



## **SOUTH AFRICAN DENTAL TECHNICIANS COUNCIL**

### **HEAD OF INSPECTORATE & ADMIN R 450,000.00 (per annum, etc)**

The SADTC is a statutory authority, established in terms of section 2 of Act, No19 of 1979 (as amended), to regulate the profession of dental technology in the health sector. Our offices are situated in Arcadia Pretoria. Suitably qualified and experienced persons are invited to apply for the post of Head of Inspectorate and Admin.

**The appointed person will provide strategic support to the Registrar in the management and administration of the business operations of the Council.**

#### **\* Perform Inspection Functions in line with the Dental Technicians Act**

1. Perform client inspections for compliance to the regulations that are set out in the Dental Technicians Act and Regulations.
2. Attend to the complaints received regarding the practice of Dental Technology.
3. Inspect the matters after complaints have been received and investigate the matter accordingly.
4. Report the matter to the Police if required (e.g. illegal practitioners).
5. Identify practitioners who practice unlawfully (e.g. non-payment of fees).
6. Assist the finance function to find the Practitioners who have not been paying their fees for a number of years. (e.g. they might have moved from the registered address without notifying the Council).
7. Follow due processes in terms of the Dental Technicians Act and Regulations when the above-mentioned matters result in disciplinary actions.
8. Co-opt field inspectors as required (i.e. qualified individuals who are willing to become part time inspectors).

#### **\* Investigations**

1. Advising and guiding members of the public regarding the submission of such complaints/allegations against registered or unregistered members of the profession to the Council.
2. Obtaining affidavits, documentation and supporting evidence for the formulation of charges and particulars of claims/accusations and serving of these on respondents and others.
3. Advising Disciplinary Committee/s on the procedural requirements.
4. Issuing of charge and cautionary letters based on the decisions of Council on the recommendation from the Disciplinary Committee/s.

5. The compilation of reports on matters of preliminary investigation, enquiry and/or criminal proceedings and the submission of these to the Disciplinary Committee/s and the Council.
6. Where the Council, decides to institute a disciplinary hearing or other legal proceedings against a registered person or other party, the provision of advice and guidance on all matters relevant to the prosecution of such matter.
7. Consultation with witnesses and the taking of witness statements.
8. Consultation with Legal counsel in the answering of pleadings, the preparation of documentation and all other related activities prior to and during enquiries and/or trials.
9. Ensuring the publication of findings of improper and/or disgraceful conduct in the Government Gazette.

#### **\*Legal Administration matters related to council committees**

1. Advising Council and Committees of the effect of legislation, policies and procedures
2. Oversight of statistical records of matters relating to preliminary investigations, enquiries, criminal proceedings and disciplinary hearings carried out by SADTC
3. Setting targets for turnaround times for investigations and disciplinary matters
4. Undertaking internal investigations in instances where an internal disciplinary hearing may be required. Where grounds for a hearing are found, making the arrangements for the hearing.

#### **General management and Administration**

1. Coordinate corporate functions (road shows/outreach programmes/marketing campaigns and Council's end year function).
2. Perform a web administrator role by inter alia updating contents of the website and interact with the website host and/or service provider.
3. Compile newsletters, communiqués to external clients including corporate communication documentation.
4. Finalize the layout and printing of the annual report of Council.
5. Assist with the development of business plans and strategic objectives for the Council
6. Oversee the development of policies and procedures for the business unit
7. Submit regular reports to the Registrar on all matters duly delegated.
8. Assist the Registrar in the strategic and overall management of the operations of the Council and Inspectorate as delegated by the Registrar.
9. Develop and maintain the administrative procedures, policies and guidelines on the functional areas of the administration.

#### **Minimum Requirements**

- \* National Higher Diploma or B Tech Degree in Dental Technology.
- \* A postgraduate qualification in management or legal would be an added advantage
- \* Five (5) years management/supervisory experience.
- \* Experience in public/statutory organisations or regulatory organisations.

Interested individuals are invited to submit detailed CVs, including certified copies of qualifications and ID to the following address: The Registrar, SADTC, P.O Box 995, Pretoria, 001 or hand deliver at 954 Arcadia, Cnr Arcadia & Hill Streets, Pretoria or via Email at: registrar@sadtc.org.za. The closing date for applications is **31st August 2018**.