
JOB ADVERT APRIL 2025

Position: Inspector
Reports directly to the Inspectorate Manager

Job Purpose:

The function of a qualified Inspector is broad-based, requiring commitment, the ability to be objective and the willingness to learn.

The Inspector has a key role in animal welfare, and carries out a variety of functions, from sensitising children to compassion for animals to educating members of public regarding correct animal handling and care; from dealing with dogs and cats to inspecting circuses and livestock saleyards; from rescuing animals to investigating and laying criminal charges against people who have perpetrated deliberate or negligent acts of cruelty.

Responsibilities:

1. Your first obligation is to always ensure that the welfare needs and standards of the animals in the care of the SPCA have been taken care of, including mental well-being of the animals.
2. To investigate all cruelty complaints within 24 hours.
3. React to emergencies and rescues immediately.
4. To enforce legislation when necessary and ensure legislation is current.
5. Inspections of all environments where animals are housed or kept.
6. To do pre-home and post home inspections.
7. To handle prosecutions when necessary. Call upon expert advice when necessary.
8. To perform other duties when required.
9. Maintain vehicles and all equipment belonging to the SPCA in good and clean condition at all times.
10. To carry out routine and pro-active checks on a regular basis.
11. Complete all paperwork on a daily basis.
12. To carry out after hours work - as per after-hours roster.
13. Be dressed in uniform when on duty.

14. To ensure that the correct forms are filled out for all animals entering the SPCA, for whatever reason. All animals MUST be recorded.
15. To be aware and abide by the Minimum Criteria, as set out in the SPCA Act.
16. To inform your Superior/Committee Member of any irregularities at the SPCA that is not within your ambit to resolve.
17. To log all telephone calls. Reasons for phoning these numbers must be stated.
18. Ensure that all money received by you is receipted.
19. To put in place any control measures required of you by the Committee.
20. To familiarize yourself with the correct procedure and protocol of the SPCA, by being aware and understanding the content of the Operational Manual.
21. To ensure that the premises is securely locked before leaving at the end of the days work, if you are the last to leave or on duty.
22. To follow the proper Euthanasia protocols as set down in the Operational Manual.
23. To ensure that the attendance register is filled in as prescribed according to the times in your employment contract
24. Be available for training if and when necessary. To attend an Inspector Refresher Course every five year and pass the appropriate examination.
25. To acquaint yourself with the necessary sections in the Operational Manual pertaining to your area of operation.
26. To adopt and adhere to the "Profile of an Inspector" as attached.
27. Ensure that all staff handling after hour calls follow the correct protocols.

These points are not exhaustive, and may include other duties, reasonably required of you.

Apply with a detailed CV and proof of Inspector qualification to Michelle (accounts@sandtonspca.org.za) before Friday 02 May 2025.