

JOB SPECIFICATION
SENIOR ADMINISTRATOR
FULL-TIME PERMANENT ROLE

The Diocese of Johannesburg is seeking the services of a full-time Senior Administrator to provide high level administrative support to the Diocese of Johannesburg by supporting the work of the Diocesan Executive Officer (DEO) and managing all administration for the School for Ministries. The range of tasks to be included in this role include:

- Day-to day secretarial responsibilities for the Diocesan Executive Officer and ad hoc administrative duties as required by the DEO and/or the School for Ministries
 - Email management
 - Typing and distribution of correspondence
 - Query handling (via email, telephone or walk in personnel)
- **Discernment Conferences**
 - Communication (by phone, email and/or letter) with the candidates, clergy and parishes
 - Collation of *all* required information for the candidate pack
 - Preparation of the candidate pack and distribution to the Discernment Conference participants in the most efficient, economic, professional, and confidential manner and ensuring all copies are appropriately destroyed on completion of the Conference
 - All logistics associated with the Discernment Conference (e.g. catering, venue)
- **Organising and managing workshops, training event & retreats for the School for Ministries**
 - Advertising of events
 - Invitation of participants, panellists, speakers and facilitators (as appropriate)
 - All logistics associated with the events (e.g. catering, venue, attendance registers, handouts etc)
 - Collection and receipt of payment for events
 - Identification and negotiation of retreat venue
 - Organising participant contributions (e.g. Morning and/or Evening prayer leaders, readers etc)

- **Administrative functions for Ordinations**
 - Development and maintenance of a POPI compliant comprehensive database
 - Design and development of an appropriate POPI compliant database covering all fields and information required for the School for Ministries
 - Access control of the database
 - Report generation from the database
 - Ongoing update of the database to ensure data is always updated and accurate
 - Filing of both online and offline documents

To be **successful** in this role the candidate will need to have:

- Database development and management skills
- A tertiary qualification in Office Administration or equivalent
- Advanced technological skills (e.g. ability to arrange online / live streaming events)
- Excellent organisational skills
- Ability to prioritise and self-manage
- High level of integrity and ability to maintain confidential information
- Time management (the role is characterised by peak periods (for which forward planning is not always possible) and relatively quiet periods)
- Ability to work under pressure
- Excellent interpersonal and communication skills (written and verbal)
- Continuous improvement mindset
- Broad knowledge of the functioning of the Anglican Church is an advantage
- Computer literate in Word, Excel, PowerPoint and willing to learn and operate My Anglican
- With a work experience of at least 5 years or more in administration.

This role is based at the Diocesan Office in Sophiatown.

This role will require work on approximately 2 Saturday mornings per month and this Saturday work is included in the conditions of employment of this role.

How to apply

Please submit your CV and a motivational letter to

applications@anglicanjoburg.org.za

Closing date for all submissions is 11th December 2020 Close of business