

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

<u>DEPARTMENT</u>	COUNCIL SECRETARIAT
<u>POSITION</u>	DEPUTY COMPANY SECRETARY
<u>REFERENCE NUMBER</u>	DCS/001/08/2021
<u>ANNUAL COST TO COMPANY REMUNERATION</u>	R793 457.25 – R948 257.86
<u>TERMS OF APPOINTMENT</u>	PERMANENT
<u>CLOSING DATE</u>	10 SEPTEMBER 2021

MINIMUM REQUIREMENTS:

- Grade 12
- Bachelors of Law (LLB) degree or B. Degree /Advanced Diploma in Public Administration/ Management or an equivalent qualification
- 8 years relevant working experience gained within Company or Board Secretariat; governance and compliance environment in a corporate organisation, public sector or state owned entities or organs of the State
- 3 years' experience as a team leader or supervisor in a governance and compliance environment in a corporate organisation, public sector or state owned entities or organs of the State
- Valid driver's licence

ADDED ADVANTAGE REQUIREMENTS:

- Postgraduate Chartered Secretaries (CIS)/ Corporate Governance qualification will be regarded as an added advantage
- Registration with the relevant professional body will be regarded as an added advantage.
- Postgraduate qualifications will be an added advantage

OTHER REQUIREMENTS:

- Travelling (limited) will be required



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Republic of South Africa



Tel: 012 420 1000
Fax: 012 343 5400
SANC Fraud Hotline: 0800 20 12 16



website: www.sanc.co.za

KNOWLEDGE REQUIRED:

- Extensive knowledge and understanding of legislative requirements applicable to the SANC, including Corporate Governance principles, King IV, and Regulations
- Understanding of Nursing Act 33 of 2005 (added advantage)
- Understanding of Ethics management and Regulatory environment
- Sound knowledge of the business environment, the relevant role players within the business and their key responsibilities and outcomes
- Knowledge and understanding of the company policies and procedures applicable to the specific work environment to ensure that work outcomes are compliant to the policies and procedures.
- Working knowledge of governance frameworks in corporate organisation, public sector or state owner entities or organs of the State
- In-depth knowledge of applicable legislation
- Understanding of political processes and protocols in dealing with Executive Authority, Accounting Authority/Board and Parliament will be added advantage

REQUIRED COMPETENCIES/SKILLS

- Strategic capability and leadership
- People management and empowerment
- Programme and project management
- Financial management
- Change management
- Knowledge management
- Service delivery innovation
- Problem solving and analysis
- Client orientation and customer focus
- Communication

KEY PERFORMANCE AREAS:

- Contribute to the development and implementation of Annual Performance Plan, Annual Operational Plan and Departmental strategy
- Support the Company Secretary in providing secretariat services and advice to the Council and its Sub-Committees
- Assist the Company Secretary to facilitate the approval of the Annual Council Plan
- Assist the Company Secretary to raise matters that may warrant the attention of the Council
- Assist the Company Secretary in promoting efficient functioning of all internal Management Committees such the Executive Committee (EXCO); and Management Committee (MANCO)
- Assist the Company Secretary to conduct quarterly reviews of meetings procedures
- Ensure that accurate minutes of meetings are taken, approved and maintained for SANC's corporate records
- Compile and maintain Committee Resolutions and Communicate to the relevant persons, follow-up and ensure that the progress is appropriately communicated
- Facilitate the training for Council and its Committees
- Facilitate induction and orientation for Council and its Committees
- Compile quarterly and Annual Report on governance matters for quarterly and annual performance report
- Compiling summary of decisions taken at meetings for submission to the Council
- Ensure that Senior Management is made aware of decisions of Committees

- Assist the Company Secretary to ensure that Council members are provided with detailed guidance on legal duties; responsibilities and powers
- Assist the Company Secretary in ensuring that Council members are aware of any law relevant to or affecting SANC
- Provide advice and report on compliance matters
- Ensure compliance with regulatory requirements as contained in the SANC Act; King IV and other relevant legislation
- Support the Company Secretary in monitoring activities of SANC to ensure alignment with Council directives, policies and procedures
- Ensure that SANC complies with governance best practice
- Maintain declaration of interest and manage conflict of interest
- Monitor and provide guidance for compliance with Committee structures and Charters within allocated Committees
- Assist the Company Secretary to review Committee structures and Charters on an annual basis
- Assist the Company Secretary to conduct Performance Evaluation of the Council and Council Committees
- Monitor changes in relevant legislation, regulatory environment and make recommendations
- Assist with administrative responsibilities within the Council Secretariat Department
- Develop policies, procedures, frameworks and internal controls within an area of performance
- Develop Delegation of Authority framework (DOA)
- Manage risk within the area of performance
- Manage resources (i.e. Human Resources, Physical, Financial and Information)
- Perform ad hoc tasks as delegated by Line Manager or Supervisor

NB: Applications must be completed in full on the prescribed form, obtainable from the SANC website (www.sanc.co.za). Applications must be e-mailed to dc@sanc.co.za.

Incomplete applications or those which do not meet the above requirements will not be considered.

All applications must be accompanied by certified (not older than six months) copies of identity document, all relevant educational qualifications and detailed (and up to date) curriculum vitae (CV) information on key performance areas and three contactable references (including the current employer). Furthermore, where applicable, all application 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. Candidates may be subjected to practical tests and a competency-based assessment, determined by the SANC.

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 Ms Veronica Mthethwa at tel. no. (012) 426 9578.