



VACANCY ANNOUNCEMENT

Vacancy Title: ADMINSTRATOR

Organization: World Trumpet Mission, Located at the Nations Prayer Mountain, Seguku Uganda

Job Title :	Administrator
Scale:	WTM 4 L
Reports to:	C.O.O & Secretariat
Responsible for:	Administrative Assistants, Operations Staff, Estates Management, Equipment Management, Information and Technology, Legal & Compliance
Job Purpose:	The Administrator plays a pivotal role in ensuring the smooth operation of WTM's administrative functions, supporting ministry activities, and maintaining organizational efficiency. The Church Administrator will support the ministry's programs and missions by managing resources effectively, coordinating church operations, and upholding ethical and spiritual values in administration.

KEY ACTIVITIES/ RESPONSIBILITIES:

1. Administrative Leadership & Church Operations

- Oversee and manage all administrative functions, ensuring operational efficiency across departments.
- Implement policies and procedures that enhance church operations, facilities management, and service delivery.
- Ensure proper maintenance and utilization of organizational assets, including equipment and infrastructure.
- Supervise administrative and support staff, fostering a culture of excellence and accountability.
- Manage church facilities, ensuring cleanliness, security, and proper maintenance.
- Support mission programs by providing logistical and operational coordination.

2. Financial Management & Resource Stewardship

- Work with finance teams to develop and manage the church budget.
- Ensure efficient resource allocation and cost-effectiveness in operations.
- Support fundraising initiatives and donor reporting, ensuring financial transparency
- Coordinate fundraising activities and manage donor contributions effectively.

3. Human Resource & Team Management

- Supervise administrative staff, providing mentorship and professional development.
- Ensure proper recruitment, training, and retention of church personnel.
- Develop and enforce workplace ethics and Christian values in the organization.

4. Stakeholder Engagement & Communication

- Serve as a point of contact between WTM leadership, church members, and external stakeholders.
- Manage internal communication, ensuring timely dissemination of important information.
- Facilitate meetings, prepare reports, and assist in decision-making processes.
- Build relationships with partner organizations, suppliers, and service providers.

5. Compliance, Legal & Risk Management

- Ensure the church complies with local laws, tax regulations, and governance policies.
- Manage contracts, legal agreements, and church property documentation.
- Identify potential risks and implement measures to safeguard the church's operations.

Person Specification

1. Qualification

- A Bachelor's degree in Business Administration, Theology, Organizational Leadership, Finance, or a related field.
- A Master's degree in Administration, Leadership, or Theology is an added advantage.

2. Experience:

- Minimum 5–7 years of experience in church administration, nonprofit management, or business administration.
- Strong background in finance, human resource management, and operations within a faith-based organization.
- Proven experience in handling church finances, managing teams, and coordinating programs.
- Experience working with church leaders, ministries, and mission-based organizations.

3. Competencies

A. Ministry & Leadership Competencies

- ✓ **Spiritual Maturity & Leadership** – Strong Christian faith and commitment to Christian values.
- ✓ **Operational Efficiency** – Ability to streamline administrative processes for better service delivery.
- ✓ **Strategic Thinking** – Capable of aligning administration with ministry goals.
- ✓ **Stakeholder Management** – Strong ability to engage with church leaders, staff, and external partners.
- ✓ **Communication & Public Relations** – Effective in written and verbal communication, including reporting.
- ✓ **Cultural Sensitivity** – Ability to work in diverse teams and environments.

B. Business & Operational Competencies

- ✓ **Financial Management** – Proficiency in budgeting, financial reporting, and resource allocation.
- ✓ **Planning, Organizing, and Coordinating** – Ability to manage church activities and events efficiently.
- ✓ **Project & Facilities Management** – Ability to oversee estates, equipment, and church assets.
- ✓ **Legal & Compliance Knowledge** – Understanding of regulatory frameworks affecting administration.
- ✓ **Problem-Solving & Decision-Making** – Analytical skills to assess challenges and implement solutions.
- ✓ **Mentoring & Supervision** – Ability to lead and develop administrative staff effectively.
- ✓ **Time Management & Meeting Deadlines** – Strong organizational skills to prioritize tasks effectively.
- ✓ **Negotiation Skills** – Ability to manage contracts and church agreements professionally.
- ✓ **Commercial & Business Awareness** – Understanding of financial sustainability in ministry operations

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 **MARCH 14TH 2025**.

