

## **COUNCIL FOR WORLD MISSION**

### **Programme Associate for Partners in Mission & East Asia Region**

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#### **About this Role:**

The Partners in Mission (PIM) Programme Associate, (and East Asia Region) reports to the Mission Secretary for Mission Programme and Partnership and is based in Singapore. The programme team works closely with CWM member churches across 41 countries, governing bodies when called upon, CWM ecumenical partners, youth and civil societies, and other interest groups to accomplish a common mission.

#### **Job Purpose:**

The Programme Associate for PIM and East Asia works in partnership with the Mission Secretary for Mission Programme and Partnership to assist in the development and implementation of CWM'S programmatic agenda. This individual also provides high quality and efficient administrative and managerial support to the Programme team in general, the Mission Programme and Partnership team, and in the execution of specific programmes in pursuit of CWM's mission priorities.

#### **Key Roles & Responsibilities:**

The work of the Programme Associate is categorized into these major areas:

- In consultation with the Mission Secretary for Mission Programme and Partnership, frame the Partner in Mission Strategy.
- Guide CWM's engagement with member churches, ecumenical partners and other organizations.
- Facilitate PIM Programme planning and work collaboratively with Mission Secretaries, individual Partners in Mission, CWM member churches and partner organizations in implementation and evaluation of the PIM Programme.
- To be responsible for organizing and implementing PIM programmes including general administration, budget oversight and events management.
- To provide logistic support and liaise with the CWM travel team in arranging transportation, travel and accommodation for PIM events and East Asia Regional programmes.
- To coordinate, conduct and participate in PIM Programme planning meetings, and the East Asia Regional programmes.
- To work collaboratively with the Mission Secretary in conceptualising and developing programmes in line with CWM's strategic priorities for the East Asia Region.
- To be responsible for organizing and implementing events and programmes including general administration, budget oversight and events management for East Asia Region.
- Any other duties as assigned by the Mission Secretary for Mission Programme and Partnership.

#### **Council For World Mission Ltd**

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Company Registration: 201206146Z

### **Finance and Administration**

- To provide functional and relevant administrative processes to facilitate the smooth operation of the PIM Unit and East Asia team.
- To provide financial administration including preparing budgets for each PIM programme, payment vouchers for payments, monitoring budgets, ensuring appropriate records management in conjunction with the main finance and administration team.
- To 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.
- To work in an integrated way with other Programme Associates and CWM staff in relevant programmatic areas particularly in planning and implementation.

### **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 CWM.

### **Others**

- To assist the Mission Secretary as required.
- To support the development of strategic alliances and partnerships to extend the reach and impact of CWM initiatives.
- To undertake other tasks as may reasonably be expected.

### **Required Skills and Experience:**

- A post-graduate degree in a relevant field with at least 3 years' relevant work experience, preferably in a multicultural context.
- Commitment to the Christian faith, principles of justice and the theology and values that inform the work of CWM.
- Strong organising and project and people management skills.
- Independent and self-driven, with relationship-building skills.
- Interest and experience in missional and theological discourses.
- Similar experience in a non-profit organisation or church setting.
- Proven experience in Human Resource management within faith-based or ecumenical contexts.
- Strong interpersonal skills and ability to work with people across diverse cultures and languages.
- Strong communications skills, verbal and written, and skilled in incorporating new learning into strategy.
- Ability to undertake frequent international travel.

### **How to Apply:**

Applications close on the 11<sup>th</sup> February 2026.

Please email your detailed CV with current and expected salaries to [hr@cwmission.org](mailto:hr@cwmission.org)

Thank you!