



NECTAMEN CONSUMEBATUR

# Vacancy Advert

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

The Uniting Presbyterian Church in Southern Africa invites suitable candidates with at least five years' experience as ordained Ministers in the UPCSA with a Masters' degree in Theology to apply for the above position at the UPCSA Church 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 UPCSA
- Work closely with the Ministry Committee of the General Assembly and the Ministry Committee Convener
- Act as spokesperson for the UPCSA at all recognized transnational tertiary training institutions
- Have a 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
- Have the skillsets and competencies as stipulated in the job description for the Ministry Secretary of the General Assembly of the UPCSA, 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 UPCSA
- Be willing to be appointed in the position on a five-year contract.

The full **job description** can be obtained from the UPCSA's official website:[www.unitingpresbyterian.org](http://www.unitingpresbyterian.org) **Applications including a motivational letter and a full CV** should be e-mailed to the Convener of the Church Office & Human Resources Committee, Rev Glynis Goyns at [glynis.goyns@gmail.com](mailto:glynis.goyns@gmail.com) and also to Dr Inette Taylor at [inette@worldonline.co.za](mailto:inette@worldonline.co.za). **Please note: Only electronic submissions are acceptable.** For more information on the position, contact the COHRC Convenor or Rev Glynis Goyns (082 856 6254). *Do not make inquiries or send any applications for this position to the UPCSA Church Office.* The **closing date for applications has been extended to Friday 31 March 2023**. All applications will be treated confidentially. ~~Applicants will be notified whether they are shortlisted or not by or before Wednesday 19 April 2023.~~