ANNEXURE N

PROVINCIAL ADMINISTRATION: FREE STATE
DEPARTMENT OF HEALTH

APPLICATIONS: applications to be send to: 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

CLOSING DATE: 18 February 2019

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 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.

MANAGEMENT ECHELON

POST 04/104: CHIEF EXECUTIVE OFFICER REF NO: H/C/13

SALARY: R1 005 063 per annum (Level 13)

CENTRE: Mofumahadi Manapo Mopeli Regional Hospital: Qwaqwa

REQUIREMENTS: Appropriate recognized Bachelor’s degree or equivalent Extensive appropriate experience in Management (Especially Health or Hospital Management) Knowledge or experience in DHS and good understanding of Health Sector Computer skills. A minimum of 5 – 10 years’ management experience in the health sector on Middle management level. Knowledge and Skills: Knowledge: Knowledge of Health policies, management of health information, Occupational Health and Safety Act, Patient Rights Charter, Bathopo-le principles, Public Service Regulations, Labour Relations Act, Disciplinary Code and Procedure, Grievance Procedure, Treasury Regulations and Financial Systems etc. Skills: Leadership, organisational, decision making and problem solving abilities within the limit of the public sector and institutional policy framework. Interpersonal skills including public relations, negotiating, conflict handling. Financial and budgetary knowledge pertaining to the relevant resources under management, Computer skills in basic programmes, Good Communication skills, Presentation skills.

DUTIES: Develop, implement and maintain financial management systems, policies and procedures to ensure the effective and efficient management of the hospital in
terms of relevant acts and delegations. Develop, implement and maintain human resource management strategy, policies, systems and procedures to ensure the effective and efficient utilization of human resources in order to improve service delivery within the Public Service regulatory framework and relevant delegations. Prepare a strategic plan for the hospital to ensure that its services are in line with the National, Provincial, Regional and District strategies. Ensure that the hospital is managed within a sound framework of corporate governance principles. Implement an appropriate procurement and provisioning system, which is fair, equitable, transparent, competitive and cost effective, in terms of the Provincial delegations and as required by the PFMA. Implement and manage an information technology policy, systems and procedures to support the effective and efficient delivery of services. Manage all aspects of patient care and ensure high standards of patient care. Serve on various internal and external committees, and provide input into the development of Provincial policy and strategy on the management of hospitals and the provision of health/medical care. Create an enabling environment to promote the academic development of medical students and associated health care professionals/practitioners.

ENQUIRIES: Mr S C Polelo Tel No: (051) 408 1846/1864

OTHER POST

POST 04/105: CHIEF EXECUTIVE OFFICER (X5 POSTS)

SALARY: R826,053 per annum (Level 12)
CENTRE: Katleho/Winburg District Hospital Complex: Ref No: H/C/8
Fezi Ngubentombi District Hospital, Sasolburg: Ref No: H/C/9
Albert Nzula District Hospital, Trompsburg: Ref No: H/C/10
National District Hospital, Bloemfontein: Ref No: H/C/11
Tokollo/Mafube District Hospital Complex Ref No: H/C/12

REQUIREMENTS: Preferably a health professional registered with relevant professional body plus post graduate degree / diploma in management and minimum of 3-5 years' management experience in health sector on management level. A valid driver’s license. Knowledge and Skills: Knowledge: Knowledge of Health policies, management of health information, Occupational Health and Safety Act, Patient Rights Charter, Batho-bele principles, Public Service Regulations, Labour Relations Act, Disciplinary Code and Procedure, Grievance Procedure, Treasury Regulations and Financial Systems etc. Skills: Leadership, organisational, decision making and problem solving abilities within the limit of the public sector and institutional policy framework. Interpersonal skills including public relations, negotiating, conflict handling. Financial and budgetary knowledge pertaining to the relevant resources under management, Computer skills in basic programmes, Good Communication skills, Presentation skills.

DUTIES: Prepare a Business Plan for the hospital to ensure that is in line with the departmental strategic plan. Plan, co-ordinate and ensure the effective and efficient overall management of the hospital in terms of relevant acts and delegations: Financial Management, Human Resource Management, Procurement and Management of Equipment and facilities, Corporate Governance, Implement and manage an information technology policy, systems and procedures to support the effective and efficient delivery of services. Manage all aspects of patient care and ensure health, safety, welfare of patient and quality improvement. Ensure comprehensive compliance with standards to provide quality care. Serve on various internal and external committees, and provide input into the development of Provincial policy and strategy on the provision of health/medical care.

ENQUIRIES: Mr S C Polelo, Tel No: (051) 408 1846/1864
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