

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

CLOSING DATE : 02 October 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 22/152 : **HEAD: CLINICAL UNIT: GRADE 1: CRITICAL CARE: GRADE 1 REF NO: H/H/15**

SALARY : R1 728 807 per annum. (OSD) (excluding Commuted Overtime)
CENTRE : Universitas Academic Hospital, Bloemfontein
REQUIREMENTS : Appropriate qualifications that allows registration with HPCSA as Medical Specialist in A speciality offering a subspecialist certificate in Critical Care including Anaesthesia, Cardiothoracic Surgery, Emergency Medicine, Neurosurgery and General Surgery. A minimum of Three (3) years appropriate experience as a Medical Specialist after registration with HPCSA. Must be registered with HPCSA for 2020/2021. Experience in teaching and training. Demonstrate experience in research. South African Citizen with valid driver's license (Code 8). Knowledge and Skills: Provide evidence of leadership qualities and management experience. A sub-specialist qualification in Critical Care is preferred. Evidence of professional standing, e.g. membership of professional organizations and their management committees. Qualifications in human resource and financial management.

DUTIES : To be responsible for service delivery within Department of Critical Care Unit at Universitas Academic Hospital. To fulfil the administrative, academic and research requirements of an appointment to the Joint Staff Establishment. To supervise pre- and post-graduate training and examinations in Critical Care at the Universitas Academic Hospital including the intermediate training programme for surgical disciplines. Render outreach and support services to other levels of care in our drainage areas (Free State Province). Undertake all tasks as directed by the Head of Clinical Department and Head of Clinical Services at Universitas Academic Hospital.

ENQUIRIES : Dr. R Nathan Tel No: (051) 4053496
APPLICATIONS : To Be Send To: The Chief Executive Officer, Universitas Hospital, Private Bag x20660, Bloemfontein, 9300 Or hand delivered @ Room 1115, First Floor,

Universitas Hospital, 1 Logeman Street, Universitas, Bloemfontein, 9301 CEO,
 Universitas Academic Hospital, Private Bag X20660, Bloemfontein, 9300.

FOR ATTENTION : Mr MJ Baleni

POST 22/153 : **CLINICAL MANAGER: MEDICAL: GRADE 1 REF NO: H/C/46**
 (Applicants might be required to enter into a commuted overtime contract.)

SALARY : R1 173 900 per annum (OSD)
CENTRE : Tokollo district hospital, heilbron
REQUIREMENTS : A MBCHB Degree. A minimum of 3 years' appropriate experience as Medical Practitioner after registration with HPCSA. Proof of registration for 2020/2021 Knowledge And Skills: Ability to work independently and in a multi-disciplinary team context. Analytical thinking, independent decision making and problem solving skills. Responsive and pro-active with flexible approach. Good co-ordination and planning skills. Experience in root cause analysis process or medical legal processes. Time management. Communication and interpersonal skills. Computer literacy. Creative and innovative. Professionalism. Confidentiality.

DUTIES : To manage the hospital's Clinical Service and clinical support service to ensure its effective and efficient delivery of quality service. Ensure integration of clinical services, clinical support service and nursing service. Develop, implement, monitor and evaluate operational plans for clinical services and clinical support service. Co-operation, liaison and communication with all stakeholders. Manage outreach programs from level II and III institutions and outreach 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 : Me P Mokhoane Tel No: (058) 813 1040
APPLICATIONS : To Be Send To: The Chief Executive Officer, Tokollo Hospital, Private Bag X8, Heilbron, 9650.

FOR ATTENTION : Me P Mokhoane

POST 22/154 : **DEPUTY MANAGER: PHARMACEUTICAL SERVICES REF NO: H/D/17**

SALARY : R1 026 693 per annum (OSD)
CENTRE : Medpharm, Bloemfontein
REQUIREMENTS : Appropriate bachelor of Pharmacy Degree. Registration with the SA Pharmacy Council as a Pharmacist. A minimum of 3 years' appropriate experience after registration as a Pharmacist with the SAPC Knowledge and Skills: Appropriate experience in stock management.

DUTIES : Act as a responsible Pharmacist. Ensure compliance with legislation; SAHPRA registration and accreditation of Medical Depot as a wholesaler & distributor. South African Pharmacy Council, accreditation of Medical Depot as a training institution. Occupational Health & Safety Act, effective control to ensure safety of personnel and stock. Public Finance & Management Act, effective and efficient utilization of resources. Supply Chain Management Policies, annual stock takes and cycle counts. General Warehouse Management and Administration; Adherence to good warehousing practice and distribution, Adherence to orders & printing of invoices, Ensure availability of SOP's warehouse statistics & reports, Efficient communication with the demanders, suppliers & pharmaceutical services. Strengthening of warehouse systems & processes, Reduction of discrepancies, Reduction of expired medication and disposal thereof, Adequate security measures in the warehouse, Efficient, effective and timely distribution, ensure effective and efficient utilization of Personnel, ensure regular training & development of warehouse personnel, Ensure availability of Job description for warehouse personnel and signed performance agreements. 411 0502 3091.

ENQUIRIES : Me N B Molongoana Tel No: (051) 411 0502
APPLICATIONS : To be send to: The Chief Executive Officer, Medpharm, (Contact person: Mr T April), P O Box 7622, bloemfontein, 9300.

POST 22/155 : **MEDICAL SPECIALIST: GRADE 1 – 3: ONCOLOGY REF NO: H/M/26 (X2 POSTS)**
(Applicants might be required to enter into a commuted overtime contract.)

SALARY : Grade 1: R1 106 040 per annum (OSD)
Grade 2: R1 264 623 per annum (OSD)
Grade 3: R1 467 651 per annum (OSD)

CENTRE REQUIREMENTS : Universitas Hospital, Bloemfontein

REQUIREMENTS : Registration with HPCSA as Medical Specialist in Oncology. Experience: **Grade 1:** none. **Grade 2:** A minimum of 5 years' appropriate experience as Medical Specialist after registration with HPCSA in a recognised sub speciality **Grade 3:** A minimum of 10 years' appropriate experience as Medical Specialist after registration with HPCSA in a recognized sub speciality. Knowledge and Skills: Provide evidence of leadership qualities and experience. Research qualifications in the field of Oncology either MMed or PHD. Evidence of professional standing e.g. membership of professional organizations and their management committees. ACLS, ATLS, APLS, relevant experience.

DUTIES : Clinical service delivery, medical administration and management, teaching, training and research. It is compulsory that the candidate also have to participate in outreach activities and commuted overtime. Maintain quality assurance standards.

ENQUIRIES APPLICATIONS : Dr R Nathan Tel No: (051) 405 3496. Prof A Sherriff, Tel No: (051) 405 2464
To Be Send To: The Chief Executive Officer, Universitas Hospital, (Contact person: Mr MJ Baleni), Private Bag x20660, Bloemfontein, 9300 or hand delivered @ Room 1093, First Floor, Universitas Hospital, 1 Logeman Street, Universitas, Bloemfontein, 9301.

POST 22/156 : **MEDICAL SPECIALIST: GRADE 1 - 3: SURGERY REF NO: H/M/25**
(Applicants might be required to enter into a commuted overtime contract.)

SALARY : Grade 1: R1 106 040 per annum (OSD)
Grade 2: R1 264 623 per annum (OSD)
Grade 3: R1 467 651 per annum (OSD)

CENTRE REQUIREMENTS : Universitas hospital: Bloemfontein

REQUIREMENTS : MBCHB or equivalent Degree. Registration with HPCSA as Medical Specialist in General Surgery. Experience: **Grade 1:** none. **Grade 2:** A minimum of 5 years' appropriate experience as Medical Specialist after registration with HPCSA in a recognised sub speciality **Grade 3:** A minimum of 10 years' appropriate experience as Medical Specialist after registration with HPCSA in a recognized sub specialty Knowledge and Skills: ACLS, ATLS, APLS, relevant experience.

DUTIES : Clinical service delivery, medical administration and management, teaching, training and research. It is compulsory that the candidate also have to participate in outreach activities and commuted overtime. Maintain quality assurance standards.

ENQUIRIES APPLICATIONS : Dr R Nathan: Tel No: (051) 405 3496
To be send to: The Chief Executive Officer, Universitas Hospital, Private Bag x20660, bloemfontein, 9300 or hand delivered @ Room 1115, First Floor, Universitas Hospital, 1 Logeman Street, Universitas, Bloemfontein, 9301.

FOR ATTENTION : Me A Lombard

POST 22/157 : **MEDICAL SPECIALIST: GRADE 1 - 3: ANAESTHESIOLOGY REF NO: H/M/27**
(Applicants might be required to enter into a commuted overtime contract.)

SALARY : Grade 1: R1 106 040 per annum (OSD)
Grade 2: R1 264 623 per annum (OSD)
Grade 3: R1 467 651 per annum (OSD)

CENTRE REQUIREMENTS : Orthopaedic Surgery: Universitas Hospital

REQUIREMENTS : MBCHB or equivalent Degree. Registration with HPCSA as Medical Anaesthesiology Experience: **Grade 1:** none. **Grade 2:** A minimum of 5 years' appropriate experience as Medical Specialist after registration with HPCSA in a recognised sub speciality **Grade 3:** A minimum of 10 years' appropriate experience as Medical Specialist after registration with HPCSA in a recognized sub specialty Knowledge and Skills: ACLS, ATLS, APLS, relevant experience.

DUTIES : Clinical service delivery, medical administration and management, teaching, training and research. It is compulsory that the candidate also have to

participate in outreach activities and commuted overtime. Maintain quality assurance standards.

ENQUIRIES APPLICATIONS : Dr R Nathan Tel No: (051) 405 3496
 : To Be Send To: The Chief Executive Officer, Universitas Hospital, Private Bag x20660, Bloemfontein, 9300 or hand delivered @ Room 1115, First Floor, Universitas Hospital, 1 Logeman Street, Universitas, Bloemfontein, 9301.

FOR ATTENTION : Me A Lombard

POST 22/158 : **MEDICAL SPECIALIST: OPHTHALMOLOGY: GRADE 1-3 REF NO: H/M29**
 (Applicants might be required to enter into a commuted overtime contract.)

SALARY : Grade 1: R1 106 040 per annum (OSD)
 : Grade 2: R1 264 623 per annum (OSD)
 : Grade 3: R1 467 651 per annum (OSD)

CENTRE REQUIREMENTS : Dihlabeng Hospital, Bethlehem
 : MBChB or equivalent degree, FC Ophth (SA) or equivalent qualification. Valid registration with the Health Professionals' Council of South Africa (HPCSA) as an independent practitioner in Ophthalmology. Experience: **Grade 1:** none
Grade 2: A minimum of 5 years' appropriate experience as Medical Specialist after registration with HPCSA in a normal speciality. **Grade 3:** A minimum of 10 years' appropriate experience as Medical Specialist after registration with HPCSA in a normal speciality. Willing to perform commuted overtime in ophthalmology. Willing to be part of the outreach programme in the district. Valid driver's license. Knowledge And Skills: Specialist experience in ophthalmology post qualification, Responsible management of resources, Team player willing to support the ophthalmology programme in the district, Presentation skills, Planning and Organizing.

DUTIES : Providing clinical leadership to the Eye Services team at secondary level. Daily clinical management of patients at secondary level as part of the Eye services team. Supervising and training of medical officers & interns. Academic presentations in the relevant discipline. Overtime calls covering standby for ophthalmology. Completion of all relevant documents relating to patient care including clinical records, J88's, RAF, COID, etc.

ENQUIRIES APPLICATIONS : Dr WJ Selfridge Tel No: (058) 307 1252, Tel No: (058) 307 1005
 : To Be Send To: The Chief Executive Officer, Dihlabeng Hospital Private Bag X3, Bethlehem, 9700.

FOR ATTENTION : Me S Mpanza

POST 22/159 : **ASSISTANT MANAGER: PHARMACEUTICAL SERVICES REF NO: H/A/19**

SALARY : R897 936 per annum (OSD)
CENTRE : Tokollo District Hospital, Heilbron
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. Current proof of Registration with the South African Pharmacy Council as a Pharmacist must be attached. Knowledge and Skills: Knowledge, Skills, Training and Competence Required: Sound knowledge of all aspects of public sector pharmacy. Thorough understanding of the relevant acts, regulations, standard operating procedures & policies, Good Pharmacy Practice, Good Manufacturing Practice. Must be fully computer literate, and possess good communication, organizational and interpersonal skills. Knowledge of legislation relating to the provision of pharmaceutical services. Human Resource Management. Leadership skill. Financial Management. Analytical skills. Management and supervisory skills. Project and communication skill. Interpersonal and negotiation skills.

DUTIES : Manage (hands on) allocated sub sections in the Pharmacy. Completion of reports, including reports/assessments on staff and the functioning of the sub-sections. Screen & dispense prescriptions written for in-patients and outpatients by medical officers. Manage S5 & 6 substances, Manage cytotoxic reconstitution. Compile orders based on recognized Drug Supply Management principles to replenish stock of medicines in the hospital. The training of all staff within the areas of responsibility. Collection of relevant statistics. Consult with doctors and specialists on the use of Standard Treatment Guidelines. Consult with doctors and specialists on prescription problems. Monitor the availability of medicines, stock control measures, Rational Drug Use, maintenance of the Cold Chain and expenditure on Pharmaceuticals. Monitor medicine stock control at every medicine issue point within the hospital. Provide drug

information to appropriate staff within the hospital. Ward Pharmacy including ward rounds with medical officers. Ensure 24-hour call duty on a rotational basis. Maintenance of Policies & procedures according to DOH, GPP and GMP requirements. Maintain/Input data into the computerised pharmacy module. Participate in CPD. Manage after-hour and Saturday morning duties. PTC secretariat duties for hospital and district including Antibiotic stewardship. Undertake medicine utilisation reviews. Clinical pharmacy duties. Liaise with AME regarding P.I.S. Management of Section 21 and Non EML patient named motivations. Stock control monitoring in all sub-sections. Deployment of staff. Maintain ward stock formulary and determine stock levels. Determine and maintain overall stock levels, re-order levels and quantities. Supervise stock takes. Maintain P.I.S stock master and data integrity. Maintain pre pack formulary.

ENQUIRIES : Me P Mokhoane Tel No: (058) 813 1040
APPLICATIONS : To Be Send to: The Chief Executive Officer, Tokollo Hospital, , Private Bag X8, Heilbron, 9650.

FOR ATTENTION : Me P Mokhoane

POST 22/160 : **MEDICAL OFFICER: GRADE 1-3 REF NO: H/M 28**
 (Applicants might be required to enter into a commuted overtime contract.)

SALARY : Grade 1: R821 205 per annum (OSD)
 Grade 2: R938 964 per annum (OSD)
 Grade 3: R1 089 693 per annum (OSD)

CENTRE : Dihlabeng Hospital, Bethlehem
REQUIREMENTS : MBChB or equivalent degree. Valid registration with the Health Professionals' Council of South Africa (HPCSA) as an independent practitioner. **Grade 1:** Experience: None after registration as Medical Practitioner with the Health Professions Council of South Africa (HPCSA) in respect of South African qualified employees. **Grade 1:** One-year relevant experience after registration as Medical Practitioner 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. **Grade 2:** Minimum of 5 years after registration as Medical Practitioner with the Health Professions Council of South Africa (HPCSA) in respect of South African qualified employees. Minimum of 6 years' relevant experience after registration as Medical Practitioner with a recognized 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 HPCSA as Medical Practitioner. **Grade 3:** Minimum of 10 years after registration as Medical Practitioner with the Health Professions Council of South Africa (HPCSA) in respect of South African qualified employees. Minimum of 11 years' relevant experience after registration as Medical Practitioner with a recognized 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. Willing to perform Group 3 commuted overtime in various departments including Anaesthesia. Valid driver's license. Knowledge And Skills: Post-internship in Obstetrics & Gynaecology; post-internship experience in anaesthesia. Responsible management of resources. Team player willing to support other clinical disciplines when they are short staffed. Presentation skills, Planning and Organizing.

DUTIES : Daily clinical management of patients at secondary level as part of a team in a clinical discipline. Gaining skills in the relevant discipline under the guidance of the specialists. Supervising and training of medical interns. Academic presentations in the relevant discipline. Group 3 overtime calls covering anaesthesia and an option of non-surgical calls or surgical calls. Completion of all relevant documents relating to patient care including clinical records, J88's, RAF, COID, etc.

ENQUIRIES : Dr WJ Selfridge, Tel No: (058) 307 1252, Tel No: (058) 307 1005
APPLICATIONS : To Be Send to: The Chief Executive Officer, Dihlabeng Hospital, Private Bag X3, Bethlehem, 9700.

FOR ATTENTION : Me S Mpanza

POST 22/161 : **MEDICAL OFFICER: GRADE 1-3; CRITICAL CARE REF NO: H/M/24 (X2 POSTS)**
(Applicants might be required to enter into a commuted overtime contract.)

SALARY : Grade 1: R821 205 per annum (OSD)
Grade 2: R938 964 per annum (OSD)
Grade 3: R1 089 693 per annum (OSD)

CENTRE REQUIREMENTS : Universitas Hospital, Bloemfontein
: MBChB or equivalent degree. Valid registration with the Health Professions Council of South Africa (HPCSA) as an independent practitioner. Experience: **Grade 1:** None after registration as Medical Practitioner with the Health Professions Council of South Africa (HPCSA) in respect of South African qualified employees. One-year relevant experience after registration as Medical Practitioner 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. **Grade 2:** Minimum of 5 years after registration as Medical Practitioner with the Health Professions Council of South Africa (HPCSA) in respect of South African qualified employees. Minimum of 6 years' relevant experience after registration as Medical Practitioner with a recognized 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 HPCSA as Medical Practitioner. **Grade 3:** Minimum of 10 years after registration as Medical Practitioner with the Health Professions Council of South Africa (HPCSA) in respect of South African qualified employees. Minimum of 11 years' relevant experience after registration as Medical Practitioner with a recognized 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: ACLS, ATLS, APLS, relevant.

DUTIES : Clinical service delivery, medical administration in the Critical Care Unit, Universitas Hospital. The candidate will also have to participate in outreach activities and commented overtime. Maintain quality assurance standards.

ENQUIRIES APPLICATIONS : Dr R Nathan Tel No: (051) 405 3496
: To Be Sent To: The Chief Executive Officer, Universitas Hospital, Private Bag X20660, Bloemfontein, 9300 or hand delivered @ Room 1115, 1st Floor Universitas Hospital, 1 Logeman Street Universitas, Bloemfontein.

FOR ATTENTION : Me A Lombard

POST 22/162 : **MEDICAL OFFICER GRADE 1-3 REF NO: H/M/30**

SALARY : Grade 1: R821 205 per annum (OSD)
Grade 2: R938 964 per annum (OSD)
Grade 3: R1 089 693 per annum (OSD)

CENTRE REQUIREMENTS : Dr J S Moroka Hospital, Seloshesha
: MBChB Degree. Registration as Medical Practitioner HPCSA. Proof of HPCSA receipt for the current year. Experience: **Grade 1:** None after registration as Medical Practitioner with the Health Professions Council of South Africa (HPCSA) in respect of South African qualified employees. One-year relevant experience after registration as Medical Practitioner 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. **Grade 2:** Minimum of 5 years after registration as Medical Practitioner with the Health Professions Council of South Africa (HPCSA) in respect of South African qualified employees. Minimum of 6 years' relevant experience after registration as Medical Practitioner with a recognized 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. **Grade 3:** Minimum of 10 years after registration as Medical Practitioner with the Health Professions Council of South Africa (HPCSA) in respect of South African qualified employees. Minimum of 11 years' relevant experience after registration as Medical Practitioner with a recognized 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: Valid driver's license. Good communication and interpersonal skills. Driver's license is essential.

DUTIES : To render comprehensive, curative, preventative and promotive Health Care Services at the hospital and catchment clinics during normal working hours.

Implement quality standards and practice and treatment protocol to ensure correct and effective management of patients. Examination, Diagnosis and Treatment of patients all wards and the emergency department as per workload demands. Perform medico-legal/forensic examinations on victims of gender-based violence and assault. Application of general medical principles of care to patients and relatives. Facilitation of staff training and on-going Medical Education. Ability to work with people outside of the medical sphere, such as police, NPA and NGO's involved in the holistic care of this subset of patients. After hours' participation in call roster. Take an active role in the development of high quality services in line with Batho-Pele principles. Participate in outreach programs, training and appropriate supervision of Intern Medical Officers. Assist with administrative and other duties when required. To facilitate clinical service functioning.

ENQUIRIES : Dr C Lesenyeho-Lejakane Tel No: (051) 492 5003, (051) 8739800
APPLICATIONS : To: The Chief Executive Officer, J S Moroka Hospital, Private Bag X707, Seloshesha, 9785.

FOR ATTENTION : Mr O W Jaarsen

POST 22/163 : **DEPUTY DIRECTOR: RADIATION THERAPY REF NO: H/D/13**

SALARY : R857 559 per annum. (OSD)
CENTRE : Universitas Hospital, Bloemfontein
REQUIREMENTS : Degree/Diploma in Diagnostic Radiography. Registration with the (HPCSA) as Radiation Oncology Radiographer (Radiation Therapy). A minimum of 5 year's appropriate experience in the relevant profession after registration with HPCSA (where applicable) of which 3 years must be appropriate experience on Management level. Knowledge and Skills: Radiation Oncology registered with HPCSA, Human Resource and Financial Management, Supply Chain Management. Experience in research and support of research.

DUTIES : Manage clinical function to ensure optimal service delivery. Manage, develop and implement quality systems in line with provincial, national and international standards. Management of radiography department to ensure that an efficient and effective radiography service is delivered through the efficient and effective utilization of human resources. Keep up to date with new development in the radiography work and management. Plan and ensure that radiography research work and development are undertaken. Undertake complex radiography research work. Perform and/or ensure that all the administrative functions required in the unit are performed. Management of equipment. Financial management.

ENQUIRIES : Prof A Sherriff Tel No: (051) 405 2646
APPLICATIONS : To Be Sent To: The Chief Executive Officer, Universitas Hospital, Private Bag X20660, Bloemfontein 9300 or hand delivered at HR Offices, Room1115 Me Finger, 1St Floor Universitas Hospital, 1 Logeman Street, Universitas, Bloemfontein.

FOR ATTENTION : Mr M J Baleni

POST 22/164 : **DEPUTY DIRECTOR: INFORMATION MANAGEMENT SYSTEMS AND SOFTWARE) REF NO: H/D/16**

SALARY : R733 257 per annum (Level 11)
CENTRE : Information Management and Research; Corporate Office
REQUIREMENTS : The incumbent should have a three/four-year BSC degree (Information Technology) with Geographical Information System as a module plus 3-5-years functional experience of which 3 years must be on Management level. At least 3-5 years' experience in public health sector managing a big health information database. Be a holder of a driver's license with experience in driving and should be prepared to travel within the Free State Province. Knowledge and Skills: A self-starter with the ability to work under minimum/or no supervision, pay attention to detail. Knowledge of Geographical Information System as an added advantage. Database management skills including creation of a data dictionary with a knowledge of statistics generated within the database and a good demonstration of relevant experience in the field including participation in expert data base management training. Experience in Microsoft SQL Server Administration or Oracle data base administration experience. Knowledge of Reporting, Query tools and practices and should have the ability to troubleshoot. Knowledge of database, transaction processing, referential integrity, Business intelligence experience,

performance tuning and monitoring with an emphasis in MS SQL. Knowledge of database security administration and user management together with the ability to work under pressure, and should be able to deliver under tight deadlines. Knowledge in IT hardware management is an added advantage. Excellent mathematical/analytical and logical thinking skills are essential to support configuration of the databases in public health system. Good communication & interpersonal skills including patience as well as highly enthusiastic attitude to enable ability to support all other relevant health care workers at each level of the health system. Ability to analyse data, use of data analytics embedded in the data bases and dissemination of information. Collecting and recording of data. Knowledge of data security as well as being able to understand the Health Information policy, health act and POPIA act. Excellent leadership ability, time management, project management, stress management, motivational skills and strong negotiation skills. Health related statistical experience and knowledge of organizational behaviour are added advantages.

DUTIES

: Write and troubleshoot SQL code (stored procedures, functions, tables, views, triggers, indexes and constraints). Provide leadership, technical support and skills transfer to health databases (such as DHIS, etc) development, configuration, management and maintenance to strengthen and optimize health information monitoring and evaluation systems. Lead and integrate business processes on a database technical level, analyse data requirements and identify required components/elements to be structured in a multi-relationship environment within an existing or new entity. Lead platform upgrades, improvements and implementation by supervising and or perform system programming and Ensures security of database. Report on performance and progress. Provisioning of technical health information management services to help manage– and organise health related data so that it can be used to analyse-, review- and plan health services. provide technical front end support to DHIS users, review the data collected in the DHIS and report on data quality issues customisation and maintenance of DHIS databases, presentation of data in formats such as graphs etc. that will enhance data interpretation and understanding report writing and user feedback that will encourage defaulting clients to submit quality data, on time provisioning of customised reports to clients. Training of the databases (such as DHIS, etc) and facilitation of workshops. Software installation and management together with linking remote data sources using different software systems. Administration and maintenance of database servers and participate in the design, Implementation and maintenance of database systems. Database Tuning, Security and Management, Data Mining and flowcharting. Database Administrative related functions within the scope of the Microsoft SQL server architecture environment. Use SQL to develop reports on short notice for a very large dataset with many records (cases). To provide Health information coordination and leadership this includes management and analysis of data focusing on trend analysis for the department on weekly and monthly basis as required by the programs as well as overall database administration of the provincial health Information management database systems. Solve health data related problems including understanding of health indicators. Supervisory role for human resources and project related concerns in the unit to ensure that good quality data is provided to the provincial department as well as giving feedback to all stake holders. To implement capacity building activities to provincial, district and facility end users in terms of data manipulation, data analytics, data quality issues, records management and provides processing and trouble-shooting mechanisms as well as training Information staff on the electronic analysis of data using Microsoft Excel amongst other possible proprietary system. Research new database, software engineering and business intelligent, trends and to advise management on the implementation of these new technologies and techniques. To perform specialist duties on the operational data base and data warehouse and be the Database Administrator of these systems as well as data architect for the Province for all health services databases. Manage software installation of any new modules at new identified sites including clinics, district hospitals CHC and regional hospitals. To enhance and broaden health services data ware house for the Free State department of Health.

ENQUIRIES

: Dr Chikobvu Tel No: (051) 408 1738/1646

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 22/165 : **ASSISTANT MANAGER NURSING: PNA-7 REF NO: H/A/22**

SALARY : R562 800 per annum (OSD)

CENTRE : Embekweni Hospital, Zastron

REQUIREMENTS : Diploma/Degree in Nursing or equivalent qualification that allows registration with SANC as Professional Nurse. Registration with the SANC as Professional Nurse. 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. Knowledge And Skills: Driver's license. Computer literacy. Good communication skills. Knowledge of the Public Service Act and public Finance Management and mental Health Care. Knowledge of OSD.

DUTIES : Policy formulation, review and implementation. Training of all health care workers regarding quality assurance. Compilation and analysis of statistics. Monitoring and evaluation of quality aspects in the institution. Development of quality improvement projects. Orientation and induction of new employees on quality assurance matters. Risk and Waste Management. Assist with the implementation and monitoring of national Care Standards. Detailed key performance areas can be obtained from the contact person.

ENQUIRIES : Dr EMN Caka Tel No: (051) 6731200

APPLICATIONS : To Be Send to: The Chief Executive Officer, Embekweni Hospital, Private Bag X 32, Zastron, 9950.

FOR ATTENTION : Dr EMN Caka

POST 22/166 : **ASSISTANT MANAGER: NURSING: PNA-7: (HAST) REF NO: H/A/14**

SALARY : R562 800 per annum (OSD)

CENTRE : HIV&AIDS Directorate Corporate Office

REQUIREMENTS : Diploma /Degree in nursing) or equivalent qualification that allows registration with the SANC as a Professional Nurse. A minimum of 8 years appropriate/recognisable experience in nursing after registration as Professional Nurse with the SANC in General Nursing. At least 3 years of the period referred to above must be appropriate/ recognisable experience at management level. Current registration with SANC. Knowledge And Skills: Valid driver's license. Appropriate experience in the management of HIV &AIDS programs. Appropriate financial management knowledge.

DUTIES : To managed and support the implementation of the Comprehensive HIV and AIDS Care Management and Treatment of the HIV& AIDS program in the Province. Manage and support the implementation of the National Consolidated Guideline on the PMTCT and Management of HIV in children, adolescents and adults. Provide strategic leadership and creation of a social compact for better health outcomes. Manage the financial affairs for sustainable service delivery. Liaise with different stakeholders to ensure optimal service delivery

ENQUIRIES : Me L F Van Turha, Tel No: (051) 408 1703

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 22/167 : **OPERATIONAL MANAGER: PNB-3: PAEDIATRICS REF NO: H/O/23**

SALARY : R562 800 per annum. (OSD)

CENTRE : Dihlabeng Hospital, (Bethlehem)

REQUIREMENTS : Diploma/Degree in nursing or equivalent qualification that allows registration with the South African Nursing Council as a Professional Nurse. A minimum of 9 years' appropriate recognisable experience in nursing after registration as Professional Nurse with the SANC in General Nursing. Proof of current registration with the South African Nursing Council (SANC) as Professional Nurse. Post basic qualification as Trauma trained Nurse, at least 5 years of the period referred to above must be appropriate/ recognizable experience after

obtaining the 1 - year post basic qualification in Paediatric Nursing Science. Must be willing to work shifts. Ability to provide holistic care Knowledge and Skills: An additional post basic qualification of one-year duration. Nursing Administration. Knowledge of the management of people, financial and conflict management. Computer Literacy.

DUTIES : Provision of optimal, holistic specialized nursing care with set standards and within a professional/Legal framework. Effective utilization of resources (Human &Material). Participation with training and research. Provision of support to nursing services. Maintain professional growth/ethical standards and self-development.

ENQUIRIES : Me M E Royi, Tel No: (058) 307 1254

APPLICATIONS : To Be Send To: The Chief Executive Officer, Dihlabeng Hospital, Private Bag X3, Bethlehem, 9700.

FOR ATTENTION : Me M E Royi

POST 22/168 : **OPERATIONAL MANAGER: PNB-3: THEATRE: REF NO: H/O/31**

SALARY : R562 800 per annum. (OSD)

CENTRE : Dihlabeng Hospital, Bethlehem

REQUIREMENTS : Diploma/Degree in nursing or equivalent qualification that allows registration with the South African Nursing Council as a Professional Nurse. A minimum of 9 years' appropriate recognisable experience in nursing after registration as Professional Nurse with the SANC in General Nursing. Post basic qualification as Trauma trained Nurse, at least 5 years of the period referred to above must be appropriate/ recognisable experience after obtaining the 1 - year post basic qualification in Operating Theatre Nursing Science Nursing Science. Must be willing to work shifts. Ability to provide holistic care. Proof of current registration with the South African Nursing Council (SANC) as Professional Nurse Knowledge and Skills: An additional post basic qualification of one-year duration. Nursing Administration. Knowledge of the management of people, financial and conflict management. Computer Literacy.

DUTIES : Provision of optimal, holistic specialized nursing care with set standards and within a professional/Legal framework. Effective utilization of resources (Human &Material). Participation with training and research. Provision of support to nursing services. Maintain professional growth/ethical standards and self-development.

ENQUIRIES : Me M E Royi Tel No: (058) 307 1254

APPLICATIONS : To Be Send To: The Chief Executive Officer, Dihlabeng Hospital, Private Bag X3, Bethlehem, 9700.

FOR ATTENTION : Me S Mpanza

POST 22/169 : **OPERATIONAL MANAGER: PNB-3: TRAUMA AND EMERGENCY REF NO: H/O/33**

SALARY : R562 800 per annum. (OSD)

CENTRE : Dihlabeng Hospital, Bethlehem

REQUIREMENTS : Diploma/Degree in nursing or equivalent qualification that allows registration with the South African Nursing Council as a Professional Nurse. A minimum of 9 years appropriate recognisable experience in nursing after registration as Professional Nurse with the SANC in General Nursing. Proof of current registration with the South African Nursing Council (SANC) as Professional Nurse. Post basic qualification as Trauma trained Nurse, at least 5 years of the period referred to above must be appropriate/ recognisable experience after obtaining the 1 - year post basic qualification in the relevant specialty. Must be willing to work shifts. Ability to provide holistic care Knowledge and Skills: An additional post basic qualification of one-year duration. Nursing Administration. Knowledge of the management of people, financial and conflict management. Computer Literacy.

DUTIES : Provision of optimal, holistic specialized nursing care with set standards and within a professional/Legal framework. Effective utilization of resources (Human &Material). Participation with training and research. Provision of support to nursing services. Maintain professional growth/ethical standards and self-development.

ENQUIRIES : Me M E Royi Tel No: (058) 307 1254

APPLICATIONS : To Be Send To: The Chief Executive Officer, Dihlabeng Hospital, Private Bag X3, Bethlehem, 9700.

FOR ATTENTION : Me S Mpanza

<u>POST 22/170</u>	:	<u>OPERATIONAL MANAGER: PNB-3 REF NO: H/O/34</u>
<u>SALARY</u>	:	R562 800 per annum (OSD)
<u>CENTRE</u>	:	Senorita Ntlabathi Hospital: (Ladybrand)
<u>REQUIREMENTS</u>	:	Diploma or Degree in Nursing or equivalent qualification that allows registration with SANC as a Professional Nurse. Registration with the SANC as Professional Nurse plus a post-basic nursing qualification with a duration of at least 1 year, accredited with SANC in Advanced Midwifery and Neonatology. A minimum of 9 years appropriate/recognizable experience in nursing after registration with SANC as a Prof Nurse. At least 5 years of the period referred to above must be appropriate / recognizable experience after obtaining the 1 year post – basic qualification in Advanced Midwifery and Neonatology Knowledge and Skills: Valid driver's license. Experience in Ideal Hospital Components. Management of information. Good interpersonal and communication skills. Computer literacy.
<u>DUTIES</u>	:	Provision of optimal, holistic specialized nursing care with set standards and within a professional / legal framework. Effective utilization of resources, both human and material. Participation with Training and Research. Provision of support to nursing services. Maintain professional growth/ethical standards and self-development. Overall management of Maternity Unit within the hospital set up. Manage patients according to protocols and scope of Nursing Practice. Formulate and develop operational policies, guidelines and operational plans. Cooperate. Liaise and communicate with all stakeholders. Detailed Key Performance Areas can be obtained from the contact person.
<u>ENQUIRIES</u>	:	Me R Phuroe Tel No: (051) 923 2014
<u>APPLICATIONS</u>	:	To Be Send To: The Chief Executive Officer, Senorita Ntlabathi Hospital, Private Bag X9, Ladybrand, 9745 or hand delivered @ 921 Eight Street, Ladybrand.
<u>FOR ATTENTION</u>	:	Dr N J Sethshego
<u>POST 22/171</u>	:	<u>CLINICAL PROGRAM COORDINATOR: PNA-5: QUALITY ASSURANCE REF NO: H/C/47</u>
<u>SALARY</u>	:	R444 276 per annum (OSD)
<u>CENTRE</u>	:	Embekweni Hospital, (Zastron)
<u>REQUIREMENTS</u>	:	Diploma/Degree in Nursing or equivalent qualification that allows registration with SANC as Professional Nurse. A minimum of 7 years appropriate/recognizable experience in nursing after registration with the SANC as Professional Nurse in General Nursing. Current registration with the South African Nursing Council (SANC).knowledge and skills: Personnel and Financial experience. Ability to perform under pressure. Excellent interpersonal skills. Knowledge and at least three years of the period above must be appropriate recognizable experience in Quality Assurance.
<u>DUTIES</u>	:	Oversight of health facilities compliance with Quality Assurance. Monitoring implementation of the National Core Standards. Interact with the relevant healthcare workers and other relevant stakeholders to provide information and identify new opportunities to improve quality of care. Make recommendations regarding NCS assessment findings. Management of resources for effective outcomes in the unit.
<u>ENQUIRIES</u>	:	Dr EMN Caka Tel No: (051) 6731200
<u>APPLICATIONS</u>	:	To Be Send To: The Chief Executive Officer, Embekweni Hospital, , Private Bag X 32, Zastron, 9950.
<u>FOR ATTENTION</u>	:	Dr EMN Caka
<u>POST 22/172</u>	:	<u>OPERATIONAL MANAGER: PNA-5 REF NO: H/O/29</u>
<u>SALARY</u>	:	R444 276 per annum (OSD)
<u>CENTRE</u>	:	Thusanong Hospital: (Odendaalsrus)
<u>REQUIREMENTS</u>	:	Diploma/degree in Nursing or equivalent qualification that allows registration with the South African Nursing. Registration with a professional council: Registration with the SANC as Professional Nurse. Experience: A minimum of 7 years appropriate/recognizable experience in Nursing after registration as Professional Nurse with the SANC in General Nursing. Inherent requirements of the job: Willingness to work overtime and shifts should the need arise, day or night. Willingness to perform duties at irregular hours: e.g. 12-hour shifts. Valid (code B/EB) driver's license. Knowledge and Skills: Competencies

(knowledge/skills): Excellent writing and communication skills. Computer literacy (MS Word, Excel, PowerPoint and Outlook). Knowledge of legislation relative to the Health Care Service and policies of the Department of Health and conflict management skills. Skilled nurse clinician able to lead the Nursing service within the scope of practice and accepted Nursing standards. Ability to work under pressure. Good communication skills. Computer literacy.

DUTIES : Supervise and ensure the provision of an effective and efficient patient care through adequate nursing care. Coordinate and monitor the implementation of a nursing care plan and the evaluation thereof. Provide relevant health information to patients in achieving optimal health care. Develop and maintain working relationships with nursing and other stakeholders (i.e inter-professional, inter-sectorial and multi-disciplinary teamwork). Participate in the analysis, formulating and implementation of nursing guidelines, practices, standards and procedures. Manage and monitor utilization of human, financial and physical resources. Monitor, develop and implement risk action plan in line with risk register.

ENQUIRIES : Me T J Matli Tel No: (087) 940 8112
APPLICATIONS : To Be Send To: The Chief Executive Officer, Thusanong Hospital, Private Bag X1, Odendaalsrus, 9480.

FOR ATTENTION : Mr T D Tsotetsi

POST 22/173 : **PROFESSIONAL NURSE: PNB 1: THEATRE REF NO: H/P/32**

SALARY : Grade 1: R383 226 per annum (OSD)
CENTRE : Dihlabeng Hospital, (Bethlehem)
REQUIREMENTS : Diploma/Degree in nursing or equivalent qualification that allows registration with the South African Nursing Council as a Professional Nurse. Proof of current registration with the South African Nursing Council (SANC) as Professional Nurse. Experience: PNB-1: A minimum of 4 years appropriate/recognizable experience in nursing after registration with SANC as a Prof Nurse plus a post-basic nursing qualification with a duration of at least 1-year post – basic in Operating Theatre Nursing Science, accredited with SANC. PNB-2: A minimum of 14 years appropriate/recognizable experience in nursing after registration with SANC as a Prof Nurse. At least 10 years of the period referred to above must be appropriate / recognizable experience after obtaining the 1-year post – basic qualification in Operating Theatre Nursing Science. Must be willing to work shifts. Knowledge And Skills: Ability to provide holistic care. An additional post basic qualification of one-year duration. Nursing Administration. Knowledge of the management of people, financial and conflict management. Computer Literacy.

DUTIES : Provision of optimal, holistic specialized nursing care with set standards and within a professional/Legal framework. Effective utilization of resources (Human &Material). Participation with training and research. Provision of support to nursing services. Maintain professional growth/ethical standards and self-development.

ENQUIRIES : Me M E Royi Tel No: (058) 307 1254
APPLICATIONS : To Be Send To: The Chief Executive Officer, Dihlabeng Hospital, Private Bag X3, Bethlehem, 9700.

FOR ATTENTION : Me S Mpanza

POST 22/174 : **CLINICAL NURSE PRACTITIONER: PNB-1: (X3 POSTS)**

SALARY : R383 226 per annum (OSD)
CENTRE : Xhariep District:
 Thembani Clinic; Koffiefontein Ref No: H/C/43
 Winnie Mandela Clinic: Rouxville: Ref No: H/C/44
 Jacobsdal Clinic: Jacobsdal Ref No: H/C/45

REQUIREMENTS : Diploma/Degree in nursing or equivalent qualification that allows registration with the South African Nursing Council. A minimum of 4 years appropriate/recognizable experience in nursing after registration with SANC as a Prof Nurse plus a post-basic nursing qualification with a duration of at least 1 year, accredited with SANC. Current registration with the South African Nursing Council (SANC) as Professional Nurse Knowledge and Skills: Understanding of nursing legislation and related ethical nursing practices. Perform a clinical, nursing practice in accordance with scope of practice and nursing standard as determined by the relevant health facility. Effective

management of resources. Implementation of Ministerial Injunction. Management of project and campaigns in the facility.

DUTIES : Provide comprehensive nursing treatment and care to patients in cost effective, efficient and equitable manner. Act as shift leader in the unit where necessary. Ensure the implementation of PHC Services in line with the Departmental Strategic Goals. Promote quality nursing care as directed by the professional scope of practice and standards as determined by the relevant health facility

ENQUIRIES : Mr I L Moisi Tel No: (051) 492 2325

APPLICATIONS : To Be Sent To: The District Manager, Xhariep District Private Bag x2, Trompsburg, 9913 or hand delivered @ Albert Nzula Hospital, 22 Louw Street, Trompsburg.

FOR ATTENTION : Mr X Ndara

POST 22/175 : **ASSISTANT DIRECTOR: MONITORING & EVALUATION REF NO: H/M/23**

SALARY : R376 596 per annum (Level 09)

CENTRE : HIV&AIDS Directorate Corporate Office

REQUIREMENTS : Appropriate B Degree. Post graduate qualification in Monitoring and Evaluation. 3-5 years' experience in Monitoring and Evaluation of which 2 years must be on supervisor level. Background in research and/or other data management field. 5 years' experience in working with DoH data management/M&E systems. Valid drivers' license. Computer literacy Knowledge and skills: 5 years' experience in M&E of HIV/AIDS programmes. 3-years' experience in training / facilitation.

DUTIES : Support the design, review and disseminate data management tools for use by the Province, District Information and Research Unit (e.g. templates, SOPs, data flow charts, quality checklist, data verification manuals/procedures, assessment tools, reports, stats overview, site visit tools, etc.). Perform Provincial and District data analytics for HIV/AIDS programs. Increase data use by the Provincial and District program managers. Assist the Province and District units with the development, compilation and/or review of Strategic and Operational Plans. Assist the Province, District Information and Research unit with providing inputs towards improvements in the patient data management systems utilized by the District programs including but not limited to DHIS2, HPRS, Tier.Net. Conduct gap analysis on the data management systems and implement quality improvement plans to resolve identified gaps. Assist the Information and Research Unit with development and roll out of an integrated program monitoring tools that will foster closer collaboration/integration between the different health programs. Compilation of Provincial, District level data and reports as may be required.

ENQUIRIES : Me L F Van Turha Tel No: (051) 408 1703

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 22/176 : **SPEECH THERAPIST AND AUDIOLOGIST: GARDE 1-3 REF NO: H/S/7**

SALARY : Grade 1: R317 976 per annum (OSD)
Grade 2: R372 976 per annum (OSD)
Grade 3: R439 164 per annum (OSD)

CENTRE : Dihlabeng Hospital, Bethlehem

REQUIREMENTS : Qualification in Speech-Language Therapy including Audiology. Registration with the Health Professions Council of South Africa as Speech-Language Therapist. Appropriate clinical experience. Experience: **Grade 1:** 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. **Grade 2:** Minimum of 10 years' relevant experience 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. Minimum of 11 years' 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. **Grade 3:** Minimum of 20 years' relevant experience 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. Minimum of 21 years' 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: Driver's license.

DUTIES : Render and manage a speech-language therapy service that complies with the standards and norms as indicated by Health Policies: Conducts examination to patients with speech/hearing problems, which may require the use of special equipment and tests. Compile a report on assessment and testing, and make referrals. Provide rehabilitation programmes as part of treatment, which includes counselling and guidance for speech/hearing impaired. Assess the condition of the patients who are unable to communicate effectively due to conditions such as cleft palate, delayed speech or language development or emotional disturbances. Assess and treat patients whose language, speech or voices have been affected by surgery, diseases or disorders of the nervous system or brain damage. Make follow up consultation on the conditions of patients. Implement sectional and provincial quality assurance measures in sub-section. Participate in the formulation and review of sectional strategies as required. Manage allocated human resources, including supervision. Supervise allocated students according to the agreement with the tertiary training institution and contribute to related training activities.

ENQUIRIES : To Be Send to: The Chief Executive Officer, Dihlabeng Hospital, Private Bag X3, Bethlehem, 9700.

FOR ATTENTION : Me S Mpanza

POST 22/177 : **RADIOGRAPHER: GRADE 1-3 REF NO: H/R/10**

SALARY : Grade 1: R317 976 per annum (OSD)
Grade 2: R372 976 per annum (OSD)
Grade 3: R439 164 per annum (OSD)

CENTRE : Tokollo District Hospital, Heilbron
REQUIREMENTS : B Degree as a Radiographer. 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. Good Communication Skills. Computer Literacy.

DUTIES : Exercise clinical responsibility to ensure optimal service delivery. Ensure patient care during imaging for optimal diagnostic purpose of more advanced or specialized nature. Apply the correct protocols to obtain optimal imaging. Practice radiation protection to minimize radiation dose to staff, patients and general public. Implement quality assurance programs for quality service delivery.

ENQUIRIES : Me P Mokhoane Tel No: (058) 813 1040

APPLICATIONS : To Be Send To: The Chief Executive Officer, Tokollo Hospital Private Bag X8, Heilbron, 9650.

FOR ATTENTION : Me P Mokhoane

POST 22/178 : **ARTISAN FOREMAN: GRADE 1-3: REF NO: H/A/20**

SALARY : Grade 1: R304 263 per annum (OSD)
Grade 2: R364 143 per annum (OSD)

CENTRE : Dr J S Moroka Hospital, Seloshesha
REQUIREMENTS : Matric Certificate, Relevant Trade Test Certificate (A completed apprenticeship and proof of passing an official trade test under the provisions of Section 13(2)(h) of the Manpower Training Act,1981) as amended or a certificate issued under the provisions of Section 28 or 30 of the Manpower Training Act, 1981, as amended or a certificate issued under the provisions of the repealed Section 27 of the Act referred to. 5 Years post qualification experience as an Artisan required. Appropriate experience in maintenance facility buildings.

Certificate of a Wireman's License from Department of Labour. Appropriate experience in high current voltage. Ability to do standby duties and work overtime and attend to unplanned callouts and emergency maintenance. Ability and willingness to be available for emergencies/mass incidents. Valid driver's license. Knowledge and Skills: N3 Certificate will be an added advantage. Ability to work under pressure and independently with good report-writing skills, conflict management and interpersonal skills, as well as excellent verbal and written communication skills. Computer skills.

DUTIES : Management, Supervision, and training of Maintenance personnel. Participate in programs established to improve quality services. Management of maintenance budget and expenditure. Manage risks accordance to the OHSA Act. Render advice and guidance to hospital management regarding functionality of the institution's equipment and machinery. Compile weekly/monthly/annual reports and submit to the relevant authorities. Check, repair and maintain hospital equipment and machinery with relatively carrying capacity (e.g. wiring, electro-mechanical, switching and control and the boiler). Ensure that all operations and activities are in accordance with Occupational Health and Safety. Perform overtime and standby duties whenever required. Exercise control over tools and materials. Detailed key performance areas can be obtained from the contact person.

ENQUIRIES : Me M L Sekhosana Tel No: (051) 492 5005
APPLICATIONS : To Be Send To: The Chief Executive Officer Dr J.S. Moroka District Hospital, Private Bag X 707 Seloseshu 9783.

FOR ATTENTION : Mr O.W Jaarsen

POST 22/179 : **CHIEF ADMIN CLERK REF NO: H/A/18**

SALARY : R257 508 per annum (Level 07)
CENTRE : Information Management and Research; Corporate Office
REQUIREMENTS : An appropriate recognized National Diploma or degree plus 2 years' functional experience in research administration work. Knowledge And Skills: Excellent computer skills and knowledge of Microsoft Excel, Word, Powerpoint. Communication skills (written and verbal) and interpersonal skills. Driver's license. Willing to work under extreme pressure with minimal resources and supervision. Ability to navigate across files and having a very sharp memory. Ability to plan activities and thinking fast in a dynamic and stressful environment. Well informed, and has knowledge base in research and participate in health research preparations. Excellent written and verbal communication skills, preferably in English. Ability to work with confidential information and excellent work etiquette.

DUTIES : Render general support services to the unit. Provide administration support services. Support the unit with managing the budget, costing, expenditure control and implement financial administration. Handle all the supply chain and asset management related duties of the unit. Handle telephone accounts and all ICT equipment of the unit. Reception duties, answering calls and handling queries & complaints. Preparing correspondence on behalf of the unit and managing the units notice board. Liaise with staff, clients, Management of all meetings (i.e. Bookings, electronic platforms, catering, minute taking etc.). Support academic research activities as well as capturing research data including trainings of all the reach activities of the unit. Managing other support personnel assigned to the unit. Organizing travel and preparing complex travel itineraries. Planning, organizing and managing events. Typing and filing documents for the managers in the unit. Sourcing and ordering stationery and office equipment. Support all clinical, academic, research and all other administrative related functions of the unit. Team player and focused as well as ability to work independently. Prepare the demand & acquisition plans of the Directorate. Self-motivated personality, a good communicator and IT literate. Any other function as directed by the Head of the unit.

ENQUIRIES : Dr Chikobvu, Me Mathule Tel No: (051) 408 1738/1145 Cell: 0664708340/0713129724

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 22/180 : **PRINCIPAL NETWORK CONTROLLER REF NO: H/P/22**

SALARY : R257 508 per annum (Level 07)

CENTRE : Information Management and Research; Corporate Office

REQUIREMENTS : Three/four-year Degree/National Diploma/equivalent NQF 6 qualification in Information Communication Technology plus 2 years' functional experience. 2 Years' experience in public health sector. Should be a holder of a valid driver's license and be prepared to travel within the Free State Province. Knowledge And Skills: Excellent Computer (MS Office) and communication skills (written and verbal) Excellent mathematical knowledge is essential. Knowledge of Reporting, Query tools and practices and should have the ability to troubleshoot. Knowledge of database security administration and user management Good communication & interpersonal skills including patience as well as highly enthusiastic attitude. Good understanding of how the public health service functions. Ability to analyse data and dissemination of information. Collecting and recording of data. Knowledge of data security as well as being able to understand the Health Information policy. Health related statistical experience and knowledge of organizational behaviour are added advantages. Knowledge in IT hardware management is an added advantage.

DUTIES : Keeping the district and institutions informed of set goals, updates and latest developments on information management systems. Ensuring that all set goals are implemented by the district and institutions as agreed. Continuous support to end-users and ensure data capturing is not hampered in any way. Conduct and support Health Information Systems and Data Management trainings. Current and future plan for all equipment and network requirements that are related to all the information management systems in the province. Plan and advice districts on suitable mechanisms to ensure all data computers are secure in the facilities and the data is secure in the system. Standardised minimum equipment and support structures; Anti-virus support and updates. Perform routine checks to ensure all computers running with data are up to date with security patches and data capturing is not hampered in any way. Proactive prevention and speedy reaction to ensure a zero downtime of computers. Keep record of all ICT resources at facilities (includes laptops, computers, modems, network cables etc.). Dealing with all ICT user related queries. Updating of software and ETR.net, HPRS, web- DHIS, and TIER.net versions, etc as needed. Routine facility visits to ensure that systems (HPRS, ETR.net and TIER.net, we-DHIS, ICT, etc) challenges are addressed. Maintain all ICT data management equipment; perform age analysis of computers and report on equipment needs for the institutions. Educate the facility and sub district on all information management systems related ICT policies. Assist with day to day problem solving for information management systems HPRS, web-DHIS, ETR.net and TIER.net users, etc as well as other users at institutions. Training of health care workers on the use of computers skills and be able to implement change management in this regard together with the ability to work under pressure, and should be able to deliver under tight deadlines. Support Health Information systems (Roll-out and Maintenance). Experience in driving and should be a holder of a valid driver's license and be prepared to travel within the Free State Province. A self-starter with the ability to work under minimum/or no supervision, pay attention to detail.

ENQUIRIES : Dr Chikobvu, Me Mathule Tel No: (051) 408 1738/1145 Cell: 0664708340 /0713129724

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 22/181 : **ARTISAN: A-C: ELECTRICAL REF NO: H/A/21 (X2 POSTS)**

SALARY : Grade A: R190 653 per annum (OSD)
Grade B: R224 574 per annum (OSD)
Grade C: R262 176 per annum (OSD)

CENTRE : Dr J S Moroka Hospital, Seloshesha

REQUIREMENTS : Relevant Trade Test Certificate [A completed apprenticeship and proof of passing an official trade test under the provisions of Section 13(2)(h) of the Manpower Training Act,1981] as amended or a certificate issued under the provisions of Section 28 or 30 of the Manpower Training Act, 1981, as amended or a certificate issued under the provisions of the repealed Section

27 of the Act referred to. Appropriate experience in maintenance facility buildings. Certificate of a Wireman's License from Department of Labour. Appropriate experience in high current voltage. Valid driver's license Knowledge and Skills: N2 Certificate will be an added advantage. Good interpersonal skills and interpersonal relation skills. Computer literacy will be an added advantage. Experience in maintenance facility buildings. Good interpersonal skills and interpersonal relation skills. Computer literacy will be an added advantage.

DUTIES : To render technical design, production, operation and maintenance services. (Maintain, repair, test repair, service and quality assure equipment and or facilities for technical faults according to schedule, standards and against specifications. Supervision and training of Artisan Assistant/Handyman allocated to him/her. Participate in programs established to improve quality services. Render assistance to Artisan Foreman with regard to all functions (including administrative work) Check, repair and maintain hospital electrical equipment with relatively carrying capacity (e.g. wiring, electro-mechanical, switching and control and electrical motors). Ensure that all operations and activities are in accordance with Occupational Health and Safety. Perform overtime and standby duties whenever required. Exercise control over tools and materials. Detailed key performance areas can be obtained from the contact person.

ENQUIRIES : Mr S L Mohale Tel No: (051) 873 9800
APPLICATIONS : To: The Chief Executive Officer, J S Moroka Hospita, Private Bag X707, Selosesha, 9785.

FOR ATTENTION : Mr O W Jaarsen

POST 22/182 : **ARTISAN: GRADE 1-3 REF NO: H/A/23**

SALARY : Grade A: R190 653 per annum (OSD)
 Grade B: R224 574 per annum (OSD)
 Grade C: R262 176 per annum (OSD)

CENTRE : Stoffel Coetzee, Hospital
REQUIREMENTS : Relevant Trade Test Certificate. (A complete apprenticeship and proof of passing official trade test under the provisions of Section 13(2)(h) of the Manpower Training Act, 1981) or certificate issued under the provisions of Section 28 and 30 of the Manpower Training Act, 1981 as amended, or a certificate issued under the provisions of the repealed Section 27 of the Act referred to. Valid driver's license. Be on call after hours. Knowledge and Skills: N2 Certificate will be an added advantage. Computer skills. Previous experience in a Health environment. Multiskilling will be an added advantage.

DUTIES : To render technical design, production, operation and maintenance services: (Maintain, repair, test repair, service and quality assure equipment and or facilities for technical faults according to schedule, standards and against specifications. Perform administrative related functions: Order maintenance material, keep statistics in connection with maintenance, support stocktaking. Manage the cost center. Attend meetings; submit monthly reports (NCS, Risk etc. Overall supervision of maintenance personnel and the garden of buildings, furniture and equipment of the hospital. Detailed key performance areas can be obtained from the contact person.

ENQUIRIES : T J Molise Tel No: (051) 683 0168
APPLICATIONS : To Be Send To: The Chief Executive Officer, Stoffel Coetzee Hospital, Private Bag x5, Smithfield, 9966.

FOR ATTENTION : T J Molise