



CCA Staff Positions - Vacancies

The Christian Conference of Asia (CCA) invites applications for the positions of Programme Coordinators to work in different programme areas. All these staff positions will be based at the CCA headquarters located on the Payap University Campus in Chiang Mai, Thailand.

Programme Coordinators will be appointed for following programme areas:

- (1) Mission in Unity
- (2) Ecumenical Leadership Formation
- (3) Communications and Publications

General requirements for all positions of Programme Coordinators

Candidates must be competent to work in international and multicultural settings with responsibilities of planning, implementing, evaluating, and reporting programmes in creative ways as per the values and principles of CCA.

Selected candidates should be able to:

- work effectively as part of an integrated multicultural and international team;
- demonstrate expertise in independently preparing project and programme proposals;
- raise funds for programmes, and the ability to interpret and articulate CCA's vision and mission to church and ecumenical funding partners, including intergovernmental agencies and foundations;
- communicate well with varied audiences, with excellent writing skills, particularly in independently preparing programme and project proposals, as well as programme reports, according to international standards;
- work outside normal office hours when required, and be able to travel normally within Asia, sometimes under difficult conditions;
- participate in and contribute to theological and ethical reflections in ecumenical and ecclesial contexts, as well as in secular platforms;
- prepare statements and communicate related to issues and themes related to respective programme areas;

Selected candidate should have a high level of computer literacy (standard MS Office applications such as Outlook, Word, Excel, PowerPoint), and proficiency in internet-based communication and social media platforms.

The appointment will be for a period of four years, starting from 1 January 2026.

1. MISSION IN UNITY

Specific Responsibilities: The programmes and activities in this programme area will have focus on issues and themes such as Mission and Witness in a Multi-religious Asia; Inter-religious Cooperation Amidst Religious Intolerance; Contextualisation of Theology; Developing and collaborating with theological education institutions in Asia, Leadership development in new churches and national ecumenical councils in Asia; organise and facilitate young Asian women theologians' Conferences;

creating a network and database of Ecumenical Theological Educators in Asia, as well as organising major events such as the Congress of Asian Theologians (CATS) and Asian Mission Conference, and other programmes and events related to Prophetic Diakonia. Every programme staff in CCA will have to undertake other specific tasks assigned by the General Secretary from time to time.

Experiences and Qualifications Required: At least four years of experience in dealing with the above-mentioned issues at national, sub-regional or regional level; proven track record in planning, organising, and facilitating programmes; expertise in preparing project and programme proposals, narrative reports, as well as evaluating the programmes. Excellent command of English, both spoken and written, is essential. Candidates with theological education at postgraduate level (M.Th.) with specialisation in theology/missiology are eligible to apply, and a Ph.D./ D.Th. will have an added advantage.

2. ECUMENICAL LEADERSHIP FORMATION

Specific Responsibilities: The responsibilities of the programme coordinator in this programme area include preparing, planning and organising the month-long Asian Ecumenical Institute (AEI); organise Ecumenical Enablers' Training in Asia (EETA) at national and regional levels; Organise and facilitate youth leadership development training programmes, women's leadership development training in regional, sub-regional and national levels; Ecumenical formation of children and young adults; coordinate CCA's Asian Ecumenical Fellowship (AEF) ; developing ecumenical spirituality and nurturing indigenous liturgical traditions; and strengthening family values in a changing Asia. The person recruited for this position is also expected to work in the General Secretariat in areas of church and ecumenical relations, and to work with the General Secretary in building strong relations with CCA member churches and councils, as well as ecumenical partners, and in carrying out other specific tasks assigned by the General Secretary.

Experiences and qualifications required: At least four years of experience in dealing with the above mentioned issues at national, sub-regional or regional level; proven track record in planning, organising and facilitating programmes; expertise in planning, preparing, reporting and evaluating the programmes; excellent command in English language, both spoken and written, is essential; knowledge in liturgical traditions and practices in Asian churches, as well as experiences in preparing ecumenical worship resources for all CCA programmes throughout the year; organising and coordinating ecumenical worship services as part of major ecumenical events; preparing project and programme proposals and narrative reports, along with a willingness to plan and organise activities in areas beyond ecumenical leadership development, as outlined in CCA's strategic programme plans. A Master's degree or Ph.D. with specialisation in ecumenism, theology, or liturgical studies is essential.

3. COMMUNICATIONS AND PUBLICATIONS

The coordinator of Communications and Publications position offers the opportunity to provide strategic, skilled, and dynamic leadership in the planning and execution of the CCA's communications programme, and publications, including: preparation of news releases in English; preparing/compiling and editing reports; developing social media content; overseeing website management; coordinating social media activities; organising interviews; and pitching stories that highlight CCA's programmes and activities. The programme coordinator recruited for this position should have skills in overseeing the production of all publications and skills in liaison with external publication and printing agencies/companies.

Specific Responsibilities: Write news releases and reports in English, 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; liaise with communication divisions of

member churches and councils of the CCA and with WCC Communications; copy editing of all CCA publications; advise the General Secretary on emerging regional issues and prepare CCA's public issues statements, and assist other programme staff in developing CCA's ecumenical responses; liaise with printers and publishers, and serve as the contact point for outstation stringers and copy editors who will be working with CCA Communications; willingness to plan and organise programmes in other areas outlined in CCA's strategic programme plans, especially regional and national programmes in the area of peace building and conflict resolution. The person recruited for this position is also expected to carry out other specific tasks assigned by the General Secretary.

Specific requirements and skills needed: Degree or postgraduate degree in English Language, Communications, or Social Sciences; excellent command of the English language with strong writing and reporting skills; aptitude and ability to analyse international affairs and geopolitical developments in Asia and to prepare public issue statements on behalf of CCA; demonstrated ability to write news releases and public issue statements on emerging geopolitical, national, and international issues, prepare reports, and copy-edit all CCA publications and documents; ability to supervise other staff members in the communications team, assign and oversee their specific tasks; excellent time management and organisational skills; and willingness and ability to travel for programmes within the region whenever necessary.

Deadline for receiving applications:

Application with completed form, CV, motivation letter, copy of diploma(s), work certificate, a medical certificate, letters of references, and endorsement letters from member church/council must be submitted to cca-recruitment@cca.org.hk before **10 October 2025**.

Human Resource Management Coordination
Christian Conference of Asia,
Payap University, Muang
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30 June 2025