

VACANCY ANNOUNCEMENT

Vacancy Title: Chief Administrator

Organisation World Trumpet Mission, Located at the Nation's Prayer Mountain, Seguku Uganda.

Contract Type: 1 year, renewable.

Contract Type: Full time.

Job Summary

As part of the Senior Management Team, the Chief Administrator's (CA) overall responsibility is to ensure effective management and coordination of resources to support the WTM spiritual, social, and community objectives, while upholding ethical standards, legal obligations in execution of the WTM's strategy. S/he will oversee the day-to-day operations of the Ministry, ensuring smooth functioning of facilities, events, and programs to achieve WTM's Vision, Mission and objectives. The CA also ensures that staff and other stakeholders uphold WTM core values.

Responsibilities

1. Strategic Annual Planning and Budgeting.
2. Performance Management.
3. Team Leadership.
4. Oversee Finance, Operations & Procurement.
5. Management of WTM Resources including Fixed Assets.
6. External Relations & Resource Development.

Requirements, Qualifications & Experiences (essential/desirable)

- Masters' Degree in Business/Development/Law/Project Planning and Management or related field. A bachelor's degree in related field with the required experience is commensurate to a Master's Degree.
- At least 7 years' experience, three of which should be in a senior leadership role.
- Strong leadership skills, ethics and integrity.
- Professional qualifications in Theology and or related field is an added advantage.
- Management experience in a church ministry is generally preferred.
- Understanding of how the operation of each of the following areas can impact on the ministry: Church functions/events, church/Prayer Mountain administration, Prayer mountain maintenance and cottages.
- Knowledge of budgets, services, and equipment relating to WTM facilities.
- An understanding of WTM activities and its culture and values and willingness to work flexible hours to meet the demand of the position.
- Experience of working with sponsors/donors and partners.
- Excellent negotiation and report writing skills.

How to apply

Suitably qualifying candidates should send through their applications including a cover letter, CV and Academic documents as one PDF electronically through the below email: hr@worldtrumpetmission.org, **including the job title as the subject**. Hard copies shall not be accepted. Late applications and those that do not have a CV or certificates attached will be disqualified.

Deadline for receiving applications

The deadline for submitting applications is **Aug 2, 2024, not later than 5:00pm**.

Due to high volumes of applications we envisage to receive, only shortlisted candidates shall be contacted. This is an urgently required position therefore all applications shall be reviewed on a rolling basis.

WTM provides equal employment opportunities to all employees & qualified applicants without regard to race, colour, religion, gender, national origin, age, disability, marital status, or class and therefore complies with all applicable laws governing nondiscrimination in employment. WTM has zero-tolerance to any form of exploitation, harassment, abuse, fraud and corruption, in addition to other safeguarding aspects.

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