

# JOB DESCRIPTION

---

## About CHARIS

Caritas Humanitarian Aid & Relief Initiatives (Singapore) Ltd (CHARIS) is the umbrella body for overseas humanitarian aid and disaster relief efforts of the Archdiocese of Singapore. CHARIS is a member of Caritas Internationalis, and collaborates with Caritas organisations, CHARIS member organisations, as well as local and overseas Catholic communities to bring hope to the poor and needy in the region.

## Position: Executive Director

We are currently seeking a dynamic and experienced individual to join CHARIS as Executive Director. This role provides overall leadership and strategic direction for the organisation, overseeing the executive team and working closely with the Board to advance CHARIS' mission and ensure effective programme implementation.

## Key Responsibilities

1. Leads and manages the executive team comprising managers and executives in different functions.
2. Reports to the Board and implements board strategic direction to the next level of detail.
3. Ensures effective programme planning and implementation, quality control and productivity of the execution team to measurable outcomes.
4. Works with the Board and its subcommittees to meet purpose of organisation.

## Requirements

- Proven leadership and managerial experience (with non-profit or related sector preferred).
- Strong communication and relationship-building skills.
- Strong management judgement and decision making.
- Financial literacy with experience in financial planning and budget oversight.
- Ability to think strategically and manage multiple priorities.
- Alignment of passion and values of the organisation.
- Tertiary and above education qualification.

## JOB DESCRIPTION

---

### Contact Us

Please submit your CV, including last drawn salary and expected salary, to [hr@charis-singapore.org](mailto:hr@charis-singapore.org), latest by **28 February 2026**.

Only short-listed candidates will be notified.

For more information about CHARIS, please visit our website below.