

Christian Conference of Asia

JOB VACANCIES IN CCA

The Christian Conference of Asia (CCA) invites applications for the following positions:

- 1. Coordinator, Communications**
- 2. Coordinator, HIV & AIDS Special Project**
- 3. Coordinator, Advocacy on HIV & AIDS Programme**
- 4. Coordinator, Income Development / Fundraising**

General requirements for all positions

Candidates must have competency to work in international and multicultural settings; the ability to plan, implement, evaluate, and report programmes and activities in creative ways; the ability to work as an integrated team member; expertise and experience in preparing project and programme proposals independently; experiences in fundraising; the ability to interpret and articulate CCA's vision and mission to ecumenical partners and funding partners, including inter-governmental agencies; the ability to communicate well with varied audiences and have a proven ability in writing skills in English, especially in preparing programme and project proposals as, well as programme reports independently according to international standards; willingness to work outside of normal office hours when required and able to travel, sometimes in difficult situations; the ability to participate in and contribute to theological, ethical reflections in ecumenical and ecclesial contexts, as well as on secular platforms; and, a high level of computer literacy, internet-based communication and social media skills.

Last date for submitting applications: 20 August 2017

1. COORDINATOR, COMMUNICATIONS

This position offers an exciting opportunity to provide strategic, skilled and dynamic leadership to the planning and execution of strategic media relations (including the development of news releases, management of website and social media content, organising interviews and pitching stories that highlight CCA's programmes and activities). The contract will be initially for a period of two years, preferably beginning October 2017.

Major Responsibilities:

- Provide stories with accompanying photographs or videos for CCA's website and internal and external visibility products, as well as for other external outlets, including social media, blogs, magazines, journals, etc.;
- Write and edit news releases and reports; prepare background information about events and programmes of the CCA; collect and disseminate information; and,
- Work closely with the programme coordinators and other programme staff of the CCA and liaise with member churches and councils of the CCA, as well as other ecumenical organisations in Asia.

Requirements and skills needed:

- Master's Degree in Journalism, English language or Communications;
- At least five years of experience in communications, journalism or print media in an international context;
- Demonstrated skills in copy editing;
- Competencies, as well as experiences in working in an international setting;

- Possess excellent English language written and reporting skills;
- Demonstrated ability to write and edit stories, articles and experiences in copy editing;
- Excellent time management and organisational skills; and,
- Must be willing and able to travel within the region, whenever necessary.

2. COORDINATOR, HIV & AIDS SPECIAL PROJECT – ‘ATCHAA’

Action Together in Combating HIV & AIDS in Asia (ATCHAA), a special project of the CCA, requires a competent and experienced project coordinator for a time bound, three-year special project of HIV & AIDS focusing on Capacity Building, Advocacy and Networking, which will begin with effect from 1 October 2017. The contract will be for a period of three years, starting from 1 October 2017.

Major Responsibilities

- Coordinate implementation of CCA’s special project ATCHAA programmes and activities of the CCA in different countries in Asia in collaboration with CCA member churches, councils, faith based and civil society organisations across Asia;
- Oversee and implement programmes and activities as per the yearly work plans;
- Support the coordination of planned actions at national, sub-regional and regional levels;
- Ensure compliance and execution within the three-year programme framework of ATCHAA;
- Organise capacity building training programmes at the national and regional levels;
- Synthesis of lessons learnt and best practices in project management; and,
- Develop a mechanism of sharing sound practices and contributions to knowledge networks and communities of practice in Asian countries.

Requirements and skills needed:

- Master’s degree in Medicine, Public Health or Medical Sciences;
- Technical medical experience in dealing with HIV & AIDS related projects and activities;
- Five years of experience in the implementation of HIV & AIDS project management, especially in capacity building, advocacy, and networking;
- Experience in planning, programming, monitoring, evaluating and reporting of programmes and projects;
- Experience in building and management of partnership;
- Excellent oral and written communication skills in English, especially in preparing regular reports and bi-annual narrative reports;
- Ability to lead strategic planning, results-based management of project activities and reporting;
- Ability to lead formulation, implementation, monitoring and evaluation of development program and projects, mobilize resources;
- Ability to build strong relationships with implementing partners, focus on impact and result for the implementing partners and respond positively to feedback; and,
- Possess excellent oral and written communication skills.

3. COORDINATOR, ADVOCACY ON HIV & AIDS PROGRAMME (ATCHAA)

The Advocacy Coordinator of ATCHAA is expected to be engaged in advocacy, especially in initiating advocacy to mobile public awareness, and developing advocacy strategies to combat HIV & AIDS in Asia.

Major Responsibilities:

- To take the lead in systematically organising and implementing campaigns and lobbying;

- Works with various partners – UN entities, Asian governments, NGOs, private sectors, and affected communities – to implement the campaign and incorporate the campaign to combat HIV & AIDS;
- Develop strategic partnerships with key partners and constituencies at national levels to elicit support for, and maximise impact of advocacy objectives;
- Serve as a spokesperson/principal communications and advocacy liaison to media organisations, governmental bodies, national groups, private sector organisations, educational organisations, and international organisations;
- Take the lead in organising media outreach; arrange all media contacts, press briefings; coordinate production of a diverse range of awareness building and information sharing materials (including audio/visual communications);
- Draft communications and advocacy materials, including newsletters, reports, promotional materials;
- Evaluate results and impact of communications activities;
- Builds information networks; plans and oversees maintenance of publicly accessible information materials; plans and develops outreach activities;
- Initiate a network of interfaith national and regional advocacy volunteers; and,
- Possess excellent knowledge of Results Management; preparation of Guide and Toolkits.

Requirements and skills needed:

- Advanced university degree, Master’s degree or equivalent in Communications, Social Work or Public Relations.
- A minimum of five years’ experience in public information, public relations, especially within humanitarian organisations.
- Knowledge of different aspects of public information and communication;
- Ability to address issues in the context of HIV & AIDS Ability to conceptualise, design and implement major information campaigns;
- Ability to rapidly analyse and integrate diverse information from varied sources; produce a variety of written and visual communications products in a clear, concise style;
- Demonstrate professional competence and mastery of subject matter;
- Correctly interpret messages from others and responds appropriately; and,
- Possess excellent oral and written communication skills in English, including the ability to deliver oral presentations to various audiences.

4. COORDINATOR, INCOME DEVELOPMENT / FUND RAISING

The CCA, an ecumenical regional organisation, is a not-for-profit organisation with a heritage that spans 60 years with involvement in a variety of programmes and activities. Around the world, contributions and grants for programme support from churches and ecumenical organisations are the main source of income for the CCA. In order to meet the growing needs and also in the context of shrinking income, the CCA looks for a dynamic fundraising officer and coordinator for income development and new strategic initiative of mobilising financial resources from non-church partners. The initial contract will be for a period of two years (starting date negotiable).

Major Responsibilities:

- Develop an income development strategy to generate income from member churches, councils, ecumenical partners, and non-church partner organisations and agencies;
- Maintain regular contacts and relationships with the CCA member churches/councils and monitor their membership contributions;

- Maintain regular contacts and correspondences with church and ecumenical partners in Europe and North America and respond to their queries regarding programme / project proposals and grant allocations;
- Develop new partnerships with prospective donor agencies and secure grants / contributions from Trusts and Foundations, including CCA member churches and councils;
- Introduce and market CCA's programmes and projects to prospective donors and target audiences;
- Manage and report on significant income, expenditure budgets and cash flow, and produce fundraising ratios for relevant activities and key performance indicators; and,
- Develop long-term income generation strategies and activities, as well as initiate innovative strategies to develop new funding sources (individuals, foundations, government funding, and the corporate sector).

Requirements and skills needed:

- Master's degree, preferably in financial management and accountancy, with proficiency in preparation of budget;
- Experiences in fundraising, project management, public relations, planning, monitoring, evaluation and reporting (PMER), experience in building and management of partnerships;
- Proven track record in fundraising;
- Writing of project proposals as per international funding request standards;
- Excellent communication skills are essential, with the ability to swiftly establish rapport with potential donors;
- Excellent negotiating skills, be self-motivated and able to influence donors and individuals and charitable foundations / governments;
- Knowledge of the CCA member constituencies and other fundraising income streams;
- Ability to formulate and manage budgets, raise funds from intergovernmental and charitable foundation sources, manage programme fund transactions, conduct financial analysis, reporting and cost-recovery;
- Excellent knowledge of financial rules and regulations, accounting;
- Excellent written and oral presentation and interpersonal skills;
- Strong IT skills; and,
- Willingness to travel.

Please submit your application with the necessary documents, curriculum vitae, motivation letter, copies of certificates / diplomas and recommendation letters before 20 August 2017 to the CCA:

E-mail: recruitment.cca2017@gmail.com

Postal Address: General Secretariat, CCA
Christian Conference of Asia,
Payap University, Chiang Mai, 50000, Thailand