



**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 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.

**DEPARTMENT** : HUMAN RESOURCES  
**POSITION** : SENIOR HR PRACTITIONER: EMPLOYMENT PRACTICE AND  
HR ADMINISTRATION  
**REFERENCE NUMBER** : SHRPEPHA/002/11/2021  
**REMUNERATION** : R479 912,82 TO R576 478,09  
**TERMS OF** : PERMANENT  
**APPOINTMENT**  
**CLOSING DATE** : 30 NOVEMBER 2021

**MINIMUM REQUIREMENTS:**

- Grade 12
- National Diploma/Advanced Diploma/Degree in Human Resources, Industrial Psychology, Public Management/ Public Administration or equivalent qualification
- Minimum of 4 years' experience in Recruitment and Selection, Conditions of Service, Employee Benefits and Human Resources Administration within in a corporate organisation, public sector or state owned entities or organs of state

**ADDED ADVANTAGE REQUIRMENTS**

- Valid driver's licence
- Postgraduate qualifications will be an added advantage
- Working experience as a Human Resources Practitioner/Generalist/Officer
- 2 years' experience as a team leader or supervisory within a corporate organisation, public sector or state owned entities or organs of state



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

Chairperson: Dr M Molepo, Vice Chairperson: Dr S Zuma, Registrar & CEO: Ms S Mchunu

**OTHER REQUIREMENTS:**

- Travelling (limited) will be required

**KNOWLEDGE REQUIRED:**

- Relevant legislations, prescripts, regulations and frameworks
- Knowledge of relevant policies and procedure
- Recruitment Metrix and reporting
- Knowledge of employment equity
- Development of HR policies and procedures
- Development of Annual recruitment plan or resource plan
- Leave Management, reconciliation and Annual Leave Reconciliation Report for leave provisions (financial impact or value) for inclusion in the financial statement
- Temporary and permanent incapacity processes
- Recruitment and selection methodologies
- Payroll administration, HR information and data management
- Exit management and employee on boarding
- Condition of Service and employee Benefits
- Personnel records and filing
- Internal transfers, acting and secondments

**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 development and implementation of sectional plans
- Coordinate HR information Management (HR oversight and statistics, capture approved organizational structure, created and freeze positions)
- Assist internal and external auditors with supporting documentation and samples where necessary

- Contribute to the development and reviews policies, standard operating procedures, frameworks, internal controls and systems within the Employment Practice and Human Resources Administration function
- Coordinate Human Resources Payroll function
- Administer the implementation of Condition of Services/Benefits and compensation and implementation of relevant Council (Board) and Committee resolutions
- Facilitate and coordinate the implementation of employment practice activities such as recruitment, response handling, selection and appointments, background verifications, competency/technical assessment, employee on boarding (employee arrival) and related functions
- Administer recruitment and selection databases including recruitment matrix and reports
- Facilitate and coordinate confidentiality and disclosure declaration process
- Administer employee leave in collaboration with line management and supervisors including monthly and annual leave audit/reconciliation for leave provision inclusion in the financial statement
- Administer manual and electronic filing of personnel records, HR records and proper management of responses to advertised positions
- Facilitate acting, internal transfers, secondment and additional responsibilities appointments etc
- Facilitated and coordinate exit processes including completion of exit management forms, submission for approval by the Registrar and CEO to release an employee and termination on SANLAM pension fund
- Ensure compliance and provide advise relating to SANC Human Resources Policies and related legislation
- Coordinate quarterly Joint Pension Forum (JPF) with SANLAM including facilitating the meetings, minutes, resolutions, the voting and appointments of employee and employer representative in terms of pension rules
- Administer HR Administration (i.e. process Performance Management and Development System rewards (PMDS), PMDS letters, Cost of Living Adjustment (COLA) letters, Long Service Recognition, Qualification Financial rewards and Cellphone Allowance process)
- Facilitate and coordinate pension related matters including submission of pension monthly reports to SANLAM
- Attend to internal and external audit queries in the area of work
- Perform ad hoc tasks as delegated by the line manager/ supervisor; and

**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 must be e-mailed [shrpepha@sanc.co.za](mailto:shrpepha@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 all relevant educational qualifications and detailed (and up to date) curriculum vitae (CV) information on key performance areas and three contactable references (including the current employer).

Furthermore, where applicable, all application must be accompanied by proof of professional registration and 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, if 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.