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Mukhanyo Theological College is a Christian educational institution in South Africa with 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:

Learning Centre Manager

Key roles and responsibilities:

- Manage all activities of the proposed Durban Learning Support Centre, including marketing, facilitation, staff coordination, student support, administration, and related responsibilities.
- Work with local churches and leaders to present the ministry and market for students.
- Facilitate the instruction of learning material for distance students.
- Manage the various staff members, facilitators and others serving at the learning centre.
- Coordinate communication with executive and academic management, the student records office, the finance department, and other internal role players.
- Manage the centre finances, assist with donor relations, and give inputs into annual budgeting.
- Participate in various meetings, planning sessions, and other related Mukhanyo forums.

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.
- Show ability to effectively communicate, also in writing, as appropriate for the audience.
- Demonstrate organizational and planning skills, timeliness, information gathering and monitoring skills, teamwork, and attention to detail and accuracy.
- Show competency in personal initiative, reliability, confidentiality, and communication skills.
- Be able to use computer systems to communicate and to process information.
- Demonstrate excellent interpersonal, conflict resolution, and communication skills with the ability to provide administration within a multicultural institution.
- Previous experience in management, education management, or education is preferred.
- Feel called by God to serve at Mukhanyo and to thus work for the coming of Christ's kingdom.

Candidates are requested to submit by email their resume/CV and two references to the Principal, dr Brian de Vries (bdevries99@gmail.com, 079 933 9884) by 2 August 2019. Further information about Mukhanyo's vision and ministries requirements and expectations, and other details will be provided upon request.