

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

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

<b><u>CLOSING DATE</u></b>	:	09 December 2022
<b><u>NOTE</u></b>	:	<p>Applications must be submitted on new Z83 form. "Applicants are advised that from 1 January 2021, a new application for employment (Z83) form will be effective which can be downloaded at <a href="http://www.dpsa.gov.za-vacancies">www.dpsa.gov.za-vacancies</a>. From 1 January 2021 should an application be received using the incorrect application for employment (Z83), it will not be considered". 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 <a href="https://www.thensg.gov.za/trainingcourse/sms-pre-entry-programme">https://www.thensg.gov.za/trainingcourse/sms-pre-entry-programme</a>.</p> <p>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.</p>

**OTHER POSTS**

<b><u>POST 45/194</u></b>	:	<b><u>HEAD CLINICAL UNIT: UROLOGY REF NO: H/H/29</u></b>
<b><u>SALARY</u></b>	:	R1 807 380 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)
<b><u>CENTRE REQUIREMENTS</u></b>	:	Urology Department, Universitas Academic Hospital Senior Certificate plus, Appropriate qualification that allows registration with the HPCSA as Medical specialist in a normal Specialty or a recognised Sub-Specialty. Registration as a Medical Specialist in Urology with HPCSA. Current

registration with the HPCSA for the period of 2022/2023. Service record as a Medical Specialist. Valid driver's license. Be a South African or permanent resident of South Africa. Recommendations: 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, management and medical administration: Manage, perform and supervise outreach, in-reach and support services, rendering commuted overtime is compulsory. Take part in teaching, training and research of undergraduates and postgraduates at UAH/UFS. Perform clinical governance and ensure compliance with legal and statutory requirements with FSDoH, OHSC, HPCSA, CMSA, UFS. Medical Management and Administration: Perform all reasonable duties as directed by the Head of Clinical Head of Department: Department / Head Clinical Services. Conducting clinical audits, mortality and morbidity. Conducting clinical audits. Monitoring and evaluating of relevant clinical effectiveness indicators.

**ENQUIRIES** : Prof FM Claassen Tel No: 051 405 3542  
**APPLICATIONS** : To be send to: The Chief Executive Officer, Universitas Hospital, Universitas Academic Hospital, Private Bag X20660, Bloemfontein, 9300 Or hand delivered @ room 1115, First Floor, Universitas Hospital, 1 Logeman Street, Universitas, Bloemfontein,

**FOR ATTENTION** : MJ Baleni

**POST 45/195** : **MEDICAL SUB - SPECIALIST GRADE 1-3 REF NO: H/M/50**

**SALARY** : Grade 1: R1 341 942 - R1 424 286 per annum, OSD (excluding Commuted Overtime)  
Grade 2: R1 534 356 - R1 628 502 per annum, OSD (excluding Commuted Overtime)  
Grade 3: R1 677 720 - R1 918 284 per annum, OSD (excluding Commuted Overtime)  
All -inclusive package consists of 70% basic salary and 30% flexible portion that be structured in terms of the applicable rules, Medical Aid (Optional) Employee must meet the prescribed requirements.

**CENTRE** : Paediatric Department, Universitas Academic Hospital  
**REQUIREMENTS** : Requirements: Senior Certificate plus, Appropriate qualification that allows registration with the HPCSA as Medical specialist in Paediatric Nephrology or Paediatric Critical Care, **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. Current registration with the HPCSA for the period of 2022/2023 as a Medical Specialist in Paediatric Nephrology or Paediatric Critical Care. Valid driver's license. Be a South African citizen or be a permanent resident.

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

**ENQUIRIES** : Dr NE Tabane Tel No: 051-405 3181  
**APPLICATIONS** : To be send to: The Chief Executive Officer, Universitas Hospital, Universitas Academic Hospital, Private Bag X20660, Bloemfontein, 9300 Or hand delivered @ room 1115, First Floor, Universitas Hospital, 1 Logeman Street, Universitas, Bloemfontein.

**FOR ATTENTION** : Me A Lombard

**POST 45/196** : **MEDICAL SPECIALIST DIAGNOSTIC RADIOLOGY: GRADE 1-3 REF NO: H/M/51**

**SALARY** : Grade 1: R1 156 308 - R1 227 255 per annum, OSD (excluding Commuted Overtime)

		Grade 2: R1 322 100 - R1 403 235 per annum, OSD (excluding Commuted Overtime)
		Grade 3: R1 534 356 - R 1 918 284 per annum, OSD (excluding Commuted Overtime)
		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.
<b><u>CENTRE REQUIREMENTS</u></b>	:	Boitumelo Regional Hospital: Kroonstad
	:	Senior Certificate plus, Appropriate qualification that allows registration with the HPCSA as Medical specialist in a normal Specialty in Diagnostic Radiology. Current registration with the HPCSA for the period of 2022/2023. <b>Grade 1:</b> none <b>Grade 2:</b> A minimum of 5 years appropriate experience as Medical Specialist after registration with HPCSA in a recognised sub speciality <b>Grade 3:</b> 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.
<b><u>DUTIES</u></b>	:	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.
<b><u>ENQUIRIES</u></b>	:	Dr K.M Mahasa (Clinical Manager – Boitumelo Regional Hospital) Tel No: 056 216 5200
<b><u>APPLICATIONS</u></b>	:	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 45/197</u></b>	:	<b><u>MEDICAL SPECIALIST GRADE 1 REF NO: H/M/52</u></b>
<b><u>SALARY</u></b>	:	Grade 1: R1 156 308 - R1 227 255 per annum, OSD (excluding Commuted Overtime) Grade 2: R1 322 100 - R1 403 235 per annum, OSD (excluding Commuted Overtime) Grade 3: R1 534 356 - R 1 918 284 per annum, OSD (excluding Commuted Overtime) 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.
<b><u>CENTRE REQUIREMENTS</u></b>	:	Ophthalmology Department, Universitas Academic Hospital
	:	Senior Certificate plus, Appropriate qualification that allows registration with the HPCSA as Medical specialist in a normal Specialty in Ophthalmology. Current valid registration with HPSA as a Medical Specialist in Ophthalmology, Current registration with the HPCSA for the period of 2022/2023. Experience <b>Grade 1:</b> None after registration as a Medical Specialist with Health Professional Council of South Africa (HPCSA) in respect of South African qualified employees. <b>Grade 2:</b> A minimum of 5 years appropriate experience as Medical Specialist after registration with HPCSA in a recognised sub speciality <b>Grade 3:</b> A minimum of 10 years appropriate experience as Medical Specialist after registration with HPCSA in a recognised sub speciality. A valid driver's license. Be a South African citizen or be a permanent resident. Knowledge and Skills: Experience in teaching and learning medical students and Registrars.
<b><u>DUTIES</u></b>	:	Service delivery and medical administration: Provide outreach, in-reach and Support services, rendering commuted overtime is compulsory. Involvement in teaching and training. Conduct Research. Perform clinical governance and ensure compliance with all legal and statutory requirements with FSDoH OHSC, HPCSA, CMSA, UFS. Medical Administration: Perform all reasonable duties as directed by the Head of Department and Head Clinical Unit Ophthalmology. Conducting clinical audits, mortality and morbidity. Monitoring and evaluating of relevant clinical effectiveness indicators.
<b><u>ENQUIRIES</u></b>	:	Prof WJ Marais Tel No: 051 – 405 2152

- APPLICATIONS** : To be send to: The Chief Executive Officer, Universitas Hospital, Universitas Academic Hospital, Private Bag X20660, Bloemfontein, 9300 Or hand delivered @ room 1115, First Floor, Universitas Hospital, 1 Logeman Street, Universitas, Bloemfontein.
- FOR ATTENTION** : Me A Lombard
- POST 45/198** : **CHIEF CONSTRUCTION PROJECT MANAGER REF NO: H/C/ 47**  
Re-Advertisement (Those who previously applied are encouraged to apply)
- SALARY** : R1 090 224 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 REQUIREMENTS** : Infrastructure and Technical Office, Corporate Services: Bloemfontein  
: Senior Certificate plus BTech or Degree or Honours Degree in Built Environment. Registered as a Professional Construction Project Manager with the SACPCMP. 6 years appropriate experience as registered professional. Valid driver's license and computer literacy. Knowledge and skills: Construction Industry Development Board Act of 2000 and Regulations. PFMA/Division of Revenue Act /Treasury Regulations/Practice. Notes/ Instructions/Circulars/ Construction Procurement System. Provincial/Departmental Supply Chain Management Policies. Promotion of Access to Information Act of 2000. Promotion of Administrative Justice Act of 2000. Expanded Public Works Programme. Broad Based Black Empowerment Act of 2003. Preferential Procurement Act of 2000 and Regulations. Architectural Profession Act of 2000. Engineering Profession Act of 2000. Quantity Surveying Profession Act of 2000. National Building Standards Act of 1977 and Regulations. Government Immovable Asset Management Act of 2007. Occupational Health and Safety Act and Regulations of 1993. Project and Construction Management Professions Act of 2000. Health Act and Regulations, Act 61 of 2003. National Environmental Management Act of 1998. Relevant Provincial Land Administration Legislation. ISO standards. All different types and forms of construction contracts. Construction Procurement Standard as Issued by CIDB.
- DUTIES** : Infrastructure Programme and project planning in line with IDMS. Infrastructure programme and project implementation and monitoring. Infrastructure project commissioning. Infrastructure programme and project evaluation. Research/ Literature studies to keep up with new technologies, viability and feasibility of the geographical information management options for the department including interaction with relevant professional development boards/ councils. People management. Financial Management, Mentoring of candidates.
- ENQUIRIES APPLICATIONS** : Adv TM Thebe Tel No: (051) 408 1122/1841  
: Applications to be send to: Acting Director HRM and Planning, PO Box 227, Bloemfontein, 9300 or hand delivered @ entrance, Bophelo House, Cnr Charlotte Maxeke and Harvey Roads, Bloemfontein.
- FOR ATTENTION** : Me RD Stellenberg
- POST 45/199** : **CHIEF ENGINEER REF NO: H/C/48 (X2 POSTS ELECTRICAL AND X1 POST MECHANICAL)**  
Re-Advertisement, (Those who previously applied are encouraged to apply)
- SALARY** : R1 090 224 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 REQUIREMENTS** : Infrastructure and Technical Office, Corporate Services: Bloemfontein  
: Senior Certificate plus a university Degree in Engineering and/or equivalent qualification. Registration with ECSA as a Professional Engineer: Electrical or Mechanical Engineer, Minimum of Six Years' experience post qualification, Valid driver's license. Computer literacy. Knowledge and Skills: Construction Industry, Development Board Act of 2000 and Regulations. PFMA/Division of Revenue Act /Treasury Regulations/Practice. Notes/ Instructions/Circulars/ Construction Procurement System. Provincial/Departmental Supply Chain Management Policies. Promotion of Access to Information Act of 2000. Promotion of Administrative.
- DUTIES** : To provide engineering inputs and guidance which include all aspects of innovative and complex engineering applications for the development of infrastructure strategies, policies, systems, projects functional / technical norms and standards aligned to the Provincial Infrastructure Delivery

Management System. Develop and maintain technical and functional norms and standards from an engineering perspective. Investigate proposals for innovative service delivery mechanisms and undertake feasibility studies. Compile electrical/mechanical briefing documentation and specifications. Provide inputs to the determination of the Construction Procurement Strategy, the User Asset Management Plan and the Infrastructure Programme Management Plan. Investigate electrical/mechanical engineering installations and oversee commissioning of electrical/mechanical/civil engineering installations. Undertake research, Mentor candidates.

**ENQUIRIES** : Adv TM Thebe Tel No: (051) 408 1122/1841  
**APPLICATIONS** : Applications To Be Send To: Acting Director HRM and Planning, PO Box 227, Bloemfontein, 9300 or hand delivered @ entrance, Bophelo House, Cnr Charlotte Maxeke and Harvey Roads, Bloemfontein.

**FOR ATTENTION** : Me RD Stallenberg

**POST 45/200** : **CHIEF ARCHITECT PRODUCTION GRADE A REF NO: H/C/49 (X1 POST)**  
 Re-Advertisement those who previously applied are encouraged to apply

**SALARY** : R939 408 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** : Infrastructure and Technical Office, Corporate Services: Bloemfontein  
**REQUIREMENTS** : Senior Certificate or equivalent, plus Bachelor Degree of Architecture. Registered as a Professional Architect with the SACAP. 6 years' appropriate experience post qualification. Certificate or executive course in IDM. Valid driver's license and computer literacy. Knowledge and Skills: Information Act of 2000.Promotion of Administrative Justice Act of 2000.Expanded Public Works Programme. Broad Based Black Empowerment Act of 2003.Preferential Procurement Act of 2000 and Regulations. Architectural Profession Act of 2000. Engineering Profession Act of 2000. Quantity Surveying Profession Act of 2000. National Building Standards Act of 1977 and Regulations. Government Immovable Asset Management Act of 2007. Occupational Health and Safety Act and Regulations of 1993. Project and Construction Management Professions Act of 2000. Health Act and Regulations, Act 61 of 2003. National Environmental Management Act of 1998. Relevant Provincial Land Administration Legislation. ISO standards. All different types and forms of construction contracts. All standards defined in the Competence standard for Construction Procurement issued by CIDB.

**DUTIES** : Infrastructure Programme and project planning in line with IDMS. Infrastructure programme and project implementation and monitoring. Infrastructure project commissioning. Infrastructure programme and project evaluation. Research/ Literature studies to keep up with new technologies, viability and feasibility of the geographical information management options for the department including interaction with relevant professional development boards/ councils. People management. Financial Management, Mentoring of candidates.

**ENQUIRIES** : Adv TM Thebe Tel No: (051) 408 1122/1841  
**APPLICATIONS** : Applications to be send to: Acting Director HRM and Planning, PO Box 227, Bloemfontein, 9300 or hand delivered @ entrance, Bophelo House, Cnr Charlotte Maxeke and Harvey Roads, Bloemfontein.

**FOR ATTENTION** : Me RD Stallenberg

**POST 45/201** : **CHIEF QUANTITY SURVEYOR GRADE A REF NO: H/C/50 (X1 POST)**  
 Re-Advertisement, those who previously applied are encouraged to apply

**SALARY** : R939 408 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** : Infrastructure and Technical Office, Corporate Services: Bloemfontein  
**REQUIREMENTS** : Senior Certificate or equivalent, plus Bachelor Degree of Quantity Surveying. Registered as a Professional Quantity Surveyor with the SACQSP. 6 years' appropriate experience post qualification. Valid driver's license and computer literacy. Knowledge and Skills: Certificate or Executive Course in Infrastructure Delivery Management. Construction Industry Development Board Act of 2000 and Regulations. PFMA/Division of Revenue Act /Treasury Regulations/Practice Notes/ Instructions/Circulars/ Construction Procurement System. Provincial/Departmental Supply Chain Management Policies. Promotion of Access to Information Act of 2000. Promotion of Administrative

- Justice Act of 2000. Expanded Public Works Programme. Broad Based Black Empowerment Act of 2003. Preferential Procurement Act of 2000 Regulations. Architectural Profession Act of 2000. Engineering Profession Act of 2000. Quantity Surveying Profession Act of 2000. National Building Standards Act of 1977 and Regulations. Government Immovable Asset Management Act of 2007. Occupational Health and Safety Act and Regulations of 1993. Project and Construction Management Professions Act of 2000. Health Act and Regulations, Act 61 of 2003. National Environmental Management Act of 1998. Relevant Provincial Land Administration Legislation. ISO standards. All different types and forms of construction contracts. Competence Standards for Construction Procurement as issued by the CIDB.
- DUTIES** : Infrastructure Programme and project planning in line with IDMS. Infrastructure programme and project implementation and monitoring. Infrastructure project commissioning. Infrastructure programme and project evaluation. Research/ Literature studies to keep up with new technologies, viability and feasibility of the geographical information management options for the department including interaction with relevant professional development boards/ councils. People management. Financial Management, Mentoring of candidates.
- ENQUIRIES APPLICATIONS** : Adv TM Thebe Tel No: (051) 408 1122/1841
- FOR ATTENTION** : Applications To Be Send To: Acting Director HRM and Planning, PO Box 227, Bloemfontein, 9300 or hand delivered @ entrance, Bophelo House, Cnr Charlotte Maxeke and Harvey Roads, Bloemfontein.
- POST 45/202** : **DEPUTY DIRECTOR: FACILITY PLANNER REF NO: H/D/46**  
Re-Advertisement, those who previously applied are encouraged to apply
- SALARY** : R766 584 per annum, (all -inclusive package consists of 75% basic salary and 25% flexible portion that be structured in terms of the applicable rules, Medical Aid (Optional).
- CENTRE REQUIREMENTS** : Infrastructure and Technical Office, Corporate Services: Bloemfontein  
Senior Certificate or equivalent, plus Degree in any Health Science qualification. Minimum of 3-5 years' appropriate experience in health planning from an infrastructure perspective, for which 3 years should be in management level. Valid driver's license. Recommendation: National Building Standards Act of 1977 and Regulations, Occupational Health and Safety Act of 1933 and Regulations. Government Immovable Asset Management Act of 2007. Health Act and Regulations act 61 of 2003. PFMA /DORA/ Treasury Regulations, Practice Notes, Instructions and circulars. Provincial/ Departmental Supply Chain Management Policies. Promotion of Access to Information Act of 2000. Promotion of Administration Justice Act of 2000. Intergovernmental Fiscal Relations Act of 1997. Intergovernmental Framework Act of 2005 and Construction Industry Development Board Act of 2002 and Regulations and computer literacy.
- DUTIES** : Preparation of Strategic Project Brief of Capex and Maintenance Project, assist with preparation and review Business Cases in consultation with Health Facilities, Support built environment staff and ensure users with the development of skills to prepare business cases. Inputs to infrastructure plans, norms and standards and Projects and Programme implementation.
- ENQUIRIES APPLICATIONS** : Adv TM Thebe Tel No: (051) 408 1122/1841
- FOR ATTENTION** : Applications To Be Send To: Acting Director HRM and Planning, PO Box 227, Bloemfontein, 9300 or hand delivered @ entrance, Bophelo House, Cnr Charlotte Maxeke and Harvey Roads, Bloemfontein.
- POST 45/203** : **DEPUTY DIRECTOR: INTERNAL AUDIT REF NO: H/D/47**  
Corporate Services
- SALARY** : R766 584 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.
- CENTRE REQUIREMENTS** : Bloemfontein  
Senior Certificate or equivalent, plus an appropriate Bachelor's Degree or equivalent qualification in Internal auditing. 3-5 years' appropriate in Internal Auditing experience and 3 years must be on junior management level (Assistant Director). Valid driver's license. Knowledge and Skills: Teammate software, Enterprise Risk Management Framework, Public Finance

Management Act, King III report on corporate governance and Treasury Regulations. Understanding and application of IIA standards. Registration with IASA. A successful candidate will be required to undergo a security clearance and must be willing to travel extensively and work irregular hours. Skills required: Communication, policy analysis, planning and organizing, people management, problem solving, time management, project management, facilitation and presentation skills. Possession or studying towards either one or more professional certificate: Certified Internal Auditor (CIA), Certified Government Auditing Professional (CGAP), Certification in Control Self-Assessment (CCSA) will be an added advantage. Qualification and experience in Information Technology Audit.

**DUTIES** : Provide inputs in the development of the three year rolling plan and annual internal audit plan for the first year of the three year rolling plan. Provide inputs to the enhancement of audit methodologies and technologies. Allocate, supervise and manage audit projects. Provide internal audit assurance and consulting services to the department as may be required from time to time. Manage communication and relationships with clients and other stakeholders. Market and represent Internal Audit. Review and quality check internal audit reports. Manage internal audit resources. Assist with the administration of Internal Audit.

**ENQUIRIES** : Mr. SM Lekola Tel No: (051) 408 1585  
**APPLICATIONS** : Applications To: 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 RD Stallenberg

**POST 45/204** : **ENGINEER REF NO: H/E/6 (X1 POST ELECTRICAL AND X2 POSTS MECHANICAL)**  
 Re-Advertisement those who previously applied are encouraged to apply

**SALARY** : R750 693 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** : Infrastructure and Technical Office, Corporate Services: Bloemfontein  
**REQUIREMENTS** : Senior Certificate or equivalent, plus National Diploma in Engineering (Electrical/ Mechanical). Registered as a Professional Engineer with ECSA and proof to be attached). 3 years appropriate experience post qualification. Valid driver's license and Knowledge and Skills: PFMA/Treasury. Regulations/Practice Notes/ Instructions/Circulars. Provincial/Departmental Supply Chain Management Policies. National Building Standards Act of 1977 and Regulations. Occupational Health and Safety Act of 1993 and Regulations. Government Immovable Asset Management Act of 2007. Health Act and Regulations, Act 61 of 2003. Engineering Profession Act of 2000. Computer literacy.

**DUTIES** : Development, interpretation and customization of functional and technical norms and standards from an engineering perspective. Investigate proposals for innovative service delivery mechanisms and undertake feasibility studies. Compile briefing documentation and specifications from an engineering perspective. Investigate electronic and electrical engineering installations and equipment / mechanical engineering installations and equipment, undertake design work and implement corrective measures, where necessary. Oversee implementation (construction) and commissioning of Electrical / Mechanical Engineering installations. Research/ Literature studies to keep up with new technologies, viability and feasibility of the geographical information management options for the department including interaction with relevant professional development boards/ councils. People management.

**ENQUIRIES** : Adv TM Thebe Tel No: (051) 408 1122/1841  
**APPLICATIONS** : Applications to be send to: Acting Director HRM and Planning, PO Box 227, Bloemfontein, 9300 or hand delivered @ entrance, Bophelo House, Cnr Charlotte Maxeke and Harvey Roads, Bloemfontein.

**FOR ATTENTION** : Me RD Stallenberg

**POST 45/205** : **PHARMACIST GRADE 1-3 REF NO: H/P/61**

**SALARY** : Grade 1: R724 887 - R769 368 per annum  
 Grade 2: R785 160 - R833 340 per annum  
 Grade 3: R858 528 - R911 205 per annum

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

**CENTRE REQUIREMENTS**

: Botshabelo District Hospital  
: Senior Certificate or equivalent, plus Appropriate Bachelor of Pharmacy Degree. Computer literacy. Valid driver's license. Pharmacist **Grade 1:** Registration with the SAPC as a Pharmacist. None after registration with the SAPC as a Pharmacist in respect of South African qualified employees. One-year relevant experience after registration as Pharmacist with recognized a foreign Health Professional Council in respect of foreign qualified employees, of whom it is not required to perform Community Service, as required in South Africa. Pharmacist **Grade 2:** Registration with the SAPC as a Pharmacist. Minimum of 5 years after registration a Pharmacist with the SAPC as a Pharmacist of SAPC in respect of South African qualified employees. Minimum of 6 years' relevant experience after registration as Pharmacist with a recognized foreign SAPC in respect of foreign qualified employees, of whom it is not required to perform Community Service, as required in South Africa. Pharmacist **Grade 3:** Registration with the SAPC as a Pharmacist. Minimum of 13 years after registration as a Pharmacist with the SAPC in respect of South African qualified employees. Minimum of 14 years' relevant experience after registration as a Pharmacist with a recognized foreign SAPC in respect of foreign qualified employees, of whom it is not required to perform Community Service, as required in South Africa. Knowledge and Skills: Ability to work under pressure. Confidentiality.

**DUTIES**

: Render a comprehensive, professional and quality pharmaceutical service in the form of support, assistance, execution of duties and performing of acts in line with relevant policies, standard operational procedures and legislation. Reading and preparation of prescriptions, the selection, manipulation or compounding of the medicine, the labelling and supply of the medicine in an appropriate container. Dispensing of medication: giving medicine information and patient counselling in order to supply patients with their prescribed medicines to ensure better health and patient outcomes. Deliver emergency services. Management and control of medicine stock: Issuing of ward stock and scheduled medication, calculating stock levels, conduct ward rounds, check emergency trolleys /rooms, visit clinics, control expired medication, maintain drug registers (schedule 5.6 and donation). Ensure adherence to the Supply Chain Management procedures and to the Statutory Regulations (Pharmacy act, Medicines control act) with. Stock taking procedures. Ordering and receiving of stock. Storage of stock, maintain stock cards, record keeping. Distribution and redistribution of stock. Ensure adherence to Good Pharmacy practice rules and regulations. Training of staff: Pharmacist assistants, interns and other pharmacy support and personnel. Monitoring treatment to workers due to occupational injury. Keeping statistics and compiling of reports. Where acting as responsible pharmacist: Control the budget. Supervision of pharmacy personnel. Ensure implementation of the referral system. Attend meetings. Implement and maintain the infection control policy.

**ENQUIRIES APPLICATIONS**

: Me L Swarts Tel No: 051 5330 295  
: To: The CEO: Botshabelo District Hospital, Private Bag X527, Boshabelo District Hospital 9781 or Hand deliver, Boshabelo District Hospital 9781.

**FOR ATTENTION**

: Me M Mokoena

**POST 45/206**

: **PHARMACIST GRADE 1-3 REF NO: H/P/62**

**SALARY**

: Grade 1: R724 887 - R769 368 per annum  
Grade 2: R785 160 - R833 340 per annum  
Grade 3: R858 528 - R911 205 per annum  
All -inclusive package consists of 70% basic salary and 30% flexible portion that be structured in terms of the applicable rules, Medical Aid (Optional) Employee must meet the prescribed requirements

**CENTRE REQUIREMENTS**

: Fezile Dabi District  
: Senior Certificate or equivalent, plus Appropriate Bachelor of Pharmacy Degree. Computer literacy. Valid driver's license. Pharmacist **Grade 1:** Registration with the SAPC as a Pharmacist. None after registration with the SAPC as a Pharmacist in respect of South African qualified employees. One-year relevant experience after registration as Pharmacist with recognized a foreign Health Professional Council in respect of foreign qualified employees, of whom it is not required to perform Community Service, as required in South



Africa. Pharmacist **Grade 2:** Registration with the SAPC as a Pharmacist. Minimum of 5 years after registration a Pharmacist with the SAPC as a Pharmacist of SAPC in respect of South African qualified employees. Minimum of 6 years' relevant experience after registration as Pharmacist with a recognized foreign SAPC in respect of foreign qualified employees, of whom it is not required to perform Community Service, as required in South Africa. Pharmacist **Grade 3:** Registration with the SAPC as a Pharmacist. Minimum of 13 years after registration as a Pharmacist with the SAPC in respect of South African qualified employees. Minimum of 14 years' relevant experience after registration as a Pharmacist with a recognized foreign SAPC in respect of foreign qualified employees, of whom it is not required to perform Community Service, as required in South Africa. Knowledge And Skills: Good interpersonal and communication skills.

**DUTIES** : Render a comprehensive, professional and quality pharmaceutical service in the form of support, assistance, execution of duties and performing of acts, in line with relevant policies, standard operational procedures and legislation. Reading and preparation of prescriptions, the selection, manipulation or compounding of the medicine, the labelling and supply of the medicine in an appropriate container. Dispensing of medication: Giving medicine information and patient counselling in order to supply patients with their prescribed medicines to ensure better health and patient outcomes. Deliver emergency services. Management and control of medicine stock: Issuing of ward stock and scheduled medication, calculating stock levels, conduct ward rounds, check emergency trolleys/ rooms, visit clinics, control expired medication, maintain drug registers (schedule 5, 6 and donation). Ensure adherence to the Supply Chain Management procedures and to the Statutory Regulations (Pharmacy act, Medicines control act) with: Stock taking procedures. Ordering and receiving of stock. Storage of stock, maintain stock cards, record keeping Distribution and redistribution of stock. Ensure adherence to Good Pharmacy Practice Rules and Regulations. Training of staff: Pharmacist assistants, Interns and other pharmacy support personnel. Monitoring treatment to workers due to occupational injury. Keeping of statistics, compiling of reports.

**ENQUIRIES** : ME. Jana Van Wyk District Pharmacist at 060 853 7700  
**APPLICATIONS** : To: The CEO: Fezile Dabi District, Private Bag X2005, Sasolburg, 1947 or Hand deliver Fezile Dabi Sasolburg.  
**FOR ATTENTION** : ME. WR Van Loggerenberg

**POST 45/207** : **QUANTITY SURVEYOR GRADE A REF NO: H/Q/3 (X3 POSTS)**  
 Infrastructure and Technical Office, Corporate Services  
 Re-Advertisement, those who previously applied are encouraged to apply

**SALARY** : R646 854 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** : Bloemfontein  
**REQUIREMENTS** : Senior Certificate or equivalent, plus Bachelor Degree of Quantity Surveying. Registered as a Professional Quantity Surveyor with the SACQSP. 3 years' appropriate experience post qualification. Valid driver's license and computer literacy. Knowledge and Skills: Construction Industry Development Board Act of 2000 and Regulations. PFMA/Division of Revenue Act /Treasury Regulations/Practice Notes/ Instructions/Circulars/ Construction Procurement System. Provincial/Departmental Supply Chain Management Policies. Promotion of Access to Information Act of 2000. Promotion of Administrative Justice Act of 2000. Expanded Public Works Programme. Broad Based Black Empowerment Act of 2003. Preferential Procurement Act of 2000 and Regulations. Architectural Profession Act of 2000. Engineering Profession Act of 2000. Quantity Surveying Profession Act of 2000. National Building Standards Act of 1977 and Regulations. Government Immovable Asset Management Act of 2007. Occupational Health and Safety Act and Regulations of 1993. Project and Construction Management Professions Act of 2000. Health Act and Regulations, Act 61 of 2003. National Environmental Management Act of 1998. Relevant Provincial Land Administration Legislation. ISO standards. All different types and forms of construction contracts. Competence Standards for Construction Procurement as issued by the CIDB.

**DUTIES** : Infrastructure Programme and project planning in line with IDMS. Infrastructure programme and project implementation and monitoring. Infrastructure project commissioning. Infrastructure programme and project evaluation. Research/

		Literature studies to keep up with new technologies, viability and feasibility of the geographical information management options for the department including interaction with relevant professional development boards/ councils.
<b><u>ENQUIRIES APPLICATIONS</u></b>	:	Adv TM Thebe Tel No: (051) 408 1122/1841
	:	To Be Sent To: Acting Director HRM and Planning, PO Box 227, Bloemfontein, 9300 or hand delivered @ entrance, Bophelo House, Cnr Charlotte Maxeke and Harvey Roads, Bloemfontein.
<b><u>FOR ATTENTION</u></b>	:	Me. Rd Stellenberg
<b><u>POST 45/208</u></b>	:	<b><u>OPERATIONAL MANAGER NURSING PNB3 REF NO: H/O/21</u></b>
<b><u>SALARY</u></b>	:	R588 378 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>	:	Universitas Academic Hospital
	:	Senior Certificate or equivalent, plus 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: Knowledge of all Maternity High Risk and Neonatal ICU guidelines. Computer literacy. Knowledge of relevant Management and practice legislation/standards. Ability to lead, plan, organize, co-ordinate and communicate. Ability to take charge and make appropriate independent decisions. Ability to work under pressure. Basic Qualification accredited with the SANC in terms of Government Notice 425.
<b><u>DUTIES</u></b>	:	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.
<b><u>ENQUIRIES APPLICATIONS</u></b>	:	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.
<b><u>FOR ATTENTION</u></b>	:	Ms D Duiker
<b><u>POST 45/209</u></b>	:	<b><u>CLINICAL PROGRAM COORDINATOR: PNA-5 (NIGHT SUPERVISOR) REF NO: H/C/52</u></b>
<b><u>SALARY</u></b>	:	R464 466 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>	:	Bongani Regional Hospital
	:	Senior Certificate or equivalent, plus 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 SANC as a Professional Nurse in general nursing. Registration with SANC for (2022/2023). Knowledge and skills: Willingness to work overtime, weekends and public holidays as required. A strong sense of confidentiality and trustworthiness. Good managerial, supervisory, negotiation, interpersonal relations, problem-solving, change management, decision making skills, disciplinary and conflict management skills. Good leadership and organizational skills and ability to function under pressure. Knowledge and insight of legislation and policies relevant to current nursing practice within the Public Service and Ideal Hospital Standards. Computer literacy (MS Word, Outlook, Excel, and Power Point).
<b><u>DUTIES</u></b>	:	To ensure that a comprehensive nursing treatment and care service is delivered to patients in a cost effective, efficient, and equitable manner. Ensure compliance to professional and ethical practice. Demonstrate an in-depth

understanding of nursing legislation and related legal, ethical nursing practices and how this impact on service delivery. Ensure clinical nursing practices by the nursing team (unit) in accordance with the scope of practice and standards as determined by the hospital. Relevant health information to health care users to assist in achieving optional quality health care, goals and objectives including rehabilitation of patients. Maintain constructive working relationship with nursing personnel and other stakeholders. Participate in the analysis, formulation and implementation of the nursing guidelines, protocols, standards and operating procedures. Practice norms and standards. Maintain professional growth/ethical standards and development of self and subordinates. Provide direct and indirect supervision of all staff within the unit and give guidance. Demonstrate effective communication with the patients, supervisors, colleagues and other health professionals and junior colleagues including compiling and writing complex reports. Work as part of multi-disciplinary team in the hospital level to ensure good nursing care with the nursing team. Work effectively and amicably at the supervisory level with the persons of diverse intellectual, cultural and racial or religious differences. Able to manage own work time and that of junior colleagues to ensure proper nursing services in the unit. Provide management support, guidance, and direction to personnel under her or his supervision towards the realization of strategic goals and objectives of the nursing division on night duty. Demonstrate a basic understanding of HR and Financial policies and practices.

**ENQUIRIES** : Mr. Tsoho T Tel No: 057 916 8285  
**APPLICATIONS** : To: The Chief Executive Officer, Bongani Regional Hospital, Private Bag X29, Welkom, 9460 – No. 1 Mothusi Road, Thabong, Welkom. 3<sup>rd</sup> Floor, Human Resource Department.

**POST 45/210** : **ASSISTANT DIRECTOR: RECORDS MANAGEMENT REF NO: H/A/43**  
 Human Resource Directorate: Corporate Office

**SALARY** : R393 711 per annum, plus 13<sup>th</sup> Cheque, Housing Allowance, Medical Aid (Optional), Employee must meet the prescribed requirements.

**CENTRE** : Bloemfontein  
**REQUIREMENTS** : Senior Certificate or equivalent qualification, plus three-year Diploma/Bachelor's Degree in Human Resource Management/ Public Administration or related field at NQF 6 as recognised by SAQA, plus 3-5 years' functional experience, which 3 years' must be registry experience at Human Resource Management 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** : Monitor records management and filing services in the unit. Manage and ensure proper implementation and maintenance of records management systems. Ensure efficient records management and practices by developing and implementing records management systems and procedures. Facilitate records management awareness programs. Manage Resource (Human, Financial and Physical) within the unit.

**ENQUIRIES** : Mr. AZG Bebula Tel No: (051) 408 1883  
**APPLICATIONS** : 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 45/211** : **INTERNAL AUDIT REF NO: H/I/2**  
 Internal Audit Directorate: Corporate Office

**SALARY** : R269 214 - R317 127 per annum, plus 13<sup>th</sup> Cheque, Home Owner Allowance, Medical Aid (Optional), Employee must meet the prescribed requirements.

**CENTRE** : Bloemfontein

- REQUIREMENTS** : Senior Certificate or equivalent qualification, plus a Three-year tertiary qualification, Diploma/Appropriate Bachelor's Degree or equivalent qualification in Internal auditing/Accounting/Risk Management, plus 2 years' functional experience. Valid Driver's License. A successful candidate must be willing to travel extensively and work irregular hours. Knowledge And Skills: Communication, planning and organizing, problem solving and time management. Knowledge of Teammate software. Qualification in Information Technology Audit.
- DUTIES** : Provide inputs in conducting risk assessments. Assist in planning and conduct audit assignments in accordance with audit methodology and IIA standards. Prepare audit programmes together with Assistant Director. Gather adequate, competent and useful evidence. Assist in preparing draft audit reports to be reviewed by management. Conduct ad-hoc assignments and follow up audits. Assist in the administration of the Internal Audit activities.
- ENQUIRIES** : Mr. SM Lekola Tel No: (051) 408 1585/1762
- APPLICATIONS** : To: The Acting Director: HRM and Planning, Bophelo House, Private Bag X227, Bloemfontein, 9300, or hand deliver @ Main Building, Ground floor entrance, Cnr Charlotte Maxeke and Harvey Road, Bloemfontein.
- FOR ATTENTION** : Me R Stellenberg
- POST 45/212** : **HEALTH PROMOTER REF NO: H/H/30**  
HR Practices: Human Resource Directorate: Corporate Office
- SALARY** : R269 214 - R317127 per annum, plus 13<sup>th</sup> Cheque, Home Owner Allowance, Medical Aid (Optional), Employee must meet the prescribed requirements.
- CENTRE** : Bloemfontein
- REQUIREMENTS** : Senior Certificate or equivalent qualification, plus Three-year tertiary qualification, Diploma/ Degree in Health Promotion/ Social Science/ Nursing, plus 2 years' functional experience. Valid Driver's License. Knowledge and Skills: Good interpersonal and communication skills.
- DUTIES** : Facilitate and support the promotion of Healthy Lifestyles. Implement Health Promotion Awareness campaigns according to health calendar and provincial priorities. Strengthen Partnerships with other stakeholders for implementation of Health Promotion. Support implementation of PHC strategy. Implement health promotion in Health care facilities. Monitor and evaluate the implementation of health promotion in PHC facilities.
- ENQUIRIES** : Me H Boshoff Ass Dir Community Development Tel No: 016 970 9303
- APPLICATIONS** : To: The CEO: Fezile Dabi District, Private Bag X2005, Sasolburg, 1947 or Hand deliver.
- FOR ATTENTION** : ME. WR Van Loggerenberg

#### **DEPARTMENT OF TREASURY**

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

- APPLICATIONS** : Applications, quoting the relevant reference, should be forwarded as follows: The Free State Provincial Treasury, Private Bag X 20537, Bloemfontein, 9300 or applications that are hand delivered must be brought to the foyer of Fidel Castro Building where they must be placed in the appropriately marked box at: Security, Ground floor, Fidel Castro Building, Cnr. Markgraaff and Miriam Makeba Streets, Bloemfontein.
- FOR ATTENTION** : Ms. D Motloung, Fidel Castro Building, Tel No: (051) 405 4274
- CLOSING DATE** : 09 December 2022
- NOTE** : Directions to applicants: Applications must be submitted on form the new Z.83 form (Updated version that came into effect on 1 January 2021), obtainable from any Public Service Department and must only be accompanied by a detailed Curriculum Vitae (Subjects of relevant qualifications should be mentioned in the CV). Applicants are requested to complete the Z83 form properly and in full. (Sections A, B, C and D are compulsory and Sections E, F and G do not need to be completed if a detailed CV covering the Sections is attached). The Department, post name and reference number of the advertised post should be stated on the Z.83. Only short listed candidates will be required to submit certified copies of qualifications and other related documents on, or before the day of the interview following an invitation from the Department to attend an interview, and such qualification(s) and other related document(s)

should be in line with the requirements of the advertisement. Candidates may also be subjected to a practical test. Applications received after the closing date and those that do not comply with these instructions will not be considered. The onus is on the applicants to ensure that their applications are posted or hand delivered timeously. Candidates who possess foreign qualifications and/or short courses certificates must take it upon themselves to have their qualifications evaluated by the South African Qualifications Authority (SAQA). Applicants are respectfully informed that if no notification of appointment is received within 4 months of the closing date, they must accept that their applications were unsuccessful. Suitable candidates will be subjected to personnel suitability checks (criminal record check, citizenship verification, financial assets check, qualification verification and reference checks). The Department reserves the right not to make appointments on the advertised post(s).

#### OTHER POST

**POST 45/213** : **DEPUTY DIRECTOR: MUNICIPAL ACCOUNTING AND ASSET MANAGEMENT REF NO: FSPT: 035/22**

**SALARY** : R766 584 per annum (Level 11), (an all-inclusive salary package), (This all-inclusive flexible remuneration package consists of a basic salary, the Government's contribution to the Government Employees Pension Fund and a flexible portion that may be structured according to specific rules)

**CENTRE REQUIREMENTS** : Bloemfontein  
A relevant degree or equivalent qualification in Accounting/Financial Accounting with a minimum of three (3) years' experience in local government finance and administration of which at least three (3) years should have been in a junior management position. Knowledge of the Public Finance Management Act (PFMA), Municipal Financial Management Act (MFMA), Division of Revenue Act, Intergovernmental Relations Act (DORA), Treasury Regulations, Municipal Systems Act (MSA), Generally Recognised Accounting Principles (GRAP). Computer literate. Good interpersonal, organizing, planning and analytical skills. Valid driver's license.

**DUTIES** : Promote adherence to GRAP standards and timeous submission of credible annual financial statements by 31 August. Promotion of improved audit outcomes in municipalities. Provide technical support on financial management and accounting. Supporting the monitoring and compliance with the financial accounting reporting requirements. Management of functions related to effective and efficient operations of the Directorate including quarterly reporting of the Annual Performance Targets.

**ENQUIRIES** : Mr. L Moduane Tel No: 083 389 1778

#### OFFICE OF THE PREMIER

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

**APPLICATIONS** : Posted to Ms. Leanne Terblanche, Office of the Premier, Human Resources Advice, Co-ordination and Management Directorate, P.O Box 517, Bloemfontein, 9300 or Hand delivered to: Leanne Terblanche, Room 7, Ground floor, O.R Tambo House, Bloemfontein or e-mail to recruitment@fspremier.gov.za.

**CLOSING DATE** : 09 December 2022 at 16:00

**NOTE** : Applications must be submitted on the prescribed Z83 form, obtainable from any Public Service Department. All applications must be accompanied by a comprehensive CV only. Communication from the HR of the department regarding the submission of certified copies of qualifications and other relevant documents will be limited to shortlisted candidates. Applications must be submitted on or before the closing date. Applications must be submitted to the address mentioned in the advertisement. All shortlisted candidates will be subjected to personnel suitability checks. It is the applicant's responsibility to have foreign qualifications evaluated by the South African Qualification Authority (SAQA). Applicants are respectfully informed that if no notification of appointment is received within 4 months of the closing date, they must accept

that their application was unsuccessful. Applications from people with disabilities are welcomed.

#### OTHER POSTS

**POST 45/214** : **DEPUTY DIRECTOR: SKILLS DEVELOPMENT COORDINATION REF NO: 23/2022**

**SALARY** : R766 584 per annum (Level 11), (an all-inclusive salary package) The remuneration package includes a basic salary, Annual Service Bonus, the Employer's contribution to the Government Employee Pension Fund and a flexible portion which may be structured in terms of the rules for the structuring of the flexible portion; and may include Medical Aid contribution, 13th cheque, motor car allowance, housing allowance and non-pensionable cash allowance.

**CENTRE REQUIREMENTS** : Bloemfontein  
: A three year tertiary qualification (NQF Level 7) in Human Resource Management and Development. Extensive experience in the human resource development and training field. Relevant experience in Assessment of training courses in the government. Experience in research. Working knowledge of the designing and development of training courses. Ability to do research and benchmarking regarding management/generic and transverse training. Report writing, computer, presentation and interpersonal relations skills.

**DUTIES** : Administer curriculum development for the Free State Training Academy, including: Evaluate training needs; Evaluate new training courses; Design courses to address training needs; Re-design existing courses in collaboration with stakeholders; Develop and implement a strategy to market the Academy; and Advice on the establishment of partnerships to provide training. Administer quality assurance of training programmes for the Free State Training Academy, including: Conduct research and evaluate assessment tools to determine the impact of training interventions; Moderate assessment of portfolios; Manage training system and certification; and Report on the impact of training interventions. Facilitate skills development within the Office of the Premier (OTP), including: Facilitate the development of a work place skills plan for the OTP; Monitor the implementation of the work place skills plan; Report on the status of the work place skills plan; Manage internship and learnership programmes; and Manage bursary administration. Manage resources, including: Manage staff within the Section; Develop Job Descriptions within the Section; Manage performance of staff within the Section; Facilitate training interventions; and Give operational direction, guidance and advice to staff within the Section.

**ENQUIRIES** : Ms. L. Nibe-Nkutha, Director: Free State Training Acedemy, Tel No: 051 4098009

**POST 45/215** : **DEPUTY DIRECTOR: GENERIC AND OPERATIONAL TRAINING REF NO: 24/2022**

**SALARY** : R766 584 per annum (Level 11), (an all-inclusive salary package). The remuneration package includes a basic salary, Annual Service Bonus, the Employer's contribution to the Government Employee Pension Fund and a flexible portion which may be structured in terms of the rules for the structuring of the flexible portion; and may include Medical Aid contribution, 13th cheque, motor car allowance, housing allowance and non-pensionable cash allowance.

**CENTRE REQUIREMENTS** : Bloemfontein  
: NQF level 7 qualification. 3-5 years' experience in middle management and, including assessment of training courses in the government. Knowledge of designing and development of training courses, research and benchmarking, and public service policies. Presentation, communication and interpersonal skills.

**DUTIES** : To provide advice and support on generic and transversal training, including: Consult the Skills Development Facilitators on respective management of training needs; Develop a training schedule for management training; Quality assure training needs for generic/transversal management; and Market generic and training in the schedule. To facilitate and coordinate the provision of middle management and level 1-5 interventions, including: Coordinate the provincial departments nomination process; Consult the relevant service providers; Write submission for approval; Liaise with departments for implementation of training; and Coordinate the implementation of training. To

develop and manage an integrated competency based learning pathway for junior officials and middle management development, including: Align training to competency standards of middle managers; Consolidate into the training schedule; Consult with relevant providers; and Liaise with departments for the implementation of training. The coordinate Compulsive Induction Programmes (CIP) for salary levels 1 to 12 and higher, including: Conduct baseline on CIP 1-1; Consult the Skills Development Facilitators on their respective needs of CIP1-12; Intergrade needs to the training schedule; and Submit CIP report. To manage resources to ensure that the objectives of the component are achieved, including: Management of staff within the component; The development and updating of Job Descriptions for reporting staff; The performance management of staff within the component; Facilitation of training interventions; and Give direction, guidance and advice to staff within the component.

**ENQUIRIES** : Ms. L. Nibe-Nkutha, Director: Free State Training Acedemy, Tel No: 051 4098009

**POST 45/216** : **SECRETARY TO THE DIRECTOR: CORPORATE COMMUNICATION REF NO: 22/2022**

**SALARY CENTRE REQUIREMENTS** : R181 599 per annum (Level 05), (A basic salary)  
: Bloemfontein  
: Grade 12 with typing as a subject or any other training/qualification. Secretarial experience within a middle/senior management office. Knowledge of telephone etiquette, records management and office administration. Language, basic written communication, computer and organizing skills.

**DUTIES** : Provides a secretarial/receptionist support service to the Manager, including: Co-ordination of telephone calls, e.g. receive telephone calls and refers the calls to the correct role players if not meant for the Manager; Records appointments and events in the diary of the Manager; Types documents for the Manager and other staff within the unit; Operates office equipment like fax machines and photocopiers. Provides a clerical support service to the Manager, including: Liaises with travel agencies to make travel arrangements. Checks the arrangements when the relevant documents are received; Arranges meetings and events for the Manager and staff in the unit. Identify venues, invites role players, organizes refreshments and sets up schedules for meetings and events; Processes travel and subsistence claims for the unit; Processes all invoices that emanate from the activities of the work of the Manager; Drafts basic minutes of the meetings of the Manager where required; Drafts routine correspondence, reports and other documentation; Does filing for the Manager and unit according to the Archives Act.; Administers matters like leave registers and telephone accounts; Receives, records and distributes all incoming and outgoing documents; Coordinates the procurement of standard items like stationary and refreshments; Collects all relevant documents to enable the Manager to prepare for meetings.

**ENQUIRIES** : Mr. S.K. Maphalla Tel No: 51 403 3928