

**PROVINCIAL ADMINISTRATION FREE STATE
DEPARTMENT OF HEALTH**

OTHER POSTS

POST 02/35 : **DEPUTY DIRECTOR: ORGANIZATIONAL DEVELOPMENT: REFERENCE NO.: H/D/45**

SALARY : R657 558.00 per annum.
CENTRE : Organizational Development: Corporate Office
REQUIREMENTS : Relevant Diploma/Degree in Management Services/Production Management/Organizational Design. 3-5 Years relevant experience in Middle Management in Organizational Development. RECOMMENDATIONS: Job evaluation system, Work-study Principles and Techniques, Job Evaluation Initial Training, Job Evaluation Panel Training, Business Process Training.

DUTIES : Manage the resources allocated. Coordinate and monitor the development & Maintenance of organogram/s in line with the strategic plan/s. Coordinate investigations and develop. Implement, monitor and maintain policies related to job evaluation, efficiency and productivity. Manage and coordinate efficiency promotion exercises. Manage and coordinate business process re-engineering investigation. Manage the job evaluation processes.

ENQUIRIES : Mr L D Kamolane, Tel: (051) 408 1515 / 1561
APPLICATIONS : The Director, HRM and Planning, (Contact person: Mr M J Mokgampanyane), P O Box 227, Bloemfontein or hand delivered at Entrance, Bophelo House, Cnr Charlotte Maxeke and Harvey Roads, Bloemfontein

CLOSING DATE : 31 January 2018

POST 02/36 : **CLINICAL PROGRAM COORDINATOR: PNA-5: QUALITY ASSURANCE REF NO: H/C/55**

SALARY : R394 665.00 per annum. OSD
CENTRE : Parys Hospital, Parys
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. 3 Years should be experience at Nursing Management level. A minimum of two years in Quality Assurance. Recommendations: Ability to promote quality patient care. Leadership, change and general management, teaching and training skills. Ability to independently, under pressure, co-operatively with colleagues and stakeholders at all levels. Computer skills with working knowledge of MS Office.

DUTIES : Ensure the monitoring and evaluation for the implementation of the National Core Standards (NCS), provide Quality improvement plan (QIP) and implementation thereof. Facilitate conducting of patient's satisfaction survey and analysis of data. Ensure regular clinical audits. Ensure the implementation and monitoring of an adverse event program. The incumbent will be responsible for overall supervision and management of staff involved in the Quality Assurance Programmes. He/she will be responsible for smooth running of the department. The assessment, planning, implementation and evaluation of quality assurance needs within the hospital will be his/her responsibility

ENQUIRIES : Me M V Ramoliki, Tel: (056) 816 2114
APPLICATIONS : The Chief Executive Officer, Parys Hospital, (Contact person: Me M V Ramoliki), Private Bag x 5 Parys, 9585

CLOSING DATE : 31 January 2018

POST 02/37 : **PROFESSIONAL NURSE: PNB-1 (THEATRE TEC) REF NO: H/P/60**

SALARY : R340 431.00 per annum. OSD
CENTRE : Parys Hospital, Parys
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 in Operating Theatre Nursing Science. A minimum of 4 years appropriate/recognizable experience in nursing after registration with SANC as a Prof Nurse. Valid driver's license. Recommendations: Ability to work under pressure, function as an effective member of the Nursing team, to communicate

effectively with stakeholders, implement and manage change. Willingness to work shifts and standby in accordance with the requirements of the unit.

DUTIES : Provision of safe Patient Care. Maintenance of accurate Patient records. Management of stock and equipment in accordance with clinical and economic imperatives. A concern for the continuing development of own Clinical skills and those of co-workers. Ensuring client satisfaction.

ENQUIRIES : Me M V Ramoliki, Tel: (056) 816 2114

APPLICATIONS : The Chief Executive Officer, Parys Hospital, (Contact person: Me M V Ramoliki), Private Bag x 5 Parys, 9585

CLOSING DATE : 31 January 2018

POST 02/38 : **SENIOR HUMAN RESOURCE OFFICER: PERSAL HELPDESK: REF NO: H/H/18**

SALARY : R226 611.00 per annum.

CENTRE : Human Resource Management: Corporate Office

REQUIREMENTS : Grade 12 Certificate/NQF equivalent. 3 Years relevant experience. Proven extensive knowledge of Excel and computer literacy. Will be required to undergo a practical exercise. Knowledge of the Provincial PERSAL Policy. Must have completed the PERSAL Provisioning, Utilization, MMS/SMS Package and Leave courses.

DUTIES : Requesting reports via PERSAL/ Vulindlela /MIS/Provincial /National Treasury utilizing FTP programmes. Providing of statistics on short notice. Investigate/handle and resolve system errors and other PERSAL related enquiries. Maintain guideline/procedure manual. Co-ordinate training presented by FS Provincial Treasury and maintain the Training Management System. Handle/distribute PERSAL Reports, Circulars, Practice Notes, Status and Exception reports. Provide in-house training/assistance with requesting of electronic reports, up-dating of personal particulars (qualifications etc.) and maintaining the integrity of data on the system. Clearing of suspense file on closing dates. Supervisory functions. Ensure correct application/implementation within the department over the functions of the departmental PERSAL Helpdesk by rendering an administrative and support function to the PERSAL Controller and acting in the absence of the PERSAL Controller by managing the Departmental PERSAL Helpdesk: control, monitor and audit PERSAL access and functionality of all users. Handling of reset system via the FS Provincial Treasury I-request system.

ENQUIRIES : Me D Pieters, Tel: (051) 408 1138

APPLICATIONS : The Director, HRM and Planning, (Contact person: Me D Pieters), P O Box 227, Bloemfontein or hand delivered at Entrance, Bophelo House, Cnr Charlotte Maxeke and Harvey Roads, Bloemfontein.

CLOSING DATE : 31 January 2018

POST 02/39 : **SENIOR HUMAN RESOURCE OFFICER: STAFF ESTABLISHMENT: REF NO: H/H/19**

SALARY : R226 611.00 per annum.

CENTRE : Human Resource Management: Corporate Office

REQUIREMENTS : Grade 12 Certificate/NQF equivalent. 3 Years relevant experience. PERSAL training certificates must be attached.

DUTIES : Supervise the correct implement of the Staff Establishment of +- 21 000 posts on the PERSAL system. Find suitable solutions for problematic Staff Establishment issues and providing of support to institutions on all post related matters. Provide and assist with statistics. Management of subordinates (PDMS), leave, training, disciplinary etc.)

ENQUIRIES : Me D Pieters, Tel : (051) 408 1138

APPLICATIONS : The Director, HRM and Planning, (Contact person: Me D Pieters), P O Box 227, Bloemfontein or hand delivered at Entrance, Bophelo House, Cnr Charlotte Maxeke and Harvey Roads, Bloemfontein.

CLOSING DATE : 31 January 2018

POST 02/40 : **STAFF NURSE: REF NO: H/C/97**

SALARY : R150 819.00 per annum. OSD

CENTRE : Parys Hospital, Parys

REQUIREMENTS : Registration with the South African Nursing Council (SANC) as Enrolled Nurse. Experience: None after registration Recommendations: Ability to work under

pressure. Good communication skills. Good inter personal relations. Confidentiality. Good written and verbal communication skills.

DUTIES : Provide quality elementary Nursing Care services under the supervision of a professional Nurse, Detailed key performance areas can be obtained from the contact person.

ENQUIRIES : Me M V Ramoliki, Telephone number: (056) 816 2114

APPLICATIONS : The Chief Executive Officer, Parys Hospital, (Contact person: Me M V Ramoliki), Private Bag x 5 PARYS, 9585

CLOSING DATE : 31 January 2018

POST 02/41 : **NURSING ASSISTANT: (3 POSTS) REF NO: H/N/5**

SALARY : R116 625.00 per annum. OSD

CENTRE : Parys Hospital, Parys

REQUIREMENTS : None after Registration. Registration with the South African Nursing Council (SANC) as Nursing Assistant (Enrolled Nursing Assistant). None after registration

DUTIES : Provide quality elementary Nursing Care services under the supervision of a professional Nurse, Detailed key performance areas can be obtained from the contact person.

ENQUIRIES : Me M V Ramoliki, Tel: (056) 816 2114

APPLICATIONS : The Chief Executive Officer, Parys Hospital, (Contact person: Me M V Ramoliki), Private Bag x 5 Parys, 9585

CLOSING DATE : 31 January 2018