



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.

| | |
|------------------------------------|---|
| <u>DEPARTMENT</u> | : HUMAN RESOURCES |
| <u>POSITION</u> | : ASSISTANT MANAGER: EMPLOYMENT PRACTICE AND HR ADMINISTRATION |
| <u>REFERENCE NUMBER</u> | : AMEPHRA/001/11/2021 |
| <u>REMUNERATION</u> | : R 684 312,10 TO R 834 172,64 |
| <u>TERMS OF APPOINTMENT</u> | : PERMANENT |
| <u>CLOSING DATE</u> | : 24 NOVEMBER 2021 |

MINIMUM REQUIREMENTS:

- Grade 12
- National Diploma/Advanced Diploma/Degree in Human Resources, Industrial Psychology, Public Management/ Public Administration or equivalent qualification
- Minimum of 5 years' experience in Recruitment and Selection, Conditions of Service, Employee Benefits and Human Resources Administration within in a corporate organisation, public sector or state owned entities or organs of the state.
- 2 years working experience as a team leader or supervisory within in a corporate organisation, public sector or state owned entities or organs of the state

ADDED ADVANTAGE REQUIRMENTS

- Valid driver licence

OTHER REQUIREMENTS:

- Travelling (limited) will be required



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

KNOWLEDGE REQUIRED:

- Relevant legislations, prescripts, regulations and frameworks
- Knowledge of relevant policies and procedure
- Recruitment Metrix and reporting
- Knowledge of employment equity
- Development of HR policies and procedures
- Development of Annual recruitment plan or resource plan
- Leave Management, reconciliation and Annual Leave Reconciliation Report for leave provisions (financial impact or value) for inclusion in the financial statement
- Temporary and permanent incapacity processes
- Recruitment and selection methodologies
- Payroll administration, HR information and data management
- Exit management and employee on boarding
- Condition of Service and employee Benefits
- Personnel records and filing
- Internal transfers, acting and secondments

REQUIRED 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:

- Contribute to the development and implementation of Annual Performance Plan, Annual Operational Plan and Departmental strategy
 - Develop and implement sectional plans
 - Manage HR information Management (HR oversight and statistics, capture approved organizational structure, created and freeze positions)
 - Develop and reviews policies, standard operating procedures, frameworks, internal controls and systems within the Employment Practice and Human Resources Administration function
 - Manage Human Resources Payroll function
 - Manage service providers within the Employment Practice and Human Resources Administration function
 - Manage the implementation of Condition of Services/Benefits and compensation and implementation of relevant Council (Board) and Committee resolutions
 - Manage the implementation of employment practice activities such as recruitment, selection and appointments, background verifications, competency/technical assessment, employee on boarding (employee arrival) and related functions
 - Develop recruitment and selection databases including recruitment matrix and reports
 - Manage confidentiality and disclosure declaration process
 - Manage employee leave in collaboration with line management and supervisors including monthly and annual leave audit/reconciliation for leave provision inclusion in the financial statement
 - Manage and ensure manual and electronic filing of personnel records, HR records and proper management of responses to advertised positions
 - Manage acting, internal transfers, secondment and additional responsibilities appointments etc
 - Facilitated and coordinate exit processes including completion of exit management forms, submission for approval by the Registrar and CEO to release an employee and termination on SANLAM pension fund
 - Ensure compliance and provide advise relating to SANC Human Resources Policies and related legislation
 - Prepare reports to Human Resources and Remuneration Committee (HRRC) of Council in the area of work
 - Coordinate quarterly Joint Pension Forum (JPF) with SANLAM including facilitating the meetings, minutes, resolutions, the voting and appointments of employee and employer representative in terms of pension rules
 - Manage HR Administration (i.e. process Performance Management and Development System rewards (PMDS), PMDS letters, Cost of Living Adjustment (COLA) letters, Long Service Recognition, Qualification Financial rewards and Cellphone Allowance process)
 - Manage pension related matters including submission of pension monthly reports to SANLAM
 - Manage risk for the areas of responsibility within the SANC
 - Attend to internal and external audit queries in the area of work
 - Perform ad hoc tasks as delegated by the line manager/ supervisor; and
 - 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 must be e-mailed** amephra@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, drivers licence all relevant educational qualifications and detailed (and up to date) curriculum vitae (CV) information on key performance areas and two contactable references (including the current employer).

Furthermore, where applicable, all application must be accompanied by proof of professional registration and 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, where applicable). 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 Ms. Veronica Mthethwa at tel. no. (012) 426 9578.