THE SYNOD OF THE CHURCH OF NORTH INDIA
INVITES APPLICATIONS FOR THE POST OF
MANAGING DIRECTOR - UCNITA

TERMS AND CONDITIONS OF APPOINTMENT OF MANAGING DIRECTOR, UCNITA

1. POSITION OFFERED : Full time residential Managing Director of United Church of Northern India Trust Association - MD, UCNITA

2. OFFICE LOCATION : UCNITA OFFICE: Omega Building, 19, August Kranti Marg, Mumbai, Maharashtra

3. Membership of Church : Candidate should be a committed church person, a communicant member of the Church of North India (CNI), eligible to be elected as member of a Pastorate Committee of the Church of North India.

4. Age: Candidate should be more than 50 years of age as on date of interview for the said post.

5. Educational Qualifications :

   Essential: A Graduate from a Recognized University
   Desirable: (a) A Post Graduate Degree in Humanities/Law/Administration/MBA etc.
               (b) Knowledge of church administration in India
               (c) Knowledge of Computers (MS Word, Excel)
               (d) Knowledge of functioning of revenue courts, civil and criminal courts
               (e) Knowledge of functioning of the office of the Charity Commissioner and of the Bombay Public Trust Act

6. Work Experience : Experience of having worked in a Property Trust of a Church/NGO will be counted as added qualification

7. Terms of Appointment: As per the CNI Synod policy.

8. Salary and Perks etc. :

   a) S/He shall draw salary as per the salary scale admissible to the said post, as approved by CNI Synod along with the benefits and perks as attached to the post.

   b) S/He shall be provided residence at UCNITA Office in Mumbai subject to the availability.

9. Administrative Responsibility :

   • As Managing Director, s/he shall be the Chief Functionary of UCNITA Office in Mumbai and for its operation throughout the territory of the Church of North India.
• For day to day functioning as Chief Functionary of the UCNITA S/he shall be responsible to the Moderator CNI Synod.

10. Duties and Functions of the UCNITA Managing Director

• Transferring of property Trusteeship from UCNITA and other related Trusts in favor of CNITA.
• Mutation of such transferred properties in favor of CNITA
• Amalgamation/merger of UCNITA with CNITA
• Care, protection, safety, development of the UCNITA properties, in the interest of the CNI Synod.
• Identification, Valuation and drawing up of feasibility plan for the development of properties of UCNITA and assist the Dioceses, in which UCNITA properties fall, in the similar plans.
• Training of Diocesan Property related personnel on property matters especially with regard to the prevailing laws and bye-laws on property matters.
• To provide professional guidance and assistance to the Dioceses and CNI related institutions on property related issues.
• To pursue all property related litigations for and on behalf of UCNITA.
• Prepare Plaints and Replication for various UCNITA property related legal cases and assist the Dioceses with professional legal counsel.
• S/He shall prepare the annual Budget of UCNITA in consultation with the Treasurer, UCNITA.
• S/He shall exercise control over UCNITA routine expenditure as per the budgetary provisions and disbursement / payment as per CNI rules.
• Help the Secretary, UCNITA in preparing the UCNITA AGM/Committee of Management Minutes etc.
• Any other responsibility as assigned by the COM of the UCNITA as well as the Synod of the Church of North India.
• The CNI Synod Executive Committee reserves the right to add alter any terms and conditions from time to time.

ELIGIBLE CANDIDATES ARE INVITED TO APPLY, WITH COMPLETE BIO DATA, (ALSO GIVING THEIR MOBILE NUMBER AND EMAIL ADDRESS), TESTIMONIALS, A SUITABILITY NOTE OF NOT MORE THAN 500 WORDS AND A LATEST PHOTOGRAPH, IN SUCH A WAY THAT THEIR APPLICATIONS REACH THE UNDERSIGNED, AT THE GIVEN ADDRESS, LATEST BY 30TH SEPTEMBER, 2019. APPLICATIONS SENT BY EMAIL WILL ALSO BE ACCEPTED. CNI SYNOD WILL, IN NO WAY BE RESPONSIBLE FOR NON RECEIPT / LATE RECEIPT OF ANY APPLICATION.

SCREENED CANDIDATES WILL BE CALLED FOR INTERVIEW AT CNI BHAVAN, 16 PANDIT PANT MARG, NEW DELHI. THROUGH AN EMAIL COMMUNICATION.

MANAGEMENT RESERVES THE RIGHT TO CANCEL THE ADVERTISED VACANCY /INTERVIEW WITHOUT ANY NOTICE.

ALWAN MASIH
GENERAL SECRETARY, CNI SYNOD AND CONVENER, SEARCH COMMITTEE
CNI BHAVAN, 16 PANDIT PANT MARG, NEW DELHI – 110001