

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>: HUMAN RESOURCES</b>
<b><u>POSITION</u></b>	<b>: OFFICE ASSISTANT TO SENIOR MANAGER: HUMAN RESOURCES (HR)</b>
<b><u>REFERENCE NUMBER</u></b>	<b>: OASMHR/002/09/2023</b>
<b><u>REMUNERATION</u></b>	<b>: R335 733.76 TOTAL COST TO COMPANY (TCTC) PER ANNUM</b>
<b><u>TERMS OF</u></b>	<b>: PERMANENT</b>
<b><u>APPOINTMENT</u></b>	
<b><u>CLOSING DATE</u></b>	<b>: 27 SEPTEMBER 2023</b>

#### **MINIMUM REQUIREMENTS**

- Diploma in Office Management and Technology/Office Practice/Management Assistant/Public Management/Administration/Administrative Management/ Administrative Information Management and Business Administration or equivalent qualification.
- Minimum 3 years' experience performing secretarial functions or administrative support to the Senior Manager within a corporate organisation, public sector or state-owned entities or organs of the state.

#### **ADDED ADVANTAGE REQUIREMENTS**

- More than one (1) year' experience in the Human Resources functions.
- More than three (3) years' experience performing secretarial functions or administrative support to the Senior Manager within a corporate organisation, public sector or state-owned entities or organs of the state.

#### **REQUIRED KNOWLEDGE**

- Knowledge in secretarial/ office administration/administrative support and general administration.
- Knowledge of advanced Computer Literacy (Ms Office, MS PowerPoint, Outlook, MS Excel).
- Typing speed not less than 50 words per minute (wpm).

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- Coordination and consolidation of various reports in the highest-level office such as the office of the Senior Management or Executive Management level.
- Ability to maintain confidentiality.
- Filing Management
- Records Management
- Confidentiality
- Secretarial support
- Administrative support
- Logistics arrangement
- Telephone etiquette
- Client orientation and customer focus.

#### **REQUIRED COMPETENCIES AND 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 (KPA):**

- Manage the Senior Manager's diary, meetings and events
- Prepare for meetings, minute taking and follow up on resolutions of meetings and tasked delegated to the direct report of the Senior Manager
- Handle communications and correspondence/ memos/submissions (i.e. emails, faxes, telephone etc.)
- Coordinate Departmental/Sectional meetings
- Review, quality assure, consolidate and coordinate reports/documents within the Department (Annual Performance Plan, Annual Operational Plan and Committees of Council)
- Develop, implement and maintain a secured manual and electronic filing system and document control (tracking of incoming and outgoing documents) to process and manage confidential information
- Draft routine correspondences and reports (letters, memos, minutes etc.)
- Provide administrative support to the Senior Manager (i.e. progress on supply chain matters (Request for quotations, tenders and projects and travel logistics) within Department etc.)
- Liaise with relevant stakeholders with regards to all matters pertaining to administrative functions
- Assist internal and external auditors with supporting documentation and samples where necessary
- Attend to enquiries and provision of information.
- Provide Assistant to the following sections within the HR Department (1): Employee Relations, Wellness and Compliance, (2) Learning and Development, (3) Organisational Development and Workforce Planning and (4) Employment Practice and Human Resources Administration Sub-Section.
- Perform ad-hoc tasks as delegated by the Senior Manager

**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 [oashr@sanc.co.za](mailto:oashr@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 Mr Phuti Mahanyele at Tel. no. (012) 420 1060. The South African Nursing Council reserves the right not to make any appointment.

