**ANNEXURE P**

**PROVINCIAL ADMINISTRATION: FREE STATE**

**DEPARTMENT OF HEALTH**

**CLOSING DATE**: 06 December 2019

**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 41/178**

**DEPUTY DIRECTOR: LABOUR RELATIONS** REF NO: H/D/23

Labour Relations Directorate: Corporate Office

**SALARY**: R733 257 per annum (Level 11)

**CENTRE**: Bloemfontein

**REQUIREMENTS**

Recognized three-year degree/diploma in Labour Law/Labour Relations or equivalent qualification plus 3-5 years’ functional experience of which 3 years must be on management level. Valid driver’s license. Knowledge and Skills: Knowledge of Labour Relations Legislation. General working conditions within the Public Service. Knowledge of the Public Service Processes of the CCMA, PSCBC and GPSSBCE. Public Service Resolution in terms of labour relations issues, rules, GSSBC rules etc. Skills: Policy analysis and develop skills. Computer literacy, good communication skills. Facilitation skills, Conflict management skills, Negotiation skills, organizing skills, management skills, confidentiality.

**DUTIES**

Develop labour relations policies and strategies. Improve operational relations methods. Manage the investigation of misconduct and grievance cases including disputes and to advise appropriately thereon. Manage misconduct cases, grievances and disputes. Represent the Department in bilateral discussions with organized labour unions. Oversee the implementation of arbitration awards and collective agreements. Provide information sessions on labour relation matters to Senior Management. Perform and manage administrative and related functions. Ensure compilation and submit monthly and quarterly progress and technical reports (functional and support related e.g.work plans for PMDS.) Manage and control personnel assets. Determine specifications for procurement of goods and services. Comply with the Public Service prescripts. Develop a business plan and action plan for the sub-directorate. Manage and ensure the development of all human resources in the directorate. Financial management of the cost centre (i.e. Directorate). Ensure...
the development and maintenance of the databases. Provide training on all Labour Relations matters. Ensure that collective agreements and legislation is correctly implemented in the department. Ensure that there is workplace peace, harmony and democracy throughout the Department. Ensure the consultation structures are in place throughout the Department.

ENQUIRIES: Mr D P Maqina Tel No: (051) 408 1355
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 41/179: ASSISTANT DIRECTOR: LABOUR RELATIONS: REF NO: H/A/41 (X2 POSTS)
Labour Relations Directorate: Corporate Office

SALARY: R376 596 per annum (Level 09)
CENTRE: Bloemfontein
REQUIREMENTS: Recognized three-year degree/diploma in Labour Law/Labour Relations or equivalent qualification plus 3-5 years’ functional experience of which 2 years must be on supervisory level. Valid driver’s license. Knowledge And Skills: Knowledge of Labour Relations legislation. General working conditions within the Public Service. Knowledge of the Public Service Processes of the CCMA, PSCBC and GPSSBC. Skills: Policy analysis and develop skills. Computer literacy, good communication skills. Facilitation skills, Conflict management skills, Negotiation skills, organizing skills, management skills, confidentiality.

DUTIES: Supervision of Labour Relations Officers and Admin Clerks. Assist with the development of labour relations policies. Submit proposals on the departmental policy. Support the development of departmental frameworks, procedures and processes. Coordinate/conduct investigations on misconduct and grievances including disputes and advise appropriately thereon. Report on outcome of preliminary investigations of labour relations matters. Advise on labour relations matters in order to minimize unfair labour practices. Represent the Department in bilateral discussions with organized labour relation unions. Coordinate the implementation of arbitration awards and collective agreements. Provide information sessions on labour relation matters. Perform and manage administrative and related functions. Compile and submit monthly and quarterly reports (functional and support related e.g. work plans for PDM). Provide inputs to the Operational Plan for the Unit. Manage and control personnel and assets. Monitor budget, determine specifications for procurement of goods and services. Develop, implement and maintain database. Comply with Public Services prescripts.

ENQUIRIES: Mr D P Maqina Tel No: (051) 408 1355
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 41/180: LABOUR RELATIONS OFFICER REF NO: H/L/12 (X4 POSTS)
Labour Relations Directorate: Corporate Office

SALARY: R257 508 per annum (Level 07)
CENTRE: Bloemfontein
REQUIREMENTS: An appropriate recognized 3-year Degree/Diploma in Labour Law/Labour Relations or equivalent qualification plus 1-3 years’ functional experience. Valid driver’s license. Knowledge and Skills: Knowledge of Labour Relations Legislation. General working conditions within the Public Service. Knowledge of Public Service Processes of the PHSDBC, PSCBC and CCMA. Computer literacy, good communication skills. Conflict management skills.

DUTIES: Handle misconduct cases, grievances and disputes in line with relevant legislation/resolutions to ensure proper resolution thereof. Report on outcome of preliminary investigation of labour relation matters. 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. Provide secretariat service to the departmental consultative committee. Update labour relation information on the system. Report progress on monthly basis. Maintain the disciplinary filing system. Report on strike
actions. Conduct training on labour relation matters. Assist in ensuring that consultation structures are in place in all facilities allocated to the incumbent. To assist in ensuring that there is workplace peace, harmony and democracy throughout the Department.

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

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 426B, 4th Floor, Fidel Castro Building, 55 Miriam Makeba Street, Bloemfontein.
FOR ATTENTION: Mr. I B Phello Tel. No: (051) 405 5069
CLOSING DATE: 29 November 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 an updated 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. 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, qualification/study verification and previous employment verification). The Department reserves the right not to make appointments for the advertised posts.

OTHER POSTS

POST 41/181: DEPUTY DIRECTOR: DEPARTMENTAL INFORMATION TECHNOLOGY
REF NO: FSPT 011/19

SALARY: R733 257 per annum (Level 11) (all-inclusive salary package per annum)
CENTRE: Bloemfontein
REQUIREMENTS: An NQF 7 qualification (B-Tech: Information Technology/B.Sc Informatics/B.Sc Computer Science and A+, N+, CCNA, Security+ and SharePoint certification) with a minimum of five (5) years’ experience in the information technology environment of which at least three (3) years should have been in a junior management position. Knowledge of ISO/IEC 27002, ITIL, CoBit 5 and LMS, Exchange, AD, firewall, Cisco systems, Linux, and Microsoft server infrastructure. Knowledge of relevant legislation, regulations and policies. Good communication (verbal and written), problem solving, analytical, reporting and presentation skills. Computer literate (MS Word, Excel and Power Point).
DUTIES: Manage and provide information technology solutions and systems that are effective in supporting the Department’s objectives to improve service delivery.
Manage the development and maintenance of the Departmental website (Internet and Intranet) and web services to improve the Departmental web presence and corporate image. Manage the resources of the Sub-directorate. Manage Departmental information and knowledge management to ensure the maximization of IT resources. Manage information security to protect Departmental information and systems. Management of the corporate governance of the ICT framework.

ENQUIRIES : Mr. S Mhlambi, Tel No: 051 405 5031/Cell: 079 525 4192 (during office hours only)

POST 41/182 : ASSISTANT DIRECTOR: BUDGET CONTROL REF NO: FSPT: 012/19

SALARY : R376 596 per annum (Level 09)
CENTRE : Bloemfontein
REQUIREMENTS : A degree or equivalent qualification (NQF level 7) in Accounting/Budgeting/Finance. Three years’ experience in budget control and/or financial control in the Public Sector. Knowledge of the financial management environment, management of resources, BAS, Logis and Persal systems, batch control, budget formats and Microsoft Office. Good communication skills, numeracy and presentation skills. Computer literate.

DUTIES : Budget, review, analyse and quality assure the budget preparation process. Render a financial accounting service to the Department by preparing official documentation in line with prescribed templates, prescripts and guidelines. Create, review and quality assure the management accounting reporting processes. Manage the operational processes, resources and procedures associated with the management accounting functions. Supervise employees to ensure an effective finance and budget control service.

ENQUIRIES : Ms. FP Prinsloo Tel No: (051) 405 5462