



**South African Nursing Council**  
Regulating nursing, advocating for the public

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

<b><u>DEPARTMENT</u></b>	<b>: SUPPLY CHAIN MANAGEMENT</b>
<b><u>POSITION</u></b>	<b>: SUPPLY CHAIN MANAGEMENT OFFICER: ASSETS AND INVENTORY MANAGEMENT</b>
<b><u>REFERENCE NUMBER</u></b>	<b>: SCMO/001/09/2020</b>
<b><u>REMUNERATION</u></b>	<b>: R354 038.45 TO R431 570.89</b>
<b><u>TERMS OF APPOINTMENT</u></b>	<b>: PERMANENT</b>
<b><u>CLOSING DATE</u></b>	<b>: 09 OCTOBER 2020 AT 16H30</b>


#### **MINIMUM REQUIREMENTS:**

- Grade 12.
- A recognised 3 years National Diploma/ Degree in Finance, Supply Chain Management or an equivalent qualification.
- Minimum of 3 years working experience actively performing stores, assets or inventory control activities within a corporate organisation / organ of state or a public entity or statutory council.
- Staff supervising experience will be regarded as an added advantage.
- Valid Driver's Licence.

#### **KNOWLEDGE REQUIRED:**

- Sound knowledge of the inventory management principles and practices.
- In-depth knowledge of asset management.
- Understanding of Supply Chain Management standard operating procedures and policies.
- Computer literacy (working knowledge of Ms Office, Ms Word, Ms Excel, Ms Outlook).
- Supervisory skills.
- Customer-service orientated skills.

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### **COMPETENCIES/ SKILLS:**

- Job knowledge
- Technical skills
- Acceptance of responsibility
- Quality of work
- Reliability
- Initiative
- Communication
- Interpersonal relationships
- Flexibility
- Team work
- Planning and execution
- Delegation and empowerment
- Management of financial resources and
- Management of human resources

### **KEY PERFORMANCE OUTPUTS:**

- Supervise receipt and issuing of goods.
- Maintain inventory level according to set standard operating procedure and policies.
- Maintain accurate record of receipts as well as the issuance of items.
- Maintain timeous and accurate stock records in the system.
- Ensure that the purchase orders are comparable to the delivery note.
- Ensure that all stock items are stored and labelled in the correct location and that the stores area is kept neat, clean and orderly at all times.
- Organise, supervise and participate in the monthly stock take.
- Prepare periodic reports.
- Assist with management of damaged, obsolete and redundant stock as well as disposal thereof.
- Ensure adherence to inventory management policies, systems and procedures
- Ensure that inventory is safeguarded at all times.
- Address all inventory related queries.
- 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](http://www.sanc.co.za)). Applications may be e-mailed to [inventory@sanc.co.za](mailto:inventory@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.