



# St Anne's Anglican Church

Diocese of Pretoria  
Anglican Church of Southern Africa



## Our Mission Statement:

**To reflect Christ's teaching, and draw all people to God**

761a Stellenberg Road, Equestria

P.O. Box 9121418, Silverton, Pretoria, 0127

012 807 4223 admin@stannesanglicanchurch.co.za **website:** <http://www.stannesanglicanchurch.co.za>

**Priest in Charge: Rev Jabulani Mkhonza**

## NOTICE OF A VACANT POST FOR A PARISH ADMINISTRATOR AT ST.

**ANNE'S ANGLICAN CHURCH, EQUESTRIA; REF**

**NO: 2023/08/Admin**

**LOCATION:** St Anne's Anglican Church, 761A Stellenberg Rd, Equestria, Pretoria, 0184, intends to recruit a **PARISH ADMINISTRATOR** to assume duty as from **20<sup>th</sup> September 2023**.

**SALARY:** R84,000 – R96,000 per annum (All-inclusive salary package).

**TENURE:** Permanent (subject to 6 months' Probation) **WORKING DAYS:** All business days 08h00 to 15h00.

### MINIMUM REQUIREMENTS:

#### *Qualifications*

Post-Grade 12/Matric Certificate or Diploma in Office Administration or related.

#### *Experience*

Minimum of 1 years' experience as an Assistant Office Administrator; Highly computer literate and experienced in MS Office; Excellent practical experience in use and management of online video conferencing tools such as Zoom, Microsoft Team, Google Meet, WebEx, etc.

#### *Skills*

Wide range of office management and administrative tasks; Ability multi-task, Project coordination; Communication (written, presentation and verbal); Planning and organizing; Budgeting and budget management; Asset management; Document generation and management; Stakeholder and client liaison; IT equipment and applications utilisation; management of the Web and social media platforms.

#### *Attributes*

Honesty, discretion, confidentiality, people orientated, creative, trustworthy, approachable, and compassionate but assertive, hard-working, self-motivated, quick learner, robust, ability to function independently, as part of different teams and under pressure.

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## Diocesan Theme

We will drink from these wells:

"They devoted themselves to the apostles' teaching and fellowship,

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To the breaking of bread and prayer." (Acts 2:42)



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<http://www.stannesanglicanchurch.co.za> **Rector:** Reverend Andrew Nel

## DUTIES:

- The main purpose of the position is the provision of effective and efficient office management, organising and coordinating office activities, budget, and communication.
- Plan, arrange, and co-ordinate meetings in all aspects. This includes compiling briefing notes, preparing agenda, ending certain meetings, and prepare minutes and packs.
- Act as formal channel of communication between the Parish and various stakeholders as delegated or instructed by the Executive or the Priest-in-Charge Charge
- Liaise with relevant stakeholders regarding Parish-related issues and information.
- Co-ordinate meetings/ workshops (venues, travel, catering etc.)
- Generate, disseminate, and archive office correspondence, pew leaflet, documents, and reports. This includes managing due dates of correspondence and presentations for Parish purposes.
- Coordinate and support the management of Parish projects and activities • Manage communication and flow of information in the office.
- Inform and manage Parish budget, including processing of claims, payments, and invoices • Keep up to date with and ensure compliance with regulatory requirements.
- Support the development, and then manage the Annual plan for the Parish and ensure effective prioritisation and resource planning.
- Asset management, supply chain and procurement management.
- Act as the main referral point for security purposes (which includes a ending to emergency calls from security companies).
- Act as the first point of contact for Parishioners needing spiritual and other forms of support and counselling from the Clergy.

**ENQUIRIES (Only by Email):** ashley.mutezo@gmail.com; gwenlindi@gmail.com

## SPECIFIC INSTRUCTION REGARDING APPLICATION:

- Applications should be sent to [admin@stannesanglicanchurch.co.za](mailto:admin@stannesanglicanchurch.co.za) and copied to [jabulaniamkhonza08@gmail.com](mailto:jabulaniamkhonza08@gmail.com) or [gwenlindi@gmail.com](mailto:gwenlindi@gmail.com)
- Applicants should submit a 1-to-2-page motivation letter, a CV of not more than 5 pages (including cover page and referees), and clear scanned copies of formal education certificates and other stations of professional development, where available.
- No handwritten or posted applications will be accepted.
- Canvassing, in any form will automatically disqualify candidates.
- Closing Date: **31 August 2023**

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