

DIOCESAN EXECUTIVE OFFICER

- Permanent Senior position
 - Johannesburg, Gauteng
 - Remuneration commensurate with position and experience
-

About the Employer: The Anglican Diocese of Johannesburg is part of Anglican Church of Southern Africa which has been a prophetic and social presence in Southern Africa for more than 150 years. It has been a voice of conscience, love and social change within the region and seeks to continue to provide ministry, witness, education, advocacy and support to the work of the church in this place. It is led by the Bishop who is supported by the Dean and 11 archdeacons and represented by more than 70 parishes ranging from Midrand in the north to Randfontein in the west and all the places in between.

About the Position: The Diocese of Johannesburg is looking for a seasoned operations and financial manager who will not only support the Bishop and the team in ministry but will also provide leadership for the finance and operations support programs that undergird the ministry of the church. The successful candidate will actively participate in developing the sustainable strategic programs for the church and also work with other programs within the diocese that seeks to advance its aims. Working closely with the diocesan finance and trust board there will also be some interaction with the ACSA Provincial treasurer, tax authorities, as well as other service providers. As such experience in contributing to sustainable and strategic operational planning of an organisation is essential. The position reports to the Diocesan Trust Board and the Bishop directly and the office is based in Sophiatown, Johannesburg, but will require travel to parishes within the diocese and includes weekend work and activities.

About the work: To be part of the diocesan leadership team in providing strategic financial planning and co-ordination and strengthen compliance to prevailing legislative and accounting standards. Develop budgets and provide reporting to different bodies, lead the diocesan admin and secretariat teams, oversee property management and planning, provide support and direction for IT Systems, manage the admin centre and staff. Other parts of the work include:

- Strategic planning and development, implementation and support
- Logistic, administration and secretariat support to the diocesan leadership team;
- Providing support for parishes and staff members as needed;
- Representing the Diocese and its programmes as required; and
- Supporting the work of the diocesan ministry and outreach programmes as is required.
- Public speaking, presentations and persuasion

About the person: This exciting employment opportunity is available to a seasoned senior leader or manager, who is a member of the church, who during their time in secular or other employment would have had extensive financial and operations experience and is now seeking a change that will bring meaning and add value to their work. A confident self- starter looking to make a contribution to the advancement of faith and the work of the church, especially in the field of finance and operations. This position will be suited to an individual who has:

- Extensive senior leadership and management experience; (at least five years)
- An ability to make a strategic and dynamic approach to the resources of the church as a tool for the advancement of kingdom work,
- A tertiary qualification in finance, business or administration is required.

- A good command of the English language as well as a level of fluency in at least two other official languages, including confident public speaking
- Strong reporting and administration capacity and exceptional writing skills; (proficiency in office and enterprise management systems needed)
- A keen analytical ability; Meticulous attention to detail;
- Substantial experience of the church or other PBO or NPO environment;
- An in-depth or sophisticated understanding of international and comparative human rights mechanisms, and institutions;
- Knowledge and understanding of stewardship and ministry
- Fundraising experience, including demonstrated ability to cultivate relationships with individual donors, will be an advantage;

Desired Skills

- Extensive administration and financial experience
- Knowledge of faith-based organisations

Desired Work Experience

- 5 to 10 years

Desired Education Level

- Appropriate tertiary qualification in business, administration or law

How to apply: Please complete the application form and submit it together with a detailed CV on this [link](#).

Closing date for applications: **31st May 2020 at 23:59**

Enquiries: SMS or WhatsApp ONLY to 083 212 8612