

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** : HUMAN RESOURCES DEPARTMENT

**POSITION** : MANAGER: EMPLOYEE RELATIONS AND COMPLIANCE  
**(REFERENCE NUMBER)** : MERC/001/01/2022

**REMUNERATION** : R825 195.54 – R1 005 908.76

**NATURE OF APPOINTMENT** : PERMANENT

**CLOSING DATE** : 11 FEBRUARY 2022

#### MINIMUM REQUIREMENTS

- Grade 12
- A Degree in Law, Labour Relations or Labour Law, Employment Practice, Human Resources or Industrial and Organisational Psychology or equivalent qualification.
- Minimum of 8 years-experience in Employee Relations/Labour Relations or Labour law in a Corporate Organisation or Public sector or State-Owned Entities or organ of state and working experience in a highly unionised environment
- Minimum of 3 years' experience as a Team Leader or Supervisor in employee relations or labour relations in high unionised environment experience in Corporate Organisation or Public sector or State-Owned Entities or organ of state
- Representation at CCMA or any Bargaining Council, and experience in initiation and chairing internal disciplinary matters
- Valid Driver's licence

#### ADDED ADVANTAGE REQUIREMENTS

- A post graduate qualification in Law, Labour Relations or Labour Law, Employment Practice, Human Resources or Industrial and Organisational Psychology or equivalent qualification.
- Employee Health and Wellness Program (EHWP), Occupational Health and Safety (OHS), Employment Equity and Gender and Disability Mainstreaming experience in a Corporate Organisation or Public sector or State-Owned Entities or organ of state

#### OTHER REQUIREMENTS

- Travelling will be required (limited)



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website: [www.sanc.co.za](http://www.sanc.co.za)

**KNOWLEDGE REQUIRED:**

- Employee Relations strategy
- Experience in Employment Equity
- Knowledge of Employee Health and Wellness, Occupational Health and Safety (OHS) and HR compliances
- Knowledge of Labour Legislation
- Labour relations Legal Framework and codes of good practice, including Collective bargaining,
- Grievance Procedure
- Transformation, Gender and disability Mainstreaming
- Poor Performance procedure
- Disciplinary and dispute resolution processes
- Policy Development
- Investigation skills
- Problem solving and analysis
- Conflict Management
- Presentation skills
- Negotiation skills
- Communication (Verbal and written)
- Advance MS Packages (Word, Excel, PowerPoint, Outlook)
- Knowledge of Employee Relations, Employee Wellness, OHS, Transformation, Gender and Disability Mainstreaming process, procedures, best practice
- MS Packages (Ms Word, Excel, PowerPoint and outlook)

**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:**

- Contribute to the development and implementation of Annual Performance Plan, Annual Operational Plan and Departmental strategy (Human Resources Strategy).
- Develop and implement sectional plan
- Develop, review and implement Employee Relations Strategy as a sub strategy within HR Strategy
- Manage and coordinate employee relations (misconduct, disputes, grievances, collective bargaining, employee engagement etc)
- Establish and coordinate relevant committees (i.e. Employee Health and Wellness committee, Occupational Health and Safety Committee, Employment Equity Committee etc.
- Establish and convene Bargaining forum and provide secretariat and advise to the Labour forum.

- Manage and implement Transformation, Gender, disability and employment Equity activities
- Develop and implement Reasonable Accommodation for employees with special needs (Disability Mainstreaming)
- Manage the implementation of Employee Health and Wellness Program
- Develop/ review and implement Employment Equity Plan and Targets and submit the EE Reports to the Department of Employment and Labour.
- Provide workshop to Line Management and staff within an area of performance.
- Manage and implement occupational Health and Safety (OHS) programs.
- Manage risks within an area of performance.
- Develop, review and implement policies, procedures, guidelines, frameworks and internal controls within an area of performance.
- Manage and implement HR compliance and governance in the organisation
- Provide reports to the Senior Manager: Human Resources, Management, Human Resources and Remuneration committee (HRRC) and SANC Command Committee (OHS and COVID 19 matters) of the Council within an area of specialisation.
- Carry out ad-hoc projects that may arise from time to time.
- Facilitate and coordinate COVID 19 regulations, compliance and related matters
- Manage resources (i.e. Human Resources, Physical, Financial and Information).
- Perform ad hoc tasks as delegated by Line Manager or Supervisor.

**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: [merc@sanc.co.za](mailto:merc@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), driver 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 two 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 and professional registration, where applicable). Preference will be given to South African citizens. 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. The South African Nursing Council reserves the right not to make any appointment