

JOB DESCRIPTION

SECRETARY AT THE SOCIAL JUSTICE AND ECOLOGY SECRETARIAT (SJES)

(1) Management and administration of the SJES Office

This will include the following general and common tasks:

- Ensuring the supply of various items to the office and keeping linkages with Fr. Minister' office.
- Ensuring the functioning of various infrastructure items: phones, computers, etc.
- Ensuring the rationalisation and the maintenance of the various filing systems at the office and in the general deposit of the office. (She may get additional help to carry out this function).
- Keeping track of the accounts and the expenses of the office and managing all the financial transactions of the office. Establishes the ordinary linkage with the *Economato* for ordinary matters.
- Administering the expedition of documents and material through the post or other express means.
- Organising the required infrastructure for meetings hosted by SJES, like the annual meeting of Coordinators.

(2) Function as a personal secretary to the Director of SJES

Among other things this will entail:

- Managing his agenda and answering his office phone.
- Helping with the travelling especially the ticket requirements.
- Keeping the correspondence including the journals coming to the office.
- Maintaining the filing system updated.
- Keeping communication flowing during the travelling of the Director.

(3) Maintenance of database

SJES has a large database which has been built over many years. We are in the process of studying the possibility of integrating it into the general database of the Curia.

- Acquaintance of the existing system and its uses and provide the linkage with the IT Office of the Curia.
- Cooperate in its update and supervise others who may be required to provide entry-services.
- Manage the maintenance of the updated lists of *Promotio* and Headlines subscribers with some external help.

(4) Publication of *Promotio* on-line

This area will imply the following functions

- Learning the method of publishing the articles on-line. Establish a link with the IT office of the Curia.
- Understand and maintain the existing data base of translators.
- Arrange for the translation of the articles of *Promotio* and of other required material into the four languages (Italian, French, English, and Spanish).
- Maintaining relationship with the four language-Editors of PJ.

Salary: 1,426.00 euro net (14 monthly salaries).

Fixed-term contract for one year.

Deadline for applications: 22 June 2010.

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