

Anglican Diocese of Natal



The Diocese of Natal - Anglican Church, hereby invites applications from competent, innovative and committed individuals for the following position.

Post: Diocesan Secretary

Closing Date for Applications: 10th July 2023

The Diocese of Natal Reserves the right not to fill this post.

Location of Post: Cathedral Centre, 169 Langalibalele Street, Pietermaritzburg.

Description and Purpose of the Post:

The Diocesan Secretary is the senior executive responsible for the management of the administration in the Diocese of Natal. The incumbent reports to the Bishop of Natal.

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 system;
- 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 as a whole 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 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 an effective risk management system;
- Holding regular meetings with senior staff.

Qualifications/ Requirements:

- Grade 12.
- Ideally a Chartered Accountant CA(SA) /Certificate in the Theory of Accountancy (CTA).

- A Relevant NQF Level 7 Bachelor's Degree (Finance and Management) accredited with SAQA.
- Computer literacy.
- Knowledge of Sage, Smartedge & SAP accounting software will be an added advantage.
- 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.
- To be a practising Anglican
- No criminal Record.

Remuneration: A market-related package

The following attachments are required:

- The Application letter.
- Detailed CV with three referees with current contact information.
- Certified copies of qualifications/certificates, ID, Drivers' Licence (certified within 3 months or less of closing date).
- Applicants are requested to furnish current telephone numbers at which they can be contacted.

Emailed to: hr@dionatal.org.za OR Hand delivered to:

Mrs Adele Green
2nd Floor
Cathedral Centre
169 Langalibalele Street
Pietermaritzburg

The successful candidates will be short listed and notified accordingly and required to be vetted on/before appointment.