



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

EXTERNAL ADVERTISEMENT

DEPARTMENT : LEGAL AFFAIRS

POSITION : SENIOR MANAGER: LEGAL AFFAIRS
(Five year performance based contract)

ANNUAL CTC : NEGOTIATABLE

CLOSING DATE : 30th NOVEMBER 2018, AT 16H30

MINIMUM REQUIREMENTS

- LLB Degree
- Admitted as Attorney or Advocate
- 5-8 years' experience practicing as a Legal Professional
- 5 years minimum of Senior Management experience
- Valid driver's licence

REQUIRED COMPETENCIES

- Prosecutorial skills
- Understanding, interpreting and applying legislation
- Ability to investigate
- Litigation
- Understanding of the following Acts:
 - Nursing Act and Regulations
 - Administrative Justice
 - SA Constitution
 - Criminal Procedure
 - Law of Evidence
- Drafting of legal legislation
- Computer literacy
- Verbal and written communication skills

KEY PERFORMANCE OUTPUTS:

- Development of Departmental strategy and business plan
- Develop, review, implement and monitor policies and procedures
- Develop, manage and monitor Departmental budget
- Contract Management
- Support the following Committees:
 - Professional Conduct

VISION: Excellence in professionalism and advocacy for health care users

- Preliminary Investigation
- Impairment
- Education
- Laws, Practice and Standard Committees and
- Any other delegated Committee
- Draft legislation and regulations
- Provide professional comments on legislation
- Conduct legal research and provide advice on implications for the SANC
- Circulate Government Gazettes
- Prepare Departmental and Committee reports
- Manage Legal Affairs team performance
- Develop standard operating procedures
- Develop and maintain relationships with clients and stakeholders

Applications must be completed in full on the prescribed SANC employment application form, obtainable from the South African Nursing Council website. Alternatively the application forms are also available at the South African Nursing Council, Cecilia Makiwane building, 602 Pretorius Street, Arcadia, Pretoria, 0083. Private Bag X132, Pretoria, 0001. All completed applications can be e-mailed to careers@sanc.co.za on or before the closing date.

All applications must be accompanied by certified copies of all relevant educational and professional qualifications together with an updated CV and ID copy. 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. 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 SA Nursing Council is committed to employment equity, therefore persons with disabilities are encouraged to apply.

Enquiries may be directed to Mr Victor Letshwiti: Senior Manager - Human Resources, at Tel no. (012) 426 9571. The South African Nursing Council reserves the right not to make any appointment.