



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, 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.

<u>DEPARTMENT</u>	: FINANCE
<u>POSITION</u>	: MANAGER: REVENUE COLLECTION AND SALES (re-advertisement-candidates who previously applied for the position may re-apply)
<u>REFERENCE NUMBER</u>	: MRCS/001/02/2023
<u>REMUNERATION</u>	: R869 756,10
<u>TERMS OF APPOINTMENT</u>	: PERMANENT
<u>CLOSING DATE</u>	: 10 MARCH 2023

MINIMUM REQUIREMENTS:

- Grade 12
- A Degree in Finance/Accounting or equivalent qualification.
- 8 years relevant working experience in a similar role in a corporate organisation, public sector or state-owned entities or organs of the state
- 3 years' experience as a team leader or supervisor in a corporate organisation, public sector or state-owned entities or organs of the state.
- Valid driver's license.

REQUIRED KNOWLEDGE:

- Leading Financial and Accounting Practices (IFRS)(Revenue)
- Relevant legislations
- Understanding of Nursing Act 33 of 2005 (added advantage)
- Relevant policies, procedures, internal control and systems
- I-Series or any system for membership (added advantage)
- Revenue Strategy and policies
- Client Services
- Inventory Management



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website: www.sanc.co.za

REQUIRED COMPETENCIES:

- Financial management
- Strategic capability and leadership
- People management and empowerment
- Knowledge management
- Service delivery innovation
- Problem solving and analysis
- Client orientation and customer focus
- Communication
- Honesty and integrity

KEY PERFORMANCE AREAS:

- Contribute to the development and implementation of Annual Performance Plan, Annual Operational Plan and Departmental strategy.
- Provide reports to Management and Committees of Council.
- Manage risks within an area of responsibility.
- Perform monthly revenue closes.
- Manage the update and publishing of fees payable to SANC.
- Ensure accurate processing of transactions.
- Manage Revenue suspense accounts.
- Manage monthly and yearly stock taking and counts.
- Provide Revenue, Sales and Inventory Management (distinguishing devices) reports.
- Close off of revenue system for month end reporting.
- Ensure the availability of stock (distinguishing devices).
- Ensure compliance to SANC regulatory standards.
- Develop and implement policies, standard Operating Procedures, business processes, systems, objectives and activities, frameworks and internal controls within an area of performance.
- Manage resources (i.e., Human Resources, Physical, Financial and Information).
- Perform ad hoc tasks as delegated by 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 must be e-mailed mracs@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. The SANC may request academic record for general qualifications/Certificates that does not specify the major courses to determine the major course of the qualification. It is compulsory for successful candidates to belong to a medical aid scheme if they do not belong to their spouses' medical aid. Failure to do so will result in your application being disqualified.

Furthermore, 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). 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.

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.