



# **South African Nursing Council**

(Under the provisions of the Nursing Act, 2005)

e-mail: [registrar@sanc.co.za](mailto:registrar@sanc.co.za)  
website: [www.sanc.co.za](http://www.sanc.co.za)

**SANC Fraud Hotline: 0800 20 12 16**

Cecilia Makiwane Building,  
602 Pretorius Street, Arcadia,  
Pretoria, 0083

Tel: 012 420-1000  
Fax: 012 343-5400

Private Bag X132, Pretoria, 0001  
Republic of South Africa

## **ADVERTISEMENT**

**DIVISION : HUMAN RESOURCE MANAGEMENT**  
**POSITION : ADMIN CLERK: HR ADMINISTRATION**  
**ANNUAL CTC : R 250 700.26**  
**CLOSING DATE : 5<sup>th</sup> SEPTEMBER 2018, AT 16H30**

## **MINIMUM REQUIREMENTS**

- Grade 12
- Diploma in Human Resource Management
- 2 years' experience in HRM environment
- 2 years working experience (Ms Word, Outlook, PowerPoint, Excel etc)

## **REQUIRED COMPETENCIES AND SKILLS**

- Excellent time management skills
- Excellent planning and organizing skills
- Excellent verbal and written communication skills
- Good interpersonal skills
- Ability to keep confidential information
- Good attention to detail
- Customer service orientation
- Highly initiative
- Professionalism

## **KEY PERFORMANCE OUTPUTS**

- Creating new employee files
- Maintaining accurate and complete employee records
- Maintaining human resources records and update employee information on files
- Provide administrative support including filing, faxing copying, scanning and organizing files
- Provide administrative support in recording of leave data
- Assist in projects such as HR events and employee communications
- Responding to employee inquiries and requests for information within established guidelines
- The successful incumbent must liaise with Finance in terms of following up on documentation submitted
- He/she must be able to archive information such that it is easily accessible when required
- Arrange logistics (Travel, accommodation, Refreshments etc)

***VISION: Excellence in professionalism and advocacy for health care users***

- Minute taking of all staff meetings

**NB:** Applications must be completed in full on the prescribed form, obtainable from the South African Nursing Council (SANC) website. Alternatively the application forms are also available at the South African Nursing Council, Cecilia Makiwane building, 602 Pretorius Street, Arcadia, 0083. Applications can be e-mailed to [careers@sanc.co.za](mailto:careers@sanc.co.za) alternatively applications can be send via post to The Human Resource Department, Private Bag X132, Pretoria, 0001 or hand delivered at 602 Pretorius Street, Arcadia, Pretoria

Incomplete applications or those that do not meet the above requirements will not be considered.

All applications must be accompanied by certified copies of all relevant educational and professional qualifications together with an updated CV and certified copy of Identity Document. Foreign qualifications must be accompanied by a SAQA evaluation certificate.

Please note that correspondence will be limited to shortlisted candidates only; therefore, if you have not been contacted within two months after the closing date of this advertisement, accept that your application was not successful. The SANC is committed to employment equity and therefore people with disabilities people living with disabilities are encouraged to apply. Enquiries may be directed to Ms Veronica Mthethwa, at Tel no. (012) 426 9578. The South African Nursing Council reserves the right not to make any appointment.