



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

ADVERTISEMENT

DIVISION : OFFICE OF THE REGISTRAR/CEO

POSITION : PERSONAL ASSISTANT

ANNUAL CTC : R373 631.18

CLOSING DATE : 24th AUGUST 2018, AT 16H30

MINIMUM REQUIREMENTS

- Grade 12 Certificate
- 3 year Diploma/Degree in Office Management, Management Assistant or equivalent
- 5 years of high level secretarial or office administration experience
- 5 years of advanced experience (Ms Word, Outlook, PowerPoint, Excel)

REQUIRED COMPETENCIES AND SKILLS

- Professionalism
- Reliability
- Assertiveness
- Excellent time management skills
- Excellent planning and organizing skills
- Excellent verbal and written communication skills
- Good interpersonal skills
- Ability to keep confidential information
- Good attention to detail
- Customer service orientation
- Highly initiative

KEY PERFORMANCE OUTPUTS

- Co-ordinate Registrar and Chairpersons diaries and meetings schedules.
- Handle communication (emails, faxes, memos calls etc.) for both the Registrar and Chairperson of Council.
- Develop and maintain a proper filing system (Manual and electronic).
- Provide administrative support to the Registrar and the Chairperson.
- Draft Council documents as directed by the Registrar and or Chairperson.
- Prepare for meetings, take minutes, prepare resolution matrix, and follow up on meeting resolutions.
- Arrange logistics (Travel, accommodation etc.)
- Acquire and manage Office Assets.

VISION: Excellence in professionalism and advocacy for health care users

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.