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## Job Description: General Secretary of the UPCA

| Job Title: General Secretary (UPCA)                                    | Office: General Office - Administrative      Function: In-Planning, Preparation                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                        |
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| Starting Date:                                                         | 1 August 2019 (start date pending final negotiation)                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                   |
| Reporting to:                                                          | The General Assembly and the Board of the Committee to Reorganize the General Assembly                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                 |
| Main Purpose of the position<br>(define position according to the job) | <ul style="list-style-type: none"> <li>1. Articulate "Year" of the UPCA internally and externally</li> <li>2. Manage fiscal and administrative in order to that of a Staff Secretary (Office CEO)</li> <li>3. Manage the operations and strategic functioning of the General Office (Office and its staff)</li> <li>4. Represent the UPCA externally locally, internationally and internationally</li> <li>5. Facilitate, oversee and monitor when relevant to conduct General Assembly activities, matters and relations</li> </ul>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                   |
| Key Deliverables                                                       | <ul style="list-style-type: none"> <li>1. Represent and lobby representation of the UPCA externally locally, internationally and internationally</li> <li>2. Facilitate activities of the UPCA</li> <li>3. Develop, monitor and facilitate implementation of General Assembly decisions, projects, matters, vision and monitor progress of the decisions including ongoing projects and monitor implementation General Assembly decisions as confirmed by the General Assembly/Board Office Committee</li> <li>4. Provide office reports to the Board Office Committee</li> <li>5. Oversee the overall functioning of the General Office (Office, team, administration, accounting system, financial management, public staff operations and staff development, plans to develop/monitor public staff matters through appropriate channels</li> <li>6. Address and monitor through staff available appropriate and when possible UPCA sponsored events or related events, any of the high-profile/high impact conferences/forums, regional, international and so on that occur within presidential group conference and other stated objectives or outside the UPCA that may challenge potentially strategic study or identify the overall functioning, reputation, structure or well-being of the UPCA</li> <li>7. Provide regular feedback to relevant UPCA stakeholders (e.g. Stakeholders, relevant church leaders and committees of the General Assembly) in significant external matters and events regarding the church that require locally, internationally and internationally</li> <li>8. Identify and report on resource strategically, making needs, problem areas and opportunities that require attention through to the High Councils of the Church</li> <li>9. Facilitate suggest on when appropriate relevant actions, projects or processes that have value adding potential to the functioning and growth of the denomination</li> <li>10. Monitor an ongoing, open communication and feedback with relevant High Councils of the UPCA under the Council of the Church Office Committee</li> </ul> |