



SOCIETY LIAISON OFFICER / INSPECTOR

JOHANNESBURG | *National Council of SPCAs (NSPCA)*

Since 1955, the NSPCA has stood between South Africa's animals and cruelty — preventing suffering, promoting kindness, and making sure the protection our animals are owed under the law is actually upheld. If you've ever wished you could turn your love of animals into real, hands-on impact, this is that chance.

About the role

We're looking for a **Society Liaison Officer / Inspector** to join their team, supporting member SPCAs around the country with compliance and operational matters — and building towards full Inspectorate duties once you're trained and qualified. It's a role where no two days look the same: one day you might be helping an SPCA branch tighten up its governance, the next you're out in the field working towards a case that changes an animal's life for the better.

No inspector's qualification yet? That's fine — they'll train you. What we're really looking for is someone with the **administrative sharpness, integrity and heart to grow into the role.**

What you'll need

- Matric / Grade 12 certificate.
- A valid, unrestricted driver's licence.
- Relevant administrative and/or operational experience.
- Above-average administrative and organisational skills — you can juggle many things, keep accurate records and hit deadlines.
- Fully proficient in Microsoft Word, Excel, Outlook and PowerPoint.
- Excellent written and verbal communication skills.
- Ability to think on your feet and prioritize tasks accordingly.
- An eye for detail and the ability to produce professional correspondence, reports, minutes and records.
- Ability to analyse and problem-solve.
- Comfortable working independently, but also as part of a team.
- Ready to travel locally — visiting member SPCAs, attending meetings, inspections and other NSPCA activities.
- A professional, principled approach and the judgement to handle confidential and sensitive matters appropriately.

A qualified Inspector's certificate isn't a prerequisite — but you'll need to:

- Be willing and able to complete the NSPCA Inspector training and qualification process.
- Pass the required training and assessment to qualify as an NSPCA Inspector.
- Show a real & genuine interest in animal welfare legislation, compliance and enforcement.
- Be ready to take on Inspectorate duties once trained and qualified.

Nice to have (not essential)

Any of the following will give you a head start, but none are deal-breakers:

- Previous experience in the animal welfare sector.
- Experience working with SPCAs or other non-profits.

- Experience in compliance, inspections, investigations, governance or regulatory enforcement.
- Knowledge of the SPCA Act and NSPCA Rules.
- Experience engaging with committees, stakeholders and the public.
- A relevant tertiary qualification in administration, law, animal welfare, management, governance or a related field.

You'll thrive in this role if you have

- Very good administrative ability and an eye for detail.
- Strong organisation and time-management skills.
- Professional written and verbal communication.
- Computer confidence, especially in Microsoft Office.
- Sound judgement and clear-headed decision-making.
- A knack for investigation and report-writing.
- The ability to interpret and apply policies, rules and legislation.
- Emotional resilience — this work can be tough.
- A genuine commitment to animal welfare and the NSPCA's mission.
- A hunger to learn, grow and ultimately qualify as an Inspector.

If you're ready to give South Africa's animals a stronger voice, we want to hear from you. Apply today and help us build a kinder future for those who can't ask for help themselves.

To apply: Submit your CV & motivation letter to MaraisButton & Associates, highlighting the following:

- Why do you want to work for the NSPCA?
- What skills or experience make you a good fit for this vacancy?
- What appeals most to you about this position?

Email for your submission: annelie@maraisbutton.co.za

Contact will only be made with shortlisted candidates.

Closing date: 27th September