

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 department “Global Programs I”, located in Wuppertal, Germany

Your tasks:

- Planning, organization and implementation of training and continuing education measures in the field of mission theology and church leaders
- Giving talks to UEM members and lectures in universities and educational institutions
- Managing the department Global Programs I with the International Educational Team, the Scholarship Program and the Evangelism team

Our Expectations:

- Theological degree (at least Master's), ideally ordination in a UEM member church
- Expertise/activities on challenges for church and society today from biblical / theological / ecumenical perspective
- Proven professional leadership experience
- Ability to organize seminars and conferences 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 English skills and the ability to learn German 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, women from Africa are given preferential treatment.

If you are interested, please send your application with CV via email to **personal@vemission.org**
The closing date for applications is **31.10.23**.

For further information, please contact Rev. Volker M. Dally:
Dally-v@vemission.org

*join our
mission*