



Vacancy Advert

PA to Ministry Secretary of Assembly of the Uniting Presbyterian Church in Southern Africa

NECTAMEN CONSUMEBATUR

The Uniting Presbyterian Church of Southern Africa invites suitable candidates preferably in the UPCSA to apply for the above position at the UPCSA Central Office in Kempton Park to start by **1st December 2020**.

The successful candidate will have to:

- Provide efficient secretarial and administrative support to the Ministry Secretary such as word processing, minutes of Ministry Committee meetings, correspondence, transnational liaison, reports, circulars, letters, presentations, notices to students, transnational travel arrangements and when able provide occasional support to the Clerk of Assembly (such as during annual General Assemblies/Executive Commissions)
- Possess the skillsets and competencies as stipulated in the job description for the PA to Ministry Secretary of the General Assembly of the UPCSA
- Possess excellent communication skills (written and spoken), good business English and ideally be proficient in other African languages
- Be highly computer literate, excellent in Microsoft Office 365
- Arrange and attend occasional conferences (such as the annual Call Discernment Conference and PAT Conferences) which includes occasional travel
- Manage and maintain resources online (such as training material, articles, presentations)
- Preferably possess knowledge of and experience in the UPCSA processes and structures

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, Rev Zolani Makalima at makalima.zolani@yahoo.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 Rev Zolani Makalima (083 308 7413). *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 Wednesday 30th September 2020**. All applications will be treated confidentially.

Shortlisted applicants will be informed by 2nd October 2020.