

THE CENTRE FOR BLACK THOUGHT AND AFRICAN STUDIES

Job title	Centre Coordinator
Location	Seth Mokitimi Methodist Seminary (SMMS): 115 Golf Rd, Scottsville, Pietermaritzburg, 3201.
Limited Duration Contract (LDC) +_ 12 months	Limited Duration Contract (LDC) +_ 12 months (fully dependent on funds availability)
Reference Number	SMMS_CBTAS/0001/22
Salary	R96 000 TCOE (R7000pm +R1000pm allowances)
Closing Date	22 April 2022

The Centre for Black Thought and African Studies, is a newly established Centre at the Seth Mokitimi Methodist Seminary (SMMS) in partnership with the Black Methodist Consultation (*BMC, a formation within the MCSA since 1975*). The Centre is dedicated to the research, study and interpretation of Black Thought and African History. The Centre exists to promote Black Thought and African History as a serious area of study and research. The Centre is an academic-spiritual research Centre that further promotes and or elevates: -

- Black Thought and African Studies (including African History and African Literature)
- Freeing of African History from obscurity
- Thought Leadership from a Black Thought and African Studies Perspective

SMMS since 2009 was mandated by the Methodist Church to “Form Transforming Leaders for Church and Nation.” Thus, the seminary understood from the start that its task was to produce graduates with strong academic credentials in theology and to form them into individuals of spiritual maturity with impeccable personal values and virtues. As such, SMMS prides itself on its parallel and integrated Academic and Formation Programmes.

Key Duties and Responsibilities

- **Coordinate Learning and Development through the Centre**
 - Oversee the Centre’s programming development of an integrated learning and development plan that maximizes opportunities for all SMMS staff, Seminarians and Partners to further develop, and that the programmes offered increases Seminarian’s engagement and satisfaction.
 - Handle and lead logistics for guest lectures, organize recording, dissemination and availability of the delivered papers, ICT Hybrid events and or live streaming.

- **Contribute to the institutionalization and integration of the Centre to current life at SMMS.**
 - Point of contact for the Centre, internal and external communications, email, per telephone, etc.
 - Contribute to the Centre’s identity development (branding) e.g., through the Website content monitoring, procurement, delivery and display of pull-up banners, media banner, etc.
- **Coordinates the Centers Strategy Implementation, and contributes to governance for the Centre**
 - Corporate with relevant senior managers/leaders at SMMS, to translate the Centre Strategy into action plans as well as operational plans to successfully deliver the Centre’s programmes and objectives at SMMS.
- **Point of contact for the Centre’s Books, Library and Archived Materials**
- **Point of contact for the Centre’s resourcing campaign drives**
- **Any other tasks as agreed with line manager.**

Minimum Qualifications, Experience and Skills Required

- Relevant NQF 6/7, e.g., Diploma/Bachelor’s degree in Theology, HR or HR-related discipline.
 - *Post-graduate research interns or assistants would be considered.*
- Demonstrable general administrative, business acumen and management skills.
- Leadership skills.
- Critical evaluation and detail orientated.
- Excellent communication skills including report writing.
- Previous Corporate Governance experience and or exposure would be advantageous.
- Admin and or HR best practices
- Microsoft Office Suite.

APPLICATIONS SUBMITTED TO:

Interested persons should submit their application consisting of (i) a comprehensive CV, (ii) a covering letter, (iii) at least three contactable references for the attention of:

Mrs Sandra Knoop

(033) 846 8600

reception@smms.ac.za

=====The End=====