ANNEXURE L

PROVINCIAL ADMINISTRATION: FREE STATE
DEPARTMENT OF HEALTH

CLOSING DATE : 13 March 2020
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 08/32 : ASSISTANT MANAGER: PHARMACEUTICAL SERVICES REF NO: H/A/6

SALARY : R897 936 per annum (OSD)
CENTRE : Phekologong Hospital, Bethlehem
REQUIREMENTS : Appropriate bachelor of Pharmacy Degree. Registration with the SAPC as a Pharmacist. A minimum of 3 years’ appropriate experience after registration as a Pharmacist with the SAPC. Valid South African driver’s license. Knowledge and Skills: Knowledge of ARV Programme.

DUTIES : Render a comprehensive, professional and quality pharmaceutical service in the form of support, assistance, execution of duties and performing of acts, in line with relevant policies, standard operational procedures and legislation. Training of staff: Pharmacist assistants, Interns and other pharmacy support personnel. Supervision of pharmacy personnel/subordinates. Dispensing of medication: Giving medicine information and patient counselling in order to supply patients with their prescribed medicines to ensure better health and patient outcomes. Ensure availability of medicines at the hospital and the surrounding clinics (Management and control of medicine stock: Issuing of ward stock and scheduled medication, calculating stock levels, conduct ward rounds, check emergency trolleys/rooms, visit clinics, control expired medication, maintain drug registers (schedule 5, 6 and donation). Ensure adherence to Good...
Pharmacy Practice rules and regulations. Implementation and maintaining of a referral system. Perform other related tasks as delegated. Participate in Quality Assurance programme.

ENQUIRIES : Dr Y Valdes-Crespo Tel No: (058) 303 5123
APPLICATIONS : TO: The Chief Executive Officer, Phekolong/Nketoana Complex, Private Bag X1, Bethlehem, 9700
FOR ATTENTION : Me M G Mareka
POST 08/33 : PHARMACIST: GRADE 1 REF NO: H/P/5

SALARY : R693 372 per annum (OSD)
CENTRE : Diamant Hospital: Jagersfontein
REQUIREMENTS : Appropriate Bachelor of Pharmacy Degree. Registration with the SAPC as a Pharmacist None after registration with the SAPC as a Pharmacist in respect of South African qualified employees. One-year relevant experience after registration as Pharmacist with recognized a foreign Health Professional Council in respect of foreign qualified employees, of whom it is not required to perform Community Service, as required in South Africa. Knowledge And Skills: Good interpersonal skills, Communications skills and supervisory skills. Valid driver’s license.

DUTIES : Render a comprehensive, professional and quality pharmaceutical service in the form of support, assistance, execution of duties and performing of acts, in line with relevant policies, standard operational procedures and legislation. Reading and preparation of prescriptions, the selection, manipulation or compounding of the medicine, the labelling and supply of the medicine in an appropriate container. Dispensing of medication: Giving medicine information and patient counselling in order to supply patients with their prescribed medicines to ensure better health and patient outcomes. Deliver emergency services. Management and control of medicine stock: Issuing of ward stock and scheduled medication, calculating stock levels, conduct ward rounds, check emergency trolleys/ rooms, visit clinics, control expired medication, maintain drug registers (schedule 5, 6 and donation). Ensure adherence to the Supply Chain Management procedures and to the Statutory Regulations (Pharmacy act, Medicines control act) with: Stock taking procedures. Ordering and receiving of stock. Storage of stock, maintain stock cards, record keeping Distribution and redistribution of stock. Ensure adherence to Good Pharmacy Practice rules and regulations. Training of staff: Pharmacist assistants, Interns and other pharmacy support personnel. Monitoring treatment to workers due to occupational injury. Keeping of statistics, compiling of reports. Where acting as a responsible pharmacist: Control the budget. Supervision of pharmacy personnel. Ensure implementation of the referral system. Attend meetings. Implement and maintain the infection control policy. Other: Chemotherapy. Dialysis. Stoma therapy. Sterile preparations

ENQUIRIES : Me L L Moatlhodi Tel No: (051) 724 9310
APPLICATIONS : To Be Send To: The Chief Executive Officer, Diamant Hospital, Private Bag X 06, Jagersfontein, 9974 or hand delivered at 11 Weil Street, Jagersfontein
FOR ATTENTION : Me P P Mohajane
POST 08/34 : ASSISTANT MANAGER: NURSING: PNB- 4: EMERGENCY AND ACCIDENTS REF NO: H/A/3

SALARY : R614 991 per annum (OSD)
CENTRE : Pelonomi Tertiary Hospital, Bloemfontein
REQUIREMENTS : Diploma/Degree in nursing or equivalent qualification that allows registration with the South African Nursing Council. 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, accredited with the SANC in Trauma and Emergency Nursing or equivalent recognizable post basic Nursing Qualification (Operating Theatre, Critical Care, Orthopaedics). At least 3 years of the period referred
to above must be appropriate/recognizable experience at Management Level. Proof of service record. Current registration with the South African Nursing Council (SANC). Knowledge and Skills: Knowledge of the Public Service Act and Regulations, and Public Finance Management. Demonstrate and in-depth understanding of nursing legislation and related legal and ethical nursing practices and how this impacts on service delivery. Ensure clinical nursing practice by the nursing team in accordance with the scope of practice and nursing standards as determined by the relevant health facility. Promote quality of nursing care as directed by the professional scope of practice and standards as determined by the relevant health facility. Demonstrate and basic understanding of HR and Financial policies and practices.

**DUTIES**

Ensure that comprehensive nursing treatment and care is delivered to patients in a cost-effective, efficient and equitable manner by the Speciality Units. Ensure compliance to professional and ethical practice. Coordination of optimal holistic specialized nursing care provided within the set standard and professional/legal framework. Provision of effective support Nursing Service. Coordination of provision of effective training and research. Maintain professional growth/ethical standard and self-development. Manage effectively the utilization and supervision of human resource. Ensure the implementation of Child Health Programs. Provide holistic nursing care to National Core Standards and Ten Point Plan. Management of Assets. Identify, manage and control risks. Skills of report writing and data management. Provide relevant health information to health care users to assist in achieving optimal health care rehabilitation.

**ENQUIRIES**

Me M.C Molefe Tel No: (051) 405 1940

**APPLICATIONS**

To Be Sent To: The Chief Executive Officer, Pelonomi Tertiary Hospital, Private Bag X20581, Bloemfontein, 9300.

**FOR ATTENTION**

Me F.M Letlhoo

**POST 08/35**

OPERATIONAL MANAGER: EMERGENCY AND ACCIDENTS: PNB- 3

**REF NO**: H/O/1 (X2 POSTS)

**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-basic nursing qualification with duration of at least one year, accredited with the SANC in Trauma and Emergency Nursing or equivalent recognizable post basic Nursing Qualification (Operating Theatre, Critical Care, Orthopaedics). 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 in Trauma and Basic Life Support.). Proof of service record. Current registration with the South African Nursing Council (SANC). 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 Sent To: The Chief Executive Officer, Pelonomi Tertiary Hospital, Private Bag X20581, Bloemfontein, 9300
FOR ATTENTION: Me F.M Letlhoo

POST 08/36: ASSISTANT MANAGER: NURSING: PNA-7 REF NO: H/A/7
SALARY: R562 800 per annum. (OSD)
CENTRE: Diamant Hospital: Jagersfontein
REQUIREMENTS: Diploma/Degree in nursing or equivalent qualification that allows registration with the South African Nursing Council. A minimum of 8 years appropriate/recognizable experience in nursing after registration with the SANC as Professional Nurse in General Nursing. At least 3 years of the period referred to above must be appropriate/recognizable experience at management level. Current registration with the South African Nursing Council (SANC). Knowledge And Skills: Knowledge of the legal framework applicable to nursing practice. Procession of leadership.

DUTIES: Delegate, supervise and co-ordinate the provision of the effective and efficient patient care through adequate nursing care. Initiate and participate in health promotion to ensure communication of relevant, accurate and comprehensive information on health care. Develop/establish and maintain constructive working relationship with nursing and other stakeholders (Inter-professional, inter-sectoral and multidisciplinary teamwork.) participate in the analysis, formulation and implementation of nursing guidelines, practices, standards and procedures. Manage Human Resources. Monitor and ensure proper utilization of financial and physical resources.

ENQUIRIES: Me L.L Moatlhodi Tel No: (051) 724 9310
APPLICATIONS: To Be Send To: The Chief Executive Officer, Diamant Hospital, Private Bag X 06, Jagersfontein, 9974 or hand delivered at 11 Weil Street, Jagersfontein.
FOR ATTENTION: Me P P Mohajane

POST 08/37: CONTROL ENGINEERING TECHNICIAN REF NO: H/C/10
SALARY: R446 202 per annum (OSD)
CENTRE: Bloemfontein

DUTIES: To render technical services and support in terms of the management of Service Providers responsible for the maintenance of lifts and manage the analysis of information on the use of utilities. Determine and maintain engineering norms and standards for lifts. Undertake inspections of lifts to validate quality of performance of Service Providers in terms of maintenance contracts. Make recommendations related to non-performance in terms of maintenance contracts for lifts. Investigate all new lift installations and equipment to validate compliance with the Occupational Health and Safety Act and the Engineering Regulations issued in terms of the Act. Manage the design and establishment of a system to collect credible data on the use of utilities by Health Facilities. Undertake research. Manage people. Manage budgets.

ENQUIRIES: Adv T M Thebe Tel No: (051) 408 1122/1841
APPLICATIONS: To 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

POST 08/38: ASSISTANT DIRECTOR REF NO: H/A/4
Information Technology Department: Corporate Office

SALARY: R376 596 per annum (Level 09)
CENTRE: Bloemfontein
REQUIREMENTS:
National Diploma/Tertiary qualification in Information Technology/Systems plus 3 - 5 years’ functional experience of which 2 years must be on a Supervisory level. Mobile applications, web and systems development Knowledge and Skills: Extensive knowledge of programming in any of the following will be an advantage: Java, PHP, ASP.Net, Python, C++, JQuery, MySQL server database, PL/SQL, Android and iOS, Project Management. Testing and Hosting of services (Linux and Windows OS). Policy development and change control frameworks. Time management. Code and test programming for in-house software programs. Debug code for existing programs based on immediate needs. Encodes project requirements by converting work flow information into computer language. Knowledge of ICT prescripts. Extensive experience in programming. Good interpersonal relations and communication skills. Problem solving skills. Knowledge of the public health sector. Presentation skills and report writing. Must have the ability to conduct research. Prepares reference for users by writing operating instructions

DUTIES:
Advise on the design, implementation and support of web based applications and the supported infrastructure at all health facilities in the Free State Department of Health. Be able to interact and implement approved actions within the systems development environment. Research and implement new approved technology within the scope of web based application development and support, database administration at both OLTP and warehouse levels. Advise and assist the continuous maintenance and support of existing and new information systems. Implementation of policies and procedures. Arranges project requirements in programming sequence by analysing requirements; preparing a work flow chart and diagram using knowledge of computer capabilities, subject matter, programming language, and logic. Confirms project requirements by reviewing program objective, input data, and output requirements with analyst, supervisor, and client. Maintains historical records by documenting program development and revisions. Supervisory and managerial functions

ENQUIRIES:
Mr C J De Klerk Tel No: (051) 408 1401
APPLICATIIONS:
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 08/39: MONITORING AND EVALUATION SPECIALIST REF NO: H/M/4
Planning & Performance Oversight Directorate, Corporate Office

SALARY: R376 596 per annum (Level 09)
CENTRE: Bloemfontein
REQUIREMENTS:

DUTIES:
Develop and/or implement the Department’s Monitoring and Evaluation Policy and/or Implementation Strategy (in line with national, provincial and/or
District frameworks. Develop the Department’s Monitoring and Evaluation Reporting Format (inclusive of reporting time-frames) in line with the Department’s Annual Performance Plan as well as the Annual Report Framework of the Department. Ensure that the capacity of the Department on matters related to monitoring and evaluation (of non-financial performance) is improved continuously. This includes the provision of information sessions and/or advice to manager and senior managers, inclusive of resource/verification documents as required by the Auditor-General. Undertake monitoring exercises in Health Programmes, Districts and Facilities. Monitor and report on the performance of the Department and conduct performance investigations in the Department. Participate in the relevant National and/or Provincial meetings related to M&E. Participate in conducting Programme evaluations in line with the Department’s Evaluation Plans. Participate in and contribute to Municipal Integrated Development Plans.

ENQUIRIES: Mr B J Oliphant, Tel No: (051) 408 1445

POST 08/40: RADIOGRAPHER: GRADE 1 RE NO: H/R/1

SALARY: R317 976 per annum (OSD)
CENTRE: Mangaung Metro District
REQUIREMENTS: Baccalaureus Degree/Diploma in Radiography. 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. Registration with the Health Professions Council of South Africa (HPCSA) in the relevant profession (where applicable). Knowledge And Skills: Ability to work under pressure. Ensuring client satisfaction. Function as an effective member of clinical team to communicate effectively with patients.

DUTIES: Ensure patient care during imaging for optimal diagnostic purpose: Explain procedures to patients, prepare patient for imaging, Assist and position patient for imaging, Perform imaging. Practice radiation protection to minimize radiation dose to staff, patients and general public: Establish LMC status of female patients, adhere to radiation safety standards (secure area, lead aprons etc), Apply correct radiation/exposure factors (correct dosages), Exercise clinical responsibility to ensure optimal diagnostic imaging: Interpret clinical history of patients to determine the correct procedure, ensure correct positioning of patient to minimize radiation exposure to the patient, ensure correct identification of patient image (name, lead markers etc). Participate in Education and training programs for continuous professional development and quality service delivery: Practical training and evaluation of students Implement quality assurance programs for quality service delivery, Check/test radiation equipment and report faults, apply reject analysis, Adhere to policies and protocols.

ENQUIRIES: Mr T Raleting Tel No: (051) 447 2194
APPLICATIONS: To Be Send To: The District Manager, Mangaung Metro, PO Box 441, Bloemfontein, 9300 or hand deliver @ Pink Building, FSPC Complex, No 4 President Brand Street, Bloemfontein.
FOR ATTENTION: Mr T A Mokoqo

POST 08/41: DIAGNOSTIC RADIOGRAPHER: GRADE 1 RE NO: H/R/3

SALARY: R317 976 per annum (OSD)
CENTRE: Diamant Hospital: Jagersfontein
REQUIREMENTS: Baccalaureus Degree/Diploma in Radiography. 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: Ability to work under pressure, Communication and Interpersonal skills.

DUTIES: Ensure patient care during imaging for optimal diagnostic purpose: Explain procedures to patients, prepare patient for imaging, Assist and position patient for imaging, Perform imaging. Practice radiation protection to minimize radiation dose to staff, patients and general public: Establish LMC status of female patients, adhere to radiation safety standards (secure area, lead aprons etc), Apply correct radiation/exposure factors (correct dosages). Exercise clinical responsibility to ensure optimal diagnostic imaging: Interpret clinical history of patients to determine the correct procedure, ensure correct positioning of patient to minimize radiation exposure to the patient, ensure correct identification of patient image (name, lead markers etc). Participate in Education and training programs for continuous professional development and quality service delivery: Practical training and evaluation of students. Implement quality assurance programs for quality service delivery, Check/test radiation equipment and report faults, apply reject analysis, Adhere to policies and protocols

ENQUIRIES: Me L L Moathodi Tel No: (051) 724 9310
APPLICATIONS: To Be Send To: The Chief Executive Officer, Diamant Hospital, Private Bag X 06, Jagersfontein, 9974 or hand delivered at 11 Weil Street, Jagersfontein.

FOR ATTENTION:

POST 08/42: SPEECH THERAPIST AND AUDIOLOGIST: GRADE 1 REF NO: H/S/6

SALARY: R317 976 per annum (OSD)
CENTRE: Senorita Ntlabathi Hospital, Ladybrand
REQUIREMENTS: Baccalaureus Degree in Communication Pathology and Audiology. 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. Registration with the Health Professions Council of South Africa (HPCSA) in the relevant profession (where applicable).Knowledge And Skills: Ability to communicate issues in a tactful manner, Ability to interpret and execute policy directives/procedures, Problem solving skills, Computer skills.

DUTIES: Render Speech Therapy and/or Audiology services that comply with standards and norms as indicated by the health policies of South Africa. Vocational rehabilitation and clinical assessment and treatment of speech and hearing problems. Adhere to sectional and provincial quality assurance measures in sub-section. Participate in continued professional development. Responsible for clinical administrative tasks e.g patient record keeping. Undertake any other reasonable task as directed by Head of Speech Therapy/Audiology Department and Head of Clinical Services.

ENQUIRIES: Dr M C Diba Tel No: (051) 923 2006
APPLICATIONS: To Be Send To: The Chief Executive Officer, Senorita Ntlabathi Hospital Private Bag X9, Ladybrand, 9745.
FOR ATTENTION: Dr N J Setshego

POST 08/43: SENIOR STATE ACCOUNTANT REF NO: H/S/7 (X2 POSTS)

Financial Accounting Directorate: Corporate Office

SALARY: R316 791 per annum (Level 08)
CENTRE: Bloemfontein
REQUIREMENTS: A Relevant 3-year tertiary qualification or equivalent qualification in Financial Management with Accounting plus 2 years’ functional experience of which 1 year must be on supervisory level. BAS Training. Knowledge And Skills:
Experience in Revenue Management and clearance of Assets and Liabilities Accounts Additional appropriate training in BAS including computer literacy

DUTIES:
Monitor and render support with the clearing of the assets and liability accounts on monthly basis. Request, receive and consolidated input for revenue MTEF budget according to the budget cycle. Supervision cashier function at cooperate and render monitoring supporting to institution. Preparing and submission input on IFS & AFS. Responsible to identify training needs with regards to Revenue Issue. Monitoring Revenue Performance of the institutions. Reporting IYM to Provincial Treasury. Monitor correctness reconciliation of the patient fees on the patient debt system.

ENQUIRIES:
Mr T A Tsotetsi Tel No: (051) 408 1374

APPLICATIONS:
To Be Send To: Director, HRM and Planning, PO Box 227, Bloemfontein, 9300 or hand delivered at: Entrance, Bophelo House, Cnr Charlotte Maxeke and Harvey Roads, Bloemfontein.

FOR ATTENTION:
Me P Mpu

POST 08/44:
SENIOR STATE ACCOUNTANT
REF NO: H/S/8

SALARY:
R316 791 per annum (Level 08)

CENTRE:
Infrastructure; Corporate Office, Bloemfontein

REQUIREMENTS:

DUTIES:
Supervise the activities of the State Accounting Clerks/Snr AND State Accountants to contribute to the rendering of a professional financial management service for example: Personnel development Performance and discipline. Ensure quality of work. Supervise the implementation and maintenance of Financial Management practices (LOGIS/ BAS Transactions) concerning financial management processes in the department to contribute to the rendering of a professional Financial Management Service. Debt, Bookkeeping (Clear Ledger accounts, Capture BAS payments, Journals and Reports). Budget (Capture Budget, Virement, Adjustment Budget on BAS etc.). Render a Financial Management advisory service to the Department by investigating, analyzing, benchmarking and interpreting legislation and prescripts and other Financial Administration related issues to promote an effective Financial Management environment. Promote effective financial management by researching, analyzing, developing, monitoring and reviewing Departmental policies, strategies, guidelines, procedures and circulars to contribute to the consistent and effective application of Financial Management practices. Monitor and evaluate Financial Management Policies, procedures and practices. Provide Financial Information and Knowledge Management Services to the Department, for example: Maintain databases and draw relevant reports in relation to the implementation of Financial Management Policies, procedures and practices. Manage the selection, generation and presentation of financial management information taking into account the strategic and operational management information requirements Authorize and verify all documents and transactions on LOGIS/BAS according to delegations. (Authorization should happen on a higher level preferable at level 9). Prepare reports on supply chain management issues and statistics. Compile monthly reconciliation’s i.r.o. LOGIS/BAS/Payments and finalization of outstanding payments/submissions/recommendations.

ENQUIRIES:
Adv T M Thebe Tel No: (051) 408 1122/1841
APPLICATIONS: To: 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
POST 08/45: ENGINEERING TECHNICIAN REF NO: H/E/1 (X2 POSTS)

SALARY: R311 859 per annum (OSD)
CENTRE: Infrastructure; Corporate Office, Bloemfontein


ENQUIRIES: Adv T M Thebe Tel No: (051) 408 1122/1841
APPLICATIONS: TO: The Director: HRM and Planning PO Box 227, Bloemfontein, 9300
FOR ATTENTION: Me P Mpu

DEPARTMENT OF POLICE, ROADS AND TRANSPORT

APPLICATIONS: For The Department of Police, Roads and Transport to be submitted TO: Head: Police, Roads and Transport, P.O Box 119, Bloemfontein 9300 or delivered by Hand at Medfontein Building, St. Andrew Street Bloemfontein.
CLOSING DATE: 13 March 2020
NOTE: Directions to applicants 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), driver's license, identity document and a C.V. (Separate application for every vacancy). Applicants are requested to complete the Z83 form properly and in full. Separate application for every vacancy should be submitted. Applications without a reference number or a clear indication of the post for which you apply will not be considered. 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. No e-mailed or faxed applications will be considered. Applicants are respectfully informed that if no notification of appointment is received within 4 months of the closing date, they must accept that their application was unsuccessful. The shortlisted candidate will be subjected to criminal vetting and Qualification Verification. People with disability are encouraged to apply.

OTHER POSTS

POST 08/46: CANDIDATE ENGINEER: FLEET MANAGEMENT REF NO: FS PR&T/CEFM/01/01/2020 (X1 POST)

SALARY: R618 732 per annum. (An all-inclusive package) (OSD). The remuneration package consists of the basic salary, government's contribution to the Government Employee Pension Fund and flexible portion, which may be structured in the terms of the rules for the structuring of the flexible portion and which may include a 13th cheque, motor car allowance, home owner's allowance and medical aid assistance.
CENTRE: Bloemfontein
REQUIREMENTS: Engineering degree (B Eng/BSC (Eng). Three years post qualification engineering experience required. Valid driver’s license. Compulsory registration with ECSA as a Professional Engineer.

DUTIES: Design new systems to solve practical engineering problems (challenges) and improve efficiency and enhance safety: Planning, designing, operating and maintenance of engineering projects. Development of cost effective solutions according to standards. Evaluation of existing technical manuals, standards drawings and procedures to incorporate new technology and promote safety in line with statutory and regulatory requirements. Office administration: Prepare inputs for the facilitation of resource utilization. Adhere to regulations and procedures for SCM and HR administration and Report on service delivery. Research and development: Keep up with new technologies and procedures. Research/literature studies on engineering technology to improve expertise. Liaise with relevant bodies/councils on engineering-related matters and follow approved programme of development for registration purposes.

ENQUIRIES: Mr. S.S Sekobile Tel No: (051) 409 8566/46

POST 08/47: CHIEF ARTISAN GRADE A: FLEET MANAGEMENT REF NO: FS PR&T/CAGAFM/02/01/2020 (X6 POSTS)

SALARY: R386 487 per annum
CENTRE: Bloemfontein (X2 Posts)
Thabo Mofutsanyane (X2 Posts)
Lejweleputswa (X1 Post)
Fezile Dabi (X1 Post)

REQUIREMENTS: An appropriate trade test Certificate. 10 years post qualification experience as an Artisan/Artisan foreman. A valid driver’s license.

DUTIES: Manage technical services: manage technical services and support in conjunction with Technicians/Artisans and associates in field, workshop and technical office activities. Ensure the promotion of safety in line with statutory and regulatory requirements. Provide inputs into existing technical manuals, standard drawings and procedures to incorporate new technology and ensure quality assurance In line with specifications. Manage administration: Provide inputs into the budgeting process. Compile and submit reports as required. Provide and consolidate inputs to the technical operational plan. Update database and manage artisans and related personnel and assets. Financial Management: Control and monitor expenditure according to budget to ensure efficient cash flow management. Manage the commercial value add of the discipline-related activities and services. People Management: Manage the development, motivation and utilization of human resources for the discipline to ensure competent knowledge base for the continued success of technical services according to organization needs and requirements. Maintain and advance expertise: Continuous individual development to keep up with new technologies and procedures. Research/literate studies on technical/engineering technology to improve expertise. Liaise with relevant bodies/councils on technical/engineering-related matters.

ENQUIRIES: Mr. S.S Sekobile Tel No: (051) 409 8566/46

POST 08/48: ASSISTANT DIRETOR: FINANCE MANAGEMENT: FLEET MANAGEMENT REF NO: FS PR&T/ASDFM /03/01/2020 (X1 POST)

SALARY: R376 596 per annum (Level 09)
CENTRE: Bloemfontein (Fleet Management)

REQUIREMENTS: Senior Certificate. Diploma in Finance or equivalent qualification. 1 - 2 years relevant experience.

DUTIES: Manage and co-ordinate the implementation and maintenance of Financial Management practices (including LOGIS/ BAS Transactions) concerning financial management processes in the department to contribute to the rendering of a professional Financial Management Service. Address
financial management enquiries to ensure the correct implementation of financial management practices and policies. Ensure the successful implementation of departmental/public service policies as well as development of policies on matters related to financial management to adhere to the relevant prescripts/legislation. Prepare and consolidate reports/reconciliations of PERSAL/BAS/PMG-Accounts on financial management issues. Inform, guide and advice Department/ personnel on financial management matters to enhance the correct implementation of financial management practices/policies Management of human resources which include, inter alia: training and development of Officials. Authorise transactions on LOGIS/BAS/PERSAL according to delegations. Ensure effective monitoring and control over financial resources and provide inputs. (Cost Centre’s). Prepare in-depth complex reports on financial management issues and statistics.

ENQUIRIES: Mr. S.S Sekobile Tel No: (051) 409 8566/46

POST 08/49 : SENIOR SUPPLY CHAIN PRACTITIONER: FLEET MANAGEMENT REF NO: FS PR&T/SSCPFM /04/01/2020 (X1 POST)

SALARY : R316 791 per annum. (Level 08)
CENTRE : Bloemfontein (Fleet Management)
REQUIREMENTS : Senior Certificate, NOF level 6 or equivalent. LOGIS/BAS Training. 1 - 2 years relevant experience.
DUTIES : Supervise the activities of the Supply Chain Management Clerks and practitioners for example: Personnel development, Performance and discipline, Ensure quality of work. Render a Supply Chain Management advisory service to the Department by investigating, analyzing, benchmarking and interpreting legislation and prescripts and other Supply Chain related issues to promote an effective Supply Chain environment. Promote effective Supply Chain management by researching, analyzing, developing, monitoring and reviewing Departmental policies, strategies, guidelines, procedures and circulars to contribute to the consistent and effective application of Supply Chain practices. Monitor and evaluate Supply Chain Management Policies, procedures and practises. Provide Supply Chain Information and Knowledge Management Services to the Department, for example: Maintain databases and draw relevant reports in relation to implementation of Supply Chain Management Policies, procedures and practises. Manage the selection, generation and presentation of Supply Chain management information taking into account the strategic and operational management information requirements. Approve and verify all documents and transactions on LOGIS/BAS according to delegations. (Authorisation should happen on a higher level preferable at AD or Control level 9) Prepare reports on supply chain management issues and outstanding payments/submissions/recommendations.

ENQUIRIES : Mr. S.S Sekobile Tel No: (051) 409 8566/46

POST 08/50 : SUPPLY CHAIN PRACTITIONER: FLEET MANAGEMENT REF NO: FS PR&T/SCPFM /05/01/2020 (X1 POST)

SALARY : R257 508 per annum (Level 07)
CENTRE : Bloemfontein (Fleet Management)
REQUIREMENTS : Grade 12 or equivalent qualification and knowledge of BAS/LOGIS.1 - 2 years relevant experience.
DUTIES : Implement a sourcing strategy and buying mechanisms to address the needs of each business unit. Assist with the determination of proper and correct product or item specifications prior to placing an order to ensure that the Supply Chain Management Unit acquires what the end user requires. Assist in ensuring that the Preferential Procurement Policy Framework Act (PPPFA) is properly implemented and adhered to. Manage resource of the section to ensure optimum productivity. Assist with the effective and efficient management of the Departmental bidding Process. Address Supply Chain
Management enquiries to ensure correct implementation of Supply Chain Management Practices. Facilitate functioning of the Bid Committee and ensure that correct decisions are taken when bids are awarded.

ENQUIRIES : Mr. S.S Sekobile Tel No: (051) 409 8566/46.

POST 08/51 : PERSONAL ASSISTANT: FLEET MANAGEMENT REF NO: FS PR&T/PAFM /06/01/2020 (X1 POST)

SALARY : R257 508 per annum (Level 07)
CENTRE : Bloemfontein (Fleet Management)
REQUIREMENTS : Grade 12, appropriate National Diploma in Office Administration/Equivalent Qualification in office Administration. 1 - 2 years’ experience.
DUTIES : To compile realistic programmes of appointments and travelling arrangements. Prioritize appointments, Ensure that appointments are made, Liaise with and/or sensitize Head of Fleet Management regarding engagements. To correctly classify documents and ensure the safe-keeping thereof. To ensure an efficient flow of information and documents to and from the Office of the Head of Fleet Management. To give instructions for the destruction of documents in the Office of the Head of Fleet Management. To do certain research for the Office of the Head of Fleet Management. To prioritize documentation, correspondence, etc. To prepare and co-ordinate, as directed by the Head of Fleet Management, submissions, documents, briefing notes, etc. To make arrangements for the placement of items on the agenda of meetings and undertake the circulation of accompanying memoranda, to make arrangements for the attendance of the Head of Fleet Management at meetings and other relevant gatherings. To be a secretariat for management committees. To compile all necessary document for the Head of Fleet Management in terms of the meetings to be attended and to sensitize the Head of Fleet Management on the contents thereof. To compile and distribute confidential documents and cabinet memoranda and general correspondence to relevant stakeholders. To deal with enquiries received, internally and externally to the relevant stakeholders. To keep records of documents, memoranda, etc., which in terms of the law must be dealt with by the Head of Fleet Management.

ENQUIRIES : Mr. S.S Sekobile Tel No: (051) 409 8566/46.

POST 08/52 : ADMIN OFFICER: FLEET MANAGEMENT REF NO: FS PR&T/SAOFM/07/01/2020 (X1 POST)

SALARY : R257 508 per annum (Level 07)
CENTRE : Bloemfontein (Fleet Management)
REQUIREMENTS : Grade 12 or equivalent qualifications. 1 - 2 years’ experience.
DUTIES : Administrative Support (Circulation of Mail and information: Receipt, evaluation, Distribution, Follow-up, Filling of mail and information. Upkeep of pool equipment files). Gathering and distributing of pool monthly statistics (To ensure effective production management: Abnormal Load permit register, License register, Fuel card register, Admin vehicle odo-reading, telephone account, Telephone registers, Occupational Health and Safety inspection report. Record Management (To ensure effective record management: Mail, Stationery, Cleaning material, Log 1, Pool availability register Upkeep of MB7-Equipment Repair Request register, MB A transfer of equipment register, Abnormal Load permit register). Personnel Administration (To ensure ad effective service to all pool personnel: Updating and recording of correct information relating to: Leave register, Subsistence and Travelling Register, Injury on duty. Supervision of operator, handyman, tradesman aid, operator assistant: Keep PDMS system for every subordinate and evaluate monthly, submit to pool coordinator.)

ENQUIRIES : Mr. S.S Sekobile Tel No: (051) 409 8566/46
POST 08/53  :  SENIOR ADMIN CLERK: FLEET MANAGEMENT REF NO: FS PR&T/SACFM/08/01/2020 (X3 POSTS)

SALARY : R173 703 per annum (Level 05)
CENTRE : Bloemfontein (X2 Posts)
          Kroonstad (X1 Post)
REQUIREMENTS : Grade 12 or equivalent qualifications.
DUTIES : Update and upkeep of AMS database. Open AMS 9 Accident Management System files according to specific cases. Request relevant documents from the Department, Wesbank and Fleet Management's workshop. Refer matter to the State Attorney. Arrange consultation between the State Attorney and the State official. Receive cheques from the State Attorney (money owed by the private party) update the files. Documents as received must be handled accordingly. Update files on a regular basis. Finalize cases as soon as possible. Closure of files. Handling of queries. Capturing of claims on ADM (Asset and Debt Management System and AS (Asset System) database. Request of Police report as well as docket while needed by the State Attorneys. Appointing of tracing agent, while needed. Handling queries of the other officials in the section if their on leave. Handling verbal instructions. Compiling Departmental Claims.

ENQUIRIES : Mr. S.S Sekobile Tel No: (051) 409 8566/46.

POST 08/54  :  HANDYMAN SENIOR: FLEET MANAGEMENT REF NO: FS PR&T/HSFM/09/01/2020 (X5 POSTS)

SALARY : R173 703 per annum (Level 05)
CENTRE : Xhariep (X1 Post)
          Thabo Mofutsanyane (X1 Post)
          Lejweleputswa (X1 Post)
          Fezile Dabi (X2 Posts)
REQUIREMENTS : Senior Certificate or equivalent qualification.
DUTIES : Assist Artisan with the equipment life cycle management program (Assist in Execution of all equipment repair activities at a unit within Fleet Management major workshop facility). Client support program (Equipment availability in pool). Administrate Statutory Compliance to Artisan (Adherence to occupational health and safety act. Execution of regulations. To ensure that equipment is serviced in the prescribed way. Supervise the quality of the Logbooks on equipment. Maintain a filling system for the circulars, prescripts and contracts. To change oil and filters on designated time according to prescribed way. To clean the equipment on regularly basis as prescribed. Give Training to operators. Keep registers up to date. To order and receive stock.

ENQUIRIES : Mr. S.S Sekobile Tel No: (051) 409 8566/46.

POST 08/55  :  DRIVER: FLEET MANAGEMENT REF NO: FS PR&T/DFM/10/01/2020 (X8 POSTS)

SALARY : R122 595 per annum (Level 03)
CENTRE : Bloemfontein (X1 Post)
          Thabo Mofutsanyane (X5 Posts)
REQUIREMENTS : Grade 10 or equivalent qualifications. Public driver Permit. (PDP)
DUTIES : Drive light and medium motor vehicles to deliver mail and documents. Do routine maintenance on the allocated vehicle and report defects timely. Complete all the required and prescribed records and logs books with regard to the vehicle and the goods handled. Authorise transactions on LOGIS/BAS/ PERSAL according to delegations. Ensure effective monitoring and control over financial resources and provide inputs. (Cost Centre's).Prepare in-depth complex reports on financial management issues and statistics.

ENQUIRIES : Mr. S.S Sekobile Tel No: (051) 409 8566/46