

Health Professions Council of South Africa's vision is realized through protecting the public and guiding the professions

**RE-ADVERTISEMENT  
INVESTIGATOR  
Paterson grade C4  
Remuneration package: R655, 899 per annum (Cost to Council)**

**MINIMUM REQUIREMENTS**

- Bachelor's degree in Health Sciences plus current registration with any Health Statutory Council
- Valid driver's license.
- 3 years professional practice (clinical/ non-clinical) or investigation experience.

**COMPETENCY REQUIREMENTS**

- Knowledge of HPCSA rules and regulations
- Understanding of HPCSA policies
- Strong analytical skills
- Good Customer Relations skills
- Computer Literacy (MS Office, and Outlook)

**PRINCIPAL ACCOUNTABILITIES & KEY PERFORMANCE AREAS**

- Investigate allegations of contravention or failure to comply with any provision with the Act.
- Investigate allegations of unprofessional conduct by registered persons.
- Obtain relevant information or documents from person or institutions.
- Decide on the need for precautionary suspension of practitioners who cause imminent risk to the public.
- Compile an investigation report for the preliminary inquiry including the following: facts of the case; Issues; rules or provision contravened & Recommendation of the Committee.
- Do a trend analysis of complaints investigated.
- Identify areas that will inform Education and Training, including Continuing Professional Development.
- Submit monthly and quarterly reports on the level of compliance and segment of incidence/ cases/ complaints.
- Assist in development and conduction of awareness programs.
- Compile agenda items in a prescribed format for Committees of Preliminary Inquiry following investigation.
- Attend Preliminary Inquiry Committee meetings.
- Ensure that resolutions to the complainant and to the practitioner are executed timeously.
- Assist in the compilation of management reports on complaints investigated and the decision taken by committees of preliminary inquiry.
- Assist in the compilation of reports for Professional Boards and relevant Committees of Council.
- Carry out any other function as may be delegated by the Head of Division.

*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, African male and People with disabilities.***

**All interested applicants should forward their application letter, together with detailed Curriculum Vitae, Qualifications, a copy of driver's license and current registration with the relevant Health Statutory Council to [recruitment@hpcsa.co.za](mailto:recruitment@hpcsa.co.za) quoting the job title in the subject line. The post requires travelling for investigation of cases.**

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

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



**Closing date: 06 December 2023**

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 shortlisted candidates only.