



## **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

### **EXTERNAL ADVERTISEMENT**

**DEPARTMENT : INFORMATION TECHNOLOGY (IT)**

**POSITION : OFFICE ASSISTANT**

**ANNUAL CTC : R250 722.26**

**CLOSING DATE : 10<sup>th</sup> AUGUST 2018, AT 16H30**

### **MINIMUM REQUIREMENT**

- Grade 12
- 3 years Diploma in Office Administration or equivalent
- 3 years Office administration environment
- 3 years working experience (Ms Office)

### **REQUIRED COMPETENCIES AND SKILLS**

- Reliable
- Excellent time management skills
- Excellent planning and organising skills
- Excellent verbal and written communication skills
- Typing speed +/- 50 wpm
- Good interpersonal skills
- Ability to keep confidential information
- Attention to detail
- Customer service orientated
- Highly initiative

### **PERFORMANCE OUTPUTS**

- Co-ordinate Senior Manager's diary and meetings schedule
- Handle communications (e-mails, faxes, memos, calls etc)
- Maintain a proper filing system (Manual and electronical)
- Type documents
- Taking minutes
- Arrange logistics ( travel, S & T and accommodation)
- Acquire and manage Office Assets

**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.