



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.

<u>DEPARTMENT</u>	: LEGAL AFFAIRS
<u>POSITION</u>	: PROFESSIONAL OFFICER: LEGAL AFFAIRS (re-advertisement candidates who previously applied for the position may re-apply)
<u>REFERENCE NUMBER</u>	: POLA/001/04/2022
<u>ANNUAL COST TO COMPANY REMUNERATION</u>	: R684 312.10 – R834 172.64
<u>TERMS OF APPOINTMENT</u>	: PERMANENT
<u>CLOSING DATE</u>	: 22 APRIL 2022

MINIMUM REQUIREMENTS

- Diploma / bachelor's degree in nursing
- Additional qualification in post basic advanced midwifery qualification
- Minimum five (5) years' clinical experience as Midwife
- Valid Annual Practicing Certificate
- Valid driver's license

ADDED ADVANTAGE REQUIREMENTS

- Any paralegal qualification or equivalent.

OTHER REQUIREMENTS

Willingness to travel extensively and beyond working hours within the Basic Conditions of Employment Act provisions.



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Tel: 012 420 1000
Fax: 012 343 5400
SANC Fraud Hotline: 0800 20 12 16



website: www.sanc.co.za

REQUIRED KNOWLEDGE

- Understanding, interpreting and applying Nursing, Health and other Legislation relevant to Nursing
- Knowledge of the Nursing Act
- SANC Regulations
- Other relevant legislation outside of nursing e.g. National Health Act, Medicines and Related Substances Control Act, etc.
- Computer literacy (Ms Office)

REQUIRED COMPETENCIES/ SKILLS:

- Job knowledge
- Technical skills
- Acceptance of responsibility
- Quality of work
- Reliability
- Initiative
- Communication
- Interpersonal relationships
- Flexibility
- Team work
- Planning and execution

KEY PERFORMANCE AREAS

- Contribute to the development and implementation of Annual Performance Plan, Annual Operational Plan and Departmental strategy
- Develop and reviews policies, standard operating procedures, frameworks, internal controls and systems within the area of specialisation
- Manage risk within the areas of responsibility within the SANC
- Assess all incoming case files for completeness, timely referral of incomplete items back to relevant department/section and follow up on resubmissions.
- Formulate charge sheet in terms of prescribed format.
- Determine links between charges and Defendants as well as linking of relevant evidence
- Prepare evidence bundle in prescribed format
- Prepare background facts for the Pro Forma Complainant.
- Ensure and follow up the issuing of summonses and subpoenas within expected timelines by the relevant Administrative Clerk.
- Develop hearing agenda and distribution to relevant parties within expected timeframes
- Consultation with witnesses: Confirm facts and statements of witnesses, prepare witnesses for hearing processes and what can be expected from processes
- Alert/Accurate interpretation of Defense's case during hearings

- Apply sound clinical knowledge during analysis of Defense's case facts
- Advise Pro Forma Complainant on pertinent clinical facts related to the case
- Be clear and realistic to internal and external stakeholders on case information / progression in line with SANC policy and Standard Operating Procedures
- Answer and respond to all case queries, refer as appropriate
- Professional Practice advice to external clients
- Conduct professional conduct training/information sessions to stakeholders of SANC as and when advised by Management
- Professional conduct and appropriate behavior in all client interactions
- Support hearings' administrative functions as and when required
- Submit all standard reports accurately within the required timeframes and standards.
- Compile reports and statistics in the area of work
- Maintain and update a host of administrative items that include aspects such as, case documentation, inspection documentation, correspondence etc. in the prescribed manner
- Keep all information confidential in accordance to relevant good practice, laws and SANC Management expectation.
- Perform ad hoc tasks as delegated by the line manager/ supervisor; and

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: pola2@sanc.co.za

Incomplete applications or those which do not meet the above requirements may not be considered.

All applications must be accompanied by certified (not older than six months) copies of identity document (front), all relevant educational qualifications and detailed (and up to date) curriculum vitae (CV) information on key performance areas and three 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). 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 Ms Veronica Mthethwa at tel. no. (012) 426 9578. The SANC reserves the right to request any relevant information from any candidates. The SANC is not obligated to make an appointment.

