

The South African Nursing Council (SANC) is the body entrusted to set and maintain standards of nursing education 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**

<b><u>DATE ISSUED</u></b>	<b>: 22 NOVEMBER 2023</b>
<b><u>DEPARTMENT</u></b>	<b>: HUMAN RESOURCES</b>
<b><u>POSITION</u></b>	<b>: SENIOR HUMAN RESOURCES PRACTITIONER: LEARNING AND DEVELOPMENT</b>
<b><u>REFERENCE NUMBER</u></b>	<b>: SHRPLD/001/10/2023</b>
<b><u>REMUNERATION</u></b>	<b>: R498 450,11 TOTAL COST TO COMPANY (TCTC) PER ANNUM</b>
<b><u>TERMS OF APPOINTMENT</u></b>	<b>: PERMANENT</b>
<b><u>CLOSING DATE</u></b>	<b>: 31 JANUARY 2024</b>

#### **MINIMUM REQUIREMENTS:**

- Grade 12
- Relevant Degree in Human Resources / Human Resources Development, Industrial Psychology or equivalent qualification
- Minimum of 4 years' experience in Learning and Development/ Human Resources Development (i.e. Performance Management or Training and Development or Talent Management and related fields) within a corporate organisation, public sector or state-owned entities or organs of state.
- Drivers' license.

#### **ADDED ADVANTAGE REQUIREMENTS**

- More than 4 years' experience in a Learning and Development environment in a corporate organisation / public sector / organ of state / state owned entity.
- More than 1 year's working experience as a team leader or supervisor in a corporate organisation / public sector / organ of state / state owned entity.
- Skills Development facilitation certificate
- Postgraduate qualification or honours in Human Resources / Human Resources Development, Industrial Psychology or equivalent qualification
- Relevant and valid registration with a professional body.



Cecilia Makiwane Building,  
602 Pretorius Street, Arcadia, Pretoria 0083  
Private Bag X132, Pretoria 0001,  
Republic of South Africa



Tel: 012 420 1000  
Fax: 012 343 5400  
SANC Fraud Hotline: 0800 20 12 16



website: [www.sanc.co.za](http://www.sanc.co.za)

**OTHER REQUIREMENTS:**

- Travelling (limited) will be required.

**KNOWLEDGE REQUIRED:**

- Development of HR policies and procedures
- Performance management and development system
- HR information and data management
- Learning and Development
- Training and Development approaches
- Talent management strategy and policy
- Succession planning
- Skills audit
- Sector Education and Training Authority (SETA) mandatory and discretionary grants (Health and Welfare SETA)
- Leadership Development and Management framework
- Mentoring and Coaching Policy and Methodologies
- Competency framework
- Competency assessment and development
- Internal bursary, learnerships, internships and experiential training
- Employee on-boarding and induction
- Total reward models/ employee value proposition.

**REQUIRED COMPETENCIES AND SKILLS:**

- Job knowledge
  - Technical skills
  - Acceptance of responsibility
  - Quality of work
  - Reliability
  - Initiative
  - Interpersonal relationship
  - Flexibility
  - Team work
  - Planning and execution
  - Manage resources
  - Communication
  - Customer orientation
-

**KEY PERFORMANCE AREAS:**

- Facilitate the SANC Employee Induction and Onboarding Programme to all Staff.
  - Coordinate the implementation of PMDS planning, contracting, bi-annual assessments and PMDS rewards at an organisational level to build a culture of high performance.
  - Support the establishment and continued effective functioning of the PMDS Moderation Committees, Learning and Development Committee and other related committees as required.
  - Provide relevant input into the development, implementation, review, and reporting on the Human Resources Strategy and the Talent Management Strategy.
  - Coordinate, implement, monitor and report on talent management activities, programmes and projects.
  - Responsible for the capacitation of all relevant stakeholders in the implementation of talent management programmes, interventions, policies etc.
  - Carry out and report on SANC people capacity development interventions in line with strategic objectives and quality standards.
  - Conduct the evaluation of capacity development interventions for effectiveness (return on investment) and recommend implementable improvements.
  - Conduct skills audits, competency assessment and implement fit-for-purpose interventions to close the gaps.
  - Contribute towards the development, implementation, review and reporting of the Annual Sectional Plan and Departmental Annual Operational Plan.
  - Contribute towards the development, implementation, review and reporting of the SANC Workplace Skills Plan (WSP) and assist in the submission of the Annual Training Report (ATR) to the relevant SETA.
  - Assist in the implementation and reporting of the Graduate Internship Programme and Internal Bursary Programme.
  - Provide support for the establishment of the SANC Staff and leadership competency (skills, knowledge, behaviours etc.) for organisational success.
  - Assist in the defining of the SANC Leadership brand / style and implement interventions aligned to the leadership brand / style.
  - Facilitate the implementation of career planning, pathing, and development for critical, scarce and critical talent segments aligned to the SANC mandate.
  - Facilitate the development of succession plans for critical and scarce, and talent segments aligned to the SANC Strategy and Annual Operational Plan.
  - Contribute to the development, review and reporting on Sectional/ Departmental Policies, Standard Operating Procedures and relevant framework.
  - Ensure strict adherence to all developed, implemented, and monitored policies and procedures within the Section.
  - Ensure development maintenance and updating of an effective and auditable information management system.
  - Ensure effective utilisation of resources (budget, physical resources and information).
  - Perform ad-hoc functions related to department.
-

**NB:** Applications must be completed in full on the prescribed form, obtainable from the SANC website ([www.sanc.co.za](http://www.sanc.co.za)). **Applications must be e-mailed to [shrpld@sanc.co.za](mailto:shrpld@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 was extended from 13 December 2023 to 31 January 2024. Candidates who previously applied need not reapply as their applications will still be considered. We apologize for the inconvenience.

---