

**PROVINCIAL ADMINISTRATION: FREE STATE
DEPARTMENT OF HEALTH**

CLOSING DATE : 3 April 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 11/97 : **PHARMACIST: REF NO: H/P/6**

SALARY : R693 372 per annum. (OSD)
CENTRE : Embekweni Hospital, Zastron
REQUIREMENTS : Appropriate Bachelor of Pharmacy Degree. None after registration with the SAPC as a Pharmacist in respect of South African qualified employees. Experience: 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. Registration with the SAPC as a Pharmacist
 Knowledge and Skills: Computer skills. 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 labeling and supply of the medicine in an appropriate container. Dispensing of medication: Giving medicine information and patient counseling 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 : P Botha, Tel No: (051) 6731211
APPLICATIONS : To Be Send to: The Chief Executive Officer, Embekweni Hospital, Private Bag X 5, Zastron, 9958
FOR ATTENTION : Me P Botha

POST 11/98 : **OPERATIONAL MANAGER PNB3 (MATERNITY): REF NO: H/O/6**

SALARY : R562 800 per annum. (OSD)
CENTRE : Albert Nzula Hospital, Trompsburg
REQUIREMENTS : Diploma/Degree in nursing or equivalent qualification that allows registration with the South African Nursing Council as a Professional Nurse. Registration with the SANC as Professional Nurse plus a post-basic nursing qualification in Advanced Midwifery with duration of at least one year, accredited with the SANC. 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. Current registration with the South African Nursing Council (SANC). 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 Knowledge and Skills: Ability to communicate effectively with all stakeholders. Ability to implement and manage change. Competencies/knowledge/skills/leadership /planning/organizing/coordination and communication skills. Ability to take charge and make appropriate independent decisions. Experience in neonatology and sexual reproduction

DUTIES : Coordination of optimal, holistic specialized nursing care provided within set standards and a professional/legal framework, Manage effectively the utilization and supervision of resources, Coordination of the provision of effective training and research, Provision of Effective Support to Nursing Services, Maintain professional growth/ethical standards and self-development, Detailed key performance areas can be obtained from the contact person.

ENQUIRIES : Me M E Motloheloa, Tel No: (051) 492 2151
APPLICATIONS : To Be Send to: The Chief Executive Officer, Albert Nzula Hospital, (For attention: Me D K Lekwala), Private Bagx 2, Trompsburg, 9913 or hand delivered @ 22 Louw Street, Trompsburg

POST 11/99 : **CLINICAL PROGRAMME COORDINATOR: PNA5: QUALITY ASSURANCE: REF NO: H/C/12**

SALARY : R444 276 per annum. (OSD)
CENTRE : Albert Nzula Hospital, Trompsburg
REQUIREMENTS : Diploma/Degree in nursing or equivalent qualification that allows registration with the South African Nursing Council as a Professional Nurse. A minimum of 7 years' appropriate/recognizable experience in nursing after registration with the South African Nursing Council (SANC) as Professional Nurse in General Nursing. Proof of service record. Current registration with the South African Nursing Council (SANC). Knowledge And Skills: Good communication skills. Ability to work under pressure. Good interpersonal relationships.

DUTIES : Coordinate the implementation of the programme. Initiate and participate in health promotion to ensure consistent communication of relevant, accurate and comprehensive information on health care. Establish, maintain and participate in inter-professional and multi-disciplinary teamwork. Monitor and ensure proper utilization of financial and physical resources. Provision of clinical services

ENQUIRIES : Me M E Motloheloa, Tel No: (051) 492 2151
APPLICATIONS : To Be Send to: The Chief Executive Officer, Albert Nzula Hospital, (For attention: Me D K Lekwala), Private Bagx 2, Trompsburg, 9913 or hand delivered @ 22 Louw Street, Trompsburg

**SOUTH AFRICAN POLICE SERVICE
(FREE STATE)**

APPLICATIONS : Provincial Head: Personnel Services, South African Police Service Free State, Private Bag X20501, Bloemfontein, 9301 or hand delivered at Medpol Building, 126 Charlotte Maxeke Street, Bloemfontein. Contact Captain Coetzee/Sergeant Gailele Tel No: (051) 5076419/6807

FOR ATTENTION : Sub-Section: Recruitment and Staffing

CLOSING DATE : 3 April 2020

NOTE : Only the official application form (available on the SAPS website (www.saps.gov.za) and at (SAPS Recruitment offices) will be accepted. The Z83 previously utilized will not be accepted. All instructions on the application form must be adhered to. Failure to do so may result in the rejection of the application. The post particulars and reference number of the post must be correctly specified on the application form. A comprehensive Curriculum Vitae must be submitted together with the application form. Certified copies of an applicant's ID, Senior Certificate and all educational qualifications obtained, service certificates of previous employers stating the occupation, proof of relevant experience in the field of the post and motor vehicle driver's license. The copies must be correctly certified on the copy itself, not at the back. The certification must not be older than three months. Qualifications and driver's licences submitted will be subjected to verification checking with the relevant institutions. The South African Police Service will verify the residential address of applicants and conduct reference checks. Appointments will be made in terms of the Public Service Act, 1994 as applicable to the post environment. Applications must be mailed timeously. Late applications will not be accepted or considered. If a candidate is short-listed, it can be expected of him/her to undergo a personal interview as well as a practical assessment. Reference checking will be conducted on all short listed applicants. Short-listed candidates for appointment to certain identified posts, will be vetted in terms of the Criminal Law (Sexual Offences and Related Matters) Amendment Act, 2007 (Act No 32 of 2007) and the Children's Act, 2005 (Act No 38 of 2005). A candidate whose particulars appear in either the National Register for Sex Offenders or Part B of the Child Protection Register, will be disqualified from appointment to that post. All short-listed candidates will be subjected to fingerprint screening. Correspondence will be conducted with successful candidates only. If you have not been contacted within 3 months after the closing date of this advertisement, please accept that your application was unsuccessful. The South African Police Service is under no obligation to fill a post after the advertisement thereof.

OTHER POST

POST 11/100 : **GENERAL WORKERS (25 POSTS)**

SALARY : R102 534 per annum

CENTRE : Bohlokong (Bethlehem) Ref No: FS 01/03/2020
Lindley Ref No: FS 02/03/2020
Reitz Ref No: FS 03/03/2020
Kommissiepoort Ref No: FS 04/03/2020
Rosendal Ref No: FS 05/03/2020
Koppies Ref No: FS 06/03/2020
Vrededorst Ref No: FS 07/03/2020
Mangaung (Bloemfontein) Ref No: FS 08/03/2020
Batho (Bloemfontein) Ref No: FS 09/03/2020
Bloemspruit (Bloemfontein) Ref No: FS 10/03/2020
Brandfort Ref No: FS 11/03/2020
Verkeerdervelei Ref No: FS 12/03/2020
Makwane Ref No: FS 13/03/2020
Tseki Ref No: FS 14/03/2020
Verkykerskop Ref No: FS 15/02/2020
Warden Ref No: FS 16/02/2020
Allanridge Ref No: FS 17/03/2020
Hobhouse Ref No: FS 18/03/2020
Wepener Ref No: FS 19/03/2020 (2 posts)
Meloding Ref No; FS 20/03/2020
Parys Ref No: FS 21/03/2020

Jagersfontein Ref No FS 22/03/2020
Wesselsbron Ref No FS 23/03/2020
Ventersburg Ref No FS 24/03/2020

REQUIREMENTS

: Applicants must display competency in the post-specific functions of the post; A South African Citizen. A Grade 10 qualification will serve as an advantage. Basic literacy, numeracy and communication skills. Be able to read and write. Willing to work extended hours when necessary. Fluency in at least two official languages, of which one must be English. Must have no previous convictions or cases pending. Applicants will be subjected to a vetting process which will include security screening and fingerprint verification willing to work irregular hours.

DUTIES

: Maintaining of a high level of hygiene in and around the workplace with the cleaning of the SAPS premises assigned to, which may include either or both inner and outer parameters, performing tasks of a routine nature, such as dusting the environment. Polish furniture and floors. Vacuum carpets and mopping of tile floors. Remove refuse. Perform maintenance tasks in and around the assigned premises clean bathrooms and kitchens. Safekeeping and handling of a variety of Aids in the cleaning of the premises Loading and unloading of goods Garden maintenance services. Washing and cleaning of state vehicles, kitchenware and utensils.