

About CHARIS

Caritas Humanitarian Aid & Relief Initiatives (Singapore) Ltd is the umbrella body for overseas humanitarian aid and disaster relief efforts of the Archdiocese of Singapore.

Our Purpose: As one Body in Christ, to inspire, unite and enable the Catholic Community in Singapore, to love and serve our neighbours in the region through humanitarian aid and disaster response.

Position: Executive – Disaster Response & Missions and Grants

We seek to hire an Executive responsible for supporting our Disaster Response & Missions activities, as well as Grants management activities within CHARIS. This role will be reporting to the Executive Director of CHARIS, and working closely with the Chairpersons of the respective committees that he/she supports.

Key Responsibilities:

1. Supporting the CHARIS Disaster Response & Missions Committee in defining our strategies and directions, including below immediate priorities:
 - a) Function as the key point of contact for CHARIS within Caritas Asia's Strengthening Humanitarian Partnerships & Exchanges (SHAPE) Committee, in defining a holistic framework and collaboration model in addressing the needs of disaster response activities across the region.
 - b) Defining a set of logistics support SOP and protocols, including liaising with suppliers, transport providers, overseas partners and sister organisations, local and foreign authorities, etc.
 - c) Developing and maintaining a set of protocols and guidelines for conducting Missions in the Covid-19 environment.
 - d) Organising Disaster Response specific training programmes for CHARIS Member Organisations and Volunteers.
 - e) Working with "Fraunhofer (NTU) Virtual Reality for Training" to develop a set of virtual training programmes for Bio-Char filtration system, to be used by overseas mission groups and beneficiaries.
2. Supporting the CHARIS Grants Committee in the reviewing and processing of Grant Applications and Emergency Appeals, including the following:
 - a) Reviewing all incoming Grant Applications and liaising with the Applicants/Beneficiaries for any clarifications, before tabling to Grants Committee for decision making.

JOB DESCRIPTION



- b) For new Applicants/Beneficiaries which CHARIS is not familiar with, to coordinate with in-country sister organisations or Member Organisations verify authenticity of the Applicants/Beneficiaries and their causes.
 - c) Supporting the Grants Committee Chairperson in the preparation for Grants Committee and Board Meetings.
 - d) To summarize and trigger immediate approval process for Emergency Appeals (EAs) triggered by Caritas Internationalis or sister organisations.
 - e) For approved Grants/EAs, to track disbursement reconciliation, and to continuously update Grants Management System to capture the various stages of each Grant/EA, towards final reporting and closure.
 - f) To support the Finance & Admin Manager in half-yearly regulatory reporting, as well as Communications Committee Secretariat in the preparation of data for Annual and Stewardship Reports.
3. Other general responsibilities:
- a) Reviewing, updating and implementing policies and procedures related to areas within above roles and responsibilities where necessary.
 - b) As part of the CHARIS Secretariat team, the candidate may also be assigned other tasks as may be required in support of the course of operations of CHARIS.

Requirements:

- Degree or diploma holder.
- Past mission experience, especially as mission leader, will be ideal.
- Meticulous and detailed in nature.
- Familiar Microsoft Office tools.
- Good communication and inter-personal skills.

Contact Us

Please submit your CV, including last drawn salary and expected salary to hr@charis-singapore.org, latest by **28 Feb 2022**.

Only short-listed candidates will be notified.

For more information about CHARIS, please visit our website below or our Facebook at www.facebook.com/CHARISSingapore/