Children Home of Hope

ADVERTISED VACANCY: CENTRE MANAGER

LOCATION: Home of Hope, Adelaide, Eastern Cape. Applications are welcome from candidates in any part of South Africa.

REPORTS TO: Board of Home of Hope

BACKGROUND: Home of Hope in Adelaide, Eastern Cape, provides residential care and developmental support to 20 children.

DESCRIPTION: Leads the centre's daily operation and reports to the Board of Home of Hope.

KEY RESULT AREAS:

Operations and staffing

- Manage staff, programmes, resources and daily operations.
- Implement board decisions and maintain DSD compliance.
- Lead, supervise and develop child and youth care staff through regular supervision, appraisal and continuing professional development.
- Ensure compliance with the Children's Act 38 of 2005, the national norms and standards for child and youth care centres, registration conditions and statutory placement requirements.

Safeguarding and quality

- Ensure safe staffing and a functioning 24-hour roster.
- Oversee safeguarding, health, safety, emergency and incident systems.
- Oversee individual development and care plans, and therapeutic, developmental and recreational programmes, working with the social worker and other professionals.
- Support family contact, reunification services and links with the community.

Resources and accountability

- Monitor care plans, budgets, performance and stakeholder relationships.
- Submit operational, compliance and risk reports to the board and the authorities.
- Maintain accurate records and monitoring and evaluation systems, and use them in reporting.

CANDIDATE PROFILE:

Relevant social-services, child-and-youth-care, management or related qualification; proven CYCC leadership, administration and programme knowledge; current registration with the South African Council for Social Service Professions (SACSSP) as a social worker or child and youth care worker; at least 5 years' relevant experience, including at least 3 years in management or supervision, preferably in a child and youth care centre or similar facility.

- Child-centred conduct, reliable attendance, sound judgement and respect for confidentiality and professional boundaries.
- Clear communication, appropriate recordkeeping and willingness to complete required induction and continuing development.
- Working knowledge of the Children's Act 38 of 2005 and the national norms and standards for child and youth care centres.
- Understanding of trauma-informed care and of children with behavioural and substance-use challenges.
- Fluency in at least two of the three local languages (English, Afrikaans, isiXhosa); the ability to communicate with children in their home language is an advantage.
- Valid driver's licence and computer literacy, including spreadsheets and basic data systems.

WORKING ARRANGEMENTS:

The centre operates 24 hours a day. After-hours and emergency availability forms part of the role; specific working hours and arrangements will be confirmed in the employment contract. Candidates from outside the area must be willing to relocate.

EXPECTED RESULTS:

Approved rosters, monthly operational reports, risk actions and budget monitoring are complete and reviewed. Care plans are reviewed on schedule, and incidents are recorded, investigated and closed within agreed timeframes.

APPOINTMENT AND SAFEGUARDING:

Appointment or placement is subject to identity, references, qualifications and applicable registration checks, including National Child Protection Register Part B, National Register for Sex Offenders and police checks. Complete the required safeguarding checks, written terms, confidentiality undertaking and induction before duties begin.

REMUNERATION: R25,000 gross per month.

APPLICATION PROCESS:

Applicants should submit a CV, copies of qualifications, proof of current SACSSP registration, a copy of their driver's licence and the details of contactable referees. Only shortlisted candidates will be contacted. Home of Hope reserves the right not to make an appointment.

Applications to: admin@cwfct.co.za

Subject: "Centre Manager Recruitment"

Closing date: 24 November 2026 at 16:00