

APPENDIX A (i)



NECTAMEN CONSUMEBATUR

Job Description: General Secretary of the UPCSA

Job Title: General Secretary UPCSA	Office: Central Office , Johannesburg	Reason for Vacancy: Resignation
Starting date:	1 August 2014 (hand-over period may be negotiated)	
Reporting to:	The General Assembly and the Church Office Committee as mandated by the General Assembly	
Main Purpose of the position (contract position renewable after five years):	<ul style="list-style-type: none"> • Ambassador / "face" of the UPCSA internally and externally • Managerial level and accountability is similar to that of a Chief Executive Officer (CEO) • Manage the operational and strategic functioning of the Central Church Office and its staff • Represent the UPCSA ecumenically locally, transnationally and internationally • Facilitate, oversee and monitor (where relevant to position) General Assembly decisions, matters and missions 	
Key Deliverables:	<ul style="list-style-type: none"> • Expert and timely representation of the UPCSA ecumenically locally, transnationally and internationally • Coordinate activities of the UPCSA • Oversee, monitor and facilitate implementation of General Assembly decisions, projects, matters, vision and mission priorities of the denomination including on-going projects handed-over by predecessor (current General Secretary) as sanctioned by the General Assembly/Church Office Committee • Provide written reports to the Church Office Committee • Oversee the overall functioning of the Central Church Office, basic administration, accounting system, divisional managers, perform staff appraisals and staff development, attend to disciplinary/labour related staff matters through appropriate channels • Address and monitor through best available appropriate and where possible UPCSA sanctioned channels or referral sources, any ad hoc important/high impact matters/disruptions, disputes, emergencies and so on that occur within presbyteries, groups, parties and other stakeholders in or outside the UPCSA that may challenge/potentially change directly or indirectly the overall functioning, reputation, structures or well-being of the UPCSA • Provide regular feedback to relevant UPCSA stakeholders (e.g. Moderator, relevant church leaders and committees of the General Assembly) on significant ecumenical matters and events impacting the church that happen locally, transnationally and internationally • Identify and report on resource shortages/availability, training needs, problem-areas and opportunities from congregational level through to the Higher Councils of the Church • Proactively suggest (or where appropriate initiate) actions, projects or processes that have value adding potential to the functioning and growth of the denomination • Maintain an on-going, open communication and feedback with relevant High Councils of the UPCSA and/or the Convener of the Church Office Committee 	