

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>	: 17 DECEMBER 2023
<u>DEPARTMENT</u>	: CORPORATE SERVICES
<u>POSITION</u>	: MANAGER: REGISTRY AND RECORDS (RE-ADVERTISEMENT)
<u>REFERENCE NUMBER</u>	: MRR/001/12/2023
<u>REMUNERATION</u>	: R 921 941. 47 TOTAL COST TO COMPANY (TCTC) PER ANNUM

TERMS OF APPOINTMENT : PERMANENT

CLOSING DATE : 19 JANUARY 2024

MINIMUM REQUIREMENTS:

- Grade 12.
- A three (3) Degree in Archive and Records, Information Management, Public Management, Public Administration, Library and Information Studies, Information Science, or equivalent qualification.
- 8 years relevant working experience in Records Management and / or Information Management in a similar role in a corporate organization, public sector or state-owned entities or organs of the State.
- 3 years' experience as a team leader or supervisor in a corporate organization, public sector or state-owned entities or organs of the State.
- Valid driver's license.

ADDED ADVANTAGE REQUIREMENTS:

- Registration with the relevant professional body will be regarded as an added advantage.
- More than 8 years relevant working experience in Records Management and / or Information Management in a similar role in a corporate organization, public sector or state-owned entities or organs of the State.
- More than 3 years' experience as a team leader or supervisor in a corporate organization, public sector or state-owned entities or organs of the State.



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REQUIRED KNOWLEDGE:

- Knowledge of paper-based records management.
- Extensive knowledge of electronic records management.
- Extensive knowledge of information strategy and policy.
- Extensive knowledge of document management.
- Knowledge of change management.
- Knowledge of stakeholder management.

REQUIRED COMPETENCIES/SKILLS:

- 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 ARE

- Contribute to the development of the SANC strategic plan, Annual Performance Plan and Annual Operational Plan (Service Delivery and Budget Implementation Plan)
- Develop, review, and implement the SANC Records Management Strategy and Policy.
- Develop and oversee the implementation of Records Management Action Plan.
- Manage Records Management Champions from different departments / sections.
- Direct, plan and oversee the development and implementation of policies, SOP's, business processes, objectives and activities related to the records management function.
- Compile and maintain approved records classification system for paper-based and electronic records.
- Develop and implement a systematic disposal programme for legal and functional purposes.
- Establish and effectively manage the Records Management Committee and ensure that the SANC complies with national legislation on records management.
- Conduct and audit of records management practices in the organization.
- Set up processes for access to information contained in the records section, in terms of the Promotion of Access to Information Act, 2000 (Act No. 2 of 2000).
- Manage resources (i.e. Human Resources, Physical resources, Financial 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 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. 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 Mahanye at Tel. no. (012) 420 1068. The South African Nursing Council reserves the right not to make any appointment.