



# The Executive Welfare Council of the AFM of SA

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● NPO Reg. No: 000-762 ● PBO No. 18/11/13/1456 (SARS E-Filing: 130001456)

## Centre Manager/ Housemother Vacancy:

AFM Welfare and the **House Lesedi** Committee, a registered Temporary Care Facility, which provides **Care and Protection** services to vulnerable babies in Hartbeespoort Dam (North West Province), has a vacancy for a Centre Manager (Housemother).

### Job Tasks:

- Facilitating the residential care program (in a form of Temporary Safe Care in this regard), i.e., provide full-time care, for up to 18 babies, between the ages 0 – 30 months old.
- Overall management of the Centre.
- Supporting the Developmental, Educational, Medical and Therapeutic services, including practical tasks in this regard.
- Networking/liaising with stakeholders including sponsors, volunteers, biological family members, committee members etc.
- Undertaking all specified administrative tasks pertaining to the Centre, including reporting/sharing relevant information with various stakeholders.
- Co-managing and supervising support staff, e.g., care givers and the domestic worker (if relevant).

### Required Qualifications, Skills Experience:

- Grade 12 Certificate.
- Training/Experience in working with children. (Preference will be given to registered Child & Youth Care Workers, as well as those with relevant experience.)
- Basic computer and admin skills.
- Proficiency in English (Additional African language will be an advantage)
- Driver's License (Experienced drivers will be preferred)

### Additional Requirements:

- Passionate about working with children.
- Live-in position, with set leave dates.
- Aged 35 and older.
- Excellent Health – Healthy lifestyle, Non-drinker/ Non-Smoker.
- Willing and able to participate in extensive formal training.
- Adhering to Christian values and principles.



Salary package includes:

- Salary
- Accommodation

**Please forward CVs to:**

Helena Jackson: [helenarossouwjackson@gmail.co.za](mailto:helenarossouwjackson@gmail.co.za) (083 267 6420)

Elize Bezuidenhout: [elize.bezuidenhout@doxadeo.org](mailto:elize.bezuidenhout@doxadeo.org) (073 307 2715)

Bongiwe Naile: [bongiwe@afmwelfare.org.za](mailto:bongiwe@afmwelfare.org.za) (072 651 1583)

**Closing Date: 26 April 2021**

**Starting Date for Position: 15 June 2021 (Negotiable)**

Only shortlisted candidates will be contacted.

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