



South African Nursing Council

(Under the provisions of the Nursing Act, 2005)

e-mail: registrar@sanc.co.za

website: 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 : COUNCIL SECRETARIAT (COMMITTEES)

POSITION : COMMITTEE OFFICER

ANNUAL CTC : R309 230.89

CLOSING DATE : 27TH NOVEMBER 2018, AT 16H30

MINIMUM REQUIREMENTS:

- 3 years Diploma in Office Administration
- 3 years working experience supporting Committees in a Corporate or Public Service

REQUIRED COMPETENCIES

- A good understanding of SANC structures, policies and procedures
- General office administration
- Computer literacy (Working knowledge of Ms Word, Excel, Outlook, Powerpoint, Access etc.)
- Business writing skills
- Typing speed of no less than 35w/pm
- Security consciousness
- Attention to detail
- Good interpersonal skills.
- Ability to perform under pressure
- Ability to work effectively in a team
- Articulate and good verbal communication skills
- Good attention span
- Independent thinking
- Ability to capture decisions from discussions

PERFORMANCE OUTPUTS

- Support SANC Committees and statutory meetings through compiling meeting documents, taking minutes and conveying decisions to appropriate parties/structures
- Liaise, research, and provide information to Council members and SANC employees
- Provide administrative support to SANC Committees as per annual programme
- Ensure timeous workflow of documents between SANC Departments, Committee Section and Council meetings
- Ensure safe keeping of Council resolutions and all supporting records
- Compile periodic sectional reports
- Handle internal and external enquiries (telephonically, e-mails, faxes, face-to-face, etc.)
- Support Senior Committee Officer with all administration duties within the Committees unit

NB: Applications must be completed in full on the prescribed form, obtainable from the above-mentioned website or from the South African Nursing Council, Cecilia Makiwane Building, 602 Pretorius Street, ARCADIA, 0083, for attention: Human Resources Department, Private Bag X132, and PRETORIA, 0001.

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

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

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, please accept that your application was not successful. The South African Nursing Council is committed to employment equity; therefore people with disabilities are encouraged to apply. The South African Nursing Council reserves the right not to make any appointment

All completed applications can be e-mailed to careers@sanc.co.za alternatively applications can be delivered at the SANC HR Department. Enquiries may be directed to Ms Veronica Mthethwa, at Tel no. (012) 426 9578.