

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

INSPECTOR: WESTERN CAPE
Paterson Grade C5
Salary Range: R760, 116 per annum (Cost to Council)

MINIMUM REQUIREMENTS FOR THE POSITION:

- Bachelor of Law **OR** Bachelor's degree in Health Sciences/ Policing/ Forensic Investigation/ Auditing/ Compliance Management.
- 3 years 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

- Investigate the allegation of non-compliance with the Act, Regulations and Rules.
- Conduct inspections of premises/ to ensure compliance.
- Compile inspection/ investigation reports.
- Assist the professional boards with the inspections on clinical and professional compliance matters.
- Ensure compliance with penalties imposed by the Professional Conduct Committee.
- Collection of outstanding fines.
- Attend to criminal matters in respect of unregistered persons.
- Generate monthly and quarterly reports on inspections/ investigation conducted.
- Providing report on trend analysis.
- Liaise with financial department of HPCSA to ensure that practitioners re-paying their fines.
- 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 relevant job title in the subject column. The post requires extensive travelling for inspection of premises.

The HPCSA will ensure that in Processing an Applicant's or Employee's Personal Information, it will adhere to its obligations in terms of POPIA. By virtue of you applying for this position, you grant HPCSA the consent to keep and/ or process your information as per POPIA".

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



Closing date: 29 March 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.