



THE APOSTOLIC FAITH MISSION OF SOUTH AFRICA DIE APOSTOLIESE GELOOF SENDING VAN SUID-AFRIKA

(PBO no/WO nr: 930004069)

NATIONAL OFFICE – NASIONALE KANTOOR

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22 September 2020

DIRECTOR ADMINISTRATION OF JUSTICE (DAJ)

The Administration of Justice office of the AFM is requiring the services of a DAJ to ensure oversight and coordination of the administration of justice processes of the church at the National office in Centurion on a three days per week basis.

The requirements, needed skills and key performance areas are as follows:

REQUIREMENTS:

1. A legal qualification
2. Or at least 5 years' practical experience in a legal environment and knowledge of the Constitution of the Apostolic Faith Mission of the AFM.
3. Or at least 5 years' knowledge and institutional experience in the Church's Administration of Justice.
4. Experience in Case Management.
5. Have proven and verifiable managerial experience.
6. A valid driver's license.

SKILLS AND COMPETENCIES:

1. Good communication skills (verbal and writing).
2. Research, Investigation, Presentation, Monitoring,
3. Evaluation and report-writing skills with attention to detail.
4. Diversity management.
5. Dispute and conflict resolution skills.
6. Operational management and People management.
7. Performance information monitoring and analysis.
8. Finance management.
9. IT skills.

KEY PERFORMANCE AREAS:

The DAJ will be responsible for amongst others:

1. The overall administration of justice of the Church (oversight).

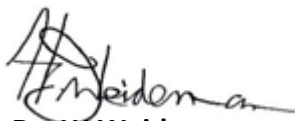
2. Registering complaints of professional misconduct and be tasked with the overall administration thereof.
3. Providing strategic advice to the Church where necessary.
4. Liaising with role-players and Complainants, as well as providing feedback in respect of such matters.
5. Assigning and disseminating matters between Standing Committees (coordinating).
6. Identifying and providing strategic advice in instances where evidence remains outstanding, to ensure that the Investigation Panel collects all needed evidence in respect of a specific professional misconduct charge.
7. Tracking progress of administration of justice matters and assisting with expediting these where possible.
8. Maintaining an administration of justice database which include:
 - Recording the outcomes of professional misconduct investigations.
 - Recording the outcomes of professional misconduct hearings.
 - Recording the lodging and outcomes of appeals; and
 - Recording the lodging and outcome of review applications; and
 - Recording the lodging and outcome of litigation.
 - Recording the lodging and outcomes of mediations.
9. Planning and managing all training requirements in respect of the administration of justice within the Church, in cooperation with the National Office Bearers (NOB).
10. The development of case law for purposes of standardization
11. Perform all functions and duties of the DAJ at Head of Office in accordance with relevant legislation.
12. Continuous improvement in the organizational performance of the office
13. Manage performance information and complex enquiries.
14. Conduct training and development, performance management.
15. Mentoring and coaching of relevant occupational classes in the Office.
16. Perform all functions of the implementation of Risk Management Plan.
17. Ensure audit compliance.

GENERAL:

The successful candidate will be required to sign a performance agreement. The position will commence with a fix term contract of one year, as well as a probation period to ensure the implementation of the system. Remuneration will be based on a retainer. The DAJ will report to the NOB who will also be responsible for his/her performance management.

The deadline for submission of applications to the office of the General Secretary, e-mail henri@afm-ags.org is 30 September 2020 with the date of commencement January 2021.

On behalf of the National Office Bearers



Dr. HJ Weideman
GENERAL SECRETARY