO gross salary
- Length of contract: 2-year contract, renewable dependent on mutual agreement
- Expected starting date: 1 September 2012
- Accommodation: not provided
- Position: Full time position
- Reports to: Governing bodies of Pax Christi International

V. Additional information on Pax Christi International

Pax Christi is an international Catholic movement for peace. Founded to promote reconciliation in Europe at the end of the Second World War, Pax Christi is now active on six continents, bringing together people and groups from many different countries and cultures to shape and act upon a shared vision of peace, reconciliation and justice for all.

As a faith-based network, Pax Christi believes that religion should be an unequivocal force for peace rooted in social justice, respect for human rights and care for the integrity of creation. As an organisation that is Catholic in origin and tradition, Pax Christi is also autonomous and firmly committed to cooperation with other religious traditions, as with all who share its values, principles and objectives. Pax Christi gives high priority to nonviolent means of resolving conflicts, leading to peaceful societies based on human rights, democracy and the rule of law. Pax Christi works to create a culture of peace, collaborating with many different organisations, networks and coalitions, including in the crucial area of international advocacy and campaigning.

While each Pax Christi Member Organisation works for peace with significant autonomy in their own context, the Pax Christi International Secretariat facilitates the movement's global presence and growth through networking and communications; articulation of an experience-based peace spirituality; international advocacy; and capacity building for active nonviolence and peace-building. Particular attention is being given at this time to the areas of transitional justice and violence driven by social exclusion and extremist ideologies.

A Global Assembly (usually triennial), Annual General Meeting and Board/Executive Committee set the direction for Pax Christi's work. The Secretary General is expected to inspire and lead Pax Christi as an international movement, working in a collaborative manner with a dedicated staff and Board.

See also www.paxchristi.net

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