



Mission for us means to improve living conditions on the basis of our Christian belief. Faith, health, education, justice and peace: These are themes of relevance and importance for us, in Africa, Asian and Germany. Our projects and programs reflect this. In recent years we have developed into an international network of churches and diaconia with a modern, up-to-date profile.

For our Asia Regional Office in Pematang Siantar (Indonesia) we are looking for a

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## **Programme Officer** (m/f/d)

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The main tasks are to:

- prepare and implement seminars and other activities in the region,
- coordinate the Youth Work in the Region such as, among others, the North-South Volunteer- and South-South Exchange Programmes,
- assist in the preparation of regional assemblies and meetings of the Executive Board
- be in charge of all translations related to the work of the region, in particular for public relations and communication,
- look after the office in the absence of the Deputy Executive Secretary Asia (Regional Office) and respond to emergencies.
- assist in the conceptualization of the Mission Sparks (in print or electronic form), Newsletter and the use of UEM social media for information dissemination.
- actively support the Deputy Executive Secretary Asia (Regional Office) in the planning, implementation, monitoring and the follow up of joint programmes in the region,

What we expect:

- active membership in a church, preferably in a UEM member church.
- relevant qualification preferably in theology, development studies, regional studies or related fields
- ability to conceptualize and analyse programmatic themes and issues
- excellent skills in administration and management
- ability to easily communicate and work in a team
- at least two years of experience in international and ecumenical programmes
- excellent command of the English language and willing to learn Bahasa Indonesia
- willingness to travel nationally and internationally

The appointment will be for a period of three years with the possibility of extension for another three years term.

Please submit your application by email to [personal@vemission.org](mailto:personal@vemission.org) till 24.05.2020.

Find the Guidelines for Applications with further information [here](#).

For further information please contact Mrs. C. Bergmann, Mail: [bergmann-c@vemission.org](mailto:bergmann-c@vemission.org)

[www.vemission.org](http://www.vemission.org)