



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>	: MAINTENANCE OFFICER X2
<u>REFERENCE NUMBER</u>	: MO/001/09/2020
<u>ANNUAL COST TO COMPANY</u>	: R287 588.46 TO R350 568.73
<u>REMUNERATION</u>	
<u>TERMS OF APPOINTMENT</u>	: PERMANENT
<u>CLOSING DATE</u>	: 09 OCTOBER 2020

MINIMUM REQUIREMENTS:

- Grade 12.
- Minimum of four (4) years working experience as a handyman in Maintenance Environment.
- NQF Level 5 technical related qualifications/related to Electrical and/or Plumbing or General Technical Maintenance added advantage.

COMPETENCIES/ SKILLS

- Job knowledge
- Technical skills
- Acceptance of responsibility
- Quality of work
- Reliability
- Initiative
- Communication
- Interpersonal relationships
- Flexibility
- Team work
- Planning and execution
- Delegation and empowerment



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website: www.sanc.co.za

KEY PERFORMANCE AREAS:

- Arrange movement of furniture and equipment as and when required
- Install all internal fixtures and fittings such as pictures, perform minor repairs on shelving etc.
- Keep all office furniture in functional order.
- Replace burnt out lights as and when required.
- Carry out fault finding walkabouts around SANC building.
- Carry out repair of any electrical, plumbing etc.
- Carry out movement of movable assets, boxes, any other heavy objects around/within the building.
- Disposal of recycling paper.
- Ensure compliance to OHS Act in your area and report to OHS committee. Perform ad hoc tasks as delegated by the line manager/ supervisor.
- Proactive inspection of SANC building, plumbing, electrical on regular basis
- Arrangement and overseeing of all repairs/installations/maintenance done by external suppliers are done to acceptable standards.
- Performance of electrical work, plumbing, air condition repairs and carpentry.
- Ensure minimum disruption to the business and where necessary schedule works around business demands.
- Assist external maintenance service provider, and initial sign off of worksheet/job card maintenance work completed.
- Oversee cleaning of gutters and building.
- 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 mofm@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.