



South African Nursing Council

(Under the provisions of the Nursing Act, 2005)

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Private Bag X132, Pretoria, 0001
Republic of South Africa

EXTERNAL ADVERTISEMENT

DEPARTMENT : HUMAN RESOURCE MANAGEMENT

POSITION : MANAGER: LEARNING AND DEVELOPMENT

ANNUAL CTC : R 652 567.00 (benefits inclusive)

CLOSING DATE : 1st SEPTEMBER, AT 16H30

MINIMUM REQUIREMENTS

- BA Degree or B Com in Human Resources
- Advantageous: Honours degree specializing in Human Resources Development or Performance Management or a Post Graduate diploma or certificate in Skills Development and /or Performance Management.
- At least 5 years' experience in supervisory capacity conducting organisational Performance Management and /or Skills Development
- Knowledge and experience in dealing with Sector Education and Training Authority (s) (SETAs). Specific experience in dealing with and providing WSPs and ATRs to the Services Seta will be advantageous.
- Valid driver's licence

REQUIRED COMPETENCIES/ SKILLS

- **Ms Office suite (Ms Word, Ms Excel, Ms Power Point and Outlook)**
- **Legislation:**
 - Basic Conditions of Employment Act
 - Skills Development and the Skills Development Levies Act
 - Labour Relations Act and other relevant legislations
- **HR Management and Organisational Design**
 - Development of HR Policies and Procedures
 - HR Information and Data Management
 - Human Resource Planning
 - Organisational Structure and Design
 - Diversity management
 - Employment Equity

VISION: Excellence in professionalism and advocacy for health care users

- **Performance Management**
 - Performance Management Systems & Implementation
 - Performance Incentives Management
- **Human Resources Development**
 - Skills Development
 - Career Management
 - Training and Development
 - Training Data and Information Management
 - Orientation and Induction

Personal

Attributes / Competencies required:

- Problem solving – find solutions when emotions are involved.
- Reality testing – be objective; see things as they really are.
- Impulse control – resist or delay impulse to act.
- Flexibility – adapting emotions, thoughts and behaviours.
- Stress tolerance – coping with stressful situation.
- Interpersonal relationships – building mutually satisfying relationships.
- Empathy – understanding & appreciating how others feel.
- Independence – be self-directed and free from emotional dependency.
- Assertiveness – communicating feelings and beliefs; being non-offensive.
- Leadership – willingness to lead, take charge of situations, offer opinions and directions to others.
- Social confidence – be self-assured and at ease with people in all types of social situations.
- Persuasion – negotiating, selling, influencing and attempting to persuade people or trying to change the point of view of others.
- Multitasking – dealing with several activities at a time, enjoy being given new tasks before they have finished another.
- Teamwork – cooperation with others, good-natured attitude and encouraging people.
- Persistence – sticking with tasks, not giving up, dislike leaving things unfinished.
- Rule following – adhere to rules and strictly follow work regulations.
- Attention to detail – focus on details, strive for perfection and be well organized.
- Planning – enjoy making detailed plans and long-terms plans.
- Innovation – creative and open-mindedness.
- Analytical thinking – like solving complex problems, carefully analyse information and use logic to address issues and problems.

KEY PERFORMANCE OUTPUTS

- Assist Senior Management in designing and obtaining Council and governance structure's approval for a best practice organisational performance management system
- Create the required policies, procedures, formats for the implementation of the performance management system
- Capacitate all line functions in the performance management system
- Monitor implementation and ensure compliance to time frames and schedules by the organisation
- Compile quarterly and annual performance reports
- Prepare the incentive allocation schedules for approval by the board
- Design and obtain board and institutional forum approval for a best practice organisational training and development system, policy and procedures.
- Institute a skills development committee and ensure efficient functioning
- Conduct a skills audit and training needs analysis
- Develop the organisational competence report as well as training and development plan for the annual cycle.
- Timeously submit annual WSP and ATR
- In line with organisational performance management results and outcomes of risk assessments and new strategies to be implemented, identify, plan for and implement organisational training and development programmes.
- The database provides for all reporting requirements.
- Information captured accurately.
- Quality assurance conducted on data captured and information (reports) obtained.
- Direct the implementation of the HR management system for area of responsibility:
- Scope system requirements for area of responsibility;
- Consult with system implementation team on operational requirements from the system;
- Test functionality, data storage and retrieval and accuracy of reports;
- Develop the SOPs for data and information management on the system;
- Train all officials responsible for working in area of responsibility on the system.
- Periodic Competence Assessment of Staff
- Targeted and relevant staff coaching, mentoring and formal training
- Performance management of staff
- Ensure compliance and adherence to BCEA rules in staff matters
- Time attendance and leave management of staff
- Disciplinary action as and when required.
- Budget planning and preparation/input for area of responsibility
- Timely supply and allocation of resources required for operations

- Analysis of Actual VS Budgeted expenses
- Appropriate action on budget variances
- Translation of strategic plans into operational tactical execution plans
- Compliance to governance and regulatory requirements for area of responsibility
- Annual year planner development and appropriate periodic revision
- Development/Updates to policies and procedures for area of responsibility
- Quality assurance of compliance to relevant policies, procedures standards etc.
- Monitoring of overall/integrated performance of area of responsibility
- Institute and Monitor appropriate risk mitigation measures in area of responsibility
- Review and Benchmarking of various metrics related to output of area of responsibility in terms of good practice, value for money, quality and productivity.

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 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.