



## **South African Nursing Council**

(Under the provisions of the Nursing Act, 2005)

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

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*Private Bag X132, Pretoria, 0001  
Republic of South Africa*

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website: [www.sanc.co.za](http://www.sanc.co.za)**

### **EXTERNAL ADVERTISEMENT**

**DEPARTMENT : OFFICE OF THE REGISTRAR AND CEO**

**POSITION : OFFICE MANAGER**

**ANNUAL CTC : R652 567.93**

**CLOSING DATE : 9<sup>th</sup> MARCH 2018**

### **MINIMUM REQUIREMENTS:**

- Matric (Grade 12)
- 3 years Bachelor of Administration/Business Administration or equivalent
- 5 years of increasingly responsible secretarial or office administration experience
- 2 years executive support experience
- Project management skills will be an advantage

### **REQUIRED COMPETENCIES:**

- Computer literacy (MS Office Suite)
- Knowledge of business administration, business ethics, corporate governance, and risk management
- Knowledge of diversity management, coaching, and mentorship
- Knowledge of financial management and financial procedures
- Knowledge of SANC or regulators
- Business writing skills
- Excellent communication skills verbal and written
- Excellent advisory and consultation skills
- Facilitative skills especially be able to facilitate concurrent interventions
- Negotiation skills
- Problem solving skills
- Ability to liaise at various levels within and outside the Nursing and Midwifery Sector
- Strong and effective interpersonal skills
- An ability to work with confidentiality information and common sense
- Customer service orientated
- Decisiveness and Resilience
- Focus on detail and accuracy
- Highly organised and Quality driven

## KEY PERFORMANCE OUTPUTS:

- Management of the Office of the Registrar & CEO and be the liaison between the Office of the Registrar & CEO and the Offices of Deputy Registrar, Senior Managers and Council.
- Establish specifications, improve processes, workflows and introduce operating procedures within the Office of the Registrar & CEO
- Organise own work, coordinate Registrar & CEO's projects, set priorities, meeting deadlines and following up on assignments with minimum direction
- Assist with planning, scheduling and corrective action on deadlines on projects as directed by the Registrar & CEO
- Independent work (review situations, take all the relevant information into consideration and ensure finality on matters related to the office of the Registrar & CEO
- Provide direct operating methods within the Office of the Registrar & CEO.

**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: The Human Resources Department, Private Bag X132, 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.

Applications can be e-mailed to [careers@sanc.co.za](mailto: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. The South African Nursing Council reserves the right not to make any appointment.