



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 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 (RE-ADVERTISEMENT, CANDIDATES THAT PREVIOUSLY APPLIED MUST REAPPLY).

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| <u>DEPARTMENT</u> | : LEARNER AFFAIRS |
| <u>POSITION</u> | : SENIOR MANAGER – LEARNER AFFAIRS |
| <u>REFERENCE NUMBER</u> | : SMLA/002/10/2020 |
| <u>ANNUAL COST TO COMPANY REMUNERATION</u> | : NEGOTIABLE |
| <u>TERMS OF APPOINTMENT</u> | : PERMANENT |
| <u>CLOSING DATE</u> | : 30 OCTOBER 2020 |

MINIMUM REQUIREMENTS:

- Grade 12.
- Masters' Degree in nursing.
- Diploma in Midwifery.
- Additional Qualification in nursing education and nursing management.
- Valid Annual Practice Certificate.
- Valid Driver's License.
- 10 years' nursing practice experience inclusive of working experience as a Nurse Educator in a Nursing College or University.
- Minimum of 5 years' experience at management level in the nursing field.
- Qualification in a Clinical specialisation will be regarded as an added advantage.
- Leadership Management Programme will be regarded as an added advantage.
- Working experience within a regulatory environment will be regarded as an added advantage.

OTHER REQUIREMENTS:

- Extensive Travelling will be required.



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



website: www.sanc.co.za

KNOWLEDGE REQUIRED:

- Understanding of the nursing education and training systems in South Africa.
- Policies and Procedures relevant to nursing education and training.
- Corporate Governance
- Expert Knowledge & Application of the Nursing act
- Legislation governing nursing
- Relevant education related legislation

REQUIRED COMPETENCIES/SKILLS:

- Strategic capability and leadership.
- People management and empowerment.
- Programme and project management.
- Financial management.
- Change management.
- Knowledge management.
- Service delivery innovation;
- Problem solving and analysis.
- Client orientation and customer focus.
- Communication.
- Honesty and integrity.

KEY PERFORMANCE AREAS:

- Develop and implement the Learner Affairs Strategy and Departmental Plan.
- Ensure effectiveness and efficiency of operations within Learner Affairs Department (Learner Registration Section, Assessment Section, and Nurse Registration Section) within the Learners Affairs Department.
- Contribute to the development of the annual operational plan/ annual strategic reviews.
- Develop and implement policies, SOPs, business processes, internal controls and guidelines relevant to the Learner Affairs Department.
- Compile Council and committee reports for approval by the Office of the Deputy Registrar.
- Manage the risk for the areas of responsibility within the SANC.
- Provide strategic guidance to relevant Council standing committees.
- 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 smla@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.