



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 vacancies, candidates that meet the requirements as provided are invited to apply.

DEPARTMENT

INFORMATION AND COMMUNICATION TECHNOLOGY

POSITION

ENTERPRISE RESOURCE PLANNING (ERP) APPLICATION SUPPORT

(This is a re-advertisement, candidates who previously applied are encouraged to re-apply)

REFERENCE NUMBER

ERPAS/001/01/2022

**ANNUAL COST TO COMPANY
REMUNERATION**

R684 312.10 - R834 172.64

TERMS OF APPOINTMENT

PERMANENT

CLOSING DATE

11 FEBRUARY 2022

MINIMUM REQUIREMENTS

- Grade 12
- National Diploma/Advanced Diploma in Computer Science/Information Systems/ Information technology/Informatics/Finance/Internal Audit/Human Resources/Business Analysis or equivalent qualifications
- Minimum of 5 years' experience of managing the total responsibility ambit of a SAGE ERP solution as Solution Administrator
- Valid driver's licence

KNOWLEDGE REQUIRED:

- SAGE 300 ERP (preferably Premier Edition)
- MS Office suite of application preferably including MS Project and/or MS Visio
- Management of vendor support contract

REQUIRED COMPETENCIES

- Job knowledge
- Technical skills
- Acceptance of responsibility
- Quality of work
- Reliability
- Initiative



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website: www.sanc.co.za

- Interpersonal relationship
- Flexibility
- Team-work
- Planning and execution
- Presentation and communication
- Customer orientation
- Report writing
- Time management

KEY PERFORMANCE AREAS:

- Ensures the reliability (availability, uptime and functional compliance) of the solution
- Trouble shoots and resolves any ERP related hardware, software, user access or any other related problems using other knowledgeable experts where required
- Participated in related projects to gather user requirements, assist with the design, configuration testing and implementation of changes
- Assist with ERP knowledge transfer and training to end users as required
- Monitors ERP performance and usage to maintain security and reliability
- Coordinate ERP new software releases, fixes and upgrades with technical teams, vendors and end users.
- Recommends new features or changes to configuration / workflows and/or other functionality based upon user feedback
- Build relationship with product OEM and be kept informed of new developments and solution advancements
- Ensure that the ERP set-up and user set-up complies with all relevant technical, security and risk policies of the organisation
- Ensure that data and image back-up requirements are complied with
- Ensure that regular disaster recovery testing is performed in accordance with the related policies/requirements
- Manage and ensure that all user support requirements are concluded satisfactorily and timeously
- Perform data analysis specific to information that impacts on the ERP solution
- To manage, control/drive or participate in related ad hoc projects that arise from time to time.
- Ensure systems documentation is generated and kept up to date
- Implement approved changes as per change control processes
- Maintain and support ERP
- Conduct user audit trails on the ERP system
- Investigate and resolve complex systems issues across the application
- Perform ad hoc tasks as delegated by the line manager/ supervisor including asset management responsibilities on an interim basis

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 erpas2@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 (front only), drivers' licence (front only) 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 licence, professional registration, where applicable). Preference will be given to South African citizens.

The successful candidate will be appointed on a three (3) months' probation basis and will be employed for the duration of the employment contract 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 six (6) weeks 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. The South African Nursing Council reserves the right not to make any appointment.