

**PROVINCIAL ADMINISTRATION: FREE STATE
DEPARTMENT OF HEALTH**

OTHER POSTS

<u>POST 47/37</u>	<u>SENIOR SUPPLY CHAIN PRACTITIONER REF NO H/S/76</u>
<u>SALARY</u>	R281 418. Per annum
<u>CENTRE</u>	Free State Psychiatric Complex, Bloemfontein
<u>REQUIREMENTS</u>	National Diploma in Public Management/Financial Management/Economics or equivalent qualification. 3-5 Years' experience in Supply Chain Management. LOGIS Certificates, Valid Driver's license. Certificate in Supply Chain Management will be an added advantage. Recommendations Extensive knowledge of Supply Chain Management in Public Sector. Understanding of the PFMA, Treasury Regulations, PPPFA Act, BBBEE Act, Competition Act, Promotion of Access of Information Act, SITA Act, Construction and Industry Development Board Act and Practice Notes. Management of Resources. Communication and Interpersonal skills, Problem solving skills, Computer skills, Numeracy skills, Analytical skills, Client orientated, Commitment, Integrity, Loyal, Team Leadership, Presentation skills, Planning and Organizing.
<u>DUTIES</u>	Supervise the activities of Supply Chain Management Clerks and Officers to contribute towards the rendering of a professional SCM Service for example, Personnel Development, Performance and discipline, ensure quality of work. Supervise the implementation and maintenance of Supply Chain Management practices concerning Logistics, stores and maintenance of SCM processes in the institution to contribute to the rendering of a professional SCM service, i.e. Logistics, Assets, Loss control, Demands and Acquisitions. Render a Supply Chain Management advisory service by investigating, analyzing, benchmarking and interpreting legislation and prescripts and other SCM related issues to promote an effective SCM environment. Promote effective SCM by researching, analyzing, developing, monitoring and reviewing Departmental policies, strategies, guidelines, procedures and circulars to contribute to the effective application of SCM practices. Monitor and evaluate SCM policies, procedures and practices. Approve and verify all documents and transactions on LOGIS according to delegations. Prepare reports on SCM issues and statistics
<u>ENQUIRIES</u>	Mr M P Pitso Telephone number (051) 407 9226
<u>APPLICATIONS</u>	send to The Chief Executive Officer, Free State Psychiatric Complex, (Contact person: Me T Mokopanele), Private Bag x20607, Bloemfontein, 9300 OR hand delivered @ 4 President Brand Street, Bloemfontein, 9300
<u>CLOSING DATE</u>	12 December 2017
<u>POST 47/38</u>	<u>SENIOR SUPPLY CHAIN PRACTITIONER REFERENCE NO H/S/77</u>
<u>SALARY</u>	R281 418. Per annum
<u>CENTRE</u>	DR J S Moroka Hospital, Selosesha
<u>REQUIREMENTS</u>	A relevant National Diploma or Certificate with accounting. LOGIS / BAS Training. 3-5 Years' experience in Supply Chain Management Recommendations: Practical experience in the Supply Chain Management.
<u>DUTIES</u>	Supervise the activities of the Supply Chain Management Clerks / Snr AND officers to contribute to the rendering of a professional supply chain management services. Supervise the implementation and maintenance of Supply Chain Management practices (including LOGIS Transactions) concerning Logistics, Stores and maintenance supply chain management processes in the department to contribute to the rendering of a professional Supply Chain Management Service. Render Supply Chain Management advisory service to the department by investigating, analyzing, benchmarking and interpreting legislation and prescripts and other Supply Chain related issues to promote an effective Supply Chain environment. Promote effective Supply Chain Management by researching, analyzing, developing, monitoring and reviewing departmental policies, strategies, guidelines, procedures and circulars to contribute to the consistent and effective application

of Supply Chain practices. Monitor and evaluate Supply Chain Management Policies, procedures and practices. Provide Supply Chain information and knowledge management services to the department. Approve and verify all documents and transactions on LOGIS/BAS according to delegations. (Authorisation should happen on higher level preferable at Assistant Director or Control Level 9) Prepare reports on Supply Chain Management issues and statistics. Compile monthly reconciliation and finalization of outstanding payments / submissions / recommendations.

ENQUIRIES : Mr M E Mojaki Tel no (051) 8739800
APPLICATIONS : send to Chief Executive Officer, J S Moroka Hospital, (Contact person: Mr G J Molokoane) Private Bag x707, Selosessa, 9783
CLOSING DATE : 12 December 2017

POST 47/39 : **LABOUR RELATIONS OFFICER REF NO H/L/8**

SALARY : R226 611. Per annum
CENTRE : Free State Psychiatric Complex, Bloemfontein
REQUIREMENTS : An appropriate National Diploma / Bachelor's Degree which includes Labour Law, Human Resource management and/or Public Management with a minimum of 3-5 years' experience in the relevant field. Experience in handling grievances, disciplinary hearing and dispute resolution. A valid driver's license and willingness to travel Recommendations: Knowledge of relevant legislation such as PSA, COIDA, PFMA, LRA, BCEA etc; Knowledge and understanding of PHSDBC, PSCBC and CCMA procedures; Knowledge of the Public Service Regulatory framework, especially relating to HRM and Labour Relations; Competency to provide advice to Labour-related matters; Thorough understanding of and skills in negotiation, mediation and arbitration; The ability to work under pressure;

DUTIES : Provide assistance and/or advice to Managers/Supervisors regarding correct application of discipline related prescripts. Represent the Employer at relevant dispute resolution forums. Render support to FSDoH Employment Relations Sub-Directorate. Facilitate and coordinate the resolution of grievances within the Free State Psychiatric Complex also handle misconduct & disciplinary cases. Ensure proper Management and sustaining of Union-Management Committee. Ensure continuous information sessions of managers and personnel on labour relations training in general (labour relations policies and collective agreements.) Manage the physical, material and human resources allocated to Employment Relations Sub-division

ENQUIRIES : Mr M P Masila Telephone number (051) 407 9209
APPLICATIONS : Send To the Chief Executive Officer, Free State Psychiatric Complex, (Contact person: Me L E Ntsane), Private Bag x20607, Bloemfontein, 9300 OR hand delivered @ 4 President Brand Street, Bloemfontein, 9300
CLOSING DATE : 12 December 2017

POST 47/40 : **SKILLS DEVELOPMENT OFFICER REF NO H/S/78**

SALARY : R226 611. Per annum
CENTRE : Free State Psychiatric Complex, Bloemfontein
REQUIREMENTS : National diploma in Human Resource Training and Development or an equivalent Qualification 3-5 Years Relevant experience. Recommendations: Computer certificate, Knowledge of Excel.

DUTIES : Facilitate the compilation and implementation Workplace Skills Plan for Free State Psychiatric Complex. Facilitate the compilation of monthly, quarterly and annual training reports for FSPC. Facilitate activities of the FSPC Local Skills Development Committee. Facilitate the implementation of FSDoH Skills Development policies and other related prescripts thereof. Ensure effective management of financial, material and human resources allocated to skills develop met unit. Coordinate and facilitate the implementation of Institutional Orientation programme, experiential training, in services training and mandatory (transversal) programmes within the Institution.

ENQUIRIES : Mr M P Masila Tel No (051) 407 9209

APPLICATIONS : send to The Chief Executive Officer, Free State Psychiatric Complex, (Contact person: Me L E Ntsane), Private Bag x20607, Bloemfontein, 9300 OR hand delivered @ 4 President Brand Street, Bloemfontein, 9300

CLOSING DATE : 12 December 2017

POST 47/41 : **SECURITY SUPERVISOR REF NO H/S/79**

SALARY : R152 862. Per annum

CENTRE : Free State Psychiatric Complex, Bloemfontein

REQUIREMENTS : Grade 12 or equivalent certificate. Basic Security Officer's Course. At least three (3) years' experience. Be prepared to work shifts Security clearance or to be done before permanent appointment. Knowledge of prescribed security procedures (e.g Mis, NISA, Protection of information Act, etc) and the authority of security officers under this documents. Driver's License Recommendations: Ability to work with a team and under pressure. Good Communications skills & Computer Literacy

DUTIES : Supervise and implement total security function of the institution (physical security, personnel, communication, document and information security). Administrative and related functions: Determining rosters, shifts schedules and overtime. Monitor performance of employees and determine training needs. Supervise, train and develop security personnel on wide ranging aspects affecting security. Control leave and related personnel matters in line with HR procedures and prescripts. Provide security related services. Identify security risks and threats and co-ordinate mitigating plans in line with security measures and procedures of FSPC Monitor, evaluate and improve security measures and systems for quality assurance Promote and maintain a safe environment for patients, staff and relevant users of the hospital

ENQUIRIES : Mr M G Korai Tel No (051) 407 9243

APPLICATIONS : send to The Chief Executive Officer, Free State Psychiatric Complex, (Contact person: Me L E Ntsane), Private Bag x20607, Bloemfontein, 9300 OR hand delivered @ 4 President Brand Street, Bloemfontein, 9300

CLOSING DATE : 12 December 2017

POST 47/42 : **SUPPLY CHAIN CLERK REF NO. H/S/80**

SALARY : R152 862. Per annum

CENTRE : DR J S Moroka Hospital, Selosesho

REQUIREMENTS : Grade 12 (or equivalent) Certificate. Recommendations: Computer literate. Good interpersonal skills and relations. Ability to work under pressure.

DUTIES : Implement and administer Supply Chain Management practices concerning Logistics, Stores and maintenance of supply chain management processes in the department to contribute to a professional SCM Service (including Logis transactions). Address SCM enquiries to ensure the correct implementation of SCM practices.

ENQUIRIES : Mr G W Molefe Tel No (051) 8739800

APPLICATIONS : send to Chief Executive Officer, J S Moroka Hospital, (Contact person: Mr G J Molokoane) Private Bag x707, Selosesho, 9783

CLOSING DATE : 12 December 2017

POST 47/43 : **TRADESMAN AID REF NO. H/T/1**

SALARY : R107 886. Per annum

CENTRE : DR J S Moroka Hospital, Selosesho

REQUIREMENTS : Grade 10 Certificate. Must be physically strong and fit to be able to lift and move heavy objects and to stand for long periods

DUTIES : Assist Handyman with maintenance of buildings and equipment of institutions. Assist with inspections. Assist with repairs on equipment. Do maintenance under supervision. Do maintenance under supervision. Complete timesheet of work completed. Responsible for equipment and materials in order to prevent theft or loss while in use. Clean workshop, tools, equipment and workplace to ensure safe and neat working environment.

ENQUIRIES : Mr M E Matsheka Tel No (051) 8739800

APPLICATIONS : send to Chief Executive Officer, J S Moroka Hospital, (Contact person: Mr G J Molokoane) Private Bag x707, SELOSESHA, 9783
CLOSING DATE : 12 December 2017

DEPARTMENT OF THE PREMIER

Free State Department of the Premier is an equal opportunity affirmative action employer. It is our intention to promote representativity (race, gender and disability) in the Department through the filling of these posts and candidates whose appointment/promotion/transfer will promote representativity will receive preference.

APPLICATIONS : Posted to: Ms. Lerato Motsie, Department of the Premier, Human Resources Advice, Co-ordination and Management Directorate, PO Box 517, Bloemfontein, 9300 or Hand delivered to: Lerato Motsie, Room 8 Ground floor, OR Tambo House, Bloemfontein or e-mail lerato.motsie@fspremier.gov.za (Kindly note that applicants needs to verify @ 051 4055276 whether application is received due to problems experienced with our e-mails)

CLOSING DATE : 01 December 2017

NOTE : Directions to applicants: Applications must be submitted on form Z83, obtainable from any Public Service Department and must be accompanied by certified copies of qualifications; driver's license, identity document and a C.V. Applicants are requested to complete the Z83 form properly and in full. If a Z83 could not be obtained, a comprehensive CV should be submitted as application. The following information should be included in the CV: Personal information – Surname, Name, ID number, Driver's License, Race, Gender, Disability, Nationality and an indication of criminal offences; Contact details; Language Proficiency; Qualifications; Work experience and References. (Separate application for every vacancy should be submitted). Applications without a reference number or a clear indication of the post for which you apply will not be considered. Applications received after the closing date and those that do not comply with these requirements will not be considered. The onus is on the applicants to ensure that their applications are posted or hand delivered timeously. It is the applicant's responsibility to have foreign qualifications evaluated by the South African Qualification Authority (SAQA). The successful candidate will be subjected to the verification of qualifications, employee reference checks, criminal record check as well as vetting where necessary Applicants are respectfully informed that if no notification on appointment is received within 4 months of the closing date, they must accept that their application was unsuccessful. Applications from people with disabilities are welcomed.

OTHER POST

POST 47/44 : **DEPUTY DIRECTOR: COOPERATIVE GOVERNANCE REF NO 4/2017**

SALARY : Level 11 – An all-inclusive salary package of R 657 558 per annum. The remuneration package includes a basic salary, Annual Service Bonus, the Employer's contribution to the Government Employee Pension Fund and a flexible portion which may be structured in terms of the rules for the structuring of the flexible portion; and may include a car allowance, Medical Aid contribution, 13th cheque, housing allowance and non-pensionable cash allowance

CENTRE REQUIREMENTS : Bloemfontein
: The candidate must be in possession of an appropriate three year degree and/or working experience in a similar environment. Special knowledge of relevant legislation and policies. Communication, planning organizing and computer skills.

DUTIES : It will be expected of the successful candidate to perform the following duties: Coordinate the Premier's Coordinating Forum meetings (PCF) as per the year plan and PCF guidelines. Liaise with provincial departments and the Department of Provincial and Local Government on matters of Intergovernmental Relations (IGR). Liaise with SALGA-FS on IGR matters. Liaise with municipalities on IGR matters. Liaise with National departments and Provinces on Intergovernmental and Inter Provincial matters. Liaise with Heads of Traditional Leaders when necessary. Attend District and Local IGR forum meetings. Manage the budget of the sub directorate. Manage the performance of the Cooperative Governance sub directorate and its staff. Maintain the advisory and consultative roles to government

ENQUIRIES

departments and municipalities on IGR matters. Act on behalf of the Manager: IGR
when necessary
: Ms S. Mazibuko, Tel: 051 4054231