



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

<u>DEPARTMENT</u>	: INFORMATION AND COMMUNICATION TECHNOLOGY
<u>POSITION</u>	: SENIOR PROJECTS OFFICER
<u>REFERENCE NUMBER</u>	: SPO/001/10/2020
<u>REMUNERATION</u>	: R426 970.77 TO R520 474.98
<u>TERMS OF APPOINTMENT</u>	: TWENTY FOUR (24) MONTHS EMPLOYMENT CONTRACT
<u>CLOSING DATE</u>	: 30 OCTOBER 2020


MINIMUM REQUIREMENTS:

- Grade 12.
- Diploma, National Diploma or Degree in Project Management/ Information and Communication Technology (ICT)/ Information Systems/ Informatics or an equivalent qualification.
- 5 years working experience in the ICT Project Management/ Administration environment.
- Project Management qualification will be regarded as an added advantage.
- Valid driver's licence.

REQUIRED KNOWLEDGE:

- PMBOK/project management framework
- Systems development lifecycle (V-model, Agile and Waterfall methodologies)
- Expert knowledge of Microsoft applications such as Project, Word, Excel, PowerPoint and Outlook
- Exceptional organisational and administration skills

 Cecilia Makiwane Building,
602 Pretorius Street, Arcadia, Pretoria 0083
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

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:

- Provide general administration to IT projects.
- Assist with or be responsible for preparation of project management documents, reports, memos and presentations.
- Participate in the reviews of project artefacts.
- Coordinate project activities across functional teams assisting Project Manager to ensure delivery within project constraints.
- Ensure compliance to audit requirements
- Primary liaison person in terms of scheduling meetings, taking and distributing of minutes, following up of tasks and issues as determined by direct management.
- Custodian of Project Management Office documentation, managed through a defined filing system that complies with records management policy
- Provide administrative support to the projects and project management office, pertaining but not limited to scheduling of project meetings, producing of minutes, schedules, maintaining of projects logs and registers
- Monitor project progress and report on potential issues and risks
- Manage resources (Human, Financial, Physical and Information).
- Perform ad hoc tasks as delegated by the line manager/ supervisor.

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 spo@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.