

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: Project Executive (Permanent/Contract)

We are currently seeking a dynamic and detail-oriented individual to join the CHARIS executive team as a Project Executive. This role will encompass managing projects crucial to CHARIS' purpose.

Key Responsibilities

1. Conceptualising, organising and executing projects, events and activities.
2. Strengthen coordination and collaboration among volunteers, Member Organisations, parishes and stakeholders to ensure the effective delivery of projects.
3. Foster active engagement with donors, volunteers, Member Organisations, and the wider Catholic community to drive meaningful participation.
4. Coordinate communication efforts, including collateral production, distribution, and collaboration with parishes and Catholic organisations.
5. Consolidating post-event data, including management reporting and documentation of processes.
6. As part of the CHARIS Executive Team in support of the course of operations of CHARIS, the candidate is expected to help in activities across functions where necessary. The candidate may also be assigned other tasks or roles as may be required.

Requirements

- Degree/Diploma in any field.
- Proficient in Microsoft Word, Excel, and PowerPoint.
- Independent self-motivator with initiative.
- Meticulous, detailed and task oriented.
- Good communication and inter-personal skills.
- Passion for humanitarian work, and commitment to work in charity organisation.
- Experience in project/event management will be an added advantage.

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Contact Us

Please submit your CV, including last drawn salary and expected salary, to 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.