

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

CLOSING DATE : 15 august 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. Should you be in possession of a foreign qualification, it must be accompanied by an evaluation certificate from the South African Qualification Authority (SAQA). Applicants who do not comply with the above-mentioned requirements, as well as applications received late, will not be considered. The Department does not accept applications via fax or email. Failure to submit all the requested documents will result in the application not being considered. Correspondence will be limited to short-listed candidates only. If you have not been contacted within eight (8) weeks after the closing date of this advertisement, please accept that your application was unsuccessful. Suitable candidates will be subjected to a personnel suitability check (criminal record, qualification verification and employment verification). Where applicable, candidates will be subjected to a skills/knowledge test. Successful candidates will be appointed on a probation period of 12 months. The Department reserves the right not to make any appointment(s) to the above post. The successful candidate will be expected to sign a performance agreement. The Department of Health is an equal opportunity affirmative action employer. The employment decision shall be informed by the Employment Equity Plan of the Department. It is the Department’s intention to promote equity (race, gender and disability) through the filling of this post(s) with a candidate whose transfer / promotion / appointment will promote representativity in line with the numerical targets as contained in our Employment Equity Plan

MANAGEMENT ECHELON

POST 28/107 : **CHIEF FINANCIAL OFFICER REF NO: H/C/27**
Re-Advertisement those who previously applied are encourage to apply)

SALARY : R1 544 415 – R1 739 784 per annum (Level 15), (all-inclusive salary package)

CENTRE : Corporate Office; Bloemfontein

REQUIREMENTS : A post graduate qualification (NQF Level 8) in Accounting/ Financial Accounting or related as recognized by SAQA coupled with Ten (10) years appropriate experience at management level. Five (5) years of the ten (10) years should be on senior management level. Successful and proven track record on leadership and management in Accounting/Financial Management Environment. Successful completion of the Nyukela Pre-entry certificate to Senior Management Services. A Chartered Accountant (South Africa) qualification will be an added advantage. Valid driver’s license. Knowledge and Skills: Advanced financial analytical skills and extensive knowledge of the financial prescripts of the Public Service, costing methodologies and performance measurement. Support management decision making through the development of strategic planning information. Extensive experience in managing complex budgets; Working knowledge of the Constitution, Public Service Act and Regulations; Working knowledge of the PFMA, Treasury Regulations, SCM and Procurement procedures and associated practice notes; Strategic capability and strong leadership and organizational skill; Strong problem-solving abilities together with an innovative and pro-active approach; A high degree of computer literacy (Microsoft Word, Excel, e-mail and PowerPoint); In depth knowledge of accounting systems, e.g. BAS, PERSAL and LOGIS; Understanding of Good Corporate Governance

principles (King III); Knowledge of financial risk management practices; Experience and ability to work in cross-functional projects / teams; Excellent coordination and project management skills; Extensive generic management competencies, including strategic capability and leadership, programme and project management, people management, empowerment and financial management.

DUTIES : The purpose of this position is to provide strategic leadership and direction on Budgeting, Financial, Accounting and Supply Chain Management practices in line with National Treasury Regulations. Provide strategic leadership and direction to the Finance Cluster whilst ensuring compliance of the Department to the Treasury Regulations, the PFMA and other relevant prescripts; Provide technical advice and support to Senior and Line Managers to ensure the effective utilization of resources in line with the Strategic Objectives of the Department. Ensure adequate financial control arrangements and systems for accountable delegation of financial powers, asset management, monitoring, evaluation, early warning and timeous corrective action. Oversee the budgetary process within the Department, exercise budgetary control and provide at a strategic level early warning arrangement. Develop and facilitate the implementation of Supply Chain Management System consistent with legislative and other good governance arrangements. Oversee the preparation and submission of the annual financial statements and liaison with the Office of the Auditor-General. Formulate creative solutions to enhance effectiveness and efficiency in the delivery of the services and the administration of the Department. Advise the Accounting Officer on all matters that have strategic and financial implications. Liaise with the relevant role-players in the financial environment regarding transversal financial matters including, but not limited to the Office of the Auditor-General.

ENQUIRIES : Mr MNG Mahlatsi, Head: Health Tel No: (051) 408 1107/08
APPLICATIONS : To: The Director, HRM and Planning, PO Box 227, Bloemfontein, 9300 or hand delivered @ Entrance, Bophelo House, Cnr Charlotte Maxeke and Harvey Roads, Bloemfontein.

FOR ATTENTION : Me P Mpu

POST 28/108 : **CHIEF DIRECTOR: FINANCIAL MANAGEMENT REF NO: H/C/28**

SALARY : R1 269 951 per annum
CENTRE : Corporate Office: Bloemfontein
REQUIREMENTS : Degree in Financial Management / Accounting. 5 years at Senior Management level. Successful completion of the Nyukela Pre-entry certificate of Senior Management level. Valid Driver license. Knowledge And Skills: Understanding of Public Financial Management Act, Labour Relations Act and related Collective Agreements, Basic Conditions of Employment, Free State Provincial Revenue Act, Performance Management System, Public Service Regulations, Public Service Act, National Health Act, Provincial Health Act, Free State Hospital Act, National Development Plan, Strategic Planning and change and knowledge management. people management, financial management, problem solving, planning and organizing, policy analysis and development, good communication skills, reporting writing skills, facilitation skills, co-ordination skills, leadership skills, change and knowledge management, planning and organization skills, negotiation skills, influencing skills and conflict management. A post Postgraduate qualification and Registration with the Professional Bodies in Accounting will be an added advantage.

DUTIES : Oversee the budget and revenue management in the Department, oversee the management of budget models, for all costs centres including sub-components, oversee the management guidelines, parameters, schedules and procedures for actual budget preparation, oversee the management of budget performance for budget monitoring control, provide advice on general budget performance , alerting special circumstances or concerns, participate in budget preparation for the Chief Directorate , providing inputs on special budget items , resolving of major budget problems, provide strategic guidance in planning budget and revenue strategy for individual departments, oversee the budget estimates versus actual figures, and the development of strategy to maximize budget efficiencies, oversee the management , goals and plans strategies for future budgeting and revenue management, oversee the management of on-going forecasts of operating revenues, expense and prepares quarterly budget reports, oversee the management and analytical support in the review of budget and revenue operations and programs, oversee management reporting

and variance analysis and expenditure trends, ensure timely recording of transactions, cash management and banking, oversee the management and monitoring of cash plans, flows, requirements and petty cash, oversee the effective rendering of budgeting and reporting management services, oversee the preparation and the update expenditure budget, oversee the preparation of monthly reports in ensuring monitoring of financial results against budget, report major deviations from budget, ensure the preparation of financial information are submitted for auditing, oversee the implementation and maintenance of the PFMA, ensure that overall control environmental is managed in line with best practice, ensure that the Internal Control Checklist is implemented and updated, ensure that the Financial Statements are finalized and submitted to the Auditor General on the due date, oversee that the Financial Delegations and directives are revised and implemented, provide strategic leadership and direction to the Chief Directorate , participate in the development of the strategy for the department, ensure the development of the strategic objectives for budget and revenue management in order to meet the strategic objectives of the department, provide strategic guidance and expert advice in terms of budget and revenue, report to the CFO on the performance of the unit against the objectives of the DOH strategic plan, manage various strategic project , programmes and contract agreement identified to meet short , medium and long term objectives of DOH, coordinate the implementation of innovation initiatives, ensure operational efficiency and service delivery improvement, co-ordinate and manage relevant projects to ensure that project are implemented to best practice standards , time, quality and budget, create and build partnerships with various internal stakeholders in order to enhance service delivery, oversee the development and implementation of Standard Operating Procedures, identify and implement mitigation measures of risks and threats, ensure good governance within the Chief Directorate, develop implement governance processes, frameworks and procedures, monitor and ensure compliance with legislation, regulations, DOH policies and Financial Regulations, represent the Chief Directorate at management and other government forums, ensure compliance with all audit requirements, quality and risk management frameworks, standards and procedures, manage resources (Human, Financial, Equipment/ Assets), report on the performance of the unit against the requirements and targets against the Business Plan, agree on the training and development needs of the unit, ensure appraisal of performance ,agree on objectives and determine remuneration levels for all staff , in line with HR policies and procedures, prepare , monitor and control the annual budget so that expenditure is in line with financial requirements and the strategy of the Chief Directorate, manage the implementation of compliant performance management, ensure that employees are equipped with the required skills and resources to perform optimally, manage compliance of the unit against finance procurement regulations and policies, ensure effective management of compliance with legislation, regulations, DOH policies and procedures within the Chief Directorate and ensure the effective implementation of financial management policies, procedures and regulations.

ENQUIRIES
APPLICATIONS

: Mr TM Moremi Tel No: (051 408 1115)
: 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 RD Stallenberg

POST 28/109

: **DIRECTOR: FINANCIAL MANAGEMENT REF NO: H/D/24**

SALARY
CENTRE
REQUIREMENTS

: R1 073 187 per annum
: Corporate Office: Bloemfontein
: Degree in Financial Management / Accounting/ Economics/ Cost Accounting / Public Finance. 5 years at Middle Management/ Senior Management. Successful completion of the Nyukela Pre-entry certificate of Senior Management level. Valid Driver license. Knowledge And Skills: Understanding of Public Financial Management Act, Knowledge and good understanding of Health Sector, Knowledge of Public of Service Regulations Frameworks, Management of Health Information, Knowledge of Occupational Health and Safety Act, All relevant departmental policies and Health Frameworks / Guidelines. Strategic capability and leadership, service delivery, client orientation and customer focus, People management and empowerment,

DUTIES

financial management, policy developmental and management, programme project management and change management.

: Provide leadership in processing of transaction: Manage the department day to day financial transactions and accounting activities, Manage the reconciliation of revenue collected, keep accounts up to date, Manage and monitor accounts ensuring all transactions are recorded in the accounting system. Ensure the effective rendering of budgeting and reporting management service, prepare and update expenditure budget, prepare monthly in ensuring monitoring of financial results against budget, report major deviations from budget, prepare financial information for auditing and lead and direct the monthly requisition of voted funds and surrounding of funds allocated in the financial year. Ensure the implementation and maintenance of the PFMA, ensure that overall control environment is managed in line with best practices, ensure that the internal control checklist is implemented and updated, ensure that the financial statements are financialized and submitted to the Auditor General on the due date and ensure that the financial delegations and directives are implemented. Provide leadership to ensure good governance and compliance within the directorate, Monitor and ensure compliance with legislations, regulations, departmental policies and procedures within the unit, Develop and implement governance processes, frameworks and procedures within the unit, prepare written financial information and make presentations to Senior Management, assist with preparation of annual financial statement and provide analysis and ensure compliance with all audit. Ensure operational efficiency and service delivery improvement within the unit, lead the development and implementation of identified policies and procedures in conjunction with the policy and strategy unit, effective manage the performance of the directorate against agreed business requirements and targets, ensure effective and efficient service delivery within the directorate, coordinate and manage relevant projects within the directorate to ensure that projects are implemented to best practice standards, time quality and budget, create and build partnership with various internal stakeholders in order to enhance service delivery, develop and monitor the implementation of Standard Operating Procedures (SOP's) protecting the achieving of information, identify and implement mitigation measures of risks and threats in the achieve, build and maintain partnership with various (national and international) stakeholders in support of the execution of service delivery, Manage and implement strategic objectives and innovation within the unit, build and maintain partnership with various (national and international) stakeholders in support of the execution of service delivery, develop the Operational plan for the unit and ensure effective prioritization and resource organizational development and design, provide strategies direction within the unit, develop the Operational plan against the agreed objectives and time frame, report on the performance of the unit against operational plan, develop technical expertise within the unit and keep abreast of technical departments, provide advice and guidance on change management aspects and matters, identify projects and initiatives to improve business processes and procedures in order to facilitate effective service delivery, manage the development, implementation and communication for a comprehensive change management strategy. Manage resources (physical, human and financial, ensure that budget spending is maximized in line with strategic objective, monitor and report on the utilization of equipment, ensure that the preparations of the budget are in line with strategic plans and department objectives, ensure proper implementation of the budget by monitoring , projecting and reporting on expenditure and ensure capacity and development of staff to enhance and maintain employee motivation and cultivate a culture of performance management.

ENQUIRIES
APPLICATIONS

: Mr TM Moremi Tel No: (051 408 1115)
: 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 RD Stallenberg

OTHER POSTS

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| <u>POST 28/110</u> | : | <u>DEPUTY DIRECTOR: MONITORING AND EVALUATION REF NO: H/D/23</u> Corporate Office – Information, Research & Knowledge Management |
| <u>SALARY</u> | : | R744 255 per annum |
| <u>CENTRE</u> | : | Bloemfontein |
| <u>REQUIREMENTS</u> | : | An appropriate bachelor's degree or Master's degree in public health. At least 3 to 5 years relevant experience in designing, implementing and management of health monitoring and evaluation data / information management systems within a large organization. 3 years management experience at Assistant Director Level. Experience in driving and should be a holder of a valid driver's license and be prepared to travel extensively. A postgraduate diploma in public sector majoring in monitoring and evaluation is an added advantage. Knowledge and Skills: Experience in Monitoring and Evaluation (M&E) system and process development, creating a framework and procedures for the monitoring and evaluation of data / information management systems including data collation and collection as well as knowledge of key data quality indicators and paying attention to detail. Good communication and interpersonal skills including patience as well as highly enthusiastic attitude. Good understanding of how the public health service functions. Ability to analyze data and dissemination of information as well as collecting and recording of data. Experience in data quality audit and implementation of health services surveillance systems Knowledge of data security / confidentiality as well as being able to understand the Health Information Policy. Excellent leadership ability, time management, project management, stress management, motivational skills and strong negotiation skills. Health related statistical experience and knowledge of organizational behaviour are added advantages. |
| <u>DUTIES</u> | : | Design, develop and implement M&E contextual framework for the directorate that will support data collection, data management systems and reporting process for all the levels of care as well as knowledge of key data quality indicators. Provide leadership and guidance to Information Management Directorate on performance information reliability, accuracy and completeness as well as the development of data quality monitoring tools and implementation thereafter, including development and compliant with M&E policies as well as risk management plans. Design and implement M&E training / capacity building program that will improve data quality, data use, records management, data processing and trouble-shooting mechanisms through electronic data analysis tools, e.g. Excel, for the departmental staff members at all levels of care as well as formulating performance tracking indicators, data triangulation and perform specialist duties on monitoring and evaluation to improve data quality and audit outcome. Provide M&E technical oversight to information management M&E activities in the relevant districts and facilities as well as supporting target setting to districts and programs. Design and implement and maintain all required actions plan of the M&E system to ensure successful achievement of the M&E goals of the directorate. Review the performance of existing management information systems and propose solutions and best practices to promote data quality at all levels of care. Analyze changes and patterns in key indicators, information management performance reports in order to make recommendations and strategies to close the gap. Supervisory role for human resources, assets and project related concerns in the unit to ensure that good quality data is provided to the provincial department as well as giving. Feedback to all stakeholders. Ensure data quality against standards and implementation of effective and practical monitoring and evaluation approaches and processes and systems to support good data quality and availability of audit trail in institutions. Monitor and report on the performance of the Department in relation to the following: Outcome based Provincial Plan, Departmental Annual Performance Plan, etc. Work under pressure in dynamic environment with tight deadlines as well as ability to work individually. Knowledge of data use and target setting as well as understanding measurements of routine data accuracy are essential. Conduct performance reviews and participate in periodic PIDS & NIDS performance review. |
| <u>ENQUIRIES</u> | : | Dr Chikobvu Tel No: 051408 1738. |
| <u>APPLICATIONS</u> | : | To: The Chief Director: HRM and Planning, PO Box 227, Bloemfontein, 9300 |
| <u>FOR ATTENTION</u> | : | Me RD Stallenberg |

POST 28/111 : **PND 3: HEAD OF HOSPITAL SCHOOL REF NO: H/P/23 (X2 POSTS)**

SALARY : R588 390 per annum
CENTRE : Free State School of Nursing Northern Campus: Bloemfontein
REQUIREMENTS : Diploma/Degree in nursing or equivalent qualification that allows registration with the South African Nursing Council. Current registration with the South African Nursing Council (SANC). Registration with the South African Nursing Council (SANC) as Professional Nurse. Post basic qualification in Nursing Education registered with the SANC. A minimum of 9 years appropriate/recognizable experience after registration with SANC as a Professional Nurse. At least 5 years of the period referred to above must be appropriate/recognizable experience in Nursing Education after the 1-year post basic qualification. Valid (Code B EB) Driver's Licence. Knowledge And Skills: Presentation skills. Ability to develop and prepare teaching methods and techniques. Willingness to travel. Ability to demonstrate an understanding of nursing legislation and related legal and ethical practices.

DUTIES : Coordinate the provision of nursing education and training of student nurses. Manage clinical learning exposure to students between college and clinical areas. Develop and ensure implementation of quality assurance programs. Collaborate with other stakeholders and build a sound relationship within the department. Plan and organize own work and manage training programs in order to meet training outcomes as determined by the curriculum. Perform research work relevant to nursing education and related subjects to enhance the quality of nursing education. Manage the teaching of clinical nursing practice in accordance with the scope of practice. Supervise staff. Oversee the supervision of students.

ENQUIRIES : Me MMJ Mokhomo Tel No: (058 396 3710)
APPLICATIONS : To: The Principal Free State School of Nursing, Private Bag X 20520, Bloemfontein, 9300.Or hand delivered to: FS School of Nursing, FSSON Kolbe avenue Oranjesig Bloemfontein.

FOR ATTENTION : Mr MP Macomo

POST 28/112 : **PND 3: HEAD OF HOSPITAL SCHOOL REF NO: H/P/24**

SALARY : R588 390 per annum
CENTRE : Free State School Of Nursing, Pelonomi Hospital School: Bloemfontein
REQUIREMENTS : Diploma/Degree in nursing or equivalent qualification that allows registration with the South African Nursing Council. Current registration with the South African Nursing Council (SANC). Registration with the South African Nursing Council (SANC) as Professional Nurse. Post basic qualification in Nursing Education registered with the SANC. A minimum of 9 years appropriate/recognizable experience after registration with SANC as a Professional Nurse. At least 5 years of the period referred to above must be appropriate/recognizable experience in Nursing Education after the 1-year post basic qualification. Valid (Code B EB) Driver's Licence.Knowledge and Skills: Presentation skills. Ability to develop and prepare teaching methods and techniques. Willingness to travel.

DUTIES : Coordinate the provision of nursing education and training of student nurses. Manage clinical learning exposure to students between college and clinical areas. Develop and ensure implementation of quality assurance programs. Collaborate with other stakeholders and build a sound relationship within the department. Plan and organize own work and manage training programs in order to meet training outcomes as determined by the curriculum. Perform research work relevant to nursing education and related subjects to enhance the quality of nursing education. Manage the teaching of clinical nursing practice in accordance with the scope of practice. Supervise staff. Oversee the supervision of students.

ENQUIRIES : Me MC Mofahla Tel No: (051 403 9831)
APPLICATIONS : To: The Principal Free State School of Nursing, Private Bag X 20520, Bloemfontein, 9300.Or hand delivered to: FS School of Nursing, FSSON Kolbe avenue Oranjesig Bloemfontein.

FOR ATTENTION : Mr MP Macomo

POST 28/113 : **ASSISTANT MANAGER: NURSING (HAS) REF NO: H/A/21**

SALARY : R571 242 per annum
CENTRE : HIV&AIDS, STI's and PMTCT (Lejweleputswa District)

REQUIREMENTS

: Diploma/Degree in nursing or equivalent qualification that allows registration with the South African Nursing Council. Proof of current registration with SANC (2022/2023). Registration with the South African Nursing Council (SANC) as Professional Nurse plus a post-basic nursing qualification with a duration of at least 1 year, accredited with SANC. A minimum of 10 years appropriate/recognizable experience in nursing after registration with SANC as a Prof Nurse. At least 6 years of the period referred to above must be appropriate / recognizable experience after obtaining the 1-year post – basic qualification. At least 3 years of the period referred to above must be appropriate / recognizable experience at Management Level. Valid driver's license. Knowledge and Skills: Knowledge and skills: Ability to work under pressure and deliver within tight deadlines, extensive travelling and work after hours. Strong ability to build and work as a team member. Computer literacy. Good communication skills. Strong management and leadership skills. Knowledge of the Public Financial Management Act (PFMA) and Division of Revenue Act (DORA). Financial management skills. Appropriate experience in the management of HIV and AIDS programs. Appropriate experience in the management of HIV &AIDS programs. Appropriate financial management knowledge.

DUTIES

: To managed and support the implementation of the Comprehensive HIV and AIDS Care Management and Treatment of the HIV& AIDS program in the Province. Manage and support the implementation of the National Consolidated Guideline on the PMTCT and Management of HIV in children, adolescents, and adults. Provide strategic leadership and creation of a social compact for better health outcomes. To manage and support implementation of all relevant policies, protocols, and guidelines. Manage the financial affairs for sustainable service delivery. Liaise with different stakeholders to ensure optimal service delivery. Ensure proper programmatic data management. Development and implementation of quality improvement projects on identified challenges. Provide clinical support and guidance to clinicians. Management of relevant human, financial and other resources allocated to position. Risk management.

ENQUIRIES

: Me. GE Ncanana Tel No: (057) 352 1011 or 352 1747

APPLICATIONS

: To: PCP Manager, C/O Long Street and Meulen Street, Kopano Building, (Opposite Medi Clinic) Matjhabeng Welkom or Private Bag x15, Welkom 9460.

FOR ATTENTION

: Me GE Ncanana

POST 28/114

: **ASSISTANT MANAGER: NURSING (HAS) REF NO: H/A/22**

SALARY

: R571 242 per annum

CENTRE

: HIV&AIDS, STI's and PMTCT (Thabo Mofutsanyana District)

REQUIREMENTS

: Diploma/Degree in nursing or equivalent qualification that allows registration with the South African Nursing Council. Proof of current registration with SANC (2022/2023). Registration with the South African Nursing Council (SANC) as Professional Nurse plus a post-basic nursing qualification with a duration of at least 1 year, accredited with SANC. A minimum of 10 years appropriate/recognizable experience in nursing after registration with SANC as a Prof Nurse. At least 6 years of the period referred to above must be appropriate / recognizable experience after obtaining the 1-year post – basic qualification. At least 3 years of the period referred to above must be appropriate / recognizable experience at Management Level. Valid driver's license. Knowledge and Skills: Knowledge and skills: Ability to work under pressure and deliver within tight deadlines, extensive travelling and work after hours. Strong ability to build and work as a team member. Computer literacy. Good communication skills. Strong management and leadership skills. Knowledge of the Public Financial Management Act (PFMA) and Division of Revenue Act (DORA). Financial management skills. Appropriate experience in the management of HIV and AIDS programs. Appropriate experience in the management of HIV &AIDS programs. Appropriate financial management knowledge.

DUTIES

: To managed and support the implementation of the Comprehensive HIV and AIDS Care Management and Treatment of the HIV& AIDS program in the Province. Manage and support the implementation of the National Consolidated Guideline on the PMTCT and Management of HIV in children, adolescents, and adults. Provide strategic leadership and creation of a social compact for better health outcomes. To manage and support implementation of all relevant policies, protocols, and guidelines. Manage the financial affairs

for sustainable service delivery. Liaise with different stakeholders to ensure optimal service delivery. Ensure proper programmatic data management. Development and implementation of quality improvement projects on identified challenges. Provide clinical support and guidance to clinicians. Management of relevant human, financial and other resources allocated to position. Risk management.

ENQUIRIES : Tel No: (058) 713 0515/ 060 992 1205 Email: ramokotm@fshealth.gov.za
APPLICATIONS : To: Ombudsman Building Mampoi Road Phuthadithaba, Thabo Mofutsanyana District Health or Private Bag x824 Witsieshoek.
FOR ATTENTION : Me. MC Ramokotjo

POST 28/115 : **ASSISTANT MANAGER: SEXUAL REPRODUCTIVE HEALTH AND REPRODUCTIVE HEALTH CANCER NURSING: PNA-7 REF NO: H/A/23**

SALARY : R571 242 per annum, (OSD)
CENTRE : MNCWH & Youth: Corporate Office: Bloemfontein
REQUIREMENTS : Relevant or equivalent qualification. Registration with the SANC as Professional Nurse. A minimum of 8 years appropriate/ recognizable experience in nursing after registration with the SANC as Professional Nurse in General Nursing. At least 3 years of the period referred to above must be appropriate/recognizable experience at management level. Valid Driver's License. Knowledge And Skills: Computer Literacy, Facilitation and presentation skills, in depth knowledge of women's health policies.

DUTIES : Develop and review policies on contraception, Termination of pregnancy and reproduction health related cancers. Coordinate and promote implementation of contraception, Termination of pregnancy and reproduction health related cancers. Support marketing of contraception, Termination of pregnancy and reproduction health related cancers. Monitor and evaluate Sexual Reproduction Health and Reproduction Health Cancer. Promote intersectoral collaboration to optimize implementation of sexual reproduction health policies. Ensure effective and efficient utilization of resources.

ENQUIRIES : Me LP Mangoejane Tel No: (051) 408 1177
APPLICATIONS : To be send to: The Director, HRM and Planning, P O Box 227, Bloemfontein, 9300 or hand delivered @ entrance, Bophelo House, Cnr Charlotte Maxeke and Harvey Roads, Bloemfontein.

FOR ATTENTION : Mrs. RD Stallenberg

POST 28/116 : **OPERATIONAL MANAGER PNB3: MATERNITY REF NO: H/O/14 (X2 POSTS)**

SALARY : R571 242 per annum
CENTRE : National District Hospital: Bloemfontein
REQUIREMENTS : Diploma/Degree in nursing or equivalent qualification that allows registration with the South African Nursing Council. Registration with the SANC as Professional Nurse plus a post-basic nursing qualification in Maternity with a duration of at least 1 year, accredited with SANC. A minimum of 9 years appropriate/recognizable experience in nursing after registration with SANC as a Prof Nurse. At least 5 years of the period referred to above must be appropriate / recognizable experience after obtaining the 1-year post – basic qualification. Current registration with the South African Nursing Council (SANC). Proof of current registration with SANC (2022/2023). Attach proof of working experience endorsed by Human Resource. Knowledge and Skills: Good Communication skills, Computer Literacy. Good interpersonal Relationships

DUTIES : Provide holistic nursing care to patient in a specialty unit in a cost effective, efficient and equitable manner. Co-ordinate of optimal, holistic specialized nursing care provided within set standards and a Professional/legal framework. Manage effectively the utilization and supervision of resources. Coordination of the provision of effective training and research. Provision of effective support to nursing services and maintain Professional growth/ethical standards and self-development.

ENQUIRIES : Me NC Makofane Tel No: (051 403 9871)
APPLICATIONS : To: The Chief Executive Officer, National District Hospital, Bloemfontein, 9300 or hand delivered

FOR ATTENTION : Me P Mehlwana

POST 28/117 : **SENIOR LEGAL ADMIN OFFICER: MR-5 REF NO: H/S/26 (X1 POST)**
Legal Services: Corporate Office
(3 Years Contract)

SALARY : R480 927 per annum
CENTRE : Bloemfontein
REQUIREMENTS : An LLB degree or equivalent qualification and 5 year's postgraduate legal experience. Proven experience in litigation, contract drafting, labour law. A driver's licence is required. Previous practice as an attorney or advocate will be an added advantage Knowledge and Skills: Knowledge of Administrative Law, Constitutional Law, Public Health legislation; PAJA, PAIA & POPIA, PFMA; knowledge of Court Rules; knowledge and experience in the public health sector will be an added advantage. Sound organizing and planning; computer literacy; creativity; basic project management; good communication and writing skills; presentation and reporting skills; analytical and research skills; good drafting skills; ability to work in a team; leadership skills; pro-active, problem-solving attitude; ability to adhere to deadlines and to work under pressure.

DUTIES : The incumbent will be responsible for, among other things: Providing legal advice and opinion to various components of the department; providing litigation management services and ensuring compliance by the department with the legislative framework applicable to its mandate and adherence to court rules; managing the department's external legal support; creation of an enabling environment for compliance with legal prescripts; assisting the department in cultivation good governance, improved service delivery; drafting and vetting contracts.

ENQUIRIES : Mr MS Motingoe Tel No: (051 408 1483)
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 RD Stallenberg

POST 28/118 : **SENIOR LEGAL ADMIN OFFICER: MEDICO -LEGAL LITIGATION MR-5 REF NO: H/S/26 (X1 POST)**
Legal Services: Corporate Office
(3 Years Contract)

SALARY : R480 927 per annum
CENTRE : Bloemfontein
REQUIREMENTS : An LLB degree or equivalent qualification and 5 year's postgraduate legal experience. Proven experience in medico-legal or bodily injury litigation, alternative dispute resolution. A driver's licence is required. Previous practice as an attorney or advocate will be an added advantage. Knowledge: Knowledge of Administrative Law, Constitutional Law, Public Health legislation; law of delict, PFMA; thorough knowledge of Court Rules; knowledge and experience in the public health sector governance frameworks; knowledge of the medico-legal litigation landscape; knowledge and understanding of litigation strategies. Sound organising and planning; computer literacy; creativity; basic project management; good communication and writing skills; presentation and reporting skills; analytical and research skills; good drafting skills; ability to work in a team; leadership skills; pro-active, problem-solving attitude; ability to adhere to deadlines and to work under pressure.

DUTIES : The incumbent will be responsible for, among other things: Providing leadership in the medico-legal unit of Legal Services; putting systems in place for the effective management of medico-legal litigation; providing legal advice and opinions on medico-legal liability to clinical components of the department; providing medico-legal litigation management services and ensuring compliance by the department with clinical governance frameworks; managing the department's external legal support; creation of an enabling environment for compliance with legal prescripts; assisting the department in cultivation good governance, improved service delivery.

ENQUIRIES : Mr MS Motingoe Tel No: (051 408 1483)
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 RD Stallenberg

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| <u>POST 28/119</u> | : | <u>LECTURER: PND 1-2: REF NO: H/L/4 (X12 POSTS)</u> |
| <u>SALARY</u> | : | Grade 1: R388 974 – R450 939 per annum Grade 2: R478 404 - R624 216 per annum |
| <u>CENTRE REQUIREMENTS</u> | : | Free State School of Nursing: Southern Campus: Bloemfontein Diploma/Degree in nursing or equivalent qualification that allows registration with the South African Nursing Council. Current registration with the South African Nursing Council (SANC). Registration with the South African Nursing Council (SANC) as Professional Nurse. Post basic qualification in Nursing Education registered with the SANC. A minimum of 4 years appropriate/recognizable nursing experience after registration as a Professional Nurse with SANC in General Nursing. Valid (Code B EB) Driver's Licence. PND2: Diploma/Degree in nursing or equivalent qualification that allows registration with the South African Nursing Council. Current registration with the South African Nursing Council (SANC). Registration with the South African Nursing Council (SANC) as Professional Nurse. Post basic qualification in Nursing Education registered with the SANC. A minimum of 14 years appropriate/recognizable nursing experience after registration with the SANC as Professional Nurse in General Nursing. At least 10 years of the period referred to above must be appropriate/recognizable experience in Nursing Education after obtaining the 1-year post basic qualification in Nursing Education Knowledge and Skills: Presentation skills. Ability to offer tuition to students. |
| <u>DUTIES</u> | : | Provide education and training for student nurses. Co-ordinate clinical learning exposure to students between college and clinical areas. Support the mission and promote the image of FSSON. Implement assessment strategies to determine learner's competencies. Exercise control over students. Provide Occupational Health services to FSSON Staff and students. Manage and monitor proper utilisation of human, financial and physical resources. Plan and organise own work and manage training programs in order to meet training outcomes as per job description. |
| <u>ENQUIRIES APPLICATIONS</u> | : | Me MC Mofahla Tel No: (051 403 9831) TO: Acting Campus Head, Free State School of Nursing, Southern Campus, Private Bag X20520, Bloemfontein, 9300.Or hand delivered to: FSSON Southern Campus, Kolbe avenue Oranjesig Bloemfontein. |
| <u>FOR ATTENTION</u> | : | Mrs Thandeka Magqaza |
| <u>POST 28/120</u> | : | <u>LECTURER: PND 1-2 REF NO: H/L/5 (X4 POSTS)</u> |
| <u>SALARY</u> | : | Grade 1: R388 974 – R450 939 per annum Grade 2: R478 404 - R624 216 per annum |
| <u>CENTRE REQUIREMENTS</u> | : | Free State School Of Nursing: Eastern Campus: Qwa Qwa PND1: Diploma/Degree in nursing or equivalent qualification that allows registration with the South African Nursing Council. Current registration with the South African Nursing Council (SANC). Registration with the South African Nursing Council (SANC) as Professional Nurse. Post basic qualification in Nursing Education registered with the SANC. A minimum of 4 years appropriate/recognizable nursing experience after registration as a Professional Nurse with SANC in General Nursing. Valid (Code B EB) Driver's Licence. PND2: Diploma/Degree in nursing or equivalent qualification that allows registration with the South African Nursing Council. Current registration with the South African Nursing Council (SANC). Registration with the South African Nursing Council (SANC) as Professional Nurse. Post basic qualification in Nursing Education registered with the SANC. A minimum of 14 years appropriate/recognizable nursing experience after registration with the SANC as Professional Nurse in General Nursing. At least 10 years of the period referred to above must be appropriate/recognizable experience in Nursing Education after obtaining the 1-year post basic qualification in Nursing Education Knowledge and Skills: Presentation skills. Ability to offer tuition to students. |
| <u>DUTIES</u> | : | Provide education and training for student nurses. Co-ordinate clinical learning exposure to students between college and clinical areas. Support the mission and promote the image of FSSON. Implement assessment strategies to determine learner's competencies. Exercise control over students. Provide Occupational Health services to FSSON Staff and students. Manage and monitor proper utilisation of human, financial and physical resources. Plan and |

organise own work and manage training programs in order to meet training outcomes as per job description.

ENQUIRIES : Dr MA Mofokeng Tel No: (058 718 3266)

APPLICATIONS : To: The Campus Head, Free State School of Nursing, Private Bag X 833, Witsieshoek, 9870.Or hand delivered to: FSSON Eastern Campus, MMMRH, Witsiehoek.

FOR ATTENTION : Mr M.A. Manyarela

POST 28/121 : **LECTURER: PND 1-2: REF NO: H/L/6 (X4 POSTS)**

SALARY : Grade 1: R388 974 – R450 939 per annum
Grade 2: R478 404 - R624 216 per annum

CENTRE : Free State School Of Nursing: Northern Campus: Welkom

REQUIREMENTS : **PND1:** Diploma/Degree in nursing or equivalent qualification that allows registration with the South African Nursing Council. Current registration with the South African Nursing Council (SANC). Registration with the South African Nursing Council (SANC) as Professional Nurse. Post basic qualification in Nursing Education registered with the SANC. A minimum of 4 years appropriate/recognizable nursing experience after registration as a Professional Nurse with SANC in General Nursing. Valid (Code B EB) Driver's Licence. **PND2:** Diploma/Degree in nursing or equivalent qualification that allows registration with the South African Nursing Council. Current registration with the South African Nursing Council (SANC). Registration with the South African Nursing Council (SANC) as Professional Nurse. Post basic qualification in Nursing Education registered with the SANC. A minimum of 14 years appropriate/recognizable nursing experience after registration with the SANC as Professional Nurse in General Nursing. At least 10 years of the period referred to above must be appropriate/recognizable experience in Nursing Education after obtaining the 1-year post basic qualification in Nursing Education Knowledge and Skills: Presentation skills. Ability to offer tuition to students.

DUTIES : Provide education and training for student nurses. Co-ordinate clinical learning exposure to students between college and clinical areas. Support the mission and promote the image of FSSON. Implement assessment strategies to determine learner's competencies. Exercise control over students. Provide Occupational Health services to FSSON Staff and students. Manage and monitor proper utilisation of human, financial and physical resources. Plan and organise own work and manage training programs in order to meet training outcomes as per job description.

ENQUIRIES : Me MMJ Mokhomo Tel No: (0587 396 3710)

APPLICATIONS : To: The Campus Head, Free State School of Nursing, Private Bag X290, Welkom, 9460.Or hand delivered to: FSSON Bongani Hospital, Mothusi road, Thabong.

FOR ATTENTION : Nomsa Dick

POST 28/122 : **PROFESSIONAL NURSE SPECIALTY PNB1- PNB2: (ICU) GRADE 1-2 REF NO: H/P/25 (X5 POSTS)**

SALARY : Grade 1: R388 226 – R450 939 per annum
Grade 2: R478 404 – R588 390 per annum

CENTRE : Pelonomi Tertiary Hospital: Bloemfontein

REQUIREMENTS : Diploma/Degree in nursing or equivalent qualification that allows registration with the South African Nursing Council as Professional Nurse plus a post-basic nursing qualification in ICU with a duration of at least 1 year, accredited with SANC. Current registration with the South African Nursing Council. Proof of registration for 2022/2023. Offer will be based on proven years of experience. Grade 1: A minimum of 4 years appropriate/recognizable experience in nursing after registration with SANC as a Prof Current registration with the South African Nursing Council (SANC) as Professional Nurse. Knowledge and Skills: Knowledge of Public Service Act and Regulations and Public Finance Management Act (PFMA). Demonstrate and in depth understanding of nursing legislation and related legal and ethical nursing practices and how this impacts on service delivery. Ensure clinical nursing practices by the nursing team in accordance with the scope of practice and nursing standards as determined by the relevant health facility. Promote quality of nursing care as directed by the professional scope of practice and standards as determined by the relevant

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| | | health facility. Demonstrate and basic understanding of HR and Financial policies and practices. Computer Literacy. |
| <u>DUTIES</u> | : | Ensure that comprehensive nursing treatment and care is delivered to patients in a cost effective, efficient and equitable manner by the Specialty Units. Ensure compliance to professional and ethical practice. Coordination of optimal holistic specialized nursing care provided within the set standards and professional/legal framework. Provision of effective support Nursing Services. |
| <u>ENQUIRIES APPLICATIONS</u> | : | Me MC Molefe Tel No: (051 405 1940) |
| | : | TO: The Chief Executive Officer, Pelonomi Tertiary Hospital, Private Bag X 20581, Bloemfontein, 9300 or hand delivered/ Courier, ground floor, Block K Dr Belcher Road, Pelonomi Tertiary Hospital, Bloemfontein, 9300 |
| <u>FOR ATTENTION</u> | : | Ms F. M. Lethoo Tel No: (051) 405 1603 |
| <u>POST 28/123</u> | : | <u>PROFESSIONAL NURSE SPECIALTY PNB1: (THEATER) GRADE 1-2 REF NO: H/P/26 (X6 POSTS)</u> |
| <u>SALARY</u> | : | Grade 1: R388 226 – R450 939 per annum Grade 2: R478 404 – R588 390 per annum |
| <u>CENTRE REQUIREMENTS</u> | : | Pelonomi Tertiary Hospital: Bloemfontein Diploma/Degree in nursing or equivalent qualification that allows registration with the South African Nursing Council as Professional Nurse plus a post-basic nursing qualification in Theatre with a duration of at least 1 year, accredited with SANC. Current registration with the South African Nursing Council. Proof of registration for 2022/2023. Offer will be based on proven years of experience. Grade 1: A minimum of 4 years appropriate/recognizable experience in nursing after registration with SANC as a Prof Current registration with the South African Nursing Council (SANC) as Professional Nurse. Knowledge and Skills: Knowledge of Public Service Act and Regulations and Public Finance Management Act (PFMA). Demonstrate and in depth understanding of nursing legislation and related legal and ethical nursing practices and how this impacts on service delivery. Ensure clinical nursing practices by the nursing team in accordance with the scope of practice and nursing standards as determined by the relevant health facility. Promote quality of nursing care as directed by the professional scope of practice and standards as determined by the relevant health facility. Demonstrate and basic understanding of HR and Financial policies and practices. Computer Literacy. |
| <u>DUTIES</u> | : | Ensure that comprehensive nursing treatment and care is delivered to patients in a cost effective, efficient and equitable manner by the Specialty Units. Ensure compliance to professional and ethical practice. Coordination of optimal holistic specialized nursing care provided within the set standards and professional/legal framework. Provision of effective support Nursing Services. |
| <u>ENQUIRIES APPLICATIONS</u> | : | Me MC Molefe Tel No: (051 405 1940) |
| | : | To: The Chief Executive Officer, Pelonomi Tertiary Hospital, Private Bag X 20581, Bloemfontein, 9300 or hand delivered/ Courier, ground floor, Block K Dr Belcher Road, Pelonomi Tertiary Hospital, Bloemfontein, 9300 |
| <u>FOR ATTENTION</u> | : | Ms F. M. Lethoo Tel No: (051) 405 1603 |
| <u>POST 28/124</u> | : | <u>PROFESSIONAL NURSE SPECIALTY PNB1: (ORTHOAEDICS) GRADE 1-2 REF NO: H/P/27 (X8 POSTS)</u> |
| <u>SALARY</u> | : | Grade 1: R388 226 – R450 939 per annum Grade 2: R478 404 – R588 390 per annum |
| <u>CENTRE REQUIREMENTS</u> | : | Pelonomi Tertiary Hospital: Bloemfontein Diploma/Degree in nursing or equivalent qualification that allows registration with the South African Nursing Council as Professional Nurse plus a post-basic nursing qualification in Orthopaedics with a duration of at least 1 year, accredited with SANC. Current registration with the South African Nursing Council. Proof of registration for 2022/2023. Offer will be based on proven years of experience. Grade 1: A minimum of 4 years appropriate/recognizable experience in nursing after registration with SANC as a Prof Current registration with the South African Nursing Council (SANC) as Professional Nurse. Knowledge and Skills: Knowledge of Public Service Act and Regulations and Public Finance Management Act (PFMA). Demonstrate and in depth understanding of nursing legislation and related legal and ethical nursing practices and how this impacts on service delivery. Ensure clinical nursing practices by the nursing team in accordance with the scope of practice and nursing standards as determined by the relevant health facility. Promote |

quality of nursing care as directed by the professional scope of practice and standards as determined by the relevant health facility. Demonstrate and basic understanding of HR and Financial policies and practices. Computer Literacy.

DUTIES : Ensure that comprehensive nursing treatment and care is delivered to patients in a cost effective, efficient and equitable manner by the Specialty Units. Ensure compliance to professional and ethical practice. Coordination of optimal holistic specialized nursing care provided within the set standards and professional/legal framework. Provision of effective support Nursing Services.

ENQUIRIES : Me MC Molefe Tel No: (051 405 1940)

APPLICATIONS : To: The Chief Executive Officer, Pelonomi Tertiary Hospital, Private Bag X 20581, Bloemfontein, 9300 or hand delivered/ Courier, ground floor, Block K Dr Belcher Road, Pelonomi Tertiary Hospital, Bloemfontein, 9300

FOR ATTENTION : Ms F. M. Lethoo Tel No: (051) 405 1603

POST 28/125 : **ASSISTANT DIRECTOR BURSARIES, LEARNERSHIPS & INTERNSHIPS**
REF NO: H/A/24
HRD Corporate Office

SALARY : R382 245 per annum

CENTRE : Human Resource Development: Corporate Office

REQUIREMENTS : Bachelor's Degree/National Diploma (NQF 6, NQF 7) in Human Resource Management/Development/ Public Management/ Public Administration, 3 years in the Skills Development Environment at supervisory level. Valid Driver's license Knowledge and Skills: Skills Development Act, Public Services Regulations, Public Services Act, Labour Relations Act, Constitution, National Qualifications Framework Act, Relevant SETAs & PSETA, Public Service HR Development Strategic Framework Facilitation, Moderation, Report Writing, Analytical, Presentation, Research, Communication Skills (verbal & written), computer skills. Occupationally Directed Education, Training and Development Practitioner Certificate.

DUTIES : Administration of all Bursaries and training Facilitate Online Bursary Application Process. Coordinate bursary application process in consultation with all Local Skills Development Committee and Provincial Skills Development Committee. Attend to bursary related enquiries from employees and students. Management Bursary Contract in line with approved Bursary Policy. Develop Standard Operating Procedure on Bursaries. Prepare Payments for Bursaries. Implement Annual Bursary Cycle. Implement Bursary Annual Operation Plan. Prepare Reports on Bursary Activities. Facilitate signing of bursary contracts by employees. Bursary roadshows to Health Facilities and Institutions of Higher learning. Provide Secretarial Services to the Departmental Bursary Committee. Develop Bursary Policy, facilitate implementation of the Policy, Monitor and Evaluate Policy Application and impact of Bursaries Awarded. Facilitate compilation of Bursary Priorities in line with HR Plan, Strategic Plans Talent Management and Career Development. Record management and safekeeping of records Facilitation of Skills Programs for the department Plan, Coordinate, and lead implementation of Skills Programs in the Province. Initiate recruitment, placement of Interns for Work Integrated Learning, Graduates for Work Experience. Develop Learnership Programs to address skills needs. Monitor and Evaluate Internship programs. Promote integrated and vocational Adult Education and Training.Promote developmental programmes, including internships, learnerships and apprenticeship programmes, and bursaries .Skills Development Facilitation Participate in skills audit planning, implementation, and planning. Provide inputs for development of workplace skills plan. Assist in expression of interest for SETA funding. Assist in preparing reports for SETAs Manage Resources within the unit Implement Performance Management and Development for all officials supervised. Supervise Personnel in the unit. Facilitate filling of vacant funded posts Compile budget inputs in line with MTEF guidelines. Monitor and report on expenditure according to Finance Policies. Management, maintenance and safeguarding of allocated assets. Implement the unit risk management plan and prepare reports Establish and maintain relationships with strategic partners involved in education training, and skills development sectors, higher education, TVET Colleges and Unions.

ENQUIRIES : Me M Vorster Tel No: 051 408 1733

APPLICATIONS : To be send to: The Head of Department, PO Box 227, Bloemfontein, 9300 or hand delivered @ entrance, Bophelo House, Cnr Charlotte Maxeke and Harvey Roads, Bloemfontein.

FOR ATTENTION : HR Director

POST 28/126 : **SENIOR DATA TECHNOLOGIST (INFORMATION MANAGEMENT SYSTEMS) REF NO: H/O/25**
Cooperate Office – Information, Research & Knowledge Management

SALARY : R382 245 per annum
CENTRE : Bloemfontein
REQUIREMENTS : An appropriate Bachelor's Degree in Information Technology (IT) or any of three/four-year BSC degree (Information Technology) or three /four year Bcom IT degree or B.tech IT. 3 Years appropriate experience in the field of data management in a big organization. Experience in driving and should be a holder of a valid driver's license and be prepared to travel extensively. Knowledge and Skills Proven working knowledge on the area of specialization and database management systems. Working knowledge on the implementation of health services surveillance systems. Knowledge of GIS and data management in health sector is an added advantage. Good communication and interpersonal skills including patience as well as highly enthusiastic attitude. Knowledge of data security as well as being able to understand the Health Information policy. Excellent leadership ability, time management, project management, stress management, motivational skills and strong negotiation skills with excellent knowledge of health sector organizational behaviour. Excellent mathematical / analytical and logical thinking skills are essential. Business intelligence experience, performance tuning and monitoring with an emphasis in MS SQL. Knowledge of data security administration and user management together with the ability to work under pressure, and should be able to deliver under tight deadlines. A self-starter with the ability to work under minimum and/or no supervision, pay attention to detail and should have experience at managerial level.

DUTIES : Provide Health Information coordination and leadership: this includes management and analysis of data focusing on trend analysis, data mapping for the department on a weekly and monthly basis as required by the unit as well as overall database administration for the province together with coordination of functions within the unit that will ensure an effective and efficient Information Technology / Data Management Support Services for all data users and data capturers and the supervision of subordinates and their functions. Evaluate needs for new and revised software / hardware / systems including the E-Health as well as the installation and management linking remote data sources using different software systems including administration and maintenance of database servers and participate in the design, implementation and maintenance of database systems together with Database Tuning, Security and Management, Data Mining and flowcharting. Maintains and development of policies and procedures and various records and documentation for department data management systems including access and user rights, may write straight-forward report generation programs as well as DBA related functions within the scope of the Microsoft SQL server architecture environment including using SQL to develop reports on short notice for a very large dataset with many records (cases). Support Health Information systems (Roll-out and Maintenance) to ensure that facilities within the province have the latest versions of Health Information Systems installed and solve health data related problems including understanding of health indicators, software and antivirus challenges for health information management. Conduct Health Information Systems and Data Management training for all data users as well as supervisory role for human resources and project related concerns in the unit to ensure that good quality data is provided to the provincial department as well as giving feedback to all stakeholders. To implement capacity building activities to provincial, district and facility information offices in terms of computer use including data quality issues, records management and provides processing and trouble-shooting mechanisms as well as training Information staff on the electronic analysis of data using Microsoft Excel amongst other possible proprietary system. Research new database, software engineering and business intelligent, trends and to advise management on the implementation of these new technologies and techniques as well as performing specialist duties on the operational database and data warehouse and be the DBA of these systems including data architect as required by the Unit.

ENQUIRIES : Dr Chikobvu Tel No: 051408 1738

APPLICATIONS FOR ATTENTION : To: The Chief Director: HRM and Planning, PO Box 227, Bloemfontein, 9300
Me RD Stallenberg

POST 28/127 : **MEDICAL PHYSICIST INTERN REF NO: H/A/32 (X4 POSTS)**

SALARY CENTRE REQUIREMENTS : R357 681 per annum, (OSD)
: Medical Physics Department Universitas Academic Hospital: Bloemfontein
: Minimum of B Med Sc (Hons) or degree in Medical Physics as specified by Health Professional Council of South Africa (HPCSA). Registration (or proof of application) with HPCSA as Intern Medical Physicist 2022/2023. Knowledge and Skills: Mathematical and Computer skills. Insight and problem-solving capabilities. Good interpersonal and communication skills. Ability to work independently and in a team environment.

DUTIES : Completing the medical physics training programme (Radiation Oncology, Diagnostic Radiology, Nuclear Medicine and Radiation Protection) as accredited by the HPCSA to register as Medical Physicist. The training programme in post is limited to a period of two years.

ENQUIRIES APPLICATIONS : Dr FCP du Plessis Tel No: 051-405 3156
: To: The Chief Executive Officer, Universitas Academic Hospital, Private Bag X 20660, Bloemfontein, 9300 or hand delivered @ Room 1111, First Floor, Universitas Hospital, 1 Logeman Street, Universitas, Bloemfontein, 9301.

FOR ATTENTION : Me. PM January

POST 28/128 : **SKILLS DEVELOPMENT OFFICER: HUMAN RESOURCE DEVELOPMENT REF NO: H/S/28**

SALARY CENTRE REQUIREMENTS : R261 372 per annum
: HRD, Stationed At Thabo Mofutsanyana District
: Bachelor's Degree/National Diploma (NQF 6, NQF 7) in Human Resource Management/Development/ Public Management/ Public Administration, 1-2 years in the Skills Development Environment. Valid Driver's license. Knowledge And Skills: Skills Development Act, Public Services Regulations, Public Services Act, Labour Relations Act, Constitution. Facilitation, Moderation, Report Writing, Analytical, Presentation, Research, Communication Skills (verbal & written), computer skills Occupationally Directed Education, Training and Development Practitioner Certificate.

DUTIES : Implement Workplace Skills Plans. Provide support in planning, coordinating and developing workplace skill plan. Assist with skills development audit. Provide advisory services with regards to workplace skills plan. Prepare monthly, quarterly and annual reports Facilitate training and development for employees. Conduct training needs analysis. Compile training database. Facilitate all induction and orientation programmes for all employees and newly appointed Staff. Serve as a secretariat during training committee meetings. Maintain a filing system and Data base. Ensure that service providers are paid within the legislated timeframes. Facilitate developmental programmes. Advise employees regarding career development, completion of Personal Development Plan Coordinate recruitment, placement, and monitoring of Learnership and Internship Programs Monitor and evaluate impact of training programs on career development, service delivery and application of skills acquired Conduct monitoring visits to facilities.

ENQUIRIES APPLICATIONS : Me M Vorster Tel No: 051 408 1733
: To: Thabo Mofutsanyana District Offices Human Resources Offices, next to SASSA offices. Mampoi Road Phuthaditjhaba, Private Bag x824, Witsieshoek, 9870.

POST 28/129 : **LEGAL ADMIN OFFICER: GRADE 1-3 REF NO: H/L/7 (X2 POSTS)**
(3 Years Contract)

SALARY : Grade 1: R201 387 per annum
Grade 2: R233 712 per annum
Grade 3: R260 928 per annum
Grade 4: R315 225 per annum

CENTRE REQUIREMENTS : Legal Services: Corporate Office: Bloemfontein
: An LLB degree or equivalent qualification. Experience: MR 1: NONE. MR-2: At least 1 years' appropriate post qualification legal experience. MR-3: At least 2 years' appropriate post qualification legal experience. A valid drivers' licence. Knowledge and Skills: Working knowledge of administrative and constitutional

law, labour law, PFMA, Health Sector legislation, PAIA, POPIA; ability to work under pressure; good communication and writing skills; computer literacy; good interpersonal skills; ability to work in a team.

DUTIES

: Provide support to the head of the unit; conduct legal research and prepare opinions; provide legal advice and support to the Department; legislative analyses and support; organise the department's litigation files; deal with PAIA requests; support the loss control efforts of the department.

ENQUIRIES

APPLICATIONS

: Mr MS Motingoe Tel No: (051 408 1483)

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 RD Stallenberg