ST. ANDREW'S THEOLOGICAL COLLEGE

Postal Address: PO Box 92, Paradise Hill, San Fernando | Website: satc.edu.tt
Administration: 868-653-0449 / 868.657.7554 | Email: SATC@satc.edu.tt

Job Vacancy:
PRINCIPAL

St. Andrew's Theological College (SATC) invites applications from suitably qualified persons for the position of Principal.

MINIMUM QUALIFICATIONS AND EXPERIENCE

- An accredited postgraduate Masters' degree in an area of Theological Studies.
- Eight (8) years of experience as a lecturer at the Tertiary Level.
- Experience in Academic Leadership and Management.
- Ten (10) years in Ordained Ministry.

KEY COMPETENCIES/REQUIRED LEADERSHIP STANDARDS

- Good communication and inter-personal skills.
- A strong academic aptitude, including research and presentation skills.
- Sound understanding and appreciation of the Vision and Mission of SATC in the context of the Presbyterian Church of Trinidad and Tobago (PCTT).
- Track record of strong religious, academic and leadership experience with sound understanding of the needs of a tertiary institute like SATC.
- Ability to lead innovation, dynamic yet empathic and be able to inspire and win respect from staff, students and stakeholders.
- Critical thinking skills with capacity to lead creatively with regard to curriculum and curriculum development that is religious centred, relevant and reflective of SATC's core values.
- A working knowledge of the requirements of the Accreditation Council of Trinidad and Tobago (ACTT).
- A working knowledge of Business Development and Strategic Planning.
- Basic knowledge of Project Management and Quality Management principles.
- Proficiency in Microsoft Office and education management systems.

DUTIES AND RESPONSIBILITIES

- Ensure adherence to SATC's policies and rules by Staff and Students and take a lead role in the disciplinary process where necessary.

- Overall management and teaching responsibilities at SATC ensuring maintenance of quality in all aspects of its operations.

- Lead the Curriculum Development Process and provide general oversight of Curriculum Implementation.

- Collaborate with Lecturers and students to assist them in attaining their academic and professional goals.

- Set performance objectives for students and staff.

- Implement Human Resource policies, practices/procedures.

- Assist with hiring, training and other employment activities for Lecturers and administrative staff members to create a dynamic team.

- Implement a system of performance management.

- Ensure process quality assurance in all aspects of the operation of the institution.

- Provide guidance and counselling services to students and offering assistance with behavioural modification programs.

- Liaise with stakeholders and assist with generating funds for the institution.

- Engage in outreach initiatives in PCTT and beyond.

- Report to the Board of Directors of the SATC.

- Prepare annual reports on the operation of the institution.

- Play a lead role in the implementation and maintenance of proper accounting system and procedures and ensure adequate internal control systems.

- Perform other related duties as required to ensure the efficient and effective operation of the SATC.

How to Apply

Applications should be <u>addressed</u> to:

Saira John,
Executive Assistant to the Board of Directors,
St. Andrew's Theological College
Paradise Hill,
San Fernando.

Applications can be <u>emailed</u> to:
Ms. Saira John
Executive Assistant to the Board of Directors,
St. Andrew's Theological College.
Email Address: boardofdirectors@satc.edu.tt

Applications can be <u>mailed</u> to:
Ms. Saira John
Executive Assistant to the Board of Directors,
St. Andrew's Theoloigcal College
P.O. Box 92, Paradise Hill,
San Fernando.

Applications should be accompanied by:

- Curriculum Vitae.
- One (1) copy of each supporting document.

Applications should include:

- Two (2) referees: Please include the full names, email addresses and telephone numbers for each referee in your application.
- Referees are required to send their references under confidential seal, DIRECTLY to the above address before the closing date for applications.

Application Deadline: 31st December 2023

For Further Enquiries

Please contact:	Ms. Saira John Executive Assistant to the Board of Directors St. Andrew's Theological College
Email Address:	boardofdirectors@satc.edu.tt
Phone:	868.653.0449 / 868.657.7554