

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

**DEPARTMENT** : HUMAN RESOURCES (HR)  
**POSITION** : SENIOR PRACTITIONER: EMPLOYMENT PRACTICE AND HR ADMINISTRATION  
**REFERENCE NUMBER** : SPEPHA/002/01/2023  
**REMUNERATION** : R498 450.11  
**TERMS OF** : PERMANENT  
**APPOINTMENT**  
**CLOSING DATE** : 25 JANUARY 2023

**MINIMUM REQUIREMENTS:**

- Grade 12.
- National Diploma/Degree/BTech in Human Resources, Industrial Psychology, Public Management/ Public Administration or equivalent qualification.
- Minimum of 4 years' experience in two or more in the following key performance areas: Recruitment and Selection, Conditions of Service, Employee Benefits and Human Resources Administration within in a corporate organisation, public sector or state-owned entities or organs of state.

**ADDED ADVANTAGE REQUIREMENTS**

- Postgraduate qualifications will be an added advantage.
- Working experience as a Human Resources Practitioner/Generalist/Officer.
- 2 years' experience as a team leader or supervisory within a corporate organisation, public sector or state-owned entities or organs of state.
- Valid driver's licence.

**OTHER REQUIREMENTS:**

- Travelling (limited) will be required



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

**KNOWLEDGE REQUIRED:**

- Relevant legislations, prescripts, regulations and frameworks
- Knowledge of relevant policies and procedure
- Recruitment Matrix and reporting
- Knowledge of employment equity
- Development of HR policies and procedures
- Development of annual recruitment plan or resource plan
- Leave Management, reconciliation and Annual Leave Reconciliation Report for leave provisions (financial impact or value) for inclusion in the financial statement
- Injury on Duty (IOD) administrative processes (in consultation with Department of Employment and Labour) and payment of Return of Earnings (ROE).
- Temporary and permanent incapacity processes
- Recruitment and selection methodologies
- Payroll administration, HR information and data management
- Exit management and employee on boarding
- Condition of Service and employee benefits
- Personnel records and filing
- Internal transfers, acting and secondments

**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 development and implementation of sectional plan.
- Coordinate HR information Management (HR oversight and statistics, capture approved organizational structure, created and freeze positions).
- Assist internal and external auditors with supporting documentation and samples where necessary.
- Contribute to the development and reviews policies, standard operating procedures, frameworks, internal controls and systems within the Employment Practice and Human Resources Administration function.
- Coordinate Human Resources Payroll function.

- Administer the implementation of Condition of services/benefits and compensation and implementation of relevant Council (Board) and Committee resolutions.
- Facilitate and coordinate the implementation of employment practice activities such as recruitment, response handling, selection and appointments, background verifications, competency/technical assessment, employee on boarding (employee arrival) and related functions.
- Administer recruitment and selection databases including recruitment matrix and reports and update of the Recruitment Plan and communication to the Line Managers.
- Facilitate and coordinate confidentiality and disclosure declaration process.
- Administer employee leave in collaboration with line management and supervisors including monthly and annual leave audit/reconciliation for leave provision inclusion in the financial statement.
- Administer manual and electronic filing of personnel records, HR records and proper management of responses to advertised positions.
- Facilitate acting, internal transfers, secondment and additional responsibilities appointments etc.
- Facilitated and coordinate exit processes including completion of exit management forms, submission for approval by the Registrar and CEO to release an employee and termination on SANLAM pension fund.
- Ensure compliance and provide advise relating to SANC Human Resources policies and related legislation.
- Coordinate quarterly Joint Pension Forum (JPF) with SANLAM including facilitating the meetings, minutes, resolutions, the voting and appointments of employee and employer representative in terms of pension rules.
- Manage personnel records (employee index forms, file audit and indexing, retrieval of incoming and outgoing of files, update of personal information, employee beneficiaries, 13<sup>th</sup> cheque restructuring, scan and back-up records and disposal).
- Administer HR Administration (i.e. process Performance Management and Development System rewards (PMDS), PMDS letters, Cost of Living Adjustment (COLA) letters, Long Service Recognition, Qualification Financial rewards, Cellphone Allowance process etc).
- Facilitate and coordinate pension related matters including submission of pension monthly reports to SANLAM.
- Facilitate the administrative processes on Injury on Duty (IOD) and payment of Return of Earnings (ROE).
- Attend to internal and external audit queries in the area of work.
- Perform ad hoc tasks as delegated by the line manager/ 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 [shrpepha1@sanc.co.za](mailto:shrpepha1@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. 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.