

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.

<u>DEPARTMENT</u>	: OFFICE OF THE CORPORATE SERVICES EXECUTIVE
<u>POSITION</u>	: EXECUTIVE ASSISTANT
<u>REFERENCE NUMBER</u>	: EACSE/001/08/2021
<u>TOTAL COST TO COMPANY REMUNERATION</u>	: R377 050.64 – R459 623.00
<u>TERMS OF APPOINTMENT</u>	: PERMANENT
<u>CLOSING DATE</u>	: 10 SEPTEMBER 2021

MINIMUM REQUIREMENTS:

- Grade 12
- Diploma/National Diploma in Office Management and Technology/ Management Assistant/Practice Management/Administrative Management/Public Management/Public Administration/Business Administration/Secretarial or equivalent qualification
- 3 years' secretarial/administrative support experience in the office of the Senior Manager /Executive within a corporate organisation / organ of state owned entities or a public entity or statutory council

ADDED ADVANTAGE REQUIREMENTS:

- Experience in coordination and consolidation of various reports in the highest level office such as the office of the Senior Management or Executive Management level
- Secretarial/administrative support experience in all or one of corporate services function (i.e. Information Communication and Technology, Human Resources, Communications and Marketing, Facilities and Records and Registry)
- Valid Driver's licence

REQUIRED KNOWLEDGE:

- Knowledge in general administration
- Knowledge of advanced Computer Literacy (Ms Office, MS PowerPoint, Outlook, MS Excel)
- Typing speed not less than 50 words per minute (wpm)
- Ability to maintain confidentiality

REQUIRED COMPETENCIES/ SKILLS:

- Job knowledge
- Computer proficient
- Acceptance of responsibility
- Attention to details
- Reliability
- Professional telephone etiquette
- Communication
- Interpersonal skills
- Flexibility
- Team work
- Planning and execution
- Managing diary at an executive level
- Ability to act with tact and discretion
- Good grooming, presentation and professionalism
- Good attention to detail (Meticulous)
- Proactive
- Conflict resolution

KEY PERFORMANCE AREAS:

- Manage the Corporate Services Executive (CSE)'s diary, meetings and events
- Assist CSE to prepare for meetings, minute taking and follow up on resolutions of meetings and tasked delegated to the direct report of the Corporate Services Executive
- Handle communications and correspondence/ memos/submissions (i.e. emails, faxes, telephone etc.)
- Coordinate Corporate Services Divisional and Departmental/Sectional meetings
- Review, quality assure, consolidate and coordinate reports/documents within Corporate Services Division (Annual Performance Plan, Annual Operational Plan and Committees of Council)
- 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
- Draft routine correspondences and reports (letters, memos, minutes etc.)
- Provide administrative support to the Corporate Services Executive (i.e. progress on supply chain matters (Request for quotations, tenders and projects and travel logistics) within Corporate Services etc.)
- Liaise with relevant stakeholders with regards to all matters pertaining to administrative functions.
- Attend to enquiries and provision of information
- Perform ad-hoc tasks as delegated by the Corporate Services Executive

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 eacse@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 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.

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 licence and active professional membership, where 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.