

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

CLOSING DATE : 21 October 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 only. 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. Successful completion of the Senior Management Pre-Entry Programme (Nyukela) is required for being considered for this SMS post. Enrolment for the course should be made on the NSG's website at <https://www.thensg.gov.za/trainingcourse/sms-pre-entry-programme>. Applicants will be expected to be available for selection interviews and assessments at a time, date and place as determined by the Department. The successful candidate must disclose to the Head of Department particulars of all registrable financial interests, sign a performance agreement and employment contract with the Head of Department within three months from the date of assumption of duty. Should you be in possession of a foreign qualification, it must be accompanied by an evaluation certificate from the South African Qualification Authority (SAQA) (only when shortlisted). Applicants who do not comply with the above-mentioned requirements, as well as applications received late, will not be considered. The recommended candidate(s) for OSD production posts MUST submit endorsed service certificates from the previous employer and endorsed PERSAL service records where applicable within 2 days of accepting the offer. 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. The employment offer to successful candidate will be subject to verified educational qualifications, previous experience, citizenship check, reference checks and security vetting. Please note: Correspondence will only be entered into with short-listed candidates. 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.

OTHER POSTS

POST 38/100 : **DEPUTY DIRECTOR: OCCUPATIONAL THERAPY GRADE 1 REF NO: H/D/33**

SALARY : R870 423 per annum, (OSD), all -inclusive package consists of 70% basic salary and 30% flexible portion that be structured in terms of the applicable rules, Medical Aid (Optional) Employee must meet the prescribed requirements, per annum.

CENTRE : Occupational Therapy Department, Universitas Academic Hospital

- REQUIREMENTS** : A Bachelor's degree in Occupational Therapy. Registration with the Health Professions Council of South Africa (HPCSA) in the relevant profession (where applicable). A minimum of 5 year's appropriate experience in the relevant profession after registration with HPCSA (where applicable) of which 3 years must be appropriate experience on Management level. Knowledge And Skills: Good communication, interpersonal skills, computer literacy, financial statistical skills and human resource management skills. Knowledge of relevant acts, policies, guidelines and ethical practices. Analytic thinking, independent decision making and problem solving skills.
- DUTIES** : Strategic Management, Operational Management, Clinical Governance & Health Information Management of the Department. Clinical service delivery. Human Resource Management and Development within the Department. Management of Education and Training. Financial and SCM Management within the Department and Management of Research.
- ENQUIRIES APPLICATIONS** : Dr R Nathan Tel No: 051-405 3496
: to be send to: The Chief Executive Officer, Universitas Hospital, Private Bag x20660, Bloemfontein, 9300 Or hand delivered @ Room 1111, First Floor, Universitas Hospital, 1 Logeman Street, Universitas, Bloemfontein
- FOR ATTENTION** : Me. A Lombard
- POST 38/101** : **DEPUTY DIRECTOR: RADIOGRAPHER GRADE 1 REF NO: H/D/34**
Re-Advertised those who previously applied are encouraged to apply
- SALARY** : R870 423 per annum, (OSD), all -inclusive package consists of 70% basic salary and 30% flexible portion that be structured in terms of the applicable rules, Medical Aid (Optional) Employee must meet the prescribed requirements, per annum.
- CENTRE REQUIREMENTS** : Health Support Services: Corporate Office; Bloemfontein
: Diploma/Baccalaureus Degree in Diagnostic Radiography. Registration with the Health Professions Council of South Africa (HPCSA) in Diagnostic Radiography. A minimum of 5 year's appropriate experience in the relevant profession after registration with HPCSA of which 3 years must be appropriate experience on Management level. A valid Code B driver's license. Current Registration with HPCSA (2022/2023). Knowledge and Skills: Competencies (knowledge/skills): Strong leadership skills used to bring about positive cultural change and a highly productive and engaged workforce. Problem-solving, decision-making, negotiation and conflict-resolution skills. Knowledge and experience in policy making processes. Computer literacy (Microsoft Soft Office package) to enhance service delivery. Operational and general management of Radiography services and ensuring service delivery mechanisms, in line with relevant key Policy Frameworks. Competency in Public Sector People Management, Financial Management and Supply Chain Management. Ability to effectively and efficiently manage the Sub-Directorate resources. Competency in information management (data management, analysis, interpretation, target setting, monitoring and evaluation) skills. Ability and willingness to work overtime including weekends and public holidays and to deputies the immediate supervisor should the need arises.
- DUTIES** : Provide a comprehensive strategic and operational leadership and management of Radiography service through the development, review, and the implementation the strategic and operational plans. Develop and facilitate inputs on legal prescripts, Acts, Policies, Circulars, Guidelines, Protocols, and Procedures on radiography. Quality Assurance and Quality Improvement plans, National Core Standards and OHS Act compliance. Ensure comprehensive people management and development of all staff in the component. Ensure good financial management to achieve maximum value for money. Ensure equitable distribution of resources to achieve optimal service delivery. Liaison with internal (DOH) and external (including institutions of Higher Learning) stakeholders to improve continuity of care in respect of training, research and innovation in the field. Utilize health information technology and other health information systems for enhancement of service delivery in the Province. Facilitate performance information management, reporting and accountability. Medical equipment acquisition and deployment. Health technology maintenance management services. Medical equipment risks and quality improvement. Co-ordinate, implement R&D activity in clinical radiographic practice, audits, trials and service delivery strategies.
- ENQUIRIES** : Mr JM Mokgatle Tel No: 051 408 1504/1

- APPLICATIONS** : To: The Director, Bophelo House, Private Bag x227, Bloemfontein, 9300, or hand deliver @ room Main Building, Ground floor entrance, Cnr Charlotte Maxeke and Harvey Road, Bloemfontein.
- FOR ATTENTION** : Me. R Stellenberg
- POST 38/102** : **MEDICAL OFFICER GRADE 1-3 REF NO: H/M/39**
(Applicants might be required to enter into a commuted overtime contract.)
- SALARY** : Grade 1: R833 523 per annum
Grade 2: R953 049 per annum
Grade 3: R1 106 037 per annum
All -inclusive package consists of 70% basic salary and 30% flexible portion that be structured in terms of the applicable rules, Commuted Overtime, Medical Aid (Optional) Employee must meet the prescribed requirements.
- CENTRE REQUIREMENTS** : Fezi Ngubentombi District
: MBCHB or equivalent Degree Registration with the HPCSA as Medical practitioner (Independent Practice). Proof of current registration with HPCSA (2022/2023). 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: Ability to promote quality patient care. Leadership, change and general management, teaching and training skills. Ability to work independently, under pressure and Co-operate with colleagues and stakeholders at all levels. Computer skills in MS Office. Responsible management of resources. Good communication and interpersonal skills. Extensive appropriate experience in Clinical services and Hospital care in South Africa.
- DUTIES** : Rendering of clinical services, which include examination and treatment of patients, emergencies, Ward Nurses and Medical Officers doing community services. Maintain quality assurance standards.
- ENQUIRIES APPLICATIONS** : Dr AM Kgomojoo Tel No: (016 970 9446)
: To: Chief Executive Officer Fezi Ngubentombi District Private Bag X2017, Sasolburg 1947, or hand delivered.
- FOR ATTENTION** : Mr. RD Makgokolo
- POST 38/103** : **MEDICAL OFFICER GRADE 1-3 REF NO: H/M/40 (X3 POSTS)**
(Applicants might be required to enter into a commuted overtime contract.)
- SALARY** : Grade 1: R833 523 per annum
Grade 2: R953 049 per annum
Grade 3: R1 106 037 per annum
All -inclusive package consists of 70% basic salary and 30% flexible portion that be structured in terms of the applicable rules, Commuted Overtime, Medical Aid (Optional) Employee must meet the prescribed requirements.
- CENTRE REQUIREMENTS** : Mangaung Metro District Health Services: Bloemfontein
: MBCHB or equivalent Degree Registration with the HPCSA as Medical practitioner (Independent Practice). Proof of current registration with HPCSA (2022/2023). 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: Good communication and interpersonal skills.

DUTIES : Manage all medical conditions to ensure that a competent service is provided to all patients. Supervise junior staff in order to provide adequate medical care and to train them to be able to key medical interventions. Consult patients on an outpatients basis to have optimal chronic disease management and good long term follow up. Briefing, informing and counselling patients and wear appropriate relatives regarding prevention, treatment operative intervention, complications and rehabilitations. Endeavour to become skilled and resuscitative measures and intervention care to assure survival of critically ill patients. Consulting senior staff or other relevant specialties if patient care is beyond personal ability, experience or specialty. Reports on all examinations done within 30 minutes. Required to work overtime at the District level. Conduct clinical governance in the district/facilities. Well experienced and informed in the diagnosis and treatment of HIV/TB and Non-Communicable Disease. Well experienced and informed in diagnosis and treatment of child health and illness.

ENQUIRIES : Dr LS Mokwena Tel No: 051 271 0104
APPLICATIONS : To: The District Manager, Mangaung Metro Health Services, FSPC, No 4 President Brand Street, Bloemfontein,9300 or hand deliver.

FOR ATTENTION : Mr TA Mokoqo

POST 38/104 : **MANAGER/CONTROL ENGINEERING TECHNICIAN GRADE A REF NO: H/M/41**

SALARY : R774 261 per annum, all -inclusive package consists of 70% basic salary and 30% flexible portion that be structured in terms of the applicable rules, Medical Aid (Optional) Employee must meet the prescribed requirements.

CENTRE : Universitas Academic Hospital
REQUIREMENTS : Bachelor of Science in Biomedical Engineering or equivalent. Management qualification. Relevant Work Experience of five (5) years' as a Clinical or Biomedical Engineering Technician of which 3 must be as a junior management. Ceasa registration or affiliation/accreditation with relevant regulatory body/council or organisation. Valid driver's license. Recommendation: Knowledge And Skills: Must have excellent verbal and writing skills. Computer literacy skills in Excel, Power-point, word and Outlook. Leadership, Personnel Management, Financial and Supply Chain Management skills. Occupational Health & Safety- and Health Act regulations advantageous. Ability to supervise and manage personnel as well as interdepartmental collaboration. Ability to plan, organize and implement policies and procedures.

DUTIES : Management of personnel in Clinical Engineering Cost center. Operational and logistics management. Coordination and management of Supply Chain and Finance processes: demand, acquisition, distribution and disposal of medical equipment. Management of repairs, maintenance of medical equipment. Conduct biomedical/clinical engineering planning and training. Ensure accreditation requirements are met in terms of medical equipment at Universitas Academic Hospital. Ensure the safety and continuous use of clinical equipment at the institution. Implement and manage OHSC compliance at the department. Develop SOP`s and guidelines for Clinical Engineering Department. Be able to perform equipment Audits and generate reports. Undertake all other tasks as directed by the Head of Clinical Service/CEO.

ENQUIRIES : Dr R Nathan Tel No: 051-405 3496
APPLICATIONS : To be send to: The Chief Executive Officer, Universitas Hospital, Private Bag x20660, Bloemfontein, 9300 Or hand delivered @ Room 1115, First Floor, Universitas Hospital, 1 Logeman Street, Universitas, Bloemfontein.

FOR ATTENTION : Mr. MJ Baleni

POST 38/105 : **DEPUTY DIRECTOR FINANCIAL ACCOUNTING REF NO: H/D/35**

SALARY : R744 255 per annum, all -inclusive package consists of 75% basic salary and 25% flexible portion that be structured in terms of the applicable rules, Medical Aid (Optional) Employee must meet the prescribed requirements.

CENTRE REQUIREMENTS : Free State Psychiatric Complex
National Diploma or Degree in Accounting or Economics. 3-5 years' appropriate financial experience and 3 years must be on junior management level (Assistant Director). Valid driver's license. Knowledge and Skills: Knowledge of the Public Service Act and Regulations, and Public Finance Management. Supply Chain Procedures. Budget process in a government environment. Preferential Procedure Policy Framework Act. Broad Based Black Economics Empowerment Act (BBBEE) Departmental Policies and procedures. Knowledge of Treasury Regulations, Public Service act, PSCBC Resolution and other government prescripts regarding financial matter. Sound knowledge of Logis, Basic Accounting System (BAS) and Medi Tech. Good communicate (written and verbal), analytical and computer literacy (Microsoft Package) skills. Ability to work independently and in a team. Leadership, Project Management, Communication and Interpersonal relations. Functional experience in Supply Chain Management.

DUTIES : Undertake financial planning and budgeting for MTEF and other Financial processes. Ensure that information for planning purposes is collected and analysed properly. Manage, review, analyse and consolidate inputs received from units, and quality assure the budget preparation process. Monitor cash flow reports and plans as required. Undertake financial reporting. Coordinate, review, analyse and quality assure the management accounting reporting process and monitor compliance with financial prescripts. Management of risk and audit queries. Provide information for audits within five working days after receipt. Manage the Procurement Policy and Asset Management Strategies, Frameworks and related Policies and procedures. Manage demand and acquisition of goods and services in the Hospital. Manage assets, assets management systems and controls (including fleet). Manage SCM and Finance performance reporting and supplier performance and/or contract. Manage resources within the Section.

ENQUIRIES APPLICATIONS : Mr DM Nkala Tel No: 051-407 9230
To be send to: The Chief Executive Officer, Free State Psychiatric Hospital Complex, Private Bag x 20607, Bloemfontein, 9300 Or hand delivered.

FOR ATTENTION : Me. T Mokopanele

POST 38/106 : **DEPUTY DIRECTOR: TECHNICAL SERVICES REF NO: H/D/36**

SALARY : R744 255 per annum, all -inclusive package consists of 75% basic salary and 25% flexible portion that be structured in terms of the applicable rules, Medical Aid (Optional) Employee must meet the prescribed requirements, per annum.

CENTRE REQUIREMENTS : Universitas Academic Hospital
Degree in Mechanical or Civil Engineering at NQF 7. At least 3-5 years' appropriate experience in Engineering. 3 years of the experience must be on junior management level. Added advantage Qualification in stream Civil Engineering and Project Management plus experience. Valid driver's license. Registration with ECSA (Engineering Council South Africa Knowledge and Skills: Must have clearly verbal and writing skills. Computer literacy skills in EXCEL, Power-point, word and Outlook. Leadership, Personnel Management, and Financial Management skills. Creative skills. Occupational Health & Safety- and Health Act regulations advantageous. Ability to supervise and manage personnel as well as interdepartmental collaboration. Ability to plan, organize and implement policies and procedures.

DUTIES : Management of personnel in Technical Services Cost centre. Management of Operations and logistics at the cost centre. Coordination and management of Supply Chain and Finance processes. Conduct weekly/monthly inspections. Develop and monitor the implementation of maintenance plan for the institution. Monitor and evaluate the Technical Services projects at the institution. Monitor and ensure compliance with General Machinery Regulation. Ensure compliance with OHSC, OHS, building and infrastructure Regulations. Develop SOP's and guidelines for Technical Services Department. To manage

		strategies, business and action plan to achieve objectives of the institution. Provide regular reporting to the Executive Management.
<u>ENQUIRIES</u>	:	Dr BE Mzangwa Tel No: 051-405 3557
<u>APPLICATIONS</u>	:	To be send to: The Chief Executive Officer, Universitas Hospital, Private Bag x20660, Bloemfontein, 9300 Or hand delivered @ Room 1115, First Floor, Universitas Hospital, 1 Logeman Street, Universitas, Bloemfontein.
<u>FOR ATTENTION</u>	:	Mr. MJ Baleni
<u>POST 38/107</u>	:	<u>ASSISTANT MANAGER: PHC NURSING (PNB4) REF NO: H/A/37</u>
<u>SALARY</u>	:	R571 242 per annum, plus 13 th Cheque, Housing Allowance, Uniform Allowance, Medical Aid (Optional), Employee must meet the prescribed requirements.
<u>CENTRE</u>	:	Mangaung Metro District Health Services: Bloemfontein
<u>REQUIREMENTS</u>	:	Diploma/Degree in nursing or equivalent qualification that allows registration with the South African Nursing Council. Proof of current registration with HPCSA (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: Ability to work under pressure and deliver within tight deadlines, travelling extensively and work extra hours. Strong ability to build and work as a team member. Computer literacy. Good communication skills. Strong management and leadership Skills. Strong ability to build and work as a team. Co-ordinate, monitor and analyze data quality assessment. Appropriate financial management.
<u>DUTIES</u>	:	Support re-engineering of primary health care to promote access to quality healthcare service. Implement the assessments, compliance and attainment of ideal clinic status for all facilities in the local area. Conduct regular support visits to the clinics. Provide the supervisory role of human resource management. Provide financial management and procurement processes. Provide leadership and guidance on information management for the local area performance timeliness, reliability, validity accuracy and completeness identity. Develop and monitor risks within the local area of responsibility. Support and oversee the implementation of key priority programs.
<u>ENQUIRIES</u>	:	Mr. WA Maletle Tel No: 060 969 4559
<u>APPLICATIONS</u>	:	To: The District Manager, Mangaung Metro Health Services, FSPC, No 4 President Brand Street, Bloemfontein,9300 or hand deliver.
<u>FOR ATTENTION</u>	:	Mr TA Mokoqo
<u>POST 38/108</u>	:	<u>PROFESSIONAL NURSE SPECIALTY (PNB-3) REF NO: H/P/44</u>
<u>SALARY</u>	:	R571 242 per annum, plus 13 th Cheque, Housing Allowance, Uniform Allowance, Rural Allowance, Medical Aid (Optional), Employee must meet the prescribed requirements
<u>CENTRE</u>	:	Winburg District Hospital
<u>REQUIREMENTS</u>	:	Diploma/Degree in nursing qualification that allows registration with the South African Nursing Council. Registration with the SANC as Professional Nurse plus a post-basic nursing qualification in Advanced Midwifery 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 SANC (2022/2023). Knowledge And Skills: Good communication and interpersonal skills.
<u>DUTIES</u>	:	Demonstrate an understanding of nursing legislation and related legal and ethical nursing practices. Promote quality of nursing care as directed the professional scope of practice and standards. Ensure clinical nursing practice by the nursing team in accordance with the scope of practice, and nursing standards as determined by the relevant health facility. Demonstrate a basic understanding of HR and financial policies and practices. Participation in training and information management. Act as a shift leader in maternity ward.
<u>ENQUIRIES</u>	:	Me. SR Matsuma Tel No: 057-221 3363

APPLICATIONS : To: The Chief Executive Officer, Winburg District Hospital, Private Bag X2, Winburg, 9420 or hand deliver.

FOR ATTENTION : Mr. DM Moekoa

POST 38/109 : **DISTRICT TB CLINICAL PROGRAM COORDINATOR REF NO: H/D/37**
Re-Advertised, those who previously applied are encouraged to apply

SALARY : R571 242 - R662 223 per annum, plus 13th Cheque, Housing Allowance, Uniform Allowance, Medical Aid (Optional), Employee must meet the prescribed requirements.

CENTRE REQUIREMENTS : Fezile Dabi District
: 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. A valid driver's license. Knowledge And Skills: Good communication & interpersonal skills including patience as well as highly enthusiastic attitude. Good understanding of how the public health service functions. Ability to analyse, compile information, report and present to management. Excellent leadership ability, time management, conflict management, stress management, and motivational skills. Ability to teach and mentor subordinates and other key stakeholders within the health sector. Monitoring and evaluation skills. Involvement with the Research projects.

DUTIES : Manage, coordinate TB program and implement TB disease Guidelines. Interpret and analyses the NHLS monthly report and advice the district and sub-district in this regard. Participate in data quality and data alignment workshops on behalf of the District and implement resolution thereof. Participation in districts health plans discussion in relation to TB/DR TB management. Analyse changes in the outcomes of key indicators performance in order to make recommendations. Monitor quality improvement plans of the district and sub-districts. Monitor completeness of data weekly and advise facilities timeously where gaps are identified. Identify challenges and provide support to clinics and hospitals and provide feedback to the district and sub-districts management teams and other relevant program managers. Provide in-service training, mentoring and support subordinates to execute their functions effectively and efficiently. Support creation of audited trail requirements of the Auditor General and evidence to account for financial and nonfinancial activities within the district. Supervisory role for TB teams in the district to ensure that good quality TB and CDC care is provided to the community of the Free State. Design and implement training programs that will improve data quality and performance indicators. Ability to prepare reports to district and provincial departments of health, and to be able to share challenges relating to the program with the district teams.

ENQUIRIES APPLICATIONS : Me M.A. Morigihlane Tel No: (051) 408-1794
: 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 : Me R Stellenberg

POST 38/110 : **ASSISTANT DIRECTOR: OCCUPATIONAL THERAPY (GRADE 1) REF NO: H/A/38**
Re-Advertised those who previously applied are encouraged to apply

SALARY : R525 087 per annum, plus 13th Cheque, Housing Allowance, Uniform Allowance, Medical Aid (Optional), Employee must meet the prescribed requirements.

CENTRE REQUIREMENTS : Health Support Services: Corporate Office; Bloemfontein
: A Bachelor's/BSc Degree in Occupational Therapy. Registration with the Health Professions Council of South Africa (HPCSA) in the relevant profession (where applicable). A minimum of 3 year's appropriate experience in the relevant profession after registration with HPCSA (where applicable) of which 5 years must be appropriate experience in Management. Current Registration with HPCSA (2022/2023). Knowledge and Skills: Competencies (knowledge/skills): Excellent negotiation, facilitation and communication skills (written and verbal). Good human relations and ability to teach, train, research, consult and network, via different platforms. Computer literacy (MS Word, Teams, Excel, PowerPoint; Google-Docs-Forms-Publisher) to enhance service

delivery. Ability to work as part of a trans-, multi-, inter disciplinary team at all levels and work effectively to maintain a high level of service delivery. Understanding of HR, SCM and financial policies and practices. Knowledge and experience to assist to formulate Vocational Evaluation & Rehabilitation Occupational Therapy related policies, guidelines, standards, specifications, contracts/memorandum of agreement, plans (annual performance/operational). Knowledge and ability to execute international, national and provincial health care information-, fee-, management-, monitoring-, coding and license systems.

DUTIES : Effective management, administration and supervision on a daily basis of occupational therapy vocational evaluation and rehabilitation services based on health related strategic, operational and performance plans and regulation. Formulating and review vocational evaluation and rehabilitation occupational therapy centers policies, guidelines, plans and standard operating procedures related and applicable to health. Ensure a sustainable and quality clinical occupational therapy vocational services are rendered, through a comprehensive assessment and rehabilitation services, In accordance with Occupational Therapy principles and methods. Monitoring and evaluation of the Occupational Therapy Vocational Evaluation and Rehabilitation center through health care information- fee performance, coding- licensing-, OHSC-, risk system, etc. Governance and effective management of Financial, Human and Physical resources as per Vocational Evaluation and Rehabilitation Component and Cost Center. Collaborate with relevant stakeholders to build capacity of and support occupational therapy practitioners in the province across sectors on the development and implementation of vocational evaluation and rehabilitation programs. Ensure personal and professional development of vocational evaluation and rehabilitation occupational therapist, occupational therapists, occupational therapy students, associated health care workers and clients/patients through skills-, community development and research as well as marketing projects, execute any related activities as directed by the immediate supervisor.

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

FOR ATTENTION : Me RD Stallenberg

POST 38/111 : **ASSISTANT DIRECTOR: ENVIRONMENTAL HEALTH GRADE 1 REF NO: H/A/39**

SALARY : R517 326 per annum, plus 13th Cheque, Housing Allowance, Uniform Allowance, Medical Aid (Optional), Employee must meet the prescribed requirements.

CENTRE : Health Support Services: Corporate Office: Bloemfontein
REQUIREMENTS : Bachelor's Degree or B-Tech in Environmental Health Registration with the Health Professions Council of South Africa (HPCSA) in the Environmental Health Profession. A minimum of 5 year's appropriate experience in Environmental Health field. Current (2022/2023). Valid driver's license. Knowledge and Skills: Competencies (knowledge/skills): Excellent negotiation, facilitation and communication skills (written and verbal). Good human relations and ability to teach and train staff within a team. Knowledge and experience in policy making processes. Appropriate understanding of Environmental Health scope of practice and norms and standards. Basic computer literacy (MS Word, Excel and PowerPoint presentation) to enhance service delivery. Ability to work as part of multi-disciplinary team at all levels and work effectively to maintain a high level of service delivery. Basic understanding of HR, SCM and financial policies and practices. Ability to assist in formulation of Environmental Health related policies, guidelines, norms and standards, specifications and contracts, and operational plans.

DUTIES : Develop, monitor and implement environmental health related policies, guidelines, plans, norms and standards and procedures as it relates to Foodstuffs Cosmetics and Disinfectants Act and related Regulations; Notifiable Medical Conditions Regulations, and Regulations Relating to the Management of Human Remains; Coordinate and implement the surveillance of food premises; surveillance of communicable diseases, and disposal of the dead. Collaborate with relevant stakeholders to build capacity of and support Environmental Health Practitioners in Province and Municipalities on the

implementation of programmes for the surveillance of food premises, surveillance of communicable diseases, and disposal of the dead. Ensure private, provincial and municipal events compliance to environmental health regulations. Execute any related activities as directed by the immediate supervisor.

ENQUIRIES : Mr. L. Leshabane Tel No: (051) 408 1540/1 or 1407
APPLICATIONS : 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 : Me R Stellenberg

POST 38/112 : **CHIEF RADIOGRAPHER: GRADE 1 REF NO: H/C/43**

SALARY : R473 112 per annum, plus 13th Cheque, Housing Allowance, Medical Aid (Optional), Employee must meet the prescribed requirements.

CENTRE : Paediatric Cardiology Department, Universitas Academic Hospital
REQUIREMENTS : Degree/Diploma in Diagnostic Radiography. Registration with HPCSA AS Diagnostic Radiographer. A minimum of 3 years' experience in the profession after registration with HPCSA. Proof of registration with HPCSA for the year 2022/2023. Knowledge and skills: Good communication skills and computer literacy. Knowledge and Skills: Two years' experience in the Paediatric Cathlab would be an advantage. Knowledge of the latest radiographic protocols, practices and techniques.

DUTIES : Provide a 24 hours radiographic service. Training of the radiographic personnel. The incumbent will be responsible for quality assurance, statistics and also assist the of department with maintenance of equipment, general admin.

ENQUIRIES : Mr V Botsime Tel No: 051-405 3474
APPLICATIONS : To be send to: The Chief Executive Officer, Universitas Hospital, (Attention: Me. A Lombard), Private Bag x20660, Bloemfontein, 9300 Or hand delivered @ Room 1115, First Floor, Universitas Hospital, 1 Logeman Street, Universitas, Bloemfontein.

POST 38/113 : **CONTROL ENGINEERING TECHNICIAN GRADE A REF NO: H/C/44**

SALARY : R452 895 per annum, plus 13th Cheque, Housing Allowance, Medical Aid (Optional), Employee must meet the prescribed requirements

CENTRE : Universitas Academic Hospital
REQUIREMENTS : National Diploma in Clinical Engineering or equivalent. 2 years' functional experience in Clinical Engineering and training in the maintenance and management of medical equipment in a Hospital Environment Member of the South African Association of Clinical Engineers (CEASA). Eligible for professional registration as a Technician at the Engineering Council of South Africa (ECSA). Valid driver's license. Knowledge and Skills: Good communication skills and the ability to transfer information through practical interaction with a wide range of personnel. Familiar with the Occupational Health & Safety- and Health Act regulations advantageous. Good verbal and written skills. Ability to work under stressful conditions. Compulsory to be on stand-by and partake in overtime. Continuous interaction with suppliers and attendance of technology updates are to form an integral part of continuous education and training. Computer Literacy. Knowledge of different patient care equipment.

DUTIES : To ensure medical equipment in the clinical environment is available and appropriate to the needs of clinical service. To ensure medical equipment functions effectively and safely. To ensure that medical equipment and its management represents value for the patient. Performing preventive maintenance on equipment such as replacing filters or lubricating moving parts. Developing, testing and implementing new technologies in clinical settings. Troubleshooting problems with equipment or process to identify their causes and solutions. Operating machinery such as X-ray machines, MRI's, ultrasound equipment and electrical test equipment used in hospitals, clinics or physician's offices. Establishing and maintaining standards for operating equipment according to industry guidelines. Maintaining records of equipment use and condition, as well as identifying problems and making recommendations for repairs or replacement. Coordinating with other members of the medical team to ensure that equipment is working properly. Designing, developing, installing, maintaining and repairing medical equipment

such as ventilators, endoscopy equipment, ultrasound machines and radiation therapy devices. Support the Head of Clinical Service and Head of Clinical Engineering in implementing and managing OHSC compliance at the department. Undertake all tasks as directed by head of Clinical Engineering or Head Clinical Services.

ENQUIRIES : Dr R Nathan Tel No: 051-405 3496
APPLICATIONS : To be send to: The Chief Executive Officer, Universitas Hospital, Private Bag x20660, Bloemfontein, 9300 Or hand delivered @ Room 1115, First Floor, Universitas Hospital, 1 Logeman Street, Universitas, Bloemfontein.
FOR ATTENTION : Mr MJ Baleni

POST 38/114 : **CLINICAL PROGRAM COORDINATOR: PNA5 REF NO: H/C/45**

SALARY : R450 939 per annum, plus 13th Cheque, Housing Allowance, Uniform Allowance, Medical Aid (Optional), Employee must meet the prescribed requirements.

CENTRE : Lejweleputswa District
REQUIREMENTS : Diploma/Degree in Nursing or equivalent that allows registration with the South African Nursing Council as professional Nurse. A minimum of 7 years appropriate /recognizable experience in nursing after Registration with the SANC as a professional nurse in General Nursing. Registration with SANC (2022/2023). A Valid driver's license Knowledge and Skills: Good communication skills (verbal and written) and interpersonal skills. Computer literacy and operation of the following computer applications MS Word, Excel, PowerPoint and Outlook. 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. Strong management and leadership skills. Knowledge of the relevant legislations, policies, prescripts and procedures applicable in the public sector. Relevant experience of WBPHCOTs.

DUTIES : Program co-ordination Responsible for implementing the program's WBPHCOTs policy framework and strategy in the district. Link the program with all internal and external stakeholders of the department. Generate, interpret and consolidation of all the program reports. Support the Community Development Practitioner in ensuring that Partnerships in the district according the district plan. Represent the program in all meetings such as Management, Business Plan Reengineering, Nerve Centre, TROA, FCC, DSP, Disease Outbreak Team and Transport. Training Drawing and implementing training plan of OTLs and CHWs. Coordination and facilitation of OTLs and CHWs training. Training and assessment of OTLs and CHWs Mentorship and in-service of the teams. Supervision Plan and implement functions of the section Assist OPMs in managing the OTLs. Budget Management Identify and submit program budget needs for the business plan. Manage allocated budget in line with PFMA. Responsible for procurement, control and distribution of the working tools of the program within the district.

ENQUIRIES : Mr. M.S Maselo Tel No: (051) 057 910 3227
APPLICATIONS : To District Director, Kopano District Office, Private Bag x15, Welkom, 9460, or hand deliver: Kopano Building Meulen Street, Welkom, 9460.

FOR ATTENTION : Me GE Ncanana

POST 38/115 : **OPERATIONAL MANAGER DR-TB UNIT REF NO: H/O/15**

SALARY : R450 939 - R507 531 per annum, plus 13th Cheque, Housing Allowance, Uniform Allowance, Medical Aid (Optional), Employee must meet the prescribed requirements.

CENTRE : Dr J S District Hospital MDR-TB Unit
REQUIREMENTS : Diploma/Degree in Nursing or equivalent that allows registration with the South African Nursing Council as professional Nurse. A minimum of 7 years appropriate /recognizable experience in nursing after Registration with the SANC as a professional nurse in General Nursing. Registration with SANC (2022/2023). A valid driver's license. Knowledge and Skills: A background in DR-TB ward will be advantageous. Good communication & interpersonal skills including patience as well as highly enthusiastic attitude. Good management of human resource and good and services. Good understanding of how the public health service functions. Ability to analyse data and dissemination of information. Excellent leadership ability, time management, conflict management, stress management, and motivational skills. Ability to teach and

<u>DUTIES</u>	: mentor subordinates and key stakeholders within the facility. Ability to encourage and participate Research projects. : Manage, coordinate TB /DRTB in the ward and other referring districts. Interpret and analyses the NHLS monthly report and advice the referring districts in this regard. Participate in data quality and data alignment workshops on behalf of the hospital and implement resolution thereof. Participation in district health plan discussion in relation to TB/DR TB. Analyse changes on the patient's condition in order to make recommendations in relation to patient care. Provide in-service training, mentoring and support subordinates to execute their functions effectively and efficiently. Support creation of audited trail requirements of the Auditor General and evidence to account for financial and nonfinancial activities within the directorate. Supervisory role for human resources in the directorate to ensure that good quality TB and CDC care is provided to the community of the Free State. Design and implement training programs that will improve data quality and performance indicators. Ability to prepare reports to provincial and national departments of health, and to be able to share challenges relating to the program with the district teams. Analyse challenges that are associated with the referring facilities and report on them. She or He must be able to create a platform for continuity of care post discharge of patients.
<u>ENQUIRIES APPLICATIONS</u>	: Me M.A. Morigihlane Tel No: (051) 408-1794 : To The Acting Chief Executive Officer, Dr JS Moroka District Hospital, Private Bag X 707, Seloshesha, 9783 or hand delivered.
<u>FOR ATTENTION</u>	: Mr. OW Jaarsen
<u>POST 38/116</u>	: <u>NUCLEAR MEDICINE RADIOGRAPHER: GRADE 1-3 REF NO: H/N/2</u>
<u>SALARY</u>	: R401 640 per annum, plus 13 th Cheque, Housing Allowance, Uniform Allowance, Medical Aid (Optional), Employee must meet the prescribed requirements.
<u>CENTRE REQUIREMENTS</u>	: Nuclear Medicine Department, Universitas Academic Hospital : B-Tech or Diploma in Nuclear Medicine. Valid registration with HPCSA as a Nuclear Medicine Radiographer/Technologist for 2022/2023. Knowledge and Skills: Pet/Ct experience and Radiopharmaceutical administrations will be an advantage. Excellent time management, written and verbal communication. Good-interpersonal skills with colleagues and other departments. Honesty, integrity and high work ethics.
<u>DUTIES</u>	: Patient care and clinical service rendering. Perform hot laboratory duties, Nuclear medicine studies, as well as take part in quality assurance activities. Take part in research and training for development of the department as well as CPD programmes. Participate in planning, organizing and implementations of departmental policies/ procedures. Safe radiation practices.
<u>ENQUIRIES APPLICATIONS</u>	: Me MJ Pule Tel No: 051-405 3487 : To be send to: The Chief Executive Officer, Universitas Hospital, Private Bag x20660, Bloemfontein, 9300 Or hand delivered @ Room 1115, First Floor, Universitas Hospital, 1 Logeman Street, Universitas, Bloemfontein.
<u>FOR ATTENTION</u>	: Me. A Lombard
<u>POST 38/117</u>	: <u>RADIATION ONCOLOGY RADIOGRAPHER: GRADE 1-3 REF NO: H/R/13</u>
<u>SALARY</u>	: R401 640 per annum, plus 13 th Cheque, Housing Allowance, Uniform Allowance, Medical Aid (Optional), Employee must meet the prescribed requirements.
<u>CENTRE REQUIREMENTS</u>	: Oncology Department, Universitas Academic Hospital : Tertiary qualification: Degree or National Diploma in Radiation Therapy. Registration with the HPCSA in Radiation Therapy. Completed Community Service in an Oncology Department. No relevant experience. South African citizen with a valid (Code 08) driver's license. Knowledge And Skills: Basic knowledge of the layout and functional field of Radiation Department. Basic knowledge of specialized treatment modalities/equipment. Basic knowledge of treatment procedures and protocols. Familiar with policies regarding Radiation Safety.
<u>DUTIES</u>	: To execute treatment procedures as defined by department protocols. To deliver a comprehensive radiation treatment service delivery that includes the localization, planning, treatment and care of cancer patients. To integrate risk/disaster management policies as part of the job description. To accept the responsibilities as an asset holder.

ENQUIRIES : Dr D Long Tel No: 051-405 2341
APPLICATIONS : To be send to: The Chief Executive Officer, Universitas Hospital, Private Bag x20660, Bloemfontein, 9300 Or hand delivered @ Room 1111, First Floor, Universitas Hospital, 1 Logeman Street, Universitas, Bloemfontein.

FOR ATTENTION : Me. PM January

POST 38/118 : **PROFESSIONAL NURSE SPECIALTY PNB1-PNB3 REF NO: H/P/45**

SALARY : Grade 1: R388 974 - R450 939 per annum
Grade 2: R478 404 – R588 390 per annum
Plus 13th Cheque, Housing Allowance, Uniform Allowance, Medical Aid (Optional), Employee must meet the prescribed requirements.

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 Advanced Midwifery with a duration of at least 1 year, accredited with SANC. Current registration with the South African Nursing Council. Registration for 2022/2023 **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. **Grade 2:** A minimum of 14 years appropriate/recognizable experience in nursing after registration with SANC as a Prof Nurse. At least 10 years of the period referred to above must be appropriate / recognizable experience after obtaining the 1-year post – basic qualification of the period referred to above. **Grade 3:** 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. 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 these impacts on service delivery. Ensure clinical nursing 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 Unit. 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 Service.

ENQUIRIES : Ms MC Molefe Tel No: 0514051940
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. Letlhoo Tel No: (051) 405 1603

POST 38/119 : **CLINICAL TECHNOLOGIST: GRADE 1-3 REF NO: H/C/46**

SALARY : R317 976 per annum, plus 13th Cheque, Housing Allowance, Uniform Allowance, Rural Allowance, Medical Aid (Optional), Employee must meet the prescribed requirements.

CENTRE : Cardiology Department, Universitas Academic Hospital
REQUIREMENTS : B Tech degree (Clinical Technology). HPCSA registration in Cardiology. Experience in Paediatric and Adult Cardiology, at least 2 years' o of 1 year must be Paediatric Cardiology Knowledge and Skills: Experience in Paediatric and Adult Cardiology, at least 2 years' o of 1 year must be Paediatric Cardiology.

DUTIES : Effective independent functioning in all Peadiatric Cardiology categories: Ecrdiographocahy perform, analysis, interpretation. Heart cauterization analystic of nature. ECG's (holter, stress, routine). Pacemaker (follow up progaming). Transeosophageal echo's. Overtime duty act as supervisor over juniors. Outreach program.

ENQUIRIES : Mr SR Pretorius Tel No: 051-405 3241

- APPLICATIONS** : To be send to: The Chief Executive Officer, Universitas Hospital, Private Bag x20660, Bloemfontein, 9300 Or hand delivered @ Room 1115, First Floor, Universitas Hospital, 1 Logeman Street, Universitas, Bloemfontein
- FOR ATTENTION** : Me. PM January
- POST 38/120** : **SKILLS DEVELOPMENT OFFICER: HRD REF NO: H/S/39**
Re-Advertised, those who previously applied are encouraged to apply
- SALARY** : R261 372 per annum, plus 13th Cheque, Housing Allowance, Medical Aid (Optional), Employee must meet the prescribed requirements.
- CENTRE** : HRD, Stationed At Thabo Mofutsanyana District
- REQUIREMENTS** : Bachelor's Degree/National Diploma (NQF 6 or NQF 7) in Human Resource Management/Development/ Public Management/ Public Administration, 1-2 years in the Skills Development Environment 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** : Mr. Mashinini Tel No: 051 408 1677
- APPLICATIONS** : Thabo Mofutsanyana District Offices Human Resources Offices, next to SASSA offices. Mampoi Road, Phuthaditjhaba, Private Bag x824, Witsieshoek 9870

DEPARTMENT OF TREASURY

The Free State Provincial Government is an equal opportunity affirmative action employer. It is our intention to promote representativity (race, gender and disability) in the Province through the filling of these posts and candidates whose appointment/promotion/transfer will promote representativity will receive preference.

- APPLICATIONS** : Applications, quoting the relevant reference, should be forwarded as follows: The Deputy Director: Human Resources Management, Free State Provincial Treasury, Private Bag X 20537, Bloemfontein, 9300, or applications that are hand delivered must be brought to the foyer of Fidel Castro Building where they must be placed in the appropriately marked box at: Security, Ground floor, Fidel Castro Building, Cnr. Markgraaff and Miriam Makeba Streets, Bloemfontein.
- FOR ATTENTION** : Ms. L D Motloug, Fidel Castro Building, Tel No: (051) 405 4274
- CLOSING DATE** : 21 October 2022
- NOTE** : Directions to applicants: Applications must be submitted on form the new Z.83 form (Updated version that came into effect on 1 January 2021), obtainable from any Public Service Department and must only be accompanied by a detailed Curriculum Vitae (Subjects of relevant qualifications should be mentioned in the CV). Applicants are requested to complete the Z83 form properly and in full. (Sections A, B, C and D are compulsory and Sections E, F and G do not need to be completed if a detailed CV covering the Sections is attached). The Department, post name and reference number of the advertised post should be stated on the Z.83. Only short listed candidates will be required to submit certified copies of qualifications and other related documents on, or before the day of the interview following an invitation from the Department to attend an interview, and such qualification(s) and other related document(s) should be in line with the requirements of the advertisement. Candidates may also be subjected to a practical test. 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). 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. Suitable candidates will be subjected to personnel suitability checks (criminal record check, citizenship verification, financial assets check, qualification verification and reference checks). The Department reserves the right not to make appointments on the advertised post(s).

OTHER POST

<u>POST 38/121</u>	:	<u>PERSONAL ASSISTANT WITHIN THE OFFICE OF THE CHIEF FINANCIAL OFFICER REF NO: FSPT: 031/22</u>
<u>SALARY CENTRE</u>	:	R261 372 per annum, (Level 07), a basic salary Bloemfontein
<u>REQUIREMENTS</u>	:	A Secretarial diploma or equivalent qualification (NQF Level 6) with a minimum of three (3) years relevant experience. Knowledge of relevant legislation and policies, e.g. The Public Finance Management Act, Treasury Regulations, Public Service Act and Public Service Regulations. Good verbal and written communication skills. Computer literate in MS Word, Excel and PowerPoint.
<u>DUTIES</u>	:	Provide a secretarial/receptionist support service to the Chief Financial Officer. To provide support to the Chief Financial Officer regarding meeting/managing of Render an Administrative support service to the Chief Financial Officer. Provide support to the Chief Financial Officer regarding meetings/managing of his or her diary. To support the Chief Financial Officer with the administration of the budget of the whole Fiscal Policy Directorate. To have an understanding of basic/relevant Public services and Departmental Prescripts and other documents for the day to day functions of the office of the Chief Financial Officer. Manage assets allocated to the office of the Chief Financial Officer. Support the Chief Financial Officer with the administration of the Chief Financial Officer's budget. Study the relevant Public Service and Departmental prescripts/policies and other documents to ensure efficient and effective support to the Chief Financial Officer.
<u>ENQUIRIES</u>	:	Ms. JH Botes Tel No: (051) 405 5449