

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

CLOSING DATE : 03 December 2018
NOTE : Applications must be submitted on form Z83, obtainable from any Public Service Department or on the internet at www.gov.za/documents. The fully completed and signed form Z83 should be accompanied by a recently updated, comprehensive CV as well as recently certified copies of all qualification(s), academic records including a Senior certificate and ID-document [Driver's license where applicable]. The certification must be within three (3) months as at the advert closing date. Non-RSA Citizens/Permanent Resident Permit Holders must attach a copy of their Permanent Residence Permits to their applications. Should you be in possession of a foreign qualification, it must be accompanied by an evaluation certificate from the South African Qualification Authority (SAQA). Applicants who do not comply with the above-mentioned requirements, as well as applications received late, will not be considered. The Department does not accept applications via fax or email. Failure to submit all the requested documents will result in the application not being considered. Correspondence will be limited to short-listed candidates only. If you have not been contacted within eight (8) weeks after the closing date of this advertisement, please accept that your application was unsuccessful. Suitable candidates will be subjected to a personnel suitability check (criminal record, qualification verification and employment verification). Where applicable, candidates will be subjected to a skills/knowledge test. Successful candidates will be appointed on a probation period of 12 months. The Department reserves the right not to make any appointment(s) to the above post. The successful candidate will be expected to sign a performance agreement. The Department of Health is an equal opportunity affirmative action employer. The employment decision shall be informed by the Employment Equity Plan of the Department. It is the Department's intention to promote equity (race, gender and disability) through the filling of this post(s) with a candidate whose transfer / promotion / appointment will promote representativity in line with the numerical targets as contained in our Employment Equity Plan.

OTHER POSTS

POST 46/228 : **DEPUTY DIRECTOR: ORGANIZATIONAL DEVELOPMENT: REF NO: H/D/100**
Human Resource Directorate

SALARY : R697 011 per annum. (Level 11) (All-inclusive package)
CENTRE : Corporate Office: Bloemfontein
REQUIREMENTS : 3 Year's relevant tertiary qualification in any of the field of Management Services, Operations Management, Production Management, Industrial Engineering and Organisational Development. A minimum of 3 – 5 years' functional experience in management of Organisational Development. Knowledge: Understanding of National Health Act and policies, Nursing Act, Health Professionals Act, Public Service Act and Regulations, Labour Relations Act, prescripts and legislation, Organisational behavior tools, Job profile design and Job Evaluation, Public Finance Management Act. Skills: Business process management, change management, problem solving and solution driven, computer literacy, well-developed communication skills (verbal and written), facilitation, presentation, interpersonal, project management, analytical, management skills. Recommendations: None.

DUTIES : Facilitate the development, maintenance and implementation of the job evaluation strategy. Manage job evaluation and job profiling processes in line with relevant prescripts. Manage organizational design processes and activities for improvement and maintenance of the organizational structure of the Department of Health. Facilitate and coordinate processes and interventions for Business Process management and improvement. Manage the implementation of change management and culture surveys in the Department of Health. Manage all resources of the Sub-Directorate.

- ENQUIRIES** : Ms NL Mahlangu: Director Human Resources Management and Planning Tel No: (051) 408 1162/ 1161
- APPLICATIONS** : applications to be sent to: The Director, Human Resources Management and Planning (Contact person: Ms N P Mpu) P.O Box 227, Bloemfontein, 9300, or hand delivered @ entrance, Bophelo House, Cnr Charlotte Maxeke and Harvey Road, Bloemfontein 9300
- POST 46/229** : **DEPUTY DIRECTOR: LABOUR RELATIONS: REF NO: H/D/101**
Labour Relations Directorate
- SALARY** : R697 011 per annum. (Level 11) (All-inclusive package)
- CENTRE** : Corporate Office: Bloemfontein
- REQUIREMENTS** : A Recognized three-year degree/diploma in Labour Law/Labour Relations or equivalent qualification. 3 – 5 years' experience of which 3 years should at least be supervisory/management level. A valid driver's license. Recommendations: General working conditions within the Public Service. Knowledge of the Public Service and Processes of the CCMA, PSCBC and PHSDCBC. Public Service Resolution in terms of labour relation issues e.g. Grievance Rules PSCBC Rules. Policy analysis and development skills. Computer literacy, good communication skills, facilitation skills, conflict management skills, analytical skills, interpretation skills, training skills, presentation skills, negotiation skills, organizing skills, interpersonal skills, management skills.
- DUTIES** : Develop labour relations policies. Manage the investigation of misconduct and grievance cases and to advise appropriately thereon. Advise management on all labour relations matters in order to minimize unfair labour practices. Represent the Department in bilateral discussions with organized labour unions. Perform and manage administrative and related functions.
- ENQUIRIES** : Mr D P Maqina, Tel No: (051) 405 1355
- APPLICATIONS** : applications to be sent to: The Director, Human Resources Management and Planning (Contact person: Ms N P Mpu) P.O Box 227, Bloemfontein, 9300, or hand delivered @ entrance, Bophelo House, Cnr Charlotte Maxeke and Harvey Road, Bloemfontein 9300
- POST 46/230** : **ASSISTANT MANAGER NURSING SPECIALTY PNB4 REF NO: H/A/40 (X2 POSTS)**
- SALARY** : R581 826 per annum (OSD)
- CENTRE** : Free State Psychiatric Complex, Bloemfontein
- REQUIREMENTS** : Registration with the South African Nursing Council (SANC) as Professional Nurse. Basic qualification accredited with the SANC in terms of Government Notice 425 (i.e. Diploma / Degree in Nursing) or equivalent qualification that allows registration with the SANC as a Professional Nursing plus a post- basic nursing qualification, with duration of at least 1 year, accredited with the SANC in terms of Government Notice No R212 in the relevant specialty. A minimum of 10 years appropriate/ recognizable experience in nursing after registration with SANC as Professional Nurse in General Nursing. At least 6 years of the period referred to above must be appropriate/ recognizable experience after obtaining the 1 year post basic qualification in the relevant specialty. At least 3 years of the period referred to above must be appropriate/ recognizable experience at management level. Recommendation: Knowledge of Public Services Act, and Public Finance Management Act (PFMA) and Mental Health Care Act of 2002. 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. Demonstrate a basic understanding of HR and financial policies and practices. Knowledge OSD for Nurses, Computer literacy, Driver's license, Experience in management will serve as an advantage. Promote quality of nursing care as directed by professional scope of practice and standards as determined by the relevant health facility.
- DUTIES** : Delegate, supervise and co-ordinate the provision of effective and efficient patient care through adequate nursing care. Initiate and participate in health promotion to ensure consistent communication of relevant, accurate and comprehensive

information on healthcare. Develop/ establish and maintain constructive working relationships with Nursing and other stakeholders (i.e. inter professional, inter sectoral and multi-disciplinary teamwork). Participate in the analysis, formulation and implementation of Nursing guidelines, practices, standards and procedure. Manage Human Resources. Monitor and ensure proper utilization of financial and physical resources.

ENQUIRIES : The Nursing Manager Me. MJ Mafereka Tel No: 051 409 331/ 236
APPLICATIONS : applications to be sent to: The Chief Executive Officer, Free State Psychiatric Hospital Complex, (Contact person: Me N V Mokopanele) Private Bag X20607, Bloemfontein, 9300. Hand deliver at Free State Psychiatric Hospital Complex, Bloemfontein

POST 46/231 : **CHIEF RADIOGRAPHER GRADE 1: REF NO: H/C/43**

SALARY : R440 982 per annum (OSD)
CENTRE : Universitas Academic Hospital, Bloemfontein
REQUIREMENTS : Registration with the Health Professions Council of South Africa (HPCSA) as a Radiographer. National Diploma: Radiography, 3years experience. 2years experience and skilled in cath lab procedures. Recommendations: Knowledge of human anatomy. Specialized X-Ray equipment, radiation control and quality control.

DUTIES : To render a comprehensive radiographer service to the Catheterization laboratory. Maintain and up-keeping of X-Ray equipment. Radiation control. Administrative tasks. Patient care.

ENQUIRIES : Me EF van der Heever, Tel No: 051 405 3390 / 3363
APPLICATIONS : Applications to be send to: The Chief Executive Officer; Universitas Academic Hospital, Private Bag X 20660; Bloemfontein; 9300 Contact person: Me CH Cloete. Hand deliver at Universitas Academic Hospital, Bloemfontein

POST 46/232 : **CLINICAL PROGRAMME COORDINATOR PNA5 QUALITY ASSURANCE REF NO: H/C/44**

SALARY : R420 318 per annum (OSD)
CENTRE : Free State Psychiatric Complex, Bloemfontein
REQUIREMENTS : Registration with the South African Nursing Council (SANC) as Professional Nurse. Basic qualification accredited with the SANC in terms of Government Notice 425 (i.e. Diploma/ Degree in Nursing) or equivalent qualification that allows 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. Recommendations: Knowledge of patient safety processes. Knowledge of National Health Insurance (NHI) processes. Knowledge of National Core Standard (NCS). Leadership, change and general management, teaching and training skills. Ability to work independently, under pressure, co-operatively with colleagues and stakeholders at all levels. Computer skills with working knowledge of MS.

DUTIES : Coordinate and promote implementation of Quality Assurance. Continuous monitoring and evaluation of National Core Standards (NCS). Conducting of Annual Self Assessments, development and monitoring of Quality Assurance improvement plans. Maintain standards and norms of nursing practices to promote the healthcare status of healthcare users. Conducting of patient's experience of care surveys and analysis of data. Ensuring the conducting of regular clinical Audits. Ensuring the implementation and monitoring of Patients Safety Programme. Manage and utilize resources in accordance with relevant directives and legislation.

ENQUIRIES : The Nursing Manager Me. MJ Mafereka Tel No: 051 409 331/ 236
APPLICATIONS : applications to be sent to: The Chief Executive Officer, Free State Psychiatric Hospital Complex, Contact person: Me N V Mokopanele), Private Bag X20607, Bloemfontein, 9300. Hand deliver at Free State Psychiatric Hospital Complex, Bloemfontein

<u>POST 46/233</u>	:	<u>ASSISTANT DIRECTOR: LABOUR RELATIONS REF NO: H/A/101 (X2 POSTS)</u> Labour Relations Directorate
<u>SALARY</u>	:	R356 289 per annum (Level 09)
<u>CENTRE</u>	:	Corporate Office: Bloemfontein
<u>REQUIREMENTS</u>	:	A Recognized three-year degree/diploma in Labour Law/Labour Relations or equivalent qualification. 3 – 5 years' experience AS Labour Relations Officer. A valid driver's license. Recommendations: Experience: Conducting misconduct investigations. Handling of grievances, Conciliation and Arbitration. Labour Relations Legislation, processes of labour relation matters, general working conditions within the Public Service, Processes of CCMA, PSCBC and PHSDCDC. Computer literacy, good communication skills, facilitation skills, conflict management skills, analytical skills, interpretation skills, training skills, presentation skills, negotiation skills, organizing skills, interpersonal skills, management skills.
<u>DUTIES</u>	:	Assist with the development of labour relations policies. Coordinate / conduct investigations on misconduct and grievance cases to advise appropriately thereon. Advise management on labour relations matters in order to minimize unfair labour practices. Represent the Department in bilateral discussions with organized labour unions. Perform and manage administrative and related functions.
<u>ENQUIRIES</u>	:	Mr D P Maqina, Tel No: (051) 405 1355
<u>APPLICATIONS</u>	:	applications to be sent to: The Director, Human Resources Management and Planning (Contact person: Ms N P Mpu) P.O Box 227, Bloemfontein, 9300, or hand deliver @ entrance, Bophelo House, Cnr Charlotte Maxeke and Harvey Road, Bloemfontein 9300
<u>POST 46/234</u>	:	<u>DENTAL THERAPIST GRADE 1: REF NO: H/D/10</u>
<u>SALARY</u>	:	R300 828 per annum (OSD)
<u>CENTRE</u>	:	Senorita Ntlabathi District Hospital, Ladybrand
<u>REQUIREMENTS</u>	:	Registration with the Health Professions Council of South Africa (HPCSA) as Dental Therapist. Experience: None after registration with the HPCSA in respect of South African qualified employees who performed Community Service, as required in South African. 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. Recommendation: None
<u>DUTIES</u>	:	Effective promotion of oral care. Effective management of Dental Clinic. Effective supervision or training of oral health and / or Dental students at Thabo Mofutsanyana District. Effective coordination of the oral health programme within Thabo Mofutsanyana District.
<u>ENQUIRIES</u>	:	Me. PR Phuroe: Tel No: 051 923 2014
<u>APPLICATIONS</u>	:	applications to be sent to: The Chief Executive Officer, Senorita Ntlabathi District Hospital, (Contact person: Me. PR Phuroe), Private Bag X09, Ladybrand, 9745. Hand deliver at Senorita Ntlabathi District Hospital, Ladybrand
<u>POST 46/235</u>	:	<u>SENIOR STATE ACCOUNTANTS REF NO: H/S/72 (X2 POSTS)</u> Internal Control Directorate
<u>SALARY</u>	:	R299 709 per annum (Level 08)
<u>CENTRE</u>	:	Corporate Office, Bloemfontein
<u>REQUIREMENTS</u>	:	A Bachelor's Degree or National Diploma in Public Management, Accounting, Auditing or Legal qualification. 4-5yrs relevant experience. Valid driver's license – extensive travelling is the inherent responsibility of this post. This post is calling for candidates who are currently in the employment of the South African Public Service. Recommendations: Experience in public service internal control/ compliance management environment e.g. Risk Management, Auditing or Fraud Management. Experience in public service policymaking environment. Ability to interpret and apply Legislative Framework (PFMA, Treasury Regulation, Public Service Act, Health Act et cetera). Ability to conduct presentations. Communication, analytical thinking, decision making and problem solving skills.

- DUITES** : Provide support to the institutions regarding compliance with various prescripts and Legislative Frameworks. Analyze compliance monitoring reports and recommend corrective measures to the Assistant Director. Identify deficiencies in policies, Standard Operating Procedures, delegations and any other relevant prescripts and make necessary recommendations. Ensure that all reports are due for submission are received, consolidated and submitted in line with prescribed timeframes. Facilitate the review of Governance Structures, Policies, Balanced Scorecards including follow up of all, prescripts that are due for review and revision. Execute supervisory functions including management of assets within the applicable parameters. Coordinate and monitor that all official trips to the institutions are undertaken as per approved travelling plan. Monitor the implementation of the Risk Register and Risk Action plan of the component and report the progress accordingly. Provide stewardship to all business units on matters pertaining to governance.
- ENQUIRIES APPLICATIONS** : Mr MA Sensile, Tel No: 051 408 1637
: applications to be sent to: The Director, Human Resources Management and Planning (Contact person: Ms N P Mpu) P.O Box 227, Bloemfontein, 9300, or hand deliver @ entrance, Bophelo House, Cnr Charlotte Maxeke and Harvey Road, Bloemfontein 9300
- POST 46/236** : **SENIOR SUPPLY CHAIN PRACTITIONER REF NO: H/S/58**
- SALARY CENTRE REQUIREMENTS** : R299 709 per annum (Level 08)
: Seniorita Ntlabathi District Hospital, Ladybrand
: A National Diploma or Bachelor's Degree (requiring a minimum period of study of 3 years in Finance / SCM/ Admin). Knowledge of LOGIS and Asset Management. 4-5 years relevant Supply Chain and Asset Management experience. Valid driver's license. Recommendations: Knowledge of relevant SCM, Asset and Finance legislation and directives. Problem solving skills. Computer literacy. Planning and organizing skills. Integrity and professionalism.
- DUTIES** : Supervise the activities of the Supply Chain Management Clerks. Update the institutional asset register and ensure compliances to Asset Management Policies and Directives. Render SCM and Asset Management advisory services to management. Promote effective SCM and Asset Management policies, procedures and practices. Prepare and provide monthly reports. Consolidate Asset Acquisition plans for the institution. Compile monthly reports to management regarding asset movement, acquisitions and losses. Facilitate auction or re-allocation of redundant assets. Do the required stock taking, spot checks and visits as required by Asset Management Policy Directives. Ensure compliances to SCM and Finance prescript and procedures. Approve/ Authorize transactions on LOGIS. Me. PR Phuroe: Tel No: 051 923 2014
- ENQUIRIES APPLICATIONS** : applications to be sent to: The Chief Executive Officer, Seniorita Ntlabathi District Hospital, (Contact person: Me. PR Phuroe), Private Bag X09, Ladybrand, 9745. Hand deliver at Seniorita Ntlabathi District Hospital, Ladybrand
- POST 46/237** : **SOCIAL WORKER GRADE 1: REF NO: H/S/59**
- SALARY CENTRE REQUIREMENTS** : R242 553 per annum OSD
: Mofumahadi Manapo Mopeli Regional Hospital, Witsieshoek
: Registration with the SACSSP as a Social Worker. Formal tertiary qualification in Social Work (e.g. Bachelor of Social Work). Experience: None. Recommendations: Experience in social work in Mental Health. Experience of Multi Professional team in Health setting.
- DUTIES** : Render a social work service with regard to the care, support, protection and development of vulnerable individuals, groups, families and communities through the relevant programs. Attend to any other matters that could result in, or stem from social instability in any form. Support social auxiliary workers and volunteers. Keep up to date with the new developments in the social work and social welfare fields. Perform all the administrative functions required of the job.
- ENQUIRIES APPLICATIONS** : Me. DJ Malebo Tel No: 058 718 3381
: applications to be sent to: The Acting Chief Executive Officer, Mofumahadi Manapo Mopeli Regional Hospital, (Contact person: SS. Diso), Private Bag X820,

Witsieshoek, 9870. Hand deliver at Mofumahadi Manapo Mopeli Regional Hospital, Witsieshoek

POST 46/238 : **SENIOR HUMAN RESOURCE OFFICER: REF NO: H/S/60**

SALARY : R242 475 per annum (Level 07)
CENTRE : Mofumahadi Manapo Mopeli Regional Hospital, Witsieshoek
REQUIREMENTS : Grade 12 (or equivalent) qualification, PERSAL training courses. Three years' experience in Human Resource. Recommendation: A National Diploma/Degree in Human Resource or equivalent qualification. Good communication skills and interpersonal relationships.

DUTIES : Supervise, plan and coordinate the activities of personnel Officers to contribute to rendering of professional Human resource management e.g. Personnel Development (PDMS) Performance and discipline. Ensure quality of work. Supervise the implementation maintenance of Human resource administration practice concerning service benefits or maintenance and provisioning of human resources department to contribute to the rendering of professional Human Resource Management Service. Address Human resource management enquiries to ensure the correct implementation of human resource management practices. Approve transactions on PERSAL according to delegations. Prepare reports on personnel administration issues and statistics. Write submission of overtime and vacant posts. Check and update leave records for staff as a whole. Verification of qualifications. Verifications of compiled documents.

ENQUIRIES : Me. DJ Malebo Tel No: 058 718 3381
APPLICATIONS : applications to be sent to: The Acting Chief Executive Officer, Mofumahadi Manapo Mopeli Regional Hospital, (Contact person: SS. Diso), Private Bag X820, Witsieshoek, 9870. Hand deliver at Mofumahadi Manapo Mopeli Regional Hospital, Witsieshoek

POST 46/239 : **SENIOR HUMAN RESOURCE OFFICER REF NO: H/S/61**

SALARY : R242 475 per annum (Level 07)
CENTRE : Phekolong District Hospital, Bethlehem
REQUIREMENTS : Grade 12 (or equivalent) qualification, PERSAL training courses. 3 years' experience in Human Resource. Recommendations: A National Diploma/Degree in Human Resource or equivalent qualification. Knowledge of HR Management Legislation/Directives, Communication and interpersonal skills, Problem solving skills, Computer skills, Numeracy skills, Literacy skills, supervisor skills, analytical skills, commitment, integrity, professionalism, loyal, confidentiality, team leadership, planning and organizing, time management, creative and innovative, presentation skills.

DUTIES : Supervise, plan and co-ordinate the activities of the Personnel Officers to contribute to the rendering of a professional human resource management service for examples. Personnel development, Performance and discipline, Ensure quality of work. Supervise the implementation and maintenance of human resource administration practices concerning service benefits and/or maintenance and provisioning of human resources in the department to contribute to the rendering of a professional Human Resource Management Service. Conditions of Service and service benefits: (Leave, Housing, Medical, Injury on Duty, Terminations, Long Service Recognition, Overtime, Re-allocation, Pension, allowances, etc.) HR Provisioning: (Recruitment and Selection, Appointments, Transfer, verification of qualifications, secretariat functions at interviews, absorptions, probationary periods etc.); Performance Management. Address Human Resource Management enquiries to ensure the correct implementation of human resource management practices. Inform, guide and advice Department / personnel on human resource administration matters to enhance the correct implementation of personnel administration practices/policies. Approve transactions on PERSAL according to delegations (Authorization should happen on a higher level preferable at AD or Control level 9). Prepare reports on personnel administration issues and statistics.

ENQUIRIES : Mr. TA Mohaeka, Tel No: 058 303 5123

APPLICATIONS : applications to be sent to: Chief Executive Officer, Phekolong/Nketoana District Hospital Complex, (Contact person: Mr. PP Radebe), Private Bag X1, Bethlehem, 9700. Hand deliver at Phekolong/Nketoana District Hospital Complex, Bethlehem

POST 46/240 : **STATE ACCOUNTANT REF NO: H/S/62**

SALARY : R242 475 per annum (Level 07)
CENTRE : Thusanong District Hospital, Odendaalsrus
REQUIREMENTS : Grade 12 or Equivalent Certificate/ NQF equivalent. LOGIS/ BAS Certificate. 3 Years relevant experience in Revenue and Accounts. Recommendations: Experience in Basic Accounting Systems. Experience in Patient Debt Billing System. Experience in Revenue Debt Management processes within the Public Sector. Knowledge and understanding of PFMA and Treasury Regulations. Computer literacy in Microsoft Office and Excel.

DUTIES : To ensure maximum Revenue collection timeously to achieve targets. Financial functions on BAS as per PFMA and Treasury Regulations like reconciliation of payments on BAS and PADS, Banking Reports, etc. Address Financial Administration enquiries and respond to Audit and Treasury enquiries. Supervise and coordinate Administrative personnel to ensure proper filing and retrieval of source documents. Manage and follow-up outstanding debt and write-off irrecoverable debt according to Delegations.

ENQUIRIES : Mrs M Tsibulane Tel No: 057 391 7900
APPLICATIONS : applications to be send to: The Chief Executive Officer, Thusanong District Hospital, (Contact person: Mr TD Tsotetsi), Private Bag X1, Odendaalsrus, 9480. Hand deliver at Thusanong Hospital, Odendaalsrus

POST 46/241 : **STATE ACCOUNTANT REF NO: H/S/63**
Internal Control Directorate

SALARY : R242 475 per annum (Level 07)
CENTRE : Corporate Office, Bloemfontein
REQUIREMENTS : Grade 12. 3yrs relevant experience. Experience in working with irregular expenditure (identifying). Recommendations: Knowledge of the Identification of irregular expenditure. Knowledge in opening an irregular expenditure case.

DUTIES : Supervise activities of the clerks. Supervise the implementation and maintenance of financial management practices. Address financial management enquiries. Advice the Department on financial management practices. Clearing of Persal exception reports. Investigate RACF reports on a daily basis. Fund requests for the overpayment of SARS, GEFP and GEMS.

ENQUIRIES : Mrs PC Piek Tel No: 051 408 1507
APPLICATIONS : applications to be sent to: The Free State Department of Health, (Contact person: Me P Mpu), PO Box 227, Bloemfontein 9300 or hand deliver @ Bophelo House, Charlotte Maxeke Street, Bloemfontein, 9300, Bloemfontein

POST 46/242 : **SUPPLY CHAIN PRACTITIONER REF NO: H/S/64**

SALARY : R242 475 per annum (Level 07)
CENTRE : Seniorita Ntlabathi District Hospital, Ladybrand
REQUIREMENTS : Grade 12 or equivalent qualification, LOGIS 1 & 11/ BAS certificate. 3 years' relevant experience. Knowledge and understanding of policies and legislation governing SCM. Good interpersonal skills. Knowledge of problem solving.

DUTIES : Supervise the activities of the Supply Chain Management Clerks to contribute to the rendering of a professional supply chain management 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 Logistics and Stores and maintenance of supply chain management processes in the department to contribute to the rendering of a professional Supply Chain Management Service. Logistics (Ordering, Payments, Transit in, Transit out, Warehouse, quotations). Assets (Disposals). Loss control, Demands, Acquisitions. Address supply chain management enquiries to ensure the correct implementation of supply chain management to enhance the correct implementation of supply chain management

practices and policies. Approve transactions on LOGIS / BAS according to delegations.

ENQUIRIES : Me. PR Phuroe Tel No: 051 923 2014
APPLICATIONS : applications to be sent to: The Chief Executive Officer, Seniorita Ntlabathi Hospital, Contact person: Me. PR Phuroe), Private Bag X09, Ladybrand, 9745. Hand deliver at Seniorita Ntlabathi Hospital, Ladybrand

POST 46/243 : **HUMAN RESOURCE OFFICER REF NO: H/H/16**

SALARY : R163 563 per annum (Level 05)
CENTRE : Pelonomi Tertiary Hospital, Bloemfontein
REQUIREMENTS : Grade 12 (or equivalent) qualification. Recommendations: 0-1-year experience in HR. Working knowledge of PERSAL. Good communication skill and personal relationship. Knowledge of Labour Relation Act: Basic Condition of Employment Act, Skill Development Act and Public Finance Management Act.

DUTIES : Render a comprehensive HR service at Pelonomi Hospital. Computer literacy especially MS Word, Excel and Power Point. Able to capture all types of leave, Auditing, Recruitment and Appointment, Freezing and Termination of Service. Payment of S&T, petrol claims, relocation and accommodation of staff. Capturing of overtime and standby allowances. Willing to work under pressure in order to meet deadlines. Confidentiality and diligence. Dealing and updating payrolls. Training the interns on all human Resource matters on rotation basis. Address HRM enquiries to ensure correct implementation of HRM practices.

ENQUIRIES : Mr. LB Aaron Tel No: 051 405 1788
APPLICATIONS : applications to be sent to: Pelonomi Tertiary Hospital, (Contact person: Mr LB Aaron) Private Bag x20581, Bloemfontein, 9300. Hand deliver at Pelonomi Hospital, Bloemfontein

POST 46/244 : **SUPPLY CHAIN CLERK REF NO: H/S/65 (X2 POSTS)**

SALARY : R163 563 per annum (Level 05)
CENTRE : Phuthuloha District Hospital, Ficksburg
REQUIREMENTS : Grade 12 or equivalent qualification. Recommendations: 0-1-year Supply Chain Management experience. Good verbal and communication skills. Knowledge of LOGIS. Appropriate experience in SCM.

DUTIES : Implement and administer Supply Chain Management practices (including LOGIS Transactions) concerning Logistics and Stores. Maintenance of supply chain management processes. Rendering of a professional Supply Chain Management Service. Logistics (Ordering, payments, Transit in, Trans Out, Warehouse, Quotations e.g. Assets, Disposals). Loss control, Demands and Acquisitions. Address Supply Chain Management enquires to ensure correct implementation of supply chain management practices.

ENQUIRIES : Me Khotha Mankekere Tel No: 051 933 2284
APPLICATIONS : applications to be sent to: Phuthuloha District Hospital (SCM Office based in Itemoheng District Hospital, Senekal), (Contact person: Me Ina du Toit), Private Bag x05, Ficksburg, 9730., Hand deliver at Phuthuloha Hospital, Ficksburg

POST 46/245 : **STATE ACCOUNTANT CLERK REF NO: H/S/66**

SALARY : R163 563 per annum (Level 05)
CENTRE : Mofumahadi Manapo Mopeli Regional Hospiital, Witsieshoek
REQUIREMENTS : Grade 12 or equivalent qualification. Recommendations: 0 – 1-year experience in finance. Computer literacy including MS Office. Ability to contribute to the rendering of financial administration. Good interpersonal analysis skills. Have knowledge and understanding Revenue SOP, policies. Understanding and implementing of all revenue UPFS Tariffs. Team management skills, customer care, pay attention to details. Creative and innovative. Knowledge of LOGIS / BAS and PERSAL. Knowledge of related policies, directives and legislation. Knowledge and understanding of patients debiting system BAS. Personnel development. Performance and discipline. Ensure quality at work.

- DUTIES** : Implement and administer Financial Accounting practices (LOGIS / BAS Transaction) concerning financial processes in the department to contribute to the rendering of a professional Financial Administration Service.
- ENQUIRIES APPLICATIONS** : Me. DJ Malebo Tel No: 058 718 3381
applications to be sent to: The Chief Executive Officer, Mofumahadi Manapo Mopeli Regional Hospital, (Contact person: Me MC Mosia), Private Bag X820, Witsieshoek, 9870. Hand deliver at Mofumahadi Manapo Mopeli Regional Hospital, Witsieshoek
- POST 46/246** : **CLERK REF NO: H/C/45**
- SALARY CENTRE REQUIREMENTS** : R163 563 per annum (Level 05)
Mofumahadi Manapo Mopeli Regional Hospital, Witsieshoek
Grade 12 or equivalent. Recommendations: 0 – 1-year clerical experience. Computer literacy including MS Office. Proficiency in English and the local language spoken in the area of the position. Have knowledge of PADS. Good interpersonal analysis skills. Experience in working with the team.
- DUTIES** : Record, organize, store, capture and retrieve correspondence and data and patient records. Update patients register and statistics. Handle routine enquiries. Make photocopies and receive or send facsimiles. Distribute documents / packages to various stakeholders as required. Keep and maintained the filing system for the facility. Type letters and / or other correspondences when required. Keep and maintain the incoming and outgoing of documents register of the component.
- ENQUIRIES APPLICATIONS** : Me. DJ Malebo Tel No: 058 718 3381
applications to be sent to: The Chief Executive Officer, Mofumahadi Manapo Mopeli Regional Hospital, (Contact person: Me MC Mosia), Private Bag X820, Witsieshoek, 9870. Hand deliver at Mofumahadi Manapo Mopeli Regional Hospital, Witsieshoek
- POST 46/247** : **STATE ACCOUNTING CLERK REF NO: H/S/67 (X2 POSTS)**
- SALARY CENTRE REQUIREMENTS** : R163 563 per annum (Level 05)
Senorita Ntlabathi District Hospital, Ladybrand
Grade 12 (or equivalent) certificate. Recommendations: 0 – 1-year finance experience. Computer literacy. Ability to contribute the rendering of financial administration. Good interpersonal skills. Knowledge and understanding of policies, legislation governing finance.
- 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. Address Financial Administration enquiries to ensure the correct implementation of financial administration practices.
- ENQUIRIES APPLICATIONS** : Me. PR Phuroe Tel No: 051 923 2014
applications to be sent to: The Chief Executive Officer, Senorita Ntlabathi Hospital, Contact person: Me. PR Phuroe), Private Bag X09, Ladybrand, 9745. Hand deliver at Senorita Ntlabathi Hospital, Ladybrand
- POST 46/248** : **SUPPLY CHAIN CLERK REF NO: H/S/68**
- SALARY CENTRE REQUIREMENTS** : R163 563 per annum (Level 05)
Senorita Ntlabathi District Hospital, Ladybrand
Grade 12 or equivalent qualification. Recommendations: 0 – 1-year Supply Chain Management experience. Good interpersonal skills and relations. Problem solving skills. Ability to work under pressure. Good communication skills. Computer literate.
- DUTIES** : Implement and administer Supply Chain Management practices (including LOGIS transactions) concerning logistics and stores and maintenance of supply chain management processes in the department to contribute to the rendering of a professional Supply Chain Management Services. Logistics (Ordering, Payments Transit in, Transit out of warehouse, quotations). Asset Disposal, Loss control, Demand and Acquisition. Address Supply Chain Management enquiries to ensure the correct implementation of supply chain management practices.

ENQUIRIES : Me. PR Phuroe Tel No: 051 923 2014
APPLICATIONS : applications to be sent to: The Chief Executive Officer, Seniorita Ntlabathi Hospital, Contact person: Me. PR Phuroe), Private Bag X09, Ladybrand, 9745. Hand deliver at Seniorita Ntlabathi Hospital, Ladybrand

POST 46/249 : **SECURITY OFFICER SUPERVISOR REF NO: H/S/69**

SALARY : R163 563 per annum (Level 05)
CENTRE : Nketoana District Hospital, Reitz
REQUIREMENTS : Grade 12, Security certificate, 3 years' security experience. Grade C certificate. PSIRA Certificate. Knowledge of standard operating security procedures. Knowledge of relevant emergency procedures. Knowledge of report writing skills. Recommendations: None

DUTIES : Supervise the security functions performed by the security officers, ensuring adherence to department security policies: Allocate duties to security officers, monitor outcomes and institute the necessary corrective measures to address deviations from norms and standards; Monitor access control; Authorisation of the equipment, documents and stores into or out of the premises; Check incidents / occurrence books; Provide support in case of emergencies. Administrative and related functions: Determining rosters, shift schedules and overtime; Monitor performance of employees and determine training needs, Control leave and related personnel matters in line with HR procedures. Provide security related services: Administer key control system; Identify risks and threats to the security of the dept; Provide info regarding incidents to investigation officers, Report faulty equipment, Ensure systems are functioning optimally; Conduct preliminary incident investigations and submit reports.

ENQUIRIES : Mr J.A.H Kotze Tel No: 058 863 2806
APPLICATIONS : applications to be sent to: Chief Executive Officer, Nketoana District Hospital, (Contact person: Mr PP Radebe), Private Bag X 05, Reitz, 9810, Hand deliver at Nketoana District Hospital, Reitz

POST 46/250 : **BOILER OPERATOR REF NO: H/B/4 (X2 POSTS)**

SALARY : R136 800 per annum (Level 04)
CENTRE : Mofumahadi Mananapo Mopeli Regional Hospital, Witsieshoek
REQUIREMENTS : Grade 10, Recognized National Steam Certificate. 1-3years Experience. Recommendations: Prepare to work shifts and overtime. Good interpersonal relation. Must be able to work under pressure. Relevant experience in working in the boiler.

DUTIES : Ensure correct usage and flow of chemicals. Monitoring boiler pressure in accordance with demand. Monitoring the water/fuel level in the boiler. Ensure adherence and compliance and the Occupational and Health Standards and the Occupational Health and Safety Act. Perform administrative functions.

ENQUIRIES : Me. DJ Malebo Tel No: 058 718 3381
APPLICATIONS : applications to be sent to: The Chief Executive Officer, Mofumahadi Manapo Mopeli Regional Hospital, (Contact person: Me MC Mosia), Private Bag X820, Witsieshoek, 9870. Hand deliver at Mofumahadi Manapo Mopeli Regional Hospital, Witsieshoek

POST 46/251 : **SECURITY OFFICER: REF NO: H/S/71**

SALARY : R115 437 per annum (Level 03)
CENTRE : Nketoana District Hospital, Reitz
REQUIREMENTS : ABET- Basic Education. Basic Security Officer's Course. Grade C certificate. PSIRA Certificate. Security Clearance before permanent appointment. Knowledge of measures of the control of movement of equipment and stores. Knowledge of access control procedures. Knowledge of prescribe security procedures (i.e. MIS, NISA, Protection of information Act, etc.) and the authority of security officers under these documents. Knowledge on the relevant emergency and access control procedures.

DUTIES : Perform access control functions. Ensure safety in the building and premises. Ensure that equipment, documents and stores do not leave or enter the building

or premises unauthorized. Ensure all incidents are recorded in the occurrence books/registers.

ENQUIRIES : Mr J.A.H Kotze Tel No: 058 863 2806
APPLICATIONS : applications to be sent to: Chief Executive Officer, Nketoana District Hospital, (Contact person: Mr PP Radebe), Private Bag X 05, Reitz, 9810, Hand deliver at Nketoana District Hospital, Reitz

POST 46/252 : **FOOD SERVICE AID: REF NO: H/F/13**

SALARY : R115 437 per annum (Level 03)
CENTRE : Nketoana District Hospital, Reitz
REQUIREMENTS : Grade 10: Ability to operate food service equipment. Recommendations: Physically fit to comply with the demands of the post.

DUTIES : Taking orders for breakfast, supper and lunch; Serving food to patients in wards. Serving tea, drinks and supplements for both normal and therapeutic diets; Prepare food for patients. Dish up food; stock count of cutlery, crockery and delivery control of food to wards; Cleaning of walls, windows, floors, patient tables and equipment in the food service unit; Clean equipment used for preparation of food (Pots, shelves, trolleys etc.).

ENQUIRIES : Mr J.A.H Kotze Tel No: 058 863 2806
APPLICATIONS : applications to be sent to: Chief Executive Officer, Nketoana District Hospital, (Contact person: Mr PP Radebe), Private Bag X 05, Reitz, 9810, Hand deliver at Nketoana District Hospital, Reitz

POST 46/253 : **CLEANER: REF NO: H/C/46**

SALARY : R96 549 per annum (Level 02)
CENTRE : Nketoana District Hospital, Reitz
REQUIREMENTS : ABET literacy; must be able to read and write. Recommendations: Physically fit to comply with the demands of the post

DUTIES : Cleaning office corridors, elevators, wards and boardroom by: Dusting and waxing office furniture, sweeping, scrubbing and waxing of floors, vacuuming and shampooing floors, cleaning walls, windows and doors, emptying and cleaning of dust bins, collecting and removing of waste paper, freshen the office areas. Clean general kitchens by: Cleaning of basins, wash and keep stock of kitchen utensils. Cleaning the restrooms by: refilling hand wash liquid soap, replace toilet paper, hand towels and refreshners, empty and wash waste bins. Keep and maintain cleaning materials and equipment. Report broken cleaning machines and equipment. Cleaning of machines (microwaves, vacuum cleaners etc.) and equipment after use. Request cleaning materials.

ENQUIRIES : Mr J.A.H Kotze Tel No: 058 863 2806
APPLICATIONS : applications to be sent to: Chief Executive Officer, Nketoana District Hospital, (Contact person: Mr PP Radebe), Private Bag X 05, Reitz, 9810, Hand deliver at Nketoana District Hospital, Reitz

POST 46/254 : **CLEANERS REF NO: H/C/47 (X36 POSTS)**

SALARY : R96 549 per annum (Level 02)
CENTRE : Pelonomi Tertiary Hospital, Bloemfontein
REQUIREMENTS : ABET. Must be able to read or write. Recommendation: None.
DUTIES : Empty dustbin. Wash crockery and cutlery of Component and officials. Dust furniture. Vacuum carpets. Sweep offices / wards. Washing floors, windows, doors and walls with disinfectant. Clean spillage on floors, walls, equipment and furniture, take off curtains, wash and hang back. Clean bed wheels, frames and lockers. Clean, scrub and maintain corridors. Clean sluice room. Clean bedpans, urinals and sputum mugs, wash basins clean, dust and maintain al offices, bathrooms and toilets, wards, theatres, mortuary, boardrooms, waiting areas, clinics, kitchen and fridge, stores, pharmacy, linen rooms, ICU's, Renal unit, staircases, entrance, residences, polish furniture, refill toilet paper holders, soap holders and disinfectant, place water and crockery on bedside tables, clean meeting venues.

ENQUIRIES : Mr. LB Aaron Tel No: 051 405 1788 / Me. MD Nophale, Tel No: 051 405 1726 / 1788.

- APPLICATIONS** : applications to be sent to: Pelonomi Tertiary Hospital, (Contact person: Mr LB Aaron) Private Bag x20581, Bloemfontein, 9300. Hand deliver at Pelonomi Hospital, Bloemfontein
- POST 46/255** : **GENERAL WORKER REF NO: H/G/5 (X3 POSTS)**
- SALARY** : R96 549 per annum (Level 02)
- CENTRE** : Pelonomi Tertiary Hospital, Bloemfontein
- REQUIREMENTS** : Abet. Recommendation: Good communication skills, good interpersonal relations, technical skills, to be trained to become multi skilled, physical fitness.
- DUTIES** : Load and off load furniture, equipment and any other goods to relevant destination. Clean government vehicles. Clean relevant workstations. To ensure general cleanliness of the outside premises and workshop, to provide general work assistance in all areas of need that requires additional manpower.
- ENQUIRIES** : Mr. LB Aaron Tel No: 051 405 1788 / Me. MD Nophale, Tel No: 051 405 1726 / 1788.
- APPLICATIONS** : applications to be sent to: Pelonomi Tertiary Hospital, (Contact person: Mr LB Aaron) Private Bag x20581, Bloemfontein, 9300. Hand deliver at Pelonomi Hospital, Bloemfontein

DEPARTMENT OF SPORT, ARTS CULTURE AND RECREATION

- APPLICATIONS** : Department of Sport, Arts Culture and Recreation, Attention Ms I Ntulini Human Resource Management (Recruitment Division), Private Bag X20606, Bloemfontein 9300 or place applications in an application box, Ground Floor, Warden Building, Henry Street Bloemfontein
- CLOSING DATE** : 30 November 2018
- NOTE** : Applications must be submitted on form Z.83, obtainable from any Public Service Department and must be accompanied by certified copies of qualifications (a transcript of results must be attached), driver's license, identity document and a C.V. (Separate application for every vacancy). Qualification certificates must not be copies of certified copies. Applications received after the closing date and those that do not comply with these instructions will not be considered. The onus is on the applicants to ensure that their applications are posted or hand delivered timeously. Candidates who possess foreign qualifications and/or short courses certificates must take it upon themselves to have their qualifications evaluated by the South African Qualifications Authority (SAQA), and must please attach proof of the level of their qualifications after evaluation on all applications. No e-mailed or faxed applications will be considered. Applicants are respectfully informed that shortlisted candidates are subjected to Personnel Suitability checks. If no notification of appointment is received within 4 months of the closing date, applicants must accept that their application was unsuccessful

OTHER POSTS

- POST 46/256** : **DEPUTY DIRECTOR: LOGISTICS, ASSET AND TRANSPORT MANAGEMENT REF NO: 1220/ 54**
- SALARY** : R697 011 per annum. This all – inclusive remuneration package consists of a basic salary, the State contribution to the Government Employees Pension Fund (GEPF) and a flexible portion that may be structured in term of the applicable rules.
- CENTRE** : Bloemfontein
- REQUIREMENTS** : A relevant tertiary qualification with at least three related experience as Assistant Director. Certificates as evidence that related LOGIS and Asset management training was completed. Advance knowledge eg BAS and LOGIS system.
- DUTIES** : Provide strategic Direction to the he Logistic, Asset and Transport Management Sub-Directorate including human resource financial and asset management. Monitor the implementation of Logistics, Assets and Transport Management practices to ensure compliance to national and provincial prescripts and guidelines as well as departmental policies. Implement and monitor the execution of policies and guidelines within Logistic, Asset and Transport Management Sub-Directorate. Manage the development of policies and procedure manuals on matters related to

		Logistic, Asset and Transport Management. Manage. Prepare and consolidate reports on asset management, logistics and transport management related issues. Authorize transactions on LOGIS in terms of the Asset Management / LOGIS Delegations.
<u>ENQUIRIES</u>	:	Ms Le Roux Tel No: 051 – 410 3609
<u>POST 46/257</u>	:	<u>ASSISTANT DIRECTOR: BASOTHO CULTURAL VILLAGE REF NO: 2210/ 82</u>
<u>SALARY</u>	:	R444 693 per annum (Level 10)
<u>CENTRE</u>	:	Qwaqwa
<u>REQUIREMENTS</u>	:	Bachelor Degree in Museum / Heritage field. Relevant knowledge in Tourism, museum and or heritage administration/ management. Competency in project management, computer literacy and communication skills Awareness in Public Finance Management act, Public Service Regulation and Public Service act
<u>DUTIES</u>	:	Develop and facilitate the implementation of Basotho Cultural Village programmes for the promotion of museum services to ensure public awareness. Ensure the effective management and development of museum services within the Museum as well as resource Management eg finance, assets and human resources. Manage and facilitate the development, implementation and monitoring of policies, collaborate within the department, external stakeholders in the province and beyond.
<u>ENQUIRIES</u>	:	Ms Le Roux Tel No: 051 – 410 3609
<u>POST 46/258</u>	:	<u>PRINCIPAL LIBRARIAN (X2 POSTS)</u>
<u>SALARY</u>	:	R299 709 per annum (Level 08)
<u>CENTRE</u>	:	Welkom Ref No: 3540/84 Bloemfontein Ref No: 3230/83
<u>REQUIREMENTS</u>	:	Relevant B Degree eg B BIBL or related and equivalent NQF 7 Qualifications. Driver's License 2 years' experience in a library environment (Public or provincial library will be an advantage) Library administration, basic management and supervision and library collection knowledge. Planning organising, communication and interpersonal relations skills.
<u>DUTIES</u>	:	Ensure proper planning, coordination the services/activities of the library eg daft and verify annual plan of services and activities, monitor the implementation of the plans, report progress on implementation, ensure the establishment of community structure for consultation. Ensure the rendering of professional library and information services eg reviews and evaluate library materials. Promote the use of libraries and a culture of reading by arranging displays of library material, arrange promotional events and programs, implement and maintain outreach services. Perform administrative duties in the Library. Responsible for management of resources eg Finance assets and human resources.
<u>ENQUIRIES</u>	:	Ms Le Roux Tel No: 051 – 410 3609
<u>POST 46/259</u>	:	<u>LIBRARY ASSISTANT (X11 POSTS)</u>
<u>SALARY</u>	:	R196 407 per annum (Level 06)
<u>CENTRE</u>	:	Trompsburg Public Library Ref No: 3208/68 Tsholo School/Public Library (Qwaqwa) Ref No: 3428/70 Welkom Public Library Ref No: 3505/71 Bronville Public Library Ref No: 3507/72 Odendaalsrus Public Library Ref No: 3508/73 Nyakollong Public Library Ref No: 3510/74 Kutlwanong Public Library Ref No: 3511/75 Hennenman Public Library Ref No: 3512/ 76 Phomolong Public Library Ref No: 3513/77 Vigina Public Library Ref No: 3514/78 Meloding Public Library Ref No: 3515/79
<u>REQUIREMENTS</u>	:	Relevant Diploma in Library and Information Studies/Science (NQF 6) or equivalent and related qualification. Knowledge in library administration, library materials as well as, basic management and supervision. Planning .organizing,

- research skills with ability do to analysis. Basic experience in a library environment will serve as an advantage
- DUTIES** : Plan, coordinate the services/activities of the library. Establish community structure eg library committees including consultation with such structures. Render professional library and information services eg check books in and out of library, assist variety of users to locate materials and use library resources. Catalogue and shelve library material. Promote the use of libraries and a culture of reading. Perform administrative duties in the Library. Responsible for management of resources eg assets and human resources.
- ENQUIRIES** : Ms Le Roux Tel No: 051 – 410 3609
- POST 46/260** : **LIBRARY ASSISTANT (X15 POSTS)**
- SALARY** : R163 563 per annum (Level 05)
CENTRE : Fauresmith Public Library Ref No: 3209 / 55
 Smithfield Public Library Ref No: 3219 / 56
 BP Leinaeng Public Library Ref No: 3304/ 57
 Bainsvlei Public Library Ref No: 3306 / 58
 Fichardpark Public Library Ref No: 3307 / 59
 Nkhobiso School (Qwaqwa) Ref No: 3428 / 60
 Bothaville Public Library Ref No: 3533/ 61
 Welkom Public Library Ref No: 3502 / 62 (2x Posts)
 Odendaalsrus Public Library Ref No: 3508 / 63
 Kutlwanong Public Library Ref No: 3511 / 64
 Virginia Public Library Ref No: 3514 / 65
 Meloding Public Library Ref No: 3515 / 66
 Mmamahabane Public Library Ref No: 3517 / 67
 Kroonstad Public Library Ref No: 3602/80
 Sedibeng Public Library Ref No: 3604/81
- REQUIREMENTS** : Senior Certificate or equivalent qualification with computer literacy.
- DUTIES** : Render library and information services eg check books in and out of library, assist patrons to find materials and guide user how to use library resources, inspect returned books for condition and due date status, manage reserve materials and removing out dated material etc Promote the use of libraries and a culture of reading by assisting with displays of library materials and during promotional events and programs. Perform administrative duties in the Library eg handle enquiries, request stationary and other goods and services, maintaining of patrons particulars on the computer.
- ENQUIRIES** : Ms Le Roux Tel No: 051 – 410 3609
- POST 46/261** : **GROUNDSMAN REF NO: 3210/69**
- SALARY** : R96 549 per annum (Level 02)
CENTRE : Reddersburg Public Library
- REQUIREMENTS** : ABET Qualification as minimum requirement.
- DUTIES** : Provide general cleaning services outside surrounding of the library. Maintain the garden which includes inter alia watering the garden, prune and trim of flowers and trees, remove weeds and refuse, apply insecticides etc. Maintain gardening equipment and tools by repairing minor defects and to detect and report malfunctioning of gardening equipment and tool. Assist with load and off load of library consignments and cleaning duties inside the library more specific days the weather conditions hinder outside working.
- ENQUIRIES** : Ms Le Roux Tel No: 051 – 410 3609