

Mukhanyo Theological College is an educational institution with a network of campuses and learning centres in southern Africa. Mukhanyo glorifies God by equipping church leaders and other Christians in Africa.

The college is now seeking to appoint an experienced, qualified, skilled, and motivated:

## **Records Manager**

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

1. High-level admin support to develop and maintain admin functions at various centres.
2. Supervise all academic administration regarding theological and teacher students.
3. Manage admin staff at the KwaMhlanga campus and work with staff at other centres.
4. Work closely with the Distance Manager in overseeing distance admin and moderation.
5. Plan and control the admissions, registration, and record-keeping processes.
6. Oversee new student applications, assessment, selection, and registration.
7. Plan, control and organize all examination related activities for campus and distance students, including the management of invigilators and safekeeping of exam papers.
8. Maintain the various office, student, and academic record databases.
9. Maintain academic quality assurance processes in consultation with academic leadership.
10. Participate in various administrative and academic meetings as scheduled.

### **The desired candidate will:**

1. Demonstrate faith in Jesus Christ as defined by the Bible and as expressed consistently in a lifestyle that displays the fruits of the Spirit with active participation in a Christian church.
2. Promise to uphold the mission, vision, confessions, and values of the institution.
3. Have experience in theological education or educational administration with ideally at least three years of experience in office administration, management, and/or related fields.
4. Show ability to effectively communicate as appropriate for the needs of the audience.
5. Demonstrate proficiency with clerical, office computer, and administrative skills.
6. Be willing to work proactively at times under pressure and irregular hours.
7. Demonstrate excellent interpersonal, multi-lingual, conflict resolution, and communication skills with the ability to provide administration within a multicultural institution.
8. Feel called to serve in the ministry of Mukhanyo for the benefit of Christ's kingdom.

Candidates are requested to submit a CV and two valid references by email to Mr Jan Pelsers [mukhanyoops@gmail.com](mailto:mukhanyoops@gmail.com); before 26 April 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 the application was unsuccessful if there is no response within a month.