



**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.

#### **EXTERNAL ADVERTISEMENT**

<b><u>DATE OF ISSUE</u></b>	<b>: 24 JULY 2024</b>
<b><u>SECTION</u></b>	<b>: FACILITIES MANAGEMENT</b>
<b><u>POSITION</u></b>	<b>: ADMINISTRATION CLERK: DISPATCH</b>
<b><u>REFERENCE NUMBER</u></b>	<b>: ACAS/001/07/2024</b>
<b><u>REMUNERATION</u></b>	<b>: R355 877.79 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>: 14 AUGUST 2024</b>

#### **MINIMUM REQUIREMENTS:**

- Grade 12.
- Diploma in Logistics/Supply chain management.
- Minimum of 3 years working experience in facility management environment in a corporate organisation, public sector or state-owned entities/ organs of state.

#### **REQUIRED KNOWLEDGE**

- Safety and Security Legislation (OHSA)
- Dispatching Procedures



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

Chairperson: Dr MC Molepo, Vice-Chairperson: Prof DR Phetlhu, Registrar and CEO: Prof NG Mtshali

## **REQUIRED COMPETENCIES/SKILLS**

- Job knowledge
- Technical skills
- Acceptance of responsibility
- Quality of work
- Reliability
- Initiative
- Communication
- Interpersonal relationships
- Flexibility
- Teamwork
- Planning and execution
- Leadership
- Delegation and empowerment
- Management of financial resources and
- Management of human resources
- Good understanding of general building/facility maintenance

## **KEY PERFORMANCE AREAS:**

- Deliveries and collection at acceptable levels in terms of management expectation / organisational standard.
- Inspection of vehicles at regular intervals.
- Maintenance of Vehicles on ad hoc requirements.
- Daily planning and scheduling of deliveries.
- Servicing of vehicles at service intervals.
- Compliance to SOP (standard operating procedures) always.
- Attend to all stakeholder enquiries.
- Formal written enquiries resolved or escalated within 48 hours.
- Periodic inspection and flagging/escalation of problems for equipment e.g., franking machine, copiers etc.
- Follow through on maintenance and repairs to equipment.
- Operation of various equipment such as copiers, franking machine etc in the correct manner.
- Always meet reasonably expected deadlines on printing and franking.
- Monitor and ensure post office related matters such as renewals, post bag availability etc are attended to.

**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 [acas@sanc.co.za](mailto:acas@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. Failure to do so will result in your application being disqualified. Furthermore, 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.