



Dominican Sisters International

Convento di Santa Sabina
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POSITION DESCRIPTION

Background:

DSI's Justice & Peace Office was established to achieve DSI's goals with the focus to concretely and optimally realise the fourth of these goals (*"to foster a more compassionate world order through the promotion of peace and justice, integrity of creation and human rights, especially the rights of women"*). The Office functions in coordination with General Prioresses of DSI, their leadership teams, the UN-NGO, and Justice & Peace Promoters at congregational, country, continental, conference levels. Its work can be highlighted into three main categories executed in collaboration with its key partners: information sharing, formation and sensitisation, advocacy and other forms of social action.

Position Title

International Promoter of Justice & Peace (DSI)

Position Classification

The mission of the International Promoter of Justice & Peace is a full-time position appointed by the International Coordinator after due deliberation with the Coordinating Council. It is a position with a three-year term of office renewable once with no more than six consecutive years of service.

Accountability

The International Promoter of Justice & Peace is accountable to the International Coordinator and ultimately to DSI's Coordinating Council.

Areas of Responsibility

- i. The Promoter works to secure awareness among Dominican Sisters worldwide that the promotion of justice, peace and the integrity of creation are constitutive elements of our Dominican vocation to preach the Gospel;
- ii. Assists sisters and congregations in their understanding of the integral relationship that our Dominican Charism has with the Order's tradition and history in the work of justice, peace and the integrity of creation;
- iii. Manages the affairs of that Office in close collaboration with the International Coordinator;
- iv. Nurtures and maintains active collaboration with the Promoter for Justice & Peace of the Friars and the Permanent Delegate of the Order to the United Nations (UN), engage in joint ventures that promote the work of the sisters and strengthen the family bond and identity shared among all branches of the Order;
- v. Cultivates and adopts a collaborative work ethos and practice with the UN-NGO, especially on matters relating to formation of the sisters, information sharing, human rights, economic & social development and empowerment of women;
- vi. Sustains good working relationships with Continental Promoters of Justice & Peace in the animation of their continents and encourages mutual solidarity and support among them;
- vii. Initiates (where formation programmes do not exist) otherwise, assists with the formation of sisters in various areas of Justice & Peace, e.g. Social Doctrine of the Church, with the use of various media (*e.g. dissemination of information, workshops, seminars, conferences, selected communal reading, participation in related events, mutual sharing and welcoming news of undertaken projects, etc.*);

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Secretary for Communication: Ms. Elizabeth Perugachi

DSI International Promoter of Justice & Peace, Position Description

- viii. Responds positively to invitations and initiates opportunities to work with international organisations of mutual interests, especially those based in Rome, e.g. International Union of Superior Generals (UISG) and make presentations, engage in dialogue, and, seminars, workshops, etc. with Dominican Sisters and other collaborators;
- ix. Exercises leadership with regards to the Sisters, on the Order's International Commission for Justice & Peace;
- x. Disseminates information on the priorities of the International Commission for Justice & Peace and the implementation of these priorities as they relate to the Sisters;
- xi. Responds to and appropriately disseminates information of emerging justice & peace challenges in the world in collaboration with the various organs within DSI and of Order.

Other Administrative Activities

- Prepares and submits the annual Budget, Income and Expense Reports in accordance with DSI's Statutes and established administrative procedures
- Pursues the exercise of grant solicitation in support of justice & peace projects in coordination with the International Coordinator and the UN-NGO
- Maintains well organised and updated archives
- Maintains office equipment and supplies in good working condition
- Provides supervision to support staff of the Office of Justice & Peace.

Other Animation & Supportive Activities

- Make activities of the Office of Justice & Peace known especially among members of DSI
- Establish and maintain database of membership and other contacts
- Maintain a visible presence to local, regional and continental and movements of the Dominican Sisters, especially to those who are in isolated regions of the world and in countries where there is conflict, extreme poverty, etc.

Other Essential Requirements

- Highly motivated and passionate about DSI and its mission
- Work and life experience beyond personal culture of origin and sensitivity to cultural diversity
- Ability to work independently as well as in teams
- Advanced proficiency in at least two of the official languages of DSI; if English of not one of these, a minimum of intermediate proficiency in English would become necessary
- Experienced in international, continental, regional, or at least congregational ministry of Justice & Peace promotion
- Knowledge and practice of Catholic Social Teaching
- Excellent oral and written communication skills in at least one of the official languages of DSI
- Good health and endurance (*consideration given to required travel with often few comforts*)
- Computer skills and proficiency in Windows Office.

Other Additional Useful Skills

- Knowledge of design and layout of basic publications (brochures, newsletters, reports, power-point, etc.)
- Proficiency in the Italian language

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