



Full-Time Cattery Senior Lead Position Available at TEARS

TEARS Cattery is on Wenga Farm, 21 Kommetjie Main Road, Sunnyside, Cape Town. www.tears.org.za

TEARS Animal Rescue is a non-profit organization dedicated to rescue, treat, rehabilitate & rehome companion animals.

Main purpose of this Cattery Senior Lead position:

To provide strong leadership & hands-on supervision of all cattery operations, ensuring smooth daily functionality, effective staff management, high standards of animal care, & efficient coordination of cat & kitten adoptions between the public & the Society.

We are looking for someone who will mainly perform the following duties:

1. Overseeing cattery adoptions, ensuring they are addressed promptly & efficiently.
2. Damage control & handling difficult applications or clients.
3. Ensuring Vetmaster charges for vaccinations, medications, & adoptions are kept updated (with the assistance from a Coordinator where necessary).
4. Providing daily statistics to the GM, weekly newsletters, quarterly board reports, & the AGM report.
5. Maintaining accurate & up-to-date monthly statistics sheets, including *Tears Admissions & Stats Sheet & Number of Cats & Dogs at Tears Sheet*. Attention to detail is therefore crucial.
6. Reviewing, amending & getting Board approval for cattery adoption SOPs as needed & ensuring vaccination & deworming protocols are current & clearly understood by all team members.
7. Monitoring & managing stock levels to always ensure adequate supplies, liaising with the Operations Manager regarding inventory needs & procurement.
8. Compiling & maintaining an ongoing staff schedule, adjusted seasonally & in line with cattery population metrics.
9. Ensuring cattery profiles are created/updated & regularly featured on social media, & brainstorming new marketing ideas & events related to the cattery in collaboration with the Marketing Department.
10. Holding weekly meetings with the Marketing team to contribute new ideas & coordinate promotional efforts.
11. Liaising with Volunteer Lead for up-to-date volunteer lists & metrics, ensuring adequate volunteer coverage, especially on open days.
12. Managing capacity control, ensuring the cattery is never overpopulated & all aspects of the operation are functioning effectively.

You are:

1. A South African citizen (applications from non-citizens will not be considered).
2. You have a Grade 12/equivalent. An Animal health Technician Certificate or other Animal Welfare & Health certification, Veterinary Nursing or Husbandry, Animal First Aid/Infection Control/Shelter Operations/Leadership training is highly advantageous.
3. 1-2 yrs' experience in animal care, specifically working with cats in a shelter, veterinary or rescue environment. Experience with feline population management, intake assessments, sterilization coordination & adoptions. Exposure to crisis management, such as disease outbreaks, overcrowding, or rescues from hoarding/abandonment cases.
4. Are fluent in speaking, reading & writing in English.
5. Professional, friendly, approachable, team-building mindset, able to work well with volunteers & clients.
6. Strong leader, able to train, mentor, motivate, & manage staff & volunteers to maintain high care standards.
7. Reliable & able to work flexible hours, including weekends & public holidays. Must be available over busy periods (November, December, January).
8. Proactive, solution -orientated, show empathy & compassion, have emotional resilience & be adaptable.
9. Have advanced animal handling skills – confident & calm with cats at all ages, temperaments, & medical conditions.

Please send your motivation letter & CV to aj@tears.org.za

We are dedicated to the principles of diversity, equality & inclusion. Closing date **12 December 2025**. Please accept your application as unsuccessful if you have not heard from us within 2 weeks after closing date.