



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.

DEPARTMENT

INFORMATION AND COMMUNICATION TECHNOLOGY

POSITION

SPECIALIST: ENTERPRISE RESOURCE PLANNING (ERP)

(This is a Re-advertisement candidate who previously applied are encouraged to re-apply)

REFERENCE NUMBER

SERP/001/02/2023

ANNUAL COST TO COMPANY

R721 264,96

REMUNERATION

TERMS OF APPOINTMENT

PERMANENT

CLOSING DATE

10 MARCH 2023

MINIMUM REQUIREMENTS

- Grade 12.
- A 3-year National Diploma in Computer Science/Information Systems/ Information Technology /Informatics/Finance/Internal Audit/Human Resources/Business Analysis or equivalent qualifications.
- Minimum of 5 years' experience of managing the total responsibility ambit of a SAGE ERP solution as Solution Administrator.
- Valid driver's license.

ADDED ADVANTAGE REQUIREMENTS:

- A Degree in Computer Science/Information Systems/ Information Technology /Informatics/Finance/Internal Audit/Human Resources/Business Analysis or equivalent qualifications

KNOWLEDGE REQUIRED:

- SAGE 300 ERP (preferably Premier Edition)
- MS Office suite of application preferably including MS Project and/or MS Visio
- Management of vendor support contract

REQUIRED COMPETENCIES

- Job knowledge
- Technical skills



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website: www.sanc.co.za

- Acceptance of responsibility
- Quality of work
- Reliability
- Initiative
- Interpersonal relationship
- Flexibility
- Team-work
- Planning and execution
- Presentation and communication
- Customer orientation
- Report writing
- Time management

KEY PERFORMANCE AREAS:

- Ensures the reliability (availability, uptime and functional compliance) of the solution.
- Trouble shoots and resolves any ERP related hardware, software, user access or any other related problems using other knowledgeable experts where required.
- Participate in related projects to gather user requirements, assist with the design, configuration testing and implementation of changes.
- Assist with ERP knowledge transfer and training to end users as required.
- Monitors ERP performance and usage to maintain security and reliability.
- Coordinate ERP new software releases, fixes and upgrades with technical teams, vendors and end users.
- Recommends new features or changes to configuration / workflows and/or other functionality based upon user feedback.
- Build relationship with product OEM and be kept informed of new developments and solution advancements.
- Ensure that the ERP set-up and user set-up complies with all relevant technical, security and risk policies of the organisation.
- Ensure that data and image back-up requirements are complied with.
- Ensure that regular disaster recovery testing is performed in accordance with the related policies/requirements.
- Manage and ensure that all user support requirements are concluded satisfactorily
- Perform data analysis specific to information that impacts on the ERP solution.
- Manage, control/drive or participate in related ad hoc projects that arise from time to time.
- Ensure systems documentation is generated and kept up to date.
- Implement approved changes as per change control processes.
- Maintain and support ERP.
- Conduct user audit trails on the ERP system.
- Investigate and resolve complex systems issues across the application.

- 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 serp@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.