



THE EXECUTIVE WELFARE COUNCIL OF THE AFM OF SA

(AFM WELFARE)

PO Box 14927, Lyttelton, 0140 • Tel 012 753 7940/1 • e-mail: afmwelf@rsn.co.za • www.umephi.org
• NPO Reg. No: 000-762 • PBO No. 18/11/13/1456 (SARS E-Filing: 130001456)

Primary Caregiver/ Housemother Vacancy:

The Executive Welfare Council of the AFM of SA, Child and Youth Care Centre's, provide **Care and Protection** for vulnerable and traumatised children.

The organization seeks to appoint a Centre Manager (Housemother) in **House Ki-deo (Tshwane)**.

Job Tasks:

- Provide full-time care, for up to 9 children, between the ages 2-18 years old.
- Overall management of the household.
- Supporting the Developmental, Educational, Medical and Therapeutic programs, including practical tasks in this regard.
- Networking/ Liaising with stakeholders including sponsors, volunteers, biological family members, etc.
- Undertaking all administrative tasks pertaining to the position, including reporting/ sharing relevant information with various stakeholders.
- Supervising support staff, e.g. the domestic worker.

Required Qualifications & Experience:

- **A passion for working with children**
- Matric
- Training/ Experience in working with children; (Preference will be given to registered Child and Youth Care Workers, as well as those with relevant experience)
- Basic computer and Admin skills
- Proficiency in English (Additional SA languages will be an advantage)
- Driver's License & PDP (Experienced drivers will be preferred)

Additional Requirements:

- Live-in position, with set-holiday dates
- Aged 35 and above
- Excellent Health – (Healthy lifestyle, Non- drinker/ Non- Smoker)
- Preferably married (at least 5 years married)
- Willing and able to participate in extensive formal training

Salary package includes:

- Salary
- Meals and accommodation

Please forward CV's to:

Mandy Manuel: mandy@afmwelfare.org.za Tel: 012 753 7940/ 084 260 9965

Closing Date: 25 September 2020

Only shortlisted candidates will be contacted.