

# MANAGER: FOOD SERVICES CENTRE

**Salary: (T12/C4) R36 913,84 per month (Basic Excluding benefits)**



## JOB PURPOSE

- Provide leadership and direction in managing and expanding the Food Support Centre activities. Implement plans regarding community outreach programs. Administer and oversee the Food Support Centre. Work extensively with non-governmental organisations in order to serve the public

## DUTIES AND RESPONSIBILITIES

- Manage and oversee activities in the Food Support Centre
- Monitor and evaluate programmatic and operational effectiveness, and effect changes required for improvement
- Design, establish and maintain an organizational structure and staffing to effectively accomplish the organisations goals and objectives
- Manage personnel, which includes work allocation, training and problem resolution, evaluates performance and makes recommendations for personnel actions, motivates employees to achieve peak productivity and performance
- Represent the JFPM at stakeholder meetings
- Oversee practical donations and collections of food
- Facilitate process of sending thanks to donors of produce
- Assist with the poverty alleviation initiatives undertaken by the marketing department of social development
- Purchase stock on the JFPM trading floor as per client requirements
- Raise and record invoices of purchase
- Ensure accurate dispatch of orders
- Receive and process orders for clients
- Train subordinates
- Submit monthly reports as required
- Manage and operate allocated budget
- Establish and implement short- and long-range organizational goals, objectives, strategic plans, policies, and operating procedures
- Perform miscellaneous job-related duties as assigned



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08/09/2025

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- Diploma / Degree or equivalent to NQF 7.
- 3-5 years relevant experience

- Knowledge of the local government sector

- Ability to supervise and train employees, to include organizing, prioritizing, and scheduling work assignments
- Skill in examining and re-engineering operations and procedures, formulating policy, and developing and implementing new strategies and procedures
- Strong interpersonal and communication skills and the ability to work effectively with a wide range of constituencies in a diverse community
- Knowledge of organizational structure, workflow, and operating procedures
- Knowledge of applicable legislation, standards, policies and procedures within specialty area
- Knowledge of budgeting, cost estimating, and fiscal management principles and procedures
- Ability to gather and analyse statistical data and generate reports

Please note all CVs must have the following

By submitting your application for a position at Joburg Market, you are consenting that the personal information submitted as part of your application may be used for the purposes of Recruitment and Selection and related process.

Please take note that if you are not contacted after 4 weeks of closing date; consider your application as unsuccessful.

**N. B. Applicants from Indian, Coloured and White population Groups are encouraged to apply.**

**The closing date is 22 September 2025 at 12:00 pm.**

08/09/2028