

The South African Nursing Council (SANC) is the body entrusted to set and maintain standards of nursing education 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 vacancies, candidates that meet the requirements as provided are invited to apply.

DEPARTMENT : COMMUNICATION AND MARKETING, INTERNAL AUDIT AND RISK MANAGEMENT AND LEARNER AFFAIRS

POSITIONS : OFFICE ASSISTANT TO SENIOR MANAGER: COMMUNICATION AND MARKETING AND LEARNER AFFAIRS

REFERENCE NUMBER : OACM/001/11/2021 (COMMUNICATION AND MARKETING) AND AOLA/001/11/2021 (LEARNER AFFAIRS)

REMUNERATION CTC : R 318 532.97 TO R388 289.92

CLOSING DATE : 30 NOVEMBER 2021

MINIMUM REQUIREMENTS


- Diploma in Office Management and Technology/Office Practice/Management Assistant/Public Management/Administration/Administrative Information Management and Business Administration or equivalent qualification
- Minimum 3 years' experience performing administrative, secretarial functions within a corporate organisation, public sector or state owned entities or organs of the state

REQUIRED KNOWLEDGE

- Knowledge in secretarial/ office administration/administrative support
- Knowledge of advanced Computer Literacy (Ms Office, MS PowerPoint, Outlook, MS Excel)
- Typing speed not less than 50 words per minute (wpm)
- Ability to maintain confidentiality
- Filing Management
- Records Management
- Confidentiality
- Secretarial support
- Administrative support
- Logistics arrangement



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

- Telephone etiquette
- Client orientation and customer focus

REQUIRED COMPETENCIES AND 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:

- Manage the Senior Manager's diary, meetings and events
- Prepare for meetings, minute taking and follow up on resolutions of meetings and tasked delegated to the direct report of the Senior Manager
- Handle communications and correspondence/ memos/submissions (i.e. emails, faxes, telephone etc.)
- Coordinate Departmental/Sectional meetings
- Review, quality assure, consolidate and coordinate reports/documents within the Department (Annual Performance Plan, Annual Operational Plan and Committees of Council)
- Develop, implement and maintain a secured manual and electronic filing system and document control (tracking of incoming and outgoing documents) to process and manage confidential information
- Draft routine correspondences and reports (letters, memos, minutes etc.)
- Provide administrative support to the Senior Manager (i.e. progress on supply chain matters (Request for quotations, tenders and projects and travel logistics) within Department etc.)
- Liaise with relevant stakeholders with regards to all matters pertaining to administrative functions
- Assist internal and external auditors with supporting documentation and samples where necessary
- Attend to enquiries and provision of information
- Perform ad-hoc tasks as delegated by the Senior Manager

NB: Applications must be completed in full on the prescribed form, obtainable from the SANC website (www.sanc.co.za). Applications may be addressed to **Office Assistant to Senior Manager: Communication and Marketing email address: oacm@sanc.co.za and Office Assistant to Senior Manager: Learner Affairs email address: oala@sanc.co.za**

Incomplete applications or those that 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-dated, 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 on CV, as well as in respect of criminal record, citizenship, finance records, qualifications, drivers licence and 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 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 after the closing date of this advertisement, accept that your application was not successful. The SANC is committed to employment equity and therefore people with disabilities 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.

