

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

- CLOSING DATE** : 14 July 2023
- NOTE** : Applications must be submitted on new Z83 form that came to effect from 1 January 2021, the new application for employment form can be downloaded at www.dpsa.gov.za-vacancies. Should an individual apply for a post using the incorrect application for employment (Z83), the application will be disqualified. All required information on Z83 must be provided. In terms of DPSA circular 19 of 2022, Z83 must be completed and declaration must be signed, Part A all fields must be completed in full, Part B all fields must be completed in full (except when SA Applicant need not provide Passport numbers, when response is No, and official registration is not required), Part C all fields must be completed in full, Part D all fields must be completed in full, Part E,F,G may say refer to CV, or CV attached (Part F, the fields with questions related to conditions that prevent re-appointment, must be completed in full). Further, applicants are not required to submit copies of qualifications and other relevant documents on application but must submit the Z83 and detailed Curriculum Vitae (ensure where required they indicate the drivers licenses). 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. 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 22/251** : **CHIEF DIRECTOR: SUPPLY CHAIN MANAGEMENT: REF NO: H/C/43**
- SALARY** : R1 371 558 – R 1 635 897.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** : Supply Chain And Asset Management: Corporate Office: Bloemfontein
: A tertiary qualifications in Finance, Economics Management, Public Management, Financial Management or Supply Chain Management at (NQF Level 7). 5 to 7 years related financial/ asset management/ SCM experience of

which 5 years must be at Senior management level. Successful completion of the Nyukela Pre-entry certificate. Valid Driver license. Knowledge And Skills: Public Service Regulations, PFMA, SCM, Human Resource, PMDS, Public Service Act, Batho Pele Principals. Communication and interpersonal skills. Problem solving skills. Computer skills, Numeracy skills, Literacy skills, Analytical thinking and Supervisory skills. Public Finance Management Act, Treasury Regulations, Asset Management Framework, Asset Management Guidelines, Standard Chart of Accounts, Public Sector Accounting Standards, Public Sector Asset Management Practices and Procedures. Ability to analyze financial reports and compile inputs to financial statements. Extensive knowledge of Basic Accounting System and Logistical Information System

DUTIES

: Manage and facilitate the provision of Supply Chain Management services. Ensure proper implementation of Logistics function with special focus on management of losses, asset, disposal, fleet and payment management in the Department as prescribed by the PFMA and SCM Framework Regulations to be In line with National Treasury's Asset. Maintain and ensure compliance to the prescripts of PFMA pertaining to Trading Account as well improve continuous supplies of medicine to the institutions, in the Free State Department of Health. Ensure efficient and effective procurement and performance management with regard to the bidding process, which support current empowerment policies, and in line with PFMA, PPPFA, BBBEE Act, and SCM Framework Regulations. Co-ordinate and ensure co-operation in all the Directorates in the improvement of service delivery. Provide support to the CFO and ensure co-operation with Financial Management Chief Directorate in providing inputs or information's of compilation of financial statements. Improve internal and external communications with various clients. Ensure compliance with the provisions of the Public Finance Management Act, Treasury Regulations, National Transport Policy and National Asset Management Guide and Framework. Ensure effective, efficient, economical and transparent use of the resources of the Department. Enhance the management, safeguarding and maintenance of all departmental assets inventory. Ensure a complete, accurate and reliable Departmental Asset Register. Ensure effective and efficient Disposal Management. Implement preventative measures to protect the assets of the Department and reduce losses resulting from theft, accidents, irregular, fruitless and wasteful expenditure and other losses. Ensure proper management of donations and gifts. Provide effective, effective, and efficient transport use and ensure economical use of departmental vehicles. Comply with all reporting requirements and Management Plan. Evaluate and control performance and management of asset acquisition process, Management of assets: Physical verification of assets. Internal and external transfers of assets. Identification of assets for disposals. Safeguarding of assets. Recording of loss, damage or mismanagement of assets. Maintenance of the Departmental Asset Register. Reconciliation of assets. Develop, implement and monitor maintenance of assets. Ensure effective and efficient risk management. Ensure and enhance audit management. Management and monitor performance of leases. Ensure reliable reporting on departmental assets.

ENQUIRIES

: Mr. TM Moremi, Telephone number: (051 408 1115)

APPLICATIONS

: To Be Sent 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)

**PROVINCIAL ADMINISTRATION: FREE STATE
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 Mr. Thabo Tsotetsi, Office of the Premier, Human Resources Advice, Co-ordination and Management Directorate, P.O Box 517, Bloemfontein, 9300 or Hand delivered to: Thabo Tsotetsi, Room 7, Ground floor, O.R Tambo House, Bloemfontein or e-mail to recruitment@fspremier.gov.za.

CLOSING DATE

: 14 July 2023 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 on 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 POST

- POST 22/252** : **ASSISTANT DIRECTOR: FRONTLINE SERVICE DELIVERY AND ACCESS TO GOVERNMENT SERVICE MONITORING, REF NO: 06/2023**
- SALARY CENTRE REQUIREMENTS** : R424 104 per annum. (Level 9) A basic salary
: Bloemfontein
: NQF Level 7 qualification. Experience in implementing frontline service delivery monitoring strategies/intervention plans. Experience in a similar environment. Knowledge of legislation & policies applicable to frontline service delivery monitoring in the Public Service. Knowledge of Frontline Service Delivery Monitoring or change management programmes of the Free State & in South Africa. Knowledge of co-ordination, monitoring & evaluation mechanisms, systems and processes. Inter-personal, analytical, organising and planning skills. Valid Driver's License
- DUTIES** : Research and information gathering with regard to frontline service delivery challenges within the Free State Province, including: Assist with the gathering of information on Frontline Service Delivery Monitoring challenges within the Free State Province; Conduct research and provide inputs into the best possible tools to be used for the different sectors during frontline visits; and Assist with the development and maintenance of sector specific tools to be utilized for the monitoring of frontline offices. Implementation of a Provincial Frontline Service Delivery Monitoring (FSDM) Strategy within the Free State Province, including: Assist with the development and maintenance of a Frontline Service Delivery Monitoring Strategy within the Free State Province based on identified challenges; Participate in discussions to facilitate the implementation of the FSDM Strategy for the Free State Province; Conduct frontline visits based on the annual Frontline Service Delivery Monitoring Plan for the Free State Province; Develop reports on the findings, including challenges observed, at frontline facilities during frontline visits; Provide inputs into recommendations on how challenges at frontline offices can be addressed; Assist with the development of Sector Specific Improvement Plans based on findings during visits; Follow-up on the implementation of Sector Specific Improvement Plans; Provide assistance to the DPME during integrated frontline visits undertaken within the Free State Province based on identified national priorities; Participate in FSDM Meetings within the Free State Province; Assist with the compilation of provincial reports on the findings at frontline facilities; and Assist with the creation of awareness & build capacity on service delivery excellence and related principles within the FSPG. Assist with the establishment, facilitation & co-ordination of Sectorial structures on Frontline Service Delivery Monitoring matters, including: Assist with the facilitation and organization of different Frontline Sector Structures and Forums within the Free State Province as needed; and Assist with the development of presentations and documents to provide feedback on the implementation of FSDM matters during Sectoral Meeting, Provincial Forums, etc.
- ENQUIRIES** : Ms. Irene Griffiths, Chief Director: Monitoring and Evaluation Programmes, telephone 051-4055054 or 082 411 7594