



NECTAMEN CONSUMEBATUR

# Vacancy Advert

## General Secretary of the Uniting Presbyterian Church in Southern Africa

The Uniting Presbyterian Church in Southern Africa invites suitable candidates to apply for the above position at the UPCSA Central Office in Kempton Park **before or by 23<sup>rd</sup> February 2024**. The 2021 General Assembly urged the COC (now COHRC) find a suitable woman for this role. The successful candidate will be:

- Recognized for having played a leading role in the life and work of the UPCSA and its General Assembly committees in Southern Africa.
- Appropriately qualified academically (postgraduate, preferably Master's degree in Theology) and possess relevant all-round managerial experience.
- Well informed about the UPCSA, its values, policies, manual and procedures.
- An excellent leader with well-developed communication skills, competent to manage the Tiyo Soga Church Office staff as well as other groups and stakeholders in the denomination, represent the UPCSA ecumenically, and capable of implementing the UPCSA's vision and mission priorities.
- A highly respected ambassador for the UPCSA locally, transnationally, and internationally.
- Open-minded, non-discriminatory, and unprejudiced (culturally, politically, and otherwise).
- Competent to perform the administrative, operational, and strategic duties as stipulated in the job description.

The full **job description** can be obtained from the UPCSA's official website: [www.upcsa.org.za](http://www.upcsa.org.za). **Applications including a motivational letter and a full CV** should be e-mailed to the Convenor of the Church Office Human Resources Committee (COHRC), Rev Glynis Goyns at [glynis.goyns@gmail.com](mailto:glynis.goyns@gmail.com) and Dr Inette Taylor at [inette@worldonline.co.za](mailto:inette@worldonline.co.za). For more information on the position, contact the COHRC Convenor Rev Glynis Goyns at 082 856 6254. Please do not make inquiries at or send any applications for this position to the UPCSA Church Office.

The **closing date for applications is 23<sup>rd</sup> February 2024**. All applications will be treated confidentially. All candidates will be notified whether they are shortlisted or not, and shortlisted candidates will be invited to online panel interviews. The recommended candidate will be ratified at the June 2024 Executive Commission and be appointed from **1<sup>st</sup> August 2024**.



NECTAMEN CONSUMEBATUR

## Job Description: General Secretary of the UPCSA

<b>Job Title:</b> General Secretary UPCSA	<b>Office:</b> UPCSA Church Office, Tiyo Soga House, Kempton Park <b>Reason for Vacancy:</b> End of contract
<b>Starting date:</b>	1 <sup>st</sup> August 2024
<b>Reporting to:</b>	The General Assembly and the Church Office Human Resources Committee as mandated by the General Assembly
<b>Main Purpose of the position (contract position renewable after five years):</b>	<ul style="list-style-type: none"> <li>• Managerial level and accountability is similar to that of a Chief Executive Officer (CEO).</li> <li>• Manage the operational and strategic functioning of the Church Office and its staff.</li> <li>• Ecumenical Officer of the UPCSA locally, transnationally, and internationally.</li> <li>• Facilitate, oversee and monitor (where relevant to position) General Assembly decisions, matters and missions.</li> </ul>
<b>Key Deliverables:</b>	<ul style="list-style-type: none"> <li>• Expert and timely representation of the UPCSA ecumenically locally, transnationally, and internationally.</li> <li>• Coordinate activities of the UPCSA.</li> <li>• 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 &amp; Human Resources Committee.</li> <li>• Provide written reports to the Church Office &amp; Human Resources Committee.</li> <li>• Oversee the overall functioning of the UPCSA Church Office, basic administration, accounting system, divisional managers, perform staff appraisals and staff development, attend to disciplinary/labour related staff matters through appropriate channels.</li> <li>• Address and monitor through best available appropriate and where possible UPCSA sanctioned channels or referral sources, any <i>ad hoc</i> 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.</li> <li>• 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.</li> <li>• Identify and report on resource shortages/availability, training needs, problem-areas and opportunities from congregational level through to the Higher Councils of the Church.</li> <li>• Proactively suggest (or where appropriate initiate) actions, projects or processes that have value adding potential to the functioning and growth of the denomination.</li> <li>• Maintain on-going, open communication and feedback with relevant High Councils of the UPCSA and/or the Convener of the Church Office &amp; Human Resources Committee.</li> </ul>
<b>Technical Knowledge, Skills, and Abilities:</b>	<ul style="list-style-type: none"> <li>• Computer literate (e.g. MS Office 365).</li> <li>• Acceptable financial and administration competencies, e.g. basic understanding of financial statements and financial management, governance and UPCSA financial policies and processes.</li> <li>• High level of literacy.</li> </ul>

<b>Behavioural / Soft Competencies, Skills and Abilities:</b>	<ul style="list-style-type: none"> <li>• Strong spiritual disposition, standing and stature within UPCSА.</li> <li>• Strong personality, resilient, energetic, healthy, excellent people management skills and experience, assertive but also servant-leader.</li> <li>• Visionary, discerning, realistic, mature, conciliatory, independent as well as collaborative, willing team worker.</li> <li>• Excellent communication (verbally and written English), functionally literate in one or more other languages, and very good presentation skills.</li> <li>• Well-developed conflict management and mediation skills.</li> <li>• Free from overt political bias or prejudices of any kind.</li> <li>• Strong support system.</li> <li>• Flexible, proactive, open to new ideas while maintaining firm grounding in Christian principles.</li> <li>• Analytic and strategic thinker.</li> </ul>
<b>Education, Qualification and Experience:</b>	<ul style="list-style-type: none"> <li>• Ordained Minister within the UPCSА (negotiable).</li> <li>• Good track record of playing leading role in General Assembly committees.</li> <li>• Post graduate qualification (preferably a Master's degree in Theology).</li> <li>• Proven writing/publishing skills, excellence in delivering papers.</li> <li>• Administration skills and basic understanding of financial statements.</li> <li>• Excellent working knowledge of the UPCSА.</li> <li>• Sound knowledge of the Manual of Faith and Order of the UPCSА.</li> </ul>
<b>Working Environment &amp; Travel:</b>	<ul style="list-style-type: none"> <li>• Mainly at the UPCSА Church Office.</li> <li>• Must be able to travel locally and internationally on ad hoc basis.</li> </ul>
<b>Salary Range:</b>	To be negotiated

## Timeline (Final) for Recruitment and Appointment of General Secretary November 2023 – July 2024

1 - 8 Nov 23 4 - 15 Nov 23	<ul style="list-style-type: none"> <li>General Secretary Job description and Vacancy Advert updated, uploaded on <i>SharePoint</i>.</li> <li>Compilation of job specification according to SMART principles (important when Equity Team and Convenor engages with prospective applicants), uploaded on <i>SharePoint</i>.</li> <li>HR &amp; Equity Task Teams meet online to devise recruitment strategy.</li> <li>Online Questionnaire sent to selected parties in denomination to create awareness (optional but useful marketing strategy) and uploaded on <i>SharePoint</i>.</li> <li>Questionnaire results, compile feedback page, upload on <i>SharePoint</i> for COHRC to comment.</li> </ul>
1 – 15 Dec 24	<ul style="list-style-type: none"> <li>Share strategy with COHRC, Youth Desk, and upload strategy on <i>SharePoint</i>.</li> <li>Recruitment strategy uploaded for tracking on <i>SharePoint</i>.</li> <li>Dissemination of Vacancy Advert and Job Description by Church Office (usual procedures) to all relevant parties including UPCS website, relevant social media platforms (LinkedIn and others) and Youth Desk.</li> </ul>
Dec 23 – 23 Feb 24	<ul style="list-style-type: none"> <li>Introduce a second round of advertising/publicity for the vacancy in mid-January.</li> <li>Convenor and Dr Taylor (or other HR Task Team member which appears on Vacancy Ad) receive applications, motivational letters, and CVs from applicants before or on 23 Feb 24, receipt of applications tracked on <i>SharePoint</i>.</li> </ul>
19 – 23 Feb 24  27 Feb 24	<ul style="list-style-type: none"> <li>HR Task Team meets online to shortlist applications for panel interviews.</li> <li>Interviewing panel members finalized.</li> <li>Interviewing panel decides on panel interview questions and procedures and upload on <i>SharePoint</i>.</li> <li>All applicants are informed (e-mail/phone call/both) whether they are shortlisted or declined.</li> <li>Shortlisted applicants informed of online panel interview dates and times.</li> <li>HR Policy, explanation of process regarding the approval at ExComm, and a copy of the Gensec Job Description to be sent to shortlisted candidates with a request for written acceptance of these by 27 Feb 24 if appointed to the position.</li> </ul>
26 - 28 Feb 24 29 Feb 24  4 – 7 Mar 24	<ul style="list-style-type: none"> <li>Shortlisted candidates interviewed by HR Task Team panel.</li> <li>Task Team shortlists two or at most three top (most suitable) candidates.</li> <li>All interviewed candidates informed telephonically after panel interviews on the same day by the COHRC Convenor of the panel interview outcome, followed by a formal letter from the Convenor within 72 hours.</li> <li>Shortlisted candidates select from dates provided a date for full day individual psychometric assessments (feedback provided on test results) at the practice of Dr Taylor.</li> <li>Shortlisted candidates attend full day psychometric assessments (Dr Taylor), receive feedback on test results, and attend brief online post-test interview with members of HR panel.</li> <li>Track progress on <i>SharePoint</i> (no confidential candidate information uploaded)</li> </ul>
1 Mar 24 4/5 Mar 24  11-12 Mar 24  15 Mar 24  18 Mar 24	<ul style="list-style-type: none"> <li>HR panel meets to discuss psychometric assessment and feedback interview results of the interview panel, and to make a recommendation.</li> <li>Special COHRC meeting for HR Panel to present recommended candidate.</li> <li>Second most suitable candidate is discussed in case the recommended candidate declines the offer or if ExComm does not accept the COHRC's first recommendation. If there is agreement, the HR panel receives mandate to make an offer to the second candidate without first meeting the COHRC.</li> <li>COHRC Convenor informs recommended candidate of the outcome.</li> <li>Recommended candidate meets COHRC Convener and Treasurer online to discuss package and job-related matters.</li> <li>Recommended Candidate given until 15<sup>th</sup> March 24 (by 17h00) to accept/decline job offer with the proviso that the Executive Commission approves the appointment.</li> <li>If top/recommended candidate <i>declines</i> the offer, the Convenor informs the HR panel that the second candidate will receive an offer. The second candidate receives feedback of the outcome i.e., being a recommended candidate.</li> <li>Candidate meets COHRC Convener and Treasurer online to discuss package and job-related matters and is given until 18 Mar to accept/decline offer with the proviso that the ExComm approves the appointment.</li> <li>Candidate accepts offer (hopefully). Convenor informs the COHRC/ HR panel of outcome.</li> </ul>
Jun 24	<ul style="list-style-type: none"> <li>Recommended candidate ratified at Executive Commission.</li> <li>Convener and Treasurer make final contractual arrangements with recommended candidate for appointment into position. Information uploaded on <i>SharePoint</i>.</li> <li>Recommended candidate gives one calendar month's notice at place of employment.</li> </ul>
1 August 24	<ul style="list-style-type: none"> <li>Newly appointed General Secretary ideally starts working at the Church Office with a month's phased handover by the outgoing General Secretary according to significant events in the annual work plan</li> </ul>