

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>	: INFORMATION AND COMMUNICATION TECHNOLOGY
<u>POSITION</u>	: MANAGER: ICT PROJECTS
<u>REFERENCE NUMBER</u>	: MIP/008/08/2021
<u>REMUNERATION</u>	: R793 457.25 – 967 219.96
<u>TERMS OF APPOINTMENT</u>	: THREE YEAR CONTRACT
<u>CLOSING DATE</u>	: 10 SEPTEMBER 2021

MINIMUM REQUIREMENTS:

- Grade 12
- Degree/Advanced Diploma/in Project Management/Computer Science/Information Systems Information and Communication Technology (ICT) or equivalent qualification
- Minimum of NQF Level 5 Project Management qualification and or Prince2/PMBOK qualification
- Minimum of 8 years working experience in ICT of which 4 years must be within ICT Project Management role
- Minimum of 3 years' experience as a supervisor or team leader
- Valid driver's licence

ADDED ADVANTAGE REQUIRMENTS

- Experience in Membership Management System (MMS)

REQUIRED KNOWLEDGE:

- PMBOK/project management principles
- Systems development lifecycle
- Microsoft applications such as Project, Word, Excel, PowerPoint and Outlook

COMPETENCIES/ SKILLS:

- Job knowledge
- Technical skills
- Acceptance of responsibility
- Quality of work
- Reliability
- Initiative
- Interpersonal relationship
- Flexibility
- Team work
- Planning and execution
- Presentation and communication
- Customer orientation
- Report writing
- Facilitation
- Leadership
- Risk and issue management
- Multitasking
- Time management
- Management of resources

KEY PERFORMANCE AREAS:

- Contribute to the development and implementation of Annual Performance Plan, Annual Operational Plan and Departmental strategy
- Take a project from inception (idea stage), and organise a plan to deliver all aspects of the final working solution
- Manage the Project Management Committee (PMC) and ICT Project Management Steering Committee
- Provide report to Management and Committees of the Council (i.e. Information and Communication Committee, Audit and Risk Committee, Finance Committee etc.)
- Define project objectives, scope, impacts, outputs, cost, benefits and success criteria in collaboration with business champions, business unit management and stakeholders and programme sponsor (where applicable)
- Manage e-business transformation projects (i.e. SAGE 300, membership management system, server room migration and equipment)
- Manage the people, processes and technology required to deliver solutions effectively according to the project requirements
- Lead cross functional project teams by task assignment and follow up to ensure on-time completion
- Ensure delivery of the required output(s) for each phase or stage
- Create and control all project management related documents
- Conduct post implementation reviews (PIRs), define recommendations based on best practices and lessons learnt
- Understand and ensure that the business requirements have been understood and correctly interpreted
- Manage risks within an area of performance

- Escalation of key decisions, unresolved issues and risks
- Manage the project budget by forecasting requirements, analysing variances, and initiating corrective action
- Develop policies, procedures, frameworks and internal controls within an area of performance
- Mentor team members on structured methodology and best practices
- Provide regular and timely feedback to team members and their respective line managers
- Apply quality management principles and processes
- Ensure all work is undertaken within the organisation standards and processes
- Ensure required documentation is complete, current and stored appropriately
- Conduct regular project reviews and accurately communicate the status of the project
- Produce management reports using established IT Portfolio Management methodology
- Manage resources (financial, human resources, physical and information resources)
- 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 may be e-mailed to mip@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 and all relevant educational and professional qualifications as well as proof of professional registration, together with an up-to-date, detailed curriculum vitae (CV) including information on key performance areas and three contactable references, including the most recent employer. 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 three (3) months' probation basis and will be employed for the duration of the employment contract 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 six (6) weeks 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. The South African Nursing Council reserves the right not to make any appointment

