

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.

INTERNAL ADVERTISEMENT

DEPARTMENT : OFFICE OF THE CORPORATE SERVICES EXECUTIVE

POSITION : PERSONAL ASSISTANT

REFERENCE NUMBER : PACSE/001/11/2022

TOTAL COST TO COMPANY REMUNERATION : R413 308.16

TERMS OF APPOINTMENT : PERMANENT

CLOSING DATE : 14 NOVEMBER 2022

MINIMUM REQUIREMENTS:

- Grade 12.
- National Diploma in Office Management/ Management Assistant/Practice Management/Administrative Management/ Office Management and Technology or Public Management/Public Administration or an equivalent qualification.
- Minimum of 3 years' secretarial/administrative experience in the office of the Executive Manager/ Senior Manager within a corporate organisation / organ of state or a public entity or statutory council.

ADDED ADVANTAGE

- Advanced Diploma/Bachelor of Technology/ Degree will be an added advantage.

REQUIRED KNOWLEDGE

- Knowledge in general administration.
- Knowledge of advanced Computer Literacy (Ms Office, MS PowerPoint, Outlook, MS Excel)
- Typing speed not less than 50 words per minutes (wpm).
- Ability to maintain confidentiality.
- Secretarial/administrative experience in the office of the Executive Manager/ Senior Manager within a corporate organisation / organ of state or a public entity or statutory council level.
- Experience in coordination and consolidation of various reports in the highest-level office such as the office of the Senior Management or Executive Management level.

COMPETENCIES/ SKILLS:

- Job knowledge.
- Computer proficient.
- Acceptance of responsibility.
- Attention to details.
- Reliability.
- Professional telephone etiquette.
- Communication.
- Interpersonal skills.
- Flexibility.
- Teamwork.
- Planning and execution.
- Managing diary at an executive level
- Ability to act with tact and discretion.
- Good grooming, presentation and professionalism.
- Good attention to detail. Meticulous.
- Proactive.
- Conflict resolution.

KEY PERFORMANCE AREAS:

- Manage the Corporate Service Executive (CSE)'s diary, meetings and events.
- Assist CSE to prepare for meetings, take minutes during meetings and follow up on resolutions of meetings
- Handle communications (i.e. Emails, faxes, telephone etc)
- Develop, implement and maintain the filing system
- Draft routine correspondences and reports.
- Provide administrative support to the Corporate Services Executive (i.e. management of procurement etc)
- Liaise with relevant stakeholders with regards to all matters pertaining to administrative functions.
- Type all documents (e.g. letters, memos, minutes etc).
- Arrange logistics (i.e. traveling etc).
- Deal with enquiries and provision of information.
- Perform ad-hoc tasks as delegated by the CSE.

NB: Applications must be completed in full on the prescribed form, obtainable from the SANC website (<https://www.sanc.co.za/vacancies/>). **Applications must be e-mailed to pacse@sanc.co.za**

Incomplete applications or those which do not meet the above requirements will not be considered.

The application must include only fully a completed and signed SANC Form, obtainable from South African Nursing Council (SANC) website and a detailed Curriculum Vitae. Certified copies of Identity Document, Grade 12 Certificate and the highest required qualifications, professional affiliation certificate as well as a driver's licence where necessary, will only be submitted by shortlisted candidates to the Human Resources

Department on or before the day of the interview date. Failure to do so will result in your application being disqualified.

Furthermore, where applicable, all applications 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). Preference will be given to South African citizens. The successful candidate will be appointed on a probation basis and will be permanently employed if all of the performance requirements are met during probation.

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.