



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.

EXTERNAL ADVERTISEMENT

<u>DATE OF ISSUE</u>	: 24 JULY 2024
<u>DEPARTMENT</u>	: PROFESSIONAL PRACTICE
<u>POSITION</u>	: ADMINISTRATION OFFICER: INSPECTORATE
<u>REFERENCE NUMBER</u>	: AOI/001/07/2024
<u>REMUNERATION</u>	: R438 106 65.00 TOTAL COST TO COMPANY (TCTC) PER ANNUM
<u>TERMS OF APPOINTMENT</u>	: PERMANENT
<u>CLOSING DATE</u>	: 14 AUGUST 2024

MINIMUM REQUIREMENTS:

- Grade 12
- Diploma/National Diploma in Management Assistant/Administrative Management/Office Management/Public Administration/Public Management or relevant qualification
- Minimum of 3 years working experience in an administration environment within a corporate organisation, public sector or state-owned entities or organs of state.

ADDED ADVANTAGE REQUIREMENTS:

- Valid driver's licence

REQUIRED KNOWLEDGE:

- Knowledge in general administration
- Knowledge of Computer Literacy (Ms Office, MS PowerPoint, Outlook, MS Excel)

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Fax: 012 343 5400
SANC Fraud Hotline: 0800 20 12 16

 website: www.sanc.co.za

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

REQUIRED COMPETENCIES/ SKILLS:

- Job knowledge
- Computer proficient
- Acceptance of responsibility
- Professional telephone etiquette
- Communication
- Flexibility
- Teamwork
- Attention to detail
- Planning and execution
- Good attention to detail (Meticulous)
- Proactive
- Conflict resolution
- Customer service orientation
- Able to deal with classified information (Maintain confidentiality)

PERFORMANCE OUTPUTS:

- Provide administrative support to Professional Practice, Inspectorate Section and Council Committees activities.
- Facilitate logistics arrangements for meetings, travel, accommodation, and inspections.
- Coordinate events (workshops and conferences etc)
- Review, quality assure, consolidate, and coordinate reports/documents within Professional Practice
- Attend to enquiries, correspondence, and provision of information within professional practice.
- Prepare, type, verify and send documents to relevant stakeholders.
- Develop, implement, and maintain a secured manual and electronic filing system and document control (tracking of incoming and outgoing documents) to process and manage confidential information.
- Liaise with relevant stakeholders with regards to all matters pertaining to administrative functions.
- Supervise subordinates.
- Quality check accuracy of entries by subordinates
- Prepare spreadsheet for finance on all candidate's entries by the training institutions as well as when required.
- Compile delegation of task.
- Submit all reports as prescribed by management and policy of the organisation from time to time.
- Assist with sectional operation plan and leave management.
- Assist internal and external auditors with supporting documentation and samples where necessary.
- Handle institutional and public enquiries.
- Send out of correspondence to stakeholders for meetings as well as preparation of agenda and minute taking.
- Assist with preparation of documents, reports, and memoranda when required.
- Be able to travel whenever required.
- 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 (www.sanc.co.za). Applications can be e-mailed to aoi@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.

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. P Mahanyele at Tel. no. (012) 420 1068. The South African Nursing Council reserves the right not to make any appointment.