

Mukhanyo Theological College (MTC) is an educational institution in KwaMhlanga that glorifies God by equipping Christians in several academic fields and on a variety of levels in order to serve local churches and communities. The college is now seeking to appoint an experienced, skilled, and motivated person.

Vacancy: Material Development: Part-Time Editor

This new position at Mukhanyo requires the right dedicated person, to serve an average of 24 hours/week flexitime, based in Pretoria or Johannesburg.

Key Roles and Responsibilities:

- Proofread PDF copies of study guides for: grammar, spelling, and the correct NQF level, and adding notes to a PDF.
- Check references in content and Bibliography.
- Check that Bibliography is complete according to the Harvard style.
- Check formatting according to a checklist.
- List all issues on the Formatting Response Form.
- Check that all issues listed on Formatting Response Form has been dealt with correctly.
- Using MS Publisher to format study guides according to the MTC Style Guide.

General Requirements:

- Accurate
- Attention to detail
- Keep to a schedule
- Very good English capabilities
- Good computer skills

Technical Requirements:

- Matric
- Very good English communication skills (written and verbal)
- Own computer with Windows 10 Operating System and MS Office 2016, 2019 (preferred) or Office 365 (Preferred)
- Email address
- Access to MS Publisher
- Good competency in MS Publisher and MS Word
- Internet access for weekly Zoom meetings

The desired candidate will:

- Demonstrate faith in Jesus Christ as defined by the Bible and as expressed consistently through a godly lifestyle that radiates the fruits of the Holy Spirit with active participation in a Christian church
- Promise to uphold the mission, vision, confessional statements, and values of the institution
- Feel called by God to serve at Mukhanyo and to thus work for the coming of Christ's kingdom.
- Have the ability and zeal to learn more
- Be willing to adhere to MTC policies and procedures

Candidates are requested to submit a CV and at least two valid references by email to Dr Japie Malan at japie.malan@mtc.ac.za before 11 January 2021. Further information about the position, terms, etc. will be provided upon request. Candidates may be requested for further interviews or testing. If you don't hear from us before the end of January 2021, then please accept that your application was unsuccessful.