

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

<u>DEPARTMENT</u>	HUMAN RESOURCES
<u>POSITION</u>	MANAGER ORGANISATIONAL DEVELOPMENT AND WORKFORCE PLANNING
<u>REFERENCE NUMBER</u>	MODWP/001/10/2020
<u>ANNUAL COST TO COMPANY REMUNERATION</u>	R745 030.29 TO R908 187.75
<u>TERMS OF APPOINTMENT</u>	PERMANENT
<u>CLOSING DATE</u>	30 OCTOBER 2020

MINIMUM REQUIREMENTS:

- Grade 12
- Degree in Human Resources/ Human Resources Development, Industrial Psychology, Management Service, Production Management, Operations Management or equivalent qualification
- Eight (8) years' experience in a Human Resource Generalist position/ Organisational Development, four (4) years of which should be in Organisational Development
- Three (3) years' experience as a team leader/ supervisor
- A post graduate qualification/ Honours in Organisational Development will be regarded as an added advantage.
- Registration with the relevant professional body will be regarded as an added advantage.
- Working experience within a regulatory environment will be regarded as an added advantage.


OTHER REQUIREMENTS:

- Travelling (limited) will be required.

KNOWLEDGE REQUIRED:

- Basic Conditions of Employment Act.
- Labour Relations Act
- Development of organisational structure.
- Job profile design and Job evaluation.
- Organisational behaviour.

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- Organisational Design.
- Business process re-engineering/ improvement, policy and standard operating procedures development.
- Organizing and planning.
- Facilitation.
- Project Management.
- Research.
- Organisational development systems e.g. Org. Plus, Visio etc.
- Computer literacy (Ms Package).

REQUIRED COMPETENCIES:

- 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:

- Develop and conduct change management processes intervention and organizational survey.
- Facilitate and coordinate the development of business processes improvement.
- Conduct work study investigations.
- Conduct work study time and methods studies.
- Develop and maintain job profile.
- Conduct organizational development investigations.
- Manage and conduct job evaluation processes.
- Develop, implement and monitor work force plan.
- Conduct organisational design (fit for purpose organisational structure aligned to the mandate and operating model of the SANC, functional decomposition and post provisioning).
- Develop, implement and monitor remuneration strategy, policies, pay-scale design and remuneration benchmark.
- Develop and implement interventions to ensure team effectiveness.
- Develop, implement and monitor Human Resources Policies.
- Perform ad hoc tasks as delegated by the line manager/ supervisor including asset management responsibilities on an interim basis.
- 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 modwp@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.