

**Christian Conference of Asia
Chiang Mai, Thailand**

JOB DESCRIPTION

JOB TITLE: Executive Secretary for Faith Mission and Unity

An Executive Staff member of the Christian Conference of Asia (CCA) needs to have the following: experience in ecumenical work; commitment to justice, peace, reconciliation and unity inspired by sound biblical understanding; facility in English communication; willingness to adjust to different Asian cultures; and administrative ability.

Every Executive Secretary works as a member of the CCA executive staff team in order to promote CCA's holistic ministry. In this capacity, every Executive Secretary is expected to share in developing and maintaining collaborative relationships with other members of the staff team.

Every Executive Secretary works in consultation with the Program Area Committee appointed by the CCA General Assembly and is accountable to the General Secretary.

Every Executive Secretary ensures that all "Action Plans" are implemented successfully and effectively including planning, monitoring, evaluation and reporting. The Executive Staff shall present activity reports including finance liquidation, half-yearly reports and annual reports to the General Secretary and the Program Area Committee.

CRITERIA FOR CCA EXECUTIVE STAFF APPOINTMENT

Relationship with church and ecumenical movements

The constituency within which the CCA works and functions is basically the Church and related ecumenical organizations. Therefore, it is important for the candidate to have a sympathetic and critical working relationship with the Church and ecumenical movements. It is important that the candidate:

1. is an active member in good standing of one of the member churches of CCA;
2. has the endorsement of his/her Church and related National Council of Churches (NCC);
3. is someone who is generally attested to be a person of integrity and depth of Christian commitment and spirituality;
4. has clear knowledge of the different Church traditions, especially those other than his/her own.

Main Responsibilities

1. Assist CCA member churches and councils to theologically and theoretically assess existing engagements and to participate actively in theological concerns and education for mission.
2. Identify emerging issues, develop strategies and implement programs in collaboration with member churches and councils and related groups.
3. Promote Asian theological education, Asian theologies and spiritualities.
4. Promote the use of national and local resources for theological and missiological education.
5. Establish and develop relationship/network with member churches, Christian organizations, and inter-faith organizations in order to promote theological education and holistic mission in Asia and global community.
6. Organize, in coordination with CCA member churches and councils, regional and national programs that address the mandates of the CCA General Assembly and Program Area Committee for Faith, Mission and Unity (FMU), which includes:

- Promoting Wider Ecumenism
- Ecumenical Formation and Theological Education
- Theological Roundtables on Emerging Issues
- Interfaith consultation-dialogue on Prophesying, Reconciling and Healing
- Asia Mission Conference
- Congress of Asian Theologians (CATS)

QUALIFICATIONS NEEDED IN A CANDIDATE

CCA functions as an organization which supports and supplements the work of member churches and councils. In many cases, the churches and councils look to CCA for guidance and direction. Hence, candidates should have suitable qualifications for their relevant positions:

Experience

- In contextual theologizing, holistic mission, and wider ecumenism – with Asian perspective and sensitive to perspectives of the marginalized.
- Practical experiences of planning, implementing, monitoring and evaluation of projects and programs at national, regional and global levels.

Qualifications and skills

- Relevant academic and theological qualifications and background
- Educational background: minimum a Master's Degree
- Clear understanding of Asian ecumenical movements
- Strong personal commitment to God's mission in Asia and the world
- Strong interpersonal skills and ability to communicate cross-culturally
- Excellent writing skills – e.g. proposals, reports, training materials, etc.
- Ability to think and plan strategically
- Ability to present integrated theological and social ideas to different audiences
- Mature personality and high accountability
- Good management of task and people
- Skills in collecting, organizing and interpreting information

Personal aptitudes

- Problem-solving
- Coordination and facilitation skills
- Openness and flexibility
- Resourcefulness
- Team-work and ability to work independently
- Willingness to do multiple-tasking

Circumstances

While the structure of the CCA seems compartmentalized, the staff actually works as a team within a regional context. Two important aspects that facilitate an effective ministry are collegiality and adaptability. Therefore, candidates should be committed to:

- Work with other staff members as a team
- Work during weekends or holidays as needed
- Open to critical feedback from colleagues and churches
- Have an appreciation for cultures other than their own
- Work with multi-cultural and multi-racial context.

Accountability: To the General Secretary
Employment to start: 1 January 2012
Term of Contract: Four (4) years, subject to the CCA Constitution and By-laws.
Employment location: Chiang Mai, Thailand

Application requirement and correspondence:

Each applicant should submit the following:

1. A formal letter of Application.
2. A complete Curriculum Vitae (CV) with photocopies of Educational Certificates/Diplomas and other relevant documents.
3. Two copies of recent photo.
4. A personal statement describing:
 - a. applicants' vision and mission of CCA ministry specifically on the area of work he/she is applying for;
 - b. how the applicant sees himself/herself suitable for the position he/she is applying for;
 - c. applicant's own assessment of his/her personal strengths in relation to the position and what skills or knowledge he/she needs to improve to meet the required criteria.
5. Letters of Recommendation from the sending Church and related National Council of Churches.
6. A medical certificate.
7. List of 3 (three) names of reference persons with complete addresses, persons who know well the applicant and are willing to send reference letters.

Correspondence regarding this matter, applications and nominations should be sent directly to the following address not later than **1 August, 2011**

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