



## **South African Nursing Council**

(Under the provisions of the Nursing Act, 2005)

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

Tel: 012 420-1000  
Fax: 012 343-5400

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

Private Bag X132, Pretoria, 0001  
Republic of South Africa

### **EXTERNAL ADVERTISEMENT**

**DEPARTMENT : REGISTRAR & CEO**

**POSITION : SENIOR COMMITTEE OFFICER**

**ANNUAL CTC : R540 650.05 (benefits inclusive)**

**CLOSING DATE: 1<sup>st</sup> SEPTEMBER 2017, 16:30**

### **MINIMUM REQUIREMENTS**

- BA/B.Tech Degree/National Diploma in English, Linguistics, Communication or Business Administration (majoring in English, Linguistics or Communication)
- At least 5 years' experience in secretariat/committee services/governance
- At least 2 years in a supervisory position

### **REQUIRED COMPETENCIES/SKILLS**

- Advanced written communication
- High level skills in comprehension
- Applied knowledge of committee and meetings protocols
- Excellent interpersonal skills
- Proof reading and editing skills
- People management skills
- Accuracy and attention to detail
- Equable temperament and professional demeanour
- Planning, organizing, and coordination skills
- Time-management skills
- Computer literacy (working knowledge of MS Word, Excel, Outlook, Power Point, Access etc.)
- Applied knowledge of committee/meeting protocols

## KEY PERFORMANCE OUTPUTS

- Provide high level secretarial and administrative support to Council and its sub-Committees
- Assist in the supervision, monitoring and evaluation of the quality of work provided by the Secretariat staff
- Plan, organize, lead, control and coordinate all aspects of the Secretariat
- Manage information and the document management system in respect of the Secretariat documents
- Provide leadership and guidance to the Secretariat
- Manage information and the document management system in respect of the Secretariat documents

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.