AID TO THE CHURCH IN NEED INTERNATIONAL (ACN)

is a pastoral Charity of the Catholic Church, which supports Christians wherever they are persecuted, oppressed or in pastoral need. Funded exclusively by private donations, ACN supports over 5000 projects annually in more than 140 countries with a budget of around 100 million Euros.

ACN is also a pontifical foundation, directly answerable to the Holy Father and has 23 national offices engaged in fundraising in Europe, North and South America, Asia and Australia. Our International Headquarters are in Königstein, near Frankfurt am Main, Germany.

We are currently looking for an

ADMINISTRATIVE SECRETARY
(full time)
for some English speaking countries of Africa

Your duties

As Assistant to a Head of section you will prepare all necessary documentation for the project applications decision making process. As part of this team you will assist in the project applications process of some English speaking countries of Africa, you will constantly update the database of your section, handle daily correspondence and manage the payments according to an approved budget.

Our requirements

You will be a university graduate or have a technical formation, you are fluent in spoken and written English and may have a basic knowledge of French and German. Additional foreign language skills would be an advantage.

As Administrative Assistant you should be a good team player, open to working in an international team and reliable support for your superiors and colleagues, methodical in your way of working and open and flexible towards the culture and traditions of our project partners. As a Catholic Charity, we wish our employees to identify with the Catholic faith and values.

Why work with us?
Do you feel called to a meaningful career, a fulfilling and worthwhile activity for which you would enjoy coming into the office every morning? A mission in your life, in which your personal commitment and professional skills can directly support Christians and help to change their lives? And above all one to which your Catholic faith is central and through which you can live this faith in your professional life? Then perhaps you are the person we are looking for!

**What else we can offer you**

We offer an appropriate salary in accordance with the pay scale of the German Caritas Association (AVR), plus the usual social benefits relating to Church-based charities in Germany, Christmas bonuses and holiday pay, **after probation period of six months 40% of the work can be done remotely** and we offer opportunities for professional training.

You will also have ample opportunity to nurture your spiritual life, especially by sharing, should you wish to do so, in the daily celebration of Holy Mass in our own house chapel and the occasional spiritual retreat.

**Please send your application letter and CV to**

ACN International gGmbH  
Mrs. Linh Alonso  
Bischof-Kindermann-Straße 23  
61462 Königstein im Taunus, Germany  
Email: recruiting@acn-intl.org