

VACANCY ADVERTISEMENT

Institution	George Whitefield College (GWC)
Location	Muizenberg, Cape Town
Job Title	EXPLORE Executive
Reporting to	The Principal, GWC
Closing Date	28 March 2024
Starting Date	Negotiable

CONTEXT

A position is available for a seasoned leader and manager who has a passion for seeing the spread of the Gospel throughout Africa, with solid Bible teaching as the basis for changing lives and opening hearts to God's calling. The successful candidate will share the College's passion for preparing people to share the gospel, especially across the African continent.

In addition, we are seeking to build a diverse staffing complement that mirrors the beautiful diversity of South Africa.

THE COLLEGE

GWC is an evangelical theological college based in Muizenberg, a suburb on the False Bay coast of Cape Town. GWC equips men and women for Christian ministry in Africa and beyond and grants qualifications in Word ministry at HCTh, BTh, BTh (Hons) and MTh level. In addition, there is a remote learning programme called EXPLORE (where this vacancy exists) through which the College engages in theological training in various African countries.

GWC is also the official training institution for the Reformed Evangelical Anglican Church of South Africa (REACH SA).

THE POSITION

The successful candidate will lead a team of people based in Cape Town, Malawi and Kenya (and other African countries), tasked with all aspects of managing the EXPLORE product. Together they will develop and implement strategies for in-country administration and learning facilitation, in partnership with local denominations and Christian organisations.

In addition, the EXPLORE Executive will be a member of the GWC Operations Executive team.

KEY RESULT AREAS – OUTPUTS

Manage the EXPLORE product:

- Develop strategy and set direction for EXPLORE, taking accountability for the business plan which is aligned to the approved strategy.

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- Manage every aspect of the administration required, e.g. registry, accounting / bookkeeping, exam administration, learning facilitation.
- Integrate delivery and metrics across the people, process, finance and customer dimensions of the business at a strategic and tactical level.
- Deliver on strategic projects as sponsor or owner.
- Accountable for setting IT direction, in consultation with GWC management.
- Ensure alignment to College standards, governance and IT policies, strategies and practices.

Key stakeholder management

- Identify key stakeholders (internal and external) and ensure that plans are developed to effectively manage these relationships – and reviewed on a regular basis.
- Take personal responsibility for building relationships with these stakeholders – this is a crucial part of the role.

Fundraising

- Provide input to and participate in the process of developing the fundraising strategy for EXPLORE, as part of the GWC Fundraising Team.
- Participate in the process of obtaining EXPLORE and Fundraising Sub-Committees' input and approval for fundraising targets and strategies.
- As part of the GWC Fundraising Sub-Committee, ensure that the fundraising strategy is translated into a clear fundraising plan which sets out the major roleplayers and what is expected of each.
- Participate in fundraising and donor management activities as agreed with the GWC Principal.
- Track fundraising progress and ensure that problem areas receive immediate attention at the right level in GWC.

Management effectiveness

- Responsible for all aspects of the management of staff – attracting, retaining, developing people within the governance and guidance of GWC's Business Management function.
- Hold first line managers accountable for managerial work, including performance management.
- Define performance parameters (including balanced scorecard) and measurements for EXPLORE.

Financial Management

- Accountable for setting budgets and ensuring that expenses are optimally managed according to GWC governance.
- Plan and prepare documents such as the EXPLORE portion of the annual report.
- Responsible for the financial accounting / control function in EXPLORE.
- Carry overall responsibility for the preparation and quality of financial accounts.

EXPLORE product development

- Accountable for thought leadership and best operating practice in response to the external environment.
- Manage service level agreements with service providers – course material developers, reviewers, etc.
- Responsible for management of the EXPLORE offering, including price setting, product design and product profitability

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Manage information and reporting

- Manage delivery of monthly reporting – financial and operations.
- Analyse the reports to ensure the results are reasonable and well explained. Accountable for the results provided and integrity of the information and recommendations (including MIS reports).

Governance and compliance

- As instructed by GWC management, ensure tax, legislative and statutory requirements are met.
- Ensure compliance with all GWC's policies and practices

PERSONAL ATTRIBUTES

The successful candidate will need the following:

- Be a committed Christian and be active in a local church, preferably at a leadership level
- Possess excellent communication and interpersonal skills, across cultures and socio-economic strata
- Have an entrepreneurial spirit
- Possess motivational characteristics

QUALIFICATIONS AND EXPERIENCE

- Business degree or similar, at least at Bachelors level but preferably higher
- Theological qualifications, in addition to the above, would be an advantage
- Seasoned manager with 10 years or more management experience in a growth organisation, preferably across multiple countries
- Solid relationship management track record, also of donors
- Be willing to travel extensively throughout Africa, and sometimes further afield

BEHAVIOURAL COMPETENCIES REQUIRED

- Decision-making
- Thinking skills
- Client focus / building relationships / interpersonal skills
- Gaining commitment
- Taking ownership
- Aligning performance for success
- Planning and organising

REMUNERATION

Subject to negotiation. Remuneration package commensurate with qualifications, experience and the College remuneration model

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APPLICATION PROCESS

Please send CV and application letter to mdefreitas@gwc.ac.za

The College reserves the right not to make an appointment should a suitable candidate not be found.