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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 seeking to appoint experienced, qualified, skilled, and motivated:

## **Distance Learning Centre Tutors**

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

- Establish and maintain a local distance learning centre in his region.
- Promote the Mukhanyo Distance Learning programme to prospective students in the area.
- Guide potential students through the registration process and conduct entrance interviews.
- Manage the Distance Learning Centre following the rules and procedures provided by Mukhanyo.
- Keep student academic and financial reports and maintain a good credit history with Mukhanyo.
- Oversee classes, tests and examinations according to established rules and procedures.
- Attend the annual training function held at the KwaMhlanga Campus.
- Mentor and develop students beyond the classroom through personal relationships and counselling.
- Provide regular feedback to the Distance Manager concerning the development and progress of the students and the Distance Learning Centre.

### **The desired candidate is to:**

- Demonstrate faith in Christ as defined in the Bible and as expressed consistently through a godly lifestyle that radiates the fruits of the Spirit with active participation in a Christian church.
- Promise to uphold the mission, vision, confessional statements, and values of the institution.
- Have a Bachelor's degree in any field of study or a two-year Diploma in Theology.
- Have experience in teaching.
- Be a member of an evangelical church for at least three years.
- Demonstrate organisational and planning skills, timeliness, good stewardship, and attention to detail and accuracy.
- Show competency in personal initiative, reliability, confidentiality, and communication skills.
- Be able to use a computer and have access to the internet so as to be able to send or receive e-mails from Mukhanyo on a regular basis.
- Be accessible by cell-phone and daily read his SMS or WhatsApp messages.
- Demonstrate excellent interpersonal, discipleship, and conflict resolution skills with the ability to provide administration within a multicultural institution.
- Agree to fulfil the role of tutor according to the rules and regulations, as well as code of conduct communicated to him by Mukhanyo.
- Feel called by God to serve at Mukhanyo and to thus work for the coming of Christ's kingdom.

Men interested in becoming Distance Learning Centre Tutors are to contact the Distance Manager, Glyn Williams (distance1@mtc.ac.za, 084 224 2204) for further information concerning requirements, expectations, and/or other details.