

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

CLOSING DATE : 27 June 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. Applicants are not required to submit copies of qualifications and other relevant documents on application but must submit the Z83 and detailed Curriculum Vitae. 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. 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 driver's license (where appropriate) and any other relevant documents.

OTHER POSTS

POST 21/651 : **DEPUTY DIRECTOR: RISK MANAGEMENT REF NO: H/D/ 11**

SALARY : R744 255 per annum

CENTRE : Corporate Office: Bloemfontein

REQUIREMENTS : Degree or National Diploma in Finance/ Public Administration/ Economics at NQF 6 as recognized by SAQA. Minimum of 5 Years' experience in risk management environment of which 3 years must be at Junior Management (Assistant Director Level). Valid driver's license. Knowledge And Skills: Relevant legislation applicable to risk management. Risk management processes and techniques. Public Finance Management (PFMA) Public Service Regulations (PSR). Public Service Act (PSA). Performance Management System (PMS). Public Financial Management Act (PFMA). National Development Plan. People Management. Financial Management. Policy analysis and development. Strategic planning. Project Management. Change & knowledge Management. Ability to motivate people. Problem solving skills. Competent Organizational Communication Effectiveness. Ability to work independently.

DUTIES : Develop risk management strategies, system (methodologies, models and tools etc.), policies and annual risk management plan. Manage, implement, review and improve the risk management framework. Facilitate the

institutionalization risk management. Manage the Sub-Directorate (Risk Management)

ENQUIRIES : Mr TM Moremi Tel No: (051) 408 1115

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

FOR ATTENTION : Ms RD Stallenberg

POST 21/652 : **CLINICAL PROGRAM CO-ORDINATOR PNA5 REF NO: H/C/21**
Re-Advertisement (Those who previously apply applied are encouraged to apply)

SALARY : R450 939 - R507 531 per annum

CENTRE : (HAST) Treatment: Corporate Office; Bloemfontein

REQUIREMENTS : Diploma/Degree in Nursing or equivalent qualification that allows registration with SANC as Professional Nurse. A minimum of 7 years appropriate/recognizable experience in nursing after registration with the SANC as Professional Nurse in General Nursing. Current registration with the South African Nursing Council (SANC). Proof of registration for 2022/2023. A valid driver's license. Knowledge And Skills: In-dept knowledge of HIV and AIDS guidelines and protocols. In-dept knowledge and understanding of the ARV treatment program. Clinical mentoring skills and NIMART training. Knowledge and experience in Advance clinical care. Knowledge of the National Strategic plan and financial management. Computer literate (Excel, Word, PowerPoint). Knowledge of Health data systems e.g. Tier.NET. Ability to function under pressure and meet deadlines. Report writing skills. Good interpersonal relations skills and self-driven.

DUTIES : Provide support and coordination in implementing key strategies to improve the clinical outcomes of the HIV positive clients who are on life-long antiretroviral treatment. Provide training, mentorship and oversight with regards to the clinical management of the ARV clients with the objective of improved clinical outcomes. Provide Advance Clinical Care and HIV Treatment support in the province. Develop and implement quality improvement projects to improve outcomes. Extensive travelling. Ability to function within the allocated resources.

ENQUIRIES : L.F Van Turha: Deputy Director HIV Treatment Tel No: 051 408 1703

APPLICATIONS : To The Chief Director: HRM and Planning, 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 RD Stallenberg

POST 21/653 : **ASSISTANT DIRECTOR: RISK MANAGEMENT REF NO: H/D/ 12 (X2 POSTS)**
Corporate Office

SALARY : R382 245 per annum

CENTRE : Bloemfontein

REQUIREMENTS : Degree or National Diploma in Finance/ Public Administration/ Economics at NQF 6 as recognised by SAQA. 3 Years' experience in risk management. 3 years must be at supervisory level. Knowledge And Skills: Relevant legislation applicable to risk management. Risk management processes and techniques. Public Finance Management (PFMA) Public Service Regulations (PSR). Public Service Act (PSA). Performance Management System (PMS). Public Financial Management Act (PFMA). National Development Plan. People Management. Financial Management. Policy analysis and development. Strategic planning. Project Management. Change & knowledge Management. Ability to motivate people. Problem solving skills. Competent Organizational Communication Effectiveness. Ability to work independently.

DUTIES : To supervise and implement the risk management framework in the organization. Supervise and undertake studies and analysis for identifying risks to establish the internal and external organization context. Supervise, facilitate and advise on the risk management assessment process. Monitor and review the identified risk response activities. Supervise employees to ensure an effective risk management service

ENQUIRIES : Mr TM Moremi Tel No: (051) 408 1115

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

FOR ATTENTION : Ms RD Stallenberg

POST 21/654 : **ASSISTANT DIRECTOR: ADMINISTRATION- CONTRACT MANAGEMENT**
REF NO: H/H/2

SALARY : R382 245 per annum

CENTRE : Corporate Office: Bloemfontein

REQUIREMENTS : Degree or National Diploma in Public Administration, Business Administration, Finance or LLB at NQF 6 SAQA. Minimum of 3 years' functional experience in PPP Contracts Management. 3 years must be on supervisory level). Knowledge of contract management; Treasury Regulations 16 and PPP framework. Valid drivers' license. Prepared to travel extensive. Knowledge and Skills: Knowledge: Public Finance Management Ac; Procurement and provisioning policies and procedures; Financial administration processes; Contractual policies and procedures; Treasury Regulations 16 Skills: Effective communication; technical report writing; numeracy; computer literacy; interpersonal relations; General office administrative. Personal Attributes: Ability to work under stressful situations; ability to communicate at all levels; people orientated; trustworthy; punctuality; ability to work independent. Partnership Management Service Delivery Management. Contract Administration. Quality control of documents. Good organizing skills. Good communication skills. Computer literacy. Ability to work individually and in a team; Good interpersonal relations.

DUTIES : Develop and maintain a database of all PPP agreements of the department. Develop guidance and procedures for contract monitoring. Monitor compliance with the terms and conditions of every PPP agreement. Ensure that the PPP project meets its objective on continuous basis, while managing risks proactively and taking stakeholders together. Monitor and Manage PPP delivery and risk and mitigate risks allocated to both parties. Laisse with other industry experts for advice regarding suppliers and other services in the PPP field. Monitor contract compliance and service performance by the private party; Monitor and ensure compliance by government of its own responsibilities; Monitor and mitigate risks allocated to both parties. Managing contract expiry and asset handover: This involves managing the transition of assets and operations at the end of contract term. Create and maintain internal service level agreements. Conduct service review meetings with service providers and customers for performance optimization. Report on the management of PPP contracts. Administer variations to the contracts; Evaluate applications for price adjustments and invoke penalty clauses; Evaluate applications for variations, amendments and cancelations and develop proposals for approval

ENQUIRIES : Me. N Jumba Tel No: (051: 408 1797/1872

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

FOR ATTENTION : Ms RD Stallenberg