ANNEXURE O

PROVINCIAL ADMINISTRATION: FREE STATE
DEPARTMENT OF HEALTH

CLOSING DATE : 23 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 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 filing 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 12/71 : CHIEF EXECUTIVE OFFICER REF NO: H/C/8
SALARY : R869 007 per annum (Level 12)
CENTRE : Katlehoo/Winburg District Hospital Complex
REQUIREMENTS : Preferably a health professional registered with relevant professional body plus post graduate degree / diploma in management and minimum of 3-5 years’ management experience in health sector on management level. A valid driver’s license Knowledge And Skills: Knowledge: Knowledge of Health policies, management of health information, Occupational Health and Safety Act, Patient Rights Charter, Batho-plele principles, Public Service Regulations, Labour Relations Act, Disciplinary Code and Procedure, Grievance Procedure, Treasury Regulations and Financial Systems etc. Skills: Leadership, organisational, decision making and problem solving abilities within the limit of the public sector and institutional policy framework. Interpersonal skills including public relations, negotiating, conflict handling. Financial and budgetary knowledge pertaining to the relevant resources under management, Computer skills in basic programmes, Good Communication skills Presentation skills.
DUTIES : Prepare a Business Plan for the hospital to ensure that is in line with the departmental strategic plan. Plan, co-ordinate and ensure the effective and efficient overall management of the hospital in terms of relevant acts and delegations: Financial Management, Human Resource Management, Procurement and Management of Equipment and facilities, Corporate
Governance, Implement and manage an information technology policy, systems and procedures to support the effective and efficient delivery of services. Manage all aspects of patient care and ensure health, safety, welfare of patient and quality improvement. Ensure comprehensive compliance with standards to provide quality care. Serve on various internal and external committees, and provide input into the development of Provincial policy and strategy on the provision of health/medical care.

ENQUIRIES: Dr PM. Molokomme (Acting DDG: Clinical Health Services) Tel No: (051) 408 1864
APPLICATIONS: To 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 12/72: REGISTRARS (X71 POSTS)

SALARY: R821 205 per annum (all-inclusive package). OSD (Applicants required to enter into a commuted overtime contract)

CENTRE: Universitas Academic Hospital, Bloemfontein
Anaesthesiology Ref No: H/R/1 (X10 Posts)
Otohinolaryngology Ref No: H/R/2 (X3 Posts)
Neurology Ref No: H/R/3 (X1 Post)
Nuclear Medicine Ref No: H/R/4 (X1 Post)
Oncology Ref No: H/R/5 (X2 Posts)
Diagnostic Radiology Ref No: H/R/6 (X5 Posts)
Neurosurgery Ref No: H/R/7 (X1 Post)
General Surgery Ref No: H/R/8 (X7 Posts)
Paediatric Surgery Ref No: H/R/9 (X2 Posts)
Paediatrics Ref No: H/R/10 (X9 Posts)
Psychiatry Ref No: H/R/11 (X8 Posts)
Ophthalmology Ref No: H/R/12 (X2 Posts)
Forensic Medicine Ref No: H/R/13 (X2 Posts)
Obstetrics & Gynaecology Ref No: H/R/14 (X4 Posts)
Orthopaedic Surgery Ref No: H/R/15 (X5 Posts)
Internal Medicine Ref No: H/R/16 (X7 Posts)
Pharmacology Ref No: H/R/17 (X2 Posts)

REQUIREMENTS: MBChB or equivalent degree. Valid registration with the Health Professions Council of South Africa (HPCSA) as an Independent Practitioner. At least more than 1-year post community service experience, preferably in a Free State hospital. Valid driver’s license. South African citizen Knowledge and Skills: Additional qualification e.g: Primaries, Certificates or Diplomas relevant to the field, ACLS, ATLS, APLS, BSS etc. Experience in related field. Responsibilities: Service delivery to inpatients, outpatients, day patients and emergencies. Teaching and training. Conduct research. Must perform commuted overtime and medical administration. Perform outreach

ENQUIRIES: Dr R Nathan Tel No: (051) 4053496
APPLICATIONS: To Chief Executive Officer, Universitas Academic Hospital, Private Bag X20660, Bloemfontein, 9300 or hand delivered at Room 1115, First Floor, Universitas Academic Hospital

POST 12/73: ASSISTANT MANAGER: NURSING: PNA-7 REF NO: H/A/33

SALARY: R562 800 per annum (OSD)

CENTRE: Health Support Services; Corporate Office: Bloemfontein

REQUIREMENTS: Degree or Diploma in Nursing 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 a Professional Nurse. A minimum of 8 years appropriate/recognizable experience in nursing after registration as a Professional Nurse. At least 3 years of the period referred to above must be appropriate/recognizable experience at management level. Nursing Management qualification will be an added advantage. Experience in coordinating Non communicable diseases programme at the facility, district or provincial office. Valid driver’s license (minimum Code EB). Ability to work independently and under extreme pressure. Knowledge and Skills: In depth knowledge on the prevention, management and control of Non-Communicable Diseases; National Strategic Plan on the Prevention and Control of Non-Communicable Diseases and National Policy Framework and Strategy on
Palliative Care. Knowledge of the key stakeholders and their relevancy. Presentation, facilitation and coordination skills.

**DUTIES**

Ensure that development and implementation of policy guidelines and protocols for Non-Communicable Diseases and Palliative Care. Ensure the development and implementation of policy guidelines and strategic or operational plans. Maintain service satisfaction through training and quality improvement. Ensure staff development and performance management by implementation of related human resource policies. Ensure effective utilization of resources in line with applicable PFMA and Supply Chain Management Policies. Ensure implementation, monitoring and evaluation of the programme and related contracts.

**ENQUIRIES**

Mr J M Mokgatle Tel No: (051) 408 1540/1541

**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 12/74**

**OPERATIONAL MANAGER: PNA-5 REF NO: H/O/8**

**SALARY**

R444 276 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 7 years appropriate/recognizable 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. Ability to provide holistic care. Must be willing to work shifts. Knowledge And Skills: An additional post basic qualification of one-year duration. Nursing Administration. Knowledge and experience in HV & TB management. Knowledge of and experience in management of Covid 19 unit. Knowledge of the management of people, financial and conflict management. Computer Literacy.

**DUTIES**

Ensure a holistic nursing care service is delivered to patients in cost effective, efficient and equitable manner by the unit. Coordinate and monitor the implementation of the nursing care plan. Implement standards, practices, criteria and indicators for quality nursing (quality of practice) Practice nursing and health care in accordance with the laws and regulations relevant to nursing and health care. Analyze, formulate and implement nursing guidelines, practices, standards and procedures. Manage and monitor proper utilization of human, financial and physical resources. Participation with training and research. Maintain professional growth/ethical standards and self-development.

**ENQUIRIES**

Me M E Royi, Tel No: (058) 307 1053

**APPLICATIONS**

TO: The Chief Executive Officer, Dihlabeng Hospital, Private Bag X3, Bethlehem, 9700

**FOR ATTENTION**

Me S Mpanza

**POST 12/75**

**ASSISTANT DIRECTOR: LOGISTICS MANAGEMENT REF NO: H/A/31**

**SALARY**

R376 596 per annum (Level 09)

**CENTRE**

Supply Chain Management: Corporate Office: Bloemfontein

**REQUIREMENTS**


**DUTIES**

Manage and co-ordinate the implementation and maintenance of LOGIS practices and processes (including LOGIS transactions) within Logistics.
Management to strengthen adherence to Supply Chain Management framework. Manage, verify and monitor all documents and voucher files (including authorization of transactions on LOGIS) in relation to Logistics Management. Manage, monitor and update all open transaction on LOGIS. Prepare and consolidate Monthly / quarterly / yearly reports on Logistics Management related issues (including Inventory and consumables). Compile management reports in relation to Logistics Management. Address all enquiries relating to Logistics Management to ensure correct implementation of supply Chain Management practices and policies. Give guidance, support and advice to Cost Centres and all clients on the interpretation and application of directives and policies regarding Logistics Management to contribute to the rendering of a professional Supply Chain Management Service. Supervise the activities of subordinates within the Unit. Management of human resources which include, inter alia: Training and development of officials Performance Management and Work allocation.

ENQUIRIES : Mr. H. Moloj Tel No: (051) 408 1312
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 R Stallenberg

POST 12/76 : ASSISTANT DIRECTOR: LOGISTICS MANAGEMENT REF NO: H/A/32

SALARY : R376 596 per annum (Level 09)
CENTRE : Supply Chain Management: Corporate Office: Bloemfontein
REQUIREMENTS : A degree/diploma in Logistics/Supply Chain Management /Public Management / Financial Management / Economics or equivalent qualification with a minimum of 3-5 years’ experience in Logistics Management of which 3 years must be on supervisory level. Successful completion of LOGIS II Valid driver’s license. Extensive knowledge of LOGIS. Extensive knowledge of Inventory Management within the Public Sector. Thorough understanding of the Public Finance Management Act (PFMA), Treasury Regulations, Standard Chart of Account (SCOA), Inventory Management Framework, Inventory Management Guide, Asset Management Framework and Modified Cash Standard. Presentation skills. Ability to download and analyze LOGIS reports. Extensive knowledge of Legislation / Directives governing Supply Chain Management and related Policies in the Public Sector. Computer literacy. Knowledge and Skills: Knowledge of Basic Accounting System (BAS). Problem solving skills. Ability to interpret and execute policy directives/ procedures. Successful completion of LOGIS System Controller course will be an added advantage.

DUTIES : Manage and co-ordinate the implementation of Inventory Management and other related policies and directives within the Department. Ensure the successful implementation of the Departmental Inventory Management policy as well as development of policies on matters related to Inventory Management within the Department. Inform, guide, advice and train Departmental officials on Inventory Management and other related issues to enhance the correct implementation of Inventory Management practices and policies within the department. Prepare and consolidate monthly/quarterly/annual reports on Inventory (including consumables) and other Logistics Management related matters. Monitor the stocktaking process within the department in relation to Inventory and consumables. Co-ordinate, consolidate and compile quarterly/annual stocktaking reports on Inventory (including consumables) for the department. Compile and Monitor the implementation of the Audit Action plans in relation to Inventory Management. Manage, monitor and update all item records on LOGIS and ensure that all item records within the department are linked to the correct reporting category. Address all enquiries relating to Inventory Management and Logistics Management in general to ensure correct implementation of supply Chain Management practices and policies. Supervise the activities of subordinates within the Unit. Management of human resources which include, inter alia: Training and development of officials Performance Management and Work allocation.

ENQUIRIES : Mr. H. Moloj Tel No: (051) 408 1312
APPLICATIONS : 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 R Stallenberg
DEPARTMENT OF TREASURY
The Free State Provincial Government is an equal opportunity affirmative action employer. It is our intention to promote representativity (race, gender and disability) in the Province through the filling of posts and candidates whose appointment/promotion/transfer will promote representativity will receive preference.

APPLICATIONS: Applications, quoting the relevant reference, should be forwarded as follows: The Free State Provincial Treasury, Private Bag X 20537, Bloemfontein, 9300. Attention: Mr. I B Pheello, Fidel Castro Building, Tel No: (051) 405 5069 or applications that are hand delivered must be brought to the foyer of Fidel Castro Building where they must be placed in the appropriately marked box at: Security, ground floor, Fidel Castro Building, Cnr. Markgraaf and Miriam Makeba Streets, Bloemfontein.

FOR ATTENTION: Mr. I Pheello Tel No: (051) 405 5069
CLOSING DATE: 23 April 2021
NOTE: Applications must be submitted on the new Z.83 form (Updated version that came into effect on 1 January 2021), obtainable from any Public Service Department and must be accompanied by certified copies of qualifications (a transcript of results must be attached or subjects should be mentioned in the CV), identity document, driver’s license and a C.V. Applicants are requested to complete the Z.83 form properly and in full. The department, post name and reference number of the advertised post should be stated on the Z.83. Candidates will also be subjected to a competency assessment as well as a practical test. Documents accompanying the C.V. should not be copies of certified copies. Only documents certified by the SAPS or holders of offices as Published by the Minister of Justice in terms of Section 6 of the Justices of the Peace and Commissioners of Oaths Act, 1963 (Act 16 of 1963) who are designated to be commissioners of oaths, will be accepted. Applications received after the closing date and those that do not comply with these instructions will not be considered. The onus is on the applicants to ensure that their applications are posted or hand delivered timeously. No e-mailed or faxed applications will be considered. Candidates who possess foreign qualifications and/or short courses certificates must take it upon themselves to have their qualifications evaluated by the South African Qualifications Authority (SAQA), and must please attach proof of the level of their qualifications after evaluation on all applications. Applicants are respectfully informed that if no notification of appointment is received within 4 months of the closing date, they must accept that their applications were unsuccessful. Suitable candidates will be subjected to personnel suitability checks (criminal record check, citizenship verification, financial/asset record checks, qualification verification and reference checks). The Department reserves the right not to make appointments on the advertised post(s).

OTHER POSTS
POST 12/77: DEPUTY DIRECTOR: PROVINCIAL RISK MANAGEMENT REF NO: FSPT: 004/21
SALARY: R733 257 per annum (Level 11). An all-inclusive salary package (This all – inclusive flexible remuneration package consists of a basic salary, the Government’s contribution to the Government Employees Pension Fund and a flexible portion that may be structured according to specific rules)
CENTRE: Bloemfontein
REQUIREMENTS: An appropriate degree or equivalent qualification in the field of Risk Management/Internal Audit/Financial Management or equivalent qualification with Risk Management as a major subject. A minimum of five (5) years relevant experience in the development, implementation and/or monitoring of risk management systems/strategies, risk management services and the management of risk management services environment of which at least two (2) years should have been in a supervisory position. Knowledge of the PFMA, Treasury Regulations. Public Service Risk Management Framework (PSRMF) and King IV report. Knowledge of the functioning of the provincial government. Valid driver’s license.
**DUTIES**: Monitor and enforce compliance and effective implementation of risk management in the allocated Departments. Draft Bi-annual Assessment Reports. Facilitate accredited risk management training within the province. Facilitate anti-fraud awareness seminars/conferences and maintain ACFE Corporate Membership for the Province. Provide support to Departments and entities on Risk Management and Risk Management Committee activities. Promote and report on the Key Control Matrix of allocated Departments. Manage resources of the Sub-directorate to ensure the smooth running of the sub-directorate.

**ENQUIRIES**: Mr. M A Maqabe Tel No: (051) 403 3481

**POST 12/78**: ASSISTANT DIRECTOR: BUDGET CONTROL REF NO: FSPT: 005/21

**SALARY**: R376 596 per annum (Level 09), a basic salary

**CENTRE**: Bloemfontein

**REQUIREMENTS**: A relevant diploma or equivalent qualification (NQF level 6) in Accounting/Budgeting/Finance. Three years’ experience in budget control and/or financial control in the Public Sector. Knowledge of the financial management environment, management of resources, BAS, Logis and Persal systems, batch control, budget formats and Microsoft Office. Good communication skills, numeracy and presentation skills. Computer literate.

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

**ENQUIRIES**: Ms. F P Prinsloo Tel No: (051) 405 5462