

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

**CLOSING DATE** : 02 December 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](http://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. 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). 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.

**MANAGEMENT ECHELON**

**POST 43/116** : **CHIEF EXECUTIVE OFFICER REF NO: H/H/14**  
Re-Advertisement (Those who previously applied are encouraged to apply)

**SALARY** : R1 269 951 – R1 518 396 per annum (Level 14), all -inclusive package consists of 70% basic salary and 30% flexible portion that be structured in terms of the applicable rules, Medical Aid (Optional).

**CENTRE** : Pelonomi Tertiary Hospital: Bloemfontein

**REQUIREMENTS** : Matric plus an undergraduate qualification NQF Level 7 and NQF 8) in a clinical related field as recognized by SAQA. A post graduate degree/diploma in management. A minimum 5 years Senior Management experience in the health Sector Management environment. Unendorsed Valid Driver’s license.

Successful completion of the Nyukela SMS Pre-entry certification endorsed by National School of Government. Recommendation: Registration with the relevant statutory body will be an added advantage. Postgraduate qualification or equivalent qualification majoring in Hospital Management/ Health Systems. Extensive experience at a Regional/Tertiary Hospital will be an added advantage. Knowledge: Knowledge of South African Health System, Hospital Service Package and relevant legislation such National Health Act, Public Finance Management Act (PMFA), Public Service Act and related regulations and policies. Core Competencies: Strategic capability and leadership, Programme and project management, Financial management, Management of people and empowerment. Progress Competencies: Turnaround and Service delivery innovation, Knowledge management, problem solving and analysis, Communication, Client orientation and customer focus.

**DUTIES**

: To plan, direct, co-ordinate and manage the delivery of clinical and administrative support services in an effective an efficient manner, working with the key executive management team at the hospital and within the legal and regulatory framework, and governance requirements, to represent the hospital authoritatively at provincial and public forums, to provide strategic leadership to improve operational efficiency within the health establishment to improve health outcomes. Strategic Planning: Prepare a strategic plan for the hospital to ensure that it is in line with the 10-point plan, national, national, provincial, regional and district plans. Financial Management: Maximise revenue through collection of all income due to the hospital, ensure that adequate policies, systems and procedure are in place to enable prudent management of financial resources, financial, resource mobilisation, monitoring and evaluation and asset and risk management. Hospital Operations Management: Ensure hospital operations support systems and processes are in place to support clinical operations. Ensure that systems and procedures are in place to ensure planning and timeous maintenance of equipment. Human Resource Management: Develop, implement and maintain human resource management policies and guidelines, systems and procedures that will ensure effective and efficient utilization of human resource, promote a safe and healthy working environment through compliance with relevant legislation including occupational health and safety committees. Ensure continuous development and training of personnel and implement monitoring and evaluation of performance. Procurement and Management of Equipment and Suppliers: Implement a procurement and provisioning system that is fair, transparent, competitive and cost effective in terms of provincial delegation authority and in line with the PFMA, ensure that goods and services are procured in a cost-effective timely manner. Clinical and Corporate Governance: Oversee clinical governance to ensure high standards of patient care and compliance with the National Core Standards. Establish community networks and provide technical support to the Hospital Board. Responsible for corporate governance inclusive of infrastructure planning and maintenance as well as occupational health and safety, manage the institutions risk to ensure optimal achievement of health outcomes

**ENQUIRIES**

: Mr. RPG Maarohanye Tel No: (051) 408 1846

**APPLICATIONS**

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

**FOR ATTENTION**

: Me RD Stallenberg

**POST 43/117**

: **DIRECTOR: HUMAN RESOURCE MANAGEMENT AND PLANNING REF NO: H/D/43**

**SALARY**

: R1 073 187 – R1 264 176 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).

**CENTRE**

: Corporate Office, Bloemfontein

**REQUIREMENTS**

: Matric, plus an undergraduate qualification in Human Resource Management / Public Management/ Administration / Industrial Psychology / or related equivalent field at NQF level 7 as recognized by SAQA. Minimum of 5 years' experience at Senior Management/ middle management level. Successful completion of the Nyukela SMS Pre-entry certification endorsed by National School of Government. Extensive experience in Human Resource Management environment. Valid driver's license and willingness to travel and work extended hours or on call. Knowledge and Skills. Knowledge of the

(PSR). Knowledge of Public Service Regulatory Frameworks relevant to Human Resource Management and Planning, e.g. Public Service Act (PSA), Public Service Regulations (PSR), Basic Conditions of Employment Act (BCEA), Employment Equity Act (EEA), Skill Development Act, Public Finance Management Act (PFMA), National Health Act, Provincial Health Act, Free State Hospitals Act, Free State Nursing Education Act, National Development Plan. Knowledge and understanding of Human Resource Delegations as well as Departmental Regulatory Framework. Client orientation and customer focus. People management and empowerment. Financial and knowledge management. Programme and project management. Accountability, change and knowledge management. Conflict management and resolution. Business continuity and time management, Problem Solving and analysis. Planning, Organizing, Leading & Co-ordination skills. Time Management. Strategic Planning. Policy analysis and development. Good Communication and interpersonal skills. Report writing skills. Presentation and Facilitation skills. Leadership skills. Negotiation skills. Influencing and networking skills. Coaching and mentoring, Conflict management. Computer literacy.

**DUTIES** : The successful candidate will be responsible for, amongst others, the following: Lead and direct the development of human resources strategies and initiatives aligned with the overall business strategy. Manage and monitor the performance of the Directorate. Manage the provision of human administration services, human resource planning and employment equity, Organizational Development and Change Management, Performance Management and implement strategic objectives and innovation within the Directorate. Ensure effective governance and compliance with relevant prescripts. Manage and monitor the resources (Human/ Finance/ Equipment/ Assets) within the Directorate.

**ENQUIRIES** : Me MA Mofubelu Tel No: (051 408 1562/1752)  
**APPLICATIONS** : To: Chief Director: HRM and Planning, PO Box 227, 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

**POST 43/118** : **MEDICAL SPECIALIST GRADE 1-3 (PSYCHIATRY) REF NO: H/M/48**

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

**CENTRE** : Boitumelo Regional Hospital: Kroonstad  
**REQUIREMENTS** : MBCHB Degree post graduate qualification that allows Registration with HPCSA as Medical Specialist in Psychiatry. Experience: **Grade 1:** none **Grade 2:** A minimum of 5 years appropriate experience as Medical Specialist after registration with HPCSA in a recognised sub speciality **Grade 3:** A minimum of 10 years appropriate experience as Medical Specialist after registration with HPCSA in a recognised sub speciality. A valid driver's license. Knowledge And Skills: Knowledge of Public service legislation, policies and procedures. Excellent time management, written and verbal communication skills and report writing skills. Good-interpersonal skills with colleagues and other departments. Honesty, integrity and high work ethics.

**DUTIES** : Management of services within the Mental Health Unit both clinical and administrative. Provide effective and efficient outpatient mental health care in the Hospital including assessment, treatment and monitoring of psychiatric patients within the framework of the Mental Health Care Act (No. 17 of 2002). Development and implementation of evidence-based, clinical protocols and guidelines. Partake in quality improvement programs including clinical audits, morbidity and mortality meetings and continuous professional development activities in the units and other departments. Implement and monitor adherence to Mental Health Care Act. Rendering of afterhours services including weekends (commuted overtime). Lead the multidisciplinary team discussions of patients in the psychiatric wards. Liaise with referral centres for patients who need further care and investigations. Training of staff members in the unit and other departments. Active participation in all hospital committees. To liaise with

external stakeholders where appropriate and always maintain Professional and Ethical conduct.

**ENQUIRIES** : Dr K.M Mahasa (Clinical Manager – Boitumelo Regional Hospital) Tel No: 056 216 5200

**APPLICATIONS** : To the CEO: Boitumelo Regional Hospital Private Bag X47, Kroonstad, 9499.  
Hand delivery to: Boitumelo Regional Hospital hand deliver

**FOR ATTENTION** : Ms DS Mtimkulu

**POST 43/119** : **PRINCIPAL CLINICAL PSYCHOLOGIST GRADE 1: REF NO: H/P/50**

**SALARY** : R1 040 697 - R1 155 006 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, per annum. (OSD)

**CENTRE** : Free State Psychiatric Complex: Forensic Units

**REQUIREMENTS** : Master's Degree in Clinical Psychology. Registration with the Health Professional Council of South Africa (HPCSA) as a Clinical Psychologist. Current Registration for 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 the Orthotic and Prosthetic Centers 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 Orthotic and Prosthetic service through the development, review, and the implementation the strategic and operational plans. Develop and facilitate inputs on legal prescripts, Acts, Policies, Circulars, Guidelines, and Procedures. Ensure comprehensive Clinical Governance of O&P services, including the development and implementation of clinical protocols, 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.

**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 43/120** : **CHIEF EXECUTIVE OFFICE REF NO: H/C/43 (X5 POSTS)**  
Re-Advertisement (Those who previously applied need not to re-apply)

**SALARY** : R869 007 per annum, all -inclusive package consists of 76% basic salary and 24% flexible portion that be structured in terms of the applicable rules, Medical Aid (Optional) Employee must meet the prescribed requirements.

**CENTRE** : Katlheho/ Winburg Hospital Complex: Ref No: H/C36  
Dr JS Moroka District Hospital: Ref No: H/C 37  
Tokollo/ Mafube Complex Hospital: Ref No: H/C 38  
Elizabeth Ross District Hospital: Ref No: H/C39  
Senorita Ntlabathi District Hospital: Ref No: H/C40

**REQUIREMENTS** : Matric, an undergraduate qualification in Management or related Health/ Medical Sciences field at NQF 6 as recognized by SAQA. Minimum of 3 year's

functional experience in middle management (Deputy Director Level) or junior management Assistant Director Level). A valid driver's license. Knowledge And Skills: Public Finance Management, Treasury Regulations 16, Public Service Act, Public Service Regulations, Financial Management Act, SCM Procedure, Health Act, Labour Relations Act, Management of Health Information, Occupational Health and Safety Act. Skills : Proficiency in project appraisal, Proficiency in project management, Strategic capacity and leadership, Good negotiating and influencing skills, Honesty, integrity and ethics, Initiatives, Negotiation, Computer Literacy, Financial Management, Time Management, Strategic Orientation, Financial Management, Policy Development and Management, Project Management, Service delivery innovation, Client Service Orientation, Concern for Quality and Order, Effective Communication, Emotional Intelligent, Networking and Influencing, Problem Solving and Analysis, Resilience, Valuing Diversity, Vision and Purpose.

**DUTIES** : Ensure the effective and efficient overall management of the hospital in terms of relevant acts and delegations, human resource management and people development, hospital management and planning, corporate governance, procurement and the management of equipment and facilities. Implement and manage an information technology policy, systems and procedures to support the effective and efficient delivery of services. Manage all aspect of patient care and ensure high standards of patient care. Serve on various internal and external committees and provide input into the development of Provincial policy and strategy on the provision of health/medical care.

**ENQUIRIES APPLICATIONS** : Dr GM London Tel No: (051 408 1571)  
: 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 43/121** : **CLINICAL PSYCHOLOGIST (GRADE 1- 3): REF NO: H/C/35**

**SALARY** : Grade 1: R724 062 - R796 041 per annum  
Grade 2: R844 884 - R937 704 per annum  
Grade 3: R980 529 - R1 155 006 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, per annum excluding Commuted Overtime and Rural Allowance.

**CENTRE REQUIREMENTS** : Boitumelo Regional Hospital: Kroonstad  
: Master's Degree in Clinical Psychology. Registration with the Health Professions Council of South Africa (HPCSA) as a Clinical Psychologist. Current registration for 2022/2023. Knowledge And Skills: Physical fitness. Ability to work under pressure. Computer literacy.

**DUTIES** : Render clinical psychological services within the hospital. Ability to function within rehabilitative settings working together with other clinical staff through observations, interviews and test to diagnose any existing or potential disorders to both in and outpatients. Development and supervision of mental health programs. Assess, treat rehabilitate and refer to ensure continuity of treatment and care of both adults and children. Use research-based evidence to improve mental health services. Work within multidisciplinary team. Provide therapeutic services to individuals, groups and families. Administer psychometric assessment and provide interventions. Knowledge of legislation in governing psychological services and mental. Perform all other duties that are delegated by supervisor/manger.

**ENQUIRIES APPLICATIONS** : Ms F. Arends (Deputy Director: Nursing) Tel No: 056 216 5200 x2580  
: To the CEO: Boitumelo Regional Hospital, Private Bag X47, Kroonstad, 9499. Hand delivery to: Boitumelo Regional Hospital hand deliver

**FOR ATTENTION** : HR Manager Me. DS Mtimkulu

**POST 43/122** : **OPERATIONAL MANAGER NURSING PNB3: REF NO: H/O/16**

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

**CENTRE REQUIREMENTS** : Winburg District Hospital  
: 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 Advanced Midwifery and Neonatology Nursing Science qualification 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. Valid driver's license Knowledge and Skills: An additional post basic qualification of one-year duration. Demonstrate and in depth understanding of nursing legislation and related legal and ethical nursing practices and how these impacts on service delivery. Experience in Ideal Hospital Components. Management of information. Good Interpersonal and communication skills. Demonstrate and basic understanding of HR and Financial policies and practices. Computer Literacy.

**DUTIES** : 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 standard. 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. Act as a shift leader in maternity ward. Ensure that comprehensive nursing treatment and care is delivered to patients in 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 in the set standards and professional/legal framework. Provision of effective support Nursing Service. Monitor and ensure proper utilization of financial and physical resources.

**ENQUIRIES APPLICATIONS** : Me. SR Matsuma Tel No: (051) 8810 046 / 082 9044 228  
: To: CEO Winburg District Hospital, Private Bag x2, Winburg, 9420 or hand deliver.

**FOR ATTENTION** : Mr. D.M. Moekoa

**POST 43/123** : **OPERATIONAL MANAGER MATERNITY HIGH RISK: (PNB3) REF NO: H/O/17**

**SALARY** : R571 242 per annum, plus 13<sup>th</sup> Cheque, Housing Allowance, Uniform Allowance, Medical Aid (Optional), Employee must meet the prescribed requirements.

**CENTRE REQUIREMENTS** : Universitas Academic Hospital, Bloemfontein  
: 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 Clinical Health Science Specialty 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) (2022/2023). A valid driver's license Knowledge and Skills: Good communication and interpersonal skills. Knowledge of key priority health program. Knowledge and understanding of the National Core Standards and Ideal clinic realization program. Strong management and leadership skills. Computer literacy.

**DUTIES** : Maintain constructive working relationships with nursing and other stakeholders. Implement all strategic mandates of Nursing strategy, Regulated Norms and Standards, Annual performance. Manage and implement all clinical governance related matters. Ensure provision of quality nursing care according to nursing process and patient safety standards. Manage the risks identified in the Maternity High Risk and Neonatal ICU. Responsible for Resources: Human, financial, material, and assets. Responsible for providing environment conducive to education and research. Management of Information.

**ENQUIRIES APPLICATIONS** : Me B E Molisapoli Tel No: (051) 405 3415/17  
: To: The Chief Executive Officer, Universitas Hospital. Private Bag X20660, Bloemfontein, 9300 OR hand deliver @ Room 1102, First Floor, Universitas Hospital, 1 Logeman Street, Universitas, Bloemfontein, 9301

**FOR ATTENTION** : Ms D Duiker

- POST 43/124** : **OPERATIONAL MANAGER MATERNITY: (PNB3) REF NO: H/O/20**
- SALARY** : R571 242 per annum, plus 13<sup>th</sup> Cheque, Housing Allowance, Uniform Allowance, Medical Aid (Optional), Employee must meet the prescribed requirements
- CENTRE REQUIREMENTS** : Albert Nzula District Hospital: Tromsburg  
: 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 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 the South African Nursing Council (SANC) (2022/2023). Knowledge And Skills: Good communication skills. Ability to work under pressure. Good interpersonal relationships. Management abilities or experience. Post basic Diploma in Health Care Management will be an added advantage.
- DUTIES** : Demonstrate an understanding of nursing legislation and related legal and ethical nursing practice. Promote quality of nursing care as directed by 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 Human Resource and Financial policies and practices. Participate and implement training, as well as Information management. Knowledge of the Nursing Strategy implementation. Management of Maternity and neonatal department.
- ENQUIRIES APPLICATIONS** : Me B E Motloheloa Tel No: (051) 4922 176  
: To: The Chief Executive Officer, Albert Nzula District Hospital. Private Bag X2, Trompsburg 9913, 22 Louw Street hand deliver
- FOR ATTENTION** : Mr TGE Finger
- POST 43/125** : **OPERATIONAL MANAGER (PNB3) REF NO: H/C/30 (X2 POSTS)**
- SALARY** : R571 242 per annum, plus 13<sup>th</sup> Cheque, Housing Allowance, Uniform Allowance, Medical Aid (Optional), Employee must meet the prescribed requirements.
- CENTRE REQUIREMENTS** : Mangaung Metro District Health Services: Bloemfontein  
: 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 Clinical Health Science Specialty 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) (2022/2023). A valid driver's license Knowledge and Skills: Good communication and interpersonal skills. Knowledge of key priority health program. Knowledge and understanding of the National Core Standards and Ideal clinic realization program. Strong management and leadership skills. Computer literacy.
- DUTIES** : Provide holistic nursing care to patients at a cost effective, efficient and equitable manner. Provide and monitor clinical health science practices and mentoring. Manage and implement quality assurance program and attainment of quality standards of the facility for service delivery. Monitor data and manage information to improve on performance indicators. Apply knowledge of human, finance and information resource and relates policies.
- ENQUIRIES APPLICATIONS** : Mr WA Maletle Tel No: (051) 271 0111  
: 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 43/126** : **CLINICAL PROGRAM COORDINATOR-QUALITY ASSURANCE: PNA5 REF NO: H/C/41**

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

**CENTRE REQUIREMENTS** : J.D Newberry District Hospital  
: 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. Current Registration with SANC (2022/2023). Knowledge and Skills: Good communication and Interpersonal relations. Ability to function under pressure and with multi-disciplinary team. Computer Literacy.

**DUTIES** : Coordinate and promote implementation of Quality Assurance, continuous monitoring and evaluation NCS. Conduct annual assessment. Develop and monitor Quality Improvement Plan. Maintain standards and norms of Nursing practices to promote the health care status of health care users. Ensure the implementation and manage and utilize resources in accordance with relevant directives and legislations. Plan and facilitates in-service training on complaints, patient's safety and risk management.

**ENQUIRIES APPLICATIONS** : Me NI Pule Tel No: 051 943 0433  
: To: The CEO – JD Newberry District Hospital, Private Bag X07, Clocolan, 9735 OR hand delivered at, JD Newberry District Hospital No 88 Second Street South Clocolan, 9735

**FOR ATTENTION** : Dr LS Mofokeng

**POST 43/127** : **CLINICAL PROGRAM COORDINATOR PNA-5 (OCCUPATIONAL HEALTH & SAFETY) REF NO: H/C/42**

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

**CENTRE REQUIREMENTS** : J.D Newberry District Hospital  
: 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. Current Registration with SANC (2022/2023). Knowledge And Skills: Good communication and Interpersonal relations. Ability to function under pressure and with multi-disciplinary team. Computer Literacy.

**DUTIES** : Ensure that holistic nursing care services is delivered to patients in a cost effective, efficient and equitable manner in a Unit. Ensure compliance to professional and ethical practice. Obtain quality data on health information from Section to inform managerial decision making at all levels in the District Health Services (DHS) Capture Health Information into Soft System in the facility/district to ensure availability of quality data for managerial decision making and planning. Provide quality data for managerial decision making and planning and compliance with the Health Act 2003 Section 74. Provide relevant health information to health care users to assist in achieving optimal health care and rehabilitation of patients and employees. Maintain a filing system according to the Information Act and according to financial years. Implement preventative measures to reduce or control the spread of infections under employees.

**ENQUIRIES APPLICATIONS** : Me NI Pule Tel No: 051 943 0433  
: To: The CEO – JD Newberry District Hospital. Private Bag X07, Clocolan, 9735 OR hand delivered at, JD Newberry District Hospital No 88 Second Street South Clocolan, 9735

**FOR ATTENTION** : Dr LS Mofokeng

**POST 43/128** : **CLINICAL NURSE PRACTITIONER (PNB-1-PNB2) RE NO: H/C/31 (X16 POSTS)**

**SALARY** : Grade 1: R388 974 – R450 939 per annum  
Grade 2: R548 404 – R588 390 per annum  
Plus 13<sup>th</sup> Cheque, Housing Allowance, Uniform Allowance, Rural Allowance, Medical Aid (Optional), Employee must meet the prescribed requirements



**CENTRE REQUIREMENTS** : Mangaung Metro District Health Services: Bloemfontein  
 : 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 Clinical Health Science Specialty with a duration of at least 1 year, accredited with SANC. A minimum of 4 years appropriate/recognizable experience in nursing after registration with SANC as a Prof Nurse. Current registration with SANC (2022/2023). A valid driver's license Knowledge and Skills: Experience/Exposure of working in a Primary Health Care setting. Computer literacy. Good understanding/exposure to Priority health programs. Willingness to work extended hours and endure pressure. Knowledge of quality health assurance program including Ideal Clinic Realization model.

**DUTIES** : Provision of optimal, holistic specialized nursing care within the professional/ legal framework. Provision of safe patient care and environment. Adherence to Nursing care standard and procedures. Compliance to quality health care standards and maintenance of accurate patient records and safe keeping. Effective utilization of resources: management of stock and equipment's in accordance with clinical and economic imperatives. Provision of quality nursing services within the Mangaung health district.

**ENQUIRIES APPLICATIONS** : Mr WA Maletle Tel No: (051) 271 0111  
 : 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 43/129** : **CLINICAL NURSE PRACTITIONER (PNB-1-PNB2) REF NO: H/C/32 (X5 POSTS)**

**SALARY** : Grade 1: R388 974 – R 450 939 per annum  
 Grade 2: R548 404 – R 588 390 per annum  
 Plus 13<sup>th</sup> Cheque, Housing Allowance, Uniform Allowance, Rural Allowance, Medical Aid (Optional), Employee must meet the prescribed requirements

**CENTRE REQUIREMENTS** : Mangaung Metro District Health Services: Bloemfontein  
 : 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 Clinical Health Science Specialty with a duration of at least 1 year, accredited with SANC. A minimum of 4 years appropriate/recognizable experience in nursing after registration with SANC as a Prof Nurse. Current registration with SANC (2022/2023). A valid driver's license Knowledge and Skills: Experience/Exposure of working in a Primary Health Care setting. Computer literacy. Good understanding/exposure to Priority health programs. Willingness to work extended hours and endure pressure. Knowledge of quality health assurance program including Ideal Clinic Realization model.

**DUTIES** : Provision of optimal, holistic specialized nursing care within the professional/ legal framework. Provision of safe patient care and environment. Adherence to Nursing care standard and procedures. Compliance to quality health care standards and maintenance of accurate patient records and safe keeping. Effective utilization of resources: management of stock and equipment's in accordance with clinical and economic imperatives. Provision of quality nursing services within the Mangaung health district.

**ENQUIRIES APPLICATIONS** : Mr WA Maletle, Tel No: (051 271 0111)  
 : 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 43/130** : **CLINICAL NURSE PRACTITIONER MATERNITY (PNB-1-PNB2) REF NO: H/C/33 (X2 POSTS)**

**SALARY** : Grade 1: R388 974 – R450 939 per annum  
 Grade 2: R548 404 – R588 390 per annum  
 Plus 13<sup>th</sup> Cheque, Housing Allowance, Uniform Allowance, Rural Allowance, Medical Aid (Optional), Employee must meet the prescribed requirements

**CENTRE REQUIREMENTS** : Albert Nzula District Hospital: TROMSBURG  
 : 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 4 years

appropriate/recognizable experience in nursing after registration with SANC as a Prof Nurse. Current registration with SANC (2022/2023). Knowledge and Skills: Maternity experience will be an added advantage. Good communication skills. Ability to work under pressure. Good interpersonal relations. Computer skills.

**DUTIES** : Ensure that comprehensive nursing treatment and care is delivered to patients in a cost effective, efficient and equitable manner of the specialized unit. Ensure compliance to professional and ethical practice. Coordination of optimal holistic specialized nursing care provided within the set standards of professional/ legal framework. Basic understanding of HR and Financial policies and practices. Provision of effective support to Operational manager. Participation in training and information management. Act as a shift leader in the unit.

**ENQUIRIES** : Me B E Motloheloa Tel No: (051) 4922 176  
**APPLICATIONS** : To: The Chief Executive Officer, Albert Nzula District Hospital, Private Bag X2, Trompsburg 9913 22 Louw Street hand deliver.

**FOR ATTENTION** : Mr TGE Finger

**POST 43/131** : **CLINICAL NURSE PRACTITIONER TRAUMA (PNB-1-PNB2): REF NO: H/C/34**

**SALARY** : Grade 1: R388 974 – R 450 939 per annum  
Grade 2: R548 404 – R588 390 per annum  
Plus 13<sup>th</sup> Cheque, Housing Allowance, Uniform Allowance, Rural Allowance, Medical Aid (Optional), Employee must meet the prescribed requirements

**CENTRE** : Albert Nzula District Hospital: Tromsburg  
**REQUIREMENTS** : 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 Trauma with a duration of at least 1 year, accredited with SANC. A minimum of 4 years appropriate/recognizable experience in nursing after registration with SANC as a Prof Nurse. Current registration with SANC (2022/2023). Knowledge and Skills: Trauma/Emergency experience will be an added advantage. Good communication skills. Ability to work under pressure. Good interpersonal relations. Computer skills.

**DUTIES** : Perform specialized clinical nursing practice in accordance with the scope of practice and nursing standards. Implement knowledge and skills in managing trauma patients. Participate in the implementation of service delivery policies and procedures. Manage effectively the utilizing and supervision of Resources. Provide Training and implementation of information management. Knowledge of Ideal Hospital framework. Knowledge of the Nursing strategy implementation.

**ENQUIRIES** : Me B E Motloheloa Tel No: (051) 4922 176  
**APPLICATIONS** : To: The Chief Executive Officer, Albert Nzula District Hospital, Private Bag X2, Trompsburg 9913 22 Louw Street hand deliver

**FOR ATTENTION** : Mr TGE Finger

**POST 43/132** : **PNB1 ORTHOPEDIC (PNB-1-PNB2): REF NO: H/P/52**

**SALARY** : Grade 1: R388 974 – R450 939 per annum  
Grade 2: R548 404 – R588 390 per annum  
Plus 13<sup>th</sup> Cheque, Housing Allowance, Uniform Allowance, Rural Allowance, Medical Aid (Optional), Employee must meet the prescribed requirements

**CENTRE** : Boitumelo Regional Hospital: Kroonstad  
**REQUIREMENTS** : 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 Orthopedic Nursing Science with a duration of at least 1 year, accredited with SANC. A minimum of 4 years appropriate/recognizable experience in nursing after registration with SANC as a Prof Nurse. Current registration with SANC (2022/2023). Knowledge And Skills: Ability to work under pressure, function as member of the nursing team. Communication skills. Willingness to work shifts and standby. Ensure client satisfaction.

**DUTIES** : Demonstrate effective communication with patients, supervisors and other clinicians, including report writing when required. Work as part of the multi-disciplinary team to ensure good nursing care. Able to plan and organize own work and that of support personnel to ensure proper nursing care. Display

concern for patients, promoting and advocating proper treatment and care including awareness to respond to patient's needs, requirements and expectations.

**ENQUIRIES** : Ms F. Arends (Deputy Director: Nursing) Tel No: 056 216 5200 x2580  
**APPLICATIONS** : To the CEO: Boitumelo Regional Hospital, Private Bag X47, Kroonstad, 9499.  
Hand delivery to: Boitumelo Regional Hospital hand deliver  
**FOR ATTENTION** : Ms. ML November

**POST 43/133** : **PNB1 ACCIDENT & EMERGENCY (PNB-1-PNB2): REF NO: H/P/53**

**SALARY** : Grade 1: R388 974 – R450 939 per annum  
Grade 2: R548 404 – R588 390 per annum  
Plus 13<sup>th</sup> Cheque, Housing Allowance, Uniform Allowance, Rural Allowance, Medical Aid (Optional), Employee must meet the prescribed requirements

**CENTRE** : Boitumelo Regional Hospital: Kroonstad  
**REQUIREMENTS** : 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 Trauma with a duration of at least 1 year, accredited with SANC. A minimum of 4 years appropriate/recognizable experience in nursing after registration with SANC as a Prof Nurse. Current registration with SANC (2022/2023). Knowledge and Skills: Ability to work under pressure, function as member of the nursing team. Communication skills. Willingness to work shifts and standby. Ensure client satisfaction.

**DUTIES** : Demonstrate effective communication with patients, supervisors and other clinicians, including report writing when required. Work as part of the multi-disciplinary team to ensure good nursing care. Able to plan and organize own work and that of support personnel to ensure proper nursing care. Display concern for patients, promoting and advocating proper treatment and care including awareness to respond to patient's needs, requirements and expectations.

**ENQUIRIES** : Ms F. Arends (Deputy Director: Nursing) Tel No: 056 216 5200 x2580  
**APPLICATIONS** : To the CEO: Boitumelo Regional Hospital, Private Bag X47, Kroonstad, 9499.  
Hand delivery to: Boitumelo Regional Hospital hand deliver  
**FOR ATTENTION** : Ms. ML November

**POST 43/134** : **PNB1 THEATRE (PNB-1-PNB2): REF NO: H/P/54**

**SALARY** : Grade 1: R388 974 – R450 939 per annum  
Grade 2: R548 404 – R588 390 per annum  
Plus 13<sup>th</sup> Cheque, Housing Allowance, Uniform Allowance, Rural Allowance, Medical Aid (Optional), Employee must meet the prescribed requirements

**CENTRE** : Boitumelo Regional Hospital: Kroonstad  
**REQUIREMENTS** : 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 Operating Theatre Nursing Science with a duration of at least 1 year, accredited with SANC. A minimum of 4 years appropriate/recognizable experience in nursing after registration with SANC as a Prof Nurse. Current registration with SANC (2022/2023). Knowledge And Skills: Ability to work under pressure, function as member of the nursing team. Communication skills. Willingness to work shifts and standby. Ensure client satisfaction.

**DUTIES** : Demonstrate effective communication with patients, supervisors and other clinicians, including report writing when required. Work as part of the multi-disciplinary team to ensure good nursing care. Able to plan and organize own work and that of support personnel to ensure proper nursing care. Display concern for patients, promoting and advocating proper treatment and care including awareness to respond to patient's needs, requirements and expectations.

**ENQUIRIES** : Ms F. Arends (Deputy Director: Nursing) Tel No: 056 216 5200 x2580  
**APPLICATIONS** : To the CEO: Boitumelo Regional Hospital, Private Bag X47, Kroonstad, 9499.  
Hand delivery to: Boitumelo Regional Hospital hand deliver.  
**FOR ATTENTION** : Ms. ML November

**POST 43/135** : **PNB1 ICU (PNB-1-PNB2): REF NO: H/P/55**

**SALARY** : Grade 1: R388 974 – R450 939 per annum  
Grade 2: R548 404 – R588 390 per annum

		Plus 13 <sup>th</sup> Cheque, Housing Allowance, Uniform Allowance, Rural Allowance, Medical Aid (Optional), Employee must meet the prescribed requirements.
<b><u>CENTRE REQUIREMENTS</u></b>	:	Boitumelo Regional Hospital: Kroonstad
	:	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 Intensive Care with a duration of at least 1 year, accredited with SANC. A minimum of 4 years appropriate/recognizable experience in nursing after registration with SANC as a Prof Nurse. Current registration with SANC (2022/2023). Knowledge And Skills: Ability to work under pressure, function as member of the nursing team. Communication skills. Willingness to work shifts and standby. Ensure client satisfaction
<b><u>DUTIES</u></b>	:	Demonstrate effective communication with patients, supervisors and other clinicians, including report writing when required. Work as part of the multi-disciplinary team to ensure good nursing care. Able to plan and organize own work and that of support personnel to ensure proper nursing care. Display concern for patients, promoting and advocating proper treatment and care including awareness to respond to patient's needs, requirements and expectations.
<b><u>ENQUIRIES APPLICATIONS</u></b>	:	Ms F. Arends (Deputy Director: Nursing) Tel No: 056 216 5200 x2580
	:	To the CEO: Boitumelo Regional Hospital Private Bag X47, Kroonstad, 9499. Hand delivery to: Boitumelo Regional Hospital hand deliver
<b><u>FOR ATTENTION</u></b>	:	Ms. ML November
<b><u>POST 43/136</u></b>	:	<b><u>PNB1 MATERNITY (PNB-1-PNB2): REF NO: H/P/56</u></b>
<b><u>SALARY</u></b>	:	Grade 1: R388 974 – R450 939 per annum Grade 2: R548 404 – R588 390 per annum Plus 13 <sup>th</sup> Cheque, Housing Allowance, Uniform Allowance, Rural Allowance, Medical Aid (Optional), Employee must meet the prescribed requirements
<b><u>CENTRE REQUIREMENTS</u></b>	:	Boitumelo Regional Hospital: Kroonstad
	:	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 4 years appropriate/recognizable experience in nursing after registration with SANC as a Prof Nurse. Current registration with SANC (2022/2023). Knowledge And Skills: Ability to work under pressure, function as member of the nursing team. Communication skills. Willingness to work shifts and standby. Ensure client satisfaction.
<b><u>DUTIES</u></b>	:	Demonstrate effective communication with patients, supervisors and other clinicians, including report writing when required. Work as part of the multi-disciplinary team to ensure good nursing care. Able to plan and organize own work and that of support personnel to ensure proper nursing care. Display concern for patients, promoting and advocating proper treatment and care including awareness to respond to patient's needs, requirements and expectations.
<b><u>ENQUIRIES APPLICATIONS</u></b>	:	Ms F. Arends (Deputy Director: Nursing) Tel No: 056 216 5200 x2580
	:	To the CEO: Boitumelo Regional Hospital, Private Bag X47, Kroonstad, 9499. Hand delivery to: Boitumelo Regional Hospital hand deliver
<b><u>FOR ATTENTION</u></b>	:	Ms. ML November
<b><u>POST 43/137</u></b>	:	<b><u>PROFESSIONAL NURSE SPECIALTY PNB1-PNB2: REF NO: H/P/48</u></b>
<b><u>SALARY</u></b>	:	Grade 1: R388 974 - R450 939 per annum Grade 2: R478 404 – R588 390 per annum Plus 13 <sup>th</sup> Cheque, Housing Allowance, Uniform Allowance, Medical Aid (Optional), Employee must meet the prescribed requirements.
<b><u>CENTRE REQUIREMENTS</u></b>	:	Winburg District Hospital
	:	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. Current Registration for 2022/2023 <b>Grade 1:</b> 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. <b>Grade 2:</b> 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. A valid driver's license. 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 by the 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 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 in the set standards and professional/legal framework. Provision of effective support Nursing Service. Monitor and ensure proper utilization of financial and physical resources.

**ENQUIRIES APPLICATIONS** : Me. SR Matsuma Tel No: (051) 8810 046 / 082 9044 228  
 : To: CEO Winburg District Hospital, Private Bag x2, Winburg, 9420 or hand deliver

**FOR ATTENTION** : Mr. D.M. Moekoa

**POST 43/138** : **ASSISTANT DIRECTOR: HR ADMIN REF NO: H/A/42**  
 Human Resource Directorate: Corporate Office

**SALARY** : R382 245 per annum, plus 13<sup>th</sup> Cheque, Housing Allowance, Medical Aid (Optional), Employee must meet the prescribed requirements.

**CENTRE REQUIREMENTS** : Bloemfontein  
 : A three-year Diploma/Bachelor's Degree in Human Resource Management/ Public Administration/ Industrial Psychology/Public Management plus 3-5 years' functional experience of which 3 years must be supervisory level. Extensive PERSAL Training. Proven computer literacy. Valid driver's license. Knowledge And Skills: Public Service Act, 1994 (as amended), Public Service Regulations, 2016 (as amended). Employment Equity Act, 1998 (Act No 55 of 199, Labour Relations Act, 1995 (Act No 66 of 1995), Basic Conditions of Employment Act, 1997 (Act No 75 of 1997), Skills Development act (Act No 97 of 1998). Knowledge and understanding of Human Resource Management environment. Management of resources. Knowledge of Policies/implementation strategies. Knowledge of Human Resource Management Legislation/ Directives. Knowledge of the PERSAL System. Communication and interpersonal skills, Problem solving Skills. Computer skills.

**DUTIES** : Manage and co-ordinate human resource administration matters within the Department to contribute to the rendering of a professional human resource management service. Conditions of Service and service benefits. (Leave, housing, medical, injury on duty, terminations, long service recognition, overtime, re-allocation, pension, allowance etc.) HR Provisioning (Recruitment and Selection, Appointments, Transfer, Verification of qualification, secretariat functions at interviews, absorptions, probationary periods etc.) Address human resource management enquiries to ensure the correct implementation of human resource management practices. Ensure the successful implementation of departments/ public service policies on matters related to human resource management to adhere to the relevant prescripts/ legislations. Provide inputs on the development/ amendments of Human Resource Management Policies/practices. Prepare and consolidate reports on personnel administration issues. Inform, guide and advice Department/ personnel on human resource administration matters to enhance the correct implementation of personnel administration practices/ policies. Management of resources.

**ENQUIRIES APPLICATIONS** : Mr. AZG Bebula Tel No: (051) 408 1883  
 : To: Acting Director: HRM and Planning, PO Box 227, Bloemfontein, 9300 or hand deliver @ room Main Building, Ground floor entrance, Cnr Charlotte Maxeke and Harvey Road, Bloemfontein.

**FOR ATTENTION** : Me RD Stallenberg

**POST 43/139** : **DIAGNOSTIC RADIOGRAPHER: GRADE 1-3: REF NO: H/D/42**

**SALARY** : Grade 1: R322 746 – R367 299 per annum  
Grade 2: R378 402 - R432 684 per annum  
Grade 3: R445 752 - R540 954 per annum  
Plus 13<sup>th</sup> Cheque, Housing Allowance, Uniform Allowance, Rural Allowance, Medical Aid (Optional), Employee must meet the prescribed requirements

**CENTRE REQUIREMENTS** : Boitumelo Regional Hospital: Kroonstad  
Degree/ Diploma in Radiography. Registration with Health Professions Council of South Africa (HPCSA) as a Diagnostic Radiographer. Current registration 2022/2023. **Grade 1:** A minimum of 4 year's appropriate experience after registration with HPCSA as Diagnostic Radiographer. **Grade 2:** A minimum of 14 year's appropriate experience after registration with HPCSA as Diagnostic Radiographer. **Grade 3:** A minimum of 24 year's appropriate experience after registration with HPCSA as Diagnostic Radiographer Knowledge and Skills: Knowledge of Public service legislation, policies and procedures. Excellent time management, written and verbal communication skills and report writing skills. Good-interpersonal skills with colleagues and other departments. Honesty, integrity and high work ethics.

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

**ENQUIRIES** : Dr K.M Mahasa (Clinical Manager – Boitumelo Regional Hospital) Tel No: 056 216 5200

**APPLICATIONS** : To the CEO: Boitumelo Regional Hospital Private Bag X47 Kroonstad, 9499.  
Hand delivery to: Boitumelo Regional Hospital hand deliver

**FOR ATTENTION** : Ms. ML November

**POST 43/140** : **RADIOGRAPHER: GRADE 1-3: REF NO: H/R/15**

**SALARY** : Grade 1: R322 746 – R367 299 per annum  
Grade 2: R378 402 - R432 684 per annum  
Grade 3: R445 752 - R540 954 per annum  
Plus 13<sup>th</sup> Cheque, Housing Allowance, Uniform Allowance, Rural Allowance, Medical Aid (Optional), Employee must meet the prescribed requirements

**CENTRE REQUIREMENTS** : Boitumelo Regional Hospital: Kroonstad  
Degree/ Diploma in Radiography. Registration with Health Professions Council of South Africa (HPCSA) as a Diagnostic Radiographer. Current registration 2022/2023. **Grade 1:** A minimum of 4 year's appropriate experience after registration with HPCSA as Diagnostic Radiographer **Grade 2:** A minimum of 14 year's appropriate experience after registration with HPCSA as Diagnostic Radiographer **Grade 3:** A minimum of 24 year's appropriate experience after registration with HPCSA as Diagnostic Radiographer Knowledge And Skills: Analytical skills. Computer literacy.

**DUTIES** : Ensure patient care during imaging for optimal diagnostic purpose. Explain procedures to patients, prepare patient for imaging, assist and position patient for imaging. Practice radiation protection to minimize radiation dose to staff, patient and general public. Establish LMC status of female patients, adhere to radiation safety standards. Exercise clinical responsibility to ensure optimal diagnostic imaging. Interpret clinical history of patients to determine the correct procedure.

**ENQUIRIES** : ASD Radiographer: Rapuleng LL Tel No: 056 216 5200

**APPLICATIONS** : To the CEO: Boitumelo Regional Hospital Private Bag X47 Kroonstad, 9499.  
Hand delivery to: Boitumelo Regional Hospital hand deliver

**FOR ATTENTION** : Me DS Mtimkulu

**POST 43/141** : **MONITORING AND EVALUATION OFFICER REF NO: H/M/49**  
Regional Training Centre (HRD), Corporate Office

**SALARY** : R261 372 - R307 890 per annum, plus 13<sup>th</sup> Cheque, Home Owner Allowance, Medical Aid (Optional), Employee must meet the prescribed requirements.

**CENTRE** : Bloemfontein

- REQUIREMENTS** : Matric, Diploma / Degree (NQF 6/7), plus 3 years' experience in Monitoring & Evaluation environment, Driver's License Knowledge And Skills: Knowledge: monitoring and evaluation process, clinical programs, data collection, analysis and presentation, Report Writing, Analytical, Presentation, Research methodology, Communication Skills (verbal & written), advanced computer skills.
- DUTIES** : Assist in planning and implementation of monitoring of all training interventions implemented through RTC. Coordinate collection, verification, quality check and capturing of training data for RTC. Analyze training data, feedback from participants, and prepare high level reports and presentations for various stakeholders. Conduct monitoring and evaluation on training to assess implementation of skills and impact on health outcomes. Provide inputs on development of monitoring tools.
- ENQUIRIES APPLICATIONS** : Me. M Lephuthing Tel No: 051 408 1575  
: To: The Acting Director: HRM and Planning, Bophelo House, Private Bag x227, Bloemfontein, 9300, or hand deliver @ room Main Building, Ground floor entrance, Cnr Charlotte Maxeke and Harvey Road, Bloemfontein.
- FOR ATTENTION** : Me R Stellenberg
- POST 43/142** : **PERSONAL ASSISTANT: REF NO: H/P/57**  
Strategic Health Programme, Corporate Office
- SALARY** : R261 372 - R307 890 per annum, plus 13<sup>th</sup> Cheque, Home Owner Allowance, Medical Aid (Optional), Employee must meet the prescribed requirements.
- CENTRE REQUIREMENTS** : Bloemfontein  
: A relevant 3-year tertiary qualification in Office Management and Administration, plus 3 years' functional experience. Knowledge And Skills: Ability to work under pressure. Presentation skills. Sound inter personal skills. Knowledge of SANC regulations and prescripts in relation to Nursing education.
- DUTIES** : Facilitate the smooth running of the Chief Director's office. Facilitate the availability of all the records at all times. Asses incoming work and distribute where it is required. Type correspondence delegated to by the Chief Director and manage the resources of the Chief Director. Digital and manual filing of documents, preparation, recording and submission of the Principals claims to the approving authority. Procurement of all office suppliers including but not limited to refreshments and food service items, arrangement of travel booking for the Chief Director. Arrange and booking of venues for scheduled sessions and meetings. Arranging the delivery of materials needed for meetings. Arrange and liaise meetings and correspondence between the offices of the Chief Director.
- ENQUIRIES APPLICATIONS** : Me. Ramodula Tel No: 051 408 1157  
: To: The Acting Director: HRM and Planning, Bophelo House, Private Bag x227, Bloemfontein, 9300, or hand deliver @ room Main Building, Ground floor entrance, Cnr Charlotte Maxeke and Harvey Road, Bloemfontein.
- FOR ATTENTION** : Me R Stellenberg
- POST 43/143** : **PROFESSIONAL NURSE GRADE 1 - 3 (PNA2- PNA4): REF NO: H/P/51**  
Mangaung Metro District Health Services
- SALARY** : Grade 1: PNA2: R260 760 - R302 292 per annum  
Grade 2: PN-A3: R320 703 - R368 307 per annum  
Grade 3: PN-A4: R388 974 - R492 756 per annum  
Plus 13<sup>th</sup> Cheque, Housing Allowance, Uniform Allowance, Rural Allowance, Medical Aid (Optional), Employee must meet the prescribed requirements
- CENTRE REQUIREMENTS** : Bloemfontein  
: **Grade 1:** Diploma/Degree in Nursing or equivalent qualification that allows registration with SANC as Professional Nurse. Current registration with the South African Nursing Council (SANC). Registration with the SANC as a Professional Nurse Experience: None after Registration with the SANC as a Professional Nurse. Current registration with SANC (2022/2023). A valid driver's license **Grade 2:** 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 SANC as a Professional Nurse Experience: A minimum of 10 years appropriate/recognizable experience in nursing after registration with the SANC as Professional Nurse. Current registration with SANC (2022/2023). A

valid driver's license **Grade 3:** 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 SANC as a Professional Nurse Experience: A minimum of 20 years appropriate/recognizable experience in nursing after registration with the SANC as Professional Nurse. Current registration with SANC (2022/2023). A valid driver's license Knowledge and Skills: Ability to communicate issues in a tactful manner. Problem solving skills. Numeracy skills. Commitment. Professionalism. Loyal and confident Computer literate. Time management and team player.

**DUTIES**

: Monitor manage and coordinate TB/HIV in the facility. Provide In-service training, mentoring and supporting subordinates to execute their function efficiently and effectively Implementation of HIV/AIDS and TB services according to guidelines. Ability to prepare reports on monthly basis. Implement Ideal Hospital frame work, management of complains and patient safety incidents and other protocols in line with National and Provincial strategies. Observe and comply with record management policy. Comply with DHIS policy: ensure proper use analysis of data collected and monitor that appropriate client's follow-ups are done. Demonstrate an understanding of nursing legislation and related legal and ethical nursing practices. Perform clinical nursing practice in accordance with the scope of practice and nursing standards as determined by the relevant professional body. Monitor that clients requiring services accordingly (e.g social worker) Monitor health promotion in HIV/AIDS & TB is strengthened. Ensure proper documentation and completion of TB/HIV stationary.

**ENQUIRIES**

: Ms. Tshabalala PM Tel No: (058) 853 5436

**APPLICATIONS**

: To: District Director: Tokollo Hospital, Private Bag X8, Heilbron, 9650 or hand deliver.

**FOR ATTENTION**

: Me Tshabalala PM

**DEPARTMENT OF HUMAN SETTLEMENTS**

**APPLICATIONS**

: Applications for the Department of Human Settlements to be submitted to: Head: Human Settlements, Human Resource Management Directorate. P.O Box 247, Bloemfontein 9300 OR Applications that are hand delivered must be brought to the foyer of OR Tambo House where they must be placed in the appropriately marked box at: Security Ground Floor, OR Tambo House, St. Andrews Street, Bloemfontein. No applications will be accepted by staff in offices in the building.

**CLOSING DATE**

: 30 November 2022 Time: 16H00

**NOTE**

: Directions to applicants: Applications must be submitted on the new prescribed form Z.83, obtainable from any Public Service Department or on the internet at <http://www.info.gov.za>. The Z83 should be completed in a manner that allows the selection committee to assess the application based on the information on the form. Applicants are not required to submit copies of qualification 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. If the certified copies contradict the details on the CV or Z83 form, the candidate will automatically be disqualified and removed from the shortlist. Should the applicant possess a foreign qualification, it must be accompanied by an evaluation certificate from the South African Qualification Authority (SAQA) (only when shortlisted). Failure to submit the requested documents will result in the application not being considered. Applicants must indicate the reference number of the vacancy in their application. Should an applicant wish to apply for more than one post, separate applications must be submitted i.e. all the documentation must be submitted for each post applied for. Applications received after the closing date and those that do not comply with these instructions will not be considered. Candidates requiring additional information regarding the advertised post should direct their enquiries to the relevant person as indicated in the advertisement. Note: Short-listed candidates will be subjected to criminal record check, citizenship verification, financial/asset record checks, qualification/study verification and previous employment verification. If you have not been contacted within 4 months of the closing date of this advertisement, please accept that your application was unsuccessful. Faxed or late applications will NOT be accepted



## MANAGEMENT ECHELON

<b><u>POST 43/144</u></b>	:	<b><u>DIRECTOR: FINANCIAL AND BUDGET MANAGEMENT REF NO: HS 5/2022</u></b>
<b><u>SALARY</u></b>	:	R1 073 187 per annum (Level 13), (an all-inclusive package). The remuneration package consists of the basic salary, the Government's contribution to the Government Employee Pension Fund and flexible portion, which may be structured in terms of the rules for the structuring of the flexible portion and which may include a 13th cheque, motor car allowance, home owner's allowance and medical assistance.
<b><u>CENTRE REQUIREMENTS</u></b>	:	Bloemfontein A Bachelor's degree or equivalent qualification in the field of Accounting/Finance/Economics/Public Finance with a minimum of six years' experience in budgeting and financial management environment and at least 3 years' experience in Middle Management Services (MMS). Knowledge of the Public Financial Management Act (PFMA), Treasury Regulations, economic analysis, budgeting, financial analysis and the Basic Accounting System (BAS). Computer Literacy. Valid driver's licence. Pre – Entry certificate for the Senior Management Service (SMS) is compulsory.
<b><u>DUTIES</u></b>	:	To strategically advice and assist management and other officials in the department on matters related to budget and financial management. To ensure sound accounting practices in the department. To ensure the maintenance of accurate accounting records in the department. To ensure the successful implementation of a debt management in the department. To ensure the effective and efficient maintenance of a payroll function in the department. To ensure the effective and efficient functioning of the Bank Account of the department. To monitor and advice the CFO and HOD on the optimal implementation of revenue resources. To develop and ensure the effective implementation of Departmental Accounting Policies. To facilitate the compilation of Annual Financial Statements. To plan, manage and co-ordinate all resources in the Directorates. To advice Senior Management, the CFO and the HOD on the compilation of the budget of the Department. To compile and maintain the Departmental budget. To ensure that main and adjusted budget of the Department is captured in accordance with the vote. To ensure advice, monitor and implement structures on the financial systems. To ensure that sound financial and budgetary controls are in place. To ensure accurate and complete reporting of unauthorized, irregular, fruitless and wasteful expenditure. To facilitate grant payments. To manage and report on the monthly cash flow of the Department. To ensure that corrective measures are taken to improve budget spending in the department. To ensure compliance with all reporting requirements in terms of DORA, PFMA and its Regulations. To evaluate financial information and advice the CFO and the HOD.
<b><u>ENQUIRIES</u></b>	:	Ms K.E Moaholi Tel No: 051 405 5618

## OTHER POSTS

<b><u>POST 43/145</u></b>	:	<b><u>DEPUTY DIRECTOR: BUDGET MANAGEMENT REF NO: HS 6/2022</u></b>
<b><u>SALARY</u></b>	:	R744 255 per annum (Level 11), (an all-inclusive package). The remuneration package consists of the basic salary, the Government's contribution to the Government Employee Pension Fund and flexible portion, which may be structured in terms of the rules for the structuring of the flexible portion and which may include a 13th cheque, motor car allowance, home owner's allowance and medical assistance.
<b><u>CENTRE REQUIREMENTS</u></b>	:	Bloemfontein A Bachelor's degree or equivalent qualification in the field of Accounting/Finance/Economics/Public Finance with a minimum of six years' experience in budgeting and financial management environment at least 4 years' experience in the Assistant Director Position. Knowledge of the Public Financial Management Act (PFMA), Treasury Regulations, economic analysis, budgeting, financial analysis and the Basic Accounting System (BAS). Computer Literacy. Valid driver's license.
<b><u>DUTIES</u></b>	:	Advice and assist Management in the Department by planning, managing, coordinating and/or perform the following functions: Ensure that the department complies with all legislation, instruction notes and policies related to budget management. Advice the Head of the Department (HOD) and Chief

Financial Officer (CFO) on the compilation and administration of the department's budget in line with Treasury and Legislative requirements. Advise, monitor and implement structures related to financial systems of department. Manage and report on the monthly cash flow of the department in line with spending trends. Compilation of all reports in terms of the legislation. Ensure that corrective measures are taken to improve budget spending in the department and timeously alert the CFO if spending is not in accordance with planned spending. Evaluate and analyses financial information and advice the CFO and HOD on such matters. Monitor, report and advice on all budget related matters in terms of the Auditor-General reports. Develop and ensure the effective implementation of the Department's management accounting policies, strategies and practice notes. Manage and plan all resources of the sub-directorate.

**ENQUIRIES** : Ms K.E Moahloli Tel No: 051 405 5618

**DEPARTMENT OF SPORT ARTS CULTURE AND RECREATION**

***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** : Department of Sport, Arts Culture and Recreation, Attention Recruitment Division - Human Resource Management , Private Bag X20606, Bloemfontein 9300 or place applications in an application box, Ground Floor, Zana Building, Corner of Hill and Henry Street, Bloemfontein.

**CLOSING DATE** : 25 November 2022

**NOTE** : Applications must be submitted on the application for employment form (Z.83) and must be completed in a manner that allows a selection committee to assess the quality of a candidate based on the information provided in the form quoting the relevant reference number. Z83 is obtainable from any Public Service Department or in the internet at [www.gov.za/documents](http://www.gov.za/documents). It is therefore prudent that all fields must be completed in full and applicants are not required to submit copies of qualifications and other relevant documents on the applications but must submit the Z83 and a detailed Curriculum Vitae only. Department will request certified copies of qualification and other relevant documents from shortlisted candidates which will be submitted to HR on or before the day of the Interview. Separate applications must be submitted for every vacancy applied for. Applicants must utilise the most recent Z83 application form employment form as issued by the Minister for the Public Service and Administration in line with Regulation 10 of the Public Service Regulation, 2016, failure to do so will result in disqualification. 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. Shortlisted candidates in possession of a 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 shortlisted candidates are subjected to Personnel Suitability checks. If no notification of appointment is received within 4 months of the closing date, applicants must accept that their application was unsuccessful. The Department is an equal opportunity affirmative action employer. The employment decision shall be informed by the Departments 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. For post within specific areas preference will be given to candidates who reside in the area. The Department reserves the right not to make any appointments.

**OTHER POSTS**

**POST 43/146** : **DEPUTY DIRECTOR (MONITORING AND EVALUATION) REF NO: 1251/1**  
Strategic Management Directorate

**SALARY** : R744 255 per annum (Level 11), (a basic salary)  
**CENTRE** : Bloemfontein

- REQUIREMENTS** : Applicants must be in possession of a NQF level 7 qualifications preferable in Management Services with a minimum of 6 years relevant experience. Proven working knowledge in the strategic planning and/or monitoring and evaluation sphere. Combination of skills in the following areas facilitation, leadership, report writing, analytical thinking, training presentation and problem solving. Computer literacy. Valid Driver Licence.
- DUTIES** : Ensuring the development of the Department's Monitoring and Evaluation Policy and/or Implementation Strategy (in line with national and/or provincial frameworks). Ensure that the Department's Monitoring and Evaluation Reporting Format (inclusive of reporting time-frames) as well as the Department's Annual Report Framework are developed in line with the relevant Annual Performance Plan of the Department and communicated such to all senior managers in the Department. Ensure that the capacity of the Department on matters related to monitoring and evaluation (of non-financial performance) is improved continuously. Monitor and report on the performance of the Department in relation to the Outcome Based Provincial Plan, Departmental Annual Performance Plan, SOPA and/or MEC Budget Injunctions and Government Programmes of Actions. Responsible for human resource management as well as asset control and act as departmental representative in national/provincial meetings related to monitoring and Evaluation.
- ENQUIRIES** : Ms Irene Ikaneng at 066 474 7209
- POST 43/147** : **ASSISTANT DIRECTOR: INTERNAL AUDIT REF NO: 1104/2**
- SALARY** : R382 245 per annum (Level 09), (a basic salary)  
**CENTRE** : Bloemfontein  
**REQUIREMENTS** : A relevant tertiary qualification at NQF level 7 in Internal Audit/ Financial Information Systems Auditing. Registration with the Institute of Internal Auditors with 3 years internal audit experience. Valid Driver's License.
- DUTIES** : Supervise and participate in the development of strategic internal audit plans. Supervise Internal Auditors to and assist the accounting officer by conducting internal audits as control measure to determine department's achievement of set objective. Review, collects information and compile reports to the accounting officer and audit committee. Human Resource Management to ensure effective internal audit service.
- ENQUIRIES** : Ms Irene Ikaneng at 066 474 7209
- POST 43/148** : **ASSISTANT DIRECTOR: RECORDS MANAGEMENT REF NO: 3701/31**
- SALARY** : R382 245 per annum, (a basic salary)  
**CENTRE** : Bloemfontein  
**REQUIREMENTS** : B Degree in Public Management/History/Political Science with Diploma in Archival Science. 3-5 years' Records Management as well as supervisory experience. Research, planning and coordinating, communication, writing and computer skills. Valid Driver's License.
- DUTIES** : Manage (plan, coordinate and monitor) the line functions of the Records Centre which comprise the appraisal of government records and the writing of appraisal reports; conducting records inspections at governmental bodies, the writing of inspection reports and providing professional assistance to governmental bodies; evaluating records classification systems designed by governmental bodies and providing assistance with the implementation of such records classification systems; planning and conducting training for records management offices; rendering a document supply service to governmental bodies and researchers; monitoring the security, safe-keeping and conservation of records at the Records Centre: Human Resource and asset management.
- ENQUIRIES** : Ms Irene Ikaneng at 066 474 7209
- POST 43/149** : **ASSISTANT DIRECTOR: COMMUNITY SPORT REF NO: 4125/3**
- SALARY** : R382 245 per annum, (a basic salary)  
**CENTRE** : Thabo Mofutsanyane District (Qwaqwa)  
**REQUIREMENTS** : A NQF 7 Qualification in the field of Sport and Recreation/ Sport Management. At least 3 years' experience within any mass participation programmes, recreation and sport. Knowledge of Public Service Regulations, PMFA and Treasury regulations. Project management/Coordination of events skill,

- excellent report writing, presentation and Computer skill. Valid Driver's License.
- DUTIES** : Plan, organize and implement District municipality sport and recreation programmes. Monitor and evaluate the implementation of District Municipality Sport and Recreation programmes. Coordinate the establishment and provide support to sport and recreation structures at local areas and district in conjunction with the stakeholders Render administrative functions in relation to programmes that are implemented and conduct inventory on all assets and equipment. Advocate the development and upgrading of multipurpose sport and recreation facilities through MIG and IDP processes. Manage human resources, safe keeping and control assets.
- ENQUIRIES** : Ms Lerato Twala at 066 479 1247
- POST 43/150** : **ASSISTANT DIRECTOR: MONITORING AND EVALUATION REF NO: 1251/33**
- SALARY CENTRE REQUIREMENTS** : R382 245 per annum, (a basic salary)  
Bloemfontein  
A relevant tertiary qualification at NQF level 6 eg Public Management/ Administration At three years' experience in Strategic planning or Monitoring and Evaluation sphere. Valid Drivers License Analysing competence with ability to draft report based on findings.
- DUTIES** : Develop, maintain and/or facilitate the successful implementation of the departments strategic planning policy and/or implementation strategy. Facilitate strategic planning workshops in the department towards the development and/or review of e.g. annual performance report ect as prescribed Continuously improve the capacity of the department and of management on matter related to monitoring and evaluation, Monitor and report on performance outcomes of the department. Represents the department in national/provincial meeting link with mentoring and evaluation. Contribute to the development of municipal integrated plan Responsible for management of Human resource, asset as well as administrative task link to the post.
- ENQUIRIES** : Ms Irene Ikaneng at 066 474 7209
- POST 43/151** : **MUSEUM HUMAN SCIENTIST (PRINCIPAL)**
- SALARY CENTRE REQUIREMENTS** : R321 543 per annum (Level 08), (a basic salary)  
Bloemfontein (Sesotho Literature Museum) Ref No: 2321/5  
Bloemfontein (National Afrikaans Literature Museum) Ref No 2312/6  
A Relevant Qualification at NQF 7 level, majoring in the language and Literature, Literature in Afrikaans/ Sesotho. 2 years recognized experience in the field of research. Museum and archival services environment combined with supervisory skill. Proven knowledge of the Afrikaans/ Sesotho language, literature, literacy movements, publications and Authors. Computer literacy. Valid driver's license.
- DUTIES** : Perform musicological functions to introduce and manage literacy projects and educational/informational projects and programmes. Promote Sesotho / Afrikaans literacy heritage and language. Responsible for collection management and formation/maintenance of display in the museum. Create awareness of the museum and its significance by present programmes and tours to the general public. Profiling the Sesotho/ Afrikaans authors' material archived at Sesotho Literacy Museum/ NALN. Conduct outreach and educational programmes for museum. Manage all literacy exhibitions at Afrikaans/ Sesotho literacy museum, including mobile exhibitions. Perform administrative duties attached to the post. Translation of literacy texts (English-Sesotho). Manage assets.
- ENQUIRIES** : Ms Tlaleng Modupe Tel No 066 479 1443
- POST 43/152** : **OCCUPATIONAL HEALTH & SAFETY OFFICER REF NO: 1444/6**
- SALARY CENTRE REQUIREMENTS** : R321 543 per annum (Level 08), (a basic salary)  
Bloemfontein  
An appropriate NQF 7 Degree in Social Science with at least 2-3 years' experience in Occupational Health and Safety work. Knowledge and understanding of OHS programs and policies in the workplace. Ability to analyse and develop Occupational Health & Safety policies. Courses linked with SHEQ will be an advantage. Valid Driver's license.

<b><u>DUTIES</u></b>	:	Ensure implementation of the Occupational Health & Safety Act. Ensure availability and serviceability of Occupational Health & Safety equipment. Identify SHE hazards and risk trends and provide mitigation measures. Conduct continuous analysis of first aid management. Provide advice and guidance on Occupational Health & Safety issues. Ensure training of staff in Occupational Health & Safety practices. Supervise Cleaners.
<b><u>ENQUIRIES</u></b>	:	Ms Irene Ikaneng at 066 474 7209
<b><u>POST 43/153</u></b>	:	<b><u>SPORT AND RECREATION OFFICIAL</u></b>
<b><u>SALARY</u></b>	:	R261 372 per annum (Level 07), (a basic salary)
<b><u>CENTRE</u></b>	:	Theunissen - Masilonyana Local Municipality Ref No: 4128/8 Boshof - Tokologo Local Municipality Ref No: 4130/9
<b><u>REQUIREMENTS</u></b>	:	NQF 6 qualification in Sport Management or related and equivalent qualification –Valid driver's licence. Computer literacy, Communication skills as well as good planning, organising and coordination ability.
<b><u>DUTIES</u></b>	:	Co-ordinate the establishment and provide support to sport and recreation structure in wards and local areas in conjunction with the stakeholder. Facilitate sustainable capacity development programmes in sports within wards, local areas and districts. Implement sport and recreation developments programmes in wards and local areas. Monitor and evaluate compliance with sport and recreation transformational policies, Render administrative functions in relation to programmes that are implemented. Mange all asserts and equipment within municipalities.
<b><u>ENQUIRIES</u></b>	:	Ms Lerato Twala at 066 479 1247
<b><u>POST 43/154</u></b>	:	<b><u>SCHOOL SPORT PROMOTION OFFICER REF NO: 4422/10</u></b>
<b><u>SALARY</u></b>	:	R261 372 per annum (Level 07), (a basic salary)
<b><u>CENTRE</u></b>	:	Mangaung Metro (Bloemfontein)
<b><u>REQUIREMENTS</u></b>	:	NQF 6 qualification in Sport Management or related and equivalent qualification – Valid driver's licence. Computer literacy, Communication skills as well as good planning, organising coordination and programme management knowledge.
<b><u>DUTIES</u></b>	:	Co-ordinate the establishment and provide support to sport and recreation structure in schools, wards and local areas and implement programmes to improve relations between sport and recreation stakeholder. Facilitate sustainable capacity development programmes in sports within schools. Implement sport and recreation programmes in schools for development of sport and recreation. Implement sport and recreation programmes in the schools, wards and local areas for the development of sport and recreation. Promote integrated programmes of all sector department and relevant stakeholders. Monitor and evaluate the compliance with sport and recreation transformational policies to interalia promote integrated programmes. Render administrative functions in relation to programmes that are implemented. Maintain a sound record and administrative system according to internal and procedure.
<b><u>ENQUIRIES</u></b>	:	Ms Lerato Twala at 066 479 1247
<b><u>POST 43/155</u></b>	:	<b><u>NETWORK CONTROLLER REF NO 1422/ 11 (X2 POSTS)</u></b>
<b><u>SALARY</u></b>	:	R261 372 per annum (Level 07), (a basic salary)
<b><u>CENTRE</u></b>	:	Bloemfontein
<b><u>REQUIREMENTS</u></b>	:	An NQF level 6 qualification in Information Technology or Computer Science. Basic experience in an Information Technology (IT) end-user support environment. Sound knowledge and understanding of desktop support. Knowledge and understanding of telecommunication technologies, and the configuration of telecommunication systems and computer applications, printers, etc. Sound knowledge of how IT impacts organisational functions. Understanding of IT network connectivity with ability to move, assemble, install, operate and maintain IT equipment. Valid Driver's License. A certificate in A+, N+ or Linux will be an advantage.
<b><u>DUTIES</u></b>	:	To provide an ICT support service to the department's computer users. Install and setup hardware and software, maintain ICT hardware and software, maintain ICT local area network, Install and maintain anti-virus software updates, give basic training to users. Make recommendations regarding upgrading and disposal of ICT equipment.

**ENQUIRIES** : Ms Irene Ikaneng at 066 474 7209

**POST 43/156** : **SENIOR REGISTRY CLERK REF NO: 1304/25**

**SALARY** : R261 372 per annum (Level 07), (a basic salary)  
**CENTRE** : Bloemfontein  
**REQUIREMENTS** : A grade 12 certificate or equivalent. 3 – 5 years' experience required. Knowledge of registry duties, practices as well as the ability to capture data, and operate computer. Working knowledge and understanding of the legislative framework governing the Public Service. Knowledge of storage and retrieval procedures in terms of the working environment. Understanding of the work in registry.

**DUTIES** : Provide registry counter services. Handling of incoming and outgoing correspondence. Render effective filing and record management service. Supervise the operation and operate office machines in relation to the registry function. Administer the processing and process documents for archiving and/disposal. Supervise human resources.

**ENQUIRIES** : Ms Irene Ikaneng Tel No 066 474 7209

**POST 43/157** : **ASSISTANT LIBRARIAN REF NO: 3520/23**

**SALARY** : R211 713 per annum (Level 06), (a basic salary)  
**CENTRE** : Brandfort Public Library  
**REQUIREMENTS** : Relevant Diploma in Library and Information Studies/Science (NQF 6) or equivalent and related qualification. Knowledge in library administration, library materials as well as, basic management and supervision. Planning .organizing, research skills with ability do to analysis. Basic experience in a library environment will serve as an advantage.

**DUTIES** : Plan, coordinate the services/activities of the library. Establish community structure e.g. library committees including consultation with such structures. Render professional library and information services e.g. check books in and out of library, assist variety of users to locate materials and use library resources. Catalogue and shelve library material. Promote the use of libraries and a culture of reading. Perform administrative duties in the Library. Responsible for management of resources e.g. budget, assets and human resources.

**ENQUIRIES** : Ms Tlaleng Modupe at 066 479 1443

**POST 43/158** : **LIBRARY ASSISTANT (X4 POSTS)**

**SALARY** : R176 310 per annum (Level 05), (a basic salary)  
**CENTRE** : Oppermansgrond Public Library Ref No 3206 / 20  
Welkom Public Library Ref No 3502 / 17  
Bultfontein Public Library Ref No 3529 / 18  
Trompsburg Public Library Ref No 3208 / 19  
Moemaneng Public Library Ref No 3418 / 29) 4

**REQUIREMENTS** : Senior Certificate or equivalent qualification with computer literacy.  
**DUTIES** : Render library and information services e.g. check books in and out of library, assist patrons to find materials and guide user how to use library resources inspect returned books for condition and due date status, interfiling of books etc. Perform administrative duties in the Library e.g. handle enquiries, cashier duties, request stationary and other goods and services, maintaining of patrons particulars on the computer.

**ENQUIRIES** : Ms Lerato Twala at 066 479 1247 Ms Irene Ikaneng at 066 474 7209/Ms Tlaleng Modupe at 066 479 1443

**POST 43/159** : **CLEANER REF NO: 2258/13**

**SALARY** : R104 073 per annum (Level 02), (a basic salary)  
**CENTRE** : Pioneer Museum, Winburg  
**REQUIREMENTS** : ABET qualification, numeracy, ability to read, write and speak English and capability to do physical work, move furniture, and carry artefacts.

**DUTIES** : Cleaning of visitor reception areas, museum exhibitions and public spaces, kitchen, restroom etc. Cleaning of non-public areas and surrounding areas outside the museum. Ensure proper maintenance, handling and cleaning of artefacts. Render support service during provincial museum functions. Report

any damage of collections in the displays and store rooms to the collections officer. Be responsible for asset management.  
**ENQUIRIES** : Ms Tlaleng Modupe at 066 479 1443

**POST 43/160** : **CLEANER REF NO: 1444/14**

**SALARY** : R104 073 per annum (Level 02), (a basic salary)  
**CENTRE** : Bloemfontein (Infrastructure)  
**REQUIREMENTS** : ABET qualification.  
**DUTIES** : Cleaning offices, corridors, elevators and boardrooms, cleaning kitchens, cleaning restrooms, keep and maintain cleaning materials and equipment. Be responsible for asset management.

**ENQUIRIES** : Ms Irene Ikaneng at 066 474 7209

**POST 43/161** : **GENERAL WORKER (X2 POSTS)**

**SALARY** : R104 073 per annum (Level 02), (a basic salary)  
**CENTRE** : Nyakollong Public Library Ref No: 3510/22  
 Kgotsong Public Library Ref No: 3534/31  
**REQUIREMENTS** : ABET Qualification.  
**DUTIES** : Responsible for cleaning inside the library including kitchens, bathrooms etc. as well as surrounding, areas outside library but within allocated premises. Assists with filing of library material. Upload and off load of goods, equipment and library material. Porter service within the library and assistance in delivering a messenger service.

**ENQUIRIES** : Ms Tlaleng Modupe at 066 479 1443