



Caritas Europa brings together 48 organisations that are active in 44 European countries. It is one of the seven regions of Caritas Internationalis, a confederation of 164 Catholic relief, development and social service organisations working to build a better world. Caritas Europa focuses its activities on issues related to poverty and social inequality, migration and asylum within all countries of Europe. Within the worldwide Caritas network it assists European members in humanitarian aid and international development. Caritas Europa and its member organisations also develop policies for political advocacy at European and national levels.

With a view to succeeding the current post holder at the end of the present mandate, Caritas Europa is looking to its future and seeking to recruit a (m/f):

Secretary General

Your mission: driver, coordinator, ambassador and leader

The Secretary General has the mission to make a decisive impact in influencing effective policies against poverty and social exclusion in Europe – through communication at EU, national and Church level. You will lead Caritas Europa's comprehensive advocacy approach and with conviction play a key role in bringing Caritas in Europe to the forefront of poverty reduction and human development. Five areas of responsibilities have to be covered. You will play a strategic role in defining the mission and vision for Caritas Europa, in line with the expectations of its member organisations and the Caritas Internationalis strategy. You will also play the decisive role of listening to, supporting, advising and coordinating the 48 European member organisations. With the President, you will represent Caritas in regard to key stakeholders in politics and civil society. You will steer and develop a small team of experts to implement the agreed strategy and ensure that the results meet members' expectations. You will fulfill the role and responsibilities of regional coordinator for the European region within the global Caritas Internationalis confederation.

Your profile: excellent communicator with international experience

You have a university degree, a minimum of 5 years' experience at senior management level and a proven track record in leading and motivating a small team of professionals. You will also have experience in working within an international network of organizations with highly diverse cultures and have the ability to interact at senior level with a sound grasp of public relations, lobbying and representation.

You have a good knowledge of institutional structures and political processes within the EU, especially in the fields of employment, social affairs, migration, humanitarian relief and development cooperation. You understand European poverty and social challenges and how they link to global challenges. You adhere to the principles of Catholic Social Teaching.

You are a good listener who can focus on the key issues, take the initiative and bring results in an effective manner. Your pragmatic approach embraces diplomacy, discretion and leadership.

You have an excellent command of spoken and written English. A good working knowledge of French or German is necessary and any other European language is an asset. Your office and staff will be based in Brussels but you will travel frequently, mainly in Europe.

Our offer: a key role and the ability to impact on reducing social exclusion

This function is a unique opportunity to play a key role with one of Europe's leading international charitable organisations. It gives the possibility to represent the whole European movement and influence key decision-makers in shaping the future policies and strategies - especially against poverty and exclusion in Europe. As representative of Caritas in Europe, you will also be a key actor within the worldwide Caritas movement, with the ability to steer the future of the whole confederation policy and its approach towards multiple stakeholders.

Please apply **by 10 February 2010** in submitting your motivation letter and CV through the following link <http://tbe.taleo.net/NA11/ats/careers/requisition.jsp?org=MUBL&cws=1&rid=502>

If you have any question please call Laurence Leleux at Mercuri Urval – Tel: 00 32 (0)10 234 999

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