

WORLD MISSION AGENCY- WINNERS CHAPEL INTERNATIONAL PERSONAL ASSISTANT TO THE HEAD OF MISSION

DIRECTORATE: HEAD OF MISSION.

RESPONSIBLE TO: HEAD OF MISSION.

MAIN PURPOSE OF JOB:

To provide Administrative and Secretarial support to the Head of Mission.

The Pastor's Personal Assistant will serve by aiding the pastor in the carrying out of his leadership and pastoral duties.

Will seek to use their personal gifts and technical skills for the benefit of the church by contributing to the Pastor's effectiveness and efficiency.

MAIN RESPONSIBILITIES

1. Assist the Head of Mission in meeting the Mission objectives by providing high standard and comprehensive, administrative and secretarial services.
2. Organise and assist with Head of Mission's Office/ document filling system.
3. Act as the first point of contact in the Head of Mission's Office and deal with queries from members of the public using initiative, discretion and wisdom.
4. Maintain and manage the Head of Mission's diary.
5. Screen and redirect telephone calls for counselling and general enquires to appropriate members of the Pastorate.
6. Represent the Head of Mission in handling all matters relating to Youth, teenagers and campus fellowships.
7. Organise weekly youth programmes
8. Liaise with the campuses with a view to setting up campus fellowships
9. Assist the Head of Mission to facilitate the effectiveness of the youth ministry in the church
10. Responsible for organising meeting and liaising with other attendees to ensure that information of meetings is disseminated as appropriate.
11. Open and distribute incoming post, deal with outgoing post and to undertake photocopying for the Head of Mission.
12. Manage the social media platforms of the Head of Mission
13. Over times, the duties and the responsibilities of the role may change in line with the needs of the Head of Mission's Office.
14. Carry out any other duty as may be assigned by the Head of Mission in furtherance of the main goal of the organisation.

Person Specification

| Criteria | Standard | Essential/Desirable | Measurement |
|------------------------|---|---------------------|------------------------------|
| Work Experience | At least 1 year relevant experience | Essential | Application Form & Interview |
| | Ability to work independently on own initiative and also to contribute as part of a team | Essential | Application Form & Interview |
| | Ability to work under pressure, prioritise workload to manage competing tasks and meet strict deadlines | Essential | Application Form & Interview |
| | Ability to communicate effectively in person, in writing and over the telephone | Essential | Application Form & Interview |
| | Ability to exercise discretion and work responsibly in dealing with confidential/sensitive information | Essential | Application Form & Interview |
| Knowledge | A relevant First Degree/HND equivalent qualification | Essential | Application Form |
| | At least BCC level of WOFBI | Essential | Application Form |
| | Solid knowledge of Office procedures | Essential | Application Form & Interview |
| | Knowledge of relevant health and safety issues and regulations | Desirable | Application Form & Interview |
| Skills | Ability to use office computer systems including e-mail spreadsheets and databases | Essential | Application Form & Test |

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| | Ability to work effectively both in collaboration with other professionals/teams and also on own initiative | Essential | Application Form & Interview |
| | Ability to research, digest, analyse and present material clearly and concisely | Essential | Application Form & Interview |
| | Strong organisational/Time Management skills/ Ability to prioritise and organise own workload / able to work to deadlines | Essential | Application Form & Interview |
| | Excellent interpersonal skills | Essential | Interview |
| | Good numeracy skills, accuracy skills and attention to details | Essential | Application Form, Test & Interview |
| Attitudes | A self-motivated and purpose driven individual with a positive 'can do' approach to work | Essential | Interview |
| | Positive approach to customer care and service delivery | Essential | Interview |
| | Willingness and ability to be flexible | Essential | Interview |
| | Willingness to grow spiritually, attitudinally and vocationally | Essential | Interview |
| | Strong sense of integrity and personal commitment to World Mission Agency's mission "liberating men from all oppressions of the devil" | Essential | Application Form & Interview |