

Mukhanyo Theological College is an accredited Christian educational institution in South Africa with growing a network of 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, qualified, skilled, and motivated:

## **Distance Regional Coordinator – Africa (SADC Region)**

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

- Oversee, train and assist tutors and administrators at various Distance Learning Support Centres (DLSC) in the Southern Africa Development Community (SADC) region, ensuring each DLSC runs smoothly and complies with Mukhanyo's requirements and code of conduct.
- Assist in marketing the Mukhanyo's distance programme and the various DLSCs in the region.
- Identify key areas where DLSCs should be established and the personal to manage them.
- Establish relationships with churches, ministries and missional organisations in the SADC region, with the goal of recruiting students or establishing additional DLSCs.
- Liaise with Mukhanyo's Distance Manager and provide regular reports of the progress and development of Mukhanyo DLSCs in the region.
- Visit centres at least once every two years to address potential issues the centres, to interview students and assess their progress, and to collect feedback about curricula and programmes.
- Perform various administrative tasks as required by Mukhanyo's Distance Manager.
- Maintain and submit accurate travel records, accounts, and reports.

### **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 Christian church.
- Promise to uphold the mission, vision, confessional statements, and values of the institution.
- Demonstrate organisational, planning, record-keeping and time management skills.
- Competent in information gathering, analytical and decision-making skills.
- Pay attention to detail with strong people and project management skills.
- Work well in a team, yet trustworthy to work independently without supervision.
- Show competency in personal initiative, reliability, confidentiality, and communication skills.
- Able to travel extensively within the SADC region and to work after hours and/or on weekends.
- Feel called by God to serve at Mukhanyo and to thus work for the coming of Christ's kingdom.

Potential candidates are requested to submit their CV/resume with two contactable references to the Principal, Dr Brian de Vries (brian.devries@mtc.ac.za, 079 933 9884) by 1 May 2020. Further information concerning requirements and expectations, the mission of Mukhanyo's ministries and/or other details will be provided upon request. Candidates may be requested to participate in further interviews or testing activities. Please accept that the application was unsuccessful if there is no response within a month.