

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

CLOSING DATE : 19 March 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 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.

MANAGEMENT ECHELON

POST 08/162 : **CHIEF DIRECTOR: HUMAN RESOURCE AND PLANNING REF NO: H/C/15**
Re-Advertisement (Those who previously applied are encouraged to apply)

SALARY : R1 251 183 per annum (Level 14), (All-inclusive remuneration package)

CENTRE : Corporate Office: Bloemfontein

REQUIREMENTS : A SAQA recognized NQF Level 7 Degree or B. Tech in Human Resource Management/Human Resource Development/ Labour Relations or Labour Law / Public Management/ Public Administration/ Industrial Psychology or related field. Proven strategic management and leadership skills. 5 years Human Resource Management experience at Senior Management Service level. Post graduate qualification is an advantage. Successful completion of the Nyukela Pre-entry certificate to Senior Management Services. A valid driver's license. Knowledge and Skills: Skills: Strategic capabilities and leadership skills, Analytical Skills, Financial Management Skills, People management Skills, Policy analysis and development skills, Project Management Skills, Good Communication Skills (Verbal and Written) and Literacy Skills. Knowledge: Sound knowledge and understanding of Public Service Act and Regulations, Labour Relations Act, National Health Act, Skills Development and Levies Acts, Nursing Education Act, Public Finance Management Act.

DUTIES : Provide Strategic leadership with respect to provisioning of human resource management and planning services. Human resources development, labour relations and Free State School of Nursing. Provide support to all institutions in relation to all HR matters and manage the resources of the Chief Directorate.

ENQUIRY APPLICATIONS : Mr M W Fikizolo Tel No: (051) 408 1113/1112

FOR ATTENTION : The Director, HRM and Planning, PO Box 227, Bloemfontein, 9300 or hand delivered @ Entrance, Bophelo House, Cnr Charlotte Maxeke and Harvey Roads, Bloemfontein

POST 08/163 : Me R Stallenberg

POST 08/163 : **CHIEF EXECUTIVE OFFICER REF NO: H/C/11**

SALARY : R1 057 326 per annum (Level 13)

CENTRE : Mofumahadi Manapo Mopeli Regional Hospital: Qwaqwa

REQUIREMENTS : Health Professional Qualification or equivalent recognized by SAQA. Post Graduate Qualification in Public Health, Health Management/Leadership. Current Registration with relevant Health Professionals Statutory Body. Minimum of 5 years' continuous management experience in Health Sector on Middle/Senior Management Level. Must be a South African Citizen with a valid ID and Driver's License; and must provide Security Clearance. Knowledge and Skills: Knowledge: Must have Computer Skills Knowledge of Health policies, management of health information, Occupational Health and Safety Act, Patient Rights Charter, Batho-pele 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 : Develop, implement and maintain financial management systems, policies and procedures to ensure the effective and efficient management of the hospital in terms of relevant acts and delegations. Develop, implement and maintain human resource management strategy, policies, systems and procedures to ensure the effective and efficient utilization of human resources in order to improve service delivery within the Public Service regulatory framework and relevant delegations. Prepare a strategic plan for the hospital to ensure that its services are in line with the National, Provincial, Regional and District strategies. Ensure that the hospital is managed within a sound framework of corporate governance principles. Implement an appropriate procurement and provisioning system, which is fair, equitable, transparent, competitive and cost effective, in terms of the Provincial delegations and as required by the PFMA. 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 high standards of patient care. Serve on various internal and external committees, and provide input into the development of Provincial policy and strategy on the management of hospitals and the provision of health/medical care. Create an enabling environment to promote the academic development of medical students and associated health care professionals/practitioners.

ENQUIRY APPLICATIONS : Dr PM Molokomme (Acting DDG: Clinical Health services) Tel No: (051) 408 1864

FOR ATTENTION : 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

OTHER POSTS

POST 08/164 : **CHIEF EXECUTIVE OFFICER: REF NO: H/C/14**

SALARY : R869 007 per annum (Level 12)

CENTRE : National District Hospital, Bloemfontein

REQUIREMENTS : Health Professional Qualification or equivalent recognized by SAQA. Post Graduate Qualification in Public Health, Health Management/Leadership. Current

Registration with relevant Health Professionals Statutory Body. Minimum of 3 years' continuous management experience in Health Sector on Middle Management Level. Must be a South African Citizen with a valid ID and Driver's License. Must provide Security Clearance. Knowledge and Skills: Knowledge: Knowledge of Health policies, management of health information, Occupational Health and Safety Act, Patient Rights Charter, Batho-pele principles, Public Service Regulations, Labour Relations Act, Disciplinary Code and Procedure, Grievance Procedure, Treasury Regulations and Financial Systems etc. Skills: Must have Computer 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.

DUTIES : Develop, implement and maintain financial management systems, policies and procedures to ensure the effective and efficient management of the hospital in terms of relevant acts and delegations. Develop, implement and maintain human resource management strategy, policies, systems and procedures to ensure the effective and efficient utilization of human resources in order to improve service delivery within the Public Service regulatory framework and relevant delegations. Prepare a strategic plan for the hospital to ensure that its services are in line with the National, Provincial, Regional and District strategies. Ensure that the hospital is managed within a sound framework of corporate governance principles. Implement an appropriate procurement and provisioning system, which is fair, equitable, transparent, competitive and cost effective, in terms of the Provincial delegations and as required by the PFMA. 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 high standards of patient care. Serve on various internal and external committees, and provide input into the development of Provincial policy and strategy on the management of hospitals and the provision of health/medical care. Create an enabling environment to promote the academic development of medical students and associated health care professionals/practitioners.

ENQUIRIES : Dr PM Molokomme (Acting DDG: Clinical Health Services) Tel No: (051) 408 1864
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 Stellenberg

POST 08/165 : **DEPUTY DIRECTOR: PNA-8 REF NO: H/D/6**

SALARY : R843 618 per annum (OSD)
CENTRE : Regional Training Centre: HRD Corporate Office: Bloemfontein
REQUIREMENTS : An appropriate B Degree/Diploma in nursing or equivalent qualification plus Nursing Education and Nursing Management that allows registration with the South African Nursing Council. Current registration with the South African Nursing Council (SANC). Registration with the SANC as Professional Nurse. A minimum of 9 years appropriate/ recognizable experience in nursing after registration with the SANC as Professional Nurse. At least 4 years of the period referred to above must be appropriate/recognizable experience at management level. 3 Years' experience in Management of Training. Valid driver's license. Knowledge and Skills: Computer literacy, Good communication and interpersonal skills. Good understanding of Skills Development Policies and HIV and Aids Management and Treatment Policies, guidelines and related programs. Ability to work independently, strong negotiation and be prepared to work after hours. Be able to drive extensively.

DUTIES : Provide strategic leadership and guidance to RTC and other Directorates regarding training issues. Develop RTC policies and standard procedures. Compile RTC Business Plan. Monitor RTC budget. Manage RTC resources. Compile RTC reports. Monitor the quality of training.

ENQUIRIES : Me C K Kala, Me G Hurter Tel No: (051) 408 1289

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 Stellenberg

POST 08/166 : **MEDICAL OFFICER: GRADE 1-3 REF NO: H/M/4**
(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 : National Hospital, Bloemfontein

REQUIREMENTS : MBCHB or equivalent Degree (Independent Practice): Proof of current registration for 2020/2021. Registration as Medical Practitioner with the Health Professions Council of South Africa (HPCSA) (Independent Practice) in respect of South African qualified employees. 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: Good communication and interpersonal skills. Extensive appropriate experience in Clinical Services and hospital care in South Africa.

DUTIES : Rendering of Clinical service, which includes examination and treatment of patients, emergencies, ward rounds and operation procedures. Patient administration. Provides training and leadership to medical interns, nurse and Medical Officers doing Community Service. Maintain quality assurance standards.

ENQUIRIES APPLICATIONS : Dr M Malek Tel No: (051) 403 9671

FOR ATTENTION : The Chief Executive Officer, Nationals Hospital, Private Bag x20598, Bloemfontein, 9300.
Me P Mehlwana

POST 08/167 : **OPERATIONAL MANAGER: PNA-5: INFORMATION REF NO: H/O/6**

SALARY : R444 276 per annum (OSD)

CENTRE : National Hospital, 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 in General Nursing. Current registration with the South African Nursing Council (SANC). Information management experience. Proof of service record. General Nursing. Current registration with the South African Nursing Council (SANC). Proof of service record. Knowledge and Skills: Good communication skills. Ability to work under pressure. Good interpersonal relations.

DUTIES : Ensure that holistic nursing care services is delivered to patients in a cost effective, efficient and equitable manner. Capture/analyze and interpret high quality aggregated data into DHIS. Obtain quality data on health information from the Section to inform managerial decision making at all levels in the Institution District Health Services (DHS). Capture Health Information into Soft Systems in the facility/District Hospitals to ensure availability of quality data for managerial decision making and planning. Provide quality data for managerial decision making

and planning and in compliance with the Health Act 2003 section 74. Maintain a filing system according to the Information Act and According to the financial years.

ENQUIRIES : Me N C Makofane Tel No: (051) 403 9871

APPLICATIONS : The Chief Executive Officer, National Hospital, Private Bag x20598, Bloemfontein, 9300.

FOR ATTENTION : Me P Mehlwana

POST 08/168 : **CLINICAL NURSE PRACTITIONER: PNB-I – PNB-2: (MATERNITY) REF NO: H/C/10**

SALARY : Grade 1: R383 226 per annum (OSD)
Grade 2: R471 333 per annum (OSD)

CENTRE : Albert Nzula Hospital, Trompsburg

REQUIREMENTS : Diploma/Degree in nursing or equivalent qualification that allows registration with the South African Nursing Council as Professional Nurse plus a post-basic nursing qualification in Advanced Midwifery with a duration of at least 1 year, accredited with SANC. Current registration with the South African Nursing Council. **PNB-1:** A minimum of 4 years appropriate/recognizable experience in nursing after registration with SANC as a Prof Current rregistration with the South African Nursing Council (SANC) as Professional Nurse. **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 of the period referred to above. Knowledge and Skills: An additional post basic qualification of one-year duration. Knowledge of the management of people, financial and conflict management. Computer literacy must be willing to work shifts. Ability to provide holistic care.

DUTIES : Perform specialized clinical nursing practice in accordance with the scope of practice and nursing standards. Implement knowledge and skills in managing high risk of patients in the maternity unit. Participate in the implementation of service delivery policies and procedures in relation to health programmes to ensure that they conform to the departmental service delivery strategies. Improved perinatal mortality through implementations of the priority programme, participating in quality improvement programmes. Support and facilitate the implementation of strategies that reduce mobility and mortality programme as per national and provincial guidelines.

ENQUIRIES : Me M.E Motloheloa Tel No: (051) 492 2151

APPLICATIONS : The Chief Executive Officer, Albert Nzula Hospital, Private Bag 2, Trompsburg, 9913 or hand delivered @ 22 Louw Street, Trompsburg

FOR ATTENTION : Me D.K Lekwala

POST 08/169 : **CLINICAL NURSE PRACTITIONER: PNB-I – PNB-2: (PAEDIATRICS) REF NO: H/C/11**

SALARY : Grade 1: R383 226 per annum (OSD)
Grade 2: R471 333 per annum (OSD)

CENTRE : Albert Nzula Hospital, Trompsburg

REQUIREMENTS : Diploma/Degree in nursing or equivalent qualification that allows registration with the South African Nursing Council as Professional Nurse plus a post-basic nursing qualification in Child Nursing Science with a duration of at least 1 year, accredited with SANC. Current registration with the South African Nursing Council. **PNB-1:** A minimum of 4 years appropriate/recognizable experience in nursing after registration with SANC as a Prof Current rregistration with the South African Nursing Council (SANC) as Professional Nurse. **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 of the period referred to above. Knowledge and Skills: An additional post basic qualification of one-year duration. Knowledge of the management of people, financial and conflict management. Computer literacy must be willing to work shifts. Ability to provide holistic care.

DUTIES : Provide comprehensive, quality nursing care to patients/clients in a specialty unit in a cost-effective, efficient manner. Assist in planning, organizing and

monitoring of objectives of the specialized unit. Manage all resources within the unit effectively and efficiently to ensure optimum service delivery. Able to plan and organize own work and that of support personnel to ensure proper nursing care. Ensure that equipment in the unit is adequate and is checked and in working order. Provide for a safe, therapeutic and hygienic environment. Work effectively and amicably, at supervisory level.

ENQUIRIES : Me M.E Motloheloa Tel No: (051) 492 2151
APPLICATIONS : The Chief Executive Officer, Albert Nzula Hospital, Private Bag 2, Trompsburg, 9913 or hand delivered @ 22 Louw Street, Trompsburg
FOR ATTENTION : Me D.K Lekwala

POST 08/170 : **CLINICAL NURSE PRACTITIONER: PNB-1 – PNB-2: (THEATRE) REF NO: H/C/9**

SALARY : Grade 1: R383 226 per annum (OSD)
Grade 2: R471 333 per annum (OSD)

CENTRE : Albert Nzula Hospital, Trompsburg
REQUIREMENTS : Diploma/Degree in nursing or equivalent qualification that allows registration with the South African Nursing Council as Professional Nurse plus a post-basic nursing qualification in Theatre with a duration of at least 1 year, accredited with SANC. Current registration with the South African Nursing Council. **PNB-1:** A minimum of 4 years appropriate/recognizable experience in nursing after registration with SANC as a Prof Current rregistration with the South African Nursing Council (SANC) as Professional Nurse. **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 of the period referred to above. Knowledge and Skills: An additional post basic qualification of one-year duration. Knowledge of the management of people, financial and conflict management. Computer literacy must be willing to work shifts. Ability to provide holistic care.

DUTIES : Provide comprehensive, quality nursing care to patients/clients in a specialty unit in a cost-effective, efficient manner. Assist in planning, organizing and monitoring of objectives of the specialized unit. Manage all resources within the unit effectively and efficiently to ensure optimum service delivery. Able to plan and organize own work and that of support personnel to ensure proper nursing care. Ensure that equipment in the unit is adequate and is checked and in working order. Provide for a safe, therapeutic and hygienic environment. Work effectively and amicably, at supervisory level.

ENQUIRIES : Me M.E Motloheloa Tel No: (051) 492 2151
APPLICATIONS : The Chief Executive Officer, Albert Nzula Hospital, Private Bag 2, Trompsburg, 9913 or hand delivered @ 22 Louw Street, Trompsburg
FOR ATTENTION : Me D.K Lekwala

POST 08/171 : **ASSISTANT DIRECTOR: ADMINISTRATION REF NO: H/A/17**

SALARY : R376 596 per annum (Level 09)

CENTRE : Mofumahadi Manapo Mopeli Regional Hospital, Qwaqwa
REQUIREMENTS : A relevant 3-year tertiary qualification (or equivalent qualification) plus 3-5 years' functional experience of which 2 years must be on a Supervisory level. Valid driver's license. Persal Certificates. Knowledge and Skills: Knowledge of HR, General Administration policies. The successful candidate must be able to work under pressure. Good interpersonal and communication skills.

DUTIES : Management of HR and All administration sections. Planning, monitoring and evaluation of administration and support. Management of sound Labour Relation in the institution. Management of training in Hospital to ensure holistic development of Human resources. Management of section's budgets to ensure effective and efficient usage of finances. Manage auxiliary and maintenance services in the hospital to ensure efficient and effective service delivery. Act as secretarial of the Hospital Board. Ensure Quality Assurance within Admin and Support Services.

ENQUIRIES : Dr B E Mzangwa Tel No: (058) 718 3200

APPLICATIONS : The Chief Executive Officer, Mofumahadi Manapo Mopeli Hospital, Private Bag X 820, Witsieshoek, 9870 or hand delivered @ Room 246, 1st floor, Mofumahadi Manapo Mopeli Regional Hospital, Mampoi Street, Witsieshoek

FOR ATTENTION : Mr. SR Makoko

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 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 B Pheello, Fidel Castro Building, Tel. No: (051) 405 5069

CLOSING DATE : 19 March 2021

NOTE : Applications must be submitted on form Z.83, obtainable from any Public Service Department and must be accompanied by certified copies of qualifications (a transcript of results must be attached or subjects should be mentioned in the CV), identity document, driver's license (if required) 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. 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 application was 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 08/172 : **DEPUTY DIRECTOR: DEMAND AND ACQUISITION MANAGEMENT REF NO: FSPT: 002/21**

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 Commerce/Supply Chain Management/Public Administration with a minimum of five (5) years relevant experience in a supply chain management environment of which at least three (3) years should have been in a junior management position. Knowledge of the Public Finance Management Act (PFMA), Treasury Regulations, Preferential Procurement Policy Framework Act, Broad Based Black Economic Empowerment

Act and supply chain management policies and circulars. Computer literate. Working knowledge of transversal systems such as the LOGIS and BAS. Good business communication, interpersonal, supervisory and analytical skills. Valid driver's license.

DUTIES : Manage and coordinate the implementation and maintenance of the demand and acquisition processes in the Department. Manage and coordinate the implementation and maintenance of contract management processes in the Department. Manage and coordinate the implementation and maintenance of the supply chain risk & performance management processes in the Department. Manage the allocated human resources of the Sub-directorate.

ENQUIRIES : Ms. J H Botes Tel No: (051) 405 3983

POST 08/173 : **SECURITY OFFICER REF NO: FSPT: 003/21 (X2 POSTS)**

SALARY : R122 595 per annum (Level 03) (A basic salary)
CENTRE : Bloemfontein
REQUIREMENTS : Grade 10 certificate or equivalent qualification. Completed Basic Security Officer's course. Proof of registration with the Private Security Industry Regulatory Authority (PSIRA). Knowledge of access control procedures. Knowledge of measures for the control and movement of office equipment/documents and store contents. Knowledge of prescribed security procedures and relevant emergency procedures.

DUTIES : Perform access control functions. Ensure safety in the building and on the premises. Ensure that equipment, documents and stores do not leave or enter the building or premises in an unauthorised manner. Ensure all incidents regarding security breaches are recorded in the occurrence books/registers.

ENQUIRIES : Mr. T P Petersen Tel No: (051) 405 4152