

**Documents Related to the Recruitment of
THE CHILDREN MINISTRY ADMINISTRATIVE ASSISTANT
Scripture Union Peninsular Malaysia
1 January 2008**

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Job Title: Administrative Assistant, Children Ministry
Reports to: The Children Ministry Team Leader

1. Job Description & Summary

Working with the Children Ministry Team Leader and with guidance from him/her, the Children Ministry Administrative Assistant is to work with the rest of the Children Ministry Team (comprising of up to 4-6 Ministry Staff, Associate Staff and Project Staff) so as to provide administrative, logistical, secretarial and clerical support for the effective implementation of the related ministry work as per the Departmental Thrust and the Vision and Mission of the Organization as outlined in this document.

Essential duties and responsibilities would include:

- a. Work related to the Upkeep of Data and Mailing list...
- b. Work related to the Stock Management of various related Resources and Materials...
- c. Work related to the Maintenance of various related Equipment...
- d. Work related to the Preparation for Special Meetings, Trainings Events and Camps...
- e. Work related to Meeting & Reporting within the Ministry Department...

2. Requirement & Qualifications

The applicant should have some working experiences related to administrative, logistical, secretarial and/or clerical duties; with basic knowledge in Word Processing & related computer skills.

The suitable candidate should be a person who is:

- a. in agreement with the vision, mission, ethos and values of the Organization...
- b. willing to learn from one another and to work together as a team...
- c. willing to work in an inter-denominational context...

3. Stipend & Remuneration

This position may be a full-time or a part-time job, with some flexibility in terms of working days and working hours. Subjected to the agreed final working arrangements, the successful candidate would receive a monthly pay package and other benefits which among others would include:

- a. A basic salary with EPF & Socso
- b. Related allowances
- c. Medical Benefits
- d. Annual Leaves, Public Holidays and Days Off

DEPARTMENTAL THRUST

For the Scripture Union Children Ministry

As one of the Ministry Departments of Scripture Union Peninsular Malaysia, the SU Children's Ministry seeks to point children towards Jesus and encourage them to meet God daily through the Bible. We pursue this core ministry by:

1. Conducting/Facilitating activities and programs to reach out to children.
2. Equipping adults to help children grow in their faith.
3. Producing and making available resource materials for children ministry.

Our current Strategies and Products include:

1. Various Camps, Activities and Programs for children
2. Bible Reading Materials
3. Children's Magazine – Vineyard
4. Sunday School Teachers Training
5. Primary SCF and related Teacher's/Trainee Teacher's Programs
6. Children's Program consultancy in Church Partnership Projects