

## ROLE DESCRIPTION

<b>Institution</b>	George Whitefield College (GWC)
<b>Location</b>	Muizenberg, Cape Town
<b>Job Title</b>	REGIONAL ADMINISTRATOR FOR EXPLORE (SOUTHERN REGION)
<b>Hours of Work</b>	8am to 4.30pm weekdays
<b>Reporting to</b>	Regional Co-ordinator for EXPLORE (Southern Region), some oversight also by the Explore Administration & Accounting Team Leader
<b>Closing Date</b>	28 February 2025
<b>1 YEAR FIXED TERM CONTRACT</b>	Starting : 1 April 2025 or as soon as possible thereafter

### CONTEXT

The Regional Administrator will participate in various administration functions in support of EXPLORE and under guidance of the Regional Co-ordinator and the Administration & Accounting Team Leader

### KEY RESULT AREAS – OUTPUTS

- EXPLORE administration for the Southern region :
  - Check enrolments for the region and enter into Nexsys on an ongoing basis, within agreed time and quality standards
  - Print and distribute Explore modules, as required by the facilitators within all the countries of the Southern region
  - Review collection of fees, balance to enrolments and liaise with the countries in the region at least monthly to ensure that required fees are collected and banked
  - Upload monthly bank statements for each country into Xero and conduct bank reconciliations by agreed dates and with no errors
  - Compile financial reports including the monthly monitoring and evaluation report, monthly expenditure report and monthly enrolments report.
  - Co-ordinate and administer the examination processes for the region as stipulated by EXPLORE Central Office, including the marking of exams
- Administration assistance for other regional tasks (set out below), as assigned by the Regional Co-ordinator, and within timeframes and quality as specified for each task:
  - Local relationship management and communication
  - Local graduations
  - Local training
- Liaise with EXPLORE Central Office in Cape Town where necessary

### QUALIFICATIONS AND EXPERIENCE, PERSONAL ATTRIBUTES

The role requires an incumbent with the following:

- Be a committed Christian and be active in a local church

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- Have good communication skills – written and verbal
- Strong administration track record, someone who enjoys administration and is process-driven
- Matriculation (school leaver) with at least two years bookkeeping experience
- Ability to plan and organise
- Be a strong team player
- Take personal responsibility for getting work done accurately and on time
- Advanced EXCEL skills, intermediate Word, Google and general on-line skills
- Nexsys and / or Xero knowledge and experience would be a distinct advantage

## **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.*