



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>	: LEARNER AFFAIRS
<u>POSITION</u>	: ADMINISTRATIVE OFFICER: ASSESSMENT
<u>REFERENCE NUMBER</u>	: AOA/001/11/2021
<u>REMUNERATION</u>	: R392 132,98 TO R 478 007,92
<u>TERMS OF APPOINTMENT</u>	: PERMANENT
<u>CLOSING DATE</u>	: 30 NOVEMBER 2021

MINIMUM REQUIREMENTS

- Diploma/National Diploma in Office Management/Management Assistant /Practice Management/Public Administration/Management or equivalent qualification
- Minimum of 3 years' experience in Office Management or Administrative support within a corporate organisation, public sector or state owned entities or organs of the state

ADDED ADVANTAGE REQUIREMENTS

- Valid driver's licence

REQUIRED KNOWLEDGE

- Relevant SANC Regulations for nursing training and education
- ICT systems used in Assessment Section
- Understanding of examination cycles



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website: www.sanc.co.za

REQUIRED COMPETENCIES/SKILLS

- Job knowledge
- Technical skills
- Acceptance of responsibility
- Quality of work
- Reliability
- Initiative
- Interpersonal relationship
- Flexibility
- Team work
- Planning and execution
- Manage resources
- Communication
- Customer orientation

KEY PERFORMANCE AREAS:

- Contribute to the development and implementation of sectional Plan and Annual Operational Plan
- Contribute to the development and reviews policies and standard operating procedures
- Retrieve of applications from the institutions and allocation of daily tasks for entry examination system to subordinates
- Verify proof of payment before registration is processed
- Spot check accuracy of entries by subordinates
- Distribute confirm examination timetables to Training Institutions (NEI'S)
- Prepare spreadsheet for finance on all candidate's entries by the training institutions as well as when required
- Verify marks captured by subordinates before moderation processes
- Submit all reports as prescribed by management and policy of the organisation from time to time
- Verify correct labelling on examination boxes prior to distribution
- Develop and implement electronic and manual filing system
- Checking of correctness of volume of examination scripts to markers
- Verify invigilators/markers claims forms
- Assist internal and external auditors with supporting documentation and samples where necessary
- Coordinate logistic arrangement
- Supervise sampling of examination script for moderators
- Verify marks on the examination system as and when required
- Handle institutional and public enquiries
- Oversee the work conducted by direct reports (Administration Clerks) in Assessment section
- Perform ad- hoc tasks as delegated by the line manager/ supervisor
- Manage resources (human, financial, physical and information)

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 aoa@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, drivers 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 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 professional registration, 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.