

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 vacancies, candidates that meet the requirements as provided are invited to apply.

EXTERNAL ADVERTISEMENT

DATE OF ISSUE : 03 MARCH 2024

DEPARTMENT : LEGAL AFFAIRS

POSITION : PROFESSIONAL OFFICER: LEGAL AFFAIRS

REFERENCE NUMBER : POLA/001/03/2024

REMUNERATION : R764 540.86 TOTAL COST TO COMPANY (TCTC) PER ANNUM

TERMS OF APPOINTMENT : PERMANENT

CLOSING DATE : 22 MARCH 2024

MINIMUM REQUIREMENTS

- Diploma / Bachelor Degree in Nursing
- Additional qualification in post basic advanced midwifery qualification
- Minimum five (5) years' clinical experience as Midwife
- Valid Annual Practicing Certificate
- Valid driver's license

ADDED ADVANTAGE REQUIREMENTS

- Any paralegal qualification or equivalent.

OTHER REQUIREMENTS

Willingness to travel extensively and beyond working hours within the Basic Conditions of Employment Act provisions.



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



website: www.sanc.co.za

REQUIRED KNOWLEDGE

- Understanding, interpreting, and applying Nursing, Health and other Legislation relevant to Nursing
- Knowledge of the Nursing Act
- SANC Regulations
- Other relevant legislation outside of nursing e.g. National Health Act, Medicines and Related Substances Control Act, etc.
- Computer literacy (Ms Office)

REQUIRED COMPETENCIES/ SKILLS:

- Job knowledge
- Technical skills
- Acceptance of responsibility
- Quality of work
- Reliability
- Initiative
- Communication
- Interpersonal relationships
- Flexibility
- Teamwork
- Planning and execution

KEY PERFORMANCE AREAS

- Contribute to the development and implementation of Annual Performance Plan, Annual Operational Plan and Departmental strategy.
- Develop and reviews policies, standard operating procedures, frameworks, internal controls, and systems within the area of specialisation.
- Manage risk within the areas of responsibility within the SANC.
- Assess all incoming case files for completeness, timely referral of incomplete items back to relevant department/section and follow up on resubmissions.
- Formulate charge sheet in terms of prescribed format.
- Determine links between charges and Defendants as well as linking of relevant evidence.
- Prepare evidence bundle in prescribed format.
- Prepare background facts for the Pro Forma Complainant.
- Ensure and follow up the issuing of summonses and subpoenas within expected timelines by the relevant Administrative Clerk.
- Develop hearing agenda and distribution to relevant parties within expected timeframes
- Consultation with witnesses: Confirm facts and statements of witnesses, prepare witnesses for hearing processes and what can be expected from processes.
- Alert/Accurate interpretation of Defense's case during hearings.
- Perform ad hoc tasks as delegated by the line manager.

- Apply sound clinical knowledge during analysis of Defense's case facts
- Advise Pro Forma Complainant on pertinent clinical facts related to the case
- Attend to internal and external stakeholders on case information / progression in line with SANC policy and Standard Operating Procedures
- Answer and respond to all case queries, refer as appropriate.
- Provide Professional Practice advice to external clients
- Facilitate professional conduct training/information sessions to stakeholders of SANC as and when advised by Management
- Support hearings' administrative functions as and when required
- Submit all standard reports accurately within the required timeframes and standards.
- Compile reports and statistics in the area of work.
- Maintain and update a host of administrative items that include aspects such as, case documentation, inspection documentation, correspondence etc. in the prescribed manner
- Keep all information confidential in accordance with relevant good practice, laws and SANC Management expectation.
- Perform ad hoc tasks as delegated by the line manager/ supervisor; and

NB: Applications must be completed in full on the prescribed form, obtainable from the SANC website (www.sanc.co.za). Applications may be e-mailed to: pola2@sanc.co.za

Incomplete applications or those which do not meet the above requirements may 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 license 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.