

The South African Nursing Council (SANC) is the body entrusted to set and maintain standards of nursing education 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 (RE-ADVERTISEMENT, CANDIDATES THAT PREVIOUSLY APPLIED MUST REAPPLY).

<u>DEPARTMENT</u>	: SECRETARIAT DEPARTMENT
<u>POSITION</u>	: LANGUAGE EDITOR
<u>REFERENCE NUMBER</u>	: LE/002/10/2020
<u>REMUNERATION</u>	: R617 833.25 TO R753 136.11
<u>TERMS OF APPOINTMENT</u>	: PERMANENT
<u>CLOSING DATE</u>	: 30 OCTOBER 2020

MINIMUM REQUIREMENTS:

- Grade 12.
- Bachelor's Degree in Journalism/Communication/English/Language Practice, or equivalent
- At least 5 years proven in-depth experience in Language Editing/Practice
- Postgraduate qualification which includes Language Editing/Practice will be an added advantage
- Accreditation with the Southern African Translators Institute or equivalent body will be an added advantage.

REQUIRED COMPETENCIES/SKILLS:

- Logical thinking ability
- Good analytical skills
- Attention to detail
- Creativity
- Articulate and good verbal communication skills
- Excellent reading comprehension
- Excellent writing skills
- Written language accuracy
- Ability to listen and comprehend issues
- Quality Assurance principles



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website: www.sanc.co.za

- Computer literacy (working knowledge of MS Word, Excel, Outlook, Power Point, Access etc.)
- Problem solving and conflict resolution skills
- Strong inter-personal skills
- Strong administration skills
- Time management
- Ability to work within set deadlines
- Ability to perform under pressure
- Ability to work effectively in a team
- Understanding of Public Sector protocol and Government structures and hierarchies will be advantageous
- Expertise in English writing and editing

KEY PERFORMANCE AREAS:

- Editing of all SANC documents and reports (internal as well as external) for public consumption.
- Reproduction and distribution of all documentation intended for Council and Council Committee meetings, as well as internal SANC functions.
- Ensure accuracy of all SANC documentation in terms of language, content, layout, etc.
- Coordinate all processes prior to document editing, and document version control.
- Manage the work flow processes within the area of responsibility.
- 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). Applications may be e-mailed to le@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.