

**PROVINCIAL ADMINISTRATION FREE STATE
DEPARTMENT OF HEALTH**

MANAGEMENT ECHELON

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| <u>POST 01/75</u> | : | <u>DIRECTOR: MANAGEMENT ACCOUNTING: REFERENCE NO: H/D/43</u> |
| <u>SALARY</u> | : | R948 174.00 per annum. |
| <u>CENTRE</u> | : | Management Accounting Directorate |
| <u>REQUIREMENTS</u> | : | Appropriate recognized Bachelor's Degree with Accounting (or equivalent qualification). Reference will be given to candidates with post –graduate qualifications in Accounting or Financial Management. Extensive experience in Financial Management. 10 Years relevant experience in government budgeting of which a minimum of 5 years must be at management level. Recommendations: Exposure in budget process with extensive experience in the following: Knowledge of the Public Financial Management Act, 1999 and Treasury Regulations relating to Financial Management and Accounting. Computer literacy, numeracy and analytical skills. Ability to work under pressure with strict deadlines. Experience and knowledge in Basic Accounting Systems. Render a Financial Management Advisory service to the Department by investigation, analyzing, Benchmarking and interpreting legislation and prescripts and other Financial Administration related issues to promote an effective Financial Management environment |
| <u>DUTIES</u> | : | Ensure sound financial management. Handle external audit reports and PROPAC Resolution Provide financial intelligence and analysis service, determine trends and make recommendations in this regards Ensure the development of the Medium Term Expenditure Framework, Estimate of Provincial Revenue and Expenditure, Adjustment Estimate and In-Year Monitoring Report and monitor expenditure of the Department. Provide strategic advice on budgetary matters to the different stakeholders. Provide inputs to strategic and annual performance plans. Supervision of resources. |
| <u>ENQUIRIES</u> | : | Mr M B Motsie, Telephone number: (051) 408 1115 |
| <u>APPLICATIONS</u> | : | The Director HRM and Planning, (Contact person: Me S Dowd) PO Box 227, Bloemfontein, 9300 or hand delivered @ Entrance, Bophelo House, Cnr Charlotte Maxeke and Harvey Roads, Bloemfontein |
| <u>CLOSING DATE</u> | : | 19 January 2018 |

OTHER POSTS

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| <u>POST 01/76</u> | : | <u>MEDICAL OFFICER GRADEI-III (2 POSTS)</u> |
| <u>SALARY</u> | : | (Applicants might be required to enter into a commuted overtime contract.) Grade I: R736 425.00 per annum. OSD Grade II: R842 028.00 per annum. OSD Grade III: R977 199.00 |
| <u>CENTRE</u> | : | Phumelela Hospital, Vrede: REFERENCE NO.: H/M/10 Thebe Hospital: Harrismith: REFERENCE NO.: H/M/9 |
| <u>REQUIREMENTS</u> | : | Medical Offer Grade 1 Registration as Medical Practitioner with the Health Professions Council of South Africa (HPCSA) in respect of South African qualified employees Experience: None after registration as Medical Practitioner with the Health Professions Council of South Africa (HPCSA) in respect of South African qualified employees. One year relevant experience after registration as Medical Practitioner with recognized a foreign Health Professional Council in respect of foreign qualified employees, of whom it is not required to perform Community Service, as required in South Africa. Registration with the HPCSA as Medical Practitioner. Medical Officer Grade 2: Minimum of 5 years after registration as Medical Practitioner with the Health Professions Council of South Africa (HPCSA) in respect of South African qualified employees. Minimum of 6 years relevant experience after registration as Medical Practitioner with a recognized foreign Health Professional Council in respect of foreign qualified employees, of whom it |

is not required to perform Community Service, as required in South Africa. Registration with the HPCSA as Medical Practitioner.

Medical Officer Grade 3: Minimum of 10 years after registration as Medical Practitioner with the Health Professions Council of South Africa (HPCSA) in respect of South African qualified employees. Minimum of 11 years relevant experience after registration as Medical Practitioner with a recognized foreign Health Professional Council in respect of foreign qualified employees, of whom it is not required to perform Community Service, as required in South Africa.

DUTIES : Rendering of clinical services, which includes examination and treatment of patients, emergencies, ward rounds and operation procedures. Patient administration. Provide training and leadership to medical interns, nurses and medical officers doing Community Service.

ENQUIRIES : Dr Z Bolligello, Telephone number: (058) 624 1800

APPLICATIONS : To Chief Executive Officer, Thebe Hospital, (Contact person: Mr F C Moloi) Private Bag X871, Harrismith, 9880

CLOSING DATE : 19 January 2018

POST 01/77 : **DEPUTY DIRECTOR: PHARMACEUTICAL SERVICES: REFERENCE NO.: H/D/44**

SALARY : R920 703.00 per annum. OSD

CENTRE : Medpharm, Bloemfontein

REQUIREMENTS : B Pharm degree or equivalent qualification. Registration with the South African Pharmacy Council as Pharmacist. Appropriate experience in Medicine Supply Management and procurement. At least 3 years in pharmacy management as pharmacist in line with the Occupation Specific Dispensation. Computer proficient. Driver's license Recommendations: Pharmaceutical services provision. Supply Chain Management. Knowledge of legislation relating to the provisioning of pharmaceutical services. Human Resource Management. Leadership skills. Financial Management. Analytical skills. Management and supervisory skills. Project and communication skills. Interpersonal and negotiation skills.

DUTIES : Management of the provincial health products procurement unit. Amend provincial guidelines according to latest WHO & DOH ARV guidelines, monitor orders from & usage at facilities. Ensure availability and management of: ARV medicine, TB medicine, Vaccines and Tracer drugs (Generate PA's for ARV's and orders, Contract management and manage special programs). Communication and information management (Management of supplier performance). Serve in ad hoc committees (Provincial PTC, Vetting committee, pharmaceutical forums, Antimicrobial stewardships, PMTC and Meetings with representatives). Management of human Resource management (Performance management, JD and Personnel Development). Identification and management of risks (reduction of risks to acceptable levels)

ENQUIRIES : Me N B Molongoana: Telephone number: (051) 4110502

APPLICATIONS : To Chief Executive Officer, Medpharm, (Attention Mr J T April), PO Box 7622, Bloemfontein, 9300

CLOSING DATE : 19 January 2018

POST 01/78 : **ASSISTANT DIRECTOR: RADIOGRAPHY REFERENCE NO.: H/A/49**

SALARY : R459 558.00 per annum OSD

CENTRE : Thebe District Hospital, Harrismith

REQUIREMENTS : Registration with the Health Professions Council of South Africa (HPCSA) as Radiographer. A minimum of 3 year's appropriate experience in the relevant profession after registration with HPCSA as Radiographer

DUTIES : Exercise clinical responsibility to ensure optimal service delivery: Ensure patient care during imaging for optimal diagnostic purpose of more advanced or specialized nature. Ensure the correct application of protocols to obtain optimal imaging / treatment. Ensure that radiation protection is practices / applied to minimize radiation dosage to staff, patient and general public. Manage, develop and implement quality systems in line with provincial, national and international standards: Ensure the implementation of quality assurance programs for quality service delivery Formulate implement and

monitor the execution of policies and protocols at institution level Management of resources to ensure optimal service delivery at institution level: Supervision and evaluation of subordinates for efficient and effective workflow in the component. Organization of staff to provide efficient and effective service delivery. Co-ordinate training of the subordinates and identify skills development needs and ensure the implementation thereof. Control and monitor proper utilization of equipment, stores and expenditure

ENQUIRIES : Dr Z Bolligello, Telephone number: (058) 624 1800
APPLICATIONS : To Chief Executive Officer, Thebe Hospital, (Contact person: Mr B J Moloi) Private Bag X871, Harrismith, 9880
CLOSING DATE : 19 January 2018

POST 01/79 : **ASSISTANT DIRECTOR: RADIOGRAPHY: REFERENCE NO.: H/R/32**

SALARY : R459 558.00 per annum. OSD
CENTRE : Thebe Hospital, Harrismith
REQUIREMENTS : Registration with the Health Professions Council of South Africa (HPCSA) as Radiographer. A minimum of 3 year's appropriate experience in the relevant profession after registration with HPCSA Recommendations: To ensure that an effective Radiography service is delivered.

DUTIES : Exercise clinical responsibility to ensure optimal service delivery: Ensure patient care during imaging for optimal diagnostic purpose of more advanced or specialized nature. Ensure the correct application of protocols to obtain optimal imaging / treatment. Manage, develop and implement quality systems in line with provincial, national and international standards Ensure the implementation of quality assurance programs for quality service delivery. Formulate implement and monitor the execution of policies and protocols at institution level Management of resources to ensure optimal service delivery at institution level: Supervision and evaluation of subordinates for efficient and effective workflow in the component, Organization of staff to provide efficient and effective service delivery, Co-ordinate training of the subordinates and identify skills development needs and ensure the implementation thereof, Control and monitor proper utilization of equipment, stores and expenditure

ENQUIRIES : Dr Z Bolligello: Telephone number: (058) 624 1800
APPLICATIONS : To Chief Executive Officer, Thebe Hospital, (Attention Mr F C Moloi), Private Bag x871, Harrismith, 9880
CLOSING DATE : 19 January 2018

POST 01/80 : **PROFESSIONAL NURSE: PNA-5 (OPERATIONAL MANAGER) REFERENCE NO.: H/O/42**

SALARY : R394 665.00 per annum. OSD
CENTRE : Phumelela Hospital, Vrede
REQUIREMENTS : Registration with the SANC as Professional Nurse. A minimum of 7 years appropriate/ recognizable experience in nursing after registration with the SANC as Professional Nurse in General Nursing. Recommendations: Knowledge of legal framework appropriate to nursing practice. Good communication skills and interpersonal relationship. Good leadership skills.

DUTIES : To ensure that a comprehensive nursing treatment and care service is delivered to patients in a cost effective, efficient and equitable manner by the Unit. Ensure compliance to professional and ethical practice.

ENQUIRIES : Mr K S Molehe. Phumelela Hospital, Telephone number: (058) 913 1044
APPLICATIONS : To:Chief Executive Officer, Phumelela Hospital, (Contact person: Mr Mr K S Molehe) Private Bag X6, Vrede, 9835
CLOSING DATE : 19 January 2018

POST 01/81 : **OPERATIONAL MANAGER (PN-A5) (3 POSTS): REFERENCE NO.: H/O/41**

SALARY : R394 665.00 per annum OSD
CENTRE : Phekolong Hospital, Bethlehem
REQUIREMENTS : Registration with the SANC as Professional Nurse. A minimum of 7 years appropriate/ recognizable experience in nursing after registration with the SANC

as Professional Nurse in General Nursing. Recommendations: Good communication and interpersonal relations. Ability to function with the Multidisciplinary team

DUTIES : Demonstrate an in depth understanding of nursing legislation and related legal and ethical nursing practices and how this impacts on service delivery. Ensure clinical nursing practice by the nursing team (unit) in accordance with the scope of practice and nursing standards as determined by the relevant health facility Promote quality of nursing care as directed by the professional scope of practice and standards as determined by the relevant health facility Demonstrate a basic understanding of HR and financial policies and practices.

ENQUIRIES : Me S M van der Merwe, Telephone number: (058) 3035123 x268

APPLICATIONS : To: Chief Executive Officer, Phekolong Hospital, (Contact person: Me M G Mareka) Private Bag X1, Bethlehem, 9700

CLOSING DATE : 19 January 2018

POST 01/82 : **CLINICAL PROGRAM COORDINATOR (PNA-5): REFERENCE NO.: H/C/51**

SALARY : R394 665.00 per annum. OSD

CENTRE : Dr Che Guevara Chc: Fezile Dabi District

REQUIREMENTS : Registration with the SANC as Professional Nurse. A minimum of 7 years appropriate/ recognizable experience in nursing after registration with the SANC as Professional Nurse in General Nursing and Midwifery. Diploma/Degree in General Nursing and Midwifery. Recommendations: Ability to work independently under pressure. Knowledge of National HIV and AIDS and STI Strategic Plan for South Africa. Knowledge of legislation pertaining to Skills Development.

DUTIES : Coordinate and promote implementation of HIV/AIDS services. Participate in marketing of HIV/AIDS. Monitoring, evaluation and reporting of HIV/AIDS. Facilitate and oversee the development of operational/business plans to give strategic guidelines. Provide professional and technical support for the provision of quality patient care through proper management of relevant programmes. Maintain standards and norms of nursing practice to promote the health status of health care users. Develop and implement quality assurance programmes, guidelines, protocols, norms and standards. Utilize information technology (IT) and other management information systems to manage information for the enhancement of service delivery. Establish, maintain and participate in inter-professional and multi-disciplinary teamwork that promotes effective and efficient health care. Manage and utilize resources in accordance with relevant directives and legislation.

ENQUIRIES : Mr R D Makgokolo: Telephone number: (016) 970 9304

APPLICATIONS : TO: The District Manager, Fezile Dabi District, (Contact person: Mr R D Makgokolo), Private Bag X2005, Sasolburg, 1947

CLOSING DATE : 26 January 2018

POST 01/83 : **SUPPLY CHAIN SPECIALIST: REFERENCE NO.: H/S/86**

SALARY : R334 545.00 per annum

CENTRE : Dihlabeng Hospital, Bethlehem

REQUIREMENTS : National Diploma in Public Management / Financial Management / Economics or equivalent qualification. 6 Years' experience in Supply Chain Management (at supervisory level). Valid driver's license. Certificate in Supply Chain Management will be added as an advantage.Recommendations: Extensive knowledge of Supply Chain Management in Public Sector. Understanding of the PFMA, Treasury Regulations, PPPFA , BBBEE Act, Competition Act, Promotion of Access of Information Act, SITA Act, Construction and Industry Development Board Act and related 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.

DUTIES : Compile, implement and monitor Institutional Procurement Plan. Identify and ensure implementation of the correct sourcing strategy. Provide administrative support to the Bid Specification Committees. Monitor adherence to the turnaround times relating to Demand Management activities. Perform market analysis /

Industry analysis. Ensure that market research is conducted. Prepare and consolidate reports on Supply Chain Management related issues. Manage and coordinate the implementation and maintenance of Supply Chain Management and address related enquiries. Ensure the successful implementation of departmental policies as well as development of policies on matters related to Supply Chain Management and adherence to the relevant prescripts / legislation. Inform, guide, advice and train Institutional officials on Supply Chain Management matters to enhance the correct implementation of Supply Chain Management practices / policies. Compile and monitor the implementation of the Audit Action Plan, Risk Operational Plan, PROPAC Resolutions, MPAT, Balance Scorecard and KCM. Identify and implement risk management strategies. Monitor and evaluate implementation of the elements of Supply Chain Management in all institutions. Monitor the implementation of Supply Chain Management Improvement Plan. Management of Human Resources which include, inter alia: Training and Development of officials, Performance Management and work allocation. Ensure effective monitoring and control over financial resources and provide inputs.

ENQUIRIES : Mr TPG Moher. Telephone number: (058) 307 2255
APPLICATIONS : Chief Executive Officer, Dihlabeng Hospital. (Contact person: Me S Mpanza), Private Bag X3, Bethlehem, 9700
CLOSING DATE : 19 January 2018

POST 01/84 : **PROFESSIONAL NURSE: PNB-1 (3 POSTS): REFERENCE NO.: H/P/57**

SALARY : R340 431.00 per annum. OSD
CENTRE : Thebe District Hospital, Harrismith
REQUIREMENTS : Registration with the South African Nursing Council (SANC) as Professional Nurse plus a post-basic nursing qualification with a duration of at least 1 year, accredited with SANC. A minimum of 4 years appropriate/recognizable experience in nursing after registration with SANC as a Prof Nurse in General Nursing and Midwifery. Recommendations: Knowledge of the legal framework appropriate for nursing practice. Good communication skills and interpersonal relationships. Good leadership skills.

DUTIES : Provision of optimal, holistic specialized nursing care with standards and within a professional/ legal framework. Effective utilization of resources. Participation in training and research. Provision of Support to Nursing Services. Maintain a professional growth / ethical standards and self-development

ENQUIRIES : Me P P Twala. Telephone number: (058) 624 1829
APPLICATIONS : Chief Executive Officer, Thebe Hospital, (Contact person: Mr S S Mofokeng) Private Bag x871, Harrismith, 9880
CLOSING DATE : 19 January 2018

POST 01/85 : **SENIOR STATE ACCOUNTANT: REFERENCE NO.: H/S/91**

SALARY : R281 418.00 per annum
CENTRE : Free State School Of Nursing: Corporate Office
REQUIREMENTS : National Diploma/degree in Finance/Auditing/Accounting. Extensive knowledge of BAS and Logis systems. 3-5 Years finance and budget related working experience in public service (Payments, Journals, Fund shifts, Budgeting processes and procedures). Knowledge of PFMA and Treasury regulations and policies. Supervisory/ management experience in Finance. Driver's license, BAS training. Recommendations: Ability to function under pressure and meet deadlines. Problem solving skills. Good analytical and problem solving skills. Must be able to function independently.

DUTIES : Provide strategic financial advisory services to management and staff. Compile and capture the institutional budget. Advice cost center managers about budget and general financial needs. Facilitate and take minutes of FCC meetings. Investigate and compile Journals, fund shifts and irregular expenditures. Provide monthly expenditure and commitment reports to cost center managers. Capture financial transactions on BAS when required. Act as a contact person between FSSON and Budget Office, Treasury and suppliers Facilitate and process all sundry payments and S&T claims. Compile and follow up on all submissions and

requests with financial implications. Responsible for Chief User's activities at Rector's Office cost centre

ENQUIRIES : Me M S Grobler: Telephone number: (051) 403 9884

APPLICATIONS : The Principal, FSSON, (Attention Mr M P Macomo), Private Bag x20520, BLOEMFONTEIN or hand delivered to FSSON, Kolbe Avenue, Oranjesig, Bloemfontein

CLOSING DATE : 19 January 2018

POST 01/86 : **SENIOR STATE ACCOUNTANT: (2 POSTS): REFERENCE NO.: H/S/90**

SALARY : R281 418.00 per annum

CENTRE : Corporate Office: Budget Management Sub-Directorate

REQUIREMENTS : An Appropriate Bachelor's Degree with Accounting (or equivalent qualification) BAS Training 4-5 year of appropriate experience in the budget environment
 Recommendations: Exposure in budget process with extensive experience in the following; Medium Term Expenditure Framework, Estimate of Provincial Revenue and Expenditure, Adjustment Estimate and In-Year Monitoring Report; Knowledge of the Public Financial Management Act, 1999 and Treasury Regulations relating to Financial Management and Accounting; Computer Literacy, Numeracy Skills and Analytical Skills; Ability to work under pressure with strict deadlines; Experience and knowledge in Basic Accounting Systems; Render a Financial Management advisory service to the Department by investigation, analyzing, benchmarking and interpreting legislation and prescripts and other Financial Administration related issues to promote an effective Financial Management environment.

DUTIES : Exercise clinical responsibility to ensure optimal service delivery: Implement the Public Finance Management ACT, 1999 (PFMA); Perform all functions related to the budget process; Support with the monitoring and control departmental expenditure including Conditional Grants; Compile the financial reports as required by relevant bodies; Support on informal training of finance personnel within the Department; Compiling of Departmental Internal Control Checklist; Maintain an updated filing system.

ENQUIRIES : Mr P C Scheepers, Telephone number: (051) 408 1638

APPLICATIONS : The Director HRM and Planning, (Contact person: Me S Dowd) PO Box 227, BLOEMFONTEIN, 9300 or hand delivered @ Entrance, Bophelo House, Cnr Charlotte Maxeke and Harvey Roads, Bloemfontein

CLOSING DATE : 19 January 2018

POST 01/87 : **SENIOR SUPPLY CHAIN PRACTITIONER: REFERENCE NO.: H/S/87**

SALARY : R281 418.00 per annum

CENTRE : Dihlabeng Hospital, Bethlehem

REQUIREMENTS : National Diploma in Public Management / Financial Management / Economics or equivalent qualification. 4-5 Years' experience in Supply Chain Management LOGIS Certificates. Valid driver's license. Certificate in Supply Chain Management will be added as an 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 related 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.

DUTIES : Supervise the activities of the Supply Chain Management clerks / Snr AND officers to contribute to the rendering of professional Supply Chain Management service for example: Personnel Development, Performance and discipline, ensure quality of work. Supervise the implementation and maintenance of Supply Chain Management practices (including LOGIS Transactions) concerning Demand Management within Supply Chain Management processes in the institution to contribute to the rendering of professional Supply Chain Management service. Manage supplier enquiries with regards to government systems i.e LOGIS and CSD. Determination of sourcing strategy for items needed as per the institutional

Procurement Plan. Facilitate development of institutional Procurement Plan and monitor that procurement is in line with Procurement Plan. Supervise inventory management. Maintain and update the Institutional Asset Register. Compile monthly Assets and Inventory Reports. Perform, monitor and support the annual assets physical verification and quarterly spot checks processes.

ENQUIRIES APPLICATIONS : Mr TPG Moher. Telephone number: 058 307 2255

CLOSING DATE : Chief Executive Officer, Dihlabeng Hospital. (Contact person: Me S Mpanza), Private Bag X3, Bethlehem, 9700

CLOSING DATE : 19 January 2018

POST 01/88 : **ENVIRONMENTAL HEALTH PRACTITIONER: REFERENCE NO.: H/E/9**

SALARY CENTRE REQUIREMENTS : R281 148.00 per annum. OSD
 : Phumelela Hospital, Vrede
 : Registration with the Health Professions Council of South Africa (HPCSA) as Environmental Health Practitioner. Experience: None after registration with the HPCSA in the relevant profession (where applicable) in respect of South African qualified employees who performed Community Service, as required in South Africa. One year relevant experience after registration with the HPCSA in the relevant profession (where applicable) in respect of foreign qualified employees, of whom it is not required to perform Community Service, as required in South Africa

DUTIES : Implement a planned vector, disease surveillance and control programme. Conduct regular inspections and surveillance at all commercial and residential premises and government institutions. Undertake information, education and communication activities to promote knowledge on all environmental health issues. Implement preventative quality systems. Participate in the monitoring and evaluation programmes.

ENQUIRIES APPLICATIONS : Mr B J Moloi. Telephone number: (058) 913 1044
 : Chief Executive Officer, Phumelela Hospital, (Contact person: Mr B J Moloi) Private Bag X6, Vrede, 9835

CLOSING DATE : 19 January 2018

POST 01/89 : **SUPPLY CHAIN PRACTITIONER: REFERENCE NO.: H/S/92**

SALARY CENTRE REQUIREMENTS : R226 611.00 per annum
 : Medpharm, Bloemfontein
 : Grade 12 (or equivalent) certificate, a minimum of 3 years' experience in Supply Chain or Finance. Completed Logis 1 course certificate Recommendations: Degree/ Diploma in Public Management or equivalent will be added advantage Experience in Demand Management will also serve as an added advantage Knowledge of supply chain management legislation (PPPFA, PP Regulations, BBBEEA, Practice Notes, circulars and Treasury Regulations), Public Finance Management Act, Supply Chain Framework and Financial Management.

DUTIES : Monitor and coordinate the implementation and maintenance of supply chain management with regard to demand processes in the Department to contribute to the rendering of a professional supply chain management service. Effective management of SCM monthly, quarterly and annual reports on procurement strategy. Address requisition enquiries to ensure the correct implementation of supply chain management practices. Ensure the successful implementation of departmental/Public service policies as well as the development of policies on matters related to supply chain management to adhere to relevant prescribes/legislation. Inform, guide and advice departmental employees on supply chain management matters to enhance the correct implementation of supply chain management practices/policies. Promote effective SCM by researching, analyzing, developing, monitoring and reviewing policies, strategies, guidelines, procedures and circulars to contribute to the effective application of SCM practices. Approve and verify all documents and transaction on Logis according to delegations. Prepare and consolidate reports on supply chain management issues and statistics. Establish and implement proper demand management mechanism to enable Supply Chain Management and users to monitor the rotation of suppliers. Manage the human resources of the division.

ENQUIRIES : Mr. M K R Moroane: Telephone number: (051) 411 0518
APPLICATIONS : Chief Executive Officer, Medpharm, (Attention Mr J T April), PO Box 7622, Bloemfontein, 9300
CLOSING DATE : 19 January 2018

POST 01/90 : **PROFESSIONAL NURSE: PNA-2 (8 POSTS)**

SALARY : R226 083.00 per annum. OSD
CENTRE : Thebe District Hospital, Harrismith REFERENCE NO.: H/P/59
Phumelela Hospital, Vrede REFERENCE NO.: H/P/58
REQUIREMENTS : Registration with the SANC as a Professional Nurse Experience: None after Registration with the SANC as a Professional Nurse
DUTIES : Ensure that a holistic nursing care services is delivered to all patients in a cost effective, efficient and equitable manner by the unit. Ensure compliance to professional and ethical practice. Demonstrate an understanding of nursing legislation and related legal and ethical nursing practices.

ENQUIRIES : Me P P Twala. Thebe Hospital, Telephone number: (058) 624 1829
APPLICATIONS : Chief Executive Officer, Thebe Hospital, (Contact person: Mr S S Mofokeng) Private Bag x871, Harrismith, 9880
CLOSING DATE : 19 January 2018

POST 01/91 : **LABOUR RELATIONS OFFICER: REFERENCE NO.: H/L/9**

SALARY : R226 611.00 per annum
CENTRE : Dihlabeng Hospital, Bethlehem
REQUIREMENTS : An appropriate recognized Degree/ Diploma in Labour Law/Labour Relations or equivalent qualification /experience. Computer literacy. A valid driver's license
Recommendations: Good interpersonal and excellent communication skills (written and verbal);
DUTIES : Handle misconduct cases, grievances and disputes in line with relevant legislation/resolutions to ensure proper resolution thereof. Advise management on all labour relations matters in order to minimize unfair labour practices. Capture information of misconduct cases, grievances and disputes on employee relations management information system for record keeping purposes. Provide a secretariat service to the departmental consultative committee.

ENQUIRIES : Mr TPG Moher. Telephone number: 058 307 2255
APPLICATIONS : Chief Executive Officer, Dihlabeng Hospital. (Contact person: Me S Mpanza), Private Bag X3, Bethlehem, 9700
CLOSING DATE : 19 January 2018

POST 01/92 : **SECURITY OFFICER MANAGER: REFERENCE NO.: H/S/93**

SALARY : R226 611.00 per annum
CENTRE : Medpharm, Bloemfontein
REQUIREMENTS : Grade 12/NQF equivalent qualifications. Registration with PSIRA as Grade B, 6 years, extensive experience in the security management field and procedures. Valid EB driver's license and must successfully obtain the security clearance conducted by the State Security Agency during the probationary period. (Note) no payment of any kind is required when applying for this post. Recommendations: Knowledge of the relevant Public Service Regulation Framework, security regulations and Procedures. Able to write, read and communicate at least two of the three official languages applicable in the Free State. Ability to write the reports. Knowledge of CCTV surveillance and control room practice. Physically fit. Willingness to work long hours and available on 24 hours.
DUTIES : Manage the security services including the CCTV surveillance at the Medical Depot. Authorize leaves. Approve rosters and shift schedules. Monitor performance of security officials and determine the training needs. Allocate duties to the security officials and maintain discipline. Identify risks and threats to the security of the Medical Depot. Ensure effective patrolling of the building, parking areas and the perimeter. Conduct preliminary investigations on all reported incidences of security breaches. Gather information through interviews and obtaining physical evidence. Liaise constantly with the Security Manager of the

Department and the South African Police Service around issues of concern relating to the security of the Medical Depot.

ENQUIRIES : Mr. M M Khasu: Telephone number: (051) 408 1256

APPLICATIONS : Chief Executive Officer, Medpharm, (Attention Mr J T April), PO Box 7622, BLOEMFONTEIN, 9300

CLOSING DATE : 19 January 2018

POST 01/93 : **STATE ACCOUNTING CLERK (2 POSTS): REFERENCE NO.: H/S/94**

SALARY : R152 862.00 per annum

CENTRE : Medpharm, Bloemfontein

REQUIREMENTS : Grade 12/NQF equivalent with Mathematics and/or Accounting as a passed subject. Recommendations: Ability to communicate issues in a tactful manner. 2. Problem solving, computer, numeracy and literacy skills. 3. Commitment, integrity, professionalism, loyal, confidentiality, ability to interpret and execute policy directives/procedure. Knowledge of LOGIS / BAS. Knowledge of related policies, directives and legislation. Able to work under pressure.

DUTIES : Implement and administer Financial Accounting practices (LOGIS / BAS transactions) concerning financial processes in the department to contribute to the rendering of a professional financial administration service: Debt, Bookkeeping (Clear Ledger accounts, Capture BAS payments, Journals and reports), Banking. Address financial administration enquiries to ensure the correct implementation of financial administration practices.

ENQUIRIES : Me. S.D. Mthethwa: Telephone number: (051) 4110557

APPLICATIONS : Chief Executive Officer, Medpharm, (Attention Mr J T April), PO Box 7622, Bloemfontein, 9300

CLOSING DATE : 19 January 2018

POST 01/94 : **CLERK; (2 POSTS) REFERENCE NO.: H/C/51**

SALARY : R152 862.00 per annum.

CENTRE : Human Resource Development (Rtc)

REQUIREMENTS : Grade 12 (or equivalent) Certificate, Computer literacy. Driver's license. Be willing to work irregular hours. Skills required: Planning, Organizing, good verbal and written skills. Time management. Knowledge and understanding of Legislative framework governing Public Service. Recommendations: Ability to work under pressure and independently. Good interpersonal relations. Willing to travel. Customer care. Must be a reliable and dedicated

DUTIES : Render a general clerical support, personnel administration, financial administration and supply chain clerical services within the component. Assist managers with their duties. Keep record and manage the student's documents.

ENQUIRIES : Me NKN Vanqa, Telephone number: (051) 4079 275 Me C H Kala (051) 408 1289

APPLICATIONS : The Director, Human Resource Development, (Attention: Me C H Kala), PO Box 227, Bloemfontein, 9300 or hand delivered at Entrance, Bophelo House, Cnr Charlotte Maxeke and Harvey Roads, Bloemfontein

CLOSING DATE : 19 January 2018

POST 01/95 : **CLERK: (3 POSTS) REFERENCE NO.: H/C/41**

SALARY : R152 862.00 per annum

CENTRE : Dr Che Guevara Chc: Fezile Dabi District

REQUIREMENTS : Grade 12 (or equivalent), Certificate Computer literacy, Recommendation: Ability to work with people and must have good communication skills.

DUTIES : Render general clerical support, supply chain clerical support, personnel administration clerical support, financial administration support service in the component. Perform reception and patient registration duties. Obtain the complete health system data from the department you have been assigned to for complete facility, ward or cost centers according the capacity of the facility. This is to ensure that all the data generated by the facility is being captured in the system. Register, create and retrieve patient records. File all patient records within 72 hours. Capture the required health data obtained from service points into software system

at the facility, ensuring that all fields are captured correctly and in the timeframe specified in the SOP. Procurement of cleaning material.

ENQUIRIES : Mr R D Makgokolo: Telephone number: (016) 970 9304
APPLICATIONS : The District Manager, Fezile Dabi District, (Contact person: Mr R D Makgokolo), Private Bag x2005, Sasolburg, 1947
CLOSING DATE : 26 January 2018

POST 01/96 : **STAFF NURSE: REFERENCE NO.: H/S/89**

SALARY : R150 819.00 per annum. OSD
CENTRE : Thebe District Hospital, Harrismith
REQUIREMENTS : Registration with the South African Nursing Council (SANC) as Enrolled Nurse.
DUTIES : Development and implementation of basic patient care plans. Provide basic clinical nursing care under the supervision of a Professional Nurse. Effective utilisation of resources. Maintain professional growth /ethical standards and self-development.

ENQUIRIES : Me P P Twala. Telephone number: (058) 624 1829
APPLICATIONS : Chief Executive Officer, Thebe Hospital, (Contact person: Mr S S Mofokeng) Private Bag x871, HARRISMITH, 9880
CLOSING DATE : 19 January 2018

POST 01/97 : **NURSING ASSISTANT: REFERENCE NO.: H/N/4**

SALARY : R116 625.00 per annum. OSD
CENTRE : Thebe District Hospital, Harrismith
REQUIREMENTS : Registration with the South African Nursing Council (SANC) as Nursing Assistant.
DUTIES : Assist patients with activities of daily living (Physical Care). Provide elementary clinical nursing care under the supervision of a Professional Nurse. Maintain professional growth /ethical standards and self-development.

ENQUIRIES : Me P P Twala. Telephone number: (058) 624 1829
APPLICATIONS : Chief Executive Officer, Thebe Hospital, (Contact person: Mr S S Mofokeng) Private Bag x871, Harrismith, 9880
CLOSING DATE : 19 January 2018

POST 01/98 : **SECURITY OFFICER: (3 POSTS) REFERENCE NO.: H/S/95**

SALARY : R107 886.00 per annum
CENTRE : Medpharm, Bloemfontein
REQUIREMENTS : Grade 10 or equivalent. Completion of accredited security training/ learner ship. Registration with PSIRA. Recommendations: Prepared to work shifts. Prepared to be rotated between buildings. Good verbal and written communication skills, Ability to work independently. Must have security knowledge.
DUTIES : Execution of access control land admission by positive identification of officers/employees, visitors and maintenance personnel before being allowed entry into the premises. Issuing of access/ admission control cards to visitors and receive them back when visitors leave premises. Maintain visitor's registers. Escorting visitors into the premises where necessary. Verification of stock for delivery and stock removal from premises. Check supplies, articles and objects where necessary before being allowed entry into the premises. Control/search of vehicles both private and government vehicles as well as keeping proper register thereof. Carrying patrols in and around buildings as well as premises. Check all security equipment and facilities and advice supervisors of any security risks.

ENQUIRIES : Me K E Mosikare: Telephone number: (051) 4110506
APPLICATIONS : The Chief Executive Officer, Medpharm, (Attention Mr J T April), PO Box 7622, Bloemfontein, 9300
CLOSING DATE : 19 January 2018

POST 01/99 : **STORE ASSISTANT: REFERENCE NO.: H/S/96**

SALARY : R107 886.00 per annum
CENTRE : Medpharm, Bloemfontein

REQUIREMENTS : ABET Recommendations Warehouse experience, Literacy skills and Numeracy skills.

DUTIES : Keep the warehouse clean (cleaning of shelves, floors). Receiving of stock from suppliers (packing of stock on shelves, load and off load of stock, assist in counting of received stock, make copies of partial delivery orders).

ENQUIRIES : Mr Greeff: Telephone number: (051) 4110565

APPLICATIONS : Chief Executive Officer, Medpharm, (Attention Mr J T April), PO Box 7622, Bloemfontein, 9300

CLOSING DATE : 19 January 2018

POST 01/100 : **GENERAL WORKER: (2 POSTS) REFERENCE NO.: H/G/5**

SALARY : R90 234.00 per annum

CENTRE : Dr Che Guevara Chc: Fezile Dabi District

REQUIREMENTS : Abet. (Must be able to read and write) Recommendations: Relevant experience.

DUTIES : Render gardening services of a routine nature by utilizing a variety of aids (spades, forks, rakes, lawn movers etc.) to maintain the garden of the institution. Responsible for cleaning and maintenance duties in the premises. Assist with laundry services when need arises. Practice health and safety practices at all times. Management of resources to ensure effective and efficient utilization of resources.

ENQUIRIES : Mr R D Makgokolo: Telephone number: (016) 970 9304

APPLICATIONS : The District Manager, Fezile Dabi District, (Contact person: Mr R D Makgokolo), Private Bag x2005, Sasolburg, 1947

CLOSING DATE : 26 January 2018

POST 01/101 : **CLEANER: (4 POSTS) REFERENCE NO.: H/C/52**

SALARY : R90 234.00 per annum

CENTRE : Dr Che Guevara Chc: Fezile Dabi District

REQUIREMENTS : Abet. (Must be able to read and write) Recommendations: Ability to work with people and must have good communication skills.

DUTIES : To render comprehensive cleaning services. Render support services to different units within the clinics. Assist with any other duties as may be determined by the supervisor in charge

ENQUIRIES : Mr R D Makgokolo: Telephone number: (016) 970 9304

APPLICATIONS : The District Manager, Fezile Dabi District, (Contact person: Mr R D Makgokolo), Private Bag x2005, Sasolburg, 1947

CLOSING DATE : 26 January 2018