



## Job Description: The Clerk of Assembly of the UPCSA

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<b>Job Title:</b> <u>Clerk of Assembly</u>	<b>Office:</b> Central Church Office, Johannesburg	<b>Reason for Vacancy:</b> Retirement
<b>Starting date:</b>	1 August 2015 or as negotiated	
<b>Reporting to:</b>	The General Secretary (direct Manager) and the Church Office Committee as mandated by the General Assembly	
<b>Main Purpose of the position (contract position renewable after five years):</b>	<ul style="list-style-type: none"> <li>• Appointed spokesperson with regard to the UPCSA Manual of Faith and Order to internal and external parties of the UPCSA</li> <li>• Co-ordinates the administrative tasks for the General Assembly /Executive Commission and liaises closely in this regard with the Assembly Business Committee Convener and hosting Presbytery</li> <li>• Serves on relevant executive assembly committees and commissions of the UPCSA</li> <li>• Present to the General Assembly/Executive Commission proposals on behalf of committees and Insaka groups for decisions</li> <li>• Co-ordinates church related legal referrals, procedures and commission inquiry arrangements and processes according to UPCSA procedural mandates as contained in the Manual of Faith and Order or otherwise indicated through relevant channels and referral sources</li> <li>• Acts as secretary for the AARP and Court of Assembly</li> </ul>	
<b>Key Deliverables:</b>	<ul style="list-style-type: none"> <li>• Oversees and co-ordinates General Assembly/Executive Commission reports and supplementary reports</li> <li>• Ensures and advises on compliance with the updated UPCSA Manual of Faith and Order</li> <li>• Provides ad hoc administrative support to General Secretary and occasionally General Assembly commissions and committees and co-ordinates communications between committees and commissions, and may occasionally take and disseminate minutes</li> <li>• Monitors committee/UPCSA project milestones and deliverables, researches, creates, updates and maintains information database and appropriate dissemination of UPCSA committees, commissions, meetings, projects and business related events and activities</li> <li>• Project Management for General Assembly and Executive Commission</li> <li>• Liaises with UPCSA legal counsel in legal matters in consultation with General Secretary</li> <li>• Attends relevant General Assembly meetings</li> </ul>	
<b>Technical Knowledge, Skills and Abilities:</b>	<ul style="list-style-type: none"> <li>• High level computer literacy (e.g. MS Office suite, advanced level MS Excel, MS Word and MS Outlook)</li> <li>• Preferably an in-depth, up to date working knowledge of the UPCSA Manual of Faith and Order</li> <li>• Proven Leadership skills</li> <li>• Project Management skills</li> <li>• Proven track record in business meeting procedures, minute taking and logistics</li> <li>• Preferably up to date knowledge of new media (digital) communication e.g. website, Linked-In, and other</li> </ul>	

<b>Behavioural / Soft Competencies, Skills and Abilities:</b>	<ul style="list-style-type: none"> <li>• Committed Christian, preferably a long standing member of the UPCSA and who has been involved in UPCSA committees and forums</li> <li>• Consultative person able to collaborate well in teams and with relevant parties and stakeholders within and outside the UPCSA</li> <li>• Excellent spoken and written English/Business English and preferably ability to speak other African languages</li> <li>• Highly organized, with exceptional attention to detail</li> <li>• Well-developed interpersonal skills with a participative management style</li> <li>• Conflict management and resolution skills</li> <li>• Good strategic thinker</li> <li>• Strong analytical, numerical, and reasoning capabilities</li> <li>• Objectively critical, resilient, supportive, mediatory, discerning</li> <li>• Strong work ethic, with the ability to work effectively under pressure</li> <li>• Very good lateral and problem solving skills</li> </ul>
<b>Education, Qualification and Experience:</b>	<ul style="list-style-type: none"> <li>• Preferably diploma or degree, preferably (but not necessarily) post graduate qualification</li> <li>• Former key role (e.g. convener) in one or more UPCSA church committees and preferably experienced commissioner of the General Assembly of the UPCSA</li> </ul>
<b>Working Environment &amp; Travel:</b>	<ul style="list-style-type: none"> <li>• Mainly at the Central Church Office</li> <li>• Limited but occasional travel</li> </ul>
<b>Other Important Information:</b>	<p>This job is not restricted by age or gender</p> <p>Shortlisted candidates may be required to do a presentation and/or an assessment</p> <p>Provisions of the Manual of Faith and Order (Chapter 12) apply</p>
<b>Salary Range:</b>	<p>To be negotiated</p>

**Applications including a motivational letter and a full CV** should be e-mailed to the Convener of the Church Office Committee, The Revd. Prof Maake Masango at [Maake.Masango@up.ac.za](mailto:Maake.Masango@up.ac.za) and [masangopmj@gmail.com](mailto:masangopmj@gmail.com) as well as to Dr Inette Taylor at [inette@worldonline.co.za](mailto:inette@worldonline.co.za). Please send to all three these e-mail addresses to ensure delivery, and kindly confirm a day after sending whether the e-mail with attachments have been received, should the Convener or Dr Taylor not confirm receipt on the same day or morning of the following day. Due to problems with postal deliveries applications should be sent electronically. The **closing date for applications is 31 January 2015**. All applications will be treated confidentially by the Church Office's Search Committee and receipt of applications (with motivational letters and full CVs) will be acknowledged. Shortlisted candidates will be invited to panel interviews before or by 28 February 2015 scheduled for March 2015 in Johannesburg (details to be announced).

*For more information contact The Revd. Prof Maake Masango (072 195 8063) or Mr Geoff Jooste, Chief Financial Officer (082 447 2463).*

**Please note:** No inquiries about the position should be made to the UPCSA Central Church Office.