

MAKERERE

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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;

CHAPEL SECRETARY

Reports to: Chaplain

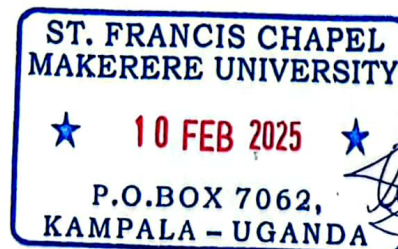
Job Purpose:

To provide management of the Chaplain's office including providing administrative support to the Chaplain

Duties and Responsibilities

Office Management

- (1) Manage all communication to the Chaplain's office and ensures that it receives appropriate attention
- (2) Provide all the secretarial services for the Chaplain and other Clergy at St. Francis Chapel
- (3) Screen telephone calls, enquiries, requests and channel them to the relevant person (s) responsible
- (4) Receive, manage and coordinate visitors
- (5) Ensure cleanliness and order in the Chaplain's office
- (6) Maintain adequate stock levels for the supplies and materials required for the proper functioning of the office of the Chaplain



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

- (7) Maintain the Chaplain's diary and appointments
- (8) Assist the Chaplain to manage correspondences, work flow and office deadlines
- (9) Maintain a proper manual and electronic filing system for the Chaplain's office on all correspondences with the purpose of providing up-to-date information and/or historical reference in accordance with the established administrative guidelines and legal requirements
- (10) Manage the assets and designated office equipment within the Chaplain's office
- (11) Liase with the relevant individuals and/or external key stakeholders to arrange meetings and prepare agendas for the Chaplain including putting together the Chaplain's communication.
- (12) Arrange and support the Chaplain and the entire clergy team on travel and accommodation booking where necessary
- (13) Provide logistical support for Council and other Committee meetings
- (14) Serve as the secretary for staff meeting
- (15) Any other duties assigned by the Chaplain

Person Specifications:

- a) A minimum of a Bachelor's Degree from a recognized University.
- b) At least two (2) 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.

