



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

<u>SECTION</u>	: FACILITIES MANAGEMENT
<u>POSITION</u>	: DRIVER/MESSENGER X2
<u>REFERENCE NUMBER</u>	: DRMES/001/09/2020
<u>REMUNERATION</u>	: R215 792.00 TO R263 049.24
<u>TERMS OF APPOINTMENT</u>	: PERMANENT
<u>CLOSING DATE</u>	: 09 OCTOBER 2020 AT 16H30

MINIMUM REQUIREMENTS:

- Grade 12
- A 3 year's driving experience as a driver/messenger
- Valid driver's licence

OTHER REQUIREMENTS

Willingness to travel and work beyond working hours as stipulated by Basic Conditions of Employment Act provisions.

COMPETENCIES/ SKILLS:

- Job knowledge
- Technical skills
- Acceptance of responsibility
- Quality of work
- Reliability
- Initiative
- Communication
- Interpersonal relationships



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SANC Fraud Hotline: 0800 20 12 16



website: www.sanc.co.za

- Flexibility
- Team work
- Planning and execution

KEY PERFORMANCE AREAS:

- Provide driving/messenger services
- Collect mail from the post office
- Delivery of documents
- General maintenance and storage of vehicle
- Maintaining accurate and up to date schedule trip sheets i.e. log official trips, daily mileage, fuel consumption etc.
- Handle routine and ad-hoc administrative tasks i.e. collect office consumables
- Collect internal documents, distribute and control movement of documents
- Ensure proper and secure control over movement of documents.
- Report incidents timeously and compile vehicle condition reports.
- Ensure minor/major vehicle maintenance are carried out on time.
- Perform ad hoc tasks as delegated by the line manager/ supervisor including asset management responsibilities on an interim basis.

NB: Applications must be completed in full on the prescribed form, obtainable from the SANC website (www.sanc.co.za). Applications may be e-mailed to DriverMess@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.