

COCM Director of Administration

General

The Director of Administration is a member of the leadership team at the COCM Centre, reporting to the General Director

The role

To support the General Director in ensuring the effective administration of COCM's affairs. This includes (inter alia):

1. Human resources

Manage recruitment procedures, establish and maintain personnel records and procedures, assist General Director in providing pastoral support to staff.

2. Mission Centre

Ensure that the Centre facilities are properly managed and maintained, and supervise centre staffs.

3. Book Room, publications and literature ministry

Co-ordinate and support the staff working in these areas, and manage production of COCM publications and literature

4. IT

Implement IT policy and ensure IT facilities are managed effectively

5. Communications

Assist General Director in developing and maintaining communication and assist in deputation ministry.

Attributes required

- Mature Christian with adequate theological training and good understanding of cross-cultural issues
- Team player with good inter-personal skills
- Fluent in English, Mandarin and Cantonese
- Able to read and write in English and Chinese
- Previous administration experience essential
- Good health

Note: COCM is a faith mission. We depend on donations from various sources for our staff support. The successful candidate is encouraged to explore creative funding venues.