

DIRECTOR OF CARITAS GEORGIA

Caritas Georgia is currently looking for a Director who will be based in Tbilisi, Georgia.

Caritas Georgia is a member of Caritas Internationalis, an international confederation of Catholic organisations, mandated by their respective Episcopal Conferences, to engage in charitable actions and social development as well as to spread solidarity, communion and justice throughout the world. Caritas draws its inspiration from Christian scripture, tradition and the social teaching of the Church, as well as the lived experience of those it serves.

Responsibilities

The Director of Caritas Georgia is responsible for the overall direction and coordination of Caritas Georgia, implementing the strategic decisions taken by the Commissioner / Board. He /she is responsible for the preparation and participation in the processes of strategy development. He / she will manage the organisation in accordance with Georgian Law and international Caritas standards (including Caritas Europa Common Management Standards). His / her main fields of work are: Representation, Programme Management, Team Management, and Acquisition of Funds.

Profile & Requirements

Education:

- Completed university level education, or equivalent through experience
- Supplementary education or training in several of the following fields: Catholic Social Teaching, project cycle management, financial administration, human resource management

Competences:

- Good understanding of and respect for the Catholic identity of Caritas and the principles of the social teaching of the Church upon which Caritas work is based
- Good understanding of the Catholic environment in which it operates in Georgia as well as the general religious, political and socio-economic environment of Georgia
- A professional, result oriented and human centred approach to management and ability to promote teamwork
- A networker
- Able to structure work of a team
- Diplomatic and goal driven
- Capable accepting feedback
- Eager to learn and engage in continued formation
- Awareness of the external environment (developments in needs of beneficiaries, services offered in the country by other organisations, policy developments in the Catholic Church in Georgia, in the Caritas Network, Government, Donors)
- Strong analytical skills and problem solving mind
- Excellent communication and representation skills towards internal and external audiences
- At least good command of the following languages in word and writing: Georgian or Russian and English or Italian
- Good computer skills

Experience:

- Experience in managing social work of Catholic church-based organisations.
- At least 5 years experience with managing and monitoring socio-pastoral and/or socio-economic development and/or emergency and rehabilitation programmes, preferably also with institutional donor funded programmes in a setting comparable to the setting of Caritas Georgia.

Application:

If you believe you meet the criteria, please send your application with a covering letter addressed to Rev. Fr. Alexander Pietrzyk sac (alexandremp@ yahoo.fr) or Mr. Wim Piels (wpiels@gmail.com). Any inquiries regarding this role must be addressed to the aforementioned persons. Deadline for application is 31st December 2011.