



**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</b>
<b><u>POSITION</u></b>	<b>: FACILITIES OFFICER</b>
<b><u>REFERENCE NUMBER</u></b>	<b>: FO/001/07/2024</b>
<b><u>REMUNERATION</u></b>	<b>: R438 106 .65 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.
- A three (3) National Diploma in Facilities Management, Public Administration, Business Management, Public Management, Real Estate, Building Management or equivalent.
- Minimum of 3 years working experience in facility management environment in a corporate organisation, public sector, or state-owned entities/ organs of state.

#### **ADDED ADVANTAGE**

- A Degree in Facilities Management, Public Administration, Business Management, Public Management, Real Estate, Building Management or equivalent.
- More than 3 years relevant working experience in facility management environment in a corporate organisation, public sector, or state-owned entities/ organs of state.



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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 KNOWLEDGE**

- Occupational Health and Safety Act.
- Facilities Management Act and Legislations.
- Building Conditional assessment.
- Basic Engineering design and drawing.
- Demand and procurement plans.
- Facilities policies and related areas.
- Project , construction and renovation Management.
- Service level agreement and contract management.
- Ability to analyse structures and detect failures,
- Formulate ideas to resolve structural fatigue, specify the type of maintenance required, and outline Scope Definition.
- Cleaning Services and security services.
- Gardening and landscaping.

## **REQUIRED COMPETENCIES/SKILLS**

- Job knowledge
- Technical skills
- Report writing 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:**

- Contribute to the annual operational plan and facilities management plan.
- Contribute to a five-year maintenance plan in line with SANC five-year strategy.
- Coordinate building conditional assessments.
- Facilitate and coordinate Occupational health and safety function with an area of speciality.
- Manage outsource security and cleaning services.
- Develop and implement policies, standard operating procedures, business processes, guidelines, frameworks, and internal controls.
- Manage risks and internal audit matters within area of speciality.
- Manage records within Facilities.
- Manage dispatch sub section, maintenance services, gardening, and landscaping services.
- Manage driver and messenger services.
- Manage Service level agreement and contract management.
- Review utility consumption and strive for cost-effective strategies.
- Provide reports and statistics in area of speciality.
- Conduct office accommodation / space analysis for Optimal Space Planning
- Manage resources (financial, human resources, information and physical).
- Manage ad hoc tasks within area of speciality.

**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 to [aof@sanc.co.za](mailto:aof@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, 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 Mahanyeke at Tel. no (012) 420 1068. The South African Nursing Council reserves the right not to make any appointment.