



Nakekela Christian Community Centre Association

Voluntary Association
(Care-centre for terminally ill patients)
Registration Number: 092-054-NPO
PBO Registration 930040184

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Stand 121 & 122
Tweefontein 'G'
PO Box 20400
KwaMhlanga MP 1022

Nakekela Christian Community Centre Association

Stand 121 & 122 Tweefontein G, KwaMhlanga 1022

28 January 2025

GENERAL MANAGER REQUIRED

Nakekela seeks to demonstrate the love of Jesus to people in Tweefontein G, KwaMhlanga, who are infected and affected by HIV/AIDS by caring for terminally and chronically ill people with in and out patient care; and providing training and counselling that strengthens families and increases health seeking behavior in the community.

REQUIREMENTS INCLUDE THE FOLLOWING:

- **Operational Planning & Management** – Development of the annual business/organisation plan/strategic plan/budget. Plan, manage & oversee all aspects of the day-to-day operations. Develop & document all necessary policies, standards, operational processes, procedures & work instructions for the Nakekela operation. Ensure all staff have all the knowledge and are aware of all policies and procedures.
- **Project Management** – Stepdown and Home-based care in conjunction with the doctor and nurse, Community training, Spiritual counselling, physiotherapy, Income Generation Projects: Laundry, Garden and Office Administration
- **Fiscal Management** – Development and control of the annual Capital & Operational Budgets, control expenditures within budget, management & administrative control of salaries; **Fundraising and resource development**
- All aspects of **Personnel Management**; Manage all **Facilities and Assets** – maintenance, repairs, procurement, licencing, insurance and control of assets; **Legal and Statutory** requirements; **External liaison and public image** with Local/Provincial/National Department of Health and donors
- Demonstrate faith in Jesus Christ as defined by the Bible and lived consistently through a godly lifestyle with active participation in a Christian church. Demonstrate organizational and planning skills, timeliness, information gathering and monitoring skills, and attention to detail and accuracy. Demonstrate personal initiative, reliability, confidentiality, and communication skills with all levels of personnel. Make decisions, ensure accountability for all issues and manage when issues arise and put solutions in place.
- This is a full-time position of five days a week and workdays will be varied from Sunday through Saturday.
- BA or Diploma in business administration, business management. HIV/AIDS/health care qualifications. Minimum 5 years people and operations management experience and minimum 3 years budget and cost management experience.

Candidates are to email their CV's with their relevant documents to Mrs Joyce Malinga (Secretary of the Board) malingajoycea@gmail.com Cell : 0785520603, send a copy to Nakekela Centre : Nakekelaoffice@gmail.com
DUE DATE to receive CV's is by 28/02/2025.