



**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.

<b><u>DEPARTMENT</u></b>	<b>: CORPORATE SERVICES</b>
<b><u>POSITION</u></b>	<b>: MANAGER: FACILITIES</b>
<b><u>REFERENCE NUMBER</u></b>	<b>: MF/001/03/2023</b>
<b><u>REMUNERATION</u></b>	<b>: R869 756,10 PER ANNUM</b>
<b><u>TERMS OF</u></b>	<b>: PERMANENT</b>
<b><u>APPOINTMENT</u></b>	
<b><u>CLOSING DATE</u></b>	<b>: 31 MARCH 2023</b>

**MINIMUM REQUIREMENTS:**

- Grade 12.
- Bachelor's Degree in Facilities Management, Public Administration, Business Management, Public Management, Property Management, Real Estate, Building Management, Engineering or relevant qualification.
- Minimum of 8 years working experience in Facilities within a corporate organisation / organ of state or a public entity or statutory council.
- Minimum of 3 years supervisory experience within a corporate organisation / organ of state or a public entity or statutory Council.
- A valid driver's licence.

**ADDED ADVANTAGE REQUIREMENTS**

- More than 8 years working experience in Facilities within a corporate organisation / organ of state or a public entity or statutory council.
- Honours Degree in Facilities Management, Public Administration, Public Management, Property Management, Building Management, Engineering or relevant qualification.
- Membership to the South African Facilities Management Association (SAFMA).



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### **REQUIRED KNOWLEDGE**

- Facility management and building maintenance.
- Principles and practices of project management.
- Principles and practices of business administration.
- Financial principles and practices.
- Electrical and mechanical systems.
- Supply Chain Management and contracts.
- Safety, Health and Environmental (SHE) Regulations.
- Technical experience in all facets of facility operation.
- Well-versed in technical, operations and facilities management best practices.

### **REQUIRED COMPETENCIES/ SKILLS:**

- People management and empowerment.
- Programme and project management.
- 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 the Annual Performance Plan, Annual Operational Plan and Sectional Plan.
- Develop, review and implement and report on facilities management strategy/plan including preventative maintenance and life-cycle requirements.
- Manage the SANC building in line with the environmental, health and safety standards.
- Manage Auxiliary Services (i.e., fleet management, dispatch, postage, printing services, security, cleaning, refreshment services/food Aiders, messenger services, waste disposal and parking.
- Develop and implement policies, standard operating procedures, systems, process, procedures, guidelines, framework and tools.
- Manage safety, security and cleanliness within the Council building and premises including protest and industrial actions.
- Manage maintenance and repairs of Council facilities and equipment.
- Oversee facility refurbishment and renovations.
- Manage contracts of outsourced services including cleaning, security and technical maintenance to ensure contractors adhere to agreed standards.
- Manage Projects related to the facilities management.
- Manage CCTV and access control systems as well as lifts at the Council.

- Manage outsourced facilities management services including contractors and vendors ensuring that it is up to expected standards as outlined in the Service Level Agreement.
- Manage Occupational Health and Safety (i.e., Emergency Evacuation Plans, emergency floor plans etc) in relation to Facilities Management.
- Manage Office Space Planning and Relocations and Procurement and Disposal of Assets.
- Manage internal controls (i.e., Internal Audit and Risk Management)
- Manage resources (i.e., Human, Financial, Physical and Information Resources).
- 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 to [mf@sanc.co.za](mailto:mf@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.