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## Vacancy Advert

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

The United 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 the 1<sup>st</sup> April 2024. Although the 2023 General Assembly urged the EDHRC to find a woman for this role and preference will be given to a woman if a suitable female applies, labour law requires that the invitation be open to both men and women. The position is being re-advertised and applications from both women and men responded in fairness to men who might have felt they were excluded from this process.

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 Tyto Sags Church Office staff as well as other groups and stakeholders in the denomination, represent the UPCSA externally, and capable of implementing the UPCSA's vision and mission priorities.
- A highly respected ambassador for the UPCSA locally, transationally, 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.unitedpresbyterian.org](http://www.unitedpresbyterian.org). **Applications including a motivational letter and a full CV** should be e-mailed to the Convener of the Church Office Human Resources Committee (EDHRC), Rev Dymphna Gwynn at [dgn@gwynn.com](mailto:dgn@gwynn.com) and Dr Intha Taylor at [intha@worldsonline.co.za](mailto:intha@worldsonline.co.za). For more information on the position, contact the EDHRC Convener Rev Dymphna Gwynn at 082 858 6254. **Please do not make inquiries of or send any applications for this position to the UPCSA Church Office.**

The **new closing date for applications is the 1<sup>st</sup> April 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 notified at the June 2024 Executive Commission and be appointed from **1<sup>st</sup> August 2024**.