

The **Caritas Internationalis General Secretariat** is at the heart of the confederation and is the central coordinating and facilitating body for the international organisation. The General Secretariat develops global processes for cooperation and best practice, advocacy and policy positions. It is based in the Vatican City and also has representation offices in New York and Geneva. Under the leadership and management of the Secretary General, it coordinates and supports the work of the member organisations of the Caritas Internationalis Confederation. With a view to strengthening its team, the Caritas Internationalis Secretariat is seeking to recruit an (m/f):

Executive Assistant

Position based in the Vatican City

Your mission: personal assistant and events coordinator

You will be the right hand of the General Secretary and will have two important and interrelated functions. In your Personal Assistant Role, you will manage the Secretary General's diary, appointments and correspondence, including translation into French and/or, Spanish/Italian. You will assist in preparing meetings and presentations, take care of visitors and when required take minutes. You will also organise the Secretary General's travel and tabulate the expenditures. In your second role you will support the Secretary General in the overall planning and coordination of key events such as the General Assembly. More specifically, one of your first tasks will be to coordinate the events that will gather hundreds of international participants in Rome in 2011 to celebrate the 60th anniversary of Caritas Internationalis. Among others you will be responsible for scheduling and arranging all necessary activities and services, to budget and monitor expenses and handle expense claims.

Your profile: excellent communicator with organisational skills and attention to detail

You have a higher education degree, a minimum of 3 years' experience as personal assistant to a senior manager and proven track record in coordinating meetings and conferences. You have the ability to interact at senior level, with excellent written and verbal communication skills and a talent for establishing contacts. You have excellent organisational skills, you can plan and focus on objectives with precision and attention to deadlines and quality. You are able to handle stress and have an open and flexible personality. You understand the challenge of fighting poverty and inequalities and adhere to the principles of Catholic Social Teaching. You have an excellent command of spoken and written English and French. A good working knowledge of Spanish and/or Italian is an asset.

Our offer: a key role with a direct impact on the functioning of the General Secretariat

This function is a unique opportunity to play a key role within the General Secretariat of one of the world's leading international charitable organisations. You will work in close collaboration with the Secretary General and the quality of her work will be directly linked to the quality of yours. You will work at the heart of the Caritas movement and will be in direct contact with key stakeholders. You will be part of a small, friendly and supportive international team that fosters professional growth. You will have much flexibility to organise your work. Your salary will be commensurate with your experience and free of taxes.

Please send your application to Mercuri Urval at mub.be@mercuriurval.com mentioning reference number 48.8353.