

About CHARIS

Caritas Humanitarian Aid & Relief Initiatives (Singapore) Ltd (CHARIS) is the Archdiocese of Singapore's official umbrella body for overseas humanitarian aid and disaster relief across Asia. We unite the Catholic community to love and serve regional neighbours in crisis. If you are driven by frontline impact, join us to deliver urgent assistance and transform lives where compassion meets action.

Executive / Senior Executive, Disaster Relief & Missions

Reports to: Executive Director

Experience Required: At least 2-3 years in the social, humanitarian, community, or non-profit sector (strong volunteer leadership considered)

Role Type: Full-time

As the DRM Executive, you will be the operational link connecting CHARIS to its stakeholders relating to its disaster response and humanitarian mission work. You will execute day-to-day coordination across member engagement, emergency monitoring, response logistics, preparedness training, and partnership support.

This is a **hands-on, growth-oriented role** for a junior professional with 2–3 years of experience who is ready to own defined workstreams, build strong relationships with diverse partners, and gain direct exposure to the full humanitarian response cycle—all while working under the guidance of experienced managers and committees.

Key Responsibilities:

a. Disaster Monitoring & Initial Assessment

- Monitor significant humanitarian emergencies & disasters within the region, compiling relevant information & providing clear, concise situation updates to the DRM Committee & CHARIS management.
- Assist in gathering post-disaster information from affected communities, Church and Caritas partners, MOs, and other humanitarian organisations
- Support the DRM Committee in assessing requests for assistance and identifying potential areas where CHARIS can contribute effectively.

b. Humanitarian Response Coordination

- Support the planning and coordination of approved CHARIS disaster-relief and humanitarian responses, working closely with the ED and Committee.
- Facilitate communication and coordination between CHARIS and its stakeholders during active humanitarian responses.
- Assist with administrative and logistical coordination for missions and training programmes, and other humanitarian activities - including planning and organizing missions and training programmes

JOB DESCRIPTION

- Maintain accurate and complete documentation of all humanitarian responses, missions, and projects.

c. Disaster Preparedness & Capacity Building

- Work with the DRM Committee to strengthen preparedness and humanitarian response capabilities across the CHARIS network.
- Assist in organising disaster-response training, humanitarian education, workshops, simulation exercises, exposure opportunities, and other capacity-building activities.
- Support the development of a network of suitably trained individuals and organisations who may contribute to CHARIS humanitarian activities when required.

d. Organizational Learning & Continuous Improvement

- Support post-mission and post-response reviews to identify lessons learned and opportunities for improvement—organising documentation, taking minutes, and collating feedback.
- Maintain appropriate records of humanitarian activities and institutional learning for future reference.
- Assist in translating lessons from disaster responses and missions into future preparedness, training, and capacity-building activities.

f. Cross-functional Support

- Provide coordination and secretariat support for the Disaster Relief & Missions Committee and other relevant committees - preparing meeting materials, coordinating schedules, and maintaining accurate records and documentation.
- Follow through on committee decisions and agreed action items, CHARIS staff, committee members, and its stakeholders to facilitate implementation.
- Provide other appropriate support for CHARIS humanitarian activities as required.

Requirements:

- Bachelor's degree or Diploma with relevant experience, preferably with 2–3 years' experience in the social, humanitarian, community or non-profit sector.
- Stakeholder Engagement: Ability to build rapport and maintain trust across diverse organisations, cultures, and professional backgrounds.
- Coordination & Logistics: Strong organisational skills with attention to detail—able to manage multiple tasks, events, or operational activities simultaneously.
- Communication: Good verbal and written English; able to draft clear emails, meeting minutes, situation updates, and basic reports.
- Tech Proficiency: Comfortable with email, video conferencing, databases/CRM tools, and MS Office Suite (Word, Excel, PowerPoint).
- Proactive, responsive, and solution-oriented

JOB DESCRIPTION

- Able to work effectively both independently and collaboratively within a small, mission-driven team.
- Calm and composed in time-sensitive situations, with a willingness to adapt to shifting priorities.
- Culturally sensitive and comfortable engaging with Church, community, and humanitarian partners across Asia.
- Willingness to undertake humanitarian training and participate in regional field visits, missions, and disaster-response activities (often on short notice).
- Deeply aligned with CHARIS's purpose of serving communities affected by humanitarian need, with a genuine passion for overseas relief work.

Contact Us:

Please submit your CV, including last drawn salary and expected salary to hr@charis-singapore.org by 30 September 2026. Only short-listed candidates will be notified.

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

- www.charis-singapore.org
- www.facebook.com/CHARISingapore