ANNEXURE J

PROVINCIAL ADMINISTRATION: FREE STATE
DEPARTMENT OF HEALTH

CLOSING DATE : 23 August 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 28/57 : CLINICAL MANAGER: (MEDICAL) REF NO: H/C/34

SALARY : R1 173 900 per annum (OSD)
CENTRE : Nala Hospital, Bothaville

DUTIES : To manage Nala District Hospital’s Clinical Services and clinical support service to ensure its effective and efficient delivery of quality service. Ensure integration of clinical services, clinical support services and nursing services. Develop, implement, monitor and evaluate operational plans for clinical services and clinical support services. Co-operation, liaison and communication with all stakeholders. Manage outreach programs from level 11 and 111 Institutions and outreached to primary Health Care Clinics. Responsible for managing medico legal risk and ethical dilemmas. To ensure the implementation of policies and protocols. To carry out tasks as delegated by the CEO. Manage Finance and Human Resources of Clinical Services.

ENQUIRIES : Mr M P Mhlanga Tel No: (056) 5152071
APPLICATIONS: The Chief Executive Officer, Nala Hospital, Private Bag X7, Bothaville, 9660 or hand delivered at 35 Van Riebeeck Street, Bothaville
FOR ATTENTION: Mr M P Mahlanga
POST 28/58: CHIEF ADMINISTRATION CLERK REF NO: H/C/35
SALARY: R257 508 per annum. (Level 07)
CENTRE: Mohau Hospital, Hoopstad
REQUIREMENTS: A relevant 3-year tertiary qualification or equivalent qualification plus 2 years' functional experience in Admissions, Revenue and HR Departments. PADS, BAS and Persal Short Course Certificates. (At least two of the mentioned requirement certificates). It is essential that the successful candidate must have a valid driver’s license. Knowledge and Skills: Ability to work under pressure. Knowledge of the relevant Finance and Human Resource Management Legislation/Directives. Communication, interpersonal, problem solving and analytical skills. Commitment, integrity, professionalism. Loyalty, confidentiality. Team leadership. Planning and organizing. Time management.
DUTIES: Supervise and provide personnel administration in various departments: HR, Revenue, Admissions, SCM.
ENQUIRIES: Mr H C Strauss: Tel No: (053) 4441912
APPLICATIONS: The Chief Executive Officer, Mohau Hospital, Private Bag x 1, Hoopstad, 9479
FOR ATTENTION: Mr H C Strauss