

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

CLOSING DATE : 14 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.

OTHER POSTS

POST 48/194 : **CLINICAL PSYCHOLOGIST: GRADE 1-2 REF NO: H/C/100**

SALARY : Grade 1: R674 892 per annum OSD
Grade 2: R791 253 per annum OSD

CENTRE : Free State Psychiatric Complex, Bloemfontein

REQUIREMENTS : Registration with the Health Professions Council of South Africa (HPCSA) as a Psychologist in any of the identified categories. At least Master's Degree in Clinical Psychology. Proof of Registration. **Grade1:** Experience: None after registration with the HPCSA as a clinical Psychologist in respect of South African qualified candidates who performed Community Service, 1 – year Experience after registration with the (HPCSA) as a Clinical Psychologist in respect of Foreign qualified candidates, of whom it is not required to perform Community Service, as required in South Africa. **Grade 2:** Minimum of 8 years of relevant experience after registration with HPCSA as a Clinical Psychologist in respect of Foreign qualified candidates who performed Community Service, as required in South Africa. Minimum of 9 years of relevant experience after registration with HPCSA of South Africa as a Clinical Psychologist in respect of foreign qualified candidates, of whom it is not required to perform Community Service .as required in South Africa. Recommendations: None.

DUTIES : Render clinical psychologist services at Free State Psychiatric Complex, Training of both under and post graduate students at the Faculty of Health Services, University of the Free State(UFS). Conduct relevant research.

ENQUIRIES : Prof NL Mosotho, Tel NO: (051) 407 9460

APPLICATIONS : The Chief Executive Officer, Free State Psychiatric Hospital Complex, Private Bag X 20607 Bloemfontein, 9300

FOR ATTENTION : Me N V Mokopanele

POST 48/195 : **ASSISTANT MANAGER NURSING: (HEAD OF NURSING) PNB4 REF NO: H/A/102**

SALARY : R581 826 per annum (OSD)
CENTRE : Phekolong Hospital, Bethlehem
REQUIREMENTS : A minimum of 10 years' experience as a professional nurse including 6 as a specialist nurse in the specific domain and 3 years in a managerial position. Demonstrate in-depth understanding of nursing legislation and related legal and ethical nursing practice and how the impacts on service delivery. 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. Demonstrate ability to operate in a multi-professional environment and team. Post basic qualification with a duration of at least 1 year in the specific domain accredited with the SANC. Computer literacy and Motor vehicle license. Recommendations: Ability to work interdependently and in a multi-disciplinary team context. Analytic thinking, independent decision making and problem solving skills. Responsive and proactive with flexible approach. Good co-ordination and planning skills.

DUTIES : Coordinating optimal, holistic, specialized nursing care with set standards and within a professional/ legal framework. Manage effectively the supervision and utilization of resources. Coordination of the provision of effective training and research. Provision of effective support to nursing services. Maintain professional growth/ ethical standards and self-development.

ENQUIRIES : Mr P P Radebe Tel No: (058) 303 5123
APPLICATIONS : Chief Executive Officer, Phekolong District Hospital, Private Bag x1, Bethlehem.
FOR ATTENTION : Me. MG Mareka

POST 48/196 : **OPERATIONAL MANAGER (PNB3) REF NO: H/O/100**

SALARY : R532 499 per annum (OSD)
CENTRE : Albert Nzula Hospital: Trompsburg
REQUIREMENTS : Registration with the SANC as Professional Nurse plus a post-basic nursing qualification of Trauma Specialty with duration of at least one year, accredited with the SANC. A minimum of 9 years appropriate/recognizable experience in nursing after registration as Professional Nurse with the SANC in General Nursing. At least 5 years of the period referred to above must be appropriate/recognizable experience after Obtaining the one year post basic qualification. Proof of service record. Recommendations: A post basic qualification in Health Care Management will be an added advantage. At least 3 years' experience at management level will serve as an added advantage. Ability to function as an effective member of the nursing team. Ability to communicate effectively with the stakeholders. Ability to implement and manage change. Competence / knowledge / skills / leadership / planning / organizing / coordination and communication skills. Ability to take and make appropriate independent decisions.

DUTIES : Coordinate of optimal, holistic specialized nursing care provided within set standards and a professional/ legal framework. Manage effectively the utilizing and supervision of resources. Coordination of provision of effective training and research. Provision of Effective Support to Nursing Services. Maintain professional growth/ethical standards and self-development. Detailed performance areas can be obtained from the contact person.

ENQUIRIES : Me M Kumpi Tel No: (051) 4922169
APPLICATIONS : Chief Executive Officer, Albert Nzula Hospital, Private Bag X2 Trompsburg 9913 or hand delivered @ 22 Louw Street Albert Nzula Hospital Trompsburg
FOR ATTENTION : Mr TGE Finger

POST 48/197 : **OPERATIONAL MANAGER NURSING: PNB-3 THEATRE REF NO: H/O/101**

SALARY : R532 499 per annum (OSD)
CENTRE : Boitumelo Hospital, Kroonstad
REQUIREMENTS : Registration with the SANC as Professional Nurse plus a post-basic nursing qualification with duration of at least 1 year, accredited with the SANC. A minimum

of 9 years appropriate/ recognizable experience in nursing after registration as Professional Nurse with the SANC in General Nursing. At least 5 years of the period referred to above must be appropriate/ recognizable experience after obtaining the 1-year post-basic qualification. Proof of service record. Recommendations: A post-basic qualification in Health Care Management will be an added advantage. At least 3 years' experience at management level will serve as an added advantage. Ability to function as an effective member of the nursing team. Ability communicate effectively with all stakeholders. Ability to implement and manage change. Competencies/ knowledge/ skills/ leadership/ ward management/ ward administration/ planning/ organizing/ coordinating skills. Ability to take charge and make appropriate independent decisions.

DUTIES : Supervise and ensure the provision of an effective and efficient patient care through adequate nursing care plan. Coordinate and monitor three implementation of National Core Standards, Nursing strategy and departmental strategic goals. Provide relevant health information to health care users to assist in achieving optimal health care and rehabilitation of patients. Maintain constructive working relationships with nursing and other stakeholders (i.e. inter-professional, inter-sectoral and multi-disciplinary team work). Participate in the analysis, formulation and implementation of nursing guidelines, practices, standards and procedure. Management of information system. Detailed key performance areas can be obtained from contact person.

ENQUIRIES : Me F V Arends Tel No: (056) 2165304/ 056 5320
APPLICATIONS : The Chief Executive Officer, Boitumelo Hospital, Private Bag 47, Kroonstad, 9500
FOR ATTENTION : Me M November

POST 48/198 : **OPERATIONAL MANAGER: PNB-3 REF NO: H/O/1**

SALARY : R532 449 per annum (OSD)
CENTRE : Mofumahadi Manapo Mopeli Regional Hospital, Witsieshoek
REQUIREMENTS : Registration with the SANC as Professional Nurse plus a post-basic nursing qualification with a duration of at least 1 year, accredited with SANC. A minimum of 9 years appropriate/recognizable experience in nursing after registration with SANC as a Prof Nurse. At least 5 years of the period referred to above must be appropriate / recognizable experience after obtaining the 1-year post – basic qualification. Recommendations: Post basic qualification in Health Care Management will be an added advantage. Competencies/ knowledge/skills: leadership, administration/planning/organizing/coordination and communications skills. Ability to take charge and make appropriate independent decisions.

DUTIES : Coordination of optimal, holistic specialized nursing care provided within set standards and professional / legal framework. Manage effectively the utilization and supervision of resources/human resources/financial resources/services. Coordination of the provision of effective support to nursing services. Maintain growth/ethical standards and self-development.

ENQUIRIES : Me D J Malebo Tel No: (058) 718 3381
APPLICATIONS : The Chief Executive Officer, Mofumahadi Manapo Mopeli Regional Hospital, Private Bag X 820, Witsieshoek. 9870
FOR ATTENTION : Me S S Diso

POST 48/199 : **ASSISTANT MANAGER: NURSING: PNA-7 REF NO: H/A/1**

SALARY : R532 449 per annum (OSD)
CENTRE : Mofumahadi Manapo Mopeli Regional Hospital, Witsieshoek
REQUIREMENTS : Registration with the SANC as Professional Nurse. A minimum of 8 years appropriate/ recognizable experience in nursing after registration with the SANC as Professional Nurse in General Nursing. At least 3 years of the period referred to above must be appropriate/recognizable experience at management level. Recommendations: Qualification in General, Midwifery, Nursing Management, Community Nursing and Nursing Education. In depth knowledge and understanding of Health Related Acts, Regulations, Guidelines and other related Acts, Regulations Health Act, Code of Ethics, Professional Practice of the SANC, Nursing. Standard [practice of scope of Occupational Health and Safety Act,

DUTIES : Mental Health Care Act. Knowledge and understanding of Legislative framework governing Public Service Regulations, Labour Relations Act.

DUTIES : Delegate, supervise and coordinate 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 health care. Develop/establish and maintain constructive working relationships with nursing and other stakeholders (i.e. Inter-professional, Inter-sectorial and multi-disciplinary teamwork). Participate in the analysis, formulation and implementation of nursing guidelines, practices, standards and procedures. Manage Human Resources. Monitor and ensure proper utilization of financial and physical resources.

ENQUIRIES : Me D J Malebo Tel No: (058) 718 3381

APPLICATIONS : The Chief Executive Officer, Mofumahadi Manapo Mopeli Regional Hospital, Private Bag X 820, Witsieshoek. 9870

FOR ATTENTION : Me S S Diso

POST 48/200 : **CLINICAL PROGRAMME COORDINATOR (INFECTION PREVENTION AND CONTROL) (PNA-5) REF NO: H/C/102**

SALARY : R420 318 per annum (OSD)

CENTRE : Winburg District Hospital, Winburg

REQUIREMENTS : Registration with the South African Nursing Council (SANC) as Professional Nurse. Minimum of 7 years appropriate/recognizable experience in Nurse in General Nursing. Valid driver's license and willing to travel. Sound knowledge of Infection Prevention and Control and Quality Assurance in Health Care. Computer literacy. Recommendations: Previous experience and qualification in Infection Prevention and Control will serve as a strong advantage. Good interpersonal relations. Presentation skills. Problem solving skills.

DUTIES : Implement experience and qualification in Infection Prevention and Control will serve as a strong advantage. Support health institution with implementation of Quality Assurance Standards. Coordinate surveillance of the Nosocomial Infections in the institution. Participate in the patient safety Programme activities. Collaborate with the Waste Management team.

ENQUIRIES : Ms T.M. Mofokeng Tel No: (051) 8810046

APPLICATIONS : Chief Executive Officer, Private Bag X4, Virginia, 9430

FOR ATTENTION : Ms. N.P.L. Sithebe

POST 48/201 : **CLINICAL PROGRAMME COORDINATOR: GRADE1 (PNA5) REF NO: H/C/106 (X2 POSTS)**

SALARY : R420 318 per annum (OSD)

CENTRE : Albert Nzula Hospital, Trompsburg

REQUIREMENTS : A minimum of 7 years appropriate/ recognizable experience in nursing after registration with (SANC) as a Professional Nurse in General Nursing. Diploma/Degree in nursing (Basic 425 qualification). Recommendations: Good communication skills. Ability to work under pressure. Good interpersonal relationships.

DUTIES : Coordinate the implementation of the programme. Initiate and participate in health promotion to ensure consistent communication of relevant, accurate and comprehensive information on health care. Establish, maintain and participate in inter-professional and multi-disciplinary teamwork. Monitor and ensure proper utilization of financial and physical resources. Provision of clinical services Will be responsible for Case, Risk and HAST Management.

ENQUIRIES : Me M Kumpi Tel No: (051) 4922169

APPLICATIONS : Chief Executive Officer, Albert Nzula Hospital, Private Bag x2, Trompsburg, 9913.

FOR ATTENTION : Mr. TGE Finger

POST 48/202 : **CHIEF ARTISAN REF NO: H/A/103**

SALARY : R365 646 per annum (OSD)

CENTRE : Mofumahadi Manapo Mopeli Regional Hospital, Witsieshoek

REQUIREMENTS : The ideal candidate must have National Diploma (N-Stream or equivalent) qualification coupled with completed apprenticeship and approve of passing a trade test in terms of provision 13(2)(h) of the manpower trading act, 1981 as amended certificate issued under the provisions of section 27 of the act refer to. A appropriate Trade Test Certificate. Ten years' post- qualification experience as an Artisan/Artisan Foreman. 3-5 Years supervisory experience. Valid driver's license, N3 Certificate and Computer literacy. Recommendations: A wiremen's license will be an added advantage.

DUTIES : Management of Technical Support Services Division by ensuring that effective maintenance programmes are in place. Management of maintenance contracts and projects. Represents institution and all Engineering related meetings and conferences. Ensure that the Division is managed in accordance with prescribed policies and regulations. Supervisions of Resources such as finances, Subordinates, Equipment or stores.

ENQUIRIES : Me DJ Malebo Tel No: (058) 718 3204

APPLICATIONS : The Chief Executive Officer: Mofumahadi Manapo Mopeli Hospital, Private Bag X820, Witsieshoek, 9870 or hand delivered at Mofumahadi Manapo Mopeli Regional Hospital, Witsieshoek.

FOR ATTENTION : Me MC Mosia

POST 48/203 : **PROFESSIONAL NURSE: PNB1 (X2 POSTS)**

SALARY : R362 559 per annum (OSD)

CENTRE : Albert Nzula Hospital, Trompsburg:
Midwifery Ref No: H/P100
Neonatology Ref No: H/P/101

REQUIREMENTS : Registration with the SANC as Professional Nurse plus a post-basic nursing qualification with a duration of at least 1 year, accredited with SANC in in Midwifery and Neonatology. A minimum of 4 years appropriate/recognizable experience in nursing after registration with SANC as a Prof Nurse. Proof of current registration. Recommendations: An additional post basic qualification of one-year duration. Knowledge of the management of people, financial and conflict management. Computer literacy. Must be willing to work shifts. Ability to provide holistic care.

DUTIES : Provision of optimal, holistic specialized nursing care with set standards and within a professional/legal framework. Effective utilization of resources (human and material) Participation with training and research. Provision of support to nursing services. Maintain professional growth/ethical standards and self-development.

ENQUIRIES : Tel: Me M Kumpi Tel No: (051) 4922169

APPLICATIONS : Chief Executive Officer, Albert Nzula Hospital, Private Bag X2, Trompsburg, 9913

FOR ATTENTION : TGE Finger

POST 48/204 : **PROFESSIONAL NURSE: PNB-I: REF NO: H/P/2**

SALARY : R362 559 per annum (OSD)

CENTRE : Mofumahadi Manapo Mopeli Regional Hospital, Witsieshoek

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. Recommendations: Good interpersonal and communication 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 D J Malebo Tel No: (058) 718 3381

APPLICATIONS : The Chief Executive Officer, Mofumahadi Manapo Mopeli Regional Hospital, Private Bag X 820, Witsieshoek. 9870

FOR ATTENTION : Me S S Diso

POST 48/205 : **RADIOGRAPHER REF NO: NO: H/R/1**

SALARY : R300 828 per annum (OSD)
CENTRE : Mofumahadi Manapo Mopeli Regional Hospital, Witsieshoek
REQUIREMENTS : Registration with the Health Professions Council of South Africa (HPCSA) as a Diagnostic Radiographer. 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. Proof of current registration with SANC. National Diploma. /Degree in Diagnostic Radiography. Recommendations: Ability to work with various imaging modalities including CR and CT scanner. Prepared to work after hours and weekends. Good interpersonal skills.

DUTIES : Ensure patient care during imaging for optimal diagnostic purpose: Explain procedures to patients, prepare patient for imaging, Assist and position patient for imaging, Perform imaging. Practice radiation protection to minimize radiation dose to staff, patients and general public: Establish LMC status of female patient, adhere to radiation safety standards (secure area, lead aprons etc), Apply correct radiation/exposure factors (correct dosages). Exercise clinical responsibility to ensure optimal diagnostic imaging: Interpret clinical history of patients to determine the correct procedure, ensure correct positioning of patient to minimize radiation exposure to the patient, ensure correct identification of patient image (name, lead markers etc.). Participate in Education and training programs for continuous professional development and quality service delivery: Practical training and evaluation of student, Implement quality assurance programs for quality service delivery: Check/test radiation equipment and report faults, apply reject analysis, Adhere to policies and protocols.

ENQUIRIES : Mr T E Nketsu Tel No: (058) 7183278
APPLICATIONS : The Chief Executive Officer, Mofumahadi Manapo Mopeli Regional Hospital, Private Bag X 820, Witsieshoek. 9870
FOR ATTENTION : Me S S Diso

POST 48/206 : **CLINICAL TECHNOLOGIST: CARDIOLOGY GR 1: REF NO: H/C/103**

SALARY : R300 828 per annum (OSD)
CENTRE : Universitas Hospital, Bloemfontein
REQUIREMENTS : Registered as a Clinical Technologist in Cardiology at the HPCSA (Supervised or Independent). Compulsory CPD (Continuous Professional Development). Recommendations: National Diploma in Clinical Technology, in process of obtaining a B-Tech degree. Knowledge of Adult Cardiology with exposure to invasive and non-invasive procedures and diagnosis.

DUTIES : Provide specialized diagnostic, therapeutic, life-saving and life-sustaining procedures 8 hours' work day and compulsory after hours on-call duty for emergencies.

ENQUIRIES : Me E v d Heever Tel No: (051)4053484
APPLICATIONS : Chief Executive Officer, Universitas Academic Hospital, Private Bag X20660, Bloemfontein, 9300 hand delivered @: Room 1115, First Floor, Universitas Academic Hospital, Logeman Street, Universitas, Bloemfontein
FOR ATTENTION : Me A Lombard

POST 48/207 : **CLINICAL TECHNOLOGIST: PULMONOLOGY GR 1: REF NO: H/C/104**

SALARY : R300 828 per annum (OSD)
CENTRE : Universitas Hospital, Bloemfontein
REQUIREMENTS : Registration with the Health Professions Council of South Africa as a Clinical Technologist in Pulmonology. B.Tech Degree in Clinical Technology category Pulmonology. Recommendations: Experience in performing, analyzing and interpreting various Lung Function procedures, DEXA bonedenitometry and Polysomnography. Ability to work independently as well as part of a team. Good

communication skills. Ability to work under pressure. Good interpersonal skills. Computer literate. Rendering of a comprehensive, professional and quality service according to ATS/ERS guidelines and Unit policies and procedures. Performing, analyzing and interpreting of diagnostically procedures such as: Spirometry: Single-breath CO uptake; Body plethysmography; Nitrogen washout measurement of Lung volumes; Bronchial provocation test; 6-minute walk test; DEXA bonedensity scan; Polysomnography; CPAP titration.

DUTIES : Effectively perform selected diagnostic, and / or therapeutic and/or corrective procedures on patients. Effectively perform clinical technology quality control procedures. Utilize resources efficiently and effectively in the workplace.

ENQUIRIES : Me S M Pretorius Tel No: 051 4053610

APPLICATIONS : Chief Executive Officer, Universitas Academic Hospital, Private Bag X20660, Bloemfontein, 9300 hand delivered @: Room 1115, First Floor, Universitas Academic Hospital, Logeman Street, Universitas, Bloemfontein

FOR ATTENTION : Me A Lombard

POST 48/208 : **CLINICAL TECHNOLOGIST: PAEDIATRIC CARDIOLOGY: GRADE 1: REF NO: H/C/105**

SALARY : R300 828 per annum (OSD)

CENTRE : Universitas Hospital

REQUIREMENTS : Registration with the Health Professions Council of South Africa as Clinical Technologist. National Diploma Clinical Technology, B-Tech Degree (Clinical Technology in proses). Recognized Diploma qualification as a clinical technologist. Recommendations: Cardiology 2 years' experience.

DUTIES : Effectively perform selected diagnostic, and / or therapeutic and / or corrective procedures on patients. Effectively perform clinical technology quality control procedures. Utilize resources efficiently and effectively in the workplace.

ENQUIRIES : Mr SR Pretorius Tel No: (051) 405 3241

APPLICATIONS : Chief Executive Officer, Universitas Academic Hospital, Private Bag X20660, Bloemfontein, 9300 hand delivered @ Room 1115, First Floor, Universitas Academic Hospital, Logeman Street, Universitas, Bloemfontein

FOR ATTENTION : Me CH Cloete

POST 48/209 : **OCCUPATIONAL THERAPIST: GRADE 1: REF NO: H/O/102**

SALARY : R300 828 per annum (OSD)

CENTRE : Albert Nzula Hospital, Trompsburg

REQUIREMENTS : Grade 1: Formal tertiary qualifications in Occupational Therapy that allows registration with HPCSA in the specific discipline. 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. Recommendations: None

DUTIES : Assess, plan intervention and implementation the treatment plan/ interventions Compliances with policies. Contribute to budget planning and cost control. Participate in education training programs for continuous professional development and quality service delivery. Promote and market occupational therapy services in the hospital and community.

ENQUIRIES : Mr. MS Shai Tel No: (051) 4922187

APPLICATIONS : Chief Executive Officer, Albert Nzula Hospital, Private Bag x2, Trompsburg, 9913

FOR ATTENTION : TGE Finger

DEPARTMENT OF TREASURY

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



- APPLICATIONS** : Applications, quoting the relevant reference, should be forwarded as follows: The Deputy Director – Human Resources Management, Free State Provincial Treasury, Private Bag X 20537, Bloemfontein, 9300 or delivered by hand in Room 426(b), 4th Floor, Fidel Castro Building, 55 Miriam Makeba Street, Bloemfontein.
- FOR ATTENTION** : Mr. I Pheello Tel No: (051) 405 5069
- CLOSING DATE** : 14 December 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 or subjects should be mentioned in the CV), driver's license (if required), identity document and a recently updated, comprehensive C.V. Applicants are requested to complete the Z83 form properly and in full. The reference number of the advertised post should be stated on the Z.83 form. 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 application is 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. Applicants are respectfully informed that if no notification of appointment is received within 4 months of the closing date, they must accept that their application was unsuccessful. Candidates will also be subjected to a practical test. Suitable candidates will be subjected to personnel suitability checks (criminal record check, citizenship verification, financial/asset record checks, qualification/study verification and previous employment verification). The Department reserves the right not to make appointments for the advertised posts.

OTHER POST

- POST 48/210** : **ASSISTANT DIRECTOR: FINANCE AND BUDGET CONTROL REF NO: FSPT: 036/18**
- SALARY** : A basic salary of R356 289 per annum (Level 09)
- CENTRE** : Bloemfontein
- REQUIREMENTS** : A three year degree or equivalent qualification (NGF level 7) in Accounting/Budgeting/Finance. Three years' experience in budget control and financial control in the Public Sector. Knowledge of the financial management environment, management of resources, BAS, Logis and Persal systems, batch control, budget formats and Microsoft Office. Good communication skills, numeracy and presentation skills. Computer literate.
- DUTIES** : Budget, review, analyse and quality assure the budget preparation process. Render a financial accounting service to the Department by preparing official documentation in line with prescribed templates, prescripts and guidelines. Create, review and quality assure the management accounting reporting processes. Manage the operational processes, resources and procedures associated with the management accounting functions. Supervise employees to ensure an effective finance and budget control service.
- ENQUIRIES** : Ms. FP Prinsloo Tel No: (051) 405 5462