

ASSISTANT DEAN (WOMEN) VACANCY

Institution	George Whitefield College (GWC)
Location	Muizenberg, Cape Town
Job Title	ASSISTANT DEAN (WOMEN)
Reporting to	Dean of Internal Relations
Hours of Work	Roughly 3 hours per day. Exact times will vary greatly, as there are set events that need to be attended and also emergencies that may require attention at any time of the day or night.
Own transport	Essential that the incumbent is licensed to drive and has a motor vehicle at their disposal
Starting Date	Ideally, 1 December 2026, to be part of the process around the intake of new students and all that this entails
Closing Date	11 September 2026

CONTEXT

A position is available as Assistant Dean (Women) for a woman who has a track record of excellent people skills and delivery in a theological (academic or local church) environment or similar, and who has a passion for supporting students as they pursue their rigorous studies. This also includes supporting students' wives who live on Campus as well as the families that live on Campus. 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. And through its Theological Education Department, 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 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 Assistant Dean (Women) at GWC becomes part of the College community and plays a crucial role in facilitating holistic well-being and experience of students, bridging the gap between academic and campus life, and helping shape the culture so that men and women flourish together. She will be involved in College-wide projects and initiatives. This position is a critical support role to the Dean of Internal Relations and interfaces continually with every other area within the College, e.g. Business Manager, Registry, Faculty, Finance, Campus Management, etc. There is a strong emphasis on relationship management with a variety of stakeholders, in a cross-cultural environment.

KEY RESULT AREAS – OUTPUTS

- **Academic and institutional support**

Serve as a non-executive member of the Faculty Board

Advocate for the specific needs of female students in institutional decisions, as consulted

Participate in student recruitment and admissions processes

Participate in the annual REACH SA "Selection Committee" process, as needed

Manage a small budget

- **Student well-being**

Have a comprehensive understanding of the College's offerings and study processes, in order to effectively come alongside students

Identify, orientate and train women Fellowship Group Student Leaders

Ensure that all women students are linked to a Fellowship Group

Organise All-In events for women, also annual College Women camp (students and women staff members)

Participate in various forums tasked with student welfare, e.g. Student Welfare Committee, etc.

Be first “responder” for all women student emergencies and set up clear processes for dealing with these, liaising with all College parties in the process

Play a key role in annual registration and orientation activities

Provide access to / facilitate crisis counselling and refer women students to professional services when needed

Foster a healthy, supportive community culture among single and married women

Participate in all women student disciplinary meetings

- **Student pastoral support**

Identify and train women Chaplains

Act as a Chaplain for a women’s Student Fellowship Group

- **SRC training, liaison and support – in conjunction with the Assistant Dean (Men)**

Assist the SRC with annual elections

Formally orientate the new SRC and ensure that their role is clearly communicated

Meet with the SRC on a regular basis (at least once per term) to discuss issues and concerns

Act as a sounding board for the SRC and be available for ad hoc conversations with SRC members as the need arises

PERSONAL ATTRIBUTES

The successful candidate will need the following:

- Excellent communication and interpersonal skills (written and oral – including doing presentations and producing reports)
- Strong pastoral skills, as evidenced by a relevant track record
- Strong planning and organising skills
- Be energised by dealing with people
- Be a strong team player

- Be a committed Christian and be active in a local church of REACH SA
- Be very comfortable in a multi-cultural environment
- Ability to cope under pressure / resilience

QUALIFICATIONS AND EXPERIENCE

- Bachelor's Degree (or similar) in an appropriate field of study (Commerce, theology, corporate governance, or similar). A Bachelor of Theology will be a distinct advantage.
- 5 or more years' experience in a pastoral environment (education institution or local church) or similar
- A clinical counselling qualification would be a distinct advantage
- Experience in a multi-cultural environment
- Must be a member of a REACH SA church
- Must be a SA citizen or have permanent resident status

BEHAVIOURAL COMPETENCIES REQUIRED

- Decision making
- Planning and organizing
- Pastoral care and welfare
- Initiating action / ownership
- People focus with ability to build relationships with a variety of stakeholders
- Communication skills

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

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