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*Bahá'í World Centre* **1**

Bahá'í  
World  
Centre

## Urgent Needs at the Bahá'í World Centre

### Team Leader

This person is the senior member of one of the sections within the Office of Master Reference Files who is responsible for providing support and training to other staff members of the section. Candidates must be “team players” with good communication skills. They must be quick learners who are detail-oriented, have good English language reading comprehension skills and the ability to summarize information.

### Horticulturist

This person manages the cultivation and maintenance of a gardens area with emphasis on planning, documentation, technical research, maintenance techniques, staff training and supervision, plant health, quality standards and garden aesthetics. Candidates should have academic training and work experience in a related area, technical competence, good interpersonal skills and supervisory experience. Familiarity with tree care, Integrated Pest Management, equipment repair and irrigation is desirable.

### Painters

These individuals paint and plaster Bahá'í World Centre flats, offices and Holy Places. General painting and plastering skills with 3 years of experience are required. Candidates must have a current driver's license for manual transmission vehicles.

### Executive Assistants

These individuals provide secretarial support in the Department of the Secretariat. The position requires experience in Bahá'í administration and good communication skills, including excellent writing skills and the ability to read, analyse and summarize background material. Knowledge of Microsoft Office applications including MS Word, MS

Outlook and MS Excel is desirable.

### **Cleaning Specialist**

This person oversees the technical aspects of cleaning work performed by a staff of 45 and implements departmental training and quality assurance programmes. Candidates must be experienced in cleaning techniques for monumental buildings (particularly stone and floor care), must be knowledgeable about chemicals and possess good leadership, organizational and people skills.

If you are interested in any of the above positions, please contact:

The Office of Personnel, Bahá'í World Centre, P.O. Box 155, 31001 Haifa, Israel

Email: [serve@bwc.org](mailto:serve@bwc.org); Fax: 972 (4) 835-8325.

### **Ninth International Bahá'í Convention**

The Universal House of Justice has advised that, due to preparations in connection with the Ninth International Bahá'í Convention at Ridván 160 (2003), the regular pilgrimage programme will be suspended from March 26 to May 25, 2003, and no Bahá'í visitors will be allowed to come to Israel during that two-month period.



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