

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.

<b><u>DEPARTMENT</u></b>	<b>: PROFESSIONAL PRACTICE</b>
<b><u>POSITION</u></b>	<b>: PROFESSIONAL OFFICER: PRELIMINARY INVESTIGATIONS</b>
<b><u>REFERENCE NUMBER</u></b>	<b>: POPI/001/03/2023</b>
<b><u>REMUNERATION</u></b>	<b>: R721 264,96 PER ANNUM</b>
<b><u>TERMS OF</u></b>	<b>: PERMANENT</b>
<b><u>APPOINTMENT</u></b>	
<b><u>CLOSING DATE</u></b>	<b>: 31 MARCH 2023</b>

**MINIMUM REQUIREMENTS:**

- Grade 12.
- Diploma or Degree in Nursing.
- Additional qualification in Advanced Midwifery/Critical Care/ Clinical Health Assessment, Treatment and Care
- Minimum of 5 years' clinical nursing practice experience.
- Minimum of 3 years as a Clinical Specialist in Advanced Midwifery/ Critical Care/ Primary Care.
- Valid Annual Practice Certificate.
- Valid Driver's license.

**ADDED ADVANTAGE REQUIREMENTS:**

- More than 5 years' clinical nursing practice experience.
- More than 3 years as a Clinical Specialist in Advanced Midwifery/ Critical Care/ Primary Care.
- Case management experience.
- Working experience within a regulatory environment.

**OTHER REQUIREMENTS:**

- The incumbent will be expected to travel within the Basic Conditions of Employment Act.



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**REQUIRED KNOWLEDGE:**

- Relevant sections of the Nursing Act.
- SANC Regulations for practice.

**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 Annual Performance Plan, Annual Operational Plan and Departmental strategy.
- Conduct Preliminary Investigation and make presentation to the standing committee for consideration.
- Develop and implement Policies, Standard Operating Procedures, guidelines, framework and tools.
- Conduct investigation site visits/ inspection in loco.
- Manage all case documentation and information.
- Compiling Committee and Council reports and implement resolutions within area of responsibility.
- Liaise and consult with stakeholders maintaining high standards of customer /Client service.
- Participate in various management committees and committee of the council meetings.
- Manage resources (i.e., human, financial, information and physical resources)
- 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 [popi@sanc.co.za](mailto:popi@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 registration 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.