



Trans Pacific

VACANCY – DISCIPLESHIP MINISTRY TEAM SECRETARY

The Trans Pacific Union Office, which is the regional office for the Seventh-day Adventist Church based in Fiji, is seeking an individual to join the team as a **Discipleship Ministry Team Secretary**. This full time position requires an individual who is self-motivated, well organized, an excellent team facilitator, with advanced computer capability and great people skills.

The role involves facilitating productive departments through the efficient processing of enquires, documents, organizing of events, clerical work and minor administrative and business functions.

The ability to articulate and demonstrate an acceptance and understanding of the Seventh-day Adventist faith is important to this position.

Interested applicants are encouraged to send in their Cover letter, current Curriculum Vitae, passport photo and three reference one of which should be from your local church pastor. Applications closes at 4pm on the 18th of November 2019.

Addressed to:

**The Human Resource Officer
Trans Pacific Union
PO Box 707
Suva**

Or E-mail: tpum@adventist.org.fj.