

# Cevaa seeks 1 Executive Secretary for its Projects and Funding Search Pole

Applications must be submitted through the Member-Churches and must be sent to the Cevaa Secretariat **no later than May 31, 2023.**

Address for sending dossiers: *Cevaa-Community of Churches in Mission*  
CS 49530 - 13 rue Louis Perrier - 34961 MONTPELLIER Cedex 2 - FRANCE

**Planned starting date: 1<sup>st</sup> July, 2023.**

# 1. Description of the position

## 1.1 Project activities

- Be the contact person of the Churches for questions related to their missionary projects.
- Assist and advise the Churches, at their request, in setting up projects and seeking funding.
- Support the Churches with the implementation of their missionary projects.
- Ensure consistency between the Church Missionary Programme and their missionary projects (care and health).
- Develop a pedagogy around the Quality Charter that accompanies the projects.
- Present the projects of the Churches to the Project Coordination.
- Contribute to the training of Church actors in the specific fields of the Pole.
- Implement the decisions of the Executive Council and the recommendations of the Project Coordination.
- Supervise and monitor the Health-Solidarity Project with the Health Mission Leader (based in Central African Republic) and the Pole's assistant.

## 1.2 Activities related to the search for new funding

- Approach funding agencies for grant opportunities.
- Understand the logic of assignments, keywords and criteria, and how to use them for the benefit of projects submitted to the Cevaa, and for the expansion of the Secretariat team.
- Develop teaching tools to increase the capacity of Churches to set up and manage projects.
- Prepare and facilitate seminars.
- Train and encourage the actors of the Member Churches.

## 2. Responsibilities

Under the responsibility of and in close collaboration with the General Secretary:

- Implement the decisions of the General Assembly and of the Executive Council.
- Implement the Project Strategy.
- Prepare and facilitate the sessions of the Project Coordination, together with the Coordination Chairperson.
- Anticipate, plan and report on work.
- Ensure the proper functioning of its Pole, together with the assistant.
- Monitor and supervise the Health-Solidarity Project.
- Work collaboratively with the entire Secretariat team.
- Ensure a good relationship with Cevaa partners for project implementation.
- Seek new public or private partners and funders, for the various activities and other actions within the Cevaa Community.

### **3. Qualifications**

- Advanced degree (Bachelor or Master) in management, development, including training in fund research.

### **4. Experiences**

- Minimum of 5 years of professional experience in an international institutional or associative world.
- Experience in project construction, monitoring and control.
- Experience in fundraising.
- Proficiency in office (Microsoft Office, Google Suite, etc.) and management software (Sage and others).

### **5. Particular know-how and aptitudes**

- Fluency in English and French at a very good level is imperative.
- Be willing and motivated to collaborate with colleagues of various nationalities in a multicultural context; have good aptitudes for teamwork and for encouraging others' work.
- Ability to analyze, synthesize, method, rigour, diplomacy, judgment.
- Initiative, creativity, ability to work under pressure and meet deadlines.
- Ability to lead multiple cases in the long term.
- Willingness to travel regularly.

### **6. Conditions**

- Statutory designation: « Executive Secretary ».
- Location of work: Montpellier - France.
- Conditions of remuneration and involvement are described in the "Practical provisions concerning the General Secretary and the Executive Secretaries of the Cevaa".
- Accommodation provided by Cevaa.
- Origin: member of one of the Cevaa Churches.
- Planned commitment is four years, renewable twice (maximum).
- Work to begin on 1<sup>st</sup> July, 2023.

### **7. Documents required**

- Cevaa Application Form (to be completed).
- Letter of recommendation by the Church.
- Cover letter.
- Resume, with all necessary details on the required skills and experience of the candidate.
- Photocopies of diplomas.
- Three (3) letters of recommendation.
- Medical certificate.