ANNEXURE L

PROVINCIAL ADMINISTRATION: FREE STATE
DEPARTMENT OF HEALTH

CLOSING DATE : 25 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 successful candidate will be expected to sign a performance agreement. The Department of Health is an equal opportunity affirmative action employer. The employment decision shall be informed by the Employment Equity Plan of the Department. It is the Department’s intention to promote equity (race, gender and disability) through the filling of this post(s) with a candidate whose transfer / promotion / appointment will promote representativity in line with the numerical targets as contained in our Employment Equity Plan.

OTHER POSTS

POST 05/176 : MEDICAL SPECIALIST: GRADE 1 – 3 FAMILY MEDICINE REF NO: H/M/1 (X2 POSTS)

SALARY : Grade 1: R1 051 368 per annum
          Grade 2: R1 202 112 per annum
          Grade 3: R1 395 105 per annum

CENTRE : Universitas Hospital, Bloemfontein

REQUIREMENTS : An appropriate qualification that allows registration with HPCSA as Medical Specialist in Family Medicine. Registration with Professional Council. Experience:

Grade 1: None after registration with HPCSA as a Medical Specialist in Family Medicine. Grade 2: A minimum of 5years appropriate experience as a Medical Specialist after registration with the HPCSA (or recognized foreign Health Professional Council in respect of foreign qualified employees) as a Medical Specialist in Family Medicine. Grade 3: A minimum of 10years appropriate experience as medical specialist after registration with the HPCSA (or recognized foreign Health Professional Council in respect of foreign qualified employees) as a Medical specialist in Family Medicine. Valid drivers’ licence and willingness to travel. Knowledge and Skills: Knowledge and understanding of the Department’s Health Care 2030 vision. Excellent administrative and research skills. Good communication skills, Computer literacy (MS Word, PowerPoint and Excel).

DUTIES : Responsible for Clinical service delivery, medical services with regard to quality of care, clinical governance and training needs. Provide clinical services to patients (including emergency care, ward rounds, OPD, PHC consultations, Theatre work, Obstetrics, after-hours duties in order to ensure efficient delivery of the core package of services. Develop, maintain and monitor protocols for proper clinical
governance of the services. Initiate, supervise and conduct research appropriate to the needs of the Hospital. In conjunction with Manager: Liaise with specialists at the referral hospital to implement the outreach and support programs. Maintain quality assurance standards.

ENQUIRIES  : Dr R Nathan, Tel No: (051) 405 3496
APPLICATIONS  : The Chief Executive Officer, Universitas Hospital, Private Bag X20660, Bloemfontein, 9300 or hand delivered @ Room 1115, First Floor, Universitas Hospital, 1 Logeman Street, Universitas, Bloemfontein.

FOR ATTENTION  : Me A Lombard

POST 05/177  : MEDICAL SPECIALIST: (HIV+TB) GRADE I- 3 REF NO: H/S/9

SALARY  : Grade 1: R1 051 368 per annum 
Grade 2: R1 202 112 per annum 
Grade 3: R1 395 105 per annum

CENTRE  : Pelonomi Center of Excellence

REQUIREMENTS  : MBCHB Degree. Diploma in infectious diseases or other qualification. Registration with HPCSA as Medical Specialist in a normal speciality. Experience: Grade 1: none. Grade 2: A minimum of 5 years’ appropriate experience as Medical Specialist after registration with HPCSA in a normal speciality. Grade 3: A minimum of 10 years’ appropriate experience as Medical Specialist after registration with HPCSA in a normal speciality. A Valid South African driver’s license. Knowledge and Skills: Knowledge of MDR/XDR TB and HIV. Interest in Training and Research. At least Good communication and interpersonal skills. Proven experience in the field of TB/HIV and management of complicated infectious disease patients.


ENQUIRIES  : Dr D Steyn, Tel No: (051) 405 1462/1107, 082 3295 6682, Dr S Potgieter: 082 5672558
APPLICATIONS  : applications to be send to: The Director, HRM and Planning, (Recruitment and Selection), P O Box 227, Bloemfontein, 9300 or hand delivered @ entrance, Bophelo House, Cnr Charlotte Maxeke and Harvey Roads, Bloemfontein

POST 05/178  : DEPUTY MANAGER – PHARMACEUTICAL SERVICES REF NO: H/D/1

SALARY  : R975 945 per annum

CENTRE  : Thabo Mofutsanyana District, Witsieshoek

REQUIREMENTS  : An appropriate qualification that allows registration with SAPC as a Pharmacist. Experience: A minimum of 3 years’ appropriate experience after registration as a Pharmacist with the SAPC. Knowledge and Skills: Knowledge of legislation, regulations, policies and procedures pertaining to pharmacy practice within public healthcare. Strong leadership skills pertaining to general management, contingency planning and operational management of the pharmacy. Good interpersonal skills to affect the implementation of staff management strategies while also pro-actively improving stakeholder relationships. Soft skills to affect conflict resolution and positively influence the day-to-day functioning of the pharmacy. Good communication skills, Computer literacy (MS Word, PowerPoint and Excel).

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 availability, accessibility and affordability of medicine and medical consumables to patients. 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 adherence to Good Pharmacy Practice rules and regulations. Implementation and maintaining of a referral

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treatment of dental patients. Render quality oral health care to patients (whole spectrum, i.e. extractions under general anaesthetics, infection control, waste management, etc.). Ensure appropriate referral of patients. Provide and assure quality health care and information management including generation, collection, collation and analysis of data. Implement policies. Ensure oral health promotion and patient education: Conduct oral health education to patients and identified groups (e.g. elderly at old age homes, school children, etc.). Participate in oral health preventative programs. Participate in oral health month activities (i.e. screening, health talks, etc.). Conduct service need index screening at schools (i.e. cleaning of teeth, extractions, etc.). Supervision of subordinates: Quality of work, Development, PDMS.

ENQUIRIES: Dr M A Thejane Tel No: (051) 4922193
APPLICATIONS: The Chief Executive Officer, Albert Nzula Hospital, Private Bag 2, Trompsburg, 9913 or hand delivered @ 22 Louw Street, Trompsburg
FOR ATTENTION: Mr T G E Finger

POST 05/181: DENTIST: GRADE 1-3 REF NO: H/D/5

SALARY: Grade 1: R757 707 per annum (OSD)
Grade 2: R892 551 per annum (OSD)
Grade 3: R1 035 831 per annum (OSD)

CENTRE: Phumelela Hospital, Vrede

REQUIREMENTS: Registration with the HPCSA as Dentist. Experience: Grade 1: Registration as Dentist with the Health Professions Council of South Africa (HPCSA) in respect of South African qualified employees. One-year relevant experience after registration as Dentist 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 7 years after registration as Dentist with the Health Professions Council of South Africa (HPCSA) in respect of South African qualified employees. Minimum of 8 years’ relevant experience after registration as Dentist 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. Registration with the HPCSA as Dentist. Grade 3: Minimum of 12 years after registration as Dentist with the Health Professions Council of South Africa (HPCSA) in respect of South African qualified employees. Minimum of 13 years’ relevant experience after registration as Dentist 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: None after registration as a Dentist.

DUTIES: Render clinical dental services at all health facilities in the District, including travelling to the community (clinics). Ensure appropriate management and treatment of dental patients. Render quality oral health care to patients (whole spectrum, i.e. extractions under general anaesthetics, infection control, waste management, etc.). Ensure appropriate referral of patients. Implement policies. Ensure oral health promotion and patient education: Conduct oral health education to patients and identified groups (e.g. elderly at old age homes, school children, etc.). Participate in oral health preventative programs. Participate in oral health month activities (i.e. screening, health talks, etc.). Conduct service need index screening at schools (i.e. cleaning of teeth, extractions, etc.). Supervision of subordinates: Quality of work, Development, PDMS.

ENQUIRIES: Mr F C Moloi Tel No: (058) 624 1801/ 1808
APPLICATIONS: The Chief Executive Officer, Thebe/Phumelela hospital Complex, Private Bag X871, Harrismith, 9880
FOR ATTENTION: Mr F C Moloi

POST 05/182: PHARMACIST: GRADE 1 REF NO: H/P/3

SALARY: R655 980 per annum (OSD)

CENTRE: Albert Nzula Hospital, Trompsburg

REQUIREMENTS: Registration with the SAPC as a Pharmacist: 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. Knowledge and Skills: Ability to work under pressure. Good communication skills. Computer literacy. Valid driver’s license. Appropriate clinical and theoretical knowledge.

**DUTIES**: Ensure availability of medicines at the clinic. Dispense medicine and provide information to patients. Train Pharmacy Assistant and Community Service Pharmacists. Supervise work of subordinates. Perform other related tasks as delegated. Be willing to work long hours/after hours/call outs if the needs arise. Ability to manage and coordinate productivity and be part of an interactive team. Participate in Quality Assurance Programmes. Supervise work of subordinates. Perform other related tasks as delegated. Sound interpersonal, communication and legation pertaining to Pharmacy including NHI, CCMD, Essential Medial List (EML), Standard drugs and therapeutics committee. Commitment to serve excellence, together with innovative and analytical thinking based on sound ethical principles.

**ENQUIRIES**: Dr M A Thejane Tel No: (051) 4922193
**APPLICATIONS**: applications to be send to: The Chief Executive Officer, Albert Nzula Hospital, Private Bag 2, Trompsburg, 9913 or hand delivered @ 22 Louw Street, Trompsburg

**FOR ATTENTION**: Mr T G E Finger

**POST 05/183**: **OPERATIONAL MANAGER: PNB-3 REF NO: H/O/2**

**SALARY**: R532 449 per annum (OSD)
**CENTRE**: Elizabeth Ross Hospital, Witsieshoek

**REQUIREMENTS**: Registration with the SANC as Professional Nurse plus a post-basic nursing qualification with a duration of at least 1 year, accredited with SANC, in Advanced Midwifery and Neonatal Nursing Science. 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 in Advanced Midwifery and Neonatal Nursing Science. Knowledge and Skills: Knowledge of Public Service Act and Regulations, and Public Finance Management Act (PFMA), knowledge of OSD for Nurses, Computer literacy. Compliance with the educational qualification, statutory requirements and competencies for the job level.

**DUTIES**: To ensure that a comprehensive nursing treatment and care service is delivered to patients in a cost effective, efficient and equitable manner by the Specialty unit. Ensure compliance to professional and ethical practice. Coordination of optimal, holistic specialized nursing care provided within set standards and a professional/LEGAL framework. Provision of effective support to nursing services. Coordination of the provision of effective training and research. Maintain professional growth/ethical standards and self-development. Manage effectively the utilization and supervision of human resources. Coordinate mother and child program. Provide holistic nursing care to patients in a specialty unit in a cost effective, efficient and equitable manner. Ensure compliance to national Core Standards and Ten Point Plan. Management of assets. Identify, manage control risks. Skills of report writing and Data management. Provide relevant health information to health care users to assist in achieving optimal health care and rehabilitation.

**ENQUIRIES**: Me M A Mosase Tel No: (058) 718 4000
**APPLICATIONS**: applications to be send to: The Chief Executive Officer, Elizabeth Ross Hospital, Private Bag X804, Witsieshoek, 9866

**FOR ATTENTION**: Mr N A Mashinini

**POST 05/184**: **OPERATIONAL MANAGER: PNB3: REF NO: H/O/1**

**SALARY**: R532 449 per annum
**CENTRE**: Thabo Mofutsanyana District, Witsieshoek

**REQUIREMENTS**: An appropriate R425 qualification (i.e diploma/degree in nursing) or equivalent qualification that allows registration with the South African Nursing Council (SANC) as a Professional Nurse. A post-basic nursing qualification with duration of at least
1-year, accredited with the SANC. Registration with the SANC as Professional Nurse. A minimum of 9 years appropriate/recognisable experience in nursing after registration as Professional Nurse with the SANC in General Nursing. At least 5 years of the period referred to above must be appropriate/recognisable experience after obtaining the 1-year post-basic qualification. Valid code (B/EB) drivers licence. Knowledge and Skills: Ability to work under pressure. Ability to implement and manage change. Good written and verbal communication skills. Confidentiality. Good interpersonal relations.

**DUTIES**: Responsible for ensuring that a holistic nursing care service is delivered to patients in a cost effective, efficient and equitable manner by the Clinic. Ensure compliance to professional and ethical practice. Manage the implementation of the Primary Health Care Package in order to provide a quality Primary Health Service, contributing towards the District targets and objectives. Manage all non-patient related programmers within the facility to ensure an effective and efficient administration system and a well-informed community. Manage all resources allocated to the facility to ensure a cost effective Primary Health Care service. Management, qualification skills and experience. Attend relevant meetings and attend relevant training. Arrange training for subordinates where necessary. Control leave of Clinic personnel. Management of officials’ arrival, lunch and departure time (Time Management).

**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 05/185**: ASSISTANT DIRECTOR: DIETETICS: GRADE 1 REF NO: H/A/1

**SALARY**: R489 429 per annum. (OSD)

**CENTRE**: Lejweleputswa District Office

**REQUIREMENTS**: Registration with the HPCSA as a Dietician. A minimum of 3 year’s appropriate experience as Dietician after registration with HPCSA (where applicable. Bachelor in Dietetics. Driver’s license. Knowledge and Skills: Extensive experience in Management. Excellent communication skills. Computer literacy.

**DUTIES**: Provisioning of strategic leadership & governance: Responsibility for developing a shared division, effective strategies and operational plans for the district. Able to implement the vision in Nutrition services. Give oversight and ensuring the monitoring of compliance to all relevant Nutrition Services, Policies, Procedures and guidelines guiding the provision of Nutrition services within the district. Responsible for the management of efficient use of all resources in provision of quality. Nutrition service delivery: Respond to the burden of disease within the district for Nutrition. (Promotive, preventive and treatment). Improve quality of service through compliance with all domains of the National Core Standard for Nutrition Services. Resource Management: Human Resource Management: Responsible for managing Nutrition Human Resource components. Finance Management: Comply with the financial management for dietetics and nutrition for mobilization, accumulation and allocation of money for nutrition services as per DHP template. Ensuring implementation and compliance to minimum standards for nutrition. Manage policies and guidelines (asset registers) for optimizing the value of assets. Responsible for management and maintenance of infrastructure for nutrition ensuring availability of functional technology (including telecommunication systems) thereof. Supply Chain Management: Ensuring effective procurement and provisioning of goods and services for Nutrition division accordingly to the Public Finance Management Act and National Treasury Regulations.

**ENQUIRIES**: Mr D M Nkala Tel No: (057) 910 3223

**APPLICATIONS**: applications to be send to: 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 05/186:  CLINICAL PROGRAM COORDINATOR: PNA-5: REF NO: H/C/1

SALARY: R420 318 per annum (OSD)
CENTRE: Mafube Hospital, Frankfort
REQUIREMENTS:
- Registration with the SANC as Professional Nurse in General Nursing and Midwifery. A minimum of 7 years appropriate/recognizable experience in nursing after registration with the SANC as Professional Nurse in General Nursing.
- Experience/exposure to Quality Assurance Management.
- Knowledge and Skills: Computer literacy, driver's license, problem solving skills, ability to work under pressure and good communication skills.

DUTIES:
- Facilitate and oversee the development of operational/business plans to give strategic guidelines.
- Provide professional and technical support for the provision of quality patient care through proper management of relevant programmes.
- Maintain standards and norms of nursing practice to promote the health status of health care users.
- Develop and implement quality assurance programme, guidelines, protocols, norms and standards.
- Utilize information technology (IT) and other management information systems to manage information for the enhancement of service delivery.
- Establish, maintain and participate in inter-professional and multi-disciplinary teamwork that promotes effective and efficient health care.
- Manage and utilize resources in accordance with the relevant directives and legislation.

ENQUIRIES: Me P A Makoti Tel No: (058) 8535427
APPLICATIONS: applications to be send to: The Chief Executive Officer, Tokollo/Mafube Hospital Complex, Private Bag X8, Heilbron, 9650
FOR ATTENTION: Me P A Makoti

POST 05/187:  CHIEF ARTISAN REF NO: H/A/4

SALARY: R365 646 per annum (OSD)
CENTRE: Phekologong Hospital, Bethlehem
REQUIREMENTS:
- Relevant Trade Test Certificate. (A complete apprenticeship and proof of passing official trade test under the provisions of Section 13(2)(h) of the Manpower Training Act, 1981) or certificate issued under the provisions of Section 28 and 30 of the Manpower Training Act, 1981 as amended, or a certificate issued under the provisions of the repealed Section 27 of the Act referred to. Ten years' post-qualification experience as an Artisan/Artisan Foreman.
- 3-5 Years supervisory experience.
- Valid driver's license. N3 Certificate.
- Knowledge and Skills: None.

DUTIES:
- To manage all aspects of technical services, technical design, production, operation and maintenance activities in field, workshop and technical offices to ensure that effective maintenance programs are in place.
- Emergency power installations. Electrical Distribution systems. Standby power management. Fire warning systems. Steam energy services. Medical gas installations. Steam regulation systems. Clinical engineering services, gardening, machine room maintenance, support and oxygen and gas supply program. Bulk oxygen and cylinders are ordered in time.
- Plumbing, woodwork, air conditioning, Building, Electrical, Autoclave, Mechanical and Boiler maintenance. Cooling ventilation, console, type air conditioning units, industrial systems. Management of contracts and projects.
- Represent institution on all engineering related meetings and conferences. Ensure that the Division is managed in accordance with prescribed policies and regulations. Supervision of resources. Manage administrative and related, functions.
- Financial Management: People management. Maintain and advance expertise.

ENQUIRIES: Mr T A Mohaeka Tel No: (058) 3035123
APPLICATIONS: applications to be send to: The Chief Executive Officer, Phekologong Hospital, Private Bag X 1, Bethlehem, 9700
FOR ATTENTION: N Mofokeng

POST 05/188:  CHIEF ARTISAN REF NO: H/A/5

SALARY: R365 646 per annum (OSD)
CENTRE: Universitas Hospital, Bloemfontein
### REQUIREMENTS


### DUTIES

Manage technical services. Manage technical services and support on conjunction with Technicians/Artisans and associates in field, workshop and technical office activities. Ensure the promotion of safety in line with statutory and regulatory requirements. Provide inputs into existing technical manuals, standard drawings and procedures to incorporate new technology, and Ensure quality assurance in line with specifications. Manage administrative and related functions. Provide inputs into the budgeting process. Compile and submit reports as required. Provide and consolidate inputs to the technical operational plan. Update databases and Manage artisans and related personnel and assets. Financial Management, Control and monitor expenditure according to budget to ensure efficient cash flow management and Manage the commercial value add of the discipline-related activities and services. People management. Manage the development, motivation and utilization of human resources for the discipline to ensure competent knowledge base for the continued success of technical services according to organizational needs and requirements. Manage subordinates key performance areas by setting and monitoring performance standards and taking actions to correct deviations to achieve departmental objectives. Maintain and advance expertise. Continuous individual development to keep up with new technologies and procedures. Research/literature studies on technical/engineering technology to improve expertise. Liaise with relevant bodies/councils on technical/engineering-related.

### ENQUIRIES

**Mr H Hayward**  
Tel No: (051) 405 3715

### APPLICATIONS

Applications to be send to: The Chief Executive Officer, Universitias Hospital, Private Bag X20660, Bloemfontein, 9301 or hand delivered at Room 1103, HR Office, First Floor Universitias Hospital, Bloemfontein.

### FOR ATTENTION

Me Finger or Me Steenkamp

### POST 05/189

**CHIEF ARTISAN REF NO: H/A/2**

**SALARY**: R365 646 per annum (OSD)  
**CENTRE**: Boitumelo Hospital, Kroonstad

**REQUIREMENTS**: Relevant Trade Test Certificate. (A complete apprenticeship and proof of passing official trade test under the provisions of Section 13(2)(h) of the Manpower Training Act, 1981) or certificate issued under the provisions of Section 28 and 30 of the Manpower Training Act, 1981 as amended, or a certificate issued under the provisions of the repealed Section 27 of the Act referred to. Ten years' post-qualification experience as an Artisan/Artisan Foreman. 3-5 Years supervisory experience. Valid driver’s license. N3 Certificate. Knowledge and Skills: Good communication, writing and interpersonal skills.

**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 M L November Tel No: (056) 216 5200/5308

**APPLICATIONS**: applications to be send to: The Chief Executive Officer, Boitumelo Hospital, Private Bag X47, Kroonstad, 9500

**FOR ATTENTION**: Me M November

### POST 05/190

**PROFESSIONAL NURSE: PNA-4 REF NO: H/P/1**

**SALARY**: R362 559 per annum (OSD)  
**CENTRE**: Thabo Mofutsanyana District, Witsieshoek
**REQUIREMENTS**

Registration with the SANC as a Professional Nurse: Experience: A minimum of 20 years appropriate/recognizable experience in nursing after registration with the SANC as Professional Nurse. Proof of service record. Knowledge and Skills: Good communication skills. Ability to work under pressure. Good interpersonal relationships.

**DUTIES**

Ensure that a holistic nursing care services is delivered to patients in a cost effective, efficient and equitable manner by the Unit. Ensure compliance to professional and ethical practice. Demonstrate an in-depth understanding of nursing legislation and related legal and ethical nursing practices and how this impacts on service delivery. To ensure that a comprehensive nursing treatment and care service is delivered to patients in a cost effective, efficient and equitable manner by the Unit. Ensure clinical nursing practice by the nursing team (unit) in accordance with the scope of practice and nursing standards as determined by the relevant health facility. Ensure compliance to professional and ethical practice. Promote quality of nursing care as directed by the professional scope of practice and standards as determined by the relevant health facility. Demonstrate a basic understanding of Human Resources and financial policies and practices.

**ENQUIRIES**

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

**APPLICATIONS**

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

**FOR ATTENTION**

Mr Shabangu

**POST 05/191**

SENIOR STATE ACCOUNTANT REF NO: H/S/12

**SALARY**

R299 709 per annum. (Level 08)

**CENTRE**

Elizabeth Ross Hospital, Witsieshoek

**REQUIREMENTS**

A relevant National Diploma or Certificate with Accounting. Logis/ BAS training. 3-5 years’ relevant experience. Knowledge and Skills: NQF6/ National Diploma in Public Management/ Financial Management/ Economics will be added as an advantage. Extensive knowledge of Supply Chain Management in Public Sector. Understanding of PFMA, Treasury Regulations, PPPFA Act, BBEE Act, Competition Act, Promotion of access of information Act, SITA, 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 oriented, Commitment, Integrity, Loyal, Team Leadership. Presentation skills, Planning and Organizing.

**DUTIES**

Supervise the activities of the State Accounting Clerks/ Snr and State Accountants to contribute to the rendering of professional financial management service of example: Personal Development. Performance and management discipline. To render financial support services to the entire institution: Ensure that BAS Financial reports are drawn, analyzed and interpreted accordingly, ensure that there is even monthly expenditure and that expenditure goes against relevant and appropriate items. Provide management with monthly expenditure, Provide reports of financial Control Committee Meetings. To ensure proper planning and forecast of financial expenditure: Ensure that monthly financial projections are done to determine expected expenditure. Reconcile projected expenditure against actual expenditure. Allocated Budget to different budgetary items and ensure annual capturing. Allocate Budget to different Cost Centers, capture any adjustment accordingly, and manage shifting of funds. Manage commitments and ensure correct use of FORIPS. To ensure maximum revenue collection: Authorize receipts on the system, monitor monthly Balance-sheet, monitor daily banking and ensure compliance with internal control checklist.

**ENQUIRIES**

Mr N A Mashinini Tel No: (058) 718 4002

**APPLICATIONS**

applications to be send to: The Chief Executive Officer, Elizabeth Ross Hospital, Private Bag X804, Witsieshoek, 9866

**FOR ATTENTION**

Mr N A Mashinini

**POST 05/192**

ARTISAN FOREMAN: GRADE A REF NO: H/A/6 (X4 POSTS)

**SALARY**

R286 500 per annum (OSD)

**CENTRE**

Universitas Hospital, Bloemfontein
REQUIREMENTS: Relevant Trade Test Certificate. (A complete apprenticeship and proof of passing official trade test under the provisions of Section 13(2)(h) of the Manpower Training Act, 1981) or certificate issued under the provisions of Section 28 and 30 of the Manpower Training Act, 1981 as amended, or a certificate issued under the provisions of the repealed Section 27 of the Act referred to. Five years' post-qualification experience as an Artisan. Valid driver's license. N3 Certificate. Grade 12. Computer literacy. Must be able/willing to perform standby and after hour duties. Knowledge and Skills: Project management.

DUTIES: To manage all aspects of technical services, technical design, production, operation and maintenance activities in field, workshop and technical offices. Plan work to be performed. Execute inspections of buildings/equipment according to plan. Ensure that work is executed according to set standards and policies. Attend, supervise and monitor job requests in respect of physical repair and maintenance, including preventative maintenance of medical and operational equipment and the complete of job requests. Manage administrative and related functions: Record, supervise and monitor job request ((H24’s). Obtain quotations in respect of stock and materials. Complete PA1 Logis forms for request of equipment, tools and materials. PDMS. Implement equipment maintenance program. Financial Management: People management. Maintain and advance Expertise. Supervise and mentor subordinates. Perform administrative functions.

ENQUIRIES: Mr H Hayward, Tel No: (051) 405 3715
APPLICATIONS: applications to be send to: The Chief Executive Officer, Universitas Hospital, Private Bag X20660, Bloemfontein, 9301 or hand delivered at Room 1103, HR Office, First Floor Universitas Hospital, Bloemfontein.

FOR ATTENTION: Me Finger or Me Steenkamp

POST 05/193: ARTISAN FOREMAN; GRADE A: REF NO: H/A/3

SALARY: R286 500 per annum (OSD)
CENTRE: Parys Hospital, Parys
REQUIREMENTS: Relevant Trade Test Certificate. (A complete apprenticeship and proof of passing official trade test under the provisions of Section 13(2)(h) of the Manpower Training Act, 1981) or certificate issued under the provisions of Section 28 and 30 of the Manpower Training Act, 1981 as amended, or a certificate issued under the provisions of the repealed Section 27 of the Act referred to. Five years' post-qualification experience as an Artisan. Valid driver's license. N3 Certificate. Grade 12. Knowledge and Skills: Building safety programs and protocols. Knowledge of application machinery regulations. Previous experience in health environment. Ability communication issues in tactful manner.

DUTIES: To perform and/or supervise technical design, production, operation and maintenance services. Supervise and monitor the completion of job requests. Supervise and mentor subordinates. Perform administrative functions. Detailed key performance areas can be obtained from the contact person.

ENQUIRIES: Me M V Ramoliki Tel No: (056) 816 2114
APPLICATIONS: The Chief Executive Officer, Parys Hospital, Private Bag X5, Parys, 9585
FOR ATTENTION: Me M V Ramoliki

POST 05/194: CHIEF SECURITY OFFICER REF NO: H/S/7

SALARY: R242 475 per annum (Level 07)
CENTRE: Medpharm, Bloemfontein
REQUIREMENTS: Grade 12/NQF equivalent qualifications. Registration with PSIRA as Grade B, extensive experience in the security management field and procedures, valid EB driver’s license and must successfully obtain the security clearance conducted by the State Security Agency during the probationary period. (Note) no payment of any kind is required when applying for this post. Knowledge and Skills: Knowledge of the relevant Public Service Regulation Framework, security Regulations and Procedures. Able to write, read and communicate at least5 two of the three official languages applicable in the Free State. Ability to write the reports. Knowledge of CCTV surveillance and control room practice. Physically fit. Willingness to work long hours and available on 24 hours.
DUTIES : Manage the security services including the CCTV surveillance at the Medical Depot. Authorize leaves. Approve roosters and shift schedules. Monitor performance of security officials and determine the training needs. Allocate duties to the security officials and maintain discipline. Identify risks and threats to the security of the Medical Depot. Ensure effective patrolling of the building, parking areas and the perimeter. Conduct preliminary investigations on all reported incidences of security breaches. Gather information through interviews and obtaining physical evidence. Liaise constantly with the Security Manager of the Department and the South African Police Service around issues of concern relating to the security of the Medical Depot.

ENQUIRIES : Mr M M Khasu Tel No: (051) 408 1256, Mr T April Tel No: (051) 411 0546
APPLICATIONS : applications to be send to: The Chief Executive Officer, Medpharm, P O Box 7622 Bloemfontein, 9300
FOR ATTENTION : Mr T April

POST 05/195 : ARTISAN: GRADE A: REF NO: H/A/7

SALARY : R179 5230 per annum (OSD)
CENTRE : Universitas Hospital, Bloemfontein
REQUIREMENTS : Relevant Trade Test Certificate. (A complete apprenticeship and proof of passing official trade test under the provisions of Section 13(2)(h) of the Manpower Training Act, 1981) or certificate issued under the provisions of Section 28 and 30 of the Manpower Training Act, 1981 as amended, or a certificate issued under the provisions of the repealed Section 27 of the Act referred to. Five years’ post-qualification experience as an Artisan. Valid driver’s license. N2 Certificate. Grade 12. Computer literacy. Must be able/willing to perform standby and after hour duties. Knowledge and Skills: Project management.
DUTIES : To render technical design, production, operation and maintenance services. (Maintain, repair, test repair, service and quality assurance equipment and or facilities for technical faults according to schedule, standards and against specifications. Perform administrative related functions. Supervision of resources and ensure compliance to Health and Safety Act. Detailed key performance areas can be obtained from the contact person.

ENQUIRIES : Mr H Hayward Tel No: (051) 405 3715
APPLICATIONS : applications to be send to: The Chief Executive Officer, Universitas Hospital, Private Bag X20660, Bloemfontein, 9301 or hand delivered at Room 1103, HR Office, First Floor Universitas Hospital, Bloemfontein.
FOR ATTENTION : Me Finger or Me Steenkamp

POST 05/196 : PHARMACIST ASSISTANT: POST BASIC REF NO: H/P/2 (X3 POSTS)

SALARY : R196 218 per annum (OSD)
CENTRE : Medpharm, Bloemfontein
REQUIREMENTS : Registration with the SAPC as Pharmacist Assistant after completion of Post Basic. Experience: None after registration with the SAPC as Pharmacist’s Assistant (Post- Basic). Knowledge and Skills: 2 Years’ experience in stock management.
DUTIES : Assist with the distribution of pharmaceutical and consumable stock. Assist with the control of pharmacy stock: checking shelves, cleaning the shelves and stock, Monitoring the temperatures, maintenance of hygiene in stores, checking for expired stock, stock levels and stock cards. Receiving and unpacking of received stock. Picking and picking of pharmaceutical and consumable stock for distribution to institutions in the Free State.

ENQUIRIES : Mr Greef Tel No: (051) 411 0550, Me Mogamisi Tel No: (051) 411 0566
APPLICATIONS : applications to be send to: The Chief Executive Officer, Medpharm, P O Box 7622 Bloemfontein, 9300
FOR ATTENTION : Mr T April

DEPARTMENT OF PUBLIC WORKS AND INFRASTRUCTURE
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: Head: Public Works and Infrastructure, P.O Box 7551, Bloemfontein 9300 or Applications that are hand delivered must be brought to the Foyer of O.R Tambo House where they must be placed in the appropriately marked box at: Security Ground Floor, O.R Tambo House, St. Andrews Street, Bloemfontein.

CLOSING DATE: 22 February 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, driver's license, identity document and a C.V. (Separate application for every vacancy). Applicants are requested to complete the Z83 form properly and in full. 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 if no notification of appointment is received within 4 months of the closing date, they must accept that their application was unsuccessful.

OTHER POSTS:

POST 05/197: DEPUTY DIRECTOR: SUPPLY CHAIN MANAGEMENT: CONTRACT MANAGEMENT REF NO: PW18/12

SALARY: A basic salary of R697 011 per annum
CENTRE: Head Office (Bloemfontein)

DUTIES: Manage the functional operation of the Sub directorate: Supply Chain Contract Management. To manage the coordination, review and monitoring of contract compliance by determining whether products/services are delivered at the right time, of the right quantity, right products, right place, right conditions, right quality, and right price according to the contract. Mange the sub Directorate: Supply Chain Contract management and undertake all administrative functions required with regard to financial and HR administration. Management of Performance and development. Undertake Human Resources and other related administrative functions. Establish, implement and maintain efficient and effective communication arrangements. Develop and manage the operational plan of the Sub-directorate and report on progress as required. Develop, implement and maintain processes to ensure proper control of work. Compile and submit all required administrative reports. Serve on transverse task teams as required. Procurement and asset management of the sub directorate. Plan and allocate work and perform quality control of work delivered by employees.

ENQUIRIES: Mr. K Radebe: Director: SCM Tel No: 051 492 3902

POST 05/198: ASSISTANT DIRECTOR: SUPPLY CHAIN MANAGEMENT: CONTRACT MANAGEMENT REF NO: PW18/11 (X2 POSTS)

SALARY: A basic salary of R356 289 per annum
CENTRE: Head Office (Bloemfontein)
REQUIREMENTS: A relevant Tertiary qualification at NQF level 7. 3 years related contract management experience at supervisory level. Valid driver’s license. Knowledge of SCM and Treasury Regulations. Valid drivers license. Recommendations: Computer literacy, ability to work under pressure with minimal supervision and

**DUTIES**

To supervise monitor, analyses and determine actions to ensure proper contract administration. Administer variations to the contracts. Evaluate applications for price adjustments and invoke penalty clauses. Assess applications for variations, amendments and cancellations and develop proposals for approval. Undertake dispute resolution and ensure that all documentation is prepared and available to resolve disputes. Maintain proper relationship with suppliers within the code of ethics to ensure delivery of goods and services. Supervise, monitor contract compliance by determining whether products/services are delivered at the right time, of the right quantity, right products, right place, right quantity and right price according to the contract. Manage and Monitor supplier performance according to the contract and service level agreement.

**ENQUIRIES**

Mr. K Radebe Tel No: 051 492 3902