



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

<u>DATE OF ISSUE</u>	: 24 JULY 2024
<u>DEPARTMENT</u>	: FINANCE
<u>POSITION</u>	: FINANCE CLERK: LICENSING
<u>REFERENCE NUMBER</u>	: FCL/001/07/2024
<u>REMUNERATION</u>	: R355 877.79 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 Finance/ Accounting or an equivalent qualification
- Minimum 2 years' working experience in Finance environment within a corporate organisation, public sector or state-owned entities or organs of state.

ADDED ADVANTAGE REQUIREMENTS

- BTech/Degree in Finance/ Accounting or an equivalent qualification.
- More than 2 years' working experience in Finance environment within a corporate organisation, public sector or state-owned entities or organs of state.



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website: www.sanc.co.za

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

REQUIRED KNOWLEDGE

- Knowledge of the Nursing act
- Knowledge of relevant modules of accounting system / IT and information management in Finance
- Financial Policies and Procedures
- Inventory/Stock management
- MS Office skills: Ms word, PowerPoint, outlook and Excel

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:

- Process restoration applications from nurse practitioners.
- Administer Part payments.
- Payment's reconciliation of lists.
- Dispatch of annual practicing certificates.
- Process request for confirmation.
- Administer returns of annual practicing certificates.
- Investigate client queries.
- Respond to client inquiries.
- Resolution and escalation of queries
- Attend and respond to Annual Practicing Certificate (APC) and Restoration service emails.

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