

JOB ADVERT: Registrar, Health Professionals Council**Position Title:** Registrar**Organisation:** Health Professionals Council (HPC)**Location:** Mont-Fleuri, Hermitage**Employment Type:** Full-time

The Health Professionals Council invites applications for the position of Registrar. The Registrar is the Principal administrative and regulatory officer of the Health Professionals Council. The role ensures the effective implementation of the Council's statutory mandate, including registration and licensing of allied health professionals, maintenance of professional standards, oversight of CPD, administration of disciplinary processes, and management of the Council's digital regulatory systems. The Registrar provides strategic, operational, and governance support to the Council and ensures that all regulatory functions are executed with integrity, transparency, and efficiency.

Key Responsibilities

- Manage end-to-end registration, licensing, and the official Register of Professionals
- Administer and maintain the Council's online regulatory portal and digital systems
- Ensure compliance with Acts, regulations, and Council-approved SOPs
- Provide governance, policy drafting, and technical support to Council and committees
- Lead inter-agency liaison with DPA, MOF, MOH, Immigration, SQA, SLA, and training institutions
- Oversee CPD frameworks, monitoring, and renewal compliance
- Administer complaints, investigations, and disciplinary processes
- Manage Secretariat operations, budgeting, procurement, and reporting

Qualifications & Experience

- Bachelor's degree in an Allied Health related field, or Business/Public Administration, Law and Management
- Minimum 10 years relevant work experience
- Strong understanding of regulatory frameworks, governance, and professional standards
- Experience in policy development, stakeholder engagement, and administrative leadership
- Experience with digital regulatory platforms is an asset

Key Competencies

- Strong analytical and regulatory decision-making skills
- Excellent communication and stakeholder management
- High ethical standards, confidentiality, and sound judgement
- Ability to interpret legislation and apply regulatory frameworks
- Strong organisational and digital skills

Remuneration:

- Salary Band, B6 and Include Allowances

How to Apply:

Submit a CV, cover letter, and supporting documents to: registrarhpc@health.gov.sc

Closing Date: 7th August 2026, 4pm