

To work in UEM is a meaningful work with commitment, competence, efficiency and conviction. In a world torn apart we grow together into a worshipping, learning and serving community. The tasks in our three offices are as diverse as the members of our teams.



**We are looking for a full time**

## **Executive Secretary (all gender)**

**for our Division Africa and as Management-Team Member, located in Wuppertal, Germany**

### **Your tasks:**

- Contributing to the fulfillment of the aims of the UEM by actively structuring the cooperation with our members including the provision of requested services
- Providing leadership in theological, personnel, administrative and financial aspects of the work in the division
- Promoting the UEM work and the cooperation and exchange between members in the African region and in Germany
- Promoting the UEM work and the cooperation with members in the African region in keeping/increasing members' ownership and participation
- To keep a fundraising strategy involving UEM members in Africa to keeping and promoting a needed ecumenical exchange between UEM members
- Building networks and modes of cooperation which are related to these tasks
- Visiting members and their institutions in the region in order to raise consciousness on ecumenical matters and to be available to members as a resource person in workshops, seminars and meetings
- Managing the division Africa with its regional office in Dar es Salaam, Tanzania

### **Our Expectations:**

- Theological degree (at least Master), ordination in a UEM member church
- Expertise/activities on challenges for church and society today from biblical / theological / ecumenical perspective
- Proven professional leadership experience and management skills
- Ability to organize conduct meetings and programs with staff from diverse cultures and backgrounds
- Willingness to contribute to the further development of the UEM as an organization as a member of the Management Team
- Very good language skills of at least two of these languages, English, French, German and the ability to learn the third up to a B2 level. Other languages are an advantage
- Willingness and ability to travel internationally

### **We offer:**

- A family-friendly working atmosphere in an international, intercultural and interdisciplinary environment
- Salary according to German collective agreement, social benefits, support for integration to Germany and training opportunities

**In the case of equal qualifications, a person from Africa is given preferential treatment.**

If you are interested, please send your application with CV via email to [personal@vemission.org](mailto:personal@vemission.org)  
The closing date for applications is **30.11.2024**

For further information, please contact  
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mission*