

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.

EXTERNAL ADVERTISEMENT

<u>DATE ISSUED</u>	: 22 NOVEMBER 2023
<u>DEPARTMENT</u>	: FACILITIES
<u>POSITION</u>	: DRIVER/MESSENGER
<u>REFERENCE NUMBER</u>	: DM/001/09/2023
<u>REMUNERATION</u>	: R251 917,82 TOTAL COST TO COMPANY (TCTC) PER ANNUM
<u>TERMS OF APPOINTMENT</u>	: PERMANENT
<u>CLOSING DATE</u>	: 13 DECEMBER 2023

MINIMUM REQUIREMENTS:

- Grade 12
- A 3 year's driving experience as a Driver/Messenger.
- Valid driver's licence with Professional Driving Permit (PrDP).

OTHER REQUIREMENTS


Willingness to travel and work beyond working hours as stipulated by Basic Conditions of Employment Act provisions.

REQUIRED COMPETENCIES AND SKILLS:

- Job knowledge
- Technical skills
- Acceptance of responsibility



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- Quality of work
- Reliability
- Initiative
- Communication
- Interpersonal relationships
- Flexibility
- Team work
- Planning and execution

KEY PERFORMANCE AREAS (KPA):

- Provide driving/messenger services.
- Collect and deliver mail to and from the Post Office.
- Delivery, collect, distribute letters, correspondence, packages, files and documents.
- Collect, sort and distribute mail to line functionaries and relevant officials within the Department and to external clients.
- Collect, distribute mails to and from other sections / external clients and receive signatures from recipients.
- Ensure all mails/ documents/ parcels are collected from Registry, Learner Affairs, etc as per schedule.
- Ensure proper and secure control over movement of documents.
- General maintenance and storage of vehicle.
- Maintain accurate and up to date schedule trip sheets i.e. log official trips, daily mileage, fuel consumption etc.
- Handle routine and ad-hoc administrative tasks i.e. collect office consumables
- Report incidents timeously and compile vehicle condition reports
- Ensure minor/major vehicle maintenance are carried out on time.

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 dm@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.

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. therefore, 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 1068. The South African Nursing Council reserves the right not to make any appointment.

ERRATUM. Kindy be informed that the closing date for this position that was advertised in the SANC website on 15 November 2023 is extended from 06 December 2023 to 13 December 2023. Candidates who previously applied need not reapply as their applications will still be considered. We apologize for the inconvenience.