



VACANCY: CHIEF ADMINISTRATOR, DIOCESAN OFFICE, DIOCESE OF WEST MALAYSIA

The Diocesan Office is the administrative headquarters of the Anglican Diocese of West Malaysia. This office is responsible for the financial and operational management of the churches, land and properties of the Diocese of West Malaysia and all activities enshrined within its Constitution. The Chief Administrator will work with the Diocesan Bishop of West Malaysia and his Synod Officers, i.e. the Chancellor, Registrar, Honorary Diocesan Secretary and Honorary Treasurer.

Duties & Responsibilities:

1. **Financial management:** the Chief Administrator will work with the Diocesan Bishop, Diocesan Secretary and the Diocesan Treasurer of the Diocese to design, implement and monitor all financial transactions, financial budgets, and treasury functions.
2. **Operational management:** the Chief Administrator will oversee the day-to-day running of the Diocese Office, its Human and IT Resources, facility management and the coordination of all major meetings and events hosted by the Bishop or held in Wisma Anglican.
3. The Chief Administrator shall implement/operationalise policies and activities resulting from decisions made at the Standing Committee of the Diocese, Regional Assemblies and Synod meetings.
4. **Record keeping and archives:** The Chief Administrator is expected to plan the maintenance of digital records and the appropriate storage, e.g., on-site or on the Cloud.
5. **Analysis and provision of regular and ad hoc reports** as required by the Bishop of any of the Diocese subcommittees, including financial statements, budget reviews, and personnel reports.
6. **Ensure regulatory and statutory compliance** in all areas, including personnel (EPF, SOCSO), land and assets (payments to statutory agencies) and land titles.

Requirements:

- A bachelor's or master's degree in Business Administration
- Minimum five (5) years' experience in administrative work and/or management
- Good computer skills
- Fluency in written and spoken English and Bahasa language
- Strong leadership and teamwork abilities
- Good interpersonal and decision-making skills

The person appointed to this role is expected to work physically at the office in Wisma Anglican, No. 16 Jalan Pudu Lama, Bukit Bintang, 50200 Kuala Lumpur. It is not a hybrid role.

If interested, please email your application letter and resume to dwm.vacancy@gmail.com

The closing date for receiving applications is **30th November 2024 (Saturday)**.