

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 strengthen its team, the Caritas Internationalis Secretariat is seeking to recruit an (m/f):

## **Extranet Project Manager**

### **Architect of a new extranet for Caritas member organisations**

#### **Your mission: designing, releasing and maintaining a new extranet**

Based on an overall existing proposal and the extranet currently used by Caritas Germany, you will design and launch a new extranet for about 700 users. You will organise the migration of data from the current platforms and in collaboration with the communication team, you will design the interfaces. You will promote the use of the new system in participating in the preparation and implementation of public relations and marketing actions towards the users. With the communication team, you will prepare training materials and activities and you will regularly inform and train administrators throughout the world on how to support users. On the longer term, you will market the extranet to a wide range of people, will regularly search for feedback and follow technological development to possibly improve the usefulness and user-friendliness of the system.

#### **Your profile: successful track record in extranet management**

You have a university degree, a good IT knowledge and a minimum of 3 years' experience in launching and managing an extranet in a similar size organisation, including data migration and delivery of projects involving cross-organisational work; a librarian or archivist background is an asset. You are familiar with negotiation with suppliers, you have experience of managing internal and external stakeholders on an international basis and preferably you have carried out public relations and training activities on the use of extranet. You are a good listener, with excellent communication skills and are able to write clear and structured documents in English. You are result oriented with strong analytical and organisational skills and an ability to convince. You are committed to Caritas values, with an understanding of and sympathy with the Catholic Church's role in humanitarian and development work. You have an excellent command of spoken and written English. A good working knowledge of German (preferably), French and/or Spanish is an asset. Your office will be in Rome and you may have to travel a few days per month.

#### **Our offer: a unique opportunity to improve information and communication in a global organisation**

With a view to better fight poverty and suffering this function is an opportunity to design a main tool to provide information and improve communication inside the Caritas global movement and between Caritas and external stakeholders. You will have a central role at the heart of the Caritas movement and will be in direct contact with the management of the General Secretariat and with members and stakeholders throughout the world. You will work in 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](mailto:mub.be@mercuriurval.com) mentioning reference number 48.8354**