

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.

<b><u>POSITION</u></b>	<b>: PART TIME PANELLISTS (LABOUR RELATIONS) (X2)</b>
<b><u>REFERENCE NUMBER</u></b>	<b>: <u>PTPLA/001/02/2020</u></b>
<b><u>REMUNERATION</u></b>	<b>: DAILY/HOURLY RATE</b>
<b><u>TERMS OF APPOINTMENT</u></b>	<b>: 5 YEARS PERFORMANCE BASED CONTRACT</b>
<b><u>CLOSING DATE</u></b>	<b>: 20 MARCH 2020 AT 16H30</b>

**MINIMUM REQUIREMENTS:**

- Grade 12.
- National Diploma or Degree in Labour Relations or Labour Law, Employment Practice, Human Resources or Industrial and Organisational Psychology or an equivalent qualification.
- A minimum of 10 years' experience in the field of Labour Relations/Law conducting conciliation (including settlement agreements), arbitration and mediation processes.
- Extensive Knowledge and Experience in chairing internal disciplinary matters, initiation, investigation representation at CCMA, Labour Court, Labour advisory, Training and Collective Bargaining.
- Legal drafting skills

**OTHER REQUIREMENTS:**

- Travelling (limited) will be required.



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602 Pretorius Street, Arcadia, Pretoria 0083  
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Republic of South Africa



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website: [www.sanc.co.za](http://www.sanc.co.za)

### **COMPETENCIES REQUIRED:**

- Excellent knowledge of Labour Law
- Excellent knowledge of dispute resolution processes and principles as set out in the Labour Relations Act 66 of 1995 (LRA) (or other applicable statutes)
- Excellent Knowledge of the Labour Market
- Excellent legal drafting skills
- The ability to analyse evidence and argument; engage parties in problem solving and reality testing towards dispute resolution.
- The ability to make decisions that are legally sound and uphold the Constitution and the purpose of the LRA
- The ability to exercise resilience and skills in dealing with conflict resolution
- Excellent listening and communication skills, Understanding and applying facilitation and negotiation skills
- Displaying a high degree of diversity awareness and sensitivity
- The ability to conduct self in a diplomatic and professional manner
- The ability to demonstrate positive interpersonal relations
- The capacity to display a high-level of ethical behaviour
- Good communication and interpersonal skills
- Analytical and problem solving skills
- Decision making
- Conflict Management

### **KEY PERFORMANCE AREAS:**

- Provide written Legal Opinion (including telephonic advise) on Labour related matters on an ad hoc basis
- Review of SANC Labour related HR Policies, Procedures and Practices
- Facilitate internal workshops to SANC employees on Labour Relations/ Law, dispute prevention/ resolution skills and case Law updates
- Provide expert advice to the SANC in conducting misconduct and incapacity proceedings,
- Drafting contracts of employment: fixed term, permanent or part-time;
- Formulating other necessary documents or agreements (i.e. Acknowledgement of Debts, Work-back-Agreements, Service Level Agreements, etc.);
- Dealing with misconduct, incapacity and retrenchments;
- Dealing with strikes or industrial action;
- Providing expert advice and guidelines on counselling an employee for poor performance and incapacity proceedings;
- Serve as a Chairperson of internal disciplinary matters including collective bargaining matters;
- Represent the SANC at Conciliation, Arbitration, Labour Court, Labour Appeal Court levels on an adhoc basis;
- Assist with compliance matters (Inspections, Equity Compliance Inspections, etc.);
- Assist and advise in initiating and concluding dispute resolution processes in line with Labour relations
- Draft complex settlement agreements; and
- Perform ad hoc tasks and assignments requested from time to time.

**NB:** Applications must be completed in full on the prescribed form, obtainable from the SANC website ([www.sanc.co.za](http://www.sanc.co.za)). Alternatively, the application forms are also available at the South African Nursing Council, Cecilia Makiwane building, 602 Pretorius Street, Arcadia, 0083.

Applications may be e-mailed to [panelexp@sanc.co.za](mailto:panelexp@sanc.co.za) alternatively applications can be mailed to: The Human Resource Department, Private Bag X132, Pretoria, 0001; or hand-delivered at 602 Pretorius Street, Arcadia, Pretoria.

**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 your 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.

**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.