

## VACANCY ADVERTISEMENT

<b>Institution</b>	George Whitefield College (GWC)
<b>Location</b>	Muizenberg, Cape Town
<b>Job Title</b>	<b>CAMPUS MANAGER</b>
<b>Closing Date</b>	15 January 2026
<b>Starting Date</b>	1 April 2026, ideally
<b>Work Hours</b>	08h00 to 16h30 weekdays. However, given the nature of the role, the incumbent will need to be on standby after hours and may be required to work after hours or on weekends if there is an emergency.

### CONTEXT

A position is available for a Campus Manager who has extensive experience in managing properties, facilities, maintenance, hospitality services, property portfolio risk, health and safety, etc. 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.

### THE POSITION

The Campus Manager reports to the Business Manager of the College and is responsible for the holistic oversight of the College's physical infrastructure and related services, including student residences, faculty housing, academic facilities, administrative buildings and all other facilities. The role ensures that the College campus is safe, compliant, well-maintained, and operationally efficient. This includes risk management, regulatory compliance, policy management, facilities coordination, emergency response, hospitality services, related project and event management, vendor oversight, and residential services.

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The Campus comprises a gross building area of 9,500m<sup>2</sup> spread over 14 buildings, ranging from single storey to 5 floor structures.

The Campus Manager plays a key role in ensuring all operations align with institutional policies, South African laws, and higher education compliance standards.

### KEY RESULT AREAS – OUTPUTS

#### A. Campus Facilities Management

- Ensure day-to-day functioning of campus buildings, utilities, facilities and public areas.
- Implement preventive maintenance schedules and conduct regular inspections.
- Maintain records of all repairs, maintenance logs, and facility audits.
- Proactively manage the Helpdesk and ensure that Service Level Agreements are met.
- Ensure water, energy, sanitation, and waste systems are functional, optimal and environmentally compliant.
- Ensure College catering vendor adheres to health and safety requirements

#### B. Student and Faculty Housing

- Manage the student residences and all smaller student and faculty housing facilities.
- Oversee allocations, room inspections, and housing contracts.
- Enforce residence policies and support conflict resolution and disciplinary processes.
- Respond promptly to housing emergencies and coordinate emergency maintenance.
- Develop a commercial model for utilisation of vacant capacity

#### C. Risk Management & Compliance

- Identify and assess operational and environmental risks across the campus.
- Develop and implement risk mitigation strategies for fire, safety, health, and environmental hazards.
- Ensure compliance with:
  - Occupational Health and Safety Act (OHSA)
  - Compensation for Occupational Injuries and Diseases Act (COIDA)
  - National Building Regulations and Building Standards Act
  - Higher Education Act and other applicable institutional policies
- Maintain records of all compliance reports, safety audits, incident investigations, and insurance claims.
- Conduct regular campus risk assessments in collaboration with security consultants and maintenance staff.
- Lead the implementation and monitoring of campus emergency protocols, including evacuation drills and incident response plans.
- Ensure compliance with housing and accommodation standards (fire exits, sanitation, electrical safety, etc.).

#### D. Safety & Security Oversight

- Oversee access control, CCTV network, perimeter security, and incident response protocols.
- Coordinate with external security service providers to ensure coverage and effectiveness.
- Ensure signage, lighting, and emergency systems meet compliance and safety standards.
- Collaborate with community stakeholders to ensure broader community safety and security

#### E. Staff and Contractor Management

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- Manage a team of residence wardens, maintenance staff, housekeeping, cleaners, and grounds personnel.
- Establish clear job expectations, conduct performance reviews, and identify training needs.
- Supervise contractors and service providers to ensure delivery according to contracts and legal standards.
- Ensure all contractors comply with health and safety legislation and college policies while on campus.

### F. Financial & Procurement Management

- Assist in developing and managing the facilities and operations budget.
- Track expenditure and report variances monthly.
- Monitor procurement of goods and services in accordance with institutional procurement policy and ethical sourcing standards.
- Management and control of College transport systems and vehicles

### G. Stakeholder & Institutional Engagement

- Act as liaison between the facilities team and academic, student, and administrative departments, i.e. Registry, IT, etc. to ensure ongoing co-ordination of requirements.
- Support institutional planning for infrastructure, sustainability, and development.
- Facilitate collaboration on capital projects, renovations, or compliance upgrades.
- Project management for capital expenditure per procurement policy
- Act as Secretary for the Campus & Estates Committee

### H. Hospitality Management

- Respond to requests for accommodation requirements from various stakeholders at the College
- Contract with the originators of the request regarding precise requirements
- Implement the pricing policy for such services, providing costings, and ensuring that terms and conditions of usage are understood by all parties

## PERSONAL ATTRIBUTES

The successful candidate will need the following:

- Well-developed people and team management skills
- Excellent communication and interpersonal abilities
- Strong problem-solving skills
- Resilience under pressure and multitasking ability
- Effective risk analysis and mitigation skills
- Track record of strong planning and organising skills
- Be a strong team player, yet able to work independently and to be self-driven
- Be a committed Christian and be active in a local church
- Be very comfortable in a multi-cultural environment

## QUALIFICATIONS AND EXPERIENCE

- National Diploma or Bachelor's Degree in Facilities Management, Risk Management, Engineering, Business Administration, or similar field
- Minimum 10 years' experience in facilities, operations, or risk management (preferably in an academic or residential setting)
- Any of the following certifications would be a distinct advantage :
  - Health & Safety Certification (e.g. NOSA, SAMTRAC, or equivalent)

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- First Aid or Fire Marshal certification
  - Training in risk assessment methodology
- Compliance knowledge would be a distinct advantage :
  - Occupational Health and Safety Act (OHSA)
  - Compensation for Occupational Injuries and Diseases Act (COIDA)
  - National Building Regulations & SANS codes
  - Higher Education regulations on campus health, housing, and safety
  - Institutional policy frameworks
- Experience in a multi-cultural environment will be a distinct advantage
- Budgeting and financial planning capabilities
- Project management skills
- MS Office (Word, Excel, Powerpoint), Google, general IT skills

### BEHAVIOURAL COMPETENCIES REQUIRED

- Decision making / thinking skills
- Planning and organizing
- "Client" focus
- People management (aligning performance for success)
- Initiating action / taking ownership
- Stress tolerance

### REMUNERATION

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

### 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](mailto:mdefreitas@gwc.ac.za)

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