

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>DEPARTMENT</u>	: PROFESSIONAL PRACTICE
<u>POSITION</u>	: OFFICE ASSISTANT: PROFESSIONAL PRACTICE
<u>REFERENCE NUMBER</u>	: OAPP/002/09/2020
<u>ANNUAL COST TO COMPANY REMUNERATION</u>	: R287 588.46 TO R350 568.73
<u>TERMS OF APPOINTMENT</u>	: PERMANENT
<u>CLOSING DATE</u>	: 09 OCTOBER 2020 AT 16H30

MINIMUM REQUIREMENTS


- Grade 12.
- 3 years Diploma/ National Diploma (NQF 5/6) in Office Administration/ Office Management / Management Practice/ Management Assistant or an equivalent qualification.
- 2 years working experience in Office Administration/Secretarial environment within a corporate organisation / organ of state or a public entity or statutory council.
- A valid driver's license will be an 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



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website: www.sanc.co.za

OTHER REQUIREMENTS:

- Typing speed not less than 50wpm
- Ability to keep confidential information
- Good attention to detail
- Highly initiative
- General computer literacy
- Ability to act with tact and discretion.
- Good grooming, presentation and professionalism.

PERFORMANCE OUTPUTS

- Provide secretarial, administration support and personal assistant service to the Senior Manager.
- Receiving and screening telephone calls and refers the calls to the correct personnel.
- Draft routine correspondences and reports.
- Operate office equipment and handle procurement of standard items (e.g. stationary and refreshments).
- Make travel and logistical (travel, accommodation, etc.) arrangements for meetings and events.
- Assist Senior Manager to prepare for meetings, take minutes during meetings and follow up on resolutions of meetings.
- Develop and maintain an accessible and user-friendly filing system.
- Liaise with relevant stakeholders with regards to all matters pertaining to administrative functions.
- Set up schedules for meetings, events and co-ordinate Senior Manager's diary.
- Provide general administration support to the manager and operation staff.
- 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 aopp@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