



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.

<u>DEPARTMENT</u>	: FINANCE
<u>POSITION</u>	: MANAGER: REVENUE COLLECTION AND SALES
<u>REFERENCE NUMBER</u>	: MRCS/003/08/2021
<u>REMUNERATION</u>	: R793 457.25 - R967 219.96
<u>TERMS OF APPOINTMENT</u>	: PERMANENT
<u>CLOSING DATE</u>	: 10 SEPTEMBER 2021

MINIMUM REQUIREMENTS:

- Grade 12
- Degree/Advanced Diploma in Finance/Accounting or equivalent qualification
- 8 years relevant working experience in a similar role 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 corporate organisation, public sector or state owned entities or organs of the State
- Valid driver's licence

REQUIRED KNOWLEDGE:

- Knowledge of leading Financial and Accounting Practices (IFRS)(Revenue)
- Knowledge of relevant legislations
- Understanding of Nursing Act 33 of 2005 (added advantage)
- Knowledge of relevant policies, procedures, internal control and systems
- I-Series or any system for membership (added advantage)
- Revenue Strategy and policies
- Client Services
- Inventory Management



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website: www.sanc.co.za

REQUIRED COMPETENCIES:

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

KEY PERFORMANCE AREAS:

- Contribute to the development and implementation of Annual Performance Plan, Annual Operational Plan and Departmental strategy
- Provide reports to Management and Committees of Council
- Manage risks within an area of performance
- Ensure compliance to relevant policies, procedures and internal controls
- Perform monthly revenue closes
- Manage the update and publishing of fees payable to SANC
- Ensure accurate processing of transactions
- Manage Revenue suspense accounts
- Manage monthly and yearly stock taking and counts
- Provide Revenue, Sales and Inventory Management (distinguishing devices) reports
- Close off of revenue system for month end reporting
- Ensure the availability of stock (distinguishing devices)
- Ensure compliance to SANC regulatory standards
- Develop policies, procedures, frameworks and internal controls within an 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 may be e-mailed to mracs@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 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. The South African Nursing Council reserves the right not to make any appointment.