



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>	: CORPORATE SERVICES
<u>POSITION</u>	: MANAGER: REGISTRY AND RECORDS
<u>REFERENCE NUMBER</u>	: MRR/001/02/2023
<u>REMUNERATION</u>	: R869 756,10
<u>TERMS OF APPOINTMENT</u>	: PERMANENT
<u>CLOSING DATE</u>	: 10 MARCH 2023

MINIMUM REQUIREMENTS:

- Grade 12.
- A Degree in Archives, Records, Information Management, Public Management, Public Administration, Library and Information Studies, Information Science or equivalent qualification.
- 8 years relevant working experience in Records Management and / or Information Management in a similar role in a corporate organisation, public sector or state-owned entities or organs of the State.
- 3 years' experience as a team leader or supervisor in a corporate organisation, public sector or state-owned entities or organs of the State.
- Valid driver's license.

ADDED ADVANTAGE REQUIREMENTS:

- Registration with the relevant professional body.

REQUIRED KNOWLEDGE:

- Paper-based records management.
- Electronic records management.
- Information strategy and policy.
- Document management.
- Relevant legislations, prescripts, regulations and frameworks

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 website: www.sanc.co.za

REQUIRED COMPETENCIES/SKILLS:

- Financial management
- Strategic capability and leadership
- People management and empowerment
- 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 and Sectional Annual Operational Plan.
- Develop, review and implement the SANC Records Management Strategy and Policy.
- Develop and oversee the implementation of Records Management Action Plan.
- Manage risks and projects within the area of responsibility.
- Direct, plan and oversee the development and implementation of policies, standard Operating Procedures, business processes, internal controls, systems, objectives and activities related to the records management function.
- Assist internal and external auditors with supporting documentation and samples where necessary.
- Compile and maintain approved records classification system for paper-based and electronic records.
- Develop and implement a systematic disposal programme for legal and functional purposes.
- Establish and manage the Records Management Committee and ensure that the SANC complies with national legislation on records management.
- Conduct and audit of records management practices in the organisation.
- Provide support/reports to the Council/Board and its committees (Information and Communication Technology Committee etc).
- Set up processes for access to information contained in the records section, in terms of the Promotion of Access to Information Act, 2000 (Act No. 2 of 2000).
- Manage resources (i.e., Human, Physical, Financial and Information).
- Attend to internal and external audit queries in the area of work.
- 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 (<https://www.sanc.co.za/vacancies/>). **Applications must be e-mailed mrr@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, 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.