ANNEXURE M

PROVINCIAL ADMINISTRATION: FREE STATE
DEPARTMENT OF HEALTH

CLOSING DATE : 06 April 2021

NOTE : Applications must be submitted on new Z83 form. “ Applicants are advised that until 31 December 2020 the current application for employment (Z83) form will be applicable, however from 1 January 2021, a new application for employment (Z83) form will be effective. Should an individual wish to apply for a post on or after 1 January 2021, he/she will be required to submit the new application for employment form which can be downloaded at www.dpsa.gov.za-vacancies. From 1 January 2021 should an application be received using the incorrect application for employment (Z83), it will not be considered. ” 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 six (6 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 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 10/76 : HEAD CLINICAL UNIT: GRADE 1 REF NO: H/H/28 (X1 POST)

SALARY : R1 728 807 per annum (OSD) (excluding Commuted Overtime)
CENTRE : Neurosurgery Department, Universities Academic Hospital (Bloemfontein)
REQUIREMENTS : Appropriate qualifications that allows registration with HPCSA as Medical Specialist in Neurosurgery Department. A minimum to 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. Knowledge and Skills: Provide evidence of leadership qualities and management experience. Research qualifications in the field of Neurosurgery either MMed or PhD. Evidence of professional standing e.g membership of professional organizations and their management committees. Qualification in human resource and financial management.

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

ENQUIRIES : Dr A van Aswegen Tel No: (051) 405 3009
APPLICATIONS : TO: The Chief Executive Officer, Universitas Hospital, Private Bag x20660, Bloemfontein, 9300 Or hand delivered @ Room 1091, First Floor, Universitas Hospital, 1 Logeman Street, Universitas, Bloemfontein
FOR ATTENTION: Mr MJ Baleni

POST 10/77: PHARMACIST: GRADE 1-3: REF NO: H/P/22

SALARY:
- Grade 1: R639 372 per annum (OSD)
- Grade 2: R751 026 per annum (OSD)
- Grade 3: R821 205 per annum (OSD)

CENTRE: Medpharm, Bloemfontein

REQUIREMENTS:
- B Pharm degree, Registration with the South African Pharmacy Council as Pharmacist, Appropriate experience in Drug Supply management as well as experience in computerized system. Experience: Pharmacist Grade 1: 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. Pharmacist Grade 2: Minimum of 5 years after registration a Pharmacist with the SAPC as a Pharmacist of South Africa (HPCSA) in respect of South African qualified employees. Minimum of 6 years’ relevant experience after registration as Pharmacist 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: Appropriate post registration experience.

DUTIES:
- Ensure availability of pharmaceuticals/medicines through effective and efficient bid and quotation process. 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. Management of all pharmaceutical addendums. Effective management of Human Resources. Ensure effective and efficient stock management. Do follow ups on outstanding orders and ensuring compliance from suppliers. Service in ad hoc committees, eg Provincial Pharmaceutical and Therapeutic Committee and Drug Supply Management Committee to give support and to assist in achieving departmental goals. Professional development and training.

ENQUIRIES: Mr TW Khetsekile, Tel No: (051) 411 0578

APPLICATIONS: To Be Send To: The Chief Executive Officer, Medpharm, P O Box 7622 Bloemfontein, 9300.

FOR ATTENTION: Mr T April

POST 10/78: PHARMACIST GRADE 1-3 REF NO: H/P/32

SALARY:
- Grade 1: R639 372 per annum (OSD)
- Grade 2: R751 026 per annum (OSD)
- Grade 3: R821 205 per annum (OSD)

CENTRE: Stiffel Coetzee Hospital, Smithfield

REQUIREMENTS:
- Appropriate bachelor of Pharmacy Degree: Registration with the SAPC as a Pharmacist. Experience: Pharmacist Grade 1: 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. Pharmacist Grade 2: Minimum of 5 years after registration a Pharmacist with the SAPC as a Pharmacist of South Africa (HPCSA) in respect of South African qualified employees. Minimum of 6 years’ relevant experience after registration as Pharmacist 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: Appropriate post registration experience.
- Computer 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. Management of all pharmaceutical addendums. Ensure availability of medicine stock through drug supply management and stock control principles. Keeping of statistics, compiling of reports. Ensure compliance to National Core Standards. Dispense medication to wards, patients and clinics. Cost center manager of pharmaceutical budget. 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). Avoid expiring of medication. 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). Avoid expiring of medication. Attend relevant management meetings, PTC meetings. Reduce risks in pharmacy, compile risk assessments and action plans. Ensure adherence to Good Pharmacy Practice rules and regulations. Deliver emergency services. Training of staff: Pharmacist assistants, Interns and other pharmacy support personnel. Support surrounding PHC Pharmacy Assistants by conducting outreach visits.

ENQUIRIES: Dr EMN Caka Tel No: (051) 673 1267
APPLICATIONS: To Be Send To: The Chief Executive Officer, Stoffel Coetzee Hospital, Private Bag X 5, Smithfiled, 9966.
FOR ATTENTION: T S Molise

POST 10/79: PHARMACIST GRADE 1-3: REF NO: H/P/22

SALARY: Grade 1: R639 372 per annum (OSD)
Grade 2: R751 026 per annum (OSD)
Grade 3: R821 205 per annum (OSD)

CENTRE: Medpharm, Bloemfontein

REQUIREMENTS: B Pharm degree, Registration with the South African Pharmacy Council as Pharmacist, Appropriate experience in Drug Supply management as well as experience in computerized system. Experience: Pharmacist Grade 1: 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 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. Pharmacist Grade 2: Minimum of 5 years after registration a Pharmacist with the SAPC as a Pharmacist of South Africa (HPCSA) in respect of South African qualified employees. Minimum of 6 years’ relevant experience after registration as Pharmacist 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. Pharmacist Grade 3: Minimum of 13 years after registration as a Pharmacist with the Health Professions Council of South Africa (HPCSA) in respect of South African qualified employees. Minimum of 14 years’ relevant experience after registration as a Pharmacist 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: Appropriate post registration experience.

DUTIES: Ensure availability of pharmaceuticals/medicines through effective and efficient bid and quotation process. 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. Management of all pharmaceutical addendums. Effective management of Human Resources. Ensure effective and efficient stock management. Do follow ups on outstanding orders and ensuring compliance from suppliers. Service in ad hoc committees, eg Provincial Pharmaceutical and Therapeutic Committee and Drug Supply Management Committee to give support and to assist in achieving departmental goals. Professional development and training.

ENQUIRIES: Mr TW Khetsekile Tel No: (051) 411 0578
APPLICATIONS: To Be Send To: The Chief Executive Officer, Medpharm, P O Box 7622 Bloemfontein, 9300.
FOR ATTENTION: Mr T April
POST 10/80: ASSISTANT DIRECTOR: RADIOGRAPHY  REF NO: H/A/30

SALARY: R517 326 per annum (OSD)

CENTRE: Embekweni Hospital, Smithfield

REQUIREMENTS: A recognized B Degree in Radiography. Registration with the HPCSA as Radiographer A minimum of 3 year’s appropriate experience in the relevant profession after registration with HPCSA Knowledge and Skills: Computer literacy. Thorough knowledge of the PFMA, Treasury regulations Ability to perform under pressure, excellent interpersonal skills.

DUTIES: Exercise clinical responsibility to ensure optimal service delivery. Ensure patient care during imaging for optimal diagnostic purpose of more advanced/ specialized nature. Apply the correct protocols to obtain optimal imaging. Practice radiation protection to minimize radiation dose to staff, patients, and general public. Develop and implement quality systems in line with National and International standards. Implement quality assurance programs for quality service delivery. Formulate, implement and monitor the execution of policies and protocols at institutional level. Supervision and evaluation of subordinates for efficient and effective service delivery. Training of more advanced nature of subordinates. Identify skills development needs. Monitor proper utilization of equipment, stores and expenditure. Outsource sonars services to nearby clinics.

ENQUIRIES: Dr EMN Caka
Tel No: (051) 673 1267

APPLICATIONS: To Be Send To: The Chief Executive Officer, Stoffel Coetzee Hospital, Private Bag X 5, Zastron, 9958.

FOR ATTENTION: Me P Botha

POST 10/81: CLINICAL PROGRAM COORDINATOR: PNA-5: EXPANDED PROGRAMME ON IMMUNIZATION (EPI)  REF NO: H/C/17

SALARY: R444 276 per annum (OSD)

CENTRE: MNCWH & Youth Health; Corporate Office (Bloemfontein)

REQUIREMENTS: 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. Experience in Child Health Nursing. Proof of current registration with the South African Nursing Council. Valid driver's license. Knowledge And Skills: Computer literacy

DUTIES: Facilitate and oversee surveillance of vaccine preventable diseases (VPD). Maintain updated surveillance system for VPD (AEFI, Measles, Polio, NNT). Compile and submit reports to comply with applicable policies. Conduct support visits to public and private health care facilities in the province respond to VPD outbreaks in the province. Develop skills and knowledge of health care workers to improve service delivery.

ENQUIRIES: Mr FD Bohlale
Tel No: (051) 408 1281

APPLICATIONS: Must Be Send 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 10/82: SENIOR STATISTICAL ADVISOR (RESEARCH ASSISTANT)  REF NO: H/S/18

SALARY: R316 791 per annum (Level 08)

CENTRE: Information Management and Research; Corporate Office (Bloemfontein)

REQUIREMENTS: An appropriate Degree, preferably with modules in statistics or public health or any other health related area plus 2 years functional experience of which 1 years must be on supervisory level. 2 Years appropriate experience in health research area. A valid driver’s license with experience in driving and be prepared to travel within the Free State Province. Knowledge and Skills: A Master’s Degree is an added advantage. Excellent scientific report writing skills. Working knowledge of either VBA, SAS, R, STATA or something similar for data analysis Experience in conducting research and managing a large research database, preferably in a health environment. Experience in data processing using Microsoft Excel for data analysis and interpretation of the results. Experience in data analysis and ability to writing scientific reports and publications on short notice, based on the analysis. Excellent written and verbal communication skills and health related statistical experience as well as excellent data presentation is important. Experience in data collection and solving statistical problems. Participated in the design, administration and monitoring of studies / clinical trials. Analyze and evaluate clinical / health
system data gathered during research and ensuring compliance with protocol and overall clinical objectives. Ability to work independently under pressure as well as working in a team, including working in a dynamic environment, with very tight deadlines as well as working odd hours. Personal qualities required include ability to think logically and strong problem-solving skills to develop solutions and draw conclusions based on results from the collection of data, interpersonal skills, leadership skills, analytical skills and strategic planning.

**DUTIES**

Conduct research and support the preparation of materials for submission to granting agencies and foundations. Prepare research questionnaires, recruit and/or interview research participants. Code, capture and verify data in accordance with specified research protocol and coding procedures and enter data into a computer database and/or spreadsheet application for subsequent analysis. Plan and train officials on data collection, data analysis and data use and identify and compile lists of potential research participants in accordance with study objectives and parameters, in accordance with predetermined interview protocol, data collection procedures and documentation standards. Review and edit data to ensure completeness and accuracy of information, follow up with study participants to resolve problems or clarify data collected. May lead or guide the work of student employees. Perform miscellaneous job-related duties as assigned. Prepare findings for publication and assist in laboratory analysis, quality control, or data management. Develop research protocols, print and copy data collection tools, track research progress over time, write and contribute to publications. Develop assessment and evaluation tools, compile data and progress reports. Conduct research and apply current data analysis methods to DHIS data and produce quarterly and annual reports for the department. Develop and initiate innovative statistical techniques, issues and protocols and execute statistical operations in total fairness to derive zero-error results. Coordinate, solve statistical problems, negotiate and guide clients on the application of statistical data analysis methods and champion change management on data use throughout DHS. Adapt statistical methods in order to solve specific problems in health environment. Evaluate sources of information in order to determine any limitations in terms of reliability or usability. Process large amounts of data for statistical modeling and graphic analysis, using computers and report results of statistical analysis, including information in the form of graphs, charts, and tables and interpretation. Develop an understanding of fields to which statistical methods are to be applied in order to determine whether methods and results are appropriate and prepare data for processing by organizing information, checking for any inaccuracies, and adjusting and weighting the raw data. Evaluate the statistical methods and procedures used to obtain data in order to ensure validity, applicability, efficiency, and accuracy and align with statistical theories. Willingness to travel throughout the province.

**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 10/83**

CHIEF NETWORK CONTROLLER REF NO: H/C/18

**SALARY**

R316 791 per annum (Level 08)

**CENTRE**

XHariep District

**REQUIREMENTS**

An appropriate Bachelor’s Degree or Tertiary National Diploma in information Technology, Computer Programming, A+ and N+. plus 2 years’ functional experience of which 1 years must be on Supervisory level. A minimum of 3 – 5 years’ networks, equipment/computer operating systems experience. Valid Driver’s License. Knowledge And Skills: Applicable training in different levels of computer software and hardware. programs will be an added advantage. International Certificates of A+, N+ and MCSE. Planning and organizational skills.

**DUTIES**

Perform the network administration and backups. Monitor the wide and local area network. Log and report LAN/WAN faults. Assist with the planning, design and implementation of LAN/WAN infrastructure. Detect and repair / report faults on LAN/WAN PC’s, printers and software. Develop a maintenance, replacement and disposable plans for IT equipment. Supervision of Subordinates in IT unit.

**ENQUIRIES**

Mr T S Monatisa Tel No: (051) 492 116
<table>
<thead>
<tr>
<th>APPLICATIONS</th>
<th>To Be Sent To: The District Manager, Xhariep District, Private Bag x2, Trompsburg, 9913 or hand delivered @ Albert Nzula Hospital, 2 Louw Street, Trompsburg.</th>
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<tbody>
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<td>FOR ATTENTION</td>
<td>Mr MH Moabi</td>
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