



**South African Nursing Council**  
Regulating nursing, advocating for the public

The South African Nursing Council (SANC) is the body entrusted to set and maintain standards of nursing education, training and practice in the Republic of South Africa. It is an autonomous, financially independent, statutory body, initially established by the *Nursing Act, 1944* (Act No. 45 of 1944), and currently operating under the *Nursing Act, 2005* (Act No. 33 of 2005). The SANC currently has the following vacancy, and candidates that meet the requirements as provided are invited to apply.

#### INTERNAL AND EXTERNAL ADVERTISEMENT

<b><u>DIVISION</u></b>	<b>: CORPORATE SERVICES</b>
<b><u>POSITION</u></b>	<b>: CORPORATE SERVICES EXECUTIVE</b>
<b><u>REFERENCE NUMBER</u></b>	<b>: CSE/001/10/2020</b>
<b><u>ANNUAL COST TO COMPANY</u></b>	<b>: NEGOTIABLE</b>
<b><u>REMUNERATION</u></b>	
<b><u>TERMS OF APPOINTMENT</u></b>	<b>: PERMANENT</b>
<b><u>CLOSING DATE</u></b>	<b>: 30 OCTOBER 2020</b>

#### **MINIMUM REQUIREMENTS:**

- Grade 12
- Master degree in Business Sciences, Commerce or related qualification.
- Minimum of 12 years' Experience in a corporate services environment.
- Minimum of 5 years' Senior Management Experience in corporate services environment.
- Active and full membership with a professional body.
- Valid Driver's License.
- Working experience within Information and Communications Technology (ICT), Records and Registry and Human Resources (HR) will be regarded as an added advantage.
- A Leadership Management programme will be regarded as an added advantage.
- Working experience within a regulatory environment will be regarded as an added advantage.

#### **OTHER REQUIREMENTS:**

- Mostly office-based. Limited travelling will be required.



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

**REQUIRED KNOWLEDGE:**

- Demonstrable track record of driving cutting edge operational excellence amongst others, the planning, developing and implementation best practice, policies, systems and processes
- Corporate Governance (e.g. Nursing Act, Companies Act, King IV Report and Code etc.), Supply Chain Management.
- Leadership and management principles, Performance Management and Development, Mentoring and Coaching.
- Delegation of Authority Framework.
- Employee relations (collective bargaining, discipline, grievance, dispute resolution management (internal and external) and workplace codes of good practice.
- Contracting, negotiating, change and diversity management.
- Changes and/or developments in laws, and organisational policies and procedures.
- Project management.
- Producing Council (Board) and Committees reports.
- Managing diverse teams and stakeholder management.
- Development of business processes, policies and procedural guidelines.
- Understanding of the legislative and regulatory environment governing the corporate services and statutory councils.

**REQUIRED COMPETENCIES/SKILLS:**

- Strategic capability and leadership.
- People management and empowerment.
- Programme and project management.
- Financial management.
- Change management.
- Knowledge management.
- Service delivery innovation.
- Problem solving and analysis.
- Client orientation and customer focus.
- Communication.
- Honesty and integrity.

**KEY PERFORMANCE AREAS:**

- Provide strategic leadership and management in the Corporate Services Division by developing and implementing operational plans and the budget.
- Contribute to the development of the SANC strategic, annual performance plans and reports.
- Develop and implement the Corporate Services strategy in support of the organisational strategy.
- Contribute to the development of relevant legislation.
- Oversee the development of policies, standard operating procedures (SOPs), business processes and guidelines relevant to the Corporate Services division.
- Overall performance management of the Corporate Services business division, instil a high performance culture in the SANC with a quest to ensure that the SANC becomes an employer of choice.

- Oversee the management of Human Resources Department, ICT Department, Marketing and Communication, Records and Registry Section and Facilities Management Section (inclusive of auxiliary support services; building maintenance, security, cleaning services).
- Manage the risk for the areas of responsibility within the SANC.
- Identify and develop strategies to optimise key stakeholder relationships.
- Provide expert advice and reports in the area of corporate services to management, council and its committees.
- Ensure compliance to legislation, SANC policies and SOPs.
- Attend to internal and external auditors.
- Provide technical support to the organization in driving transformation and change management initiatives.
- Manage Governance, Accountability, and reporting for areas of responsibility.
- Develop and recommending policies to ensure adequate performance management development and provide for capable management succession.
- Perform ad hoc tasks as delegated by the line manager/ supervisor.
- Manage resources (human, financial, physical and information).

**NB:** Applications must be completed in full on the prescribed form, obtainable from the SANC website ([www.sanc.co.za](http://www.sanc.co.za)). Applications may be e-mailed to [cse@sanc.co.za](mailto:cse@sanc.co.za)

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

All applications must be accompanied by certified (not older than six months) copies of identity document and all relevant educational and professional qualifications as well as proof of professional registration, together with an up-to-date, detailed curriculum vitae (CV) including information on key performance areas and three contactable references, including the most recent employer. Foreign qualifications must be accompanied by a SAQA evaluation certificate.

The SANC will conduct background checks (e.g. employment verification and reference checks as indicated on the CV, as well as in respect of criminal record, citizenship, financial records, qualifications, driver's license and professional registration, if applicable). First preference will be given to South African citizens.

The successful candidate will be appointed on a 12-month probation basis and will be permanently employed if all of the performance requirements are met during probation. Candidates may be subjected to practical tests and a competency-based assessment, determined by the SANC.

**Please note:** Correspondence will be limited to shortlisted candidates only; therefore, if you have not been contacted within four (4) months of the closing date of this advertisement, please accept that your application was not successful. The SANC is committed to employment equity and therefore people living with disabilities are encouraged to apply. Enquiries may be directed to Mr. Mbongiseni Ntuli at tel. no. (012) 426 9533. The South African Nursing Council reserves the right not to make any appointment.