



THE CAPE TOWN ATHENAEUM NPC
(Registration Number 1949/032983/08)
BOUNDARY TERRACES, 1 MARIENDAHL LANE, NEWLANDS, 7700

RESIDENT MANAGER and ADMINISTRATOR OF THE CAPE TOWN ATHENAEUM

The directors of the Cape Town Athenaeum NPC invite applications for the vacant post of resident manager/administrator of the Cape Town Athenaeum. The Board hopes that the new appointee would take up the job not later than the second week of January 2025, but an earlier appointment is possible,

Applicants must submit

1. A detailed cv;
2. The names and contact details (mobile phone/WhatsApp/email addresses) of two or three contactable referees who have agreed to, and will be able to, report on the applicant's/applicants' suitability for the position; and
3. A statement of intent, setting out the applicant's/applicants' vision for the position, what he/she/they would bring to it, and, if a couple, how they would share the responsibilities attached to the position

By email to reach info@athenaeum.co.za and WCapeSaiee@gmail.com by not later than 14 November 2024.

The Directors aim to reach a short list by 18 November 2024 and short-listed applicants must be able to attend an interview at an agreed time between 19 and 22 November 2024. Interviews will be conducted at the Athenaeum. Only short-listed applicants will be contacted. The Directors retain the right to make no appointment or to appoint a person other than an applicant.

Applicants must

- A. familiarise themselves with the Job description and the information on the Cape Town Athenaeum to be found on the website <http://capetown-athenaeum.co.za> and
- B. if short-listed, be available for an in-person interview, to be conducted by a sub-committee of the Board, at times to be agreed, provisionally on 19 or 20 November 2024

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1 November 2024