



ANGLICAN CHURCH OF SOUTHERN AFRICA

THE DIOCESE OF PORT ELIZABETH



Advertisement – Diocesan Administrator Ref No. PE/DA2026

The Anglican Diocese of Port Elizabeth invites applications from suitably qualified, experienced, and committed persons for the position of **Diocesan Administrator**.

The Diocesan Administrator is responsible for the effective administration and operational management of the Diocese and reports directly to the Bishop of Port Elizabeth. The position is based at the Diocesan Office in Newton Park, Gqeberha.

Subject to the direction of the Diocesan Bishop and in accordance with the resolutions of the Provincial and Diocesan Synods, the Board of Trustees, and the Diocesan Council, the Diocesan Administrator will be responsible for the following key areas:

Key Responsibilities

- Ensuring that the Diocese maintains effective, efficient, transparent, and accountable financial management and control systems;
- Overseeing human resource management and ensuring compliance with all applicable statutory and regulatory requirements;
- Enabling and maintaining sound governance procedures in accordance with the laws of the Republic of South Africa, the Constitution and Canons of the Anglican Church of Southern Africa, and the Acts of the Diocese;
- Managing and safeguarding diocesan and parish property, heritage, and archival resources;
- Providing administrative support and guidance to parishes and diocesan organisations;
- Acting as Secretariat to the Diocesan Council, Diocesan Trust Board, Diocesan Finance Committee and other diocesan bodies, including the preparation of agendas, reports, and minutes;
- Serving as an ex officio member of committees responsible for the planning and administration of Diocesan Synods, Elective Assemblies, Consecrations, and related Diocesan events;
- Facilitating and coordinating the training of church officers in parish administration.



ANGLICAN CHURCH OF SOUTHERN AFRICA

THE DIOCESE OF PORT ELIZABETH



Qualifications

- Hold at least a relevant Bachelor's degree or equivalent qualification in Business Management, Accounting, or a related field;
- Be computer literate and proficient in modern office and administrative systems;
- Have a working knowledge of the ecclesiastical and regulatory environment of the Anglican Church of Southern Africa, including its Constitution and Canons.

Experience

- Have at least five (5) years' experience in the management or administration of an organisation;
- Demonstrate the ability to communicate effectively and work collaboratively across different levels of an organisation.

Personal Attributes

The successful candidate should demonstrate:

- Integrity, honesty, and trustworthiness;
- The ability to make sound decisions while demonstrating empathy and pastoral sensitivity;
- The ability to work under pressure and outside normal working hours as required;
- The confidence and ability to supervise and manage administrative staff.
- Strong teamwork and collaborative skills;
- Excellent verbal and written communication skills in English. The ability to communicate in Afrikaans and isiXhosa will be an advantage.
- It is desirable that the applicant be a confirmed communicant member of the Anglican Church of Southern Africa.

Remuneration

A negotiated remuneration package, commensurate with qualifications and experience, will be offered.

Closing Date

The application deadline is **30 June 2026**.



ANGLICAN CHURCH OF SOUTHERN AFRICA

THE DIOCESE OF PORT ELIZABETH



Application Process

Applications, together with certified supporting documentation, may be:

- Emailed to:
bishopsec@pediocese.org.za
- Hand-delivered to:
Mrs Adele Erasmus
29 Hurd Street
Newton Park
Gqeberha

Required Supporting Documents

All applicants must complete the prescribed application form in full and attach the following certified documents:

- Comprehensive Curriculum Vitae
- All qualification certificates, including Grade 12 certificate;
- Valid Police Clearance Certificate;
- Letter of Good Standing from your Parish Priest;
- Copy of Identity Document;
- Copy of Driver's Licence.