

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.

SECTION : **RECORDS AND REGISTRY**
POSITION : **ADMINISTRATION CLERK: REGISTRY**
REFERENCE NUMBER : **ACR3/003/01/2023**
REMUNERATION : **R 335 733.76**
TERMS OF EMPLOYMENT: **PERMANENT**
CLOSING DATE : **25 JANUARY 2023**

MINIMUM REQUIREMENTS

- Grade 12.
- Diploma/National Diploma in Records Management/ Archives/Administrative Information Management/Information Management/Public Administration/Public Management/Business Administration or equivalent qualification.
- Minimum of 2 years working experience within Records/Archives Management within a corporate organisation, public sector or state-owned entities or organs of state.

ADDED ADVANTAGE REQUIREMENTS

- BTech or Degree in Records Management/ Archives/Administrative Information Management/Information Management/Public Administration/Public Management/Business Administration or equivalent qualification.

REQUIRED KNOWLEDGE

- Relevant Legislations, prescripts, and Regulations
- File Plan
- Confidentiality
- Document inventory
- Records Disposal process
- Manual and Electronic records management and archiving practices
- Records Management Policy and procedures

REQUIRED COMPETENCIES/SKILLS

- Job knowledge
- Technical skills
- Acceptance of responsibility
- Quality of work
- Reliability

- Initiative
- Interpersonal relationship
- Flexibility
- Teamwork
- Planning and execution
- Manage resources
- Communication
- Customer orientation

KEY PERFORMANCE AREAS

- Implement SANC file plan and records control schedule.
- Execute the records disposal programme.
- Compile inventory of documents and files.
- Plan and schedule records management activities.
- Compile periodic sectional reports.
- Assist internal and external auditors with supporting documentation and samples where necessary.
- Handle internal and external enquiries (telephonically, e-mails, faxes, face-to-face, etc.).
- Support management with the administration duties within the Records and Registry section.
- 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 (<https://www.sanc.co.za/vacancies/>). Applications may be e-mailed to: acr4@sanc.co.za

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

The application must include only a fully completed and signed SANC Form, obtainable from the 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. It is compulsory for successful candidates to belong to a medical aid scheme if they do not belong to their spouses' medical aid.

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). 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.

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.

