

About this Role:

The **Assistant to the Deputy General Secretary (DGS)** works closely with the DGS who has line-management responsibilities for this role, and interfaces directly with PA to the GS and Admin Executive on a regular basis. This role is based at the Council for World Mission (CWM) Headquarters, in Singapore.

The overarching aim of this position is to provide programmatic and administrative support to the DGS-Programmes, including managing communication on his behalf with internal and external parties as needed.

This position also works closely with the different Programme Associates to support and facilitate efficient Programme delivery, Monitoring and evaluation and Report generation.

The ideal individual will have the ability to exercise good judgement in a variety of situations, with strong written and verbal communication in English, organizational skills, and the ability to maintain a realistic balance among multiple priorities in a collaborative team context.

Key Roles & Responsibilities:

- a) Collaborates with the Programme teams, devises and maintains office systems, including data management and filing as per CWM data management protocols.
- b) Works with the Travel Team to coordinate travel, visas and accommodation requirements for events and programmes, and for DGS.
- c) Provides administrative support to the Office of the DGS with duties including organising and maintaining diaries and making appointments; screens phone calls, enquiries and requests, and handles them when appropriate to the highest professional standards and meet and greet visitors at all levels.
- d) Performs other executive support duties such as carrying out background research and presenting findings; producing documents, briefing papers, reports and presentations; organising and attending meetings and ensuring the DGS is well prepared for meetings.
- e) Works collaboratively with the Mission Secretaries in overseeing and administering CWM's overall Programme Management.
- f) Implement Planning Monitoring Evaluation and Reporting systems and activities required to improve Programme quality over the course of projects' implementation. This includes supporting the design of project M&E framework, Accountability, and Learning Plans; supporting evaluation studies, implementing project monitoring tools, tracking project outputs and results; and contributing to CWM annual monitoring and reporting.
- g) Work with the Programme and Communication teams to ensure documentation of programme learning initiatives and outcomes (case studies, photos, lessons learnt, most significant change stories, etc)
- h) Responsible for organizing and implementing events and programmes including general administration, budget oversight and events management.
- i) Provides financial administration including preparing budgets for each programme, payment vouchers, monitoring budgets, ensuring appropriate records management.

- j) Works in an integrated way with other Programme Associates (and other CWM staff) in relevant programmatic areas, particularly in planning and implementation.
- k) Flexibility to work across global time zones with travel included.
- l) Any other tasks as assigned by line manager.

Required Skills and Experience:

- At least 3 years relevant experience in an International Charity, ideally with increasing levels of responsibility and providing high-level office and programme management
- Tertiary level education or business qualification is desirable
- Good working knowledge of using MS Office to a competent level within an office environment, especially MS Word, Excel and Outlook
- Excellent written and spoken English
- Excellent communication skills with peers of all levels up to senior management
- Excellent budget management and time-keeping skills
- Ability to work with discretion and maintain confidentiality
- Ability to work largely on own initiative and make decisions
- An ability to demonstrate a personal alignment with CWM's core values and the Christian ethos of partnership in mission

How to Apply:

Please email your detailed CV with current and expected salaries to hr@cwmission.org, or mail your details to the HR Manager at **Council For World Mission LTD**, 114 Lavender Street #12-01, CT Hub 2, Singapore 388729. Thank you!