



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 (RE-ADVERTISEMENT, CANDIDATES THAT PREVIOUSLY APPLIED MUST REAPPLY).

<u>DEPARTMENT</u>	: LEGAL AFFAIRS
<u>POSITION</u>	: MANAGER: LEGAL AFFAIRS
<u>REFERENCE NUMBER</u>	: MLA/002/10/2020
<u>REMUNERATION</u>	: R745 030.29 TO R908 187.75
<u>TERMS OF APPOINTMENT</u>	: PERMANENT
<u>CLOSING DATE</u>	: 30 OCTOBER 2020

MINIMUM REQUIREMENTS

- LLB Degree/ B.Proc Degree/ B.Juris Degree or an equivalent qualification.
- Admission as an Attorney / Advocate
- 5 years post admission experience
- 3 years' experience as a Team Leader/Supervisory in the legal environment
- Valid driver's licence
- Working experience within a regulatory environment will be regarded as an added advantage.

OTHER REQUIREMENTS:

- Extensive travelling (limited) will be required.

REQUIRED KNOWLEDGE:

- Drafting of legal documents and negotiation
- Relevant legislation
- Dispute resolution, litigation, interpreting and investigation skills
- Service Level agreements
- Computer literacy



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website: www.sanc.co.za

KEY PERFORMANCE OUTPUTS:

- Oversee the proceedings of the Professional Conduct Committee (PCC) Hearings
- Provide legal opinions/ advise in terms of relevant legislation.
- Draft and review Service Level Agreements (SLA) of Service Providers.
- Negotiate, draft and vet legal documents for all Departments within the SANC.
- Coordinate legal contracts, international agreements and memorandum of understanding.
- Develop, implement and monitor Policies.
- Draft nursing regulations in consultation with the relevant Department within the SANC.
- Conduct internal and external investigations and/or to prosecute where required
- Assist the Human Resources Department on labour related issues including representation internal and external.
- Manage and attend to litigation matters and ensure legal compliance by the SANC
- Develop and maintain effective customer relations.
- Ensure legal compliance to legislation.
- Institute and defend litigation matters on behalf of and against the SANC.
- 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 mla@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.