

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>	: COUNCIL SECRETARIAT
<u>POSITION</u>	: COMPANY SECRETARY
<u>REFERENCE NUMBER</u>	: CS/001/09/2023
<u>REMUNERATION</u>	: R 1 321 212.09 TOTAL COST TO COMPANY (TCTC) PER ANNUM
<u>TERMS OF</u>	: PERMANENT
<u>APPOINTMENT</u>	
<u>CLOSING DATE</u>	: 06 OCTOBER 2023

MINIMUM REQUIREMENTS:

- Grade 12.
- Bachelor of Laws (LLB) Degree.
- Minimum of 10 years' experience in a governance and compliance environment in a corporate organisation, public sector or state-owned entities/ organ of state.
- Minimum of 5 years' practical experience as a Deputy Company Secretary/Manager: Secretariat/ Board Secretary in a corporate organisation, public sector or state-owned entities/ organ of state.
- Valid driver's licence

ADDED ADVANTAGE REQUIREMENTS

- Postgraduate Chartered Secretaries (CIS)/ Corporate Governance qualification
- Valid Registration with the relevant professional body (Chartered Governance Institute of Southern Africa (CGISA).
- Leadership Management Programme.



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website: www.sanc.co.za

Registrar And Chief Executive Officer (CEO): Prof NG Mtshali

REQUIRED KNOWLEDGE

- Corporate Governance Framework.
- Delegation of Authority Framework
- Compliance Universe.
- King IV Code on Corporate Governance.
- Working knowledge of governance frameworks in the Public Sector.
- In-depth knowledge of applicable legislation; and
- Understanding of political processes and protocols in dealing with executive authority and Parliament.

REQUIRED COMPETENCIES/ SKILLS:

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

KEY PERFORMANCE AREAS:

1. Contribute to the development and support the review of the 5-year SANC Strategic Plan.
2. Contribute to the development and implementation of the Annual Performance Plan (APP), Annual Operational Plan (AOP) and Departmental Strategy of the Council Secretariat Department.
3. Provide administrative and secretariat support to the Council and Council Committees.
4. Ensure that the Council and Council Committees comply with applicable legislative, statutory, governance and regulatory requirements.
5. Manage compliance universe within the SANC.
6. Oversee the development/review of the organizational policies and standard operating procedures (SOP) of the SANC.
7. Develop/review policies, standard operating procedures, internal controls, systems, frameworks and guidelines within area of responsibility.
8. Manage the records assigned to the Department, Council and Council Committees.
9. Manage the risk and audit queries within the area of responsibility.
10. Manage the resources (i.e., Human, Financial, Information and Physical Resources).
11. 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 CS@sanc.co.za**. All applicants who previously applied are encouraged to reapply.

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 Mr. P Mahanyele at Tel. no. (012) 420 1068. The South African Nursing Council reserves the right not to make any appointment.