

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>section</u>	: RECORDS AND REGISTRY
<u>POSITION</u>	: SENIOR RECORDS OFFICER
<u>REFERENCE NUMBER</u>	: SRO/001/09/2020
<u>REMUNERATION</u>	: R354 038.45 TO R431 570.89
<u>TERMS OF APPOINTMENT</u>	: PERMANENT
<u>CLOSING DATE</u>	: 09 OCTOBER 2020

MINIMUM REQUIREMENTS:


- Grade 12.
- A 3 year's National Diploma in Records Management/ Archives/Public Administration/ Information Management or an equivalent qualification.
- Minimum of 3 years working experience within Records Management environment in a corporate organisation, public sector or state owned entities/organs of state.
- Staff supervising experience will be regarded as an added advantage.
- Valid driver's licence.

REQUIRED KNOWLEDGE:

- Knowledge of electronic records management and archiving practices.
- Knowledge of records management functions.
- Knowledge of applicable records and archiving legislation.
- Computer literacy (Working knowledge of Ms Word, Excel, Outlook, Powerpoint, Access etc.).



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COMPETENCIES/ SKILLS:

- Job knowledge
- Technical skills
- Acceptance of responsibility
- Quality of work
- Reliability
- Initiative
- Interpersonal relationship
- Flexibility
- Team work
- Planning and execution
- Manage resources
- Communication
- Customer orientation

KEY PERFORMANCE AREAS:

- Assist the Manager in implementing the Records Management Strategy and Annual Operational Plan.
- Implement SANC file plan and records control schedule.
- Execute the records disposal programme.
- Compile inventory of documents and files.
- Plan and schedule records management activities.
- Compile periodic sectional reports.
- Handle internal and external enquiries (telephonically, e-mails, faxes, face-to-face, etc.)
- Supervise Administration Clerks activities.
- Support Manager: Records with the administration duties within the Records section
- 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 snrrecord®@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.