



Job 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 our UPCS Church Office in Kempton Park **before or by 29th February 2024**. The successful candidate will:

- Be recognized for having played a leading role in the life and work of the UPCS and its General Assembly committees.
- Be appropriately qualified academically (post-graduate).
- Possess relevant all-round managerial experience.
- Be well-informed about the UPCS, its value, policies, manual and procedures.
- Be an excellent leader with well-developed communication skills.
- Be competent to manage the Tiyi Soga Church Office staff as well as other groups and stakeholders in the denomination.
- Be able to represent the UPCS ecumenically as a highly respected ambassador for the denomination locally, transnationally, and internationally.
- Be capable of implementing the UPCS's vision and mission priorities.
- Be open-minded, non-discriminatory, and unprejudiced (culturally, politically and otherwise).
- Be competent to perform the administrative, operational and strategic duties as stipulated in the job description.

The job description may be obtained from the UPCS's official website: www.unitingpresbyterian.org.

Applications including a motivation letter and full CV should be e-mailed to the Convenor of the Church Office and Human Resources Committee (COHRC), Rev Glynis Goyns at glynis.goyns@gmail.com and Dr Inette Taylor at inette@worldonline.co.za. For more information, contact Rev Glynis Goyns on (082) 856-6254. Please do not make any inquiries or send any applications for this position to the UPCS Church Office.

The closing date for applications is now 29th February 2024, having been extended from 23rd February. 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 Executive Commission and be appointed from 1st August 2024.