



**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.

<b><u>DEPARTMENT</u></b>	<b>: HUMAN RESOURCES</b>
<b><u>POSITION</u></b>	<b>: SENIOR HUMAN RESOURCES PRACTITIONER: LEARNING AND DEVELOPMENT</b>
<b><u>REFERENCE NUMBER</u></b>	<b>: SHRPLD/002/11/2021</b>
<b><u>REMUNERATION</u></b>	<b>: R472 912,82 TO R 576 478,09</b>
<b><u>TERMS OF APPOINTMENT</u></b>	<b>: PERMANENT</b>
<b><u>CLOSING DATE</u></b>	<b>: 30 NOVEMBER 2021</b>

**MINIMUM REQUIREMENTS:**

- Grade 12
- National Diploma/Degree in Human Resources/ Industrial Psychology/Public Management/Public Administration or equivalent qualification
- Minimum of 4 years' experience in Learning and Development/ Human Resources Development (i.e. Performance Management or Training and Development or Talent Management and related fields) within a corporate organisation, public sector or state owned entities or organs of state
- Valid driver licence

**ADDED ADVANTAGE REQUIREMENTS**

- Postgraduate qualifications
- Skills Development facilitation certificate
- 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

**OTHER REQUIREMENTS:**

- Travelling (limited) will be required.



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

**KNOWLEDGE REQUIRED:**

- Development of HR policies and procedures
- Performance management and development system
- HR information and data management
- Learning and Development
- Training and Development approaches
- Talent management strategy and policy
- Succession planning
- Skills audit
- Sector Education and Training Authority (SETA) mandatory and discretionary grants (Health and Welfare SETA)
- Leadership Development and Management framework
- Mentoring and Coaching Policy and Methodologies
- Competency framework
- Competency assessment and development
- Study assistance, learnerships, internships and experiential training
- Employee on-boarding and induction

**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
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### **KEY PERFORMANCE AREAS:**

- Contribute to the development and implementation of sectional Plan and Annual Operational Plan
- Facilitate and coordinate Learning and Development Committee within SANC
- Facilitate and Coordinate Learning and Development function
- Develop and implement information management (records) for Learning and Development section
- Contribute to the development and review of talent management strategy (Succession, Career Development and Professional Development) and Learning and Development strategy
- Develop and review framework, policies, standard operating procedures (SOPs) and business process
- Facilitate and coordinate graduate internship, learnerships and experiential/work integrated learning
- Facilitate and coordinate Performance Management and Development System (PMDS) (i.e. workshops, performance moderation and database, quality assurance of performance agreements and assessments)
- Assist internal and external auditors with supporting documentation and samples where necessary
- Facilitate and coordinate probation processes
- Coordinate professional subscriptions and affiliations
- Contribute to the develop and review the competency framework for all SANC positions
- Facilitate the competency assessment and skills audit
- Facilitate training needs analysis to compile the workplace skills plan (WSP) and Annual Training Reports (ATR)
- Facilitate, coordinate and provide reports for all relevant committees
- Facilitate the development of a succession planning process
- Facilitate the development of a leadership development and management framework
- Develop and manage database for all training and development service providers and other stakeholders within the Training and Development function
- Facilitate induction, orientation and employee on- boarding programme
- Facilitate and coordinate bursary programmes

**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 [shrpld@sanc.co.za](mailto:shrpld@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, 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).

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.

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