



South African Nursing Council

(Under the provisions of the Nursing Act, 2005)

e-mail: registrar@sanc.co.za

website: www.sanc.co.za

SANC Fraud Hotline: 0800 20 12 16

Cecilia Makiwane Building,
602 Pretorius Street, Arcadia,
Pretoria, 0083

Tel: 012 420-1000

Fax: 012 343-5400

Private Bag X132, Pretoria, 0001
Republic of South Africa

INTERNAL/EXTERNAL ADVERTISEMENT

DEPARTMENT : RECORDS MANAGEMENT

POSITION : ADMINISTRATION CLERK: REGISTRY (12 MONTHS CONTRACT) X2

ANNUAL CTC : R250 722.26

CLOSING DATE : 23rd May 2018, AT 16H30

MINIMUM REQUIREMENTS

- Grade 12
- Diploma in Records Management / Archives, Public Management or equivalent
- Minimum of two years' experience within a Documents, Records and Archives environment

REQUIRED SKILLS AND COMPETENCIES

- Knowledge of records management and archiving practices
- Knowledge of electronic document, scanning and indexing
- Knowledge of general registry office functions
- Ability to keep confidential information
- Computer literacy (Ms Office suite)
- Good interpersonal relations
- Ability to work in a team
- Attention to detail
- Service orientation

KEY PERFORMANCE OUTPUTS

- Manage the flow of incoming and outgoing mail
- Sort and control all incoming correspondence
- Arrange and classify documents
- Prepare documents for scanning and indexing
- Appraise and dispose documents
- Maintain filing system
- Classify records appropriately according to related legislations
- Handling of queries (telephone calls, e-mails and faxes)
- Type documents and correspondence
- Receiving documents from the reception area

VISION: Excellence in professionalism and advocacy for health care users

NB: Applications must be completed in full on the prescribed form, obtainable from the above-mentioned website or from the South African Nursing Council, Cecilia Makiwane Building, 602 Pretorius Street, ARCADIA, 0083, for attention: The Human Resources Department, Private Bag X132, PRETORIA, 0001.

All applications must be accompanied by certified copies of all relevant education and professional qualifications together with an updated CV and certified copy of Identity Document. Foreign qualifications must be accompanied by a SAQA evaluation certificate.

Incomplete applications or those that do not meet the above requirements will not be considered.

Please note that correspondence will be limited to shortlisted candidates only, therefore, if you have not been contacted within two months after the closing date of this advertisement, please accept that your application was not successful. The South African Nursing Council is committed to employment equity; therefore people with disabilities are encouraged to apply.

Applications can be e-mailed to careers@sanc.co.za alternatively applications can be delivered at the SANC HR Department. Enquiries may be directed to Ms Veronica Mthethwa, at Tel no. (012) 426 9578. The South African Nursing Council reserves the right not to make any appointment.