

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.

#### **ADVERTISEMENT**

**DEPARTMENT** : INFORMATION AND COMMUNICATION TECHNOLOGY

**POSITION** : SENIOR PROJECT OFFICER :ICT

**REFERENCE NUMBER** : SPOI/001/08/2021

**REMUNERATION** : R454 723.87 - R554 305.86

**TERMS OF APPOINTMENT** : PERMANENT

**CLOSING DATE** : 10 SEPTEMBER 2021

#### **MINIMUM REQUIREMENTS:**

- Grade 12
- Diploma/National Diploma in Information and Communication Technology(ICT)/ Information Systems or an equivalent qualification
- 5 year's working experience in the ICT Project Management/ Administration environment
- Valid driver's licence

#### **ADDED ADVANTAGE REQUIREMENTS**


- NQF Level 5 Project Management certificate and or Prince2/PMBOK qualification

#### **REQUIRED KNOWLEDGE:**

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



Cecilia Makiwane Building,  
602 Pretorius Street, Arcadia, Pretoria 0083  
Private Bag X132, Pretoria 0001,  
Republic of South Africa



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



website: [www.sanc.co.za](http://www.sanc.co.za)

### **COMPETENCIES/ SKILLS:**

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

### **KEY PERFORMANCE AREAS:**

- Provide general administration and co-ordination ICT projects
- Prepare project management documents, reports, memos and presentations
- Participate in the reviews of project artefacts
- Manage Project Management information and records to ensure an auditable environment
- Ensure that ICT projects are delivered on time, within the budget and to the required quality standards as per project schedule
- Monitor and evaluate the cross functional team assigned to the projects
- Serve as the primary liaison person in terms of scheduling meetings, taking and distributing of minutes, following up of tasks and matters or resolutions
- Contribute (develop, review and input) to the development of policies and Standard Operation Procedures within area of responsibility
- Coordinate Committees within ICT Department (inclusive of Project Management Committees and ICT Project Management Steering Committee) pertaining to but not limited to scheduling of project meetings, producing of minutes, schedules, maintaining of projects logs and registers
- Monitor project progress and report on potential matters/resolutions and risks
- Perform ad hoc tasks as delegated by the line manager/ supervisor including Project Management responsibilities on an interim basis

**NB:** Applications must be completed in full on the prescribed form, obtainable from the SANC website ([www.sanc.co.za](http://www.sanc.co.za)). Applications may be e-mailed to [spoi@sanc.co.za](mailto:spoi@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.