



NECTAMEN CONSUMEBATUR

Vacancy Advert

Clerk of Assembly of the Uniting Presbyterian Church of Southern Africa

The Uniting Presbyterian Church of Southern Africa invites suitable candidates to apply for the above position at the UPCSA Central Office in Johannesburg to start **before or by 1 August 2015**.

The successful candidate will have to:

- Be highly motivated to perform one of the central roles in the forefront of the UPCSA, handle and work with major events, decisions and operational tasks of the denomination nationally and transnationally
- Have a very good understanding of the UPCSA, ideally having played a key role in one or more UPCSA committees, and preferably be an experienced commissioner of the General Assembly of the UPCSA
- Possess excellent administrative, secretarial and organizational skills, and have a proven track record in business meetings, procedures, minute taking and logistics
- Serve as the UPCSA spokesperson with regard to the UPCSA Manual of Faith and Order
- Co-ordinate the administrative tasks for the General Assembly / Executive Commission, church related legal referrals, procedures, and commission inquiries
- Have project management experience ideally within the context of the UPCSA
- Be highly computer literate, possess excellent Business English, and preferably have some proficiency in other African languages.

The full **job description** can be obtained from the UPCSA's official website: www.unitingpresbyterian.org. **Applications including a motivational letter and a full CV** should be e-mailed to the Convener of the Church Office Committee, The Revd. Dr Prof Maake Masango at Maake.Masango@up.ac.za and masangopmj@gmail.com and also to Dr Inette Taylor at inette@worldonline.co.za. **Please note: Due to unreliable postal services, only electronic submissions are acceptable.** For more information on the position, contact The Revd. Dr Prof Maake Masango (072 195 8063) or Mr Geoff Jooste (CFO) at 082 447 2463. *Please do not make any inquiries on or send any applications for this position to the UPCSA Central Office.* The **closing date for applications is 31 January 2015**. All applications will be treated confidentially. Shortlisted candidates will be notified before 28 February 2015.