

2nd June 2009

VACANCY

Greetings to all.

The following vacancy has arisen within the Institute of Spirituality and Religious Formation and requires to be filled. The following is the job description and specification.

POSITION: ASSISTANT DIRECTOR

JOB DESCRIPTION

PRIMARY DUTIES AND RESPONSIBILITIES

A. Coordination of the ISRF Spirituality / Renewal Programme

1. Assists the Director in admission of students to the spirituality / renewal programme
2. Meets with spirituality / renewal students at the beginning of the semester to agree upon an individualized programme, which ordinarily includes reflection papers for the courses being undertaken, opportunities for discussing issues raised in the papers with the Coordinator, etc.
3. Accompanies the students in the programme through written and oral feedback on the student's reflection papers as well as regular meetings to assist the students in integrating what they are learning
4. Maintains a written record of the meetings with a summary of the issues raised
4. Oversees preparation of "certificates of participation" to be distributed to students at the end of their participation in the spirituality / renewal programme
5. Coordinates the sending out of information about the programme, once a semester, with the ISRF secretary / administrative assistant
6. Meets with prospective students, congregational superiors and others to explain and discuss the spirituality / renewal programme

B. Coordination of the Long Essays and Integration Papers:

1. Assists ISRF students in choosing appropriate topics for long essays or alternative diploma projects (for diploma students) and integration papers (for certificate students)
2. Organizes the Long Essay Seminar for diploma students
3. Organizes the supervision and reading of long essays and alternative diploma projects, and chairs meetings of the supervisors
4. Monitors progress on the long essays, alternative diploma projects and integration papers to insure that deadlines are met by students, supervisors, and readers

C. Other Responsibilities

1. Oversees the running of the Institute in the absence of the Director
2. Assists and advises the Director and other staff in the operation of ISRF
3. Assists in the preparation of the ISRF Budget
4. Assists in the development and organization of new ISRF programmes (e.g., afternoon and weekend programmes, new diplomas), as specified by the Director
5. Serves on the admissions and scholarship committees of ISRF
6. Organizes, in consultation with the Director, the ISRF orientation programme at the beginning of the academic year
7. Organizes, in consultation with the director, the end-of-semester celebrations and graduation ceremonies
8. Assists in the organizing and running of the annual ISRF Symposium and other ISRF-sponsored public events (including the African Spirituality Conference, as needed)
9. Attends all ISRF faculty meetings and represents ISRF at other meetings, in Tangaza or outside, as required
10. Is available to advise ISRF students in academic and personal matters.
11. Assists in the preparation of academic handbook
12. Any other duties as may be required of him / her

JOB SPECIFICATIONS

1. MA in Religious studies or spirituality or any other related field.
2. Must have experience in the teaching field.
3. Must be computer literate
4. Excellent communication and interpersonal skills
5. Excellent organizational, planning and analytical skills
6. Strong team player of unquestionable integrity with leadership qualities
7. Impeccable interpersonal relationships
8. Ability to work effectively with people of different nationalities/ cultural backgrounds

If you feel you possess the above qualities, please forward your **application letter** and **Curriculum Vitae** indicating your daytime contacts to:

**The Human Resources Officer,
Tangaza College
P.O Box 15055-00509
Nairobi.
E-Mail: hr@tangaza.org**

Or drop the documents at the Human Resources pigeon hole. Only short listed candidates will be notified.

Closing date for applications is **3rd July 2009**

Mercy Kibe
Human Resources Officer.

Applications from African religious women with a strong background in spirituality and religious formation are especially encouraged, though other qualified candidates are also welcome to apply.

CANVASSING WILL LEAD TO AUTOMATIC DISQUALIFICATION