

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: Library and Secretarial Support – Johannesburg Centre

Key roles and responsibilities:

1. Library Support:

- Administer the lending of books to staff and students;
- Catalogue new acquisitions by the library using the LIBWIN system;
- Apply library policy;
- Take responsibility for good order and conduct in the library;
- Assist students and staff in accessing relevant material available in the library;
- Order books as may be required by students and staff or by the library;
- Assist new students and guest lecturers with library orientation; and
- Assist the staff in preparing (formatting, copying, binding) course material for classes.

2. Secretarial Support

- Provide part-time reception and secretarial support for the relevant Campus;
- Interact well with the all executive, academic, financial, and administrative staff;
- Assist with staff administration and other administrative tasks as and when required;
- Efficiently answer and distribute all incoming phone calls and related emails;
- Efficiently receive and direct all Mukhanyo visitors to the Campus;
- Other duties as and when required by management;
- Report to the Campus Manager in Johannesburg;
- Provide occasional assistance at conferences or functions hosted on Saturdays; and
- Assist other departments in the discharge of duties in consultation with your manager.

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
- Have at least a metric certificate and/or relevant experience
- Feel called by God to serve at Mukhanyo and to thus work for the coming of Christ's kingdom.
- Demonstrate an 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 malanjapie@gmail.com; before 30 January 2019. Further information about the position, terms, etc. will be provided upon request. Candidates may be requested for further interviews or testing. Please accept that your application was unsuccessful if you don't hear from us before the end of February.