



JOB VACANCY

The Cancer Association of South Africa has a vacancy for the following:

Care Home Coordinator

Position Detail:

- Permanent position based at CANSA Tipuana Care Home in Pretoria
- Managing the Care Home and Personnel
- Ensure effective delivery of services for the residents at the Care Home and the surrounding community

Please note that consideration will only be given to applicants with the following:

- Grade 12 with accounting as subject
- Minimum 3 Years' working experience in a similar Management/Coordinator role
- Hospitality experience will be advantageous
- Valid Code 8 Driver's Licence and own transport
- Non-Smoker
- Excellent Interpersonal, Time Management & Organisational skills
- Proficient in Microsoft Office software, internet-based applications and computer equipment
- Exceptional Written & Verbal Communication skills, bilingual in English & Afrikaans, another official language will be advantageous
- Professional attitude and appearance

Application Procedure:

- Please submit your Detailed CV and supporting documents via email to **recruitment@cansa.org.za**
- Your application email should reflect the reference **CHC PTA** in the subject line

Closing date for applications:

26 February 2023

Commencement date:

February 2023

We reserve the right not to make an appointment for this position, an application in itself does not entitle the applicant to an interview.

For Internal use only

- Job Grade – C2
- Line Manager – Service Manager
- Job Reference – CHC PTA