

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.

DEPARTMENT	:	COUNCIL SECRETARIAT (COMMITTEES)
POSITION	:	COMMITTEE OFFICER: COUNCIL SECRETARIAT
REFERENCE NUMBER	:	COCS/002/01/2023
REMUNERATION	:	R 413 308.16
TERMS OF EMPLOYMENT	:	PERMANENT
CLOSING DATE	:	25 JANUARY 2023

MINIMUM REQUIREMENTS:

- National Diploma in Administration/Office Administration/Public Management/Public Administration/Administrative Management or equivalent qualification.
- Minimum of 3 years working experience within the Secretariat supporting Committees/Administrative support/Secretarial Support within a corporate organisation, public sector, state-owned entities, or organs of state.

ADDED ADVANTAGE REQUIREMENTS

- Driver's licence
- Bachelor's Degree or Bachelor of Technology Degree (BTech) in Administration/Commerce in Office Administration/Public Management/Public Administration/Administrative Management or equivalent qualification.

REQUIRED KNOWLEDGE

- A good understanding of the SANC structures, policies and procedures
- Manual and Electronic records management practices
- Administrative support

REQUIRED COMPETENCIES/SKILLS

- Job knowledge
- Technical skills
- Acceptance of responsibility
- Quality of work
- Reliability
- Initiative
- Interpersonal relationship
- Flexibility
- Teamwork
- Planning and execution
- Manage resources
- Communication
- Customer orientation

KEY PERFORMANCE AREAS

- Contribute to the development and implementation of Sectional Plan and Annual Operational Plan
- Contribute to development of the Council Annual Meeting Calendar
- Compile the designated Council Committees agenda in consultation with the Company Secretary and relevant Senior Manager
- Attend meetings, take write-up and maintain minutes of the designated Council Committees
- Ensure minutes are circulated within set timeframes
- Compile and circulate action sheets/logs for each meeting to ensure decisions are implemented
- Edit reports and minutes
- Route reports to the designated Council Committees
- Ensure reports comply with the Council format
- Attend any necessary correspondence emanating from meetings in consultation with the Company Secretary and relevant Senior Manager
- Assist with monitoring compliance for submission for reports to the designated Council Committees within set timeframes
- Advise the designated Council Committees on Rules of Procedure and Standing Orders
- Guide Committee members with regards to duties, responsibilities and powers
- Communicate with Stakeholders and Committee Members
- Review and update terms of reference in collaboration with the Company Secretary and relevant Senior Manager
- Contribute to the development and reviews of policies and standard operating procedures
- Ensure timeous workflow of documents between SANC Departments, Committee Section and Council meetings
- Ensure safe keeping of Council resolutions and all supporting records
- Compile periodic sectional reports
- Perform *ad hoc* tasks as delegated by the line manager or supervisor

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** cos1@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. 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. 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. 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.

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.