



The Presbyterian Church in Singapore (PCS)

JOB DESCRIPTION

Job Title	General Manager
Reports to	Synod Executive Committee
Accountable to	General Secretary
Salary	Negotiable
Contract Duration	Three-Year Contract (12-month contract in the first instance)
Employment Status	Prefers Singaporean & SPR

Job Purpose

To work closely with the Synod Exco in managing a team of staff to carry out the operations, goals and missions of The Presbyterian Church in Singapore.

Key Responsibilities & Accountabilities

(A) Management Function

1. As the main executor of the decisions of Synod Exco and where appropriate, to develop systems of monitoring, control, evaluation and reporting to Synod Exco.
2. Provide direct supervision to all Executive Secretaries and to manage the staff in the Synod office, including EP/CP staff. Day-to-day management of staff members and development of staff team.
3. Ensure that the decisions and required operations of the Synod are being carried out effectively and efficiently.
4. Facilitate the administrative and financial policies of the Synod.

(B) Communications & Public Relations Function

1. Set up reporting protocols and communication flow between the Synod Exco and all the churches, schools and organisations under the Synod and the various committees in the Synod.

2. Provide oversight to all official communiqué and the churches, schools and organizations. – Drafting of official Communique, develop feedback channels

(C) Developmental Function

1. Work with the Executive Secretaries to initiate and develop ministries and programmes for the churches and schools in alignment with Synod's mission and goals.
2. Develop staff functions such as resource development and deployment, training, computerization and information technology, property management, finance and investment
3. Provide and enhance the secretariat and administrative support for the work of the Synod Exco and the various committees and their appointed convenors and volunteers.

(D) Other duties

1. Perform any other duties that may be assigned by the Synod Moderator, Synod Exco and/or the General Secretary from time to time.

REQUIREMENTS

(A) Qualification:

1. General Degree or equivalent with minimum 10 years' experience in administrative and management functions.
2. Solid domain knowledge: Presbyterian polity, its structure and constitution.

(B) Personal Characteristics:

1. Amicable personality, a team player, independent, proactive, meticulous, dependable, confident, calm, and flexible.
2. A passionate "people developer".
3. Takes pride in completing a task or project on time.
4. Always prepared to go the second mile.

(C) Business Characteristic:

1. Good command of industry knowledge.
2. Strong proficiency in Microsoft Office.
3. General knowledge of ROS, ROC & ACRA rules and regulations.
4. Ability to multi-task and delegate tasks.

(D) Communication Skills:

1. Strong command of English language is a prerequisite. Ability to communicate in Chinese language would be a bonus.
2. Ability to communicate effectively in speaking and writing.
3. Good public speaking and presentation skills.
4. A good listener who can provide constructive feedback and instructions.

(E) Relationship Qualities:

1. Ability to establish and sustain good relationship with all internal and external associations and organizations.
2. A good and effective mediator.
3. Possess a respectful disposition and able to value others.

Those who are interested may submit the completed [Job Application form](#) and send the resume to:

executivedirector@presbysing.org.sg.

We thank all applicants for their interest, however only those candidates selected for interviews will be contacted.

Closing date: 30 September 2019