



## **South African Nursing Council**

(Under the provisions of the Nursing Act, 2005)

**e-mail: [registrar@sanc.co.za](mailto:registrar@sanc.co.za)**

**website: [www.sanc.co.za](http://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 AND EXTERNAL ADVERTISEMENT**

**DEPARTMENT : FINANCE**  
**SECTION : SUPPLY CHAIN MANAGEMENT**  
**POSITION : ADMINISTRATION OFFICER: INVENTORY MANAGEMENT**  
**ANNUAL CTC : R309 230.20**  
**CLOSING DATE : 26 JUNE 2018, AT 16H30**

### **MINIMUM REQUIREMENTS:**

- A recognised 3 year Diploma/ National Diploma in Finance, Logistics and Purchasing management qualification.
- 3 years working experience actively performing stores or inventory control activities is essential.
- Working experience actively performing assets control will be advantageous.
- Experience in staff supervising will be an advantageous
- Barcode, labelling and scanning experience will be an advantageous
- A Valid driver's licence will be an advantageous

### **REQUIRED COMPETENCIES:**

- Sound knowledge of the inventory management principles and practices
- Excellent interpersonal skills to manage relationships with internal and external customers
- Sound written and verbal communication
- Ability to communicate effectively and make presentations to a wide variety of audiences
- Understanding of Public Sector Supply Chain Management principles
- Ability to apply Supply Chain policies effectively
- Computer literacy (working knowledge of Ms Office, Ms Word, Ms Excel, Ms Outlook)
- Problem solving skills
- Creative and innovative thinking
- Hard-working and deadline driven
- Ability to work effectively in a team
- Good administrative skills
- Supervisory skills
- Customer-service orientated skills

*VISION: Excellence in professionalism and advocacy for health care users*

**KEY PERFORMANCE OUTPUTS:****Inventory Management:**

- Responsible for receiving and issuing of goods.
- Maintain inventory level according to set standards and procedure.
- Maintain accurate record of receipts as well as the issuance of items.
- Maintain timeous and accurate stock records in the system.
- Ensure that the purchase orders are comparable to the delivery note.
- Ensure that all stock items are stored and labelled in the correct location and that the stores area is kept neat, clean and orderly at all times.
- Responsible for organising, overseeing and participating in monthly stock take.
- Preparation of related inventory reports.
- Timely compilation of all required inventory reports.
- Prepare and maintain the stock records using computerized systems.
- Assist with management of damaged, obsolete and redundant stock as well as disposal thereof.
- Ensure and enforce adherence to inventory management systems and procedures by all.
- Ensure that inventory is safeguarded at all times.
- Address all inventory related queries.

**Other functions and roles:****Asset Management:**

- Perform physical verification of all movable assets according to SANC guidelines.
- Ensure that all asset movements or transfers are monitored, controlled and properly recorded.
- Ensure that each asset bar-coded and allocated a unique reference code.
- Assist with management of damaged, obsolete and redundant assets as well as disposal thereof.
- May be required from time to time to assist finance with maintenance of asset register.
- Assist with internal and external audit.
- Assist with ad-hoc projects as may be determined by management.
- Supervision and development of staff.

**NB:** Applications must be completed in full on the prescribed form, obtainable from the South African Nursing Council (SANC) website. Alternatively the application forms are also available at the South African Nursing Council, Cecilia Makiwane building, 602 Pretorius Street, Arcadia, 0083. Applications can be e-mailed to [careers@sanc.co.za](mailto:careers@sanc.co.za) alternatively applications can be send via post to The Human Resource Department, Private Bag X132, Pretoria, 0001 or hand delivered at 602 Pretorius Street, Arcadia, Pretoria

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

All applications must be accompanied by certified copies of all relevant educational and professional qualifications together with an updated CV and certified copy of Identity Document. Foreign qualifications must be accompanied by a SAQA evaluation certificate. 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, accept that your application was not successful. The SANC is committed to employment equity and therefore people with disabilities people living with disabilities are encouraged to apply. 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.