ANNEXURE M

PROVINCIAL ADMINISTRATION: FREE STATE
DEPARTMENT OF HEALTH

CLOSING DATE : 26 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 13/48 : ASSISTANT MANAGER NURSING: PNB-4: HAST REF NO: H/A/26

SALARY : R581 826 per annum OSD
CENTRE : Mangaung Metro District
REQUIREMENTS : Registration with the SANC as Professional Nurse plus a post-basic nursing qualification with a duration of at least 1 year, accredited with SANC. A minimum of 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. At least 3 years of the period referred to above must be appropriate / recognizable experience at Management Level and HIV management program. Computer literacy. Valid driver’s license (Code EB 8). Proof of SANC receipt for the current year. Knowledge and Skills: Ability to work under pressure. Ability to implement and manage change. Good written and verbal communication skills. Confidentiality. Good interpersonal relations. Exposure and training in MCWH & Nutrition and PMTCT.

DUTIES : Implement and monitor 90-90-90 strategy. Plan and implement HIV prevention and care program according to the NSP. Support and oversee the implementation of HIV comprehensive care management. Liaise with stakeholders in the Public and Private sectors. Display sound management of resources.

ENQUIRIES : Me N J Ramarou-Makhoali Tel No: (051) 403 9715
APPLICATIONS : The District Manager, Mangaung Metro, PO Box 227, Bloemfontein, 9300 or hand delivered @ Entrance, Bophelo House, Cnr Charlotte Maxeke and Harvey Roads, Bloemfontein

FOR ATTENTION : Mr T A Mokoqo
POST 13/49: OPERATIONAL MANAGER: PNA REF NO: H/O/12

SALARY: R420 318 per annum (OSD)
CENTRE: Phekologong Hospital, Bethlehem
REQUIREMENTS: Degree/ Diploma in Health Care Management. Diploma/Certificate in Infection Prevention and Control. 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 Advanced Midwifery. Knowledge and Skills: Good communication and interpersonal relations. Ability to function with the multidisciplinary team.

DUTIES: To ensure that a comprehensive nursing treatment and care service is delivered to patients in a cost effective and equitable manner. Ensure compliance to professional and ethical practice. Coordination of optimal, holistic specialized nursing care provided within set standard and a professional/legal framework. Provision of effective support to nursing services. Coordination of the provision of effective training & research. Maintain professional growth/ethical standard and self-development. Manage effectively the utilization and supervision of HR. Coordinate mother & child program. Provide holistic nursing care to patients in a specialty unit in a cost effective, efficient & equitable manner. Ensure compliance to national core standard and ten-point plan. Management of assets. Identify, manage control risks. Skills of report writing and Data management.

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

POST 13/50: CLINICAL PROGRAM CO-ORDINATOR: PNA REF NO: H/C/21

SALARY: R420 318 per annum (OSD)
CENTRE: Dihlabeng Hospital, Bethlehem
REQUIREMENTS: Registration with the SANC as Professional Nurse. A minimum of 7 years appropriate/recognizable experience in nursing after registration with the SANC as Professional Nurse in General Nursing. A one-year qualification in Infection Control. Knowledge and Skills: Health Care Management will be an advantage. Knowledge of the management of people, finance and conflict management. Computer literacy.

DUTIES: Provide professional and technical support for the provision of quality patient care through proper management of Infection Control Programmes. Maintain standards and norms of Infection Prevention and Control practice to promote the health status and health care users: Utilize the relevant Infection Prevention Control legal and regulatory framework in service rendering, conduct staff meetings to disseminate information such as new developments on policies and guidelines, monitoring and evaluation of maintenance of Infection Prevention and Control standards and professionalism. Develop and implement quality assurance programmes, guidelines, protocols, norms and standards: Participate in policy development and facilitate stakeholder participation to ensure that health care users’ needs receive attention, participate in multi-disciplinary quality assurance task groups at various levels.

ENQUIRIES: M E Royi Tel No: (058) 307 1254
APPLICATIONS: The Chief Executive Officer, Dihlabeng Hospital, Private Bag X3, Bethlehem, 9700
FOR ATTENTION: Me T Harris

POST 13/51: ASSISTANT DIRECTOR (HUMAN RESOURCE MANAGEMENT) REF NO: H/A/28

SALARY: R356 289 per annum (Level 09)
CENTRE: Pelonomi Tertiary Hospital, Bloemfontein
REQUIREMENTS: An appropriate 3-year tertiary qualification. A minimum of 3-5 years’ functional experience in the human resources environment which 2 years should be at supervisory level. Knowledge and Skills: Knowledge of Public Service Act and Regulations, Skills Development and Levies, Employment Equity Act, DPSA
Directives and Prescripts, Understanding of human resource policies and Procedures, Persal Administration, Basic Project Management skills, negotiation skills, management skills, computer literacy (MS Word, Excel, PowerPoint, Outlook) and communication skills (written and verbal). Valid driver's license.

**DUTIES**
Supervise, plan and coordinate the activities of the Unit in rendering of a professional human resource administration service for example; Personnel development, Performance and discipline, ensure quality of work, Supervise the implementation and maintenance of human resource administration practices concerning service benefits and or maintenance and provisioning of human resources in the department to contribute to the rendering of a professional Human Resource Management Service. Conditions of Service and service benefits (leave, housing, medical, injury on duty, terminations, long service recognition, overtime, re-allocation, pensions, allowances etc.) HR Provisioning (Recruitment and Selection, Appointments, Transfer, Verification of qualifications, secretariat functions at interviews, absorptions, probationary periods etc.), Performance Management. Address human resource management practices. Inform guide and advice Department/Personnel on human resource administration matters to enhance the correct implementation of personnel practices/policies. Approve transactions on Persal according to delegations. Prepare reports on personnel administration issues and statistics. Manage resources in the Unit.

**ENQUIRIES**
Me. NL Nzume Tel No: 051 405 1931

**APPLICATIONS**
The Chief Executive Officer, Pelonomi Tertiary Hospital, Private Bag X20581, Bloemfontein 9300, Hand delivery/courier Room 12,5th Floor Block K, Dr Belcher Road, Pelonomi Tertiary Hospital Bloemfontein 9301

**FOR ATTENTION**
Mr. LB Aaron

**POST 13/52**
LEGAL ADMIN OFFICER: MR-5 REF NO: H/L/5

**SALARY**
R353 253 – R867 399 per annum (OSD)

**CENTRE**
Legal Services: Corporate Office

**REQUIREMENTS**
An LLB degree or equivalent qualification and at least 8 years' postgraduate legal experience. Extensive experience in litigation, contract management, legislative drafting and labour management. Extensive knowledge of legislation applicable in the Public Service and Regulations, such as Public Service Act and Regulations, PFMA, Treasury Regulations and Practice Manuals, National Health Act, 2003 and Regulations, Mental Health Care Act, 2002, Promotion of Access to Information Act, 2000, Promotion of Administrative Justice Act, 2000, Occupational Health and Safety, 1993 and Regulations, Labour Relations Act, 1955, Basic Conditions of Employment Act, 1997. At least 8 year's post graduate legal experience. Knowledge and Skills: Incumbents must be admitted attorneys or Advocates who have served pupillage and have passed. Both must provide testimonials of good standing with their professional bodies. A driver's licence is required. Incumbents will be expected to undergo security clearance.

**DUTIES**
The incumbent will be responsible for, among other things: Providing legal advice and opinion assistance to the Department. Handling litigation matters involving the Department. Giving input into agreements, vetting of contracts and drafting of memoranda of understanding entered into by the Department with other parties. Providing advice on the interpretation and application of legislation administered by the Department. Handling internal and external enquiries of a legal nature. Representing the Department at various committees. Liaising with the State Attorney's office and other organs of State in protecting the interest of the Department.

**ENQUIRIES**
Mr. M J Finger Tel No: (051) 408 1483/1900

**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