



## Job Description: Intern at the Central office of the UPCSA

NECTAMEN CONSUMEBATUR

<b>Job Title: Intern</b>	<b>Office:</b> Central Office, Tiyo Soga House, Kempton Park
<b>Starting date:</b>	15 February – 31 December 2026
<b>Reporting to:</b>	<b>Executive Assistant, Ms Christine Kasambara – Central Office</b>
<b>Purpose of the position (contract position for a period of (ten)10 months)</b>	<ul style="list-style-type: none"> <li>• Provide work experience in the Religious and Not for Profit sector.</li> <li>• Expose the intern to all areas of work at the Central office.</li> </ul>
<b>Key Performance Areas</b>	<p><b>Statistical survey of the UPCSA</b></p> <ul style="list-style-type: none"> <li>• 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>).</li> <li>• This will involve contacting stakeholders (Presbytery Office bearers, ministers, and Congregational office bearers) by e-mail and telephone, data capture, and document organization.</li> </ul> <p><b>Research &amp; Policy Development</b></p> <ul style="list-style-type: none"> <li>• 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.</li> <li>• This will involve contacting stakeholders (Relevant Committee Conveners, Central Office Staff, and others) by e-mail and telephone, data capture, and document organization.</li> </ul> <p><b>Communications &amp; Public Relations</b></p> <ul style="list-style-type: none"> <li>• Assisting in drafting social media posts, and website updates.</li> <li>• Helping to prepare communication materials for congregations, Committee Conveners, Presbytery Office bearers and commissioners.</li> <li>• Managing media content and engaging with online communities.</li> </ul> <p><b>Reception</b></p> <ul style="list-style-type: none"> <li>• The intern will be based for afternoons (12h30 – 16h30) in Reception and fill in for the Receptionist when she is away.</li> <li>• This involves answering telephone calls, responding to e-mails, and handling correspondence.</li> </ul> <p><b>IT &amp; Digital Support</b></p> <ul style="list-style-type: none"> <li>• Providing technical support for office equipment and software.</li> <li>• Updating and maintaining UPCSA's digital platforms.</li> <li>• Assisting with virtual meetings and live streaming church events.</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 level of literacy – reading and writing in English.</li> <li>• Basic analytic skills</li> </ul>

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