



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>	: LEGAL AFFAIRS
<u>POSITION</u>	: ADMINISTRATIVE OFFICER: LEGAL AFFAIRS
<u>REFERENCE NUMBER</u>	: AOLA/001/11/2021
<u>REMUNERATION</u>	: R392 132,98 TO R 478 007,92
<u>TERMS OF</u>	: PERMANENT
<u>APPOINTMENT</u>	
<u>CLOSING DATE</u>	: 30 NOVEMBER 2021021

MINIMUM REQUIREMENTS:

- Grade 12
- National Diploma in Office Management, Public Management/Administration/Legal Assistant or equivalent qualification
- Minimum of 3 years' experience in Legal environment within a corporate organisation, public sector or state owned entities or organs of state

ADDED ADVANTAGE REQUIREMENTS

- Valid driver's licence

REQUIRED KNOWLEDGE

- Records management
- Procurement Practices
- Travel & Logistics Management
- Office Management



Cecilia Makiwane Building,
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SANC Fraud Hotline: 0800 20 12 16



website: www.sanc.co.za

- Administrative support
- Telephone Management
- Email Management (Secretarial Support)
- Event coordination

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
- Coordinate logistical arrangements for the staff of the Legal Affairs Department as well as witnesses
- Process all invoices of service providers in Legal Affairs to Supply Chain Management (SCM) and Finance
- Provide administrative support to Legal Affairs department
- Contribute to the development and reviews policies and standard operating procedures
- Provide communication service to the Committees receiving and distributing all Committee Communication
- Provide secretarial function to Professional Conduct Committee (PCC) hearings and Disciplinary Appeals Committees
- Develop and maintain database
- Implement the outcomes of the Professional Conduct Committee and the judgments of the Disciplinary Appeals Committee
- Develop and implement electronic and manual filing system
- Oversee the work conducted by direct report (Administration Clerk) in Legal section
- Perform ad hoc tasks as delegated by the line manager or 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 adminofflegal@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 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.