



Job Description: Intern at the Central office of the UPCSA

Job Title: Intern	Office: Central Office, Tiyo Soga House, Kempton Park
Starting date:	15 February – 31 December 2026
Reporting to:	Executive Assistant, Ms Christine Kasambara – Central Office
Purpose of the position (contract position for a period of (ten)10 months)	<ul style="list-style-type: none">Provide work experience in the Religious and Not for Profit sector.Expose the intern to all areas of work at the Central office.
Key Performance Areas	<p>Statistical survey of the UPCSA</p> <ul style="list-style-type: none">The intern will assist the Clerk of Assembly in the production of a statistical analysis of the UPCSA by surveying Presbyteries and congregations with a new information gathering tool (based on Appendix D3 of the <i>Manual of Faith and Order</i>).This will involve contacting stakeholders (Presbytery Office bearers, ministers, and Congregational office bearers) by e-mail and telephone, data capture, and document organization. <p>Research & Policy Development</p> <ul style="list-style-type: none">The intern will assist the General Secretary in the construction of project proposals for the CWM MSP4 Programme and in the monitoring and evaluation of existing projects.This will involve contacting stakeholders (Relevant Committee Conveners, Central Office Staff, and others) by e-mail and telephone, data capture, and document organization. <p>Communications & Public Relations</p> <ul style="list-style-type: none">Assisting in drafting social media posts, and website updates.Helping to prepare communication materials for congregations, Committee Conveners, Presbytery Office bearers and commissioners.Managing media content and engaging with online communities. <p>Reception</p> <ul style="list-style-type: none">The intern will be based for afternoons (12h30 – 16h30) in Reception and fill in for the Receptionist when she is away.This involves answering telephone calls, responding to e-mails, and handling correspondence. <p>IT & Digital Support</p> <ul style="list-style-type: none">Providing technical support for office equipment and software.Updating and maintaining UPCSA's digital platforms.Assisting with virtual meetings and live streaming church events.
Technical Knowledge, Skills, and Abilities:	<ul style="list-style-type: none">Computer literate (e.g. MS Office 365).Acceptable level of literacy – reading and writing in English.Basic analytic skills

Behavioral / Soft Competencies, Skills and Abilities:	<ul style="list-style-type: none"> • Member of the UPCSA • Willingness to learn and open to serve and flexible to new ideas and a team player • Good communication skills (verbally and written English) and functionally literate in one or more other languages.
Education, Qualification	<ul style="list-style-type: none"> • Post matric training /qualification
Working Environment	<ul style="list-style-type: none"> • Mainly at the Central Church Office.
Stipend	R 7 500.00 per month