



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>	: OFFICE OF THE REGISTRAR AND CHIEF EXECUTIVE OFFICER
<u>POSITION</u>	: MANAGER: STRATEGIC PLANNING, MONITORING AND EVALUATION
<u>REFERENCE NUMBER</u>	: MSPME/001/08/2021
<u>REMUNERATION</u>	: R 793 457.25 - R967 219.96
<u>TERMS OF APPOINTMENT</u>	: PERMANENT
<u>CLOSING DATE</u>	: 10 SEPTEMBER 2021

MINIMUM REQUIREMENTS:

- Grade 12
- Degree/Advanced Diploma in Public Management/Public Administration/Business Management/Economics/Development studies and Statistics or equivalent qualification
- A minimum of 8 years' strategic planning and monitoring and evaluation experience in a corporate organisation, public sector or state owned entities or organs of state
- Experience in facilitating organisational Strategic Planning, Annual Performance Plan and Annual Operational Plan to Senior Managers and Executives or Internal Executive Management Committee (EXCO) and Management Committee (MANCO) or Council/Governing Board in a corporate organisation, public sector or state owned entities or organs of state
- 3 years' experience as a team leadership or supervisory role in a corporate organisation, public sector or private sector
- A valid driver's licence

ADDED ADVANTAGE REQUIREMENT:

- Experience in facilitating and coordinating/development of organisational policies, Standard Operating Procedures and Service Standards in a corporate organisation, public sector or state owned entities or organs of the State



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website: www.sanc.co.za

REQUIRED KNOWLEDGE:

- Knowledge of King IV (Integrated reporting)
- Framework and guidelines on Planning, Reporting, Monitoring and Evaluation (i.e. amongst others National Treasury, Department of Planning and Monitoring and King IV)
- Relevant legislations
- Facilitation of strategic planning
- Research methodology
- Strategic Planning methodologies and techniques
- Monitoring and evaluation tools
- Organisational Performance
- Socio economic research, planning and management
- Statistical Packages
- Computer literacy (Advanced)
- Presentation (Advanced)
- Report writing (Advanced)
- Interpersonal skills
- 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

KEY PERFORMANCE AREAS:

- Facilitate the development of the Organisational Strategic Plan, Annual Performance Plan (APP) and Annual Operational Plan (AOP) with performance indicators, annual targets and technical descriptions quarterly targets in accordance with statutory requirements
- Compile a report of the office of the Registrar on organisational performance to the Council
- Facilitate and coordinate SANC and departmental/divisional service standards
- Develop and implement service delivery improvement plans
- Conduct research, develop and maintain baselines for strategic, annual performance and operational plans
- Analyse all performance reports and provide direction enhancement of organisational performance
- Develop and coordinate the implementation of the organisational monitoring and evaluation plan
- Develop and maintain standard operating procedures, policies and reporting guidelines
- Develop and maintain monitoring and evaluation framework and tools
- Provide technical support, to align the Registrar's performance contracts and the Council delivery agreement to organisational plans

- Ensure the organisational alignment of strategic goals and objectives into operational plans and performance agreements
- Perform quality assurance of all performance agreements of all staff in an organisation to ensure to annual performance plan, operational plan and the departmental strategies
- Provide training and support on strategic planning, monitoring and evaluation to ensure continuous improvement of performance information data
- Facilitate the consolidation, preparation and tabling of quarterly and Annual Reports to Management, Council and its committees
- Manage the collation and records of all portfolio of evidence for all reported achievements on the APP and the Annual Operation Plan
- Provide support during internal and external audits of performance information and support implementation of audit findings/recommendations
- Facilitate and coordinate all SANC policies in terms of SANC policy on policies
- Facilitate and coordinate the development of SANC standard operating procedures on standard operating procedures

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 mstpme@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 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. The South African Nursing Council reserves the right not to make any appointment

