



Tel +27 51 430 4274 | 37 Henry Street | Bloemfontein | 9301 | South Africa  
info@towersofhope.org | www.towersofhope.org | Follow us on Facebook - Towers of Hope

## Vacancy

### Administration & PR Officer

#### Description of position:

The successful candidate will take responsibility for the office administration and basic PR responsibilities in the Towers of Hope office. This is a dual position between the Towers of Hope Leadership Foundation (NGO), and the Towers of Hope Community (church). The position entails the following:

#### **Towers of Hope Community (church): 20 % of time**

- Taking responsibility for the day to day church administration as it pertains to all church membership admin issues, and liaison where necessary and as needed with the local presbytery, synod and synodal bodies
- Compiling, in consultation with the relevant church council members, the agenda and minutes for the meetings, and ensuring the follow-up of all decisions made by die council
- Assisting the pastor with basic admin and support as and when so required
- Working closely with the caretaker of the church buildings and the relevant Towers of Hope staff

#### **Towers of Hope Leadership Foundation (NGO): 80% of time**

- Doing basic PA work for the MD of Towers of Hope (i.e. telephone calls, e-mails, making arrangement, etc)
- Coordinate and organize a variety of functions as and when required by the MD
- Taking responsibility for the administration of Towers of Hope by managing the filing system (i.e. hard & soft copies), program files, beneficiary and CV files, the timely sending out of thank-you letters to donors and supporters, etc.
- Coordinating the marketing of Towers of Hope by taking a leading role in the production and distribution of newsletters and other marketing material (e.g. facebook, website and other types of media)
- Coordinating the management of volunteers, whether once-off exposures, long term involment, or overseas visitors

**Towers of Hope Trust (IT 31/2010) | 095-534 NPO | 930 045 808 PBO**

**Trustees:** Rev C D Jaftha (Chairperson) | Rev R I Mosala (Vice-Chairperson) | Me J C du Preez (Human Relations)  
Prof T A Rasengane | Mr. D J Wepener | Mr. D P Rossouw | Prof L J S Botes | Dr G van der Watt | Mr. P H van Rooyen

**BANKING DETAILS:** First National Bank | Brandwag 23-05-34 | 622-5838-9602



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### Requirements:

- Embracing of the vision, mission and values of *Towers of Hope*
- Availability to work outside regular office-hours as and when required
- Proven abilities in the management of people and programs
- Confirmed computer competency in MS Word, Excel, PowerPoint, Internet, Outlook
- First-rate administration and financial skills
- Excellent interpersonal skills (especially cross-cultural communication)
- First-class communication skills (verbal and written) in English
- Ability to work in a team as well as independently
- Be in possession of a valid South African driver's license

### Recommendations:

- Competency in Afrikaans
- Competency in seSotho and / or seTswana
- Grade 12 and at least a three (3) year applicable post-matric qualification
- Five (5) years' experience of people- and program management
- Own transport

Remuneration and starting date will be finalized with the successful applicant. The appointment is initially for a one (1) year contract. The board of trustees is under no obligation to fill this position.

All applications must be accompanied by the following:

- A cover-letter introducing yourself as well as **your motivation for your application**
- A shortened Curriculum Vitae with photo (max 3 pages)
- A complete Curriculum Vitae with at least 3 recent referents

On request, certified copies of the following must be available:

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- Relevant qualifications
- Identity documents
- South African driver's license

**Applications must reach us before 17:00 MONDAY 5 FEBRUARY 2018 at either our Towers of Hope office (Two Tower Church, 37 Henry St, Bloemfontein), or via e-mail at [dlh@towersofhope.org](mailto:dlh@towersofhope.org) / [dvleroux@telkomsa.net](mailto:dvleroux@telkomsa.net)**

**ENQUIRIES:** Rev De la Harpe le Roux (083-232-1051 / 051-430-4274 / [dlh@towersofhope.org](mailto:dlh@towersofhope.org))

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