

**PROVINCIAL ADMINISTRATION: FREE STATE  
DEPARTMENT OF ECONOMIC, SMALL BUSINESS DEVELOPMENT, TOURISM AND ENVIRONMENTAL  
AFFAIRS**

*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 these posts and candidates whose appointment/promotion/transfer will promote representativity will receive preference.*

<b><u>APPLICATIONS</u></b>	:	Quoting the reference number, applications must be forwarded to the Head of Department: Economic, Small Business Development, Tourism and Environmental Affairs, Private Bag X20801, Bloemfontein, 9300 or delivered by Hand at the Ground Floor Security Entrance, 113 St Andrews Building, St Andrew Street, Bloemfontein.
<b><u>FOR ATTENTION</u></b>	:	Ms M Parkies/ K Majafe
<b><u>CLOSING DATE</u></b>	:	08 April 2022 at 16:00
<b><u>NOTE</u></b>	:	Directions to applicants Applications must be submitted on form Z.83, obtainable from any Public Service Department and must be accompanied by copies of qualifications (a transcript of results must be attached), driver's license, identity document and a C.V. (Separate application for every vacancy). Applicants are requested to complete the Z83 form properly and in full. Qualification certificates must not be copies of certified copies. 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. 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. No e-mailed or faxed applications will be considered. 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. Please take note that communication will only be limited to short-listed candidates. The Department reserves the right not to appoint. All short listed candidates will be subjected to screening and security vetting to determine their suitability for employment, as well as qualification verification. Successful candidates will be expected to enter into a performance agreement. Note: Only shortlisted candidate will be required to submit certified copies of qualifications.

**OTHER POSTS**

<b><u>POST 09/115</u></b>	:	<b><u>DEPUTY DIRECTOR: LOGISTICS REF NO: DESTEA 01/03/22</u></b>
<b><u>SALARY</u></b>	:	R744 255 per annum (Level 11), an all-inclusive salary package. The total package includes 75% or 70% basic salary, a state contribution to the Government Employee Pension Fund and flexible portion that may be structured in terms of the applicable guidelines.
<b><u>CENTRE REQUIREMENTS</u></b>	:	Bloemfontein An undergraduate NQF level 7 qualification in Supply Chain Management/ Accounting/ Public Administration or equivalent qualifications. Relevant experience in Logistics Management environment. Knowledge of PFMA, SCM Regulatory Framework and all prescripts governing procurement in the Public Service. Computer literacy and a valid driver's license.
<b><u>DUTIES</u></b>	:	Manage the functional operation of the Sub-directorate (Logistics Management): manage, design and develop acquisition management policies processes and procedures, compile operational/ supply chain acquisition management plan and obtain approval, manage the execution of the acquisition management plan, monitor and review the acquisition management activities, setting up the Bid Evaluation, Bid Adjudication and Bid Specification Committees and render a secretariat service to the relevant committee. Oversee the bidding process: compilation of bid documents and advertisement, publishing of bid documents, receipt (closing and opening) of bid documents, processing of bid documents. Manage the compilation of the list of prospective providers: compile terms of

reference to invite service providers for an expression of interest, receive, evaluate and adjudicate expressions of interest, compile a database of approved suppliers. Manage the sourcing of bids from the database according to the threshold values determined by the National Treasury. Manage and supervise employee to ensure an effective acquisition management service and undertake all administrative functions required with regard to financial and HR administration. This would, inter alia, entail the following: maintenance of discipline, management of performance and development, undertake Human Resource and other related administrative functions. Establish, implement and maintain efficient and effective functions, 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 reports, serve on transverse task teams as required, procurement and asset management for the sub-directorate, plan and allocate work, quality control of work delivered by employees.

- ENQUIRIES** : Mr. P. Tlhabanelo Tel No: 051 400 4740
- POST 09/116** : **DEPUTY DIRECTOR: SECRETARIAT SERVICES REF NO: DESTEA 02/03/22**
- SALARY** : R744 255 per annum (Level 11), an all-inclusive salary package. The total package includes 70% or 75% basic salary, a state contribution to the Government Employee Pension Fund and flexible portion that may be structured in terms of the applicable guidelines.
- CENTRE REQUIREMENTS** : Bloemfontein  
: An undergraduate NQF level 7 in Office Administration/ Public Management/Administration. Relevant experience in Secretariat Services. Knowledge of relevant legislations and policies of government. Good written and verbal communication skills. Computer literacy. A valid driver's license.
- DUTIES** : Co-ordinate the compilation of reports in relation to the Free State Growth Development Strategy and the Program of Action. Co-ordinate inputs of other departments where the department is a leading department in relation to a certain project. Prepare reports for the Cluster meetings/ activities and provide administrative support to the MEC and the HOD. Provide report/s to be captured in the Provincial Monitoring and Evaluation system (progress on the implementation of the project as indicated in the Program of Action). Co-ordinate meetings between the MEC and Public Entities as well as the MEC's EXCO and ensure that logistical arrangements are done timeously. Provide Secretariat services during meetings with the Public Entities and the MEC's EXCO and ensure the timeously distribution of the minutes. Perform any administrative and related functions. Management of resources of the Sub-directorate, i.e human, asset and financial resources.
- ENQUIRIES** : Adv. R Pitso Tel No: (051)-400 4914
- POST 09/117** : **DEPUTY DIRECTOR: ECONOMIC RESEARCH OUTPUT REF NO: DESTEA 03/03/22**
- SALARY** : R744 255 per annum (Level 11), an all-inclusive salary package. The total package includes 70% or 75% basic salary, a state contribution to the Government Employee Pension Fund and flexible portion that may be structured in terms of the applicable guidelines.
- CENTRE REQUIREMENTS** : Bloemfontein  
: An undergraduate NQF level 7 in Economics or equivalent qualifications. Relevant experience in economic development environment. Knowledge of all relevant prescripts and legislation regulating economic development. Computer literacy. A valid driver's license.
- DUTIES** : Ensure conducting, commissioning and managing of sectoral research. Ensure dissemination of research outputs to key stakeholders. Advise the Department on Economic Development and Trade Promotion policy choices. Management of resources of the Sub-directorate, i.e human, asset and financial resources.
- ENQUIRIES** : Mr. J Mosia Tel No: (051)-400 4921

**POST 09/118** : **DEPUTY DIRECTOR: DEPARTMENTAL EFFICIENCY STUDIES REF NO: DESTEA 04/03/22**

**SALARY** : R744 255 per annum (Level 11), an all-inclusive salary package. The total package includes 70% or 75% basic salary, a state contribution to the Government Employee Pension Fund and flexible portion that may be structured in terms of the applicable guidelines.

**CENTRE** : Bloemfontein

**REQUIREMENTS** : An undergraduate NQF level 7 in Organizational Development Management/ Operation Management/ Management Services/ HRM. Relevant experience in Organisational Development environment. Knowledge of organizational development, Org Plus, Job Evaluation System. Applicants should be certified Job Analysts in the Equate Job Evaluation System. Good management skills (Presentation & interviewing skills. Computer literacy. A valid driver's license.

**DUTIES** : Conduct work-study investigation with regard to functional Organisational structure. Create and implement programs at work that connect employees with departmental goals. Manage the organizational structure design and review processes. Management of the business process mapping and improvement processes. Management and facilitation of Job Evaluation processes. Development and Management of Job descriptions database. Development of the Organisational Development policies. Management of resources of the Sub-directorate, i.e human, asset and financial resources.

**ENQUIRIES** : Mr. T Selemela Tel No: 051 400 4930

**POST 09/119** : **ORGANISATIONAL DEVELOPMENT SPECIALIST REF NO: DESTEA 05/03/22**

**SALARY** : R382 245 per annum (Level 09)

**CENTRE** : Bloemfontein

**REQUIREMENTS** : An undergraduate NQF level 7 in Organizational Development Management/Work-Study Management/ Management Services/ HRM. Relevant experience in Organisational Development. Applicants should be certified Job Analysts in the Equate Job Evaluation System. Computer literacy. A valid driver's license.

**DUTIES** : Advise management on matters relating to the organizational structure of the department. Conduct investigations and advise the Directorate on the appropriate interventions to be taken. Develop internal systems and procedures so as to ensure or improve service delivery in the department. Facilitate the Business Process Reengineering in the Department. Supervision of officials and other resources within the division.

**ENQUIRIES** : Mr. T Selemela Tel No: 051 400 4930

**POST 09/120** : **RISK MANAGEMENT PRACTITIONER REF NO: DESTEA 06/03/22**

**SALARY** : R382 245 per annum (Level 09)

**CENTRE** : Bloemfontein

**REQUIREMENTS** : An undergraduate NQF level 6 in Risk Management / Internal Audit or equivalent qualifications. Experience in Risk Management processes. A valid driver's license. Computer literacy.

**DUTIES** : Assist with the development and implementation of the following on the departmental risk management: Risk Management Strategy, Management Policy and Plan. Assist with the development of Risk Management processes to ensure compliance to the Risk Management Framework. Maintain and update risk registers to determine the effectiveness of progress concerning Risk Management in the department. Assist with the promotion of a risk management culture and capacity in the department. Assist with the review of the implementation of Risk Management processes to ensure compliance in the department. Coordinate Risk Management meetings and drafting quarterly Risk Committee reports. Implement Risk Management processes to ensure compliance to the Risk Management Plan.

**ENQUIRIES** : Ms C Mahlaba Tel No: 051 400 9503

**POST 09/121** : **IT SECURITY SPECIALIST REF NO: DESTEA 07/03/22**

**SALARY** : R382 245 per annum (Level 09)

<b><u>CENTRE REQUIREMENTS</u></b>	:	Bloemfontein
	:	An undergraduate NQF level 6 in Information and Communication Technology/Computer Science. Certification in any of the following ISO/IEC 27001, CISM - Certified Information Security Managers, CRISC – Certified in Risk and Information Systems Control or CISSP Certified Information Systems Security. Technical knowledge and experience in ICT Security.
<b><u>DUTIES</u></b>	:	Protect systems by defining access privileges, control structures and resources. Recognize problems by identifying abnormalities, security violation and inefficiencies through conducting periodic audits. Implement security improvements by assessing current situation, evaluation trends and anticipating requirements. Upgrade system by implementing and maintaining security controls and keep users informed by preparing performance reports. Rendering advice on all aspects relating to information security and technology to the Department. Participate in compliance related committees in the Department as well as in the reviewing of relevant directives and measures relating to information security. Implement the correct classification and categorization of departmental documents in relation to information security directives and measures. Supervision of officials and other resources within the division.
<b><u>ENQUIRIES</u></b>	:	Ms. M. Mphathane Tel No: 051 400 9473
<b><u>POST 09/122</u></b>	:	<b><u>ASSISTANT DIRECTOR: FLEET MANAGEMENT REF NO: DESTEA 08/03/22</u></b>
<b><u>SALARY</u></b>	:	R382 245 per annum (Level 09)
<b><u>CENTRE REQUIREMENTS</u></b>	:	Bloemfontein
	:	An undergraduate NQF level 6 in Accounting, Finance, Auditing, Fleet Management or equivalent qualifications, with minimum of 3 years' working experience in fleet management environment. Sound knowledge and understanding of the Public Finance Management Act, Asset Management Framework, Fleet Management policies and guidelines. Computer literacy in Microsoft Office packages, especially Word, PowerPoint and Excel. Good communication skills (verbal and written). Good analytical skills. A valid driver's license.
<b><u>DUTIES</u></b>	:	Coordinate transport; ensure that the best and most economical use of state-owned and subsidized vehicles are maintained. Exercise control over the maintenance and expenditure involved in the use of state-owned and subsidized vehicles. Reconciliation of departmental record with Government Garage accounts. Arrange the proper completion and regular scrutiny of all records and returns concerning state-owned vehicles. Ensure that the state-owned and subsidized vehicles allocated to the department are kept in a good condition and that they are serviced regularly. Ensure the control of logbooks and the safekeeping of keys and petrol cards. Ensure that all instructions relevant to the use, operation and maintenance of government motor vehicles are compiled with the act as liaison Government Garage. Ensure that maintenance schedules are kept and that vehicles are properly looked after and checked on daily basis before and after each trip. Ensure availability of vehicles and coordinate transport. Provide inputs in developing and implementing fleet management policy. Plan daily, weekly and monthly vehicle use in line with priorities and service delivery aim. Participate in the provincial transport forum. Oversee the day to day running and management of the Departmental Transport Office. Supervision of officials and other resources within the division.
<b><u>ENQUIRIES</u></b>	:	Mr. J. Motsetse Tel No: 051 400 4734
<b><u>POST 09/123</u></b>	:	<b><u>LOSS CONTROL OFFICER REF NO: DESTEA 09/03/22</u></b>
<b><u>SALARY</u></b>	:	R261 372 per annum (Level 07)
<b><u>CENTRE REQUIREMENTS</u></b>	:	Bloemfontein
	:	An undergraduate NQF level 6 in Management Accounting/ Financial Accounting/ Public Finance/ Financial Management or equivalent qualifications. Relevant experience in Loss Control environment. Knowledge of relevant legislations and regulatory frameworks such as PFMA and Treasury Regulations. Computer literacy.

**DUTIES** : Ensure that all losses due to theft are reported to the SAPS within 24 hours of occurrence and Asset Management and damages and accidents relating to fleet vehicles reported to Transport component. Initiate investigation on the incident and determine the liability thereof. Obtain details, statement in connection with claims and losses from the official and update the Departmental Loss Control Register. Prepare full report on the incidents, damage and theft that has occurred to the loss Control Committee for recommendations. Where the Loss Control Committee made recommendations and the official accept the recommendation, ensure that the recovery process is completed, recorded and referred to the Accounting Officer for approval. Record the financial transaction regarding losses approved for write-off against the relevant account of the Department. Liaise with the Legal Services component and ensure that all registered loss cases are finalized within the prescribed period. Submit the final recommendations to the immediate supervisor for further handling by the Chief Financial Officer and the HOD for approval.

**ENQUIRIES** : Mr. T. Tlhakanelo Tel No: 051 400 4738

**POST 09/124** : **STATE ACCOUNTANT: INTERNAL CONTROL REF NO: DESTEA 10/03/22**

**SALARY** : R261 372 per annum (Level 07)

**CENTRE** : Bloemfontein

**REQUIREMENTS** : An undergraduate NQF level 6 in Financial Management or equivalent qualifications. Relevant experience in Financial Management environment. Knowledge of relevant legislations and regulatory frameworks such as PFMA and Treasury Regulations. Computer literacy. Working knowledge of BAS and or PERSAL.

**DUTIES** : Develop, monitor and review departmental internal control policies, procedures and processes. Implement departmental internal control policies, procedures and processes. Establish an effective, efficient and transparent system of internal control. Ensure appropriate delegations are implemented and maintained. Monitoring compliance with relevant Acts and Legislation. Identifying control mechanisms to reduce possible non-compliance. Ensure the safeguarding of all source documents. Supervision of officials and other resources within the division.

**ENQUIRIES** : Ms. P Qwele Tel No: 051 400 9402

**POST 09/125** : **STATE ACCOUNTANT: SALARIES REF NO: DESTEA 11/03/22**

**SALARY** : R261 372 per annum (Level 07)

**CENTRE** : Bloemfontein

**REQUIREMENTS** : An undergraduate NQF level 6 in Management Accounting/ Financial Accounting/ Public Finance (or Grade 12 with 5-10 years' experience in salary administration environment or equivalent qualifications). Knowledge of relevant legislations and regulatory frameworks such as PFMA and Treasury Regulations. Computer literacy. Extensive working knowledge of PERSAL.

**DUTIES** : Assure on all reimbursement transactions on PERSAL. Reconcile transactions (interface) on the payroll (PERSAL) with the Basic Accounting System (BAS). Verify payments to third parties (employer contributions to pension funds, medical aid funds, tax deductions and reconciliations etc.) outside the payroll system. Reconcile payment requests with budget provisions and the availability of funds. Ensure that the relevant institution is eligible for a transfer payment/subsidy and that they comply with the relevant financial legislative requirements. Verify the payment of transfers and subsidies processed on the accounting system. Sorting and distribution of payrolls. Ensure monthly reports are compiled. Ensure weekly filing of all relevant documentation. Implementation of allowances and deductions (house, rent, electricity, water, sanitation, union insurance & medical aids including posting and faxing of schedules). Supervision of officials and other resources within the division.

**ENQUIRIES** : Mr. T. Nkhabu Tel No: 051 400 9607

**POST 09/126** : **STATE ACCOUNTANT: TAX AND PENSIONS REF NO: DESTEA 12/03/22**

**SALARY** : R261 372 per annum (Level 07)

**CENTRE** : Bloemfontein

<b><u>REQUIREMENTS</u></b>	:	An undergraduate NQF level 6 in Management Accounting/ Financial Accounting/ Public Finance (or Grade 12 with 5-10 years' experience in tax and pension environment or equivalent qualification). Relevant experience in tax and pensions environment. Knowledge of relevant legislations and regulatory frameworks such as PFMA and Treasury Regulations. Computer literacy. Extensive working knowledge of PERSAL and knowledge of tax laws and pension.
<b><u>DUTIES</u></b>	:	Control the PAYE for the Department, recalculation of Income Tax, monthly income tax reconciliation EMP 201 to be submitted via SARS eFiling, bi-annual and the annual tax reconciliation EMP 501 to SARS to be submitted via SARS e@syFile. Control SARS tax directives for assessment. Check issue/reissue of IRP 5 Certificates. Request of BAS reports when required. Filing of claim related documents. Supervision of officials and other resources within the division.
<b><u>ENQUIRIES</u></b>	:	Mr. T. Nkhabu Tel No: 051 400 9607
<b><u>POST 09/127</u></b>	:	<b><u>STATE ACCOUNTANT: REVENUE MANAGEMENT REF NO: DESTEA 13/03/22</u></b>
<b><u>SALARY</u></b>	:	R261 372 per annum (Level 07)
<b><u>CENTRE</u></b>	:	Bloemfontein
<b><u>REQUIREMENTS</u></b>	:	An undergraduate NQF level 6 in Management Accounting/ Financial Accounting/ Public Finance (or Grade 12 with 5-10 years' experience in revenue management environment or equivalent qualification). Knowledge of relevant legislations and regulatory frameworks such as PFMA and Treasury Regulations. Computer literacy. Working knowledge of BAS.
<b><u>DUTIES</u></b>	:	Monitor and report on revenue. Authorize BAS transactions related to capturing of receipts and confirm deposits. Conduct filing of all receipts captured and retrieval of these for Audit purposes and referencing. Prepare sundry payments for refunds of erroneously payments and cancellations of bookings at resorts and reserves. Prepare & capture journals to correct misallocations of revenue. Clear exceptions on a monthly basis to ensure successful accounting month-end closure. Supervise Accounting Clerks and other resources within the division.
<b><u>ENQUIRIES</u></b>	:	Mr. T. Tlhakanelo Tel No: 051 400 4738
<b><u>POST 09/128</u></b>	:	<b><u>STATE ACCOUNTANT: DEBT MANAGEMENT REF NO: DESTEA 14/03/22</u></b>
<b><u>SALARY</u></b>	:	R261 372 per annum (Level 07)
<b><u>CENTRE</u></b>	:	Bloemfontein
<b><u>REQUIREMENTS</u></b>	:	An undergraduate NQF level 6 in Management Accounting/ Financial Accounting/ Public Finance (or Grade 12 with 5-10 years' experience in debt management environment or equivalent qualification). Knowledge of relevant legislations and regulatory frameworks such as PFMA and Treasury Regulations. Computer literacy. Working knowledge of BAS.
<b><u>DUTIES</u></b>	:	Debt management (recording, monitoring, reporting). Identification and accurate recording of debts owed to the department. Liaise with debtors in the more complex and problematic cases to determine payback conditions and time span. Compile debt notification letters and distribute them to debtors. Print, distribute and file debt statements Obtain the accounting officer's approval for debt collection conditions. Obtain the accounting officers approval for debt payback conditions and time span on the cases handled. Verify the accurate allocation of monies received. Compile monthly debtor's reconciliation. Filing of all debt-related documents (debt advices, statements, proofs of payment, journals etc.). Compile and capture journals for claims recoverable account/s. Compile draft letters for notification of claims to owing Departments and distribute same. Maintain claims' recoverable file with all necessary documents, e.g. acknowledgement/dispute letters. Supervise accounting clerks and other resources within the division.
<b><u>ENQUIRIES</u></b>	:	Mr. T. Tlhakanelo Tel No: 051 400 4738
<b><u>POST 09/129</u></b>	:	<b><u>ASSET DISPOSAL OFFICER REF NO: DESTEA 15/03/22</u></b>
<b><u>SALARY</u></b>	:	R261 372 per annum (Level 07)
<b><u>CENTRE</u></b>	:	Bloemfontein
<b><u>REQUIREMENTS</u></b>	:	An undergraduate NQF level 6 in Supply Chain Management/ Logistics or equivalent qualifications. Experience within assets management. Computer

		Literacy (Microsoft Excel and Microsoft Word). Good interpersonal skills. A valid driver's license.
<b><u>DUTIES</u></b>	:	Identify the redundant, irreparable and unserviceable assets for disposal by Departmental Disposal Committee. Facilitate the Log 11 forms before any asset movements are done are duly completed to update asset records. Open and safely keep asset files according to approved filing systems. Be fully capacitated to use all relevant LOGIS selections to update asset records on LOGIS. Take full responsibility on assets allocated to oneself (as asset holder) to execute ones duties.
<b><u>ENQUIRIES</u></b>	:	Mr. J Motsetse Tel No: 051 400 4734
<b><u>POST 09/130</u></b>	:	<b><u>COMMUNICATION OFFICER REF NO: DESTEA 16/03/22</u></b>
<b><u>SALARY</u></b>	:	R261 372 per annum (Level 07)
<b><u>CENTRE</u></b>	:	Bloemfontein
<b><u>REQUIREMENTS</u></b>	:	An undergraduate NQF level 6 in Corporate Communication or equivalent qualifications. Computer Literacy. A valid driver's license.
<b><u>DUTIES</u></b>	:	Provide technical support to the Assistant Director: Communication. Assist with conducting research and drafting of speeches for the MEC. Arrange for media coverage for government programmes through advertisements, media innovations, releases and conferences. Scan daily and weekend newspapers for issues raised relating to the FSPG/Government in order to compile a media monitoring report for the MEC, EXCO and senior management of the Department. Plan, coordinate and give feedback on specific media programmes/events. Write articles and take photos during events for the Departmental Staff Newsletter. Gather information and develop promotional materials for different departmental events. Liaise with media and handle media enquiries.
<b><u>ENQUIRIES</u></b>	:	Ms. F. Mfazwe Tel No: 051 400 9548
<b><u>POST 09/131</u></b>	:	<b><u>WEB DESIGNER REF NO: DESTEA 17/03/22</u></b>
<b><u>SALARY</u></b>	:	R261 372 per annum (Level 07)
<b><u>CENTRE</u></b>	:	Bloemfontein
<b><u>REQUIREMENTS</u></b>	:	An undergraduate NQF level 6 in Computer Science / Information Systems / Information Technology.
<b><u>DUTIES</u></b>	:	Design the website's visual imagery and ensuring it is in line with Departmental branding policy. Test the website to ensure it is working. Draw up detailed website specifications. Register web domain names and organising the hosting of the website. Design graphics, animations and manipulating digital photographs. Edit content, debugging code and re-designing web pages.
<b><u>ENQUIRIES</u></b>	:	Ms. M. Mphathane Tel No: 051 400 9473

#### **DEPARTMENT OF HEALTH**

<b><u>CLOSING DATE</u></b>	:	28 March 2022
<b><u>NOTE</u></b>	:	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 <a href="http://www.dpsa.gov.za-vacancies">www.dpsa.gov.za-vacancies</a> . 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 all qualification(s), academic records 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 representativity in line with the numerical targets as contained in our Employment Equity Plan. Applicants must submit copies of qualifications, Identify document and drivers license (where appropriate) and any other relevant documents. Such copies need not 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 before the day of the interview following communication from HR.

#### OTHER POSTS

**POST 09/132** : **MEDICAL SPECIALIST GRADE 1-3 (CARDIOLOGY DEPARTMENT) REF NO: H/M/10**

**SALARY** : Grade 1: R1 302 855 per annum, (OSD)  
Grade 2: R1 489 665 per annum, (OSD)  
Grade 3: R1 628 853 per annum, (OSD)

**CENTRE REQUIREMENTS** : Internal Medicine Department, Universitas Academic Hospital  
: MBCHB Degree post graduate qualification that allows Registration with HPCSA as Medical Specialist in a recognised sub-specialty in Cardiology. Offer will be based on proven years of experience. Attach proof of working experience endorsed by Human Resource Experience: **Grade 1:** none. **Grade 2:** A minimum of 5 years appropriate experience as Medical Specialist after registration with HPCSA in a recognised sub specialty. **Grade 3:** A minimum of 10 years appropriate experience as Medical Specialist after registration with HPCSA in a recognised sub specialty. A valid driver's license. Knowledge and Skills: Provide evidence of leadership qualities and experience. Research qualifications in the field of Internal Medicine/Nephrology either MMed or PHD. Evidence of professional good standing e.g. membership of professional organizations and their management committees. ACLS, ATLS, APLS.

**DUTIES** : Service delivery and medical administration: Provide outreach, in-reach and Support services, rendering commuted overtime is compulsory. Involvement in teaching and training. Conduct Research. Perform clinical governance and ensure compliance with all legal and statutory requirements with FSDoH OHSC, HPCSA, CMSA, UFS. Medical Administration: Perform all responsible duties as directed by the Head of Department/ Head of Clinical Unit; Obstetrics and Gynecology. Conducting clinical audits. Monitoring and evaluation for relevant clinical effectiveness indicators.

**ENQUIRIES APPLICATIONS** : Prof EM Makotoko Tel No: (0)51 405 3390  
: The Chief Executive Officer, Universitas Academic Hospital, Private Bag x 20660, Bloemfontein, 9300 or hand delivered at: Room 1115, First Floor, Universitas Hospital, 1 Logeman Street, Universitas, Bloemfontein.

**FOR ATTENTION** : Me A Lombard

**POST 09/133** : **MEDICAL SPECIALIST: GRADE1-3 (INTERNAL MEDICINE DEPARTMENT, NEPHROLOGY UNIT) GRADE 1 REF NO: H/M/11**

**SALARY** : Grade 1: R1 302 855 per annum, (OSD)



Grade 2: R1 489 665 per annum, (OSD)  
Grade 3: R1 628 853 per annum, (OSD)

**CENTRE REQUIREMENTS** : Internal Medicine Department, Universitas Academic Hospital  
: MBCHB Degree post graduate qualification that allows Registration with HPCSA as Medical Specialist in a recognised sub-specialty in Nephrology. Offer will be based on proven years of experience. Attach proof of working experience endorsed by Human Resource. Experience: **Grade 1:** none. **Grade 2:** A minimum of 5 years appropriate experience as Medical Specialist after registration with HPCSA in a recognised sub specialty. **Grade 3:** A minimum of 10 years appropriate experience as Medical Specialist after registration with HPCSA in a recognised sub specialty. A valid driver's license. Knowledge and Skills: Provide evidence of leadership qualities and experience. Research qualifications in the field of Internal Medicine/Nephrology either MMed or PHD. Evidence of professional good standing e.g. membership of professional organizations and their management committees. ACLS, ATLS, APLS.

**DUTIES** : Service delivery and medical administration: Provide outreach, in-reach and Support services, rendering commuted overtime is compulsory. Involvement in teaching and training. Conduct Research. Perform clinical governance and ensure compliance with all legal and statutory requirements with FSDoH OHSC, HPCSA, CMSA, UFS. Medical Administration: Perform all responsible duties as directed by the Head of Department/ Head of Clinical Unit; Obstetrics and Gynecology. Conducting clinical audits. Monitoring and evaluation for relevant clinical effectiveness indicators.

**ENQUIRIES APPLICATIONS** : Dr. BF Bisiwe Tel No: 051-405 3154/ 0514017265  
: The Chief Executive Officer, Universitas Academic Hospital, Private Bag x 20660, Bloemfontein, 9300 or hand delivered at: Room 1115, First Floor, Universitas Hospital, 1 Logeman Street, Universitas, Bloemfontein.

**FOR ATTENTION** : Me A Lombard

**POST 09/134** : **MEDICAL SPECIALIST: OBSTETRICS AND GYNECOLOGY: GRADE 1-3 REF NO: H/M/12 (X2 POSTS)**

**SALARY** : Grade 1: R1 302 855 per annum, (OSD)  
Grade 2: R1 489 665 per annum, (OSD)  
Grade 3: R1 628 853 per annum, (OSD)

**CENTRE REQUIREMENTS** : Obstetrics and Gynaecology Department, Universitas Academic Hospital  
: MBCHB Degree post graduate qualification that allows registration with HPCSA as Medical Specialist in Obstetrics and Gynecology: Offer will be based on proven years of experience. Attach proof of working experience endorsed by Human Resource. Experience: **Grade 1:** none. **Grade 2:** A minimum of 5 years' appropriate experience as Medical Specialist after registration with HPCSA in a normal specialty. **Grade 3:** A minimum of 10 years' appropriate experience as Medical Specialist after registration with HPCSA in a normal specialty. A valid driver's license. Knowledge and Skills: Provide evidence of leadership qualities and experience. Research qualifications in the field of Internal Medicine/Nephrology either MMed or PHD. Evidence of professional good standing e.g. membership of professional organizations and their management committees. ACLS, ATLS, APLS.

**DUTIES** : Service delivery and medical administration: Provide outreach, in-reach and Support services, rendering commuted overtime is compulsory. Involvement in teaching and training. Conduct Research. Perform clinical governance and ensure compliance with all legal and statutory requirements with FSDoH OHSC, HPCSA, CMSA, UFS. Medical Administration: Perform all responsible duties as directed by the Head of Department/ Head of Clinical Unit; Obstetrics and Gynecology. Conducting clinical audits. Monitoring and evaluation for relevant clinical effectiveness indicators.

**ENQUIRIES APPLICATIONS** : Prof SM Baloyi Tel No: (051) 405 3272  
: The Chief Executive Officer, Universitas Academic Hospital, Private Bag x 20660, Bloemfontein, 9300 or hand delivered at: Room 1115, First Floor, Universitas Hospital, 1 Logeman Street, Universitas, Bloemfontein.

**FOR ATTENTION** : Me A Lombard

**POST 09/135** : **MEDICAL SPECIALIST: (NEUROSURGERY): GRADE 1-3 REF NO: H/M/13 (X2 POSTS)**

**SALARY** : Grade 1: R1 122 630 per annum, (OSD)  
Grade 2: R1 283 592 per annum, (OSD)  
Grade 3: R1 489 665 per annum, (OSD)

**CENTRE REQUIREMENTS** : Neurosurgery Department, Universitas Academic Hospital  
: MBCHB Degree post graduate qualification that allows registration with HPCSA as Medical Specialist in Neurosurgery. Offer will be based on proven years of experience. Attach proof of working experience endorsed by Human Resource. Experience: **Grade 1:** none. **Grade 2:** A minimum of 5 years' appropriate experience as Medical Specialist after registration with HPCSA in a normal specialty. **Grade 3:** A minimum of 10 years' appropriate experience as Medical Specialist after registration with HPCSA in a normal specialty. A valid driver's license. Knowledge and Skills: Provide evidence of leadership qualities and experience. Research qualifications in the field of Internal Medicine/Nephrology either MMed or PHD. Evidence of professional good standing e.g. membership of professional organizations and their management committees. ACLS, ATLS, APLS.

**DUTIES** : Service delivery and medical administration: Provide outreach, in-reach and Support services, rendering commuted overtime is compulsory. Involvement in teaching and training. Conduct Research. Perform clinical governance and ensure compliance with all legal and statutory requirements with FSDoH OHSC, HPCSA, CMSA, UFS. Medical Administration: Perform all reasonable duties as directed by the Head of Department/ Head of Clinical Unit: Neurosurgery. Conducting clinical audits. Monitoring and evaluating of relevant clinical effectiveness indicators.

**ENQUIRIES APPLICATIONS** : Dr. A Van Aswegen Tel No: (051) 405 3009  
: The Chief Executive Officer, Universitas Academic Hospital, Private Bag x 20660, Bloemfontein, 9300 or hand delivered at: Room 1115, First Floor, Universitas Hospital, 1 Logeman Street, Universitas, Bloemfontein.

**FOR ATTENTION** : Me A Lombard

**POST 09/136** : **MEDICAL SPECIALIST: (FAMILY MEDICINE) GRADE 1-3 REF NO: H/M/14 (X3 POSTS)**

**SALARY** : Grade 1: R1 122 630 per annum, (OSD)  
Grade 2: R1 283 592 per annum, (OSD)  
Grade 3: R1 489 665 per annum, (OSD)

**CENTRE REQUIREMENTS** : Family Medicine Department, Universitas Academic Hospital  
: MBCHB Degree post graduate qualification that allows registration with HPCSA as Medical Specialist in Family Medicine. Offer will be based on proven years of experience. Attach proof of working experience endorsed by Human Resource. Experience: **Grade 1:** none. **Grade 2:** A minimum of 5 years' appropriate experience as Medical Specialist after registration with HPCSA in a normal specialty. **Grade 3:** A minimum of 10 years' appropriate experience as Medical Specialist after registration with HPCSA in a normal specialty. A valid driver's license. Knowledge and Skills: Working experience within the District Health Service. Teaching experience. Current BLS, ACLS, ATLS etc., certificates.

**DUTIES** : Service delivery and medical administration: Provide outreach, in-reach and Support services, rendering commuted overtime is compulsory. Involvement in teaching and training. Conduct Research. Perform clinical governance and ensure compliance with all legal and statutory requirements with FSDoH OHSC, HPCSA, CMSA, UFS. Medical Administration: Perform all reasonable duties as directed by the Head of Department/ Head of Clinical Unit: Family Medicine. Conducting clinical audits. Monitoring and evaluating of relevant clinical effectiveness indicators.

**ENQUIRIES APPLICATIONS** : Prof WJ Steinberg Tel No: (051) 401 3307/9  
: The Chief Executive Officer, Universitas Academic Hospital, Private Bag x 20660, Bloemfontein, 9300 or hand delivered at: Room 1115, First Floor, Universitas Hospital, 1 Logeman Street, Universitas, Bloemfontein.

**FOR ATTENTION** : Me A Lombard

**POST 09/137** : **MEDICAL OFFICER (NEPHROLOGY) GRADE 1-3 REF NO: H/M/15**  
(Applicants might be required to enter into a commuted overtime contract)

**SALARY** : Grade 1: R833 523 – R897 939 per annum  
Grade 2: R953 049 - R1 042 092 per annum  
Grade 3: R1 106 037 - R1 382 802 per annum

**CENTRE REQUIREMENTS** : Nephrology Unit, Universitas Academic Hospital  
: MBCHB or equivalent Degree Registration with the HPCSA as Medical practitioner (Independent Practice). Proof of current registration with HPCSA (2022/2023) Offer will be based on proven years of experience. Attach proof of working experience endorsed by Human Resource. 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 employee's o whom it is not required to perform Community Service, as required in South Africa. Knowledge and Skills: Knowledge of Public service legislation, policies and procedures. Excellent time management, written and verbal communication skills and report writing skills. Good-interpersonal skills with colleagues and other departments. Honesty, integrity and high work ethics.

**DUTIES** : Provide clinical care to patients. The incumbent will be responsible to interview, investigate, diagnose and oversee the treatment of patient. Supervise junior doctors (undergraduate students and intern doctors). Attendance of relevant administrative meetings like mortality meetings, near miss meetings and completing MEDICO Legal documents timeously. Reduce medical litigation by exercising good clinical ethos. Perform clinical governance and ensure compliance with all legal and statutory requirements with FSDoH OHSC, HPCSA, CMSA, UFS. Medical Administration: Perform all reasonable duties as directed by the Medical Specialists/Head of Clinical Unit/Department. Conducting clinical audits. Monitoring and evaluating of relevant clinical effectiveness indicators.

**ENQUIRIES APPLICATIONS** : Dr. BF Bisiwe Tel No: 051-405 3154/ 0514017265  
: The Chief Executive Officer, Universitas Academic Hospital, Private Bag x 20660, Bloemfontein, 9300 or hand delivered at: Room 1115, First Floor, Universitas Hospital, 1 Logeman Street, Universitas, Bloemfontein.

**FOR ATTENTION** : Me A Lombard

**POST 09/138** : **MEDICAL OFFICER (CARDIOLOGY) GRADE 1-3: REF NO: H/M/16**  
(Applicants might be required to enter into a commuted overtime contract)

**SALARY** : Grade 1: R833 523 – R897 939 per annum  
Grade 2: R953 049 - R1 042 092 per annum  
Grade 3: R1 106 037 - R1 382 802 per annum

**CENTRE REQUIREMENTS** : Cardiology Department, Universitas Academic Hospital  
: MBCHB or equivalent Degree Registration with the HPCSA as Medical practitioner (Independent Practice). Proof of current registration with HPCSA (2022/2023). Offer will be based on proven years of experience. Attach proof of working experience endorsed by Human Resource. 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 employee's o whom it is not required to perform Community Service, as required in South Africa. Knowledge and Skills: Knowledge of Public service legislation, policies and procedures. Excellent time management, written and verbal communication skills and report writing skills. Good-interpersonal skills with colleagues and other departments. Honesty, integrity and high work ethics.

**DUTIES**

: Provide clinical care to patients. The incumbent will be responsible to interview, investigate, diagnose and oversee the treatment of patient. Supervise junior doctors (undergraduate students, and intern doctors). Attendance of relevant administrative meetings like mortality meetings, near miss meetings and completing MEDICO Legal documents timeously. Improve quality of care by providing appropriate clinical care. Reduce medical litigation by exercising good clinical ethos. Perform clinical governance and ensure compliance with all legal and statutory requirements with FSDoH OHSC, HPCSA, CMSA, UFS. Medical Administration: Perform all reasonable duties as directed by Medical Specialists/ Head of Clinical Unit/Department. Conducting clinical audits. Monitoring and evaluating of relevant clinical effectiveness indicators.

**ENQUIRIES  
APPLICATIONS**

: Prof EM Makotoko Tel No: (0)51 405 3390  
: The Chief Executive Officer, Universitas Academic Hospital, Private Bag x 20660, Bloemfontein, 9300 or hand delivered at: Room 1115, First Floor, Universitas Hospital, 1 Logeman Street, Universitas, Bloemfontein

**FOR ATTENTION**

: Me A Lombard

**POST 09/139**

: **MEDICAL OFFICER GRADE 1 (RADIOLOGY) REF NO: H/M/17**  
Two (2) Years Contract  
(Applicants might be required to enter into a commuted overtime contract)

**SALARY**

: Grade 1: R833 523 – R897 939 per annum  
Grade 2: R953 049 - R1 042 092 per annum  
Grade 3: R1 106 037 - R1 382 802 per annum

**CENTRE  
REQUIREMENTS**

: Diagnostic Radiology Department, Universitas Academic Hospital  
: MBCHB or equivalent Degree Registration with the HPCSA as Medical practitioner (Independent Practice). Proof of current registration with HPCSA (2022/2023). Offer will be based on proven years of experience. Attach proof of working experience endorsed by Human Resource. 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 employee's o whom it is not required to perform Community Service, as required in South Africa. Knowledge and Skills: Knowledge of Public service legislation, policies and

procedures. Excellent time management, written and verbal communication skills and report writing skills. Good-interpersonal skills with colleagues and other departments. Honesty, integrity and high work ethics.

**DUTIES** : Diagnostic radiology departments provides 24 hours' service. Candidate will have to perform commuted overtime duties (Compulsory & non-negotiable). Render outreach and support services to other levels of care in our drainage areas (Free State Province). Reduce medical litigation by exercising good clinical ethos. Perform clinical governance and ensure compliance with all legal and statutory requirements with FSDoH OHSC, HPCSA, CMSA, UFS. Medical Administration: Perform all reasonable duties as directed by the Head of Department/Head of Clinical Unit/ Medical Specialists: Radiology Department. Conducting clinical audits. Monitoring and evaluating of relevant clinical effectiveness indicators.

**ENQUIRIES** : Prof J Janse van Rensburg Tel No: (0)51 405 3471

**APPLICATIONS** : The Chief Executive Officer, Universitas Academic Hospital, Private Bag x 20660, Bloemfontein, 9300 or hand delivered at: Room 1115, First Floor, Universitas Hospital, 1 Logeman Street, Universitas, Bloemfontein

**FOR ATTENTION** : Me A Lombard

**POST 09/140** : **PHARMACIST GRADE 1-3 REF NO: H/P/18**

**SALARY** : Grade 1: R703 773 – R746 958 per annum  
Grade 2: R762 291 - R809 067 per annum  
Grade 3: R833 523 - R884 664 per annum

**CENTRE** : Medical Depot: Bloemfontein

**REQUIREMENTS** : Appropriate bachelor of Pharmacy Degree. Computer literacy. Valid driver's license. Offer will be based on proven years of experience. Attach proof of working experience endorsed by Human Resource. Pharmacist **Grade 1**: Registration with the SAPC as a Pharmacist. 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**: Registration with the SAPC as a Pharmacist. Minimum of 5 years after registration a Pharmacist with the SAPC as a Pharmacist of South Africa (SAPC) in respect of South African qualified employees. Minimum of 6 years relevant experience after registration as Pharmacist with a recognized foreign South African Pharmacy 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**: Registration with the SAPC as a Pharmacist. Minimum of 13 years after registration as a Pharmacist with the (SAPC) in respect of South African qualified employees. Minimum of 14 years relevant experience after registration as a Pharmacist with a recognized foreign South African Pharmacy Council in respect of foreign qualified employees, of whom it is not required to perform Community Service, as required in South Africa. Proof of registration for 2022/2023. Knowledge and Skills: Appropriate post registration experience.

**DUTIES** : Supervise and Maintain an effective and efficient distribution function. Ensure quantity and quality assurance of stock issued and stock received. Managing and controlling of inventory. Ensure adherence to good warehouse practice. Render a comprehensive, professional and quality pharmaceutical service in the form of support, assistance, executive of duties and performing of acts, in line with relevant policies, standard operational procedures and legislation. Effective management of Human Resources. Ensure effective and efficient stock management. Professional Development and training.

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

**APPLICATIONS** : Medical Depot, PO Box X7622, Bloemfontein, 9300 or hand deliver.

**FOR ATTENTION** : Mr JT April

**POST 09/141** : **OPERATIONAL MANAGER GENERAL PNA5 REF NO: H/O/5**

**SALARY** : R450 939 - R507 531 per annum

**CENTRE** : Fezi Ngubentombi District Hospital: Sasolburg

- 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). Proof of registration for 2022/2023. Offer will be based on proven years of experience. Attach proof of working experience endorsed by Human Resource. A valid driver's license. Knowledge and Skills: Good communication skills. Computer Literacy. Ability to work independently and in a multi-disciplinary team context. Knowledge of Public Service Act and PFMA. Analytic thinking, independent decision making and problem solving skills. Responsive and proactive with flexible approach. Good co-ordination and planning skills. Complaints management skills. Grievance and conflict management.
- DUTIES** : Demonstrate an in-depth understanding of the nursing legislation, legal and ethical nursing practice. Provision of safe patient care. Maintenance of accurate patient's records. Management of stock and equipment in accordance with clinical and economical imperative. A concern for the continuing development of own clinical skills and those co-workers, ensure clients satisfaction. Supervise and ensure the provision of an effective patient care through adequate nursing care. Coordinate and monitor the implementation of a nursing care plan and 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. MN Daniels-Moeketsi Tel No: (016) 970 9425
- APPLICATIONS** : The Chief Executive Officer, Fezi Ngubentombi District Hospital, Private Bag x 2017, Sasolburg. Or Hand delivery.
- FOR ATTENTION** : Me SM Mokadi
- POST 09/142** : **OPERATIONAL MANAGER: PNA-5: INFECTION CONTROL REF NO: H/O/6**  
Re-Advertisement (Those who previously applied are encouraged to apply)
- SALARY** : R450 939 - R507 531 per annum
- CENTRE** : National District Hospital; Bloemfontein
- REQUIREMENTS** : Diploma/Degree in Nursing 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). Proof of registration for 2022/2023. Offer will be based on proven years of experience. Attach proof of working experience endorsed by Human Resource. Knowledge and Skills: Any proof of Infection Control Experience will be an added advantage. Good interpersonal relations. Good communication skills. Ability to work under Pressure. Computer Skills.
- DUTIES** : Conduct Infection Prevention and Control training to all categories of personnel, especially with matters that relate to their work environment. Collates data regarding hospital infections acquired in any given month in order to ensure that it remains below national norm. Develop strategies aimed at preventing and maintaining the rate of hospital acquired infections as informed by identified micro-organisms and their mode of spread e.g. contamination, droplet (air-borne). Organize campaigns that are aimed at improving the knowledge and skills of personnel with regard to infection prevention and control e.g. hand wash, wound dressing, etc. Conduct spot check/unannounced visit into the departments to ensure that safe infection prevention and control practices are adhered to and upheld at all time during encounters with patients. E.g. observing the aseptic technique during performance of invasive procedures. Interacts with stakeholders (external), which are mainly concerned with introduction of the latest equipment, material or methods of infection prevention and control. Monitoring and evaluation of infection control and presentation activities.
- ENQUIRIES** : Me. N.C Makofane Tel No: 051-403 9871

**APPLICATIONS** : The Chief Executive Officer, National District Hospital, Bloemfontein 9300 or hand deliver.

**FOR ATTENTION** : Me. Pulane Mehlwana

**POST 09/143** : **PHARMACIST ASSISTANT (POST BASIC) REF NO: H/P/16 (X4 POSTS)**

**SALARY** : R211 509 – R238 260 per annum

**CENTRE** : Medical Depot: Bloemfontein

**REQUIREMENTS** : Registration with the SAPC as a Pharmacist Assistant (Post basic). Offer will be based on proven years of experience. **Grade 1:** None after registration with the SAPC as Pharmacist's Assistant (Post- Basic). **Grade 2:** A minimum of 5 years appropriate experience as Pharmacist Assistant after registration as a Pharmacist Assistant (Post- Basic) with the SAPC. Registration with the SAPC as Pharmacist Assistant. **Grade 3:** A minimum of 13 years appropriate experience as. Pharmacist Assistant after registration as a Pharmacist Assistant (Post- Basic) with the SAPC. Knowledge and Skills: Experience in stock management, and Good Warehouse Practice.

**DUTIES** : Maintain an efficient distribution of pharmaceuticals and consumable stock. Monitoring of the warehouse temperature. Receiving and unpacking of received stock. Picking and packing of pharmaceutical and consumable stock for distribution to institutions in the Free State. Assist with reduction of discrepancies and losses.

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

**APPLICATIONS** : Medical Depot, PO Box X7622, Bloemfontein, 9300 or hand deliver.

**FOR ATTENTION** : Mr JT April

#### OFFICE OF THE PREMIER

*Free State Office of the Premier is an equal opportunity affirmative action employer. It is our intention to promote representativity (race, gender and disability) in the Department through the filling of positions and candidates whose appointment/promotion/transfer will promote representativity; will receive preference.*

**APPLICATIONS** : Posted to Ms. Petro Norval, Office of the Premier, Human Resources Advice, Co-ordination and Management Directorate, P.O Box 517, Bloemfontein, 9300 or Hand delivered to: Petro Norval, Room 5, Ground floor, O.R Tambo House, Bloemfontein or e-mail to petro.norval@fspremier.gov.za.

**CLOSING DATE** : 28 March 2022

**NOTE** : Applications must be submitted on the prescribed Z83 form, obtainable from any Public Service Department. All applications must be accompanied by a comprehensive CV, copies of all educational qualifications and supporting documents such as an identity document, drivers' license etc. Such copies need not be certified when applying for the post. The communication from the HR of the department regarding the requirements for certified document will be limited to shortlisted candidates. Applications must be submitted on or before the closing date. Applications must be submitted to the address mentioned in the advertisement. All shortlisted candidates will be subjected to personnel suitability checks. It is the applicant's responsibility to have foreign qualifications evaluated by the South African Qualification Authority (SAQA). Applicants are respectfully informed that if no notification on appointment is received within 4 months of the closing date, they must accept that their application was unsuccessful. Applications from people with disabilities are welcomed.

#### OTHER POSTS

**POST 09/144** : **ADMINISTRATIVE OFFICER: OFFICE OF THE DIRECTOR GENERAL REF NO: 06/2022**

**SALARY** : R261 372 per annum (Level 07), A basic salary

**CENTRE** : Bloemfontein

**REQUIREMENTS** : Grade 12 or equivalent qualification. Supply Chain Management and BAS certificates. Relevant administrative experience in Supply Chain Management, Financial Management and Budget administration. Knowledge of Basic Personnel administration, BAS, Treasury Regulations and Financial Regulations. Literacy, financial management, computer literacy and informal training skills.

**DUTIES** : It will be expected of the successful candidate to perform the following duties: Implement financial administration to support the Manager with financial administration, including: Develops and assists in the managing of the Directorate's budget to ensure cost effectiveness; Exercises expenditure control to ensure the effective utilisation of funds; Handles all matters pertaining to the FMS to reconcile expenditure; Follows up audit queries to supply the Manager with the required information; and Handles monthly private telephone accounts to ensure timely collection and paying in of amounts due to the cashier. Render supply chain management support services to the Manager, including: Obtain quotations and complete the request forms/ submissions for ordering stationary/ equipment; Acts as Loss Control Liaison Officer to report all losses in the Directorate to the Loss Control Officer; and Acts as Sub Inventory Controller to control all the equipment in the Directorate. Render general support services to the Directorate, including: Handles all matters pertaining to personnel enquiries in the Directorate; Represents the Directorate on the Health and Safety Committee of the Department; Handle travel and accommodation arrangements for officials of the Directorate to ensure coordinated and cost effective travelling as well as handling of subsistence and travel claims; and Liaise with service providers to ensure the maintenance of equipment (Facsimile, photocopy machine, etc.). Supervises and controls resources to ensure a satisfactory workflow and service delivery, including: Supervising of downline staff within Office of the Director-General; The evaluation of performance of downline staff within the Office of the Director-General; and Give guidance and advice to downline staff within the Office of the Director-General.

**ENQUIRIES** : Mr. S.C. Polelo Tel No: 051 405 5801

**POST 09/145** : **REGISTRY CLERK (DIRECTOR GENERAL'S OFFICE) REF NO: 07/2022**

**SALARY** : R176 310 per annum (Level 05), A basic salary  
**CENTRE** : Bloemfontein

**REQUIREMENTS** : Grade 12 certificate or equivalent qualification. Knowledge of registry duties, practices as well as the ability to capture date, and operate computer. Working knowledge and understanding of the legislative framework governing the Public Service. Understanding of the work in registry. Planning, organizing and language skills.

**DUTIES** : It will be expected of the successful candidate to perform the following duties: To Provide registry counter services, including: Attend to clients; Handle telephonic and other enquiries received; and Receive and register hand delivered mail/files. Handle incoming and outgoing correspondence, including: Receive all mail; Sort, register and dispatch mail; and Distribute notices on registry issues. Render an effective filing and record management service, including Opening and close files according to record classification system; Filing/storage, tracing (electronically/manually) and retrieval of documents and files; and complete index cards for all files. Operate office machines in relation to the registry function, including Open and maintain Franking machine register; Frank post, record money and update register on a daily basis; Undertake spot checks on post to ensure no private post is included; Lock post in postbag for messengers to deliver to Post Office; Open & maintain remittance register; Record all valuable articles as prescribed in the remittance register; Hand delivers and signs over remittances to finance; Send wrong remittances back to sender via registered post and record reference number in register; and Keep daily record of amount of letters franked. Process documents for archiving and/ disposal, including Electronic scanning of files; Sort and package files for archives and distribution; Compile list of documents to be archived and submit to the supervisor; and Keep records for archived documents.

**ENQUIRIES** : Mr. S.C. Polelo Tel No: 051 405 5801