



NECTAMEN CONSUMEBATUR

# Vacancy Advert

## Clerk of Assembly of the Uniting Presbyterian Church in Southern Africa

The Uniting Presbyterian Church in Southern Africa invites suitable candidates (Ministers or Elders of the UPCSA) with relevant University degrees to apply for the above position at the UPCSA Central Office in Kempton Park to start on 1 **September 2026**.

The successful candidate will have

- Be a highly motivated individual competent to effectively coordinate and oversee major UPCSA events, decisions and operational tasks of the denomination transnationally.
- Have a very 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.
- Possess excellent administrative, secretarial and organizational skills, and have a proven track record in church meetings, procedures, minute taking and logistics.
- Have in-depth understanding and correct interpretation of the Manual of Faith and Order.
- Co-ordinate administrative tasks for the General Assembly and Executive Commission, church related legal referrals, procedures, and commissions.
- Have project management experience ideally within the context of the UPCSA.
- Be highly computer literate, possess excellent Business English, and preferably have some proficiency in other Southern African languages.

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 Convenor of the Central Office Committee, The Rev. Awedzani Nemauxhwe at [awedzani@gmail.com](mailto:awedzani@gmail.com) and also to Dr Inette Taylor at [inette@worldonline.co.za](mailto:inette@worldonline.co.za). **Please note: Due to unreliable postal services, only electronic submissions are acceptable.** For more information on the position, contact Awedzani Nemauxhwe at [awedzani@gmail.com](mailto:awedzani@gmail.com) or the General Secretary Dr George Marchinkowski at the Central Office. *Please do not make any inquiries on or send any applications for this position to the UPCSA Central Office.* The **closing date for applications is 28 February 2026**. All applications will be treated confidentially. Shortlisted candidates will be notified before 31 March 2026.