

MANAGER

JOB REQUIREMENTS:

- Applicants must have a minimum qualification of Grade 12.
- A post-school qualification in finance, management or nursing would be a strong recommendation.
- Valid code 8 vehicle license.
- Had at least 5 years of experience in a management position where personnel management was applicable.
- Excellent communication, administrative and computer skills in Pastel, Excel and Word. Good organizational ability.
- Possess the ability to communicate with senior citizens.
- Good people relations.
- Must be proficient in Afrikaans and English.
- It is a Christian institution.

DUTIES:

- Accepts responsibility for facilitating an effective aged care service at the Centre in collaboration with the Governing Council.
- Liaison with the Governing Council, Engo, Government Department branch offices, church and community.
- Promoting standard, procedure and policy as well as supervision that statutory requirements are met.
- Together with management, assumes responsibility for the preparation, implementation and evaluation of the welfare program for the center.
- Assume responsibility for the personnel management, guidance, motivation training and development.

SERVICE BENEFITS:

- Salary scale negotiable
- Service bonus: 13th check
- Leave: generous leave benefits

CLOSING DATE: Tuesday, 30 September 2025

ABBREVIATED CV can be sent to emily@compuking.co.za by e-mail.

ENQUIRIES: Mev A Zitzke (Tel nr 056 777 1811/2)

If you do not receive feedback on the application within 30 days of the closing date, you may assume that your application was unsuccessful.



☐ Vyfdestraat/ Road, Koppies ☐ 205, Koppies, 9540

☎ 056 777 1811 ☎ 056 777 1812 ☎ agedcare@engo.co.za ☎ www.engo.co.za