

To work in UEM is a meaningful work with commitment, competence, efficiency and conviction. As a communion of churches in Africa, Asia and Germany 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 seeking a qualified and visionary leader to take up the strategic position starting at the beginning of 2026**

## **Executive Secretary – Finance & Administration and Deputy General Secretary (all gender)**

### **Your tasks**

- Contributing to the fulfillment of the goals of the UEM by developing and implementing strategies to diversify UEM's financial security
- Provide strategic leadership and ensure strategic alignment across the departments of Accounting, Communication & Fundraising, HR, IT & Services and Properties/Housekeeping.
- Share responsibility with the Deputy Executive Secretary for ensuring effective management of the organization's operational and administrative areas
- Ensure compliance with financial governance and risk management standards
- Monitor UEM's organizational performance and provide reporting to the Management Team, Council and other advisory and executive committees of UEM
- Identify opportunities for new institutional networks, funding streams, and capacity-building initiatives aligned with the strategic goals of UEM
- Represent UEM on all national and international levels, strengthening relationships with member churches, partner institutions, donors, and other stakeholders

**join our  
mission**



**UNITED  
EVANGELICAL  
MISSION**

## Your Profile

- Advanced degree in Finance, Business Administration, Economics or a related field
- Solid legal knowledge relevant to financial management, compliance, and institutional governance
- At least 5 years of proven experience in senior financial leadership roles
- Demonstrated expertise in financial management and fundraising strategies, with a clear understanding of their interdependence
- Strong leadership skills with a collaborative, team-oriented approach, and the ability to inspire and empower colleagues
- Strong intercultural leadership competence with fluency in German and English
- Readiness for travel in Africa, Asia and Europe
- Alignment with the Christian and ecumenical values of the UEM

## What we offer

- A dynamic and modern workplace with a multicultural and cross-functional team
- A salary according to German collective agreement (BAT-KF, EG 15)
- Opportunities for professional development, family-friendly working hours through flexible scheduling and the option to work from home

## Location

- UEM Regional Office in Wuppertal, Germany, with international travel to UEM's regions

**We look forward to hearing from candidates who are ready to contribute to UEM's vision and global mission!**

**Please send your application and CV  
until 26.09.2025 to UEM General Secretary  
Rev. Dr. Andar Parlindungan  
([personal@vemission.org](mailto:personal@vemission.org))**



**[www.vemission.org](http://www.vemission.org)**