

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

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.

CLOSING DATE : 28 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 50/71 : **CHIEF ENGINEER: GRADE A: REF NO: H/E/100**

SALARY : R991 281 per annum OSD

CENTRE : Pelonomi Hospital, Bloemfontein

REQUIREMENTS : Engineering degree (B Eng/ BSC (Eng)). Six years post qualification experience required as a registered professional Engineer. Valid driver's license. Compulsory registration with ECSA as a Professional Engineer.

DUTIES : Engineering design and analysis effectiveness. Maintain engineering operational effectiveness, Governance, Financial Management, People management. Act as cost centre manager of technical services for Pelonomi Hospital. Provide strategic leadership to Technical Services in Southern Free State Regional Complex.

ENQUIRIES : Me B S Ramodula, Tel No: (051) 405 1929

APPLICATIONS : The Chief Executive Officer, Pelonomi Hospital, Private Bag X 20581, Bloemfontein, 9300

FOR ATTENTION : Mr L B Aaron

POST 50/72 : **DEPUTY MANAGER: PHARMACEUTICAL SERVICES REF NO: H/D/112**

SALARY : R975 945 per annum OSD

CENTRE : Bongani Hospital, Welkom

REQUIREMENTS : Registration with the SAPC as a Pharmacist. Bachelor's Degree. A minimum of 3 years' appropriate experience after registration as a Pharmacist with the SAPC. Valid driver's license. Knowledge and Skills: Bachelor's Degree with a one-year Internship and practical demonstration of knowledge and skills. Knowledge of procurement and financial management. Computer literate. Knowledge, skills and competencies: Sound understanding of relevant legislation, Acts, Procedures and

legations pertaining to pharmacy including NHI, CCS, CCMDD, Essential Medical Lists (EML), Standard treatment guidelines (STG's). Knowledge of principles of drugs therapy and the functions and operations of a drugs and therapeutics committee. Commitment to service excellence, together with innovative and analytical thinking based on sound ethical principles. Ability to manage conflict. Ability to manage and coordinate productivity and be part of an interactive team. Appropriate clinical and theoretical knowledge. Sound interpersonal, communication, organizing, planning and decision making skills.

DUTIES : Render a comprehensive, professional and quality pharmaceutical service in the form of support, assistance, execution of duties and performing of acts, in line with relevant policies, standard operational procedures and legislation: Ensure adherence to the Supply Chain Management procedures and to the Statutory Regulations(Pharmacy act, Medicines control act)with: Stock taking procedures Ordering and receiving of stock, Storage of stock, maintain stock cards, record keeping, Distribution and redistribution of stock, To facilitate and assist with the disposal of expired stock, Ensure availability, accessibility and affordability of medicine and medical consumable to patients, Interact and advice the CEO's on pharmaceutical issues, Compiling, revision and updating of Standard Operational Procedures and Policies. Implementation and maintaining of a referral system, Ensure adherence to Good Pharmacy Practice rules and regulations. Attending meetings: Pharmaceutical Forum, Pharmaceutical Therapeutic committee meeting, ECC, etc. Keeping of statistics and compiling of reports, deliver emergency services, Supervision of pharmacists and pharmacy personnel, Recruiting, appointing, motivating and training of pharmacy personnel. Report deficiencies in the department: Keep all storage areas locked, Report broken items, Report lost items to supervisor. Detailed key performance areas can be obtained from the contact person. Retrieve, interpret, evaluate and supply information regarding the nature and use of medicines, disease state and healthcare.

ENQUIRIES : Dr G I Radebe, Tel No: (057) 916 8003
APPLICATIONS : The Chief Executive Officer, Bongani Hospital, Private Bag X29, Welkom, 9460
FOR ATTENTION : Me H Mosimane

POST 50/73 : **MEDICAL OFFICER: GRADE 1: REF NO: H/M/113**

SALARY : R780 612 per annum OSD
CENTRE : Nala/ Mohau Hospital Complex: Hoopstad
REQUIREMENTS : Registration as Medical Practitioner with the Health Professions Council of South Africa (HPCSA) as a Medical Officer in respect of South African qualified employees. Experience: Grade 1: 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. Knowledge and Skills: Knowledge of operation in clinical and fabrication of the services. Knowledge of administration and management of resources. Ability to work under pressure. Good communication skills.

DUTIES : Ensure that adequate accessible comprehensive medical services are rendered at Health Institutions and the Community through proper assessment, diagnosis, investigation and treatment. Responsible for the day to daye functioning of all designated sections including PHC Patients.

ENQUIRIES : Mr T S Shale/ Me M E Mogato Tel No: (053) 4441912 / (056) 5152071
APPLICATIONS : The Chief Executive Officer, Mohau Hospital, Private Bag X1, Hoopstad, 9479
FOR ATTENTION : Me W A E Faber

POST 50/74 : **DEPUTY DIRECTOR: FINANCIAL MANAGEMENT REF NO: H/D/111**

SALARY : R697 011 per annum (Level 11) (All-inclusive package)
CENTRE : Xhariep District
REQUIREMENTS : Bachelor's Degree /B Tech in Commerce. LOGIS/BAS Training plus 3-5 Year's relevant experience. Valid driver's license. Knowledge and Skills: Extensive

		Leadership and Management Skills. Good communication, presentation and analytical skills.
<u>DUTIES</u>	:	Support management with the implementation of the PFMA. Ensure sound financial planning and control. Establish and maintain cash flow control. Support management in compiling of multi –term budgets. Ensure that sound financial management principles are established and maintained. Ensure credibility of data with regard to budget, expenditure and projections. Compile reliable monthly reports. Oversee all Supply Chain and Finance matters of the district.
<u>ENQUIRIES</u>	:	Mr T S Monatisa Tel No: (051) 492 2116
<u>APPLICATIONS</u>	:	The District Manager, Xhariep District, Private Bag X2, Trompsburg, 9913
<u>FOR ATTENTION</u>	:	Mr T S Monatisa
<u>POST 50/75</u>	:	<u>PHARMACIST: GRADE 1 REF NO: H/P/115</u>
<u>SALARY</u>	:	R655 980 per annum OSD
<u>CENTRE</u>	:	Nala/Mohau Complex
<u>REQUIREMENTS</u>	:	Registration with the SAPC as a Pharmacist. Experience: None after registration with the SAPC as a Pharmacist in respect of South African qualified employees. One-year relevant experience after registration as Pharmacist 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. Knowledge and Skills: None.
<u>DUTIES</u>	:	Ensure availability of medicines at the clinic. Dispense medicine and provide information to patients. Train Pharmacy Assistant. Participate in Quality Assurance Programmes. Supervise work of subordinates. Perform other related tasks as delegated.
<u>ENQUIRIES</u>	:	Mr T S Shale Tel No: (053) 444 1912, Me M E Mogato Tel No: (056) 515 2071
<u>APPLICATIONS</u>	:	The Chief Executive Officer, Nala / Mohau Complex, Private Bag X1, Hoopstad, 9479
<u>FOR ATTENTION</u>	:	Me W A E Faber
<u>POST 50/76</u>	:	<u>PHARMACIST: GRADE 1-3 REF NO: H/P/116</u>
<u>SALARY</u>	:	Grade 1: R655 980 per annum OSD Grade 2: R713 904 per annum OSD Grade 3: R780 612 per annum OSD
<u>CENTRE</u>	:	Bongani Hospital, Welkom
<u>REQUIREMENTS</u>	:	Registration with the SAPC as a Pharmacist. Proof of registration. Experience; Grade 1: None after registration with the SAPC as a Pharmacist in respect of South African qualified employees. One-year relevant experience after registration as Pharmacist 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. Grade 2: Minimum of 5 years after registration a Pharmacist with the SAPC as a Pharmacist of South Africa (HPCSA) in respect of South African qualified employees. Minimum of 6 years' relevant experience after registration as Pharmacist 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. Grade 3: Minimum of 13 years after registration as a Pharmacist with the Health Professions Council of South Africa (HPCSA) in respect of South African qualified employees. Minimum of 14 years' relevant experience after registration as a Pharmacist 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. Knowledge and Skills: Sound understanding of relevant legislation, Acts, Procedures and legations pertaining to pharmacy including NHI, CCS, CCMDD, Essential Medical Lists (EML), Standard treatment guidelines (STG's). Knowledge of principles of drugs therapy and the functions and operations of a drugs and therapeutics committee. Commitment to service excellence, together with innovative and analytical thinking based on sound ethical principles. Ability to manage conflict. Ability to manage and coordinate productivity and be part of an interactive team. Appropriate clinical and theoretical knowledge. Sound interpersonal, communication, organizing, planning and decision making skills.

DUTIES : Ensure availability of medicines at the institution. Dispense medicine and provide information to patients. Train Pharmacy Assistants and Community Service Pharmacists. Participate in Quality Assurance Programmes. Supervise work of subordinates. Perform other related tasks as delegated. Be willing to work long hours/after hour callouts if need arises. Ability to manage and coordinate productivity and be part of an interactive team. Appropriate clinical and theoretical knowledge. Sound interpersonal, communication, organizing, planning and decision making skills. Sound understanding of relevant legislation, Acts, Procedures and legations pertaining to pharmacy including NHI, CCS, CCMDD, Essential Medical Lists (EML), Standard treatment guidelines (STG's). Knowledge of principles of drugs therapy and the functions and operations of a drugs and therapeutics committee. Commitment to service excellence, together with innovative and analytical thinking based on sound ethical principles. Detailed key performance areas can be obtained from the contact person.

ENQUIRIES : Dr G I Radebe Tel No: (057) 916 8003
APPLICATIONS : The Chief Executive Officer, Bongani Hospital, Private Bag X29, Welkom, 9460
FOR ATTENTION : Me H Mosimane

POST 50/77 : **ASSISTANT MANAGER: NURSING; PNA-7: (HEAD F NURSING) REF NO: H/A/120**

SALARY : R532 449 per annum OSD
CENTRE : Phekolong Hospital, Bethlehem
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. Knowledge and Skills: Knowledge of the legal framework applicable to nursing practice. Possession of leadership.

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 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-sectoral 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 M E Makhubu Tel No: (058) 303 5123
APPLICATIONS : The Chief Executive Officer, Phekolong/Nketoana Complex, Private Bag X1, Bethlehem, 9700
FOR ATTENTION : Mr P P Radebe

POST 50/78 : **OPERATIONAL MANAGER: PNB-3: THEATRE (SPECIALTY UNIT): REF NO: H/P/114**

SALARY : R532 449 per annum OSD
CENTRE : Thusanong Hospital, Odendaalsrus
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. Theatre Tech and Management Certificate. Manage both CSSD and Operating Theatre. Knowledge and Skills: Ability to work under pressure. Good communications skills. Computer literacy.

DUTIES : Supervise and ensure the provision of an effective and efficient patient care through adequate nursing care. Coordinate and monitor the implementation of nursing care plan and the evaluation thereof. Provide relevant health information to patients in achieving optimal health care. Develop and maintain working relationships with nursing and other stakeholders (i.e. inter-professional, inter-sectoral and multi-disciplinary teamwork). Participate in the analysis, formulating

and implementation of nursing guidelines, practices, standards and procedures. Manage and monitor utilization of human resource, financial and physical resources and procedures. Monitor, develop and implement risk action plan in line with risk register. Manage both CSSD and Operating theatre.

ENQUIRIES : Mr T J Matli Tel No: (057) 391 7900
APPLICATIONS : The Chief Executive Officer, Thusanong Hospital, Private Bag X1, Odendaalsrus, 9480 or hand deliver @ HR Office, Thusanong Hospital, Odendaalsrus
FOR ATTENTION : Mr T D Tsotetsi

POST 50/79 : **OPERATIONAL MANAGER: PNB-3: MATERNITY: (SPECIALTY UNIT) REF NO: H/P/115**

SALARY : R532 449 per annum OSD
CENTRE : Thusanong Hospital, Odendaalsrus
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. Advanced Midwifery and Management Certificate/Diploma or Degree. Manage both CSSD and Operating Theatre. Knowledge and Skills: Ability to work under pressure. Good communications skills. Computer literacy.

DUTIES : Supervise and ensure the provision of an effective and efficient patient care through adequate nursing care. Coordinate and monitor the implementation of nursing care plan and the evaluation thereof. Provide relevant health information to patients in achieving optimal health care. Develop and maintain working relationships with nursing and other stakeholders (i.e. inter-professional, inter-sectoral and multi-disciplinary teamwork). Participate in the analysis, formulating and implementation of nursing guidelines, practices, standards and procedures. Manage and monitor utilization of human resource, financial and physical resources and procedures. Monitor, develop and implement risk action plan in line with risk register.

ENQUIRIES : Me M Tsibulane Tel No: (057) 391 7900
APPLICATIONS : The Chief Executive Officer, Thusanong Hospital, Private Bag X1, Odendaalsrus, 9480 or hand deliver @ HR Office, Thusanong Hospital, Odendaalsrus
FOR ATTENTION : Mr T D Tsotetsi

POST 50/80 : **CLINICAL PROGRAM COORDINATOR: PNA-5 REF NO: H/C/137**

SALARY : R420 318 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 and Midwifery. Knowledge and Skills: Knowledge of patient safety processes. Knowledge of NHI processes. Knowledge of National Core Standard. 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 and working knowledge of MS.

DUTIES : Coordinate and promote implement of Quality Assurance. Continuous monitoring & evaluation of NCS. Conducting of Annual Self Assessments, development and monitoring of Quality Assurance Improvement Plans. Conducting of patient's experience of care surveys & analysis of data. Ensuring the conducting of regular clinical audits. Ensuring the implementation and monitoring of Patients Safety Programme. Manage and utilise resources in accordance with the relevant directives and legislation.

ENQUIRIES : Me M E Makhubu Tel No: (058) 303 5123
APPLICATIONS : The Chief Executive Officer, Phekolong/Nketoana Complex, Private Bag X1, Bethlehem, 9700
FOR ATTENTION : Mr P P Radebe

POST 50/81 : **CLINICAL PROGRAM COORDINATOR; PNA-5 REF NO: H/C/138**

SALARY : R420 318 per annum OSD
CENTRE : Information Management and Research; Corporate Office
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. The incumbent should have a Bachelor's Degree in Nursing or a post graduate Diploma in Nursing Administration or equivalent. A valid 5-year-old driver's license. Knowledge and Skills: 3-6 Years relevant experience on supervision and management as well as experience in Health Information Management including knowledge of Health Programs. Knowledge of data use, data triangulation and target setting as well as understanding measurements of routine data accuracy are essential. Ability to work under pressure, and should be able to deliver under tight deadlines together with wiliness to work extra hours. Prepared to travel within the Free State Province and outside the province. Willingness to be hold accountability and ability to engage at all levels of authority. Ability to think analytically and contextually with experience in conducting research and training couple with good report writing communication and interpersonal skills. Knowledge of data security/ confidentiality including excellent leadership ability, time management, conflict management, stress management, motivational skills. An understanding of data management systems throughout the district health systems such as HPRS, Ideal clinic realization maintains, monitoring & evaluation as well as use of Pivot tables and dashboard. Up to date knowledge of appropriate legislature, regulations and departmental policies including health information policy and e-health strategy.

DUTIES : Coordinate data quality and health information management for the province. Manage data risks associated with data quality and data confidentiality. Manage and utilize resources and assets in accordance with relevant directives and legislations. Support the training of all data and records management systems throughout the province. Train and Coordinate and monitor data quality assessment, patient experience and antenatal care survey in institutions. Analyze data and dissemination of reports as well as supporting creation of audited trail at facilities as required by the Auditor General. Support, train and review of PIDS and NIDS for the department. Provide leadership and guidance to information management directorate and ensure reliability, accuracy and completeness as well as the development of data quality monitoring tools and implementation thereafter. Conduct support visits to the district and facilities on data quality and implementation of policies DHIMS and guidelines and SOP's. Design and implement training program that will improve data quality and use for the department staff meetings at all levels of care as well as performance tracking indicators. Support the directorate with planning and implementation of TB/HIV integration and DHIS 2 systems in the facilities. Implement capacity building activities to provincial, district and facility information offices in terms of, data quality issues, records management and data element definitions and meta data. Implement data sign off processes in all the institutions and data reconciliation certificates.

ENQUIRIES : Me Setlogelo Tel No: (051) 408 1956/1356
APPLICATIONS : The Director, HRM and Planning, PO Box 227, Bloemfontein, 9300 or hand delivered @ Entrance, Bophelo House, Cnr Charlotte Maxeke and Harvey Roads, Bloemfontein

FOR ATTENTION : Me P Mpu

POST 50/82 : **OPERATIONAL MANAGER: PNA-5: REF NO: H/0/116**

SALARY : R420 318 per annum OSD
CENTRE : Lejweleputswa District Office: (Forensics)
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. A post basic qualification, with a duration of one year in Curative Skills in Forensic Nursing, accredited with SANC. Proof of SANC receipt for the current year. Recommendation: Ability to work under

pressure. Ability to implement and manage change. Good written and verbal communication skills. Confidentiality, good interpersonal relations.

DUTIES : Coordination of Clinical Forensic Medicine (CFM) Services Programme. Compilation and analysis of daily statistics. Monitor and evaluating compliance. Provisioning of policies, protocol and guidelines. Organizing and coordinating training for personnel.

ENQUIRIES : Mr M E Mohloki Tel No: (057) 910 3222

APPLICATIONS : The District Manager, Lejweleputswa District, Private Bag X15, Welkom, 9460 or hand delivered @ HR Office Kopano Building, Meulen Street, Welkom

FOR ATTENTION : Me L Bester

POST 50/83 : **CHIEF ARTISAN: REF NO: H/A/122**

SALARY : R365 329 per annum (OSD)

CENTRE : Botshabelo Hospital, Botshabelo

REQUIREMENTS : A appropriate Trade Test Certificate. Proof of passing Trade Test must be attached. Ten years' post- qualification experience as an Artisan/Artisan Foreman. 3-5 Years supervisory experience. Valid driver's license. N3 Certificate. Knowledge and Skills: Knowledge of PADS. Computer literacy including MS Office.0-1 Year clerical experience.

DUTIES : To manage all aspects of technical services, technical design, production, operation and maintenance activities in field, workshop and technical offices. Manage administrative and related functions. Financial Management: People management. Maintain and advance expertise.

ENQUIRIES : Me Z A Yawathe Tel No: (051) 533 0229

APPLICATIONS : The Chief Executive Officer, Botshabelo Hospital, Private Bag X527, Botshabelo, 9781

FOR ATTENTION : Me S K Lechwano

POST 50/84 : **ASSISTANT DIRECTOR: INTERNAL CONTROL: REF NO: H/A/37**

SALARY : R356 289 per annum (Level 09)

CENTRE : Internal Control Directorate: Corporate Office

REQUIREMENTS : B-degree or equivalent in Supply Chain Management. 6 years' extensive experience in Logis and supply chain management. Must have passed the following courses: Logis1, Logis11, Logis Orders, Logis Management Reports, Logis payments. Knowledge and Skills: Knowledge of warehousing and transits.

DUTIES : Manage and co-ordinate the implementation and maintenance of Financial Management practices with regard to Logis. Address financial management enquiries. Ensure successful implementation of policies as well as the development of policies. Prepare complex reports on Logis. Management of Human resources. Ensure effective monitoring over financial resources.

ENQUIRIES : Me PC Piek Tel No: (051) 408 1507

APPLICATIONS : The Director, Human Resource Management, PO Box 227, Bloemfontein 9300 or hand delivered @ entrance, Bophelo House Building, Ground Floor Reception, Cnr Charles and Charlotte Maxeke Street, Bloemfontein

FOR ATTENTION : Me P Mpu

POST 50/85 : **ASSISTANT MANAGER (LABOUR RELATIONS) REF NO: H/A/113**

SALARY : R356 289 per annum (Level 09)

CENTRE : Pelonomi Hospital, Bloemfontein

REQUIREMENTS : Recognized Bachelor's Degree or National Diploma in Humanities or equivalent qualification plus 3 -5 years' relevant functional experience in labour relations (of which 2 years must be at supervisory level). Knowledge and Skills: Excellent communication skills (verbal and written) Computer Literate. Outstanding interpersonal, supervision and people management skills. Thorough financial management knowledge. Conversant with Government procedures.

DUTIES : Supervision of Employment Relations Officers and operational affairs of the sub-directorate at institutional level. Obtain inputs for bargaining process through liaison with the Manager. Assist with the development of sound employment relations policies. Represent the employer in dispute resolution hearings. Conduct

research. Assist with the financial management of the sub-directorate. Monitor compliance with collective agreements, policies and relevant legislation. Develop training material and programs. Provide training to Managers and employees. Support and advice Managers and employees with regard to employment relations matters. Consolidate monthly reports to be submitted to all relevant authorities and monitor performance in this regard.

ENQUIRIES : Me N L Nzume Tel No: (051) 405 1931
APPLICATIONS : The Chief Executive Officer, Pelonomi Hospital, Private Bag X20581, Bloemfontein, 9300
FOR ATTENTION : Mr L B Aaron

POST 50/86 : **SENIOR STATISTICAL ADVISOR REF NO: H/S/135**

SALARY : R299 709 per annum (Level 08)
CENTRE : Information Management and Research; Corporate Office
REQUIREMENTS : B.Sc Degree with major in either Statistics, Mathematical Statistics, Computer Science or any other Health Statistics related area. Statistics or mathematical statistics at least on second year level. 2 Years appropriate experience working in health information management systems environment. Should be a holder of a valid driver's license with atleast 1-year experience in driving. Knowledge and Skills: Knowledge of Health Information's Systems including Web based DHIS and Stand-alone DHIS. Knowledge of the national indicator data Set. Knowledge of information systems implemented in health sector such as Tier.net and ETR. Net. Knowledge of Health Patient Registration System. Working experience in public health system. Experience in managing a large data base preferably in a health environment. Experience in data processing and interpretation. Knowledge of data triangulation and target setting as well as understanding measurements of routine data accuracy are essential and strategic planning. Experience in report writing. Experience in using Microsoft excel STAT and R Software for data analysis. Health related statistical experience as well as knowledge of health information system are added advantages. Experience in interaction with health care works at all levels of the health system and willing to work odd hours.

DUTIES : Lead and support Information Management projects. Data collation, capturing and management, data analysis, interpretation of results, report writing and monitor the quality of information collected. Training of other information officers and support, Train and update all the information systems throughout the health systems. Support the districts with possible solutions for the identified M&E gaps on data quality issues as well as critical analysis of the District Health Plans in relation to information management. Train clinicians on data analysis and interpretation thereof including participating in operation research training for clinicians. Implement the Departments Monitoring and Evaluation Reporting format (inclusive of reporting timeframes) in line with the Departments Annual Performance Plan. Develop and support the implementation of data monitoring and evaluation tools, data analysis tools to improve data quality and ensure implementation of Information Management Policies throughout the health system. Verification of documents/data as required by the Auditor General. Monitor and report on the performance of the Department I relation to the following: outcome based Provincial Plan, Department Annual Performance Plan etc. Willing to drive extensively throughout the province.

ENQUIRIES : Me Setlogelo Tel No: (051) 408 1956/1356
APPLICATIONS : The Director, HRM and Planning, PO Box 227, Bloemfontein, 9300 or hand delivered @ Entrance, Bophelo House, Cnr Charlotte Maxeke and Harvey Roads, Bloemfontein
FOR ATTENTION : Me P Mpu

POST 50/87 : **ENVIRONMENTAL HEALTH PRACTITIONER REF NO: H/E/101**

SALARY : R300 828 per annum OSD
CENTRE : Phekolong Hospital, Bethlehem
REQUIREMENTS : Registration with the Health Professions Council of South Africa (HPCSA) As an Environmental Health Practitioner. Experience: None after registration with the HPCSA as an Environmental Health Practitioner 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 as an Environmental Health Practitioner in respect of foreign qualified employees, of whom it is not required to perform Community Service, as required in South Africa. Diploma in Environmental Health. Knowledge and Skills: Ability to work under pressure. Confidentiality.

DUTIES : Monitor Health Risk Waste contract at Institution. Compile quarterly Health Care Risk reports for Head of the Office. Compile health Care Risk Waste Management plan for the institution and ensure the implementation thereof. Capacity building concerning Health Care Risk Waste management and waste act implementation. Witness the weighing and signs for waste category. Place order for waste collection and waste containers and keep proper register of container usage. Keep proper waste segregation.

ENQUIRIES : Me M E Makhubu Tel No: (058) 303 5123
APPLICATIONS : The Chief Executive Officer, Phekolong/Nketoana Complex, Private Bag X1, Bethlehem, 9700

FOR ATTENTION : Mr P P Radebe

POST 50/88 : **SENIOR STATE ACCOUNTANT REF NO: H/S/50 (X2 POSTS)**

SALARY : R299 709 per annum (Level 08)
CENTRE : Internal Control Directorate: Corporate Office
REQUIREMENTS : B-Degree or equivalent qualification in Finance. 5yrs relevant experience in irregular expenditure. Knowledge of Irregular expenditure as part of the audit process. Knowledge and Skills: Knowledge of the Identification of irregular expenditure. Training of officials in the identification of irregular expenditure.

DUTIES : Supervise activities of clerks and state accountants. Supervise the implementation of financial practices. Render a Financial Management advisory service to the Department. Promote effective financial management. Provide financial information and knowledge to the Department. Prepare reports.

ENQUIRIES : Mrs PC Piek Tel No: (051) 408 1507
APPLICATIONS : Director, Human Resource Management, PO Box 227, Bloemfontein, 9300 or hand delivered @ Entrance, Bophelo House Building, Ground Floor Reception, Cnr Charles and Charlotte Maxeke Street

FOR ATTENTION : Me P Mpu

POST 50/89 : **SENIOR SUPPLY CHAIN PRACTITIONER REF NO: H/S/110 (X2 POSTS)**

SALARY : R299 709 per annum (Level 08)
CENTRE : Free State Psychiatric Complex, Bloemfontein
REQUIREMENTS : National Diploma in Public Management /Financial Management/ Economics or equivalent qualification. LOGIS 1. 3 - 5 years' relevant experience in Supply Chain Management. Valid driver's license. Knowledge and Skills: Logis 2 will be an added advantage. Extensive knowledge of SCM in Public Sector. Understanding of PFMA, Treasury Regulations, PPPFA Act, BBBEE Act, Competition Act, Promotion and 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, Loyalty, Team leadership, Presentation skills, Planning and Organizing.

DUTIES : Supervise the activities of the Supply Chain Management Clerks / Snr AND officers to contribute to the Supervise the implementation and maintenance of Supply Chain Management practices concerning logistics, stores and maintenance of SCM processes in the Department to contribute to the rendering of a professional SCM service, i.e. Logistics, Assets, Lost control, Demands, Acquisitions. Render a Supply Chain Management advisory service to the Department by investigating, analysing, benchmarking and interpreting legislation and prescripts and other Supply Chain related issues to promote an effective Supply Chain Management environment. Promote effective Supply Chain management by researching, analysing, developing, monitoring and reviewing Departmental policies, strategies, guidelines, procedures and circulars to contribute to the consistent and effective application of Supply Chain practices. Monitor and evaluate Supply Chain

Management Policies, procedures and practises. Approve and verify all documents and transactions on LOGIS according to delegations. Prepare reports on supply chain management issues and statistics. Risk management.

ENQUIRIES APPLICATIONS FOR ATTENTION : Mr M P Pitso Tel No: (051) 407 9226
 : The Chief Executive Officer, FSPC, Private Bag X20607, Bloemfontein, 9300
 : Me I N Moshao

POST 50/90 : **SENIOR STATE ACCOUNTANT: REVENUE REF NO: H/S/112**

SALARY CENTRE REQUIREMENTS : R299 709 per annum (Level 08)
 : Universitas Hospital, Bloemfontein
 : Degree or Diploma in Accounting or equivalent qualification. BAS/LOGIS training. Knowledge of BAS. 3-5 years' relevant experience. Knowledge and Skills: Valid Driver's License. At Least 3 years of the period referred to above must be appropriate/recognizable experience at Supervisory level. Ability to work under pressure. Ability to communicate effectively with all stakeholders. Ability to implement and manage change. Knowledge of Meditech. Knowledge of Medikredit switchbatch interface.

DUTIES : Compile and manage National Core Standard. Checking month-end figures. Checking and follow-up on clients' accounts. Manage, monitor and evaluate staff. Interaction with Corporate Office, Meditech, Medikredit and statutory bodies. Give in-service training to staff. Reporting to Management. Maintain Office Discipline. To ensure optimal collection for revenue.

ENQUIRIES APPLICATIONS FOR ATTENTION : Mr Kwame Kwakwa Tel No: (051) 405 3287
 : The Chief Executive Officer, Universitas Hospital, Private Bag X20660, Bloemfontein, 9300 or hand delivered @ Room 1103, Me Finger or Room 1104 Me Steenkamp, Universitas Hospital, Logeman Street, Universitas, Bloemfontein Me Finger

POST 50/91 : **ARTISAN FOREMAN REF NO: H/A/121**

SALARY CENTRE REQUIREMENTS : R286 500 per annum OSD
 : Itemoheng Hospital, Senekal
 : Appropriate Trade Test Certificate. Five years' post- qualification experience as an Artisan. Valid driver's license. N3 Certificate Grade 12. Knowledge and Skills: Knowledge of appropriate field as an Artisan. Building safety programs and protocols. Knowledge of applicable machinery regulations. Master of trade Good communication skills.

DUTIES : Supervision and monitoring of completion of job requests (H24). Planning of work and implement equipment maintenance program. Attend to job requests in respect of physical repair and maintenance, including preventative maintenance of medical and operational equipment. Execute inspections of buildings and equipment. Perform administrative functions to obtain quotations and request of equipment, tools and materials. Supervision of subordinates. Training, Development and Performance Development.

ENQUIRIES APPLICATIONS FOR ATTENTION : Mr N K Makhoro Tel No: (058) 481 2114
 : The Chief Executive Officer, Itemoheng / Phuthuloa / JD Newberry Hospital Complex, Private Bag X9, Senekal, 9660
 : Mr N K Makhoro

POST 50/92 : **SOCIAL WORKER GRADE 1 REF NO: H/S/134**

SALARY CENTRE REQUIREMENTS : Grade 1: R242 553 per annum OSD
 : Bongani Hospital, Welkom
 : Bachelor of Social Work. Registration with the SACSSP as a Social Worker. Experience: Grade 1: None. Knowledge and Skills: Valid Code B driver's license. Knowledge of relevant legislation, polices and prescripts. Social dynamics, work values and prescripts. Human behaviour and social systems. Developing others, Excellent communication (verbal and written). Report writing skills. Sound interpersonal relations. Good planning and organization skills. Self-management and motivation skills. Ability to exchange information in concise and clear manner with clients, employees and supervisors.

DUTIES : To provide social work services through the promotion of social change, problem solving in human relationships and the empowerment and liberation of people to enhance social well-being. Conduct a social work service with regard to the care, support, protection and development of vulnerable individuals, groups, families and communities through the relevant programmes (case work, group work and community work) at Bongani Hospital and in support of Lejweleputswa District. Conduct assessments aimed to identify conditions in individuals, groups, families and communities that justify relevant interventions required to address the identified conditions. Develop, determine and plan programmes to render the recommended interventions efficiently, effectively and economically. Implement the recommended interventions by providing continuous support, counselling, guidance and advice to the affected individuals. Groups, families and communities at Bongani Hospital and support Lejweleputswa District. Continuous professional development. Keep up to date with new developments in the social work and social welfare fields. Perform all administrative functions required of the job. Coordination of special programmes within the hospital and the district.

ENQUIRIES : Dr G I Radebe Tel No: (057) 916 8003
APPLICATIONS : The Chief Executive Officer, Bongani Hospital, Private Bag X29, Welkom, 9460
FOR ATTENTION : Me H Mosimane

POST 50/93 : **SUPPLY CHAIN PRACTITIONER REF NO: H/S/130 (X3 POSTS)**

SALARY : R242 475 per annum (Level 07)
CENTRE : Lejweleputswa Health District
REQUIREMENTS : Grade 12 (or equivalent) Certificate). NQF 6 OR equivalent LOGIS Certificate. 3 years' relevant experience. Knowledge and Skills Computer skills. Communication and interpersonal skills. Problem solving skills. Analytical Skills. People Management. Conflict management. Valid driver's license. Knowledge of the Supply Chain Management framework, Public Finance Management Act (PFMA), Treasury Regulations, Preferential Procurement Policy Framework Act (PPPFA), Broad Based Black Economic Empowerment Act(B-BBEE) and other relevant prescripts.

DUTIES : Supervise the activities of the Supply Chain Management and Human Resources Units to contribute to the rendering of professional supply services. Supervise and render asset management clerical services. Supervise and render demand and acquisition clerical services. Supervise and undertake logistical support services.

ENQUIRIES : Mr K W Mokoena Tel No: (057) 910 3280
APPLICATIONS : The District Manager, Lejweleputswa District, Private Bag X15, Welkom, 9460 or hand delivered @ HR Offices, Kopano Building, Meulen Street, Welkom
FOR ATTENTION : Me L Bester

POST 50/94 : **STATE ACCOUNTANT REF NO: H/S/132**

SALARY : R242 475 per annum (Level 07)
CENTRE : Senorita Ntlabathi Hospital, Ladybrand
REQUIREMENTS : National Diploma/Degree in Financial Management. Grade 12 (or equivalent) Certificate, BAS Certificate, 3 years' relevant experience. Knowledge and Skills: Exposure to budget environment. Appropriate experience in budgeting environment in the Public Sector. Knowledge of the PFMA, 1999 and Treasury Regulations relating to Financial Management and Accounting. Ability to work under pressure with strict deadlines.

DUTIES : Perform all functions related to the budget processes. Monitor and control departmental expenditure, including Conditional Grants Compile the financial reports as required by bodies. Assist with the training of Finance personnel on financial management related matters at the institutions. Address Financial Administration enquiries to ensure the correct implementation of financial administration practices. Approve transactions on LOGIS / BAS/ PERSAL according to delegations.

ENQUIRIES : Me P R Phuroe Tel No: (051) 923 2014
APPLICATIONS : The Chief Executive Officer, Senorita Ntlabathi Hospital, Private Bag X9, Ladybrand, 9745
FOR ATTENTION : Me P R Phuroe

POST 50/95 : **TRANSPORT OFFICER REF NO: H/T/101**

SALARY CENTRE REQUIREMENTS : R242 475 per annum (Level 07)
: Fezile Dabi District
: Grade 12 (or equivalent) Certificate. Driver's license. Knowledge and Skills: Ability to work with people and Good communication skill. Computer literacy.

DUTIES : Co-ordinate transport and ensure that it is used in the best and most advantageous manner. Exercise control on the maintenance and expenditure related to the use of vehicles. To arrange the proper keeping, checking and dispatch of records and returns. To report infrequent used/unused vehicles to The Head: Admin and Support. To ensure that vehicles under his /her control are kept in good condition and are checked regularly. To ensure that all directives relating to the use and maintenance of vehicles are adhered to. To ensure that trip authority is completed in duplicate and that duplicates are filed chronological. To ensure safekeeping of all registers e.g. vehicles register, register in with all collisions are reported, recorded and registered for trip authorities. Manage and monitor utilization of HR and Physical resources.

ENQUIRIES APPLICATIONS FOR ATTENTION : Mr R K Makgokolo Tel No: (016) 910 9301
: The District Manager, Fezile Dabi District Private Bag X2005, Sasolburg, 1947
: Mr R K Makgokolo

POST 50/96 : **LABOUR RELATIONS OFFICER REF NO: H/L/106**

SALARY CENTRE REQUIREMENTS : R242 475 per annum (Level 07)
: Fezile Dabi District
: Grade 12 (or equivalent) Certificate. Diploma/Bachelor's Degree in Public Admin and or a National Diploma in HRM. Driver's license and willingness to travel. Knowledge and Skills: 2 Years functional experience. Ability to work with people and Good communication skill. Computer literacy. Experience in handling grievances, disciplinary hearing and dispute resolution.

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

ENQUIRIES APPLICATIONS FOR ATTENTION : Mr R K Makgokolo Tel No: (016) 910 9301
: The District Manager, Fezile Dabi District Private Bag X2005, Sasolburg, 1947
: Mr R K Makgokolo

POST 50/97 : **STATE ACCOUNTANT REF NO: H/S/51**

SALARY CENTRE REQUIREMENTS : R242 475 per annum (Level 07)
: Internal Control Directorate: Corporate Office
: Grade 12. 3 years' relevant experience. Experience in working with irregular expenditure (identifying). Knowledge and Skills: Knowledge of the identification of irregular expenditure. Knowledge in opening an irregular expenditure case.

DUTIES : Supervise activities of clerks. Supervise the implementation and maintenance of financial management practices. Address financial management enquiries. Advise the Department on financial management practices. Investigate irregular expenditure cases. Completion of documents on irregular expenditure.

ENQUIRIES APPLICATIONS FOR ATTENTION : Mrs PC Piek Tel No: (051) 408 1507
: Director, Human Resource Management, PO Box 227, Bloemfontein, 9300 or hand delivered @ Entrance, Bophelo House Building, Ground Floor, Reception, Cnr Charles and Charlotte Maxeke Street, Bloemfontein
: Me P Mpu

POST 50/98 : **STATE ACCOUNTANT REF NO: H/S/52**

SALARY CENTRE REQUIREMENTS : R242 475 per annum (Level 07)
: Internal Control Directorate: Corporate Office
: Grade 12. Knowledge of the audit process. Knowledge of Key Control Matrix. 3years relevant experience. Knowledge and Skills: Experience in the audit process. Knowledge of the audit action plan.

DUTIES : Supervise activities of clerks. Supervise the implementation and maintenance of financial management practices. Address financial management enquiries. Advise the Department on financial management practices. Keep track of all the requests and communications. Audit the quality of the submitted documents before submitting to the AGSA. Receive inputs from the institutions with regard to the KCM.

ENQUIRIES APPLICATIONS : Mrs PC Piek Tel No: (051) 408 1507
: Director, Human Resource Management, PO Box 227, Bloemfontein, 9300 or hand delivered @ Entrance, Bophelo House Building, Ground Floor Reception, Cnr Charles and Charlotte Maxeke Street

FOR ATTENTION : Me P Mpu

POST 50/99 : **ADMINISTRATION OFFICER: FINANCE REF NO: H/A/109**

SALARY CENTRE REQUIREMENTS : R242 475 per annum (Level 07)
: Pelonomi Hospital, Bloemfontein
: Appropriate Degree or National Diploma in Finance or appropriate equivalent qualification. Relevant experience in Finance and Supply Chain. Computer literacy. Valid driver's license. Knowledge and Skills Accounting as a passed subject.

DUTIES : Manage procurement, budget and assets allocated. Coordinate maintenance in the institution. Provide auxiliary services within the finance office. Manage transport administration in the institution. Provide Personnel Administration in the institution. Implement measures necessary to ensure effective collection and management of revenue. Render Supply Chain Management support services to the Manager. Supervise and control resources to ensure a satisfactory workflow and service delivery. Render general services to the Directorate. Supervise staff.

ENQUIRIES APPLICATIONS : Mr. X Mfanta Tel No: (051) 405 1670/1756
: The Chief Executive Officer, Pelonomi Hospital, Private Bag X 20581, Bloemfontein, 9300

FOR ATTENTION : Mr L B Aaron

POST 50/100 : **LABOUR RELATIONS OFFICER REF NO: H/L/101**

SALARY CENTRE REQUIREMENTS : R242 475 per annum (Level 07)
: Thabo Mofutsanyana District, Witsieshoek
: Bachelor's Degree in Labour Relations (equivalent qualification). Diploma in Labour Law/Labour Relations. Valid driver's license. Computer literacy. Knowledge and Skills: Applicable knowledge of Labour Relations. Extensive appropriate experience (3-5 Years)

DUTIES : Training and supporting institutions on Labour Relation matters. Liaise with employee organizations in the District. Promote healthy and sound labour relations in environment. Monitor and implement regional disciplinary, misconduct and grievance procedures. Dispute resolution. Complete monthly District Labour Relation reports to the Assistant Director – Administration & Support and Employment Relations Sub Directorate. Advise management and employees on labour relations issues. To ensure compassionate and quality labour relations services. Effective management of labour relations in Thabo Mofutsanyana District. Effective management of risks and the implementation of the Occupational Health and Safety Act. Effective management of losses through participation in the Loss Control Committee for proper implementation of PFMA in Labour Relations Sub-division to ensure value for money. To ensure effective communication and interaction between institutional management and recognized unions.

ENQUIRIES : Mr M S Shabangu Tel No: (058) 7130515 ext. 144

APPLICATIONS : The District Manager, Thabo Mofutsanyana District, Private Bag X824, Witsieshoek, 9870 or hand delivered @ Ombudsman Building, Mampoi Road, Phuthaditjhaba

FOR ATTENTION : Mr Shabangu

POST 50/101 : **PERSONAL ASSISTANT REF NO: H/P/104**

SALARY : R242 475 per annum (Level 07)
CENTRE : Medpharm, Bloemfontein
REQUIREMENTS : Grade 12 Certificate/equivalent. An appropriate three (3) year relevant tertiary qualification/ Secretarial National Diploma or equivalent qualification, with typing as a subject coupled with a minimum of 3-5 years' relevant experience. Knowledge and Skills: Knowledge of the Public Sector. Basic knowledge of financial administration. Knowledge of the Constitution, Public Service Regulations and the Public Service Code of Conduct. Knowledge of Service Delivery (Batho Pele). Knowledge of Financial management system. Good telephonic etiquette. Analytical, research and report writing. Good communication [written and verbal] skill. Ability to act with tact and discretion. Good grooming and presentation. Computer Literacy [MS Word, Excel, PowerPoint, etc.].

DUTIES : Provide secretarial/receptionist support services to the Director. Provide support services to the Director regarding meetings. Support the Director with the administration of the budget, including the compilation of commitment registers. Organize the Director's diary. Render general office management. Render registry services in office of the Director. Acknowledge correspondence and type documents for the Director. Study the relevant Public Service and Departmental prescripts/ policies and other documents to ensure that the application thereof is understood properly.

ENQUIRIES : Me N B Molongoana Tel No: (051) 411 0502
APPLICATIONS : The Chief Executive Officer, Medpharm, P O Box 7622, Bloemfontein, 9300
FOR ATTENTION : Me T April

POST 50/102 : **ADMIN OFFICER REF NO: H/A/106**

SALARY : R242 475 per annum (Level 07)
CENTRE : Universitas Hospital, Bloemfontein
REQUIREMENTS : Grade 12 (or equivalent) qualification. Meditech training. 3 years' relevant experience. Knowledge and Skills: Extensive knowledge of Meditech, Computer literacy, Supervisory skills.

DUTIES : Supervising subordinates. Knowledge of Patient Records, Patient Admissions, Switchboard and Porters. Be able to work with people. Knowledge of third party claims. Give in service training. Report to management.

ENQUIRIES : Me S Ngweya Tel No: (051) 405 3531
APPLICATIONS : The Chief Executive Officer, Universitas Hospital, Private Bag X20660, Bloemfontein, 9300 or hand delivered @ Room 1103, Me Finger or Room 1104 Me Steenkamp, Universitas Hospital, Logeman Street, Universitas, Bloemfontein
FOR ATTENTION : Me Finger

POST 50/103 : **SUPPLY CHAIN PRACTITIONER REF NO: H/S/113**

SALARY : R242 475 per annum (Level 07)
CENTRE : Universitas Hospital, Bloemfontein
REQUIREMENTS : Grade 12 (or equivalent) qualification. LOGIS/ BAS CERTIFICATE. 3 years' relevant experience. Computer literate. Knowledge and Skills: An Appropriate three (3) year Degree, with Accounting or National Diploma in Accounting or equivalent qualifications.

DUTIES : Supervise the activities of the State Accounting Clerks / Snr AND State Accountants to contribute to the rendering of a professional financial management service. Supervise the implementation and maintenance of Financial Management practices (LOGIS/ BAS/ PERSAL Transactions) concerning financial management processes in the department to contribute to the rendering of a professional Financial Management Service. Authorise and verify all documents and transactions on LOGIS / BAS/ PERSAL according to delegations. Prepare reports

on supply chain management issues and statistics. Compile monthly reconciliation's i.r.o. PERSA/ BAS/PMG – accounts and finalization of outstanding payments / submissions / recommendations. Support the Dept. Director: Financial Management in the execution of his duties in analyzing HR financial reports in correcting misallocations, misclassification. Budget management (assist in the compilation of the HR Financial budget, fund shifting and monitoring). To gather, process and evaluate all relevant HR financial statistic. Combining accurate and reliable monthly Personnel Financial Reports. Responsible for all Personnel expenditure projections. Responsible for the journalizing of personnel expenditure where applicable. Calculation and updating of all MTEF-report and data tables. Receipt process and scrutinizing all Payrolls i.r.o Programme. Writing of Monthly, Quarterly and yearly reports regarding personnel finance. Calculate financial implications regarding the Re-Activation of posts. Keep record of the movement on the staff establishment.

ENQUIRIES : Mrs. LC Steenkamp Tel No: (051) 405 3100
APPLICATIONS : The Chief Executive Officer, Universitas Hospital, Private Bag X20660, Bloemfontein, 9300 or hand delivered @ Room 1103, Me Finger or Room 1104 Me Steenkamp, Universitas Hospital, Logeman Street, Universitas, Bloemfontein Me Finger
FOR ATTENTION :

POST 50/104 : **SENIOR HUMAN RESOURCE OFFICER REF NO: H/H/102 (X2 POSTS)**

SALARY : R242 475 per annum (Level 07)
CENTRE : Universitas Hospital, Bloemfontein
REQUIREMENTS : Grade 12 (or equivalent) qualification. PERSAL Training. 3 years' relevant experience. Knowledge and Skills: Extensive knowledge of Persal. Computer skills. Supervisory 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 example: 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 practises. Inform, guide and advice Department/personnel on human resource administration matters to enhance the correct implementation of personnel administration practises/ policies. Approve transactions on Persal according to delegations. Prepare reports on personnel administration issues and statistics. Writing reports and keep record of statistics that are required from Management. Checking of work relevant to HR matters. Training of subordinates and be part of shortlisting and interviewing of applicable occupational groups.

ENQUIRIES : Me A Lombard Tel No: (051) 105 3153 / Me F Steenkamp Tel No: (051) 405 3100
APPLICATIONS : The Chief Executive Officer, Universitas Hospital, Private Bag X20660, Bloemfontein, 9300 or hand delivered @ Room 1103, Me Finger or Room 1104 Me Steenkamp, Universitas Hospital, Logeman Street, Universitas, Bloemfontein Me Finger
FOR ATTENTION :

POST 50/105 : **LABOUR RELATIONS OFFICER REF NO: H/L/103**

SALARY : R242 475 per annum (Level 07)
CENTRE : Fezi Ngubentombi Hospital, Sasolburg
REQUIREMENTS : An appropriate recognized Degree/ National Diploma in Labour Law/Labour Relations/ HRM or Public Management or equivalent qualification. Knowledge in handling grievances, disciplinary hearings and disputes resolution. Valid driver's license. Must be willing to travel. Knowledge and Skills: Knowledge of relevant legislation such as PSA, COIDA, PFMA, LRA, BCEA etc. Knowledge and

Understanding of PHSDBC, PSCBC and CCMA procedure, knowledge of public service regulations, competency to provide labour relations matters, through understanding of skills negotiation, mediation and arbitration. Ability to work under pressure.

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

ENQUIRIES : Me N Y Foba Tel No: (016) 970 9424

APPLICATIONS : The Chief Executive Officer, Fezi Ngubentombi Hospital, Private Bag X2017, Sasolburg, 1947

FOR ATTENTION : Mr M C Foforane

POST 50/106 : **ADMIN OFFICER REF NO: H/A/112**

SALARY : R242 475 per annum (Level 07)

CENTRE : Winburg Hospital, Winburg

REQUIREMENTS : Grade 12 (or equivalent) Certificate. BAS/LOGIS Certificate. PERSAL Training (Certificates). Knowledge and Skills: Appropriate degree or National Diploma in Human Resource Management/Public Administration or appropriate equivalent qualification or extensive relevant experience in HR matters. Computer certificate. An appropriate recognized National Diploma or equivalent qualification in Financial Management / Public Administration.

DUTIES : Manage recruitment to fill vacant post, all submissions related to human resources and leave credits/forms to ensure service delivery of the facility. Manage salary advices, filing and all enquiries related to HR to ensure proper running of the institution. Ensure adherence to procurement practices in the centre as per approved delegations, directives and SCM prescripts and procedures. Responsible for the administrative duties, such as compilation Patient Registration, monthly project reports, comprehensive and statistics collection reports and writing of requests and submissions. Supervise and develop subordinates to ensure motivated and effective service delivery. Implement financial administration to support the Manager with financial administration. Exercises expenditure control to ensure the effective utilization of expenditure. Supervise and control resources to ensure a satisfactory workflow and service delivery.

ENQUIRIES : Mr R G Monyake Tel No: (057) 221 3333

APPLICATIONS : The Chief Executive Officer, Winburg / Katleho Hospital Complex, Private Bag X4, Virginia, 9730

FOR ATTENTION : Me N P L Sithebe

POST 50/107 : **CHIEF ADMIN CLERK (LABOUR RELATIONS) REF NO: H/C/124**

SALARY : R242 475 per annum (Level 07)

CENTRE : Xhariep District

REQUIREMENTS : A relevant National Diploma/ Bachelor's Degree in Public Management and or a National Diploma/ Bachelor's Degree in Human Resource Management / Diploma in labour law. A minimum of 2-5 years' experience in the relevant field. Experience in handling grievances, disciplinary hearing and dispute resolution. Valid driver's license. Knowledge and Skills: Knowledge of relevant legislation such as PSA, COIDA, PFMA, LRA, BCEA etc. knowledge and understanding of PHSDBC, PSCBC and CCMA procedures, Knowledge of the Public Service Regulations, competency to provide labour related matters, thorough understanding of skills in negotiation, mediation and arbitration, ability to work under pressure.

DUTIES : Provide assistance and/or advice to Managers/Supervisors regarding correct application of discipline related prescripts. Represent the Employer at relevant

dispute resolution forums. Facilitate and coordinate the resolution of grievances within Xhariep District and also handle misconduct and disciplinary cases. Ensure proper management and sustaining of Union-Management Committee. Ensure continuous information sessions of managers and personnel on labour relations training in general (labour relations policies and collective agreements).

ENQUIRIES : Mr T S Monatisa Tel No: (051) 492 116
APPLICATIONS : The District Manager, Xhariep District, Private Bag X2, Trompsburg, 9913 or hand delivered @ Albert Nzula Hospital, 2 Louw Street, Trompsburg
FOR ATTENTION : Mr T S Monatisa

POST 50/108 : **SENIOR HUMAN RESOURCE OFFICER REF NO: H/H/109**

SALARY : R242 475 per annum (Level 07)
CENTRE : Xhariep District
REQUIREMENTS : Grade 12 (or equivalent) qualification, Persal training courses. Three years' experience in Human Resource. Knowledge and Skills: 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 (PMDS) 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 : Mr T S Monatisa Tel No: (051) 492 116
APPLICATIONS : The District Manager, Xhariep District, Private Bag X2, Trompsburg, 9913 or hand delivered @ Albert Nzula Hospital, 2 Louw Street, Trompsburg
FOR ATTENTION : Mr T S Monatisa

DEPARTMENT OF SPORT ARTS CULTURE AND RECREATION

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 : Department of Sport, Arts Culture and Recreation, Human Resource Management (Recruitment Division), Private Bag X20606, Bloemfontein 9300 or place applications in an application box, Ground Floor, Warden Building, Henry Street Bloemfontein

FOR ATTENTION : Ms T Modupe
CLOSING DATE : 04 January 2019

NOTE : Directions to applicants 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.

MANAGEMENT ECHELON

<u>POST 50/109</u>	:	<u>CHIEF DIRECTOR: LIBRARY AND ARCHIVE SERVICES REF NO: 3000/90</u>
<u>SALARY</u>	:	R1 189 338 per annum This all-inclusive remuneration package consists of a basic salary, the State's contribution to the Government Employees Pension fund and a flexible portion that may be structured in term of the applicable rules. Appointment of the successful candidate is subject to SMS competency assessment as prescribed by the DPSA and signing of a performance agreement
<u>CENTRE REQUIREMENTS</u>	:	Bloemfontein Applicants must be in possession of a NQF level 7 qualification (A qualification in a Library related study field will serve as an advantage) Extensive working experience of which at least a 5 years should have been in a Senior Management position. Knowledge in sound management, planning, organization, policy development and strategic as well as financial planning. Good communication skills as communication with Various stakeholder from different levels is required from the post Valid Driver's License.
<u>DUTIES</u>	:	Provide Strategic advice and direction to the Library and Archive Services Chief Directorate, Information Management as well Information technology in consultation with IT Directorate. Accept full accountability for the financial planning of financial resource this include voted as well as conditional grant funds. Contribute towards the promotion of intergovernmental relations/intra – governmental co-operations, including the co-ordination of the actions required from the Chief Directorate within set legislation. Add value to the implementation of the Free State Growth and Development Strategy so as to improve the functioning of the Department as a whole. Establish where needed and/or maintain a policy and planning framework that provided a reference context for the functioning and uphold effective communication on all matter within the Chief Directorate within all stakeholders.
<u>ENQUIRIES</u>	:	Ms Lerato Twala Tel No: 051 410 3687 / 066 479 1247 or Ms Tlaleng Modupe @ 066 479 1443
<u>POST 50/110</u>	:	<u>DIRECTOR: LIBRARY SERVICES REF NO: 3100/94</u>
<u>SALARY</u>	:	R1 005 063 per annum, this all-inclusive remuneration package consists of a basic salary, the State's contribution to the Government Employees Pension fund and a flexible portion that may be structured in term of the applicable rules. Appointment of the successful candidate is subject to SMS competency assessment as prescribed by the DPSA and signing of a performance agreement.
<u>CENTRE REQUIREMENTS</u>	:	Bloemfontein Applicants must be in possession of a NQF level 7 qualification in a Library and Information related study field. At least 5 years working experience at a middle managerial level, preferably in the public sector. Knowledge in sound management, planning, organization, policy development and strategic as well as financial planning. Valid Driver's License
<u>DUTIES</u>	:	Provide Strategic advice and direction to the Library Services Directorate, to ensure operational effectiveness of all public libraries within the province as well as an establishment of a professional support service. The monitoring and evaluation of programs presented by library services to ensure the promotion of libraries to ensure optimal utilization of resources available within the libraries. Manage the budget (Voted and Conditional grant funding) and expenditure on library operations, library collections and infrastructure / facilities. Direct management of middle managers with indirect responsibility towards assets, human and financial resources within various Sub-Directorates that reports to the Director. Analyze various research outputs provided by middle managers and prepare related management reports.
<u>ENQUIRIES</u>	:	Ms Lerato Twala Tel No: 051 410 3687 / 066 479 1247 or Ms Tlaleng Modupe @ 066 479 1443

<u>POST 50/111</u>	:	<u>DIRECTOR: HERITAGE MUSEUM & LANGUAGE SERVICES REF NO: 2200/95</u>
<u>SALARY</u>	:	R1 005 063 per annum, this all-inclusive remuneration package consists of a basic salary, the State's contribution to the Government Employees Pension fund and a flexible portion that may be structured in term of the applicable rules. Appointment of the successful candidate is subject to SMS competency assessment as prescribed by the DPSA and signing of a performance agreement
<u>CENTRE REQUIREMENTS</u>	:	Bloemfontein Applicants must be in possession of a NQF level 7 qualification in Museum, Heritage or related study field. At least 5 years working experience at a middle managerial level, preferably in the public sector. Knowledge in sound management, planning, organization, policy development and strategic as well as financial planning. Valid Driver's License.
<u>DUTIES</u>	:	Provide Strategic advice and direction to the Heritage, Museum and Language Services to ensure preservation, promotions and exhibition of culture history related value to the inhabitants of the Free State Province, as well as development of languages in the province. Render a support service to various statutory bodies in the Province (etc. PRHA, Geographical Names Committee etc.) Oversee the implementation of Arts, Culture and Heritage related legislation and White Papers. Responsible compiling an annual business plan as framework of what desired results the Directorate wants to achieve. Responsible for overall management of resources within the directorate including assets, financial and human resources.
<u>ENQUIRIES</u>	:	Ms Lerato Twala Tel No: 051 410 3687 / 066 479 1247 or Ms Tlaleng Modupe @ 066 479 1443

OTHER POSTS

<u>POST 50/112</u>	:	<u>DEPUTY DIRECTOR: COMMUNITY ART CENTERS REF NO: 2120/99</u>
<u>SALARY</u>	:	R697 011 per annum, This all-inclusive remuneration package consists of a basic salary, the State's contribution to the Government Employees Pension fund and a flexible portion that may be structured in term of the applicable rules.
<u>CENTRE REQUIREMENTS</u>	:	Bloemfontein Applicants must be in possession of a NQF level 7 qualification preferable in arts and culture scope with a minimum of 6 years of relevant experience. Knowledge of Public Service related legislation as well as Arts and Culture development directives. Ability to communicate with a variety of stakeholders, Facilitation, strategic planning and analytical competency. Drivers License
<u>DUTIES</u>	:	Directly responsible for the management of Assistant Directors appointed within district community art centers as well as asset and financial management. Promote and monitor the excellence in performing arts as well as visual arts and crafts sector in the province. Ensure that community art centers provide the required training in performing arts, visual arts and crafts, plan and execute outreach programmes and ensure accessibility of facilities to the community. Liaise with various stakeholders to create a platform of best practices with regards to performing arts, visual arts and crafts development.
<u>ENQUIRIES</u>	:	Ms Lerato Twala Tel No: 051 410 3687 / 066 479 1247 or Ms Tlaleng Modupe @ 066 479 1443

<u>POST 50/113</u>	:	<u>ASSISTANT DIRECTOR: MUSICON REF NO: 2180/01</u>
<u>SALARY</u>	:	A Basic Salary of R444 693 per annum (Level 10)
<u>CENTRE REQUIREMENTS</u>	:	Bloemfontein An appropriate NQF 7 qualification preferable in Music, Driver's License. At least 3 years' relevant experience which include supervision. Proven knowledge in the music tuition area. Understanding Public Service legislation and procedures.
<u>DUTIES</u>	:	Manage the Academy of Music (MUSICON) this include to provide strategic direction to Unit managers including general management of asset, budget and human resources. Represent MUSICON at cultural events. Conduct needs analysis of Musicon and ensure implementation of the departments' as well as MUSICON's strategic objectives. Design and implement programmes and activities aligned with the objectives of Musicon. Ensure that objectives,

programmes and projects of the MUSICON are clearly defined, implemented and monitored. Responsible for transformation of MUSICON to ensure equitable access to music tuition to all citizen of the Province.

ENQUIRIES : Ms Lerato Twala Tel No: 051 410 3687 / 066 479 1247 or Ms Tlaleng Modupe @ 066 479 1443

POST 50/114 : **ASSISTANT DIRECTOR: INTERNAL CONTROL REF NO: 1240/96**

SALARY : A Basic Salary of R356 289 per annum (Level 09)
CENTRE : Bloemfontein (Financial Management Directorate)
REQUIREMENTS : Relevant financial accounting qualification or related at NQF level 7. Driver's License. At least 4 years of relevant financial experience. Knowledge and understanding of financial management environment linked with the PMFA directives. Bas and LOGIS expertise. Well-developed interpretation, analyzing skills with ability to introduce corrective measures.

DUTIES : Establish and nurture financial management policies and procedure. Ensure that all delegations exist and are updated annually and also ensure that they are approved by the Head of Department. Check all payments for completeness and accuracy before final authorization on the systems. Consolidate monthly and quarterly KCM report and ensure that all supporting documents are available and filed accordingly. Consolidate all input on action plan and audit findings. Ensure that all inputs on PROPAC Resolutions are captured timely. To implement the administrative controls to ensure that policies and objectives are implemented in an efficient and effective manner, and to perform spot checks on subsistence and travelling payments. Review of samples of financial transactions processed for accuracy and completeness. Oversee the effective use of moveable asset and resources allocated.

ENQUIRIES : Ms Lerato Twala Tel No: 051 410 3687 / 066 479 1247 or Ms Tlaleng Modupe @ 066 479 1443

POST 50/115 : **PRINCIPAL LIBRARIAN REF NO: 3102 /87**

SALARY : A Basic Salary of R299 709 per annum (Level 08)
CENTRE : Bloemfontein (Collection Development)
REQUIREMENTS : Relevant B Degree e.g. Library and Information Science or related and equivalent NQF 7 Qualifications. Driver's License 2 years' experience (Collection developments, cataloguing and library material classification) basic supervision experience.

DUTIES : Oversee the evaluation and selection of new library material. Assess publisher catalogues (paper base and electronic version) to select library materials. Administer the publication and promotion of library collections. Evaluate existing stock (Library material) to determine gaps and to identify old obsolete and outdated materials. Responsible for management of assets and human resources. Assist with the development and implementation of a collection development policy.

ENQUIRIES : Ms Lerato Twala Tel No: 051 410 3687 / 066 479 1247 or Ms Tlaleng Modupe @ 066 479 1443

POST 50/116 : **PRINCIPAL LIBRARIAN REF NO: 3502/88**

SALARY : A Basic Salary of R299 709 per annum (Level 08)
CENTRE : Welkom Public Library
REQUIREMENTS : Relevant B Degree e.g. Library and Information Science or related and equivalent NQF 7 Qualifications. Driver's License. 2 years' experience with basic supervision experience.

DUTIES : Ensure proper planning and co-ordination of the services and activities presented by the library. Ensure the establishment of community structure for consultation. Manage the rendering of professional library and information services to Community. Promote the use of libraries and a culture of reading. Perform administrative duties in the Library. Responsible for management of resources e.g. Finance assets and human resources.

ENQUIRIES : Ms Lerato Twala Tel No: 051 410 3687 / 066 479 1247 or Ms Tlaleng Modupe @ 066 479 1443

POST 50/117 : **OCCUPATIONAL HEALTH & SAFETY OFFICER REF NO: 1444/97**

SALARY : A Basic Salary of R299 709 per annum (Level 08)
CENTRE : Bloemfontein
REQUIREMENTS : An appropriate NQF 7 Degree with at least 2 years' experience in OHS work. Driver's license. Knowledge and understanding of OHS programs and policies in the workplace. Ability to analyze and develop Occupational Health & Safety policies. Presentation skills. Courses linked with SHEQ will be an advantage.

DUTIES : Ensure implementation of the Occupational Health and Safety (OHS) act. Ensure availability and serviceability of OHS equipment. Identify safety and health environment hazards and risk, trends and provide mitigation measures. Conduct continuous analyses of first aid management. Provide advice and guidance on OHS issues. Provide training to departmental officials on OHS practices. Responsible for staff supervision.

ENQUIRIES : Ms Lerato Twala Tel No: 051 410 3687 / 066 479 1247 or Ms Tlaleng Modupe @ 066 479 1443

POST 50/118 : **COLLECTION OFFICER REF NO: 2261/86**

SALARY : A Basic Salary of R299 709 per annum (Level 08)
CENTRE : Bloemfontein
REQUIREMENTS : A Bachelor degree or post graduate Diploma in Museum/Heritage Services. 3 Years' experience in a museum or heritage related environment Drivers Licence. Computer Literacy. Knowledge in handling and conservation of artefact's, electronic documentation and store management as well as research methodology. Ability to maintain good public relations, report writing and administrative skills as well as competency to operate photography equipment.

DUTIES : Develop and maintain documentation systems and processing system for artefact within Provincial Museum. Develop and maintain administrative procedures to support the management and obedience of museum collections Conservation and preservation of artefacts. Expose communities to their heritage by making artefacts available for research, museum exhibitions, outreach programs and handle public enquiries, Responsible for management of human resources and assets.

ENQUIRIES : Ms Lerato Twala Tel No: 051 410 3687 / 066 479 1247 or Ms Tlaleng Modupe @ 066 479 1443

POST 50/119 : **LIBRARIAN REF NO: 3108/ 89**

SALARY : A Basic Salary of R242 475 per annum (Level 07)
CENTRE : Bloemfontein (Development Services)
REQUIREMENTS : Relevant B Degree e.g. Library and Information Science or related and equivalent NQF 7 Qualifications. Driver's License. Computer literacy, Good communication and presentation skills. Experience as trainer will be an advantage.

DUTIES : Develop and present basic library related training programmes and courses. Partake in training needs analysis of library employees to ensure needs-based training programmes. Compile monthly statistical training reports for the Skills Development Facilitator. Maintain and update training records of Directorates' official. Partake in the planning and co-ordination of training sessions for library workers. Assist with the maintenance of the Public Library Handbook to ensure that library functions are carried out according to uniform standards and guidelines.

ENQUIRIES : Ms Lerato Twala Tel No: 051 410 3687 / 066 479 1247 or Ms Tlaleng Modupe @ 066 479 1443

POST 50/120 : **LIBRARIAN REF NO: 3230/93**

SALARY : A Basic Salary of R242 475 per annum (Level 07)
CENTRE : Koffiefontein (Diamanthoogte School)
REQUIREMENTS : Relevant B Degree e.g. Library and Information Science or related and equivalent NQF 7 Qualifications. Driver's License. Computer literacy, Good communication and presentation skills.

- DUTIES** : Plan and coordinate the services and activities presented by the library. Ensure the establishment of community structure for consultation. Ensure the rendering of professional library and information services to school children, teachers and general public. Promote the use of libraries and a culture of reading. Perform administrative duties in the Library. Responsible for management of resources e.g. Finance assets and human resources.
- ENQUIRIES** : Ms Lerato Twala Tel No: 051 410 3687 / 066 479 1247 or Ms Tlaleng Modupe @ 066 479 1443
- POST 50/121** : **WORKS/BUILDING INSPECTOR REF NO: 1442/98 (X2 POSTS)**
- SALARY** : A Basic Salary of R196 407 per annum (Level 06)
CENTRE : Bloemfontein
REQUIREMENTS : A relevant National Diploma with NQF 6 Level value or a N3 with a passed trade test in the building environment or registration an engineering technician with a valid driver's license.
- DUTIES** : Render a basic inspection service of work done on minor new and existing structures/buildings. Analyze and compile relevant documents for work to be done this include development and interpretation of plans and sketches as well as compiling specifications and quotation documents. Oversee the work of contractors, consequently inspect the work done by them, compile and process variation orders and request for the extension of deadline when needed, report on problems emanating from the projects and compile payment.
- ENQUIRIES** : Ms Lerato Twala Tel No: 051 410 3687 / 066 479 1247 or Ms Tlaleng Modupe @ 066 479 1443
- POST 50/122** : **LIBRARY ASSISTANT REF NO: 3505/3**
- SALARY** : A Basic Salary of R163 563 per annum (Level 05)
CENTRE : Welkom Public Library
REQUIREMENTS : Senior Certificate or equivalent qualification with computer literacy.
DUTIES : Render library and information services e.g. 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 e.g. handle enquiries, request stationary and other goods and services, maintaining of patron's particulars on the computer.
- ENQUIRIES** : Ms Lerato Twala Tel No: 051 410 3687 / 066 479 1247 or Ms Tlaleng Modupe @ 066 479 1443
- POST 50/123** : **COLLECTION ASSISTANT REF NO: 2261/ 85**
- SALARY** : A Basic Salary of R115 437 per annum (Level 03)
CENTRE : Bloemfontein
REQUIREMENTS : Grade 10 Qualification with driver's License. Computer Literacy. One-year experience in a museum Environment with knowledge in handling of artefacts. Skill to perform administrative tasks.
- DUTIES** : Assist with marking and documentation of artefacts. Maintain the storeroom to keep artefacts protected, clean and organised. Assist with handling objects during collection verification or audits. Expose communities to their heritage by making artefacts available for research, museum exhibitions and outreach programs. Responsible for asset management.
- ENQUIRIES** : Ms Lerato Twala Tel No: 051 410 3687 / 066 479 1247 or Ms Tlaleng Modupe @ 066 479 1443