

## Executive, International Programmes

### Key Responsibilities:

- Support child sponsorship operations by monitoring the status of registered children in Area Programmes (APs), progress of AP implementation, and AP budgets
- Work with our Resource Development team and Field Offices on formulating targeted field projects in exceptionally vulnerable settings to complement child sponsorship operations, and monitor their progress and budgets
- Support our Marketing Communications team and Resource Development team in mounting donor appeals and preparing project proposals for private and corporate supporters
- Prepare impact reports for donors to be updated on how APs and field projects improve child well-being outcomes

### Requirements:

- Bachelor's degree or equivalent, with 2 - 4 years of work experience
- Strong written and verbal communication skills
- Conversant with Microsoft Excel and numerical data
- A detail-oriented and accurate worker
- Strong interest in how global issues influence the international development landscape

*Live simply that others might simply live. For a season in your life, do something that will dramatically change the lives of people around the world. Do something bold today.*

Please send your resume stating your availability and expected salary to [recruit@worldvision.org.sg](mailto:recruit@worldvision.org.sg)

*World Vision is a Christian relief, development and advocacy organisation dedicated to working with children, families and communities worldwide to reach their full potential by tackling the causes of poverty and injustice. Working in nearly 100 countries around the world, World Vision serves all people, regardless of religion, race, ethnicity, or gender.*