



Dutch Reformed Church Family Witness Ministry
ADMINISTRATIVE (OFFICER) CO-ORDINATOR
in the office of Witness Ministry
(Bellville)

Applications are awaited for the above-mentioned position at Witness Ministry's synodical office in Bellville. Witness Ministry is a combined ministry of the Dutch Reformed Church in South Africa, the Uniting Reformed Church Cape Region and the Reformed Church in Africa

The appointed candidate will be responsible for secretarial support and administrative duties.

The suitable candidate must possess the following skills:

- Knowledge of and attuned to the ecclesiastical environment, specifically of the Uniting Reformed Church Cape Region
- Meticulous office management and administration
- Good interpersonal and telephone skills
- Ability to manage and integrate diaries efficiently
- Computer skills: MS Office (Word/Excel/PowerPoint)
- Proven language skills: written and oral
- Convening of meetings and conferences, including phone conferences
- Manage bookings of Zikomo apartments

Office hours: 07:45 – 16:00 (Mondays to Fridays)

Remuneration is negotiable according to qualifications and responsibilities.

Download the **application form** here: <https://www.kaapkerkadmin.co.za/poste/>
Submit (as cover page) with a complete CV **before 29 August 2022** to:

The Resource Officer (Elmien Theron), NG Kerk in SA, Private Bag X8, Bellville, 7535

E-mail: ngkadmin@kaapkerk.co.za

Telephonic enquiries: **Rev Stephen Pedro** | 067 770 5986