



STUDENT CHRISTIAN MOVEMENT OF INDIA

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Opportunity for young people to be a part of the global ecumenical movement through the Student Christian Movement of India, Bangalore.

Applications are invited for the following posts:

1. Programme Secretary for the following regions:

- a. *Karnataka region*
- b. *Mid-India region*
- c. *Nagaland region*
- d. *North-West India region*
- e. *Uttar Pradesh region*

2. Executive Secretary, Communication Desk based at the SCMI National Office, Bangalore

3. Associate Executive Secretary, Mission & Scholarship desk, Bangalore

4. Liaison Officer, SCMI - Hybrid Mode

1. Criteria for Programme Secretary:

- Possess a deep Christian commitment with respect to social issues
- Sound theological perspective on issues
- Strong SCM background
- Graduate / Post-Graduate degree from a recognized University
- Proficiency in English and other regional languages
- Basic proficiency in computer applications
- Passion / eloquence in working with students
- Awareness / knowledge about current socio-political affairs in the country
- Ability to motivate and inspire students to participate and contribute to the life of the movement and the communities in struggle
- Ability to travel widely across the regions in India
- Age to be below 30 years (preferably) as on the last date of submission of the application

2. Criteria for Executive Secretary, Communication desk:

- Bachelor's degree in Communication, Media, Journalism, or related field
- Proficiency in Photoshop, Canva, and video editing skills
- Strong social media management and content creation skills
- Basic website management and content update skills
- Good eye for design, photography, and storytelling
- Excellent writing, editing, and organizational skills
- Creative, detail-oriented, and eager to learn
- Alignment with SCMI's ethos and values
- Ability to train staff on communication skills

3. Criteria for Liaison Officer:

- Deep Christian commitment aligned with SCMI's ethos and values
- Prior SCM experience/ecumenical youth involvement
- Graduate / Post-graduate degree from a recognized University
- Strong communication and coordination skills to serve as bridge between national leadership and regional staff
- Ability to mentor and orient new staff, and accompany programme staff working in the regions
- Experience in organizing trainings, reviews, and capacity-building programmes.
- Ability to conduct regular staff check-ins, review monthly reports, and ensure proper documentation
- Strong organizational skills for maintaining staff performance records and preparing progress reports
- Basic proficiency in computer applications and online communication tools
- Awareness of current socio-political issues affecting students and marginalized communities.
- Leadership qualities, emotional maturity, and ability to handle staff concerns sensitively
- Willingness to travel for field visits, reviews, and coordination work

4. Associate Executive Secretary, Mission & Scholarship desk:

- Coordinate and support all Fellowship Project programmes, including planning, logistics, reporting, and follow-up with fellowship units, staff advisors, and mentors.
- Collaborate closely with Executive Secretaries and Regional Programme Secretaries to ensure smooth implementation of national and regional initiatives.

- Maintain accurate project records, documentation, data management systems, and audit-ready files.
- Assist in programme budgeting, expenditure tracking, vouchers, reimbursements, petty cash, and timely settlement of bills.
- Coordinate with the Finance Department to ensure compliance, statutory filings, and proper financial documentation.
- Demonstrate strong organizational, documentation, project management, and multitasking abilities.
- Engage effectively with diverse regions, showing strong interpersonal, communication, and networking abilities.
- Proficiency in MS Office and working knowledge of Tally ERP.
- Maintain confidentiality, integrity, and professionalism in all administrative and financial responsibilities.
- Perform any additional duties assigned by the Executive Secretary or General Secretary.

The appointment is initially for one year (probation), with the possibility of service for a maximum period of five years (3 + 2).

Candidates must be committed to working with students, willing to travel extensively, and capable of motivating students to engage in the struggles of the people. Selected candidates must be prepared to serve in any part of the region/country.

Persons meeting the above qualifications may request the application form by emailing communicationscmi@gmail.com

The filled-in application form, along with a curriculum vitae (CV) and copies of relevant certificates and testimonials, must be submitted to the National Office **on or before 15th December 2025**.