



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, Pretoria
- Responsible for the overall management and day-to-day operations of the Care Home
- Lead and manage Care Home staff and volunteers
- Ensure the effective delivery of support services to cancer patients, survivors, residents, and their families
- Oversee Care Home administration, financial management, compliance, Occupational Health and Safety (OHS), and reporting requirements
- Build and maintain relationships with healthcare facilities, community stakeholders, donors, and partners
- Support fundraising initiatives and the sustainability of the Care Home

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

- Grade 12 (Matric); a relevant tertiary qualification will be advantageous
- Minimum of 3 years' proven experience managing a Care Facility, Care Home, or similar institution
- Experience in staff supervision, leadership, and volunteer management
- Knowledge and experience of basic accounting, budgeting, and financial administration
- Excellent written and verbal communication skills
- Bilingual in English and Afrikaans; proficiency in additional South African languages will be advantageous
- Ability to engage professionally with external stakeholders, medical facilities, government departments, donors, and community organisations
- Excellent interpersonal, customer service, time management, and organisational skills
- Proficient in Microsoft Office, internet-based applications, and computer equipment
- Strong administrative, problem-solving, and organisational abilities
- Compassionate approach with the ability to support cancer patients and their families
- Professional attitude and appearance
- Valid Code 8 driver's licence and own reliable transport
- Non-smoker

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:

24 July 2026

Commencement date:

Immediately

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