

VACANCY ADVERTISEMENT

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| Institution | George Whitefield College (GWC) |
| Location | Muizenberg, Cape Town |
| Job Title | TEDS ASSISTANT PROGRAMME MANAGER |
| Hours of Work | Part time , i.e. 8.30am to 1pm week days |
| Reporting to | The TEDS Director, with oversight from the Vice Principal (Academic) |
| Duration | 3 years, Fixed Term Contract |
| Closing Date | 3 October 2025 |
| Starting Date | Ideally 1 January 2026, but negotiable |

CONTEXT

A position is available for an Assistant Programme Manager who has a track record of strong organisational skills, a collaborative mindset, and a keen interest in the inner workings of academic administration to join the Theological Education Development Services team (TEDS). The successful candidate will share the College's theological standpoints, as well as the vision of expanding and building theological training within the African context.

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 through the following qualifications in theology:

- Higher Certificate in Theology (NQF 5) (contact)
- Bachelor of Theology (NQF 7) (contact)
- Bachelor of Theology Honours (NQF 8) (hyflex)
- Postgraduate Diploma in Higher Theological Education (NQF 8)
- Master of Theology (coursework) (NQF 9) (hyflex)
- Master of Theology (research) (NQF 9) (hyflex)

In addition, GWC offers various non-credit bearing learning options in Short Courses and a distance learning course called Explore. Through Explore, GWC engages in theological training in various African countries. It also offers training for theologians in education methods and techniques.

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

GWC has +/-120 students enrolled in our accredited study options each year, with many students and some of their families living on campus in our student residences. Half of GWC's students come to GWC from outside of South Africa.

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THE POSITION

The TEDS Assistant Programme Manager will become part of the College community and whilst occupied primarily in the TEDS department, may also be involved in College-wide projects and initiatives and student academic and learning support. This position is a critical support role to the TEDS Directors who oversee the provision of training in learning, teaching and curriculum development for theological institutions, i.e. the Teaching and Learning for Higher Theological Education (TALHITE) short course and the Postgraduate Diploma in Higher Theological Education (NQF 8). The incumbent interfaces often with the Registry team and the Faculty of the College, as well as students. There is a strong emphasis on relationship management with a variety of stakeholders, in a cross-cultural environment.

KEY RESULT AREAS – OUTPUTS

The incumbent will undertake a range of functions from those set out below, but focused on assisting in ensuring the coherence and integrity of the Theological Education Development Services offerings, as well as the on-line post-graduate offerings, in terms of design, delivery, and quality management

The programmes supported may change as time evolves.

The Assistant Programme Manager will assist the Programme Directors as follows :

- **Programme delivery : TALHITE, PG Dip (HTE), webinars**

Assess applications to the programme in accordance with Admissions, Applications, and Enrolments policies.

Assess applications for credit transfer (CAT) and recognition of prior learning (RPL) in accordance with Recognition of Prior Learning and Credit Accumulation and Transfer policies.

Manage student queries on academic matters where these cannot be resolved by a particular course's lecturer and/or moderator.

Develop and manage orientation of on-line students, as necessary

- **Teaching support**

Monitoring teaching and learning in the programme through the quality assurance process as per the Teaching and Learning and Quality Assurance and Enhancement policies

Ensure that courses are correctly timetabled

Maintain module enrolment records

Responsible for set-up, updating and safeguarding of class lists and mark sheets

- **Record keeping:**

Monitoring the internal and external moderation process, acting on outcomes as directed by the Programme Directors

- **Reporting:**

Manipulate and analyse data for reporting using advanced Excel, ensuring high level accuracy and relevancy to stakeholders, with short turnaround times

Gather and monitor student feedback and submit to the relevant governing body

- **Training facilitation**

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Under guidance of the Director, for the TALHITE on-line short course

Also for the PG Dip (HTE)

- **Provide support for occasional profession development webinars (CPD)**

PERSONAL ATTRIBUTES

The successful candidate will need the following:

- Excellent communication and interpersonal skills (written and oral – including doing presentations and producing reports)
- Track record of strong planning and organising skills
- Have a passion for detail and accuracy
- Be energised by dealing with people
- Be passionate about higher education and academic excellence
- Be a committed Christian and be active in a local church
- Be very comfortable in a multi-cultural environment
- Desire to learn and develop
- Ability to cope under pressure

QUALIFICATIONS AND EXPERIENCE

- A Master's Degree in Education or similar
- 5 or more years' experience in an academic / teaching environment
- Advanced MS Skills (Word, Excel, Powerpoint)
- Learner Management System, Canvas knowledge would be an advantage
- Experience in a multi-cultural environment will be a distinct advantage

BEHAVIOURAL COMPETENCIES REQUIRED

- Decision making
- Planning and organizing
- Thinking skills
- Ownership
- Building relationships
- Communication skills
- Teaching and learning support skills

REMUNERATION

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

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APPLICATION PROCESS

GWC welcomes applications from all suitable candidates. In line with the organization's transformation objectives, applications from designated groups are especially encouraged.

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.