



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.

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

MINIMUM REQUIREMENTS:

- Grade 12
- National Diploma/Degree in Human Resources, Industrial Psychology, Management Services, Operations Management, Production Management or equivalent qualification
- Minimum of 4 years' experience in Organisational Development within a corporate organisation, public sector or state owned entities or organs of the state

ADDED ADVANTAGE REQUIREMENTS

- Valid driver's licence
- Postgraduate qualifications
- Working experience as an Organisational Development Officer/Practitioner or Senior Work-study 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

KNOWLEDGE REQUIRED:

- Research
- Organisational design
- Job profile design
- Business processes re-engineering
- Job evaluation methodologies
- Project Management
- Workforce Planning
- Change management strategy, framework, plans, committees and methodologies
- Computer Literacy
- Organisational design systems (Orgplus, Visio)
- Employee engagement survey/ organisational culture climate assessment
- Standard Operation Procedures Development and improvement
- Organisational Development interventions (i.e. Team effectiveness 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

KEY PERFORMANCE AREAS:

- Contribute to the development and implementation of sectional Plan and Annual Operational Plan
- Develop, review Organisational Development framework, Policies, procedures and strategy
- Render Organisational Design services
- Assist internal and external auditors with supporting documentation and samples where necessary
- Develop and implement Business Operating Model
- Facilitate the Development, review and implement Payscale Design
- Facilitate annual remuneration review and surveys
- Facilitate negotiation strategy for Cost of Living Adjustment (COLA) including the appointment of management negotiation team (Chief negotiator) and Chairperson
- Facilitate Job Profiles, Job evaluation and grading of positions
- Develop and implement workforce plan/HR Plan (Manpower planning and budgeting)
- Develop and implement Organisational Development interventions (i.e. Team Effectives/Team building/ Climate/culture survey/Employee Engagement Survey, Employee Value proposition)

- Facilitate work study organisational effectiveness investigations
- Manage HR Information System, statistics and Establishment Management
- Facilitate relevant committees (i.e. Change Management Committee, Job Evaluation Committee)
- Provide change management services and act as a change champion for all projects within SANC
- Deliver business process analysis and implementation of improvement initiatives
- Develop and implement organisational development workforce planning database and records
- Perform ad hoc tasks as delegated by the line manager or supervisor

NB: Applications must be completed in full on the prescribed form, obtainable from the SANC website (www.sanc.co.za). **Applications must be e-mailed** shrpodwp@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, 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.