ANNEXURE U

PROVINCIAL ADMINISTRATION: FREE STATE
DEPARTMENT OF HEALTH

CLOSING DATE : 05 April 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 11/72 : MEDICAL SPECIALIST: GENERAL SURGERY: GRADE 1: REF NO: H/M/8
(Applicants might be required to enter into a commuted overtime contract.)

SALARY : R1 051 368 per annum (OSD)
CENTRE : Universitas Hospital, Bloemfontein
REQUIREMENTS : Registration with HPCSA as Medical Specialist in a normal specialty. Experience: Grade 1: none after registration with HPCSA in a normal specialty. Knowledge and Skills: ACLS, ATLS, APLS.
DUTIES : Clinical service delivery. Medical administration and management. Teaching, training and research. The candidate will also have to participate in outreach activities and commuted overtime. Maintain quality assurance standards.

ENQUIRIES : Dr R Nathan Tel No: (051) 405 3496
APPLICATIONS : applications to be send to: The Chief Executive Officer, Universitas Hospital, Private Bag X20660, Bloemfontein 9300 or hand delivered at HR Offices, Room 1115, 1St Floor Universitas Hospital, 1 Logeman Street, Universitas, Bloemfontein FOR ATTENTION : Me A Lombard

POST 11/73 : REGISTRAR (X28 POSTS)

SALARY : R780 612 per annum (OSD). (Applicants might be required to enter into a commuted overtime contract.)
CENTRE : Universitas Hospital, Bloemfontein:
Internal Medicine Ref No: H/R/1 (X6 Posts)
Obstetrics & Gynaecology Ref No: H/R/2 (X1 Post)
Paediatrics Ref No: H/R/3 (X3 Posts)
Onology Ref No: H/R/4 (X1 Post)
Neurosurgery Ref No H/R/5 (X3 Posts)
Orthopaedics Ref No: H/R/6 (X2 Posts)
Anaesthesiology Ref No: H/R/7 (X5 Posts)
General Surgery Ref No: H/R/8 (X2 Posts)
Otorhinolaryngology Ref No: H/R/9
Diagnostic Radiology Ref No: H/R/10 (X1 Post)
Psychiatry Ref No: H/R/11 (X1 Post)
Dermatology Ref No: H/R/12 (X2 Posts)

REQUIREMENTS:
MBChB or equivalent degree. Valid registration with the Health Professions Council of South Africa (HPCSA) as an Independent Practitioner. At least more than 1-year post community service experience, preferably in a Free State Hospital. Valid driver’s license. South African citizen. Knowledge and Skills: Additional qualification e.g Primaries, Certificates or Diplomas relevant to the field, ACLS, ATLS, APLS, BSS etc. Experience in related field.

DUTIES:
Service delivery to inpatients, outpatients, day patients and emergencies. Teaching and training. Conduct research. Must perform commuted overtime and medical administration. Perform outreach.

ENQUIRIES:
Dr R Nathan Tel No: (051) 405 3496

APPLICATIONS:
The Chief Executive Officer, Universitas Hospital, Private Bag X20660, Bloemfontein 9300 or hand delivered at HR Offices, Room 1115, 1st Floor Universitas Hospital, 1 Logeman Street, Universitas, Bloemfontein

FOR ATTENTION:
Me A Lombard

POST 11/74:
ASSISTANT MANAGER NURSING: PNB-4 REF NO: H/A/17

SALARY:
R581 826 per annum (OSD)

CENTRE:
Thabo Mofutsanyana District, Witsieshoek

REQUIREMENTS:
Bachelor’s degree or equivalent qualification. Registration with the SANC as Professional Nurse plus a post-basic nursing qualification with a duration of at least 1 year in curative skills in Primary Health Care accredited with SANC. A minimum of 10 years appropriate/recognizable experience in nursing after registration with SANC as a Prof Nurse. At least 6 years of the period referred to above must be appropriate / recognizable experience (in curative skills in PHC) and at least 3 years must be appropriate / recognizable experience at Management Level. Knowledge and Skills: Ability and willingness to work beyond normal working hours and under pressure. Ability to implement and manage change. Good written and verbal communication skills. Good inter personal relations.

DUTIES:
Responsible for administrative functions as well as functions pertaining to quality of Primary Health Care Services in the sub-district. Responsible for overall management of coordination of PHC services. Establish and implement quality improvement initiative and related PHC programs. Cost effectively manage resources. Facilitate and implement policies, directives and standards relevant to service provision. Control PHC cost center. Address and handle concerns of PHC cost services. Responsible for identification, management and monitoring of all nursing risks that may cause harm/put live of patient in danger.

ENQUIRIES:
Me M C Ramokotjo, Tel No: (058) 7130515 ext. 148

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 11/75:
ASSISTANT MANAGER NURSING: PNB-4 REF NO: H/A/25

SALARY:
R581 826 per annum (OSD)

CENTRE:
Maluti-A-Phofung, Thabo Mofutsanyana District, Witsieshoek

REQUIREMENTS:
Bachelor’s degree or equivalent qualification. Registration with the SANC as Professional Nurse plus a post-basic nursing qualification with a duration of at least 1 year in curative skills in Primary Health Care accredited with SANC. A minimum of 10 years appropriate/recognizable experience in nursing after registration with SANC as a Prof Nurse. At least 6 years of the period referred to above must be appropriate / recognizable experience after obtaining the 1-year post – basic
qualification in curative skills in PHC and at least 3 years of the period referred to above, must be appropriate / recognizable experience at Management Level. Valid driver’s license. Knowledge and Skills: Ability and willingness to work beyond normal working hours and under pressure. Ability to implement and manage change. Good written and verbal communication skills. Good inter personal relations.

**DUTIES**

Responsible for administrative functions as well as functions pertaining to quality of Primary Health Care Services in the sub-district. Responsible for overall management of coordination of PHC services. Establish and implement quality improvement initiative and related PHC programs. Cost effectively manage resources. Facilitate and implement policies, directives and standards relevant to service provision. Control PHC cost center. Address and handle concerns of PHC cost services. Responsible for identification, management and monitoring of all nursing risks that may cause harm/put life of patient in danger.

**ENQUIRIES**

Me M C Ramokotjo Tel No: (058) 7130515 ext. 148

**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 11/76**

ASSISTANT MANAGER NURSING PNA-7: CUSTOMER CARE: REF NO: H/A/20

**SALARY**

R532 449 per annum (OSD)

**CENTRE**

Provincial Specialist and Standard Compliance Unit: Corporate Office

**REQUIREMENTS**

Diploma/degree in nursing or equivalent qualification that allows registration with the South African Nursing Council as a Professional Nurse. Degree/diploma in Nursing Administration will be an added advantage. A minimum of 8 years appropriate/recognizable experience in nursing after registration as Professional Nurse with the SANC in General Nursing. At least three (3) years of the period referred to above must be appropriate/recognizable experience at operational management level. (Customer care and /or adverse events management). Current registration with South Africa Nursing Council. Motor vehicle license. Knowledge and Skills: Knowledge and understanding of OHSC regulations, policies and acts. Computer literacy i.e. (Ms. Word, Excell, Power Point). Ability to work independently and in a multi-disciplinary team context. Ability to communicate difficult issues with complainants. Analytic thinking, independent decision making and problem solving skills. Responsive and proactive with flexible approach. Good co-ordination and planning skills.

**DUTIES**

Oversight of health facilities compliance with patient safety reporting and investigations and management and finalization of complaints. Provide assistance, support to the provincial complaints and adverse events call center and operational management of the unit. Develop and monitor policy implementation within all facilities Directs and assist in preparing reports and statistics for the relevant corporate oversight committees. Interact with relevant managers, doctor’s nurses and other relevant stakeholders to provide information, resolve complaints and adverse incidents and identify new opportunities to improve quality and customer satisfaction and reduce costs. Develop and monitor coordination of patient safety incident management and complaints management programs in all facilities in the province. Do critical assessments for compliance with national and professional standards where necessary in support of facility self-assessments and licensing processes. Plan and facilitate relevant in-service training on complaints and patient safety incident management including clinical risk management. Make recommendations regarding investigation and finalization of incidents and complaints.

**ENQUIRIES**

Dr M G Schoon Tel No: (051) 4081708/9

**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 11/77

**Assistant Manager: Nursing PNA-7: Infection Prevention and Control**

**Ref No:** H/A/21

**Salary:** R532 449 per annum (OSD)

**Centre:** Provincial Specialist and Standard Compliance Unit; Corporate Office

**Requirements:**
- Diploma/degree in nursing or equivalent qualification that allows registration with the South African Nursing Council as a Professional Nurse. Degree/diploma in Nursing Administration will be an added advantage. A minimum of eight (8) years appropriate/recognizable experience in nursing after registration as Professional Nurse with the SANC in General Nursing. At least three (3) years of the period referred to above must be appropriate/recognizable experience at management level. (Infection Prevention and Control). Qualification in infection control. Current registration with South Africa Nursing Council. Knowledge and understanding of OHS regulations, policies and acts. Computer literacy i.e. (Ms.Word, Excel, Power Point). Motor vehicle license. Knowledge and Skills: Ability to work independently and in a multi-disciplinary team context. Analytic thinking, independent decision making and problem solving skills. Responsive and proactive with flexible approach. Good co-ordination and planning skills.

**Duties:**
- Oversight of health facilities compliance with infection prevention and control and antimicrobial stewardship and make recommendations to the provincial management. Support Quality Assurance and initiatives by means of monitoring the implementation and adherence to National and Provincial Infection Prevention Control (IPC) policies and Core Standards. Develop and monitor policy implementation within all facilities. Directs and assist in preparing reports and statistics for the relevant corporate oversight committees. Interact with relevant managers, doctor's nurses and other relevant stakeholders to provide information, resolve infection control problems and identify new opportunities to improve service and reduce costs. Develop and monitor coordination of infection prevention and control programs in all facilities in the province. Do critical assessments for compliance with national and professional standards where necessary in support of facility self-assessments and licensing processes. Plan and facilitate relevant in-service training in infection control and risk management. Make recommendations regarding construction, renovation and environmental assessments on infection prevention and control.

**Enquiries:** Dr M G Schoon Tel No: (051) 4081708/9

**Applications:** The Director, HRM and Planning, PO Box 227, Bloemfontein, 9300 or hand delivered @ Entrance, Bophelo House, Cnr Charlotte Maxeke and Harvey Roads, Bloemfontein

### POST 11/78

**Operational Manager: Specialty: PNB-3**

**Ref No:** H/O/3

**Salary:** R532 449 per annum (OSD)

**Centre:** Fezi Ngubentombi Hospital, Sasolburg

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

**Duties:**
- Ensure that comprehensive nursing treatment and care is delivered to patients in a cost effective, efficient and equitable manner by the Specialty Units. Ensure compliance to professional and ethical practice. Coordination of optimal holistic specialized nursing care provided within the set standard and professional /legal framework. Provision of effective support Nursing Services. Coordination of provision of effective training and research. Maintain professional growth/ethical standard and self-development. Manage effectively the utilization and supervision of human resources. Ensure the implementation of Child Health Programs. Provide
holistic nursing care to National Core Standard and Ten Point Plan. Management of assets. Identify, manage and control risks. Skills of report writing and data management. Provide relevant health information to health care users to assist in achieving optimal health care rehabilitation.

ENQUIRIES : Me N M Mokoena Tel No: (016) 970 9420
APPLICATIONS : The Chief Executive Officer, Fezi Ngubentombi Hospital, Private Bag X2017, Sasolburg, 1947
FOR ATTENTION : Me S M Mokadi
POST 11/79 : OPERATIONAL MANAGER: PNB-3 REF NO: H/O (X9 POSTS)

SALARY : R532 449 per annum (OSD)
CENTRE : Thabo Mofutsanyana District, Witsieshoek (Maluti-A-Phofung La Clinics)
REQUIREMENTS : Registration with the SANC as Professional Nurse plus a post-basic nursing qualification with a duration of at least 1 year in Curative Skills in Primary Health Care, 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. Valid driver’s license. Knowledge and Skills: Appropriate Bachelor’s Degree/Diploma as well as Nursing Management will be an added advantage. Ability to work under pressure. Ability to implement and manage change. Good verbal and written communication skills. Confidentiality. Good interpersonal relations.

DUTIES : Ensure that a holistic 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 Care Service, contributing towards the District targets and objectives. Manage all non-patient related programmes within the facility to ensure an effective and efficient administration system and well-informed community. Manage all resources allocated to the facility to ensure a cost effective PHC service. Management, qualification skills and experience. Attend relevant meetings and training. Arrange training for subordinates where necessary. Control leave of clinic personnel. Management of official’s arrival, lunch and departure time (Time Management).

ENQUIRIES : Me M C Ramokotjo Tel No: (058) 7130515 ext. 148
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 11/80 : OPERATIONAL MANAGER: PNB-3: MATERNITY UNIT REF NO: H/O/10

SALARY : R532 449 per annum (OSD)
CENTRE : Botshabelo Hospital, Botshabelo
REQUIREMENTS : Registration with the SANC as Professional Nurse plus a post-basic nursing qualification with a duration of at least 1 year in Advanced Midwifery and Neonatology, 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. Valid driver’s license. Knowledge and Skills: Valid driver’s license. Experience in National Core Standards and Management of information. Good interpersonal and communication skills. Computer literacy.

DUTIES : Provision of optimal, holistic specialized nursing care with set standards and within a professional/ legal framework. Effective utilization of resources (Human and material). Participation with training and research. Provision of support to nursing services, Maintain professional growth/ethical standards and self-development. Overall management of Maternity Unit within the hospital setup. Manage patients according to National Core Standards and Scope of Nursing Practice. Formulate and develop operational policies and guidelines and operational plans. Cooperate, liaise and communicate with all stakeholders.

ENQUIRIES : Me H H Mofokeng Tel No: (051) 533 0211
APPLICATIONS: The Chief Executive Officer, Botshabelo Hospital, Private Bag X527, Botshabelo, 9781
FOR ATTENTION: Me Z A Yawathe
POST 11/81: OPERATIONAL MANAGER: PNB-3 REF NO: H/O/9
SALARY: R532 449 per annum (OSD)
CENTRE: Thebe Hospital, Harrismith
REQUIREMENTS: Registration with the SANC as Professional Nurse plus a post-basic nursing qualification with a duration of at least 1 year in Advance Midwifery, 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. Knowledge and Skills: Registration with the SANC.
DUTIES: Provide holistic nursing care to patients in a specialty unit in a cost effective, efficient and equitable manner. Coordination of optimal, holistic specialized nursing care provided within the set standards and professional/legal framework. Manage effectively the utilization and supervision of resources. Coordination of the provision of effective training and research. Provision of effective support to nursing services. Maintain professional growth/ethical standards and self-development. Detailed key performance areas can be obtained from the contact person.
ENQUIRIES: Sr. P P Twala Tel No: (051) 8739800
APPLICATIONS: The Chief Executive Officer, Thebe Hospital, Private Bag x 871, Harrismith, 9830
FOR ATTENTION: Mr S S Mofokeng
POST 11/82: ASSISTANT DIRECTOR: NURSING: PNA -7: (MATERNAL AND PERINATAL HEALTH) REF NO: H/A/22
SALARY: R532 449 per annum (OSD)
CENTRE: MNCWH & Youth Health; Corporate Office
REQUIREMENTS: Degree/Diploma in Nursing and Midwifery, current registration with the South African Nursing Council (attach proof). A minimum of 8 years appropriate/recognizable experience in nursing after registration with the SANC as Professional Nurse in General Nursing and Midwifery. At least 3 years of the period referred to above must be appropriate/ recognizable experience at management level. A valid driver's license. Knowledge And Skills: Experience in maternal health. Post graduate diploma in Health Management.
ENQUIRIES: Ms L.P. Mangoeiane Tel No: (051) 408 1177
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 11/83: OPERATIONAL MANAGER: PNB-3 REF NO: H/O/6
SALARY: R532 449 per annum (OSD)
CENTRE: Mangaung Metro District
REQUIREMENTS: Registration with the SANC as Professional Nurse plus a post-basic Clinical Health Science Speciality 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. Valid driver's license. Knowledge and Skills: Good communication and interpersonal skills. Knowledge of key priority
health programs. Knowledge and understanding of National Core Standards and Ideal clinic realization program. Strong management and leadership skills. Computer literacy.

**DUTIES**: Provide holistic nursing care to patients at a cost effective, efficient and equitable manner. Provide and monitor clinical health science practices and mentoring. Manage and implement quality assurance program and attainment of quality standards of the facility for service delivery. Monitor data and manage information to improve on performance indicators. Apply knowledge of human, finance and information resources and related policies.

**ENQUIRIES**: Me N J Ramarou-Makholi Tel No: (051) 447 2197

**APPLICATIONS**: The District Manager, Mangaung Metro, PO Box 441, Bloemfontein, 9300 or hand deliver @ FSPC Complex, No 4 President Brand Street, Bloemfontein

**FOR ATTENTION**: Mr T A Mokoqo

**POST 11/84**: ASSISTANT DIRECTOR: ENVIRONMENTAL HEALTH: GRADE 1: WASTE MANAGEMENT REF NO: H/A/18

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

**CENTRE**: Health Support; Corporate Office

**REQUIREMENTS**: B Tech or BSc in Environmental Health. Registration with the (HPCSA) as Environmental Health Practitioner. A minimum of 3 year’s appropriate experience after registration with HPCSA as Environmental Health Practitioner. Valid driver’s license. Risk waste contract management. Appropriate experience in Health Care. Knowledge and Skills: Extensive knowledge in Environmental Health field (at least 10 years’) after registration with the HPCSA in the relevant profession.

**DUTIES**: Develop, monitor and evaluate the implementation of policies, guideline, systems, procedures and operational plans. Providing professional, technical and management support for the provision of quality health care services to internal and external clients. Ensuring effective and efficient resource management. Manage and mitigate health care waste risks. Maintain sound financial and supply chain management discipline. Establish, attend and or convene provincial forums that seek to further the aims of waste management and green economy in the province. Monitor waste management service in the province. Analyze, utilize and manage waste management information for decision making.

**ENQUIRIES**: Mr J M Mokgatle Tel No: (051) 408 1540/1541/1422

**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 11/85**: ASSISTANT DIRECTOR: ENVIRONMENTAL HEALTH: GRADE 1: FOOD CONTROL REF NO: H/A/19

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

**CENTRE**: Health Support; Corporate Office

**REQUIREMENTS**: B Tech or BSc in Environmental Health. Registration with the (HPCSA) as Environmental Health Practitioner. A minimum of 3 year’s appropriate experience after registration with HPCSA as Environmental Health Practitioner. Appropriate experience in Food Safety. Valid driver’s license. Risk waste contract management. Knowledge and Skills: Extensive knowledge in Environmental Health field (at least 10 years’) after registration with the HPCSA in the relevant profession.

**DUTIES**: Develop, monitor and evaluate the implementation of policies, guideline, systems, procedures and operational plans. Providing professional, technical and management support for the provision of quality health care services to internal and external clients. Ensuring compliance to Foodstuffs Cosmetics and Disinfectant’s Act, 1972(Act 54 of 1972) and related Regulations. Facilitate the investigation of all food quality and safety related complaints received from consumers and introduce appropriate remedial measures. Maintain sound financial and supply chain management discipline. Establish, attend and or convene provincial forums that seek to further the aims of food safety in the province.
province. Analyzing, utilizing, and managing food safety information for decision making.

**ENQUIRIES**: Mr J M Mokgatle, Tel No: (051) 408 1540/1541/1422

**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**: Mr J M Mokgatle

**POST 11/86**: OPERATIONAL MANAGER: PN-A5 REF NO: H/O/4

**SALARY**: R420 318 per annum (OSD)

**CENTRE**: Nketoana Hospital, Reitz

**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. Recommendations: Good communication and interpersonal relations. Ability to function with the multidisciplinary team.

**DUTIES**: Demonstrate an in depth understanding of nursing legislation and related legal and ethical nursing practices and how this impacts on service delivery. Ensure clinical nursing practice by the nursing team (unit) in accordance with the scope of practice and nursing standards as determined by the relevant health facility. Promote quality of nursing care as directed by the professional scope of practice and standards as determined by the relevant health facility. Demonstrate a basic understanding of HR and financial policies and practices.

**ENQUIRIES**: Me H van Coller Tel No: (058) 863 2806

**APPLICATIONS**: The Chief Executive Officer, Nketoana Hospital Private Bag X5, Reitz, 9810

**FOR ATTENTION**: Mr. P P Radebe

**POST 11/87**: CLINICAL PROGRAM COORDINATOR: PNA-5: INFECTION PREVENTION AND CONTROL REF NO: H/C/20

**SALARY**: R420 318 per annum (OSD)

**CENTRE**: Phekologong Hospital, Bethlehem


**DUTIES**: Conduct Infection Prevention and Control training to all categories of personnel, especially with matters that relate to their work environment. Collates data regarding hospital acquired in any given month in order to ensure that it remains below national norm. Develop strategies aimed at preventing and maintaining the rate of hospital acquired infections as informed by identified micro-organisms and their mode of spread e.g. contamination, droplet (air-borne). Monitors environmental hygiene and works (newly CCSD Operator) where applicable in close collaboration with the house-keeping services to ensure adherence to proper cleaning techniques at all times. Monitors frequent changing of air filters by technical services, at least six monthly intervals and keep proper record thereof. Organize campaigns that are aimed at improving the knowledge and skills of personnel with regard to infection prevention and control e.g. hand wash, wound dressing etc. Conduct spot checks/unannounced visits in the departments to ensure that safe infection prevention and control practices are adhered to and upheld at all times during encounters with patients e.g. observing the aseptic technique during performance of invasive procedures. Interacts with stakeholders (external0, which are mainly concerned with introduction of the latest equipment, material or methods of infection prevention and control. Development, implementation and reviewing of policies related to infection prevention and control. Orientation and induction on infection prevention and control to all newly appointed personnel so that they are acquainted with the organizational culture of the institution. Develop quality improvement projects as informed by challenges identified that would
otherwise post threat to the well-being of the beneficiaries of the service. Acts on advisory capacity to hospital management about the latest developments in field of infection prevention and control and improved methods of embarking upon activities with resultant better outcomes.

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

POST 11/88 : OPERATIONAL MANAGER: PN-A5 REF NO: H/O/4

SALARY : R420 318 per annum (OSD)
CENTRE : Nketoana Hospital, Reitz
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. Knowledge and Skills: Good communication and interpersonal relations. Ability to function with the multidisciplinary team.

DUTIES : Demonstrate an in depth understanding of nursing legislation and related legal and ethical nursing practices and how this impacts on service delivery. Ensure clinical nursing practice by the nursing team (unit) in accordance with the scope of practice and nursing standards as determined by the relevant health facility. Promote quality of nursing care as directed by the professional scope of practice and standards as determined by the relevant health facility. Demonstrate a basic understanding of HR and financial policies and practices.

ENQUIRIES : Me H van Coller Tel No: (058) 863 2806
APPLICATIONS : The Chief Executive Officer, Nketoana Hospital, Private Bag X5, Reitz, 9810
FOR ATTENTION : Mr. P P Radebe

POST 11/89 : CLINICAL PROGRAM COORDINATOR; PNA-5: NUTRITION AND CHILD HEALTH REF NO: H/C18

SALARY : R420 318 per annum (OSD)
CENTRE : Mncwh & Youth Health; Corporate Office
REQUIREMENTS : Diploma/degree in nursing. A minimum of 7 years appropriate/recognizable experience in nursing after registration as Professional Nurse with the SANC in General Nursing. Proof of current registration with the South African Nursing Council. A valid driver's license. Knowledge and Skills: Experience in Expanded Program on Immunization (EPI) and EPI disease Surveillance

DUTIES : Facilitate and oversee surveillance for immunization preventable diseases (AFP, Measles, neonatal tetanus). Utilize information technology and other management information systems to enhance disease surveillance. Manage and utilize resources in accordance with relevant directive and legislation. Establish, maintain and participate in inter – professional and multidisciplinary teamwork that promotes an effective and effective EPI disease surveillance system. Manage, analyze and interpret data and take appropriate measures to address identified challenges. Provide professional and technical support in the management of disease outbreaks. Maintain standards and norms of nursing practice to promote EPI disease surveillance.

ENQUIRIES : Ms L.P. Mangoejane Tel No: (051) 408 1177
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 11/90 : CLINICAL PROGRAM CO-ORDINATOR: PNA-5 REF NO: H/C19

SALARY : R420 318 per annum (OSD)
CENTRE : Mangaung Metro District
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. Valid driver's license
(code EB 8). Recommendations: Ability to work under pressure and meet
deadlines. Community participation and liaison qualities. Ability to implement and
manage change. Good written and verbal communication. Good interpersonal
relations.

**DUTIES**
Strengthen local communities and civil society for the implementation of primary
health care services. Monitor and support implementation of health programs
including HIV/AIDS and TB within the local communities in the District. Mapping of
NPO core business, geographical location, integration and management. Collect,
collate and analyzes data from funded NGO’s and reporting. Monitor integration
through proper coordination and collaboration with civil society and other NGO’s.
Monitor implementation and adherence of sound procurement processes, financial
and human resource management.

**ENQUIRIES**
Me N J Ramarou-Makhoali Tel No: (051) 447 2197

**APPLICATIONS**
The District Manager, Mangaung Metro, PO Box 441, Bloemfontein, 9300 or hand
deliver @ FSPC Complex, No 4 President Brand Street, Bloemfontein

**FOR ATTENTION**
Mr T A Mokoqo

**POST 11/91**
**CLINICAL HEALTH PRACTITIONER: (PNB-1) REF NO: H/C/15**

**SALARY**
R362 559 per annum (OSD)

**CENTRE**
Tswaraganang Clinic, Dealesville: Lejweleputswa District

**REQUIREMENTS**
Registration with the South African Nursing Council (SANC) as Professional Nurse
plus a post-basic nursing qualification with a duration of at least 1 year, accredited
with SANC in Clinical Nursing Science, Health Assessment and Care. A minimum
of 4 years appropriate/recognizable experience in nursing after registration with
SANC as a Prof Nurse. SANC receipt to practice for the current year. Valid driver’s
license. 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**
Provision of optimal, holistic specialized nursing care with standards and within a
professional/ legal framework. Effective utilization of resources. Participation in
training and research. Provision of Support to Nursing Services. Maintain a
professional growth / ethical standards and self-development. Detailed Key
Performance Areas can be obtained from the contact person.

**ENQUIRIES**
Me T V M Motsalane Tel No: (057) 910 3200/3222

**APPLICATIONS**
The District Manager, Lejweleputswa District, Private Bag X15, Welkom, 9460

**FOR ATTENTION**
Mr L Bester

**POST 11/92**
**OPERATIONAL MANAGER: PNB-1: MATERNITY UNIT REF NO: H/O/11**

**SALARY**
R362 559 per annum (OSD)

**CENTRE**
Botshabelo Hospital, Botshabelo

**REQUIREMENTS**
Registration with the South African Nursing Council (SANC) as Professional Nurse
plus a post-basic nursing qualification with a duration of at least 1-year Midwifery
and Neonatology, accredited with SANC. A minimum of 4 years appropriate/recognizable experience in nursing after registration with SANC as a
Prof Nurse. Knowledge and Skills: an additional post basic qualification of one
year duration. Knowledge of the management of people, finance and conflict
management. Computer literacy. Must be willing to work shifts. Ability to provide
holistic nursing care.

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

**ENQUIRIES**
Me H H Mofokeng Tel No: (051) 533 0211

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

**FOR ATTENTION**
Mr K J Molise
POST 11/93

ASSISTANT DIRECTOR: MONITORING AND EVALUATION REF NO: H/M/6
(This is re-advertisement, all applicants who previously applied must re-apply)

SALARY : R356 289 per annum. (Level 09)
CENTRE : Planning and Performance Oversight, Provincial Office, Bloemfontein
REQUIREMENTS : National Diploma/Bachelor’s Degree in Management Sciences, Health Sciences or Social Sciences. 3-5 Years’ functional experience of which 2 years’ must be on supervisory level in the health sector public service management, M&E, Quality Assurance. Proven working knowledge on the area of M&E and / or planning. Understanding of Government planning and reporting framework and prescripts. Facilitation skills, Leadership and supervisory skills, Report Writing Skills, Analytical skills (related to health information), Problem solving skills. Presentation Skills. Computer skills (Word, Excel and Power Point). A Valid Driver's License. Preparedness to travel within the Free State Province and Nationally.

DUTIES : Develop and implement the Department’s Monitoring and Evaluation Policy and or implementation strategy (in line with national, provincial and or District frameworks). Develop the Department's Monitoring and Evaluation Reporting format (inclusive of reporting time-frames) in line with the Department's Annual Performance Plan as well as the Annual Report Framework of the Department. Ensure that the capacity of the Department on matters related to monitoring and evaluation (of non –financial performance) is improved continuously. This includes the provision of information sessions and/or advice to manager and senior managers, inclusive of resource/ verification of documents as required by the Auditor General. Undertake monitoring exercises in Health Programmes, Districts and Facilities. Monitor and report on the performance of the Department and conduct performance investigations in the Department. Participate in the relevant National and/or Provincial meetings related to M&E. Participate in conducting programme evaluations in line with the Department’s Evaluation Plans. Participate in and contribute to Municipal Integrated Development Plans.

ENQUIRIES : Mr,BJ Oliphant Tel No: (051) 408 1445
APPLICATIONS : The Director: HRM and Planning, PO Box 227 Bloemfontein 9300 or hand delivered @ entrance, Bophelo House Cnr Charlotte Maxeke and Harvey Road Bloemfontein, 9300
FOR ATTENTION : Ms NP Mpu

POST 11/94

ASSISTANT DIRECTOR: ADMIN: REF NO: H/A/14

SALARY : R356 289 per annum (Level 09)
CENTRE : Phekologong Hospital, Bethlehem
REQUIREMENTS : An appropriate three-year Degree/Diploma with extensive appropriate administrative and management experience. 3-5 Years’ relevant functional experience of which 2 years’ must be on supervisory level in the Public Sector. Knowledge And Skills: Computer literate. Good interpersonal relation skills. Ability to work under pressure. Training on PERSAL, LOGIS and BAS.

DUTIES : Manage and co-ordinate human resource administration matters within the Department to contribute to the rendering of a professional human resource management service. Ensure the successful implementation of relevant departmental/public service policies. Prepare and consolidate reports on personnel administration issues. Inform, guide and advice Department/personnel on Human Resource Administration matters to enhance the correct implementation of personnel administration practices/policies. Management of Human Resources which include, inter alia: Training and development of official, Performance Management, work allocation. Approve transactions on Persal according to delegations. (Act as Persal Controller, if appointed. Be part of Executive Management of the complex, responsible for administration and finance, namely: Supply Chain Management, Admissions and Revenue, Human Resources Sub-division, Security Services, Mortuary, Porters, Technical Services, Housekeeping, Food Service Aid and Laundry, Risk Assessment and Monitoring, National Core Standards and monitoring. Ensure an effective and cost effective staff development programme in line with the business plan of the Institution. Provide strategic leadership in Employment relations in terms of existing departmental and national precripts or execute management functions and tasks
in support of Executive Management. Implement and ensure appropriate systems and policies for effective, efficient and economic management of resources. Ensure efficient HR Management. Provide operational support services in the hospital. Ensure sound financial management of the Hospital. Act as Secretary of the Hospital Board. Management of staff.

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

POST 11/95: ASSISTANT DIRECTOR: AMIN REF NO: H/A/24

SALARY: R356 289 per annum. (Level 09)
CENTRE: Dr J S Moroka Hospital, Selosesha
REQUIREMENTS: An appropriate three-year Degree/Diploma with extensive appropriate administrative and management experience. 3-5 Years’ relevant functional experience of which 2 years’ must be on supervisory level in the Public Sector. Knowledge and Skills: Computer literate. Good interpersonal relation skills. Ability to work under pressure. Training on PERSAL, LOGIS and BAS.

DUTIES: Manage and co-ordinate Human Resource, Finance, Auxiliary Services and Supply Chain Management administration matters within the Institution to contribute to the rendering of a professional human resource management service. Ensure the successful implementation of relevant departmental/public service policies on matters related to Human Resource, Finance, Auxiliary Services and Supply Chain Management to adhere to the relevant prescripts/legislation. Prepare and consolidate reports on administration issues. Inform, guide and advice personnel on Administration matters to enhance the correct implementation of personnel administration practices/policies. Management of HRM which include, inter alia: Training and development of officials. Performance Management and work allocation. Manage Labour Relation Issues. Provide inputs on the development/amendments of administration policies and practices. Supervise the Skills Development practices and national Core Standards. Authorise transactions on Persal, LOGIS and BAS.

ENQUIRIES: Mr M D Makgisa Tel No: (051) 8739800
APPLICATIONS: The Chief Executive Officer, J S Moroka Hospital, Private Bag X707, Selosesha, 9785
FOR ATTENTION: Mr G J Molokoane

POST 11/96: OCCUPATIONAL THERAPIST: GRADE 2 REF NO: H/O/5

SALARY: R352 707 per annum (OSD)
CENTRE: Vocational Evaluation and Rehabilitation
REQUIREMENTS: Registration with the HPCSA as an Occupational Therapist. Experience: Minimum of 10 years’ relevant experience after registration with the HPCSA as an Occupational Therapist in respect of South African qualified employees who performed Community Service, as required in South Africa. Minimum of 11 years’ relevant experience after registration with the HPCSA as an Occupational Therapist in respect of foreign qualified employees, of whom it is not required to perform Community Service, as required in South Africa.

DUTIES: Evaluation and treatment of patients: Screening and assessment of an official’s ability to work to determine the need for further intervention. Manage work placements. Improve the fit between the worker, the work environment and the job requirements. Work modification/redesign (ergonomics) and prevent work related injuries in the workplace. Design and implement work hardening programmes. Attendance of team meetings. Supervision of Occupational Therapy students. Executing of administrative tasks related to area and patients. Care and maintenance of equipment and consumable stock.

ENQUIRIES: Me C Vrey Tel No: (051) 408 1533
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
ARTISAN FOREMAN: GRADE A: PRODUCTION: (AIR CONDITIONING) REF NO: H/A/16

**SALARY**: R286 500 - R326 055 per annum (OSD)

**CENTRE**: Pelonomi Hospital, Bloemfontein

**REQUIREMENTS**: Relevant Trade Test Certificate in Air Conditioning or Refrigeration. (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 Electrician with experience in HVAC and Refrigeration/Millwright with HVAC and refrigeration experience. Five years’ post-qualification experience as an Artisan. Valid driver's license. N3 Certificate. Grade 12. Must be able/willing to perform standby and after hour duties. Knowledge and Skills: Supervisory experience.

**DUTIES**: To perform and/or supervise technical design, production, operation and maintenance services. Execute inspections of buildings/equipment according to program. Ensure that work is executed according to set standards and policies. Repair broken equipment. Supervise, attend to and monitor the completion of job requests (H 24) in respect of physical repair and maintenance, including preventative maintenance of medical and operational equipment. Supervise and mentor subordinates. PDMS. Training and Development. Perform administrative functions. Planning of work to be performed. Implement equipment maintenance program. Obtain quotations in respect of stock and materials. Complete PA-1 Logis forms for request of equipment, tool and materials. Detailed key performance areas can be obtained from the contact person.

**ENQUIRIES**: Mr M R Shilling Tel No: (051) 405 1227

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

**FOR ATTENTION**: Mr L B Aaron

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MONITORING AND EVALUATION PRACTITIONER REF NO: H/M/7

**SALARY**: R242 475 per annum. (Level 07)

**CENTRE**: Planning & Performance Oversight Directorate, Corporate Office

**REQUIREMENTS**: An appropriate 3-year Bachelor’s Degree/Diploma plus 2 years’ functional experience in Monitoring and Evaluation, Planning, Quality Assurance, Health Information or Public Service. Valid driver’s license. Facilitation, report writing, analytical (related to health information), problem solving, presentation, computer skills (Word Excel and PowerPoint). Knowledge and Skills: Experience in Government M&E and or Planning function. Management and or Health Science.

**DUTIES**: Assist with the development of the Departments M&E policy and or Implementation Strategy. Develop and implement the Department’s Monitoring and Evaluation Policy and or implementation strategy (in line with National, Provincial frameworks. Assist with the development of the Departments M&E Reporting format (inclusive of reporting time-frames) in line with the Department’s Annual Performance Plan as well as the Annual Report Framework of the Department. Arrange, in liaison with the Departmental Skills Development Facilitator, capacity building programmes on matters related to monitoring and evaluation (of non-financial performance) is improved continuously. Collate and consolidate information pertaining to the performance of the Department in relation to the Departments performance reporting framework. Conduct and evaluate exercises in health facilities and offices.

**ENQUIRIES**: Mr J Van Wyk Tel No: (051) 408 1445

**APPLICATIONS**: The Director, HRM and Planning, P O Box 227, Bloemfontein, 9300 or hand delivered @ entrance, Bophelo House, Cnr Charlotte Maxeke and Harvey Roads, Bloemfontein

**FOR ATTENTION**: Me P Mpu
POST 11/99

ADMIN OFFICER REF NO: H/A/13

SALARY: R242 475 per annum (Level 07)
CENTRE: Boitumelo Hospital, Kroonstad
REQUIREMENTS: Grade 12 or equivalent NQF qualification. Relevant 3-year tertiary qualification or equivalent qualification plus 2 years’ functional experience. Knowledge and Skills: Extensive knowledge of Meditech, Patient Records and Patient Admission Computer literacy. Knowledge of third party claims. Supervisory skills. Knowledge of National Core Standards will be an advantage. Be able to work with people.

DUTIES: Supervise and render general clerical support service. Supervise and provide supply chain clerical service within the component. Supervise and provide personnel administration clerical support within the component. Supervise and provide financial administration support service in the component. Supervise human resources/staff Switchboard and Porters. Give in service training. Report to management.

ENQUIRIES: Me P Mahoa Tel No: (056) 216 5200/5308
APPLICATIONS: The Chief Executive Officer, Boitumelo Hospital Private Bag 47, Kroonstad, 9500

POST 11/100

PRINCIPAL NETWORK CONTROLLER: (INFORMATION MANAGEMENT SYSTEMS) REF NO: H/P/6 (X2 POSTS)

SALARY: R242 475 per annum (Level 07)
CENTRE: Corporate Office: Information Management and Research
REQUIREMENTS: The incumbent should have a three/four-year degree/National diploma/equivalent plus 2 years’ functional experience in Information Communication Technology in the public sector. 1 Year experience in driving and should be a holder of a valid driver’s license and be prepared to travel within the Free State Province. Knowledge and Skills: Excellent Computer (MS Office) and communication skills (written and verbal). Excellent mathematical knowledge is essential. Knowledge of Reporting, Query tools and practices and should have the ability to troubleshoot. Knowledge of database security administration and user management. Good communication & interpersonal skills including patience as well as highly enthusiastic attitude. Good understanding of how the public health service functions. Ability to analyse data and dissemination of information. Collecting and recording of data. Knowledge of data security as well as being able to understand the Health Information policy. Health related statistical experience and knowledge of organizational behavior are added advantages. Knowledge in IT hardware management is an added advantage.

DUTIES: Keeping the district and institutions informed of set goals, updates and latest developments on information management systems. Ensuring that all set goals are implemented by the district and institutions as agreed. Continuous support to end-users and ensure data capturing is not hampered in any way. Conduct and support Health Information Systems and Data Management trainings. Current and future plan for all equipment and network requirements that are related to all the information management systems in the province. Plan and advice districts on suitable mechanisms to ensure all data computers are secure in the facilities and the data is secure in the system. Standardised minimum equipment and support structures. Anti-virus support and updates. Perform routine checks to ensure all computers running with data are up to date with security patches and data capturing is not hampered in any way. Proactive prevention and speedy reaction to ensure a zero downtime of computers. Keep record of all ICT resources at facilities (includes laptops, computers, modems, network cables etc.). Dealing with all ICT user related queries. Updating of software and ETR.net, HPRS, web-DHIS, and TIER.net versions, etc as needed. Routine facility visits to ensure that systems (HPRS, ETR.net and TIER.net, we-DHIS, ICT, etc) challenges are addressed. Maintain all ICT data management equipment; perform age analysis of computers and report on equipment needs for the institutions. Educate the facility and sub district on all information management systems related ICT policies. Assist with day to day problem solving for information management systems HPRS, web-DHIS, ETR.net and TIER.net users, etc as well as other users at institutions. Training of health care workers on the use of computers skills and be able to
implement change management in this regard together with the ability to work under pressure, and should be able to deliver under tight deadlines. Support Health Information systems (Roll-out and Maintenance). Experience in driving and should be a holder of a valid driver's license and be prepared to travel within the Free State Province. A self-starter with the ability to work under minimum/or no supervision, pay attention to detail.

ENQUIRIES : Dr Chikobvu, Tel No: (051) 408 1738/1704
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 11/101 : STRATEGIC PLANNING PRACTITIONER REF NO: H/S/4

SALARY : R242 475 per annum. (Level 07)
CENTRE : Planning & Performance Oversight Directorate, Corporate Office
REQUIREMENTS : An appropriate Diploma or Degree, Valid driver's license, Preparedness to travel within Free State Province and Nationally. 2 Years' (of which 1 year must be at supervisory level) functional experience in the public service, Health sector, Planning field or Monitoring & Evaluation. Knowledge and Skills: Experience in Government M&E and/or Planning Function. Qualification in M&E, Management and/or Health Science. Proven working knowledge in the area of Strategic Planning. Understanding of government planning and reporting framework and prescript. Understanding of health information and planning. Facilitation skills, Leadership and supervisory skills, Report writing skills, Analytical skills (related to health information) Problem solving skills, Strategic planning skill, Presentation Skills. Computer skills (Word, Excel and PowerPoint).

DUTIES : Assist with the development, maintenance and successful implementation of the Department’s strategic planning policy and/or implementation strategy (in line with national and/or provincial frameworks). Participate in the conducting of research towards ensuring that the Department’s policy and/or strategy remains abreast with national and provincial guidelines, frameworks and/or best. Co-facilitate and render assistance during strategic planning workshops in the Department towards the development and/or review of the Department’s 5-Year Strategic Plan, 3-Year Annual Performance Plan and Annual Operational Plans in line with the provisions of Treasury Regulations and/or national and/or provincial frameworks. Consolidation of required inputs from all relevant managers towards preparing the final documents, taking into account national targets applicable to the Department as per the signed Delivery Arrangement. Assist on matters related to the improvement of the capacity of the Department on matters related to strategic – and operational planning. Assist with and/or co-facilitate the implementation of the Departmental Strategic Plan and Annual Performance Plan. Participate in national and/or provincial meetings on matters related to strategic – and operational planning.

ENQUIRIES : Mr B J Oliphant Tel No: (051) 408 1445
APPLICATIONS : The Director, HRM and Planning, P O Box 227, Bloemfontein, 9300 or hand delivered @ entrance, Bophelo House, Cnr Charlotte Maxeke and Harvey Roads, Bloemfontein

FOR ATTENTION : Me P Mpu

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

APPLICATIONS : Applications, quoting the relevant reference, should be forwarded as follows: The Deputy Director – Human Resources Management, Free State Provincial Treasury, Private Bag X 20537, Bloemfontein, 9300 or delivered by hand in Room 426(b), 4th Floor, Fidel Castro Building, 55 Miriam Makeba Street, Bloemfontein.
FOR ATTENTION : Mr. I B Pheello Tel No: (051) 405 5069
CLOSING DATE : 08 April 2019
NOTE : Applications must be submitted on form Z.83, obtainable from any Public Service Department and must be accompanied by certified copies of qualifications (a transcript of results must be attached or subjects should be mentioned in the CV), driver's license (if required), identity document and a recently updated, comprehensive C.V. Applicants are requested to complete the Z.83 form properly and in full. The reference number of the advertised post should be stated on the Z.83. 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. Applicants are respectfully informed that if no notification of appointment is received within 4 months of the closing date, they must accept that their applications were unsuccessful. Candidates will also be subjected to a practical test. Suitable candidates will be subjected to personnel suitability checks (criminal record check, citizenship verification, financial/asset record checks, qualification/study verification and previous employment verification). The Department reserves the right not to make appointments for the advertised posts.

OTHER POST

POST 11/102 : ASSISTANT DIRECTOR: PROVINCIAL ACCOUNTING COMPLIANCE REF NO: FSPT 003/19

SALARY : A basic salary of R356 289 per annum (Level 09)
CENTRE : Bloemfontein
REQUIREMENTS : A three year degree/diploma in Accounting or equivalent qualification with Accounting 3 as a major subject. A minimum of three years’ experience in an accounting environment. Knowledge of the Public Finance Management Act (PFMA), Public Service Regulations and Treasury Regulations, Financial Systems and applicable Instruction Notes. Computer literacy. Valid driver’s license.
DUTIES : Co-ordinate and provide training within the Free State Provincial Government to ensure capacity building to enhance effective an efficient accounting systems. Compile provincial instruction notes, guidelines and procedure manuals in order to ensure implementation and adherence by all provincial departments. Amend and implement National Treasury prescripts. Compile, consolidate and verify KCM assessments and reports to promote accurate and credible accounting information for the allocated department/entities. Evaluate asset and liability items and any new financial systems to ensure adherence to Provincial and National norms and standards. Verify delegations against requirements and maintain financial management information for provincial departments and entities. Ensure the successful implementation of banking arrangements for provincial departments. Manage resources to ensure the smooth running of the Unit.
ENQUIRIES : Ms. T B Morare Tel No: (051) 405 5241