



The Anglican Diocese of George

The Anglican Church of Southern Africa

We invite application for the position of:

Diocesan Administrator

Location of Post: Mpilo House, 64 Nelson Mandela Boulevard, George.

Description and Purpose of the Post: The Diocesan Administrator is the senior executive responsible for the management of the administration in the Diocese of George. The incumbent reports to the Bishop of George.

Subject to the direction of the Diocesan Bishop and implementing resolutions from Synod, the Board of Trustees and Diocesan Council, the primary responsibilities of the post include -

- Supporting the implementation of the mission and vision of the Diocese
- Ensuring that the Diocese maintains an effective, efficient and transparent financial management and control systems.
- As the Diocesan Public Officer, ensuring that the Diocese adheres to all legal requirements in respect of its Public Benefit Organisation status
- Overseeing all tax matters as prescribed in the Tax Administration Act
- Supporting the stability of the Diocese while promoting Christian development
- Ensuring compliance with all Constitutional and Canonical, statutory, and regulatory requirements and that decisions of Synod, Diocesan Council and the Board of Trustees and Finance Board are implemented.
- Ensuring effective management of movable and immovable assets
- Enabling effective support to the various parishes, organisations, and schools
- Ensuring that appropriate governance procedures are in place to advance accountability, transparency, compliance with relevant rules and regulations to facilitate effective operational efficiency.
- Managing human resources and volunteers as well as the provision of support for the management of the human resources of the parishes, organisations, and schools
- Supporting effective communication management
- Ensuring effective risk management system
- Holding regular meetings with senior staff.

Experience:

- Extensive experience (5 years or more) in management of a large organisation requiring the ability to communicate, work with and understand the needs of the various levels within the Diocese.
- The ability to make decisions while retaining empathy in dealing with people.

- Excellent verbal and written communication skills in English (the ability to communicate in Afrikaans and isiXhosa is an advantage).
- To be a practising Anglican would be an advantage.

Qualifications:

- A relevant bachelor's degree (Finance and Management).
- Computer literacy

Remuneration: Will be negotiated.

Shadow Period:

The successful candidate will have to shadow the present incumbent as from 01 January 2024 for three (3) months until the incumbent retires at the end of March 2024.

Closing date for applications: 30 June 2023. Written Applications together with an abridged CV and relevant qualifications must be received by close of business on 30th June 2023.

Applications to:

The Bishop of George: P.O. Box 126, George, 6530 South Africa or emailed to bishopsecretary@georgediocese.org.za or hand delivered to Mrs Philicia Stephens; Mpilo House, 64 Nelson Mandela Boulevard, George, 6530

