



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>	: PROFESSIONAL PRACTICE
<u>POSITION</u>	: MANAGER: CONTINUING PROFESSIONAL DEVELOPMENT (CPD)
<u>REFERENCE NUMBER</u>	: MCPD/001/11/2021
<u>REMUNERATION</u>	: R 825 195,54 TO R 1 005 908.76
<u>TERMS OF APPOINTMENT</u>	: PERMANENT
<u>CLOSING DATE</u>	: 24 NOVEMBER 2021

MINIMUM REQUIREMENTS:

- Grade 12
- B. Degree in Nursing
- Additional qualification in Nursing Education
- Minimum of 8 years work experience as Professional Nurse
- Minimum 3 years as Team Leader or supervisory experience
- Valid Annual Practicing Certificate (APC)
- Valid driver's licence

ADDED ADVANTAGE REQUIREMENTS

- Additional qualification in Nursing Management will be an added advantage
- Previous experience of coordinating and or implementing CPD activities will be an added advantage

REQUIRED KNOWLEDGE

- Understanding, interpreting and applying Health and other legislation relevant to nursing practice
- Understanding, interpreting and applying the Nursing Act (Act No. 33 of 2005) and its Regulations
- Computer literacy (working knowledge of MS Word, Excel, Outlook, Power Point etc.)

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

OTHER REQUIREMENTS

- Willing to travel extensively and work beyond normal working hours within the Basic Conditions of Employment Act provisions

KEY PERFORMANCE AREAS:

- Contribute to the development and implementation of Annual Performance Plan, Annual Operational Plan and Departmental strategy
- Develop sectional plans
- Manage risk in the area of work
- Prepare and present reports to management, Council and its Committees
- Develop and Implement the Continuing Professional Development (CPD) strategy
- Monitor and implement the Continuing Professional Development (CPD) system of the Nursing Council
- Prepare and present reports to management, Continuing Professional Development Committee, Laws, Practice and Standards Committee and the Council
- Manage relevant stakeholders
- Develop and manage budget for CPD section
- Develop, review, implement and ensure compliance to policies, procedures, frameworks and internal controls within an area of performance
- Manage any other delegated activities relevant to Professional Practice
- 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: mcpd@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 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 licence 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.