

# Vacancy at the SANC



South African Nursing Council  
Regulating nursing, advocating for the public

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:

## POSITION: LEGAL OFFICER: LEGAL AFFAIRS

### EXTERNAL ADVERTISEMENT

DATE OF ISSUE	: 20 OCTOBER 2024
DEPARTMENT	: LEGAL AFFAIRS
POSITION	: LEGAL OFFICER
REFERENCE NUMBER	: LOLA/001/09/2024
REMUNERATION	: R809 648,77 TOTAL COST TO COMPANY (TCTC) PER ANNUM
TERMS OF APPOINTMENT	: PERMAMENT
CLOSING DATE	: 08 NOVEMBER 2024

### MINIMUM REQUIREMENTS

**(NOTE: YOUR CURRICULUM VITAE, AND WHERE REQUIRED SUPPORTING DOCUMENTS, NEED TO PROVIDE INFORMATION ABOUT THE BELOW REQUIREMENTS):**

- Bachelor of Laws Degree (LLB) or B proc
- Minimum five (5) years post admission experience.
- Valid driver's license
- Admission as Attorney or Advocate

### ADDED ADVANTEGE REQUIREMENTS

- Experience as a public prosecutor or pro-forma prosecutor in Statutory Councils or Quasi-Judicial Tribunals

### OTHER REQUIREMENTS

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



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 377 377



[www.sanc.co.za](http://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
- Knowledge of prosecutions processes and law of evidence
- 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

- Legal research skills.
- Prosecution skill
- Investigation and report writing skills
- Good knowledge of criminal procedure and civil procedure.
- Competency and ability to act independently.
- Proficiency in conducting prosecutions and presentation of cases in court / tribunals.
- Credibility, accountability and Reliability.
- Draft charge sheets, appeals and review papers.
- Interpersonal relationships

## KEY PERFORMANCE AREAS

- Contribute to the development and implementation of Annual Performance Plan, Annual Operational Plan and Departmental strategy.
- Contribute to the Develop and reviews policies, standard operating procedures, frameworks, internal controls, and systems within the area of specialisation.
- Assess all incoming case files for completeness, timely referral of incomplete items back to relevant department/section and follow up on resubmissions.
- Determine links between charges and Defendants as well as linking of relevant evidence.
- Draft charge sheet in terms of prescribed format in consultation with Professional Advisor's
- Prepare evidence bundle in prescribed format.
- 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.
- Attend to representations made by the defence
- Lead prosecution at Professional Conduct Hearings
- Lead and cross examination of witnesses before the Professional Conduct Committee
- Draft appeal documents and present them at the Appeal's Committee's
- Perform ad hoc tasks as delegated by the line manager.
- Provide Legal support to inspections
- Attend to internal and external stakeholders on case information / progression in line with SANC policy and Standard Operating Procedures
- Conduct fraud investigations and lay criminal charges



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- Provide legal support to Council Committee's
- 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 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

#### **APPLICATIONS:**

- All applications must be completed and submitted on the SANC website via its online applications portal at [www.sanc.co.za](http://www.sanc.co.za) by clicking on **Public**/then click on **Careers at the SANC**/then click on **Click here to apply**.
- No manual/email applications will be accepted.
- Incomplete applications and those which do not meet the above requirements will not be considered.

#### **THE APPLICATION MUST INCLUDE:**

- A fully completed application via the SANC online portal
- A detailed Curriculum Vitae.

**The following documents must be sent only if you are invited as part of the shortlisting process – please ensure our HR Department receives them at least five workdays before the interview:**

- Certified copies of Identity Document
- Grade 12 Certificate
- The highest required qualification/s
- Professional affiliation certificate where necessary.
- Driver's licence where necessary.

#### **NOTE:**

- The SANC may request academic records for general qualifications/Certificates that do 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.
- All 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.
- 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.



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- The SANC is committed to employment equity and therefore people living with disabilities are encouraged to apply.

#### ENQUIRIES:

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.



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