



COUNCIL FOR WORLD MISSION Corporate Secretary

About this Role

The Corporate Secretary reports to the General Secretary and to the Mission Secretary of the General Secretariat of the Council for World Mission (CWM) and is based in our headquarters in Singapore. This incumbent ensures legal compliance, maintains corporate records, and facilitates governance by assisting in managing board meetings (agendas, minutes, materials), and liaison with regulators and or ACRA, handling statutory filings, and safeguarding sensitive information, bridging administration with strategic oversight.

Job Purpose

To provide support to the Organization and its board of Directors and Members as required in meeting our corporate governance, legal and regulatory obligations. To provide legal advice on corporate matters.

Key Roles & Responsibilities

Legal & Regulatory Compliance:

- Ensure adherence to corporate laws, listing rules, and securities regulations; manage filings and liaison with authorities (e.g. MHA, ACRA).
- Ensure proper legal establishment of global operations according to proper procedures and laws in CWM's multiple jurisdictions.
- Manage current registry for key office holders from Member churches and ensure on time filing, publishing and dissemination of annual and financial reports.
- Provide legal advisory for the organisation, including on the changing regulatory frameworks, cross-border governance risks, foreign funding, etc.
- Prepare and provide legal opinion on the contracts, MOUs and partnership agreements with vendors and other institutions.
- Develop and maintain organisational risk register and monitor governance risks arising CWM operations locally and globally.

Record Keeping & Information Management:

- Maintain statutory records, safeguard confidential documents, and ensure accuracy of corporate information.
- Maintain corporate records, minute books, and entity management databases.

Board, Stakeholders, & Committees Management:

- Organize meetings, prepare agendas, distribute materials, record minutes, draft resolutions, and ensure proper documentation.
- Support Annual Members (General) Meetings (AMM/AGM) and all corporate secretariat related matters.
- Serves as advisor to the board to provide legal and practical support.

Council For World Mission LTD

114 Lavender Street #12-01, CT Hub 2, Singapore 388729

Tel: +65 6887 3400 Fax: +65 6235 7760 Email: hr@cwmission.org Website: www.cwmission.org

Company Registration: 201206146Z

- Assist in implementing corporate strategies by ensuring that board's decisions are duly carried out and communicated to respective departments.
- Act as liaison to stakeholders such as trustees, bankers and member churches on board governance issues.
- Manage reimbursements, expense reports, and other administrative duties related to the Board.
- Any other duties that may be assigned by the line manager and General Secretary.

Education, Skills & Experience

- Legal qualifications, preferably (a law degree) in corporate law
- Minimum 5 years of working experience in corporate secretarial work; is conversant with company and charity law and familiar with the regulatory reporting requirements
- Familiarity with charity governance frameworks including in the UK and South Africa
- Strong understanding of legal terminology and document formatting standards
- Experience of working in non-profits or NGOs or international organisations with exposure to multi-jurisdictional governance
- Proficiency in Microsoft Office Suite (Word, Excel, Outlook, PowerPoint)
- Experience with document management and entity management systems
- Professional and excellent written and verbal skills to communicate with all levels of stakeholders
- Strong organizational skills with high attention to detail
- Ability to handle confidential and sensitive information with discretion
- Ability to prioritize tasks and meet strict deadlines

How to Apply

Applications close on the 30 April 2026.

Please email your detailed CV with current and expected salaries to hr@cwmission.org

Thank you!

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