

Established in 1872, the Cape of Good Hope SPCA (Society for the Prevention of Cruelty to Animals) is the founding society of the SPCA movement in South Africa and is the oldest animal welfare organisation in the country. A registered non-profit organisation (NPO 003-244) and Public Benefit Organisation (PBO 930004317), the society relies on the support of concerned individuals and corporates to continue operating.

**Cape of Good Hope**



We are seeking a passionate and engaging full time  
**HOSPITAL MANAGER**  
**REF: HOS2023/08**  
to join our Cape of Good Hope SPCA team  
based in Grassy Park, Cape Town.

The successful candidate will report to the CEO and Board of the Cape of Good Hope SPCA and will be responsible for:

- Providing a variety of analytical, evaluative, advisory, coordinating, supervisory and technical functions in support of the SPCA Animal Hospital
- The business activities of the Hospital including:
  - Hiring and training support staff
  - Working with the CFO to prepare financial statements and budgets
  - Monitoring key performance indicators and setting fees
  - Maintaining inventory and an inventory control system
  - Managing the Hospital software (AviMark) and data automation
  - Implementing safety and security procedures

Prospective applicants must meet the following requirements:

- Bachelor's Degree in Business or related fields
- 5 years' supervisory or management experience
- Proven experience as a Business Manager, Hospital/Practice Manager, or similar role
- Experience in all aspects of a business enterprise, with demonstrated competence in budgeting and financial reporting and people management
- Experience within an Animal Welfare environment advantageous
- Excellent computer skills (Microsoft Word, Excel, PowerPoint and related software programs)
- Excellent report writing skills and record management
- Excellent administrative skills, organisational abilities, and meticulous attention to detail
- Excellent verbal and written communication skills
- Excellent Conflict Management Skills and the ability to apply good judgement
- Have excellent leadership capabilities
- Ability to process and understand complex information
- Ability to present data and interpret policies and procedures
- Ability to apply sound judgement, use initiative and solve problems in high pressure situations
- Ability to give instructions, assign tasks and prioritize and multitask
- Ability to coordinate and control programs and resources to achieve a balance
- A solid understanding of the critical balance between Administrative and Clinic functions in the Veterinary Ability to establish and maintain effective working relationships within the SPCA, its stakeholders and the public Health Care Delivery System
- Maintain a high standard of ethics and discretion whilst working with sensitive information
- Desire to work with animals and passionate about Animal Welfare, with the ability to uphold the highest quality of animal care
- Have an outgoing, friendly but also authoritative personality
- Socially and environmentally aware
- Applicants MUST be in possession of a valid driver's licence and have access to a vehicle for use

Should you meet the above requirements, please forward a comprehensive CV together with a cover letter outlining how you fit the requirements, as well as the names and contact details of at least 3 recent referees to [recruitment@spca-ct.co.za](mailto:recruitment@spca-ct.co.za). Correspondence will only be conducted with shortlisted candidates. Should you not hear from us within 30 days of the closing date, please consider your application unsuccessful. The COGH SPCA reserves the right not to make an appointment.

In terms of the POPI Act you confirm that you consent to Cape of Good Hope SPCA retaining your personal information for recruitment processing and that the information you have provided to Cape of Good Hope SPCA is true, correct and up to date.

Cape of Good Hope SPCA is an affirmative action employer, wherever possible, selection will favour previously disadvantaged individuals, provided they are in possession of the required skills, knowledge, and experience.

For more about the Cape of Good Hope SPCA refer to: <https://www.capespca.co.za/>.

**Closing Date: 27 August 2023**