

The Health Professions Council of South Africa's vision is realized through regulating and guiding registered healthcare professions and protecting the public.

DEPUTY INSPECTOR (x2)

Based in Gauteng Region (x1)

Based in Western Cape Region (x1)

Paterson Grade C2

Salary Range: R514 256:00 per annum (Cost to Council)

MINIMUM REQUIREMENTS FOR THE POSITION:

- Bachelor of Law **OR** bachelor's degree / Advanced Diploma (NQF L7) in health science/ Policing/ Forensic Investigation/ Forensic Auditing/ Compliance Management.
- 1 year working experience in investigation/ inspection/ compliance enforcement/ legal practice (excluding articles).
- A valid driver's license.

COMPETENCY REQUIREMENTS

- Sound knowledge of relevant or applicable Legislations (e.g. National Health Act 2003; Health Professions Act, HPCSA, 1974; etc.)
- Knowledge of courtroom procedures.
- Investigation skills.
- Good communication skills; (verbal and written).
- Report writing skills.
- Ability to work under pressure and independently.
- Time Management skills.
- Knowledge of MS Office packages e.g., Microsoft Word, PowerPoint, Excel & Outlook.

PRINCIPAL ACCOUNTABILITY & KEY PERFORMANCE AREAS

- Responding to email enquiries seeking legal advice
- Providing legal support to any matters pertaining to the inspectorate division.
- Identifying the points of inspection.
- Conduct the inspection in loco.
- Preparing inspection documents for approval by the Inspector.
- Obtain information on fines imposed from the pro-forma complainants.
- Ensure registration status is updated in line with the sanction imposed.
- Generate monthly and quarterly reports on compliance pertaining to the fines and related matters.
- Report non-compliance to the Senior Manager: Inspectorate for the purposes of initiating the civil debt recovery process.
- Providing report on trend analysis.
- Develop a system of intelligence gathering in liaison with the SAPS to identify unregistered persons.
- Develop and conduct awareness programs.
- Generate monthly and quarterly reports in respect of operations aimed at eradicating unregistered persons' practices.
- Do other duties as may be required by the Senior Manager: Inspectorate Office.

In line with the Council's Employment Equity plan and commitment to diversify its workforce, preference will be given to suitably qualified candidates from the following groups: White male, White female, Indian male, African male and People with disabilities.

All interested applicants should forward their application letters, together with a detailed CV and copies of qualifications (including a driver's licence) to recruitment@hpcsa.co.za by quoting the relevant job title and indicate the region in which the post is based. Applicants are requested to submit separate applications when applying for both positions. The post requires extensive travelling for inspection of premises.

HPCSA reserves the right not to make any appointment to this position.

N.B Failure to attach required copies will result in your application not being considered.



Closing date: 07 August 2024

If you have not heard from us within 30 days of the closing date of the application, please consider your application as being unsuccessful. Communication will be with short-listed candidates only.