

Job Title: School Administrator

Position Type: Missionary—some support raising may be required

Position Location: Johannesburg, South Africa—candidates from anywhere in the world are welcome to express interest however relocation is required

Position Description: The position of School Administrator with Onthatile Children's Ministries is a full time position (+40 hours per week) focused on the managerial aspects of starting and running a Pre-K (000) through Grade 3 school.

Key Responsibilities:

- Directing the start up of a Christian school
- Recruiting teachers and other key staff
- Training teachers
- Managing the day to day operational aspects of running a school
- Handling student and staff discipline
- Conducting performance reviews for staff

Requirements:

- Born-again Christian with the strong support from the local church
- Able to communicate (read, write, speak) proficiently in English
- Able to commit to a minimum of 6 months of service with Onthatile
- Support raising related to serving with our ministry (which may include living expenses, flights, or car purchase depending on individual circumstances)
- Ability to obtain a South African visa or work permit as required by South African Immigration Regulations
- Degree in Education or a related field
- Experience in school administration and/or teaching
- Independent, self starter with initiative to complete tasks with minimal direction
- Able to manage deadlines and multi task responsibilities
- Willingness to submit to Onthatile Leadership
- Flexible and servant hearted, willing to serve in any capacity of the ministry
- Experience working in diverse teams and with conflict resolution