



NECTAMEN CONSUMEBATUR

Vacancy Advert

Ministry Secretary of Assembly of the Uniting Presbyterian Church of Southern Africa

The Uniting Presbyterian Church of Southern Africa invites suitable candidates with at least five years' experience as ordained Ministers in the UPCS to apply for the above position at the UPCS Central Office in Kempton Park.

The successful candidate should:

- Be suitably qualified and highly motivated to play a key role in the selection, academic and spiritual formation, and development of Ministers in the UPCS
- Work closely with the Ministry Committee of the General Assembly and the Ministry Committee Convener
- Act as spokesperson for the UPCS at all recognized transnational tertiary training institutions
- Have a good understanding of the UPCS, ideally having played a key role in one or more UPCS committees, and preferably be an experienced commissioner of the General Assembly of the UPCS
- Have the skillsets and competencies as stipulated in the job description for the Ministry Secretary of the General Assembly of the UPCS, especially well-developed interpersonal, pastoral, conflict resolution, and negotiation abilities
- Be highly computer literate
- Be proficient in English and, preferably, have some proficiency in other African languages
- Be aware of and sensitive to cultural differences as encountered in a transnational denomination such as the UPCS
- Be willing to be appointed in the position on a five-year contract.

The full **job description** can be obtained from the UPCS's official website: www.upcsa.org.za. **Applications including a motivational letter and a full CV** should be e-mailed to the Convener of the Church Office Committee, Rev Glynis Goyns at glynis@safcei.org.za and also to Dr Inette Taylor at inette@worldonline.co.za. **Please note: Only electronic submissions are acceptable.** For more information on the position, contact the COC Convener Rev Glynis Goyns (082 856 6254). *Do not make inquiries or send any applications for this position to the UPCS Central Office.* The **closing date for applications is Tuesday 22nd February 2022**. All applications will be treated confidentially. Applicants will be notified whether they are shortlisted or not by or before Wednesday 28th February 2022.