

Vacancy at the SANC

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: PROFESSIONAL ADVISOR: PRELIMINARY INVESTIGATIONS

EXTERNAL ADVERTISEMENT

<u>DATE OF ISSUE</u>	: 04 JULY 2025
<u>DIVISION</u>	: PROFESSIONAL PRACTICE
<u>POSITION</u>	: PROFESSIONAL ADVISOR: PRELIMINARY INVESTIGATIONS
<u>REFERENCE NUMBER</u>	: PAPI/001/07/2025
<u>REMUNERATION</u>	: R 809 648.77 TOTAL COST TO COMPANY (TCTC) PER ANNUM
<u>TERMS OF APPOINTMENT</u>	: PERMANENT
<u>CLOSING DATE</u>	: 25 JULY 2025

MINIMUM REQUIREMENTS

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

- Grade 12.
- Diploma or Degree in Nursing.
- Additional qualification in Advanced Midwifery
- Minimum of 5 years' clinical nursing practice experience.
- Minimum of 3 years practice experience as a Clinical Specialist in Advanced Midwifery
- Valid Annual Practice Certificate.
- Valid Driver's license.

ADDED ADVANTAGE REQUIREMENTS

- Case management experience.
- Working experience within a regulatory environment.



OTHER REQUIREMENTS

- The incumbent will be expected to travel within the Basic Conditions of Employment Act.

REQUIRED KNOWLEDGE

- Familiar with data collection and analysis
- Information management
- Nursing Act, 2005 (Act No. 33 of 2005)
- Relevant Legislation and relevant Nursing Regulations
- National Health Act 61 of 2003 and related policies and guidelines
- Development of Policies and SOP's
- High quality report writing and presentation skills
- MS Office Suite (Word, PowerPoint, Excel, Outlook, etc)

REQUIRED COMPETENCIES

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

KEY PERFORMANCE AREAS

- Conduct Preliminary Investigation
- Make presentation to the Preliminary Investigation Committee for consideration.
- Conduct investigation site visits/ inspection in loco and maintain required levels of professionalism, integrity, confidence and patience as required by the SANC.
- Manage all case documentation and information, ensuring confidentiality is maintained over all case records in terms of SANC procedure.
- Assist in compiling Committee and Council reports.
- Implement Committee and Council resolutions.
- Liaise and consult with stakeholders maintaining high standards of customer /Client service.
- Participated in various meetings in professional manner e.g. committee meetings, staff meetings, stakeholders' meetings, inspection in loco etc.
- Supervise and update administrative tasks such as, case documents, inspection documents, correspondence etc, in the prescribed manner.
- Contribute to the development and implementation of Annual Performance Plan, Annual Operational Plan and Departmental strategy.
- Internal Controls /Risk Management.
- Manage resources (human, financial, physical and information)
- Perform ad hoc tasks as delegated by the line manager/ supervisor; and



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Private Bag X132, Pretoria 0001,
Republic of South Africa



Tel: 012 420 1000
Fax: 012 343 5400
SANC Fraud Hotline: 0800 377 377



APPLICATIONS:

- All interested applicants must [CLICK HERE](#) to access the PNET website, where they can register or update their profiles and apply for the position by following the instructions outlined in the advertisement.
- 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 THE FOLLOWING DOCUMENTATION:

- A detailed Curriculum Vitae, taking cognisance of the minimum requirements of the advertised position.

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

- 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.
- 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.
- 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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