



# West Indies School of Theology

THE OFFICIAL TRAINING INSTITUTION OF THE PENTECOSTAL ASSEMBLIES OF THE WEST INDIES

4th Bridge, Maracas Valley, St. Joseph, Republic of Trinidad and Tobago  
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30<sup>th</sup> July, 2025

**TO: ALL P.A.W.I. CONSTITUENTS AND STAKEHOLDERS**

**RE: VACANCY: PRESIDENT – WIST**

## **ABOUT WIST**

The West Indies School of Theology (WIST), the training arm of the Pentecostal Assemblies of the West Indies (PAWI) has its headquarters at 4<sup>th</sup> Bridge, Maracas Valley, St. Joseph, Trinidad. Officially established in 1946, WIST now offers programmes of study and training that prepare Christians for all aspects of pastoral leadership and ministry. WIST's widened range of courses also prepares individuals for Christian service in all walks of life.

Alongside classroom instruction, the school makes provision for practical training and experience. Students are encouraged to become involved in various activities including Evangelism, Church Planting, School and Children's Outreach, as well as Ministry to Youth.

## **APPLICATIONS**

Individuals are invited to apply for the position of President of the West Indies School of Theology. Suitable applicants are advised to submit a letter of application in PDF format and a Curriculum Vitae with supporting documents, accompanied by the names and contact information of three (3) professional referees. These documents must be submitted no later than Saturday 30<sup>th</sup> August 2025 to the email address [wist.bod@wistef.com](mailto:wist.bod@wistef.com) to the attention of:

**The Chairman of the Board of Directors  
West Indies School of Theology  
4<sup>th</sup> Bridge  
Maracas Valley, St. Joseph  
Trinidad**

A Search Advertisement with respect to the President's position, detailing key responsibilities and required qualifications, is attached for your perusal. Unsuitable applications will not be acknowledged.

Thanking you for sharing with all your networks

Always in His Service

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**Andrea Phillip  
Chairman – WIST Board of Directors**





## SEEKING A PRESIDENT OF THE WEST INDIES SCHOOL OF THEOLOGY

### Role Overview:

**The West Indies School of Theology (WIST) is seeking a visionary President to lead the 'School' into a new era of greater academic advancement and transformative development.**

WIST, the official training institution of the Pentecostal Assemblies of the West Indies (PAWI) was officially established in 1946, to intentionally offer programmes of study that traditionally prepared students for pastoral leadership and the work of ministry. Since then, WIST has broadened its scope of programmes to also include biblically rooted training, for application to all walks of life and ministries.

At present, the West Indies School of Theology is on a renewed pathway of transformative change and the successful Presidential candidate will be at the helm of an Executive Team leading that change process. **This will be in fulfilment of the stated Goals, Mission and Vision of the institution, with the President reporting to the WIST Board of Directors.**

**The successful Presidential candidate must be a mature Christian believer, a strategic thinker, comfortable with innovation and new technologies in an education setting, and at the same time, keen on team building and stakeholder engagement.**

### Key Responsibilities:

1. **Be the Chief Executive Officer of the WIST**, providing ongoing, critical direction to the WIST Executive Leadership Team and ensuring quality academic standards and the operational excellence of the School.
2. **Be familiar with management accounting systems and interpretation of financial statements**, so as to ensure the maintenance of a robust, financial and accounting management system at the WIST, with reporting back to the higher governance bodies, within the institution.
3. **Be the Chief Spokesperson of the WIST**; as its primary external advocate, the President must promote the institution to all external stakeholders, building a culture of dialogue with donors and partners.
4. **Be the Chief Liaison with the WIST Board of Directors**, drawing on proved 'best practices' in governance for higher level educational organizations.
5. **Demonstrate an entrepreneurial mindset** and guide the WIST as a 'business' within the 'niche' market of Christian, 'not for profit educational organizations'.
6. **Foster a values-driven School culture at the WIST**, rooted firmly in a Christian ethic, reflecting excellence and integrity at all levels.
7. **Promote an environment of collaboration, team-building and shared governance within the institution**, intentionally targeting the growth of the institution.
8. **Oversee the ongoing development and strengthening of all academic programmes**, maintaining and even surpassing accreditation standards.
9. **Drive strategic planning for the institution** and ensure the alignment of all plans to the overall goals of the institution.



10. **Lead networking initiatives for fund-raising for the resourcing of the institution**, building new and/or strengthening existing relationships across church and independent donors, as well as across all other stakeholders.

**Essential Traits** – The Presidential candidate must:

- have a deep personal faith in the Lord Jesus Christ and hold the Bible as the sole authority for faith and daily practice.
- affirm the Tenets of Faith of the PAWI.
- be in good standing with his/her local church assembly.
- have proved ‘giftings’ in the areas of ‘Teaching’ and ‘Administration’.
- be committed to the WIST’s Vision of biblically based higher education and
- be an exemplar and model of Servant-Leadership.

**Required Skills / Experience– The Presidential candidate must have a:**

- proved track record of leading successful teams within the education sector and also in church settings.
- demonstrated proficiency as a transformative leader in multiple settings.
- strong understanding of higher-level education policy, accreditation processes and compliance requirements.
- deep knowledge and experience of digital transformation strategies and social media engagement and
- be an exceptional communicator, both verbally and in writing, articulating clearly the Vision and Mission of the WIST and inspiring the WIST community into developmental action.

**Preferred Skills / Experience – The following would be considered an asset in any Presidential candidate:**

- significant experience (a minimum of five (5) years) as a senior leader in a comparable institution, either locally, regionally or internationally;
- previous experience in a business environment;
- cross-cultural experiences leading teams remotely, utilizing twenty-first century technologies;
- significant technical ‘know how’ on growing an educational institution;

**Academic and Theological Qualifications:**

The Presidential candidate should have the following qualifications:

- A Bachelor’s Degree in Theology or Biblical Studies;
- A post-graduate Degree in Education and/or Educational Leadership or Educational Administration or Business Administration;

**Remuneration:** The salary scale for the position of President at the West Indies School of Theology (WIST) is based on qualification and experience and is aligned to regional benchmarks of similar institutions of higher education and theological leadership positions.



**Location of Position of President:** This role requires the successful candidate to be based in-person at 4<sup>th</sup> Bridge, Maracas Royal Road, St. Joseph, Trinidad and Tobago.

**Application Process:**

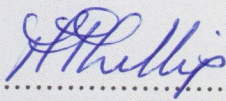
Individuals are invited to apply for the position of President of the West Indies School of Theology by submitting the following documents to the email address [wist.bod@wistef.com](mailto:wist.bod@wistef.com)

- A Cover Letter of application in PDF format addressing how the candidate's experience match the position requirements, accompanied by the names and contacts of three (3) professional referees;
- A current Curriculum Vitae with scanned certified copies of all supporting documents;

**All applications are to be submitted no later than 30<sup>th</sup> August, 2025 to the attention of:**

**The Chairman of the Board of Directors  
West Indies School of Theology  
4<sup>th</sup> Bridge  
Maracas Valley, St. Joseph  
Trinidad**

**Only suitable applications will be acknowledged.**

  
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**Chairman – WIST Board of Directors**

30/7/25  
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**Date**