



CHRISTIAN LEADERS TRAINING COLLEGE

Equipping Christian Leaders for today's world

Job description

DEAN OF DISTANCE EDUCATION

Location: Banz Campus

Department: Distance Education – Education Division

Reports to: Executive Dean

Supervises: TEE Office Manager & TEE Clerk

PRIMARY PURPOSE AND SCOPE

The purpose of this position is to promote and manage the Bible and ministry training throughout Melanesia using TEE and other self-study training material. The Dean will facilitate partnerships with churches and groups using CLTC TEE courses. The Dean will also manage the TEE curriculum and promote the writing of new courses. The Dean will work with TEE regional managers in Lae and POM and voluntary TEE coordinators throughout Melanesia.

RESPONSIBILITIES

1. Coordinate TEE Ministry throughout Melanesia.

- Develop awareness of TEE throughout Melanesia
- Supervise TEE staff in Lae and Port Moresby, and volunteer TEE coordinators across PNG
- Facilitate and manage partnerships with churches, schools, and other agencies to use CLTC TEE courses

2. Promotion TEE in the Highlands Region

- Prepare promotional materials (Prospectus, brochures, posters, training material, newsletters)
- Visit Highlands Region church leaders and hold denominational meetings to promote TEE
- Teach the TEE Tutor's Course at Banz Campus and Highlands region
- Promote and mobilise Highlands region prayer through appropriate channels and networks
- (Future) Expand TEE promotion into additional regions.

3. Administration

- Supervise Banz Distance Education staff
- Maintain accurate student and financial records and database for Highlands region
- Conduct annual staff appraisals
- Prepare reports for DTE Committee meetings

4. TEE Course Development (English & Tok Pisin)

- Assess church needs continually in order to facilitate development of new TEE courses
- Engage qualified writers for TEE Courses
- Coordinate Study Awards, transcripts, and graduation ceremonies for Highlands region TEE students

INDICATORS OF HIGH PERFORMANCE

- ✓ Increasing use of TEE studies and training material in the Highlands region
 - ✓ Increasing number of CLTC Banz students who tutor groups upon graduation
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POSITION REQUIREMENTS

1. Academic

- Bachelor of Theology (BTh) or equivalent
- Studies in Education (preferred)

2. Experience

- Minimum 5 years in theological education or pastoral leadership and teaching
- Familiarity with TEE ministry

3. Skills & Abilities

- Strong leadership and communication skills
- Ability to network and inspire
- Ability to write Bible training materials

4. Personal

- Support for the mission of CLTC and passionate about Bible training
- Strong Christian faith

For more information, contact:

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or:

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