



POSITION DESCRIPTION

MISSION SUPPORT MANAGER AND EA TO THE INTERNATIONAL DIRECTOR

Job Title	Mission Support Manager and Executive Assistant to the International Director
Reports to	International Director (indirectly to Finance Director)
Key relationships	Finance Director, Regional Mission Directors, Director of Training and Development, Board Directors, CMS Branch Directors, Federal Candidates Committee
Direct Reports	Mission Support Officers (MSO) excluding IT support personnel
Overall purpose	Manage MSO team to ensure the effective coordination and administration of mission personnel through the personnel life cycle, from selection through to retirement; provide effective support of the International Director.

Specific accountabilities

Specific accountabilities are the outcomes that you are required to produce. They describe **why** your job exists.

<p>Accountabilities</p> <p>Manage Mission Support team (excluding IT) to coordinate and provide effective support for the International Director, Finance Director and Regional Mission Directors.</p> <p>Ensures the effective support of the International Director by providing administrative assistance, attending to correspondence, communications, reports and presentations as required.</p> <p>Contributes to an effective candidate selection process by issuing, receiving and following up documents, maintaining records, and liaising with the applicants, Mission Personnel team, key co-ordinators of CMS-A office, CMS Branches, the Medical Officer, the Federal Candidates Committee, and others.</p> <p>Ensures that mission opportunities are effectively managed and communicated to CMS Branches and inquirers through monthly opportunities updates and opportunity listings online.</p> <p>Ensures that Board, Federal Candidates Committee, Directors Consultation and any other committee meetings as required are supported by collating papers, preparing and issuing agendas and minutes, taking minutes as required, actioning and/or following up the actioning of matters arising, and attending to meetings logistics and set up including that required for electronic meetings.</p> <p>Ensures mission personnel information and data is maintained, up to date and accessible, by maintaining database, electronic files and paper records, including the regular and routine archival.</p> <p>Ensures that medical records for missionaries, short-term workers and student elective apprentices are effectively managed by receiving and following up of documents, maintaining records, and liaising with the CMS Branches and the Federal Medical Advisor.</p> <p>Ensures that relevant people inside and outside CMS are kept informed as required by communicating with individuals and organisations whilst maintaining a high level of confidentiality as and where required.</p> <p>Oversees general administration of the Sydney office.</p> <p>Contributes to the development of the safety culture by keeping their workplace safe, clean and tidy, complying with site/service safety rules, reporting hazards, incidents, near misses and injuries to their supervisor/ manager, participating in workplace consultation activities, and actively participating in all other safety activities as prescribed in CMS procedures.</p>

Education, experience & other

<p>Qualification: Bachelor's degree.</p> <p>Experience: At least five years of relevant work experience, including (but not limited to) experience in managing a small team, proven administrative experience in a small office environment, provision of executive support.</p> <p>Skills: Good emotional intelligence, strong written and oral communications, able to gather and synthesise information, able to work independently and as part of a team, strong computer skills, including Microsoft Word and Excel (intermediate level), office administration, contracts administration.</p> <p>Desirable: Experience working in a not-for-profit and prior knowledge of CMS.</p>
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Values

<p>It is a requirement of this position that the incumbent will live and display a commitment with the Christian principles espoused and promoted by CMS-A and abide by the CMS Code of Conduct.</p>
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Changes to this position description

<p>Your responsibilities also extend to any tasks outlined on a duties list, or any tasks delegated to you by your supervisor, provided that those new job requirements are safe, efficient, logical and legal.</p>

APPROVED