



**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.

**SECTION : RECORDS AND REGISTRY**  
**POSITION : ADMINISTRATION CLERK: REGISTRY X2**  
**REFERENCE NUMBER : ACR/003/11/2021**  
**REMUNERATION : R 318 532.98 – R388 289.92**  
**TERMS OF EMPLOYMENT: PERMANENT**  
**CLOSING DATE : 30 NOVEMBER 2021**

#### **MINIMUM REQUIREMENTS**

- Grade 12
- Diploma in Records Management/ Archives/Administrative Information Management/Information Management/Public Administration/Public Management/Business Administration or equivalent qualification
- Minimum of 2 years working experience within Records/Archives Management within a corporate organisation, public sector or state owned entities or organs of state

#### **REQUIRED KNOWLEDGE**

- Relevant Legislations, prescripts, and Regulations
- File Plan
- Confidentiality
- Document inventory
- Records Disposal process
- Manual and Electronic records management and archiving practices
- Records Management Policy and procedures

#### **REQUIRED COMPETENCIES**

- Job knowledge
- Technical skills
- Acceptance of responsibility
- Quality of work
- Reliability
- Initiative
- Interpersonal relationship
- Flexibility
- Team work



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

- Planning and execution
- Manage resources
- Communication
- Customer orientation

### **KEY PERFORMANCE AREAS**

- Implement SANC file plan and records control schedule
- Execute the records disposal programme
- Compile inventory of documents and files
- Plan and schedule records management activities
- Compile periodic sectional reports
- Assist internal and external auditors with supporting documentation and samples where necessary
- Handle internal and external enquiries (telephonically, e-mails, faxes, face-to-face, etc.)
- Support management with the administration duties within the Records and Registry section
- Perform ad hoc tasks as delegated by the line manager or supervisor

**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: [acr@sanc.co.za](mailto:acr@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, driver licence 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 two 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, where applicable). Preference will be given to South African citizens. 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