

**UNITING REFORMED CHURCH IN SOUTHERN AFRICA
GENERAL SYNOD
CHURCH OFFICE: PO BOX 21206 HEIDEDAL, 9306. FAX: 0865182003**

Moderator:

Dr Mary-Anne Plaatjies van Huffel
16 Naplestreet Uitzicht Kraaifontein
7550
Tel nr: work 021 808 9038
Tel nr home 021 9752721
Cell nr 0791090046
Email: mapvanhuffel@sun.ac.za



Scribe:

Dr DA Kuyler
4 Vergottini Str
Fichardt Park
9317
Tel: 051 - 406 5427 (work)
Tel: 051-522 9645
Cel: 083 274 7616 (after hours)
Email: dkuyler@telkomsa.net

Ref: GS Executive Com 3 /Feb 2013

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Moderamens of Regional Synods
Ministries

Dear Moderator and members of the Moderamen

RE: GS EXECUTIVE COMMUNICATION 3 GENERAL SECRETARY

The position is advertised on the URCSA Website, Facebook and via this Communication letter.

<p>UNITING REFORMED CHURCH IN SOUTHERN AFRICA (URCSA): GENERAL SYNOD POSITION: GENERAL SECRETARY</p>

The position of the General Secretary: General Synod of URCSA is vacant. Such appointment is a performance-based contract for a period of five (5) years.

The General Secretary is responsible to manage and lead the General synod strategically to realize the vision and mission of URCSA. (This advertisement needs to be read with the Regulation for the General Secretary in the Church Order)

REQUIREMENTS:

- A relevant qualification or equivalent experience in the field of management is required.
- The candidate should be a member of URCSA.
- Ability to develop a strategic vision and mission for the office.
- Leadership and management competencies as demonstrated through administrative competence, good interpersonal and communication skills and problem solving, judgment and decision making abilities.

Executive members: Dr Mary-Anne Plaatjies van Huffel, Rev Motlalentwa Betha, Dr Dawid Kuyler, Dr Leepo Modise, Rev Colin Goeiman, Rev Thamsanqa Ngema, Dr Henry Platt.

- Knowledge of the integrated ministry model and the current operation of URCSA in relation to its Church order and regulations in all levels.
- Knowledge and understanding of ecumenical relation and partnership.
- Ability to provide innovative leadership in initiating, developing and reviewing financial and administrative strategies.
- Ability to lead and manage a diverse group of ministers, staff members, ministries and members in general.
- Provide guidance, intellectual stimulus and professional leadership to heads of departments within the office.
- Demonstrate competencies and skills in change management and transformation in URCSA.
- Proven experience in liaising with external stakeholders at national levels and beyond.

KEY PERFORMANCE AREAS:

- Participate in constructing a new ethical and servant leadership in URCSA in general
- Develop creative and innovative approaches to transform URCSA's core business
- Establish URCSA as a leader in corporate, ecclesiastical governance and the promotion of sustainability
- Foster a service-centered and high performance culture through effective talent management
- Oversee effective implementation of URCSA operational plans
- Enhance service excellence, quality and efficiencies through effective use of technology, processes and systems in line with URCSA's Church order and regulations
- Practice professional citizenship

DUTIES AND RESPONSIBILITIES:

- To be present in the congregations and assemblies of the church as a spokesperson for the church's mission, a pastor and a listener to the needs and opportunities that are before the church in its various contexts of ministry
- To provide vision, counsel, and support to assist the work of the General Synod and the General Synodical Commission, including reports with recommended actions

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- To enable ministries and governing bodies to be guided by clear priorities, goals, and objectives that can direct the allocation of resources in the implementation of the church's mission
- Financial Administration, properties and other related matters as well as supervision over office personnel
- Work with staff and the Finance Manager to prepare a comprehensive budget
- Keep record of income and expenditure. All moneys received, shall be banked at a registered bank that approved by the ministry for Finance and Administration
- She/he shall be an additional member of the Ministry for Service and Witness
- She/he shall be the scribe and additional member for the Ministry for Finance and Administration, Executive as well as the Synodical Commission
- He / She shall be responsible for the safekeeping of all monies, documents, books, correspondence and other properties connected to the office
- Handling archival material of the Synod together with the scribe and become the ex – officio member of the Ministry for Publication and Archives
- In assistance to the scribe, handle the general administrative responsibilities of the Synod like Publications, Printing, sending minutes, Notices etc as it may be instructed by the Synod, General Synodical Commission, the Ministry for Administration and Finance as well as the executive commission of the latter
- Oversee, the payments of all expenditures after having satisfied him/herself of the legitimacy thereof
- Oversee the implementation of the human resources policies, procedures and practices including the development of job description for all staff
- Oversee the efficient and effective day to day operation of the organization.
- Implement a performance management process for all staff which includes monitoring the performance of staff on an ongoing basis and conducting an annual performance review
- (Oversee, ensure that) the payments of affiliation fees to the Ecumenical bodies
- Compiling statistics and information for the Year book and report accordingly
- He/ She shall prepare a budget for the office present it to the Synod and or General Synodical Commission for approval
- Liaise and correspond with the Ecumenical Partners

- Handle any other matter as may be instructed by the Synod, Synodical Commission as well as matters tabled in this Regulation
- The General Secretary presents a report of his/her responsibilities to the Synod or the General Synodical Commission.

BENEFITS

Salary

The salary of the General Secretary should be equivalent to that of a Minister and be determined by the General Synod.

Leave

As stipulated by the Common Set of Regulations.

Medical cover

The General Secretary shall qualify for the Medical Aid cover.

Housing

The General Secretary shall be entitled to arrangements for housing.

Pension Fund.

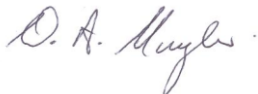
The General Secretary shall be registered with the Pension Fund.

The application for this position should be send to the Moderator:

Dr Mary-Anne Plaatjies van Huffel at mapvanhuffel@sun.ac.za. The

closing date is 31 March 2013.

Greetings in Christ



Dr Dawid Kuyler

Scribe: General Synod

dkuyler@telkomsa.net

051 – 406 5427 (office)

083 274 7616 (after Hours)

Vision: A Committed and United Church in service of unity, reconciliation and justice to all people through Christ