COMMISSION FOR JUSTICE, PEACE AND INTEGRITY OF CREATION
USG/UISG SECRETARIAT
Via Aurelia 476,
CP 9099 Aurelio, 00165 Roma, Italy.
Tel: (39) 06 598 78602 (direct)

JOB DESCRIPTION
Executive Co- Secretary, Commission for Justice, Peace and Integrity of Creation (JPIC)

Background:
The JPIC Commission is a joint Commission of the Union of Superiors General (USG) and the International Union of Superiors General (UISG) of men and women's Religious Institutes of the Catholic Church. There are over 2000 member Institutes. It was established to promote and support the integration of JPIC in the life and mission of Religious Institutes, members of the USG/UISG, in coordination with the Superiors General, their leadership teams and JPIC International Promoters. The Commission has four objectives – Information, Sharing, Formation and Action. It is composed of 4 Superiors General, 4 International JPIC Promoters, the Executive Secretaries of the USG and UISG, Director of SEDOS, a representative of the Dicastery Promoting Integral Human Development and the Executive Secretaries of JPIC. The Commission, which meets twice a year, normally works through the Executive Secretaries and International JPIC Promoters to take animation initiatives. Much of the animation work is carried out through working groups, established to respond to a variety of needs, manifested by Religious Institutes and the people whom they serve.

Title:
Executive Co-Secretary

Position Classification:
The Executive Co-Secretary is a full time position appointed by the JPIC Commission. This is a position with a three year term limit, renewable once.

Areas of Responsibilities:

- The Co-Secretary works together with the other Co-Secretary in the coordination and delivery of all the work of the JPIC Office.
- In this document, the total work of the office is described, which will be carried out by both Co-Secretaries.
- Specific apportioning of responsibilities for both will take place when the new Co-Secretary has had a reasonable time to adjust and learn about the job (probably after six months) and taking account of the respective experience, expertise and talents of the other Co-Secretary.
- The Co-Presidents of the Commission will oversee the whole process with timely evaluations.
- Both Co-Secretaries are responsible for carrying out together the secretarial and animation dimensions of the work.
- The JPIC Commission has clearly indicated that the "Co-Secretary Model" in itself is intended to give witness to the hope that men and women in the Church can work in an equal partnership. The Commission recognizes that the effective implementation of this

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model requires an investment of time and energy by the Co-Secretaries. It is essential that both Co-Secretaries value collaboration and shared-decision-making.

Activities of the Secretarial Role:

1. Prepare the annual budget
2. Keep the archives of Commission updated
3. Write and publish acts of the meetings
4. Supervise cash flow/prepare annual economic report
5. Office supplies and the maintenance of equipment
6. Prepare an agenda for the Executive Commission and Commission meetings
7. Organize Commission meetings

Activities of the Animation Role

Communications:

1) Make activities of the JPIC Commission known
2) Maintain contact with the Executives of USG/UISG
3) Publish office information Newsletter
4) Keep the web page updated
5) Maintain and establish data bases of JPIC contacts, including International and National JPIC Commissions and establish contact with them.

Education/Formation:

6) Support/animate International JPIC promoters and Religious Institutes (formation materials etc.)
7) Provide an 'intern' training programme for future International JPIC promoters
8) Give input on JPIC themes to individual Institutes
9) Maintain and develop new JPIC Web resources

Accompany/Support:

10) Visible presence of Commission to other groups such as DPIHD (with similar objectives)
11) Support working groups of the JPIC Commission
12) Support the setting up of JPIC structures in individual Institutes
13) Encourage the establishment of national JPIC inter-congregational Commissions
14) Support other groups of the USG/UISG

Motivation:

15) Implement Commission's Plan, objectives and statutes
16) Initiate and/or support projects that respond to the signs of the times, such as, the Solidarity with South Sudan project; the involvement by religious in healthcare ministries; and the Network Project (TalithaKum) against human trafficking; International Congregations of Religious at the FAO (ICR at FAO).

Respond:

17) Respond to emerging JPIC challenges in the world, in the church and within the USG/UISG

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18) Map initiatives as needed

Essential Requirements

1. Some experience in International JPIC animation; at a minimum some responsibility at the provincial level for JPIC animation.
2. Knowledgeable of the Catholic Social Teaching.
3. Fully proficient in either English or Spanish and a working knowledge of the other.
4. A good knowledge of other languages of the Commission is advantageous but not a requirement. (Italian, French, Portuguese and German).
5. Organization, Research and Writing Skills.
6. Accounting skills and experience with managing a program budget.
7. Computer skills and proficiency in Windows Office and Web Site management.
8. Self-starter highly motivated, willing to listen.
9. Ability to work alone, as well as collaboratively as a member of a team.

Additional Useful Skills

Experience in design and layout of basic publications (brochures, newsletters, reports, etc.);
Experience working with software publishing program.

Remuneration:

Congregational Donation of € 15,000.00

Office Address:

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Applications: As early as possible but by November**, 11 2022** at the latest. A CV should be submitted by email to both the email address of segretaria.esecutiva@uisg.org.