



JOB VACANCIES AT THE CHRISTIAN CONFERENCE OF ASIA: 2024

The Christian Conference of Asia (CCA) invites applications for the following positions at the CCA headquarters in Chiang Mai, Thailand:

- Coordinator, Communications
- Coordinator, HIV and AIDS Advocacy (ATCHAA)

General Requirements for Coordinator Positions:

- Competency to work in international and multicultural settings;
- Ability to communicate well with varied audiences, along with a proven ability in writing skills in English, especially in preparing programme and project proposals as well as programme reports according to international standards;
- A high level of computer literacy, internet-based/digital communication, and social media skills;
- Willingness to work outside of normal office hours when required and able to travel, sometimes in challenging situations.

Application Procedure for Coordinator Positions:

The application must be submitted online via Google Forms: <https://forms.gle/hsA14qhbDjNZd7xP9>

The deadline for submitting the completed application form along with supporting documents is 1 April 2024.

Applicants will be required to submit the names and contact details of three references, as well as upload the following documents in the Google Form itself:

1. Motivation Statement: What motivates you to join the CCA? Write a personal statement detailing your reasons for applying for your particular position, why you want to work with the CCA, and your relevant skills and qualities
2. Official Letter(s) of Recommendation/Endorsement
3. Curriculum Vitae describing educational/ professional experience and ecumenical/ church/ community involvements
4. Medical Clearance Certificate (Thailand now requires all foreign nationals to obtain and submit a medical clearance certificate when submitting a work permit application. The medical insurance arranged by the CCA for staff also requires the provision of proper information about physical and mental health conditions when enrolling for a new health insurance policy. Candidates must submit a medical clearance certificate along with the application)
5. Academic Qualification certificates of Degree(s)/Diploma(s)
6. Scanned copy of passport

I. Coordinator – Communications

The position offers an exciting opportunity to provide strategic, skilled, and dynamic leadership to the planning and execution of the CCA's communications programme: including the preparation of news

releases in English, preparing/compiling and editing reports, preparing social media contents, overseeing the management of the website, skill in organising interviews, and pitching stories that highlight the CCA's programmes and activities.

The contract for this position will be offered initially for a period of two years, preferably beginning from 1 June 2024.

Responsibilities:

- Write news releases and reports, prepare background information about events and programmes of the CCA;
- Collect and disseminate information, work closely with programme coordinators and other programme staff of the CCA, and liaise with member churches and councils of the CCA as well as act as the liaison contact with outstation copy editors.

Requirements and Skills Needed:

- Degree/ Postgraduate degree in English language/ Communications/ Social Sciences/;
- Excellent English language; written and reporting skills;
- Demonstrated ability to write news releases, reports and edit articles and reports;
- Excellent time management and organisational skills; and,
- Willingness and ability to travel within the region, whenever necessary.

II. Coordinator – HIV and AIDS Advocacy (ATCHAA)

The Advocacy Coordinator of the Action Together in Combating HIV and AIDS in Asia (ATCHAA) programme of the CCA is expected to work in the areas of advocacy, especially in initiating public awareness and advocacy strategies to combat HIV and AIDS in Asia.

The contract for this position will be offered initially for a period of two years, preferably beginning from 1 June 2024.

Responsibilities:

- Take the lead in systematically organising and implementing campaigns and lobbying;
- Work with various partners—UN entities, especially UNAIDS at the regional and national levels, Asian governments, NGOs, private sector, and affected communities—to implement and incorporate the campaign to combat HIV and AIDS;
- Develop strategic partnerships with key partners and constituencies especially interfaith organisations and religious networks at the regional and national levels to elicit support for and maximise the 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, and promotional materials;
- Evaluate results and impact of communications activities;

- Build information networks; plan and oversee the maintenance of publicly accessible information materials; plan and develop outreach activities;
- Facilitate the work of interfaith national and regional advocacy volunteers and coordinate the advocacy initiatives through the Asian Interfaith Network on HIV and AIDS Advocacy (AINA); and,
- Possess excellent knowledge of Results Management and create Guides and Toolkits.

Requirements and Skills Needed:

- Degree/ Postgraduate degree in Social Sciences/ Social Work or Communications, or Public Relations, or related field;
- A minimum of two years experience in public information or public relations, especially within humanitarian organisations;
- Knowledge of different aspects of public information and communication;
- Ability to address issues in the context of HIV and 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;
- Possess excellent oral and written communication skills in English, including the ability to deliver oral presentations to various audiences.

For queries, please contact cca-recruitment@cca.org.hk