

# MAKERERE

P.O. Box 7062  
Kampala-Uganda

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# UNIVERSITY

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## ST. FRANCIS CHAPEL

### ST. FRANCIS CHAPEL MAKERERE UNIVERSITY EMPLOYMENT OPPORTUNITY

**About Us:** St. Francis Chapel Makerere University is a vibrant and active Christian community whose purpose is to make disciples who make disciples for Jesus Christ. We are focused on Evangelism, Discipleship and Leadership development of the University's students and staff, as well as the wider community. As a cell-based Church that is "small enough to care, yet big enough to celebrate," we raise, equip, and mobilize leaders of integrity who will proclaim Christ faithfully to Uganda and the nations.

**OUR VISION:** A Healthy and Growing Church Holistically Transformed to Godliness.

**OUR MISSION:** We Exist to Make Disciples Who Make Disciples for Jesus Christ

#### OUR CORE VALUES

- ❖ Christ Centered
- ❖ Servant hood
- ❖ Integrity
- ❖ Humility

**We seek to recruit a Committed Christian, dynamic and self-motivated individual to fill the vacant position below;**

#### ADMINISTRATIVE ASSISTANT IN CHARGE OF SFC-MUARIK

**Reports to:** Chapel Administrator

**Responsible for:** Verger, Volunteers at SFC-MUARIK

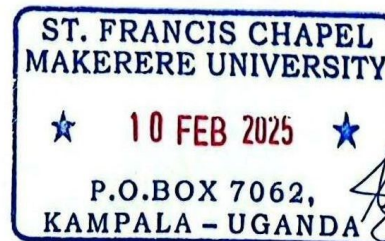
#### Job Purpose:

To support the delivery of Chaplaincy Ministry at Kabanyolo through provision of strategic leadership to the Asset and Operation functions and ensure that these functions have strategies, systems, skills to support the operations of the Chaplaincy in accordance with the established policies, rules and procedures.

#### Key Duties and Responsibilities

##### Leadership and Management

- (1) Promote a culture that is consistent with the Vision, Mission and Core Values of St. Francis Chapel, Makerere University.
- (2) Steer implementation of Management's and Chapel Council decisions and recommendations in a timely and responsive manner and in accordance with the set standards.



"We exist to make disciples who make disciples for Jesus Christ" (Matt.28:18-20)

### **Finance & Administration Management**

- (3) Work closely with the Chapel Treasurer, Accountant, Chapel Administrator and other staff to ensure the Chapel properly uses funds and meets financial obligations.
- (4) To ensure that all Chapel collections are properly recorded and banked as per policy of the Chapel concerning collections
- (5) Receive payments made by the congregation either by cash or cheque and timely issue receipts for payments made.
- (6) Prepare requisitions in accordance with the Chapel Financial guidelines
- (7) Properly manage petty cash and ensure its timely replenishment
- (8) Ensure proper management of all Chapel records.

### **Operations Management**

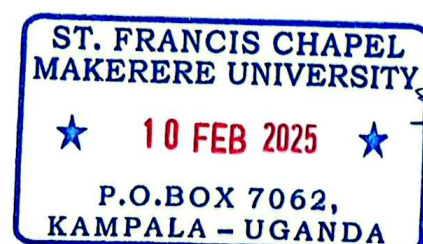
- (9) Manage the proper tracking of Chaplaincy assets
- (10) Establish and maintain an efficient storage and inventory system.
- (11) Ensure adequate budget is available for procurement and replacement of fixed assets
- (12) In liaison with Management, dispose off Chaplaincy assets that are not in use or that have reached the end of their useful life.
- (13) Liaise with the Clergy in Charge of St. Francis Chapel - MUARIK to prepare and coordinate monthly, quarterly, and annual schedules of activities and events.
- (14) Ensure sufficient, timely and accurate flow of Management and Operational information and reports in accordance with the set communication protocol.
- (15) Any other duties assigned by the Chaplain St. Francis Chapel Makerere University.

### **Person Specifications:**

- a) A minimum of a Bachelor's Degree in Humanities from a recognized University.
- b) At least one (1) years' post-qualification relevant experience.
- c) The applicant should be aged between 25 - 40 at the time of application.

### **Applicants should, among others, should have the following competencies:**

1. Candidates must be mature Christians with demonstrable personal relationship with Jesus Christ. Understanding of Church of Uganda doctrine is a prerequisite and the candidate should subscribe to the Faith of Anglican Congregation.
2. Ethics and Integrity; Interpersonal; Communication and Computer Skills; ability to adapt to multi-cultural settings; effective organizational and planning skills; time management skills; technical skills; report writing skills; negotiation skills; capacity for teamwork; innovation and concern for results, quality and standards and upholds godliness.
3. Relevant copies of a National ID or Passport, and Pastors recommendation letter should be attached. (If the applicant is a member of St. Francis Chapel, they should attach a letter from a leader of a Ministry they belong to)
4. The Prospective Applicants should have passed English and Mathematics with a minimum of a credit at Uganda Certificate of Education level.





5. Prospective applicants should have attained a minimum of an Honors' Degree in one sitting or not exceeding one year from the stipulated completion date.

Please note that only shortlisted candidates will be contacted. Applications should be delivered to the Chapel Administrator using the address below not later than **5:00pm** on **Friday February 21st, 2025**.

**The Chapel Administrator,  
St. Francis Chapel Makerere,  
P.O. Box 7062, KAMPALA.**

