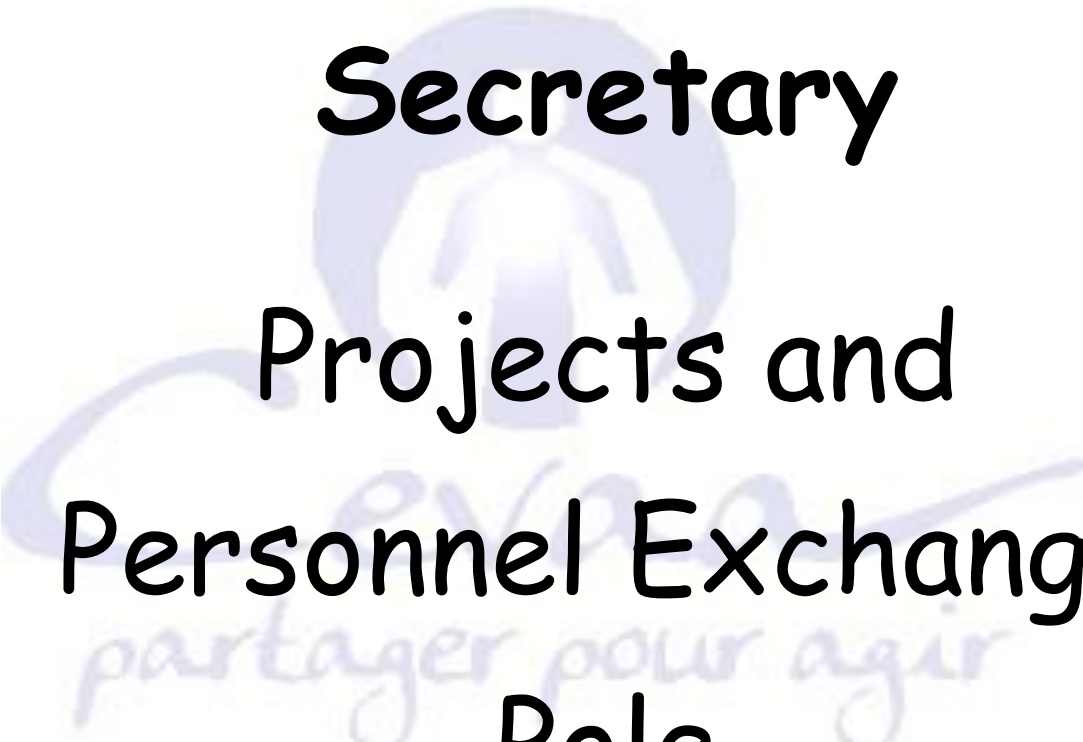




Cevaa is seeking An Executive Secretary Projects and Personnel Exchange Pole

Address: Cevaa—Community of Churches in Mission—

CS 49530 - 13 rue Louis Perrier - F-34961 MONTPELLIER Cedex 02 FRANCE.

Email: secretariat@cevaa.org

1. Job Description

1.1 Project-Related Activities (Expertise)

- Serve as the point of contact for churches regarding issues related to their missionary projects.
- Support and advise churches, at their request, in setting up projects and personnel exchanges.
- Support churches in implementing their missionary projects.
- Ensure consistency between the Churches' Mission Program and their missionary projects.
- Develop educational materials based on the Cevaa's strategy in connection with the churches' projects and personnel exchanges.
- Prepare and then present the churches' projects to the Projects and Personnel Exchange Coordination Committee.
- Design and deliver training for church leaders in the specific areas of focus of the Pole.
- Implement the decisions of the Executive Council and the recommendations of the Projects and Personnel Exchange Coordination Committee.
- Rigorously manage the budgets allocated to projects. Prudently use the budgets allocated for field visits and follow-ups
- Be able to interact in an intercultural environment, lead a network of churches, and maintain constructive relationships with a view to efficiency and synergy.

1.2 Activities Related to Personnel Exchange

- Identify and support church initiatives for personnel exchanges
- At their request, organize the project in collaboration with the churches involved
- Provide follow-up support for participants in the field and maintain contact with the churches and host organizations
- Monitor the budget according to the rules defined by Cevaa
- Monitoring the progress of the exchange: preparation before departure, reception, integration, safety, and return, in collaboration with Défap
- Archiving of files

2. Responsibilities

Under the responsibility of the Secretary General and in close collaboration with him or her:

- Implement the decisions of the General Assembly and the Executive Council.
- Implement the Cevaa Strategy.
- Prepare and facilitate Project Coordination meetings, together with the chair of the Coordination Committee.
- Anticipate, plan, and report on one's work.
- Ensure the smooth operation of your Pole.
- Ensure a balanced allocation of funding within the Community
- Monitor projects in the field from an administrative and financial perspective.
- Generate reports on the JUNO platform.
- Work collaboratively with the entire Secretariat.
- Maintain good relations with Cevaa partners to ensure the successful implementation of projects.
- Seek out new public and private partners and funders for its Pole and other Cevaa initiatives.

3. Qualifications (Knowledge)

- Advanced degree (Bachelor's or Master's) in project management, social sciences, or social work. Additional training focused on sustainable development or change management can also be a real asset.
- Knowledge of the Protestant ecumenical community and its governing bodies.
- Knowledge of the United Nations Sustainable Development Goals (SDGs).
- Degree or experience related to environmental issues: climate, decarbonization, climate justice, pollution, etc.
- Specifically for the exchange program:
- Knowledge of visa procedures, insurance regulations, and legal protection.
- Understanding of issues related to intercultural exchanges.
- Ability to work closely with the Défap team on service delegation for medium- and long-term exchanges (5–12 months).

4. Experience

- At least five years of professional experience in the international institutional or nonprofit sector.
- Experience in setting up, monitoring, and overseeing projects.

- Experience living abroad.
- Proficiency in office software (Microsoft Office, Google Suite, etc.) and business management software (Sage Sales Management and Sage BI).

5. Specific knowledge and skills (Interpersonal skills)

- Fluency in English and French at a very high level is required (minimum B2).
- Knowledge of Spanish, Portuguese, and Italian is a plus.
- Be proactive and motivated to collaborate with colleagues of different nationalities in a multicultural setting; have strong teamwork skills and the ability to support others' work.
- Possess analytical and synthesis skills, a methodical approach, attention to detail, diplomacy, and sound judgment.
- A sense of initiative, creativity, and the ability to work under pressure and meet deadlines.
- Be able to manage multiple projects simultaneously over the long term.
- Willingness to travel regularly.
- Be able to express your thoughts and needs in an engaged manner, without being aggressive or passive (assertiveness).
- Specifically related to the exchange of people.
- Listening to candidates, and then to the delegates.
- Being able to step back and use nonviolent communication in conflict situations.

6. Requirements

- Executive title: "Executive Secretary."
- Work location: Montpellier, France.
- Must be a permanent resident of Europe (residence permit with work authorization) or hold a European passport (Schengen Area).
- The terms of compensation and employment are set forth in the "Practical Provisions Concerning the Secretary General and the Executive Secretaries of the CEVAA."
- Housing provided by CEVAA.
- The term of appointment is four years; it may be renewed a maximum of two times.

- The start date is scheduled for January 1, 2027

7. Required Documents

- Application form (to be completed).
- Cover letter.
- Resume providing all necessary details regarding the candidate's required skills and experience.
- Copies of diplomas.
- Medical certificate.
- Church recommendation.

All applications must be submitted by email through the supporting church to the following address: secretariat@cevaa.org.

Deadline for receipt of applications: August 30, 2026