

DIOCESAN SECRETARY – ANGLICAN DIOCESE OF ZULULAND

The Anglican Diocese of Zululand is looking for a suitably qualified, and experienced person to fill the position of a Diocesan Secretary with effect from the 1st of March 2022. The position is located in the Diocesan Office in Eshowe.

Key Responsibility Areas of the incumbent include:-

- ensuring that the Diocese maintains an effective, efficient and transparent financial management and control system;
- effective management of human resources and ensuring compliance with the necessary regulatory prescripts
- enabling appropriate governance procedures to be in place to ensure accountability and transparency, in compliance with the Acts of the Diocese, the Canons of the Anglican Church of Southern Africa and the laws of the RSA;
- ensuring that property, heritage and archive resources for both the Diocese and the parishes are effectively managed and controlled, while enabling effective support to the various parishes and organisations;
- to act as Secretary to Diocesan Council, Diocesan Trust Board and other such bodies and to be responsible for the agendas, reports and minutes thereof;
- to be an ex officio member of all committees appointed to arrange Diocesan Synod, Elective Assemblies and consecrations and to assist with all the planning and administration of these events;
- to be responsible for the training of church officers in parish administration

Qualifications:

- The minimum qualification required is at least a relevant Bachelor's Degree or equivalent qualification in Business Management and Accounting and must be computer literate.
- Some basic knowledge of the ecclesiastical regulatory environment within which the Diocese of Zululand operates (i.e. Canons of the Anglican Church of Southern Africa, Acts of the Diocese)

Experience:

The applicant should have –

- had experience (5 years or more) in the management of an organisation requiring the ability to communicate, work with and understand the needs of the various levels within the organisation.

Personal traits:

- the ability to make decisions while retaining empathy in dealing with people;
- honesty and trustworthiness;
- the ability to work under pressure and to work overtime whenever necessary;
- the confidence to monitor and to discipline administrative staff where necessary;
- it is desirable that s/he be a confirmed communicant of the Anglican Church of Southern Africa; and
- excellent verbal and written communication skills in English; however, the ability to communicate in isiZulu would be an advantage.

The successful applicant will have to understudy the current Acting Diocesan Secretary

for three months (i.e. March to May 2022).

Remuneration: A negotiated remuneration package, commensurate with experience will be offered.

Closing Date for Applications: 10 January 2022

Written applications together with the relevant certified copies of documents must be posted to the Bishop of Zululand:

P O Box 147
eShowe
3815

or emailed to: bishopsec@netactive.co.za

or hand delivered to:

Mrs June Smith
92 Main Street
eShowe
3815
