

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

CLOSING DATE : 18 February 2022

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 and application must submit copies of qualifications, identity document and drivers licence (where appropriate) and any other relevant documents. Such copies need to be certified when applying for a post. The communication from the HR of the department regarding the requirements for certified documents will be limited to shortlisted candidates. Therefore, only shortlisted candidates for a post will be required to submit certified documents on or the day of the interview following communication from HR, as well as recently certified copies of all qualification(s), including a Senior certificate and ID-document [Driver’s license where applicable]. 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 representatively in line with the numerical targets as contained in our Employment Equity Plan.

OTHER POSTS

POST 04/166 : **DEPUTY DIRECTOR LINEN MANAGEMENT REF NO: H/D/3**
Re-Advertisement (Those who previously applied must re-apply)

SALARY : R744 255 per annum

CENTRE : Health Support Services, Corporate Office: Bloemfontein

REQUIREMENTS : A 3-year Degree/ National Diploma in Management/ Administration. At least 3-5 years’ appropriate management experience in the laundry and linen environment. 3 Years of the experience must be on management level. Computer literacy. A valid driver’s license is a must for the individual who must be prepared to travel extensively throughout the Province. Knowledge And Skills: Leadership and management skills in people, strategic planning and its implementation. Knowledge of the key stakeholders and their relevancy. Good understanding on laundry production, and or processing environment. Conversant with Occupational Health and Safety Act and SANS Codes on Laundry and Linen Management. Sound

knowledge of PFMA and Public Service Regulations and Public Procurement Practices. Ability to work independently and under extreme pressure.

DUTIES : Efficient and effective management of Linen and Laundry services at all facilities. Ensure the development and implementation of provincial policy guidelines, strategic or operational plans. Maintain services 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 JM Mokgatle Tel No: (051 408 1504/1)

APPLICATIONS : To: The Director, Bophelo House, Private Bag x227, Bloemfontein, 9300, or hand deliver @ room Main Building, Ground floor entrance, Cnr Charlotte Maxeke and Harvey Road, Bloemfontein.

FOR ATTENTION : Me P Mpu

POST 04/167 : **DEPUTY DIRECTOR: MONITORING AND EVALUATION REF NO: H/D/4**
Re-Advertisement (Those who previously applied must re-apply)

SALARY : R744 255 per annum

CENTRE : Planning & Performance Oversight, Corporate Office: Bloemfontein

REQUIREMENTS : A National Diploma/ B.Tech/ Bachelor's Degree/ in Public Health, Social Sciences, / Business science/ Management. Post-Graduate Qualification in Public Health Sciences, Public Management or Business Management will be an added advantage. 3-5 years in the field of M&E, Strategic Planning, Public Health management or Health Information of which 3 years should be on management level. A valid driver's license. Knowledge and Skills: Proven working knowledge in the area of Monitoring and Evaluation. Experience in the strategic planning/Health informatics management of M&E units / teams. Analytical skills (related to health information) and performance outputs/outcomes. Facilitation skills Leadership skills. Report writing skills. Problem solving skills. Strategic planning skills. Training Skills. Presentation Skills. Computer skills (Word, Excel and Power Point)

DUTIES : Develop/review and maintain the Department's Monitoring and Evaluation Policy and/or Implementation Strategy (in line with national and/or provincial frameworks). Undertake and supervise the performance monitoring of the different health districts, health facilities and directorate against the Annual Performance Plan, District Health Plans and Annual Operational Plans. Ensure that the Department's Monitoring and Evaluation Reporting Formats (inclusive of reporting time-frames) as well as the Department's Annual Report Framework are developed in line with the relevant Annual Performance Plan of the Department and communicated such to all senior managers in the Department for future completion. This includes the quarterly and annual performance reports. Ensure that the capacity of the Department on matters related to monitoring and evaluation (of non-financial performance) is improved continuously. This includes the provision of information sessions and/or advice to managers and officials. Coordinate the compilation, monitoring and verification of the Department's strategic reports e.g. Provincial Outcome Based Plan. Departmental Annual Performance Plan. SOPA and /or MEC Budget Injunctions. Government Programmes of Action (national and provincial). Capture and/or ensure the capturing of non-financial performance information on the electronic QPR System, the Provincial M&E System and/or any other departmental system development in relation to the monitoring and evaluating of non-financial performance and verify the correctness thereof. This includes the identification and training of capturers and validators as per the Provincial M&E Systems. Advice supervisors/ managers on the type and nature of sources documents that must be kept and maintained by supervisors/ managers towards confirming the performance reported in quarterly and annual non-financial performance reports for the purposes of verification and/or auditing. Represent the Department in national and/or provincial meetings on matters related to monitoring and evaluation. Contribute to the District Development Model and Municipal Integrated Development Plans. Facilitate the conducting of programme evaluations in line with Department's and Provincial evaluation plans and the DPME framework.

ENQUIRIES : Mr B.J Oliphant Tel No: (051 408 1445)

APPLICATIONS : To: The Director, Bophelo House, Private Bag x227, Bloemfontein, 9300, or hand deliver @ room Main Building, Ground floor entrance, Cnr Charlotte Maxeke and Harvey Road, Bloemfontein.

FOR ATTENTION : Mr M J Mokgampanyane

POST 04/168 : **DEPUTY DIRECTOR: FINANCIAL ACCOUNTING REF NO: H/D/5**
Re-Advertisement (Those who previously applied must re-apply)

SALARY : R744 255 per annum
CENTRE : Mofumahadi Manapo Mopeli Regional Hospital: Witsieshoek/Qwaqwa
REQUIREMENTS : A 3-year Degree/ National Diploma in Finance. At least 3-5 years' appropriate management experience in the financial environment. 3 Years of the experience must be on management level. Computer literacy, Proof of BAS. A valid driver's licence. Knowledge and Skills: Knowledge of the PFMA, Treasury Regulations, PSA and other relevant prescript. Procurement directives and procedures. Planning and organizing, accounting practices. Interpersonal relations, Good communication skills. Time management.

DUTIES : Manage the financial revenue, expenditure management and accounting sub directorate. Monitor the policy and legislative framework to ensure that cognizance is taken of new developments, develop and maintain policies and processes, monitor revenue collected and expenditure incurred and submit reports and plans as required, monitor compliance with financial prescripts, provide advice and guidance to role players on revenue and expenditure procedures. Undertake revenue, expenditure management and accounting work as required; Revenue management- ensure that cashier, banking, debt management, monitoring and reporting services are rendered, expenditure management- ensure that payment for compensation of employees, good and services, transfers, subsidies and reporting are effectively performed, accounting to provide financial administration and accounting services (legers/journals, accounting and reporting interim and annual financial statements). Manage the sub- directorate revenue, expenditure management and accounting. Maintenance of discipline, management of performance and development, undertake. Human Resource and other related administrative functions, establish implement and maintain efficient and effective communication arrangement, develop and manage the operational plan of the sub-directorate and report on progress as required, develop implement and maintain processes to ensure proper control of work, compile and submit all required administrative report, serve on transverse task teams as required, procurement and asset management for the sub directorate, planning and allocate work, quality control of work delivered by employees, functional technical advice and guidance.

ENQUIRIES : Dr BE Mzangwa Tel No: (058 718 3200)
APPLICATIONS : To: The Chief Executive Officer, Mofumahadi Manapo Mopeli Regional Hospital, Private Bag x820, Witsieshoek, 9870, or hand deliver @ room 246, 1st floor, Mofumahadi Manapo Mopeli Regional Hospital, Mampoi street, Witsieshoek/Qwaqwa.

FOR ATTENTION : Mr SR Makoko

POST 04/169 : **ASSISTANT DIRECTOR: LAUNDRY SERVICE REF NO: H/A/1**
Re-Advertisement (Those who previously applied must re-apply)

SALARY : R382 245.per annum
CENTRE : Health Support Services: Corporate Office; Bloemfontein
REQUIREMENTS : A 3-year Degree/ National Diploma in Management/ Administration, with 3-5 years' experience in auxiliary/ administration or linen/ laundry management in a public or private sector environment preferably in the health sector or hospital environment. 3 years should be on the supervisory level. A valid driver's license is a must for the individual who must be prepared to travel extensively throughout the Province. Knowledge And Skills: Computer literacy in MS Word, MS PowerPoint and MS Excel or MS Project. Knowledge of PFMA and Public Service Regulations and Public Procurement Practices Notes implementation. Knowledge of the key stakeholders and their relevancy. Good understanding on laundry. Conversant with Occupational Health and Safety Act and SANS Codes on Laundry and Linen Management. Good understanding on laundry process flows, equipment,

consumables and key stakeholders and their relevancy. Good interpersonal communication (written and verbal skills). Ability to work independently and under extreme pressure.

DUTIES : Efficient and effective management of Linen and Laundry services at Psychiatric Laundry. Provide inputs for the development and implementation of policies, guidelines, norms and standards. Develop Standard Operating Procedures (SOPs) and contract specifications. Regular liaison with service providers and clients. Supervision of management of all Laundry personnel. Ensure staff development and performance management in line with service human resource policies and procedures, Departmental Strategic Plan and Directorate operational plan. Ensure effective utilization of resources in line with applicable PFMA and Supply Chain Management Policies. Maintain service satisfaction through training and quality improvement. Ensure implementation, monitoring and evaluation of the programme and related contracts. Identify, report, control and monitor internal risks. Compile management reports and presentations. Ensure compliance in terms of all relevant acts and directives. Perform any other duties delegated by the supervisor.

ENQUIRIES : Mr JM Mokgatle Tel No: (051 408 1504/1)
APPLICATIONS : TO: The Director, Bophelo House, Private Bag x227, Bloemfontein, 9300, or hand deliver @ room Main Building, Ground floor entrance, Cnr Charlotte Maxeke and Harvey Road, Bloemfontein.

FOR ATTENTION : Me P Mpu

POST 04/170 : **ASSISTANT DIRECTOR: FINANCIAL ACCOUNTING REF NO: H/A/2**
Re-Advertisement (Those who previously applied must re-apply)

SALARY : R382 245.per annum
CENTRE : Mofumahadi Manapo Mopeli Regional Hospital: Witsieshoek/Qwaqwa
REQUIREMENTS : A 3-year National Diploma in finance. 3-5 years' functional experience in Finance. 3 Years of the experience must be on supervisory level. A valid driver's licence. Knowledge And Skills: Knowledge to coordinate, review and undertake the implementation of financial accounting and procedures in line with relevant legislation, regulations frameworks and departmental policies and procedures.

DUTIES : Collection and recording of revenue, cashier, banking services and electronic payments, monitor and review the receipt and collection of monies and compliance with the relevant prescripts, oversee that the banking of monies are done in accordance with the prescribed processes. Debt management, oversee the identification and accurate recording of debts owed to the department liaise with debtors in the complex and problematic cases to determine payback conditions and time span. Monitoring and reporting of revenue, oversee and monitor income against budget and review reconciliations, oversee and collate financial support information for planning purposes, ensure completeness and accuracy and accuracy of financial information. Expenditure management, compensation of employees, oversee the reconciliation of transaction (interface) on the payroll (PERSAL) with the accounting systems (BAS). Authorize payments to third parties (employer contributions to pension funds, medical aid funds, tax contributions and reconciliation etc) outside the payroll system. Goods and services, oversee verifications of source documents, oversee the quality assurance and verifications of transactions on BAS/LOGIS, ensure that expenditure is in line with budget and item provisioning. Transfers and subsidies, oversee and reconcile payment request with budget provisions and the availability of funds. Authorize the payment of transfers and subsidies processed on the accounting system. Reporting, oversee the processing of information to determine expenditure against budget, oversee the compilation of interim and annual reports and conditional grants. Supervise employees to ensure an effective financial accounting service, general supervision of employees, manage performance, conduct and discipline of supervisee, develop, implement and monitor work systems and processes to ensure efficient and effective functioning.

ENQUIRIES : Dr BE Mzangwa Tel No: (058 718 3200)
APPLICATIONS : To: The Chief Executive Officer, Mofumahadi Manapo Mopeli Regional Hospital, Private Bag x820, Witsieshoek, 9870, or hand deliver @ room 246, 1st floor, Mofumahadi Manapo Mopeli Regional Hospital, Mampoi street, Witsieshoek/Qwaqwa. For Attention: Mr SR Makoko