



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.

<u>DEPARTMENT</u>	: FINANCE
<u>POSITION</u>	: ADMINISTRATION CLERK: LICENSING
<u>REFERENCE NUMBER</u>	: ACL/001/01/2023
<u>TOTAL COST TO COMPANY REMUNERATION</u>	: R335 733.76
<u>TERMS OF APPOINTMENT</u>	: FIXED TERM CONTRACT (TWENTY-FOUR MONTHS)
<u>CLOSING DATE</u>	: 25 JANUARY 2023

MINIMUM REQUIREMENTS:

- Grade 12
- Diploma/National Diploma in Finance/ Accounting or an equivalent qualification
- Minimum 2 years' working experience in Finance environment within a corporate organisation, public sector or state-owned entities or organs of state

ADDED ADVANTAGE REQUIREMENTS

- BTech/Degree in Finance/ Accounting or an equivalent qualification

REQUIRED KNOWLEDGE

- Knowledge in general financial administration
- Knowledge of basic accounting
- Knowledge of finance standard operating procedures and policies
- Ms Office



Cecilia Makiwane Building,
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Tel: 012 420 1000
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SANC Fraud Hotline: 0800 20 12 16



website: www.sanc.co.za

Chairperson: Dr M Molepo, Vice Chairperson: Dr S Zuma, Acting Registrar & CEO: Ms J Nxumalo

COMPETENCIES/ SKILLS:

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

KEY PERFORMANCE AREAS:

- Collect and accurately record all revenue streams transactions at the counter
- Daily banking of all speed point device transactions
- Prepare and submit daily revenue batches after collection at counter
- Manual allocation and capture of direct deposits
- Process and issue Annual Practising Certificates
- Sales of distinguishing devices
- Reconcile distinguishing devices counter sales
- Generate requisitions for the replenishment of stock at the counter
- Handle monthly inventory counts
- Handle queries (telephone calls, e-mails and faxes)
- Perform ad-hoc functions related to department
- Draw deferred income supporting documents

NB: Applications must be completed in full on the prescribed form, obtainable from the SANC website (<https://www.sanc.co.za/vacancies/>). **Applications must be e-mailed to acl@sanc.co.za**

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

The application must include only a fully completed and signed SANC Form, obtainable from the South African Nursing Council (SANC) website and a detailed Curriculum Vitae. Certified copies of Identity Document, Grade 12 Certificate and the highest required qualifications, Professional affiliation certificate as well as a driver's licence where necessary, will only be submitted by shortlisted candidates to the Human Resources Department on or before the day of the interview date. The SANC may request academic record for general qualifications/Certificates that does not specify the major courses to determine the major course of the qualification. It is compulsory for successful candidates to belong to a medical aid scheme if they do not belong to their spouses' medical aid. The SANC may request academic record for general qualifications/Certificates that does not specify the major courses to determine the major course of the qualification. Failure to do so will result in your application being disqualified.

Furthermore, where applicable, all applications 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, if applicable). First preference will be given to South African citizens.

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.