ANNEXURE R

PROVINCIAL ADMINISTRATION: FREE STATE
DEPARTMENT OF HEALTH

CLOSING DATE : 03 May 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 14/63 : PROFESSIONAL NURSE: PNB-1 (X3 POSTS)

SALARY : R383 226 per annum OSD
CENTRE : Gaongalelwe Clinic Ref No: H/P/10 (X2 Posts)
            Mafane Clinic Ref No: H/P/11 (X1 Post)
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 in Primary Health Care, accredited with SANC. A minimum of 4 years appropriate/recognizable experience in nursing after registration with SANC as a Prof Nurse. Knowledge and Skills: Ability to work under pressure. Ensuring client satisfaction. Function as an effective member of Nursing Team to communicate effectively with stakeholders.
ENQUIRIES : Me N J Ramarou-Makhola Tel No: (051) 447 2194 (073 002 5231)
APPLICATIONS : The District Manager, Mangaung Metro, PO Box 441, Bloemfontein, 9300 or hand delivered @ Pink Building, FSPC, No 4 President Brand Street, Bloemfontein
FOR ATTENTION : Mr T A Mokoqo

POST 14/64 : ASSISTANT DIRECTOR: ADMIN REF NO: H/A/29

SALARY : R376 596 per annum (Level 09)
CENTRE: Itemoheng Hospital, Senekal
REQUIREMENTS: An appropriate three-year Degree/Diploma with 3-5 years' experience in the Public sector of which 2 years must be at supervisory level. Knowledge and Skills: Previous experience will be an added advantage.
DUTIES: Manage and co-ordinate human resource administration matters within 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, reallocation, Pension, Allowances etc.), HR Provisioning (Recruitment and Selection, Appointments, Transfer, verification of qualifications, secretariat functions at interviews, absorptions, probationary periods etc.). Performance Management. Address human resource management enquiries to ensure the correct implementation of human resource management practices. Ensure the successful implementation of departmental/ public service policies on matters related to human resource management to adhere to the relevant prescripts/legislation. Provide inputs on the development/amendments of Human Resource Management Policies/ practices. 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 officials, Performance Management, Work allocation Authorize transactions on Persal according to delegations. (Act as Persal Personnel Controller, if appointed). Maintenance of Persal User Profiles.
ENQUIRIES: Dr L S Mofokeng Tel No: (058) 481 2114
APPLICATIONS: The Chief Executive Officer, Itemoheng / Phuthuloha / JD Newberry Hospital Complex, Private Bag X9, Senekal, 9660
FOR ATTENTION: Mr N K Makhoro
POST 14/65: LABOUR RELATIONS OFFICER REF NO: H/L/8
SALARY: R257 508 per annum (Level 07)
CENTRE: Mangaung Metro District
REQUIREMENTS: Recognized three-year degree/Diploma in Labour Law/Labour Relations or equivalent qualification plus 2 years' functional experience. Computer literacy. Valid driver’s license. Knowledge and Skills: Knowledge of the relevant legislation such as PSA, COIDA, PFMA, LRA, BCEA etc. Knowledge and understanding of PHSDBC, PSCBC and CCMA procedures. Knowledge of Public Service Regulations, competency to provide Labour Relations matters through understanding of negotiation skills, training skills, mediation and arbitration.
DUTIES: Handle misconduct cases, grievances and disputes in line with relevant legislation/resolutions to ensure proper resolution thereof. Advise management on all labour relations matters in order to minimize unfair labour practices. Capture information of misconduct cases, grievances and disputes on employee relations management information system for record keeping purposes. Represent the Department in bilateral discussions with organized labour unions and provide a secretariat service to the Departmental Consultative Committee.
ENQUIRIES: Me N J Ramarou-Makhoali, Tel No: (051) 403 9715
APPLICATIONS: The District Manager, Mangaung Metro, PO Box 441, Bloemfontein, 9300 or hand delivered @ Pink Building, FSPC, No 4 President Brand Street, Bloemfontein
FOR ATTENTION: Mr T A Mokoqo
POST 14/66: LABOUR RELATIONS OFFICER REF NO: H/L/9 (X3 POSTS)
SALARY: R257 508 per annum (Level 07)
CENTRE: Corporate Office; Labour Relations Directorate
REQUIREMENTS: Recognized three-year degree/Diploma in Labour Law/Labour Relations or equivalent qualification plus 2 years’ functional experience. Computer literacy. Valid driver’s license. Knowledge and Skills: Knowledge of the relevant legislation such as PSA, COIDA, PFMA, LRA, BCEA etc. Knowledge and understanding of PHSDBC, PSCBC and CCMA procedures. Knowledge of Public Service
DUTIES: Handle misconduct cases, grievances and disputes in line with relevant legislation/resolutions to ensure proper resolution thereof. Advise management on all labour relations matters in order to minimize unfair labour practices. Capture information of misconduct cases, grievances and disputes on employee relations management information system for record keeping purposes. Represent the Department in bilateral discussions with organized labour unions and provide a secretariat service to the Departmental Consultative Committee.

ENQUIRIES: Mr D P Maqina Tel No: (051) 408 1355

APPLICATIONS: The Director, HRM and Planning, P O Box 227, Bloemfontein, 9300 or hand delivered at 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 to the Deputy Director: Human Resources Management, Free State Provincial Treasury, Private Bag X 20537, Bloemfontein, 9300 or be 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: 30 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 Z83 form properly and in full. The reference number of the advertised post should be stated on the Z.83. A separate application should be submitted for each post. 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 which involve criminal record checks, citizenship verification, financial assets, qualification verification and reference checks). The Department reserves the right not to make appointments for the advertised posts.

OTHER POST

POST 14/67: PERSONAL ASSISTANT (X5 POSTS)

SALARY: A basic salary of R257 508 per annum (Level 07)

CENTRE: Office of the Chief Director: Sustainable Resources Management, Bloemfontein
Ref No: FSPT 004/19
Office of the Director: Budget Management, Bloemfontein Ref No: FSPT 005/19
Office of the Director: Support Services, Bloemfontein Ref No: FSPT 006/19
Office of the Director: Financial Accounting, Bloemfontein Ref No: FSPT 007/19
Office of the Director: Fezile Dabi District, Bloemfontein Ref No: FSPT 008/19
REQUIREMENTS: A Diploma in Office Management and Technology or equivalent qualification with a minimum of two (2) years’ experience in a secretarial or administrative/clerical environment. Knowledge of relevant legislation and policies, e.g. the Public Finance Management Act, Treasury Regulations, Public Service Act and Public Service Regulations. Good verbal and written communication skills. Computer literate (MS Word, Excel and Power Point).

DUTIES: Provide a secretarial/receptionist support service to the SMS member. Receive and direct enquiries/complaints to relevant people. Manage and coordinate the diary of the SMS member. Render an administrative support service to the SMS member. Manage the travel arrangements and claims for the Office of the SMS member. Provide support with the administration of the budget. Provide support to the SMS member during meetings. Perform secretariat services during meetings. Set-up and maintain a system in the office that will contribute towards improving efficiency in the office.

ENQUIRIES: (during office hours only)
Office of the Chief Director: Sustainable Resources Management: Mr. P Lebone at 082 803 4075
Office of the Director: Budget Management: Mr. S Mngoma at 083 978 4164
Office of the Director: Support Services: Mr. S B Mhlambi Tel No: 051 405 5031
Office of the Director: Financial Accounting: Mr. D J van Vuuren Tel No: 051 405 4042/3
Office of the Director: Fezile Dabi District: Mr. L Moduane at 083 389 1778