

# COUNCIL FOR WORLD MISSION

## Programme Associate (South Asia)

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### About this Role:

The Programme Associate role reports to the **Mission Secretary for the region** and is based in Singapore. The programme team works closely with CWM member bodies across 41 countries, governing bodies when called upon, CWM ecumenical partners, youth and civil societies, and other interest groups to accomplish common mission.

### Job Purpose:

The Programme Associate works in partnership with the Mission Secretary to conceptualise the development and implementation of specific mission programmes. The individual also provides high quality and efficient administrative support to the Mission Secretary and in the execution of specific programmes/events in pursuit of CWM's mission priorities.

### Key Roles & Responsibilities:

The primary responsibilities of the Programme Associate include the following:

#### Research

- To conduct research, compile and process relevant data that contributes to programme design.
- To facilitate and contribute to theological reflection on mission including monitoring socio-economic issues to enable the objectives of the organisation

#### Programme Management

- Support the Mission Secretary in conceptualizing and developing programmes in line with the organization's strategic direction.
- Coordinate, conduct and participate in programme planning meetings
- Organise and implement programmes/events including general administration, budget oversight and events management.

#### Finance and Administration

- Manages budgets for each programme which include preparing invoices for disbursement of funds, ensure appropriate document and records management to comply with accounting standards.

#### CWM LTD

- Ensure that information, learning and communication resource materials are produced inclusive of, but not limited to, preparation of reports, minutes, digital communication platforms and presentations.

## Others

- Support the development of strategic alliances and partnerships with member churches to extend the reach and impact of CWM's initiatives
- To undertake ad-hoc projects as may reasonably be expected.

## Required Skills and Experience:

- The successful candidate will have experience in mission programme delivery and have proven project management skills. The incumbent possesses a degree in a related discipline. A theological background or interest is desirable. The ideal individual demonstrates a flexible and resourceful attitude; willingness to travel is a prerequisite.
- The individual must be able to converse in an **Indian language** as the role requires the individual to communicate with member churches predominantly located in the Indian continent.
- Well-versed in Microsoft office applications such as Word, Excel, PowerPoint, etc.

## About CWM:

The Council for World Mission is a worldwide partnership of Christian churches. The 32 members are committed to sharing their resources of money, people, skills and insights globally to carry out God's mission locally. CWM was created in 1977 and incorporates the London Missionary Society (1795), the Commonwealth Missionary Society (1836) and the (English) Presbyterian Board of Missions (1847).

CWM understands mission to be transformative. Our work and lives partner with God in transforming the earth and each other inviting justice and fullness of life. It is political, ecological, ecclesiological, economic and personal vision. CWM works with and through member churches and our partner organisations to pursue this vision. The Mission Development programme contributes to this in a number of ways through project work as well as the resourcing and empowering member churches in their mission.

For more information, visit our website at [www.cwmission.org](http://www.cwmission.org) or follow us on Facebook or Twitter.

## Remuneration and Benefits

CWM offers a competitive salary, a close knit and dynamic working environment, and excellent benefits package that includes the following:

### CWM LTD

60 Paya Lebar Road #11-14, Paya Lebar Square. Singapore 409051

Tel: +65 6887 3400 Fax: +65 6235 7760 Email: [council@cwmission.org](mailto:council@cwmission.org) Website: [www.cwmission.org](http://www.cwmission.org)

Company Registration: 201206146Z

- Contributions to a Pension Scheme or Central Provident Fund or equivalent
- Paid leave
- Medical benefits including dental and optical

## **How to Apply:**

Please send a recent resume/CV AND *a letter of application stating your reasons for wanting to work with CWM*, to: [recruitment@cwmission.org](mailto:recruitment@cwmission.org) for the attention of the **Human Resource Manager**, indicating the job title of the role being applied for in the email subject box.

The closing date for receiving applications for this role is **31 May, 2017**

### **CWM LTD**

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Company Registration: 201206146Z