

VACANCY KENNELS MANAGER



Location : Booyens, Johannesburg, Gauteng
Position Type : Full-time – On site
Reports To : General Manager

The Johannesburg SPCA is looking for an experienced, compassionate and highly organised Kennel Manager to take responsibility for the day-to-day management of our kennels, cattery and animal care facilities.

The Kennel Manager is a position of significant trust and responsibility.

The successful candidate must understand that accurate animal identification, veterinary records, vaccination records, euthanasia records, stock records and daily kennel records are not merely administrative requirements — they are essential to animal welfare, legal compliance, accountability and the reputation of the Johannesburg SPCA.

The welfare of all the animals in your care is of utmost importance.

KEY RESPONSIBILITIES

- Overall management and supervision of the kennels and associated animal facilities, ensuring high standards of animal welfare, care, hygiene and safety.
- Supervise and manage all kennel staff, including feeding, watering, cleaning, animal handling and daily animal-care duties, and hold staff accountable for required standards.
- Ensure all animals receive appropriate food, water, bedding, exercise, enrichment and veterinary care according to their individual needs.
- Conduct and oversee at least twice-daily animal and kennel inspections, ensuring inspections are completed and accurately documented and that illness, injury, stress, abnormal behaviour or other welfare concerns are promptly identified, addressed and reported.
- Maintain high standards of hygiene, sanitation, disinfection and parasite control to minimise the risk of disease transmission.
- Ensure accurate, complete and up-to-date animal records, including admission, identification, treatment, vaccination, euthanasia, adoption, statistics, kennel occupancy and daily checklists.
- Oversee the Lost & Found function, ensuring records are accurate, kept up to date and checked daily, and that lost animals are appropriately matched with enquiries and records.
- Ensure all veterinary instructions and prescribed treatments are correctly carried out, recorded and reconciled, including vaccination and deworming schedules.
- Maintain strict control and accountability of veterinary medicines, vaccines and other veterinary stock, ensuring all stock issued, administered, returned, transferred or disposed of is accurately recorded and accounted for.
- Monitor vaccination schedules and ensure vaccinations are administered only in accordance with approved veterinary protocols and authorised procedures.
- Ensure accurate daily administration, filing and secure maintenance of all animal-related documentation and immediately identify and escalate any missing or incorrect records, animal identification discrepancies, veterinary stock discrepancies or other irregularities.
- Manage kennel stock and supplies, including food, bedding, cleaning products and other essential items, maintaining appropriate stock levels and ensuring responsible use of Society resources.
- Monitor kennel facilities, equipment, fencing and vehicles, reporting maintenance requirements and following up on repairs.
- Ensure compliance with Johannesburg SPCA policies, procedures, veterinary protocols and NSPCA Operations Manual standards.
- Prepare required monthly Kennel Management reports, including animal statistics, staffing, welfare concerns, hygiene, maintenance, stock, operational requirements and recommendations.

- Participate in audits, inspections, investigations and compliance reviews, ensuring identified corrective actions are implemented.
- Promote the responsible, efficient and ethical use of JSPCA resources and ensure all kennel operations are conducted in the best interests of the animals and the Johannesburg SPCA.

REQUIREMENTS

Minimum:

- Matric/Grade 12.
- Relevant managerial experience in animal welfare, kennels or veterinary environments.
- Excellent knowledge of animal breeds, behaviour and Husbandry
- Knowledge to be able to identify potential health issues in animals
- Excellent communication skills and the ability to communicate both within the SPCA as well as with the public.
- Valid South African driver's licence.
- Passion for animal welfare and commitment to the JSPCA's mission.
- Ability to compile, manage and control a departmental budget

Advantageous:

- Inspectorate Qualification or;
- Animal Welfare qualification or;
- Animal Welfare Assistant (AWA) authorisation, where applicable to the duties required.

Personal Attributes

We are looking for someone who is: Compassionate | Ethical | Accountable | Detail-oriented | Organised | Responsible | Honest | Team-oriented

If you are passionate about animal welfare and have the experience and leadership ability to manage a busy SPCA kennel environment while maintaining exceptional standards of care, compliance and accountability, we would like to hear from you.

APPLY

Please submit your CV and a motivational cover letter to gm@jhbspca.co.za by 15 September 2026.

This is a senior role requiring proven experience in kennel management within the non-profit sector. Only applicants who meet the minimum requirements will be considered.

The JSPCA is an equal opportunity employer committed to protecting and promoting the welfare of animals and serving the community with compassion and professionalism.