

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 – Grants Management

We seek to hire an Executive responsible for supporting our CHARIS Grants Committee in managing and processing grants applications and disaster response emergency appeals. This role will be reporting to the Executive Director of CHARIS, and working closely with the Chairman of CHARIS Grants Committee.

Key Responsibilities:

1. 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.
 - 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) To summarize and trigger immediate approval process for Emergency Appeals (EAs) triggered by Caritas Internationalis or sister organisations.
 - d) 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.
 - e) Supporting the Grants Committee Chairperson in the preparation for Grants Committee and Board Meetings.
 - 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.

JOB DESCRIPTION

2. 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.
- c) As a Catholic organisation and as part of the broader Archdiocese in Singapore, the candidate is expected to participate in spiritual and formation activities in the course of our work.

Requirements:

- Degree or diploma holder.
- Familiar Microsoft Office tools.
- Meticulous and detailed in terms of tracking and reporting.
- Good communication and inter-personal skills.

Contact Us:

Please submit your CV, including last drawn salary and expected salary to hr@charis-singapore.org

Only short-listed candidates will be notified.

For more information about CHARIS, please visit our website below or our Facebook at:

<http://www.charis-singapore.org>

www.facebook.com/CHARISingapore