

## TWO JOB OFFERS

### Administrative Assistant and Coordinator International Project

Religions for Peace Europe is dedicated to advancing multireligious cooperation among Europe's religious communities to foster peace while preserving and respecting religious differences. Our mission includes supporting social, environmental, and economic justice and promoting peaceful and harmonious societies across Europe. More information: <https://rfpeurope.org/>

#### Key Responsibilities

##### 1. Administrative Assistant:

- Primarily will support the Secretary General and the broader organization of RfP Europe in administrative capacities. Ensure preparation for and submission of reports and meeting deadlines.
- Translating documents and communications from and into English, French, and Spanish (preferred).

##### 2. Coordinator International Project

- Additionally, you will coordinate the project 'Combat Desertification.' Your specific responsibilities will include:
  - Assisting in the organization and coordination of meetings, both in-person and online, across various countries, excluding high-risk locations.
  - Translating documents and communications from and into English, French, and Italian (preferred).
  - Collaborating with the remote secretariat and reporting to stakeholders on project progress and budgetary matters.
  - Relation with German office.

#### Contract Terms

##### Remuneration and Benefits

The salary will be commensurate with civil service remuneration scales, adjusted for a 70% employment rate. Specific figures will be discussed during the

recruitment process. Benefits include annual leave proportional to part-time hours plus public holidays, office space. Remote work is possible, but associated expenses are not covered.

**1. Administrative Assistant:**

- This contract is limited to the end (30.) of December 2024
- **Dedication:** This is a fixed-term position starting immediately with an expected commitment of 8 hours per week. The role does not include additional compensation for overtime but offers flexibility in managing time accrued from extra work hours.

**2. Coordinator International Project**

- This contract is limited to the end (30.) of June 2025.
- **Dedication:** This is a fixed-term position starting immediately with an expected commitment of 20 hours per week. The role does not include additional compensation for overtime but offers flexibility in managing time accrued from extra work hours.

Schedule of payments: You will be paid monthly through payroll.

### **Annual Leave**

Since you are half time, you will be awarded 14 days annual leave, plus public holidays where they fall on your typical working days.

### **Application Process**

To apply, please submit your CV and a cover letter, both in English, demonstrating your qualifications and interest in the position. Applications must include proficiency levels in English, French, and Spanish (if applicable). Immediate availability must be highlighted.

For further inquiries or to submit your application, please contact the Secretary General, Professor Dr. Joan Hernandez-Serret, at the following address: [hernandez-serret@rfpeurope.org](mailto:hernandez-serret@rfpeurope.org) Religions for Peace Europe, Office Berlin, Pariser Platz 6a, 10117 Berlin, Germany. Email and phone contacts will be provided upon receipt of application interest.