



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 : EDUCATION AND TRAINING

POSITION : PROFESSIONAL OFFICER

ANNUAL CTC : R 540 650.64

CLOSING DATE : 30 NOVEMBER 2018 at 16H30

MINIMUM REQUIREMENTS

- Diploma / Bachelor Degree in Nursing
- Additional qualification in Nursing Education
- Minimum three (3) years' experience practising as a Professional Nurse
- Minimum five (5) years' experience as a Nurse Educator in a Nursing College or university of Technology or University
- Valid Annual Practicing Certificate
- Valid driver's license

OTHER REQUIREMENTS

Willingness to travel extensively and beyond working hours within the Basic Conditions of Employment Act provisions.

REQUIRED COMPETENCIES/ SKILLS

- Understanding, interpreting and applying Nursing, Health and other Legislation relevant to Nursing Education and Training
- Computer literacy (working knowledge of MS Word, Excel, Outlook, Power Point etc.)
- Verbal and written communication skills
- Good analytical skills
- Ability to work within set deadlines
- Attention to details
- Good interpersonal skills
- Ability to work effectively in a team

VISION: Excellence in professionalism and advocacy for health care users

KEY PERFORMANCE AREAS:

- Analysis and evaluate applications from Nursing Education Institutions
- Analysis completed training records of students from Nursing Education Institutions
- Checking of certificates
- Managing assessment/examination processes
- Identifying and reporting inherent risks within Education and Training Department
- Liaison with internal and external stakeholders with matters related to Education and Training
- Supporting Council Committees
- Conducting site visits to Nursing Education Institutions and Health Establishments
- Developing Standard Operating Procedures
- Writing reports

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 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.