



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

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| <b><u>DEPARTMENT</u></b>                          | <b>: PROFESSIONAL PRACTICE</b>   |
| <b><u>POSITION</u></b>                            | <b>: PROFESSIONAL OFFICER: CONTINUING PROFESSIONAL DEVELOPMENT (CPD)</b> |
| <b><u>REFERENCE NUMBER</u></b>                    | <b>: POCPD/001/07/2023</b>   |
| <b><u>ANNUAL COST TO COMPANY REMUNERATION</u></b> | <b>: R721 264,96 TOTAL COST TO COMPANY (TCTC) PER ANNUM</b>              |
| <b><u>TERMS OF APPOINTMENT</u></b>                | <b>: PERMANENT</b>   |
| <b><u>CLOSING DATE</u></b>                        | <b>: 28 JULY 2023</b>  |

#### **MINIMUM REQUIREMENTS**

- Diploma/ Degree in Nursing
- Additional qualification in Nursing Education
- Minimum three (3) years' experience practising as a Professional Nurse.
- Minimum five (5) years' experience as a Nurse Educator in a Nursing College, university of Technology or University.
- Valid Annual Practicing Certificate
- Valid driver's license

#### **ADDED ADVANTAGE**

- 3 years' working experience in coordinating and/or implementing CPD activities.

#### **OTHER REQUIREMENTS**

Willingness to travel extensively and beyond working hours within the Basic Conditions of Employment Act provisions.



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SANC Fraud Hotline: 0800 20 12 16



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

### **REQUIRED KNOWLEDGE**

- Understanding, interpreting and applying Nursing, Health and other Legislation relevant to Nursing Education and Training.
- Knowledge of the Nursing Act.
- SANC Regulations.
- Understanding of CPD system.
- Understanding of regulatory framework or organisational policies
- Relevant legislation outside of Nursing e.g. National Health Act, Medicines and Related Substances Control Act, etc.

### **REQUIRED COMPETENCIES/SKILLS**

- Job knowledge
- Technical skills
- Acceptance of responsibility
- Quality of work
- Reliability
- Initiative
- Communication
- Interpersonal relationships
- Flexibility
- Teamwork
- Planning and execution

### **KEY PERFORMANCE AREAS**

- Contribute to the development and implementation of Annual Performance Plan, Annual Operational Plan and Departmental strategy.
- Implement CPD in line with Council strategy and provisions of the Nursing Act.
- Contribute to the development required documentation and processes to enable CPD implementation as required.
- Evaluation of registration applications from Institutions/Organisations and individuals on CPD activities/programmes
- Contribute to development and reviews policies, standard operating procedures, frameworks, internal controls and systems within the area of specialization.
- Identifying and reporting inherent risks within the CPD section.
- Liaison with internal and external stakeholders with matters related CPD.
- Conducting site visits to provinces, health establishments on CPD implementation related matters.
- Compile reports in the area of work.
- Supporting Council Committees and assist with presenting reports.
- Perform ad hoc tasks as delegated by the line manager/ supervisor; and
- Manage resources (human, financial, physical and information).
- Evaluation of registration applications from Institutions/Organisations and individuals on CPD courses
- Review of Certification of other professional bodies/events
- Manage resources (human, financial, physical and information).
- 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** [pocpd@sanc.co.za](mailto:pocpd@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 and valid Annual Practising Certificate. 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 Mr Phuti Mahanyele at Tel. no. (012) 420 1068. The South African Nursing Council reserves the right not to make any appointment.