



Anglican Church of Southern Africa

THE DIOCESE OF KIMBERLEY & KURUMAN

Proudly Anglican in the Diocese that cares for all

Advertisement - Diocesan Administrator **Ref No. KK/DA2022**

The Anglican Diocese of Kimberley and Kuruman is looking for a suitable qualified, and experienced person to fill the position of a Diocesan Administrator with effect from the 1st of February 2023. The position is located in the Diocesan Office in Kimberley.

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 Regulations 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 Secretariat 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 the 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 Kimberley and Kuruman operates (i.e. Canons of the Anglican Church of Southern Africa, Diocesan Regulations)

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 confirmed communicant of the Anglican Church of Southern Africa; and
- excellent verbal and written communication skills in English; however, the ability to communicate in Afrikaans, Setswana and isiXhosa would be an advantage.

The successful applicant will have to understudy the current Diocesan Administrator for one month (i.e. February 2023).

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

Closing date for applications: 18 December 2022.

Written applications together with the relevant certified copies of documents must be posted to the Bishop of Kimberley and Kuruman: P O Box 45, Kimberley, 8301 or emailed to bishopsecretary@kkdiocese.org.za or hand delivered to Mrs Kim Maritz; 129 Du Toit Span Road, Kimberley, 8301

N.B.

All applicants must complete the attached application form fully and attach the following documents:

- All qualifications certificates and Grade 12 certificates, certified.
- Valid police clearance certificate
- Letter of good standing from your Parish priest
- Certified copy of ID card and Driver's License Card