

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 vacancies, candidates that meet the requirements as provided are invited to apply.

<u>DEPARTMENT</u>	: EDUCATION AND TRAINING
<u>POSITION</u>	: PROFESSIONAL OFFICER
<u>REFERENCE NUMBER</u>	: REFERENCE NUMBER POED/001/10/2020
<u>ANNUAL COST TO COMPANY 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 Degree in Nursing.
- Additional qualification in Nursing Education.
- Minimum three (3) years' experience practising as a Professional Nurse.
- Minimum five (5) years' experience as a Nurse Educator in a Nursing College or university of Technology or University.
- Valid Annual Practicing Certificate.
- Valid driver's license.

OTHER REQUIREMENTS:

Willingness to travel extensively and beyond working hours within the Basic Conditions of Employment Act provisions.



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Private Bag X132, Pretoria 0001,
Republic of South Africa



Tel: 012 420 1000
Fax: 012 343 5400
SANC Fraud Hotline: 0800 20 12 16



website: www.sanc.co.za

REQUIRED COMPETENCIES AND SKILLS:

- Understanding, interpreting and applying Nursing, Health and other Legislation relevant to Nursing Education and Training
- Computer literacy (working knowledge of MS Word, Excel, Outlook, Power Point etc.)
- Verbal and written communication skills
- Good analytical skills
- Ability to work within set deadlines
- Attention to details
- Good interpersonal skills
- Ability to work effectively in a team

KEY PERFORMANCE AREAS:

- Analysis and evaluate applications from Nursing Education Institutions
- Analysis completed training records of students from Nursing Education Institutions
- Checking of certificates
- Managing assessment/examination processes
- Identifying and reporting inherent risks within Education and Training Department
- Liaison with internal and external stakeholders with matters related to Education and Training
- Supporting Council Committees
- Conducting site visits to Nursing Education Institutions and Health Establishments
- Developing Standard Operating Procedures
- Writing reports
- 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 poed@sanc.co.za.

Incomplete applications or those that 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-dated, 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 on CV, as well as in respect of criminal record, citizenship, finance records, qualifications, drivers licence 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 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 after the closing date of this advertisement, accept that your application was not successful. The SANC is committed to employment equity and therefore people with disabilities people living with disabilities are encouraged to apply. Enquiries may be directed to Mr Mbongiseni Ntuli, at Tel no. (012) 426 9553. The South African Nursing Council reserves the right not to make any appointment.