ANNEXURE Q

PROVINCIAL ADMINISTRATION: FREE STATE
DEPARTMENT OF HEALTH

CLOSING DATE : 18 November 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 39/93 : OPERATIONAL MANAGER: SPECIALTY PNB-3 (THEATRE) REF NO: H/O/34

SALARY : R562 800 per annum (OSD)

CENTRE : Pelonomi Tertiary Hospital, Bloemfontein

REQUIREMENTS : Diploma/Degree in nursing or equivalent qualification that allows registration with the SANC as Professional Nurse plus a post-bas nursing qualification with duration of at least one year, accredited with the SANC in Theatre Nursing Science. A minimum of 9 years appropriate/recognizable 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/recognizable experience after obtaining the one year post basic qualification. Proof of service record. Knowledge and Skills: A post basic qualification in Health Care Management will be an added advantage At least 3 years’ experience at management level will serve as an added advantage. Ability to function as an effective member of the nursing team. Ability to communicate effectively with all stakeholders. Ability to implement and manage change. Competencies/knowledge/skills/leadership/theatre management/theatre administration/planning/organizing/coordination and communication skills. Ability to take charge and make appropriate independent decisions.

DUTIES : Supervise and ensure the provision of an effective and efficient peri-operative patient care through adequate nursing care and risk management. Coordinate and monitor the implementation of Nursing Care Plan and evaluation thereof. Provide relevant health information to health care users to assist in achieving optimal health care and rehabilitation of patients. Management of patient information systems, e.g. DHMIS. Maintain constructive working relationship with nursing and other stakeholders (i.e. inter-professional, inter-sectoral and multi-disciplinary team work). Participate in the analysis, formulation and implementation of nursing guidelines, practices, standards and procedures.
Manage and monitor proper utilization of human, financial and physical resources. Detailed key performance areas can be obtained from the contact person.

ENQUIRIES : Me M.C Molefe Tel No: (051) 405 1940
APPLICATIONS : To be send to: The Chief Executive Officer, Pelonomi Tertiary Hospital, Private Bag X20581, Bloemfontein, 9300.
FOR ATTENTION : Me F.M Letlhoo
POST 39/94 : ASSISTANT DIRECTOR: STRATEGIC PLANNING REF NO: H/A/39
Directorate: Planning & Performance Oversight
SALARY : R376 596 per annum (Level 09)
CENTRE : Corporate Office (Bloemfontein)
REQUIREMENTS : An appropriate Diploma/Bachelor’s Degree in Health Sciences or Management Science Social Sciences. 3-5 Years’ experience in the field of Planning, M&E, Health Informatics and Health Sector. 2 Years must be on supervisory level. Knowledge And Skills: Post-graduate qualification in Public Health, Health Management, Social Sciences and or Monitoring and Evaluation. Proven working knowledge on area of planning, Advanced computer skills (MS Programmes). Leadership skills, report writing skills, analytical skills, problem solving skills, strategic planning skills, training and facilitation skills.
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). Facilitate 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 national and/or provincial frameworks. Assist in improving the capacity of the Department on matters related to strategic and operational planning. Facilitate the implementation of the Departmental Strategic Plan and Annual Performance Plan. Represent the Department 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 : To be send to: 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 39/95 : DIETICIAN: GRADE 1 REF NO: H/D/21
SALARY : R317 976 per annum (OSD)
CENTRE : Senorita Ntlabathi Hospital, Ladybrand
REQUIREMENTS : Baccalaureus Degree in dietetics or a related field. Registration with the Health Professions Council of South Africa (HPCSA) in the relevant profession (where applicable). Experience: None after registration with the HPCSA in the relevant profession (where applicable) in respect of South African qualified employees who performed Community Service, as required in South Africa. One-year relevant experience after registration with the HPCSA in the relevant profession (where applicable) in respect of foreign qualified employees, of whom it is not required to perform Community Service, as required in South Africa. Knowledge And Skills: Analytical skills, problem solving skills, planning and organizing skills and computer literacy.
DUTIES : Render preventative Nutrition Services (including growth monitoring, education, etc) in the hospital and surrounding clinics. Diet prescriptions for patients. Help with food management of the hospital. Participate in quality Improvement Programmes. Rendering of nutritional counselling services. Prescription and authorization of special diet products. Implementation of guidelines for the maintenance of healthy nutritional practices. Compilation and implementation of information pamphlets on nutrition. Plan and implement a suitable programme for an individual or group.
ENQUIRIES : Me P R Phuroe, Tel No: (051) 923 2014
APPLICATIONS : To be send to: The Chief Executive Officer, Senorita Ntlabathi Hospital Private Bag X9, Ladybrand, 9745.
FOR ATTENTION : Me P R Phuroe