

# SOUTH AFRICAN DENTAL TECHNICIANS COUNCIL



## SUID-AFRIKAANSE RAAD VIR TANDTEGNICI

### **INSPECTOR**

#### **Dental Laboratory Inspector position available**

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 the laboratory inspector.

The appointed person will be required to conduct routine inspections as well as in cases of non-compliance in line with the Dental Technicians Act, assist with the investigation of complaints against registered members that may lead to disciplinary enquiries, and/or attend to criminal matters in respect of unregistered persons.

#### **MINIMUM REQUIREMENTS**

- A National Higher Diploma or BTech Degree in Dental Technology (must be registered with the South African Dental Technicians Council)
- 3 years working experience in the operation or supervisory of a dental laboratory or as an investigator/inspector/compliance officer.

#### **SKILLS AND KNOWLEDGE REQUIRED**

- Valid Driver's license required.
- Proficiency in the English and Afrikaans will be an added advantage.
- Computer literacy required – MS Word – intermediate, MS Excel – basic, MS Outlook – basic.
- Good report writing skills required.

#### **PERSONAL ATTRIBUTES**

- Communication Skills (written and verbal)
- Conflict Management
- Planning, Organising & Controlling
- Analytical Thinking
- Decision Making
- Implementing Decisions
- Problem Solving & Decision Making

## **PERFORM INSPECTION FUNCTION AND KEY PERFORMANCE AREAS**

1. Conduct inspections of dental laboratories in order to ensure compliance with the regulations that are set out in the Dental Technicians Act;
2. Compile inspection/ investigation reports;
3. Prepare annual and monthly inspection year plans;
4. Attend to the complaints received related to the practice of dental technology;
5. Inspect the matters after complaints have been received and investigate the matter accordingly;
6. Report matters or illegal practitioners to the S.A. Police or other stakeholders if required;
7. Identify members of the profession who operate unlawfully including assisting the office of the Registrar in identifying those members who are practicing without paying the required registration fees annually as well as those operating from unregistered premises due to the relocation of dental laboratories without the required notification to Council;
8. Attend to criminal matters in respect of unregistered persons;
9. Generate monthly and quarterly reports on inspections/ investigations conducted;
10. Perform other duties as may be required by the Registrar or the Deputy Registrar;
11. Plan inspection strategies and timeframes; and
12. Maintain the complaints/violations register and report to Council on actions taken and progress made.

## **COMPETENCY REQUIREMENTS**

1. Sound knowledge of relevant or applicable legislations
2. Knowledge of court room procedures;
3. Good communication and interpersonal skills
4. Investigation skills
5. Negotiation skills
6. Project management skills
7. Ability to work under pressure and independently;
8. Report writing skills;
9. Time management skills
10. Knowledge of and use of computer packages

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 14617, Hatfield,0028 or hand deliver at 954 Arcadia, Cnr Arcadia & Hill Streets, Arcadia, Pretoria or via Email at: [reception@sadtc.org.za](mailto:reception@sadtc.org.za). The closing date for applications is 26 October 2019.

**Total package which is CTC to be discussed with the successful applicant.**

**The SADTC reserves the right not to make any appointment to this position.**