

KwaMhlanga: 013 947 2179/81 | kwam@mukhanyo.ac.za

Pretoria: 012 333 9993 | pta@mukhanyo.ac.za

Johannesburg: 011 339 1223 | jhb@mukhanyo.ac.za

[www.mukhanyo.ac.za](http://www.mukhanyo.ac.za)



Mukhanyo Theological College is a Christian educational institution in South Africa with a network of campuses, centres and distance learning sites in southern Africa. Mukhanyo gives glory to God by equipping church leaders and other Christians in Africa.

The college is now seeking to appoint an experienced, skilled, and motivated:

## **ICT Administrator**

### **Key roles and responsibilities:**

- Demonstrate insight, knowledge and ability in designing, developing and maintaining the ICT environment for all users across Mukhanyo's various locations
- Install, maintain and troubleshoot: computer hardware, software, and networks
- Maintain, research, and upgrade student record systems, online course management software, library software, Mukhanyo's website, and other systems
- Troubleshoot all technology issues, or involve experts and escalate as required
- Develop users with training and consultation, and provide orientation to all new users.
- Connect and setup hardware, setup all required software, and provide network access
- Maintain hardware as required (computers, printers, network, NAS, servers, etc.)
- Manage ICT inventory of all technology hardware, software and resources
- Take responsibility for the adherence to ICT policies and procedures and report any abuse
- Develop and implement new ICT strategies or systems to improve internal communications and efficiencies and to build capacity for the ministry to enable sustainable growth

### **Typical Technical knowledge/Qualifications:**

- Familiarity with hardware, software and networking applications/systems used at Mukhanyo
- Knowledge of database management and experience with various programmes.
- Completion of appropriate certifications and ability to work toward further competencies

### **The desired candidate will:**

- Demonstrate faith in Christ as defined by the Bible and as expressed consistently through a godly lifestyle that radiates the fruits of the Spirit with active participation in a biblical church
- Uphold the mission, confessional statements, and values of the institution.
- Be willing to work proactively under pressure during regular hours.
- Show competency in personal initiative, reliability, confidentiality, and communication skills.
- Demonstrate loyalty, flexibility, accuracy, attention to detail, and confidentiality.
- Available to work Monday through Friday and some Saturdays as required.
- Feel called to serve at Mukhanyo and to thus work for the coming of Christ's kingdom.

Mukhanyo is a missional ministry supported by local and international churches. While there is a budget for this position, candidates with full or partial financial support will be given preference.

Qualified candidates are requested to submit by email their resume/CV and two references to the Operations Manager, Mr Jan Pelsers ([mukhanyoops@gmail.com](mailto:mukhanyoops@gmail.com); 072 430 5261). Additional information concerning requirements and expectations of this opportunity, Mukhanyo's growing ministries, and/or others details will be provided upon request.