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Mukhanyo Theological College (MTC) is an educational institution 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.

Receptionist & Secretary

Key roles and responsibilities:

- Provide full-time reception and secretarial support for the Johannesburg Centre.
- Interact well with the all executive, academic, financial, and administrative staff.
- Assist with staff administration and other administrative tasks as and when required.
- Answer and distribute all incoming phone calls and related emails professionally.
- Courteously and efficiently receive and direct all visitors to Mukhanyo.
- Assist in the library and related areas as and when required.
- Provide occasional assistance at conferences or functions hosted on Saturdays.
- Other duties as and when required by management.
- Report to the Johannesburg Centre 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, and values of the institution.
- Be a matured individual with at least two years' reception and administrative experience.
- Show ability to communicate effectively and appropriately at different levels.
- Demonstrate proficiency with Outlook, Word, Excel and PowerPoint applications.
- Be willing to work proactively at times under pressure.
- Demonstrate excellent interpersonal, multi-lingual, conflict resolution, and communication skills with the ability to provide administration within a multicultural institution.
- Be punctual, presentable and self disciplined.
- Feel called to serve in the ministry of Mukhanyo for the benefit of Christ's kingdom.

Candidates are requested to submit a CV and at least two valid references by email to Mr Jan Pelsers mukhanyoops@gmail.com before 1 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 your application was unsuccessful if there is no response before the end of April.