

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

- APPLICATIONS** : Applications to be done at: <https://ihealth.fshealth.gov.za/e-Recruitment>
- CLOSING DATE** : 05 June 2026
- NOTE** : 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 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 prior to appointment. 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. All shortlisted candidates, including the SMS, shall undertake two pre-entry assessments. One will be a practical exercise to determine a candidate's suitability based on the post's technical and generic requirements and the other must be an integrity (ethical conduct) assessment. 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

OTHER POSTS

- POST 17/140** : **MEDICAL SPECIALIST: INTERNAL MEDICINE (CLINICAL HAEMATOLOGY): GRADE1-3: REF NO: H/M/36/2026**
- SALARY** : Grade 1: R1 395 528 – R1 479 723 per annum
Grade 2: R1 592 274 – R1 688 553 per annum
Grade 3: R1 884 151 – R2 301 186 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.

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| <u>CENTRE REQUIREMENTS</u> | : Univeristas Academic Hospital: Bloemfontein : Current valid registration with HPCSA AS Medical Specialist in Internal Medicine. Current registration with the HPCSA for period of 2026/2027. Experience: Grade 1: None after registration as Medical Specialist with Health Professional Council of South Africa (HPCSA) in respect of South Africa qualified employees. Valid driver's license. Be a South African citizen or be a permanent resident. A minimum of 5 years appropriate experience as Medical Specialist after registration with the HPCSA (or a recognised foreign Health professional Council in respect of a foreign qualified employee) as Medical Specialist in a normal Specialty. A minimum of 10 years appropriate experience as Medical Specialist after registration with the HPCSA (or a recognised foreign Health professional Council in respect of a foreign qualified employee) as Medical Specialist in a normal Specialty. Knowledge and skills: Experience in teaching and learning medical students and registrars. 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. |
| <u>DUTIES</u> | : Service delivery and medical administration with the division of clinical Haematology, department of internal medicine: Provide outreach, in-reach and Support services, rendering community overtime in compulsory. Involvement in teaching and training of medical students, registrars and subspeciality fellows. Conduct Research and supervise trainee research projects. Perform clinical governance and endure 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, head clinical unit Internal Medicine (Clinical Haematology), and Sub-specialist Clinical Haematologist. Conducting clinical audits, mortality and morbidity. Monitoring and evaluating of relevant clinical effectiveness indicators. |
| <u>ENQUIRIES</u> | : Prof JLR Malherbe Tel No: (051) 405 2878 |
| <u>POST 17/141</u> | : <u>MEDICAL SPECIALIST (ORTHOPEDIC): GRADE 1 – 3 REF NO: H/M/38/2026 (X1 POST)</u> |
| <u>SALARY</u> | : Grade 1: R1 395 528 – R1 479 723 per annum Grade 2: R1 592 274 – R1 688 553 per annum Grade 3: R1 884 151 – R2 301 186 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. |
| <u>CENTRE REQUIREMENTS</u> | : Bongani Regional Hospital, Welkom : Senior Certificate/ Grade 12. Appropriate qualification that allows registration with the Health Professions Council of South Africa (HPCSA) as a Medical Specialist in Orthopedic. Appropriate tertiary qualification in the Health Science (MBChB). Initial and current registration with the Health Professions Council of South Africa (HPCSA) as a Medical Specialist in Orthopedic. Grade 1: No experience required. Grade 2: A minimum of (5) years relevant experience after registration with Health Profession Council of South Africa (HPCSA) as a Medical Specialist in Orthopedic. Grade 3: A minimum of (10) years relevant experience after registration with the Health Profession Council of South Africa (HPCSA) as a Medical Specialist in Orthopedic. Current annual registration with HPCSA (2026/2027). Knowledge and Skills: Attributes and Abilities Sound clinical concept within the specific domain. Ability to work in multidisciplinary team. Teaching and supervisory skills. Assessment, diagnose and management of patients within the field of expertise. Good verbal and written communication skills and interpersonal skills. Knowledge of all Public Service Legislation, Policies and Procedures. Conflict management skills. Innovation, drive and stress tolerance. Concern of excellence. ACLS, ATLS, APLS. Medical expertise, Clinical competence, Medical regulations and research and Research and analysis. Communication, empathy and compassion, problem-solving, leadership and teamwork, adaptability and attention to detail. |
| <u>DUTIES</u> | : Patient care and Clinical duties: Management all medical conditions to ensure that a competent service is provided to all patients. Briefing, informing and counselling patients and where appropriate relatives regarding prevention, treatment operative, complications and rehabilitation. Endeavour to becomes killed in resuscitative measures and intensive care treatment to assure survival |

of critically ill-patients. Prescribe medications, order and interpret diagnostic tests, and assist in medical procedures and surgeries. Team leadership: Supervise junior staff in order to provide adequate medical care and to train them to be able to do key medical interventions. Documentation: Reduce medical litigation by exercising good clinical ethos, complete medico-legal documentation, and maintain adequate medical records. Compliance and quality: Perform clinical governance and ensure compliance with all legal and statutory requirements with FSDoH OHSC, HPCSA, CMSA, UFS. Administrative and operational: Consult patients on an outpatient basis to have optimal chronic disease management and good long-term follow-up. Render outreach and support services to other levels of care in our drainage areas (Free State Province). Candidate will have to perform commuted duties (Compulsory & non-negotiable) in line with the relevant policy. Perform all reasonable duties as directed by Head of Department/ Head of Clinical Unit/ Medical Specialist. Conducting clinical audits. Monitoring and evaluating of relevant clinical effectiveness indicators.

- ENQUIRIES** : T Tsoho Tel No: (057) 916 8285
- POST 17/142** : **MEDICAL SPECIALIST (OBSTETRICS & GYNAECOLOGY) GRADE 1 – 3 REF NO: H/M/39/2026 (X1 POST)**
- SALARY** : Grade 1: R1 395 528 – R1 479 723 per annum
 Grade 2: R1 592 274 – R1 688 553 per annum
 Grade 3: R1 884 151 – R2 301 186 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** : Bongani Regional Hospital, Welkom
 : Senior Certificate/ Grade 12. Appropriate qualification that allows registration with the Health Professions Council of South Africa (HPCSA) as a Medical Specialist in Obstetrics and Gynecology. Appropriate tertiary qualification in the Health Science (MBChB). Initial and current registration with the Health Professions Council of South Africa (HPCSA) as a Medical Specialist in Obstetrics and Gynecology. **Grade 1:** No experience required. **Grade 2:** A minimum of (5) years relevant experience after registration with Health Profession Council of South Africa (HPCSA) as a Medical Specialist in Obstetrics and Gynecology. **Grade 3:** A minimum of (10) years relevant experience after registration with the Health Profession Council of South Africa (HPCSA) as a Medical Specialist in Obstetrics and Gynecology. Current annual registration with HPCSA (2026/2027). Knowledge and Skills: Attributes and Abilities Sound clinical concept within the specific domain. Ability to work in multidisciplinary team. Teaching and supervisory skills. Assessment, diagnose and management of patients within the field of expertise. Good verbal and written communication skills and interpersonal skills. Knowledge of all Public Service Legislation, Policies and Procedures. Conflict management skills. Innovation, drive and stress tolerance. Concern of excellence. ACLS, ATLS, APLS. Medical expertise, Clinical competence, Medical regulations and research and Research and analysis. Communication, empathy and compassion, problem-solving, leadership and teamwork, adaptability and attention to detail.
- DUTIES** : Patient care and Clinical duties: Management all medical conditions to ensure that a competent service is provided to all patients. Briefing, informing and counselling patients and where appropriate relatives regarding prevention, treatment operative, complications and rehabilitation. Endeavour to becomes killed in resuscitative measures and intensive care treatment to assure survival of critically ill-patients. Prescribe medications, order and interpret diagnostic tests, and assist in medical procedures and surgeries. Team leadership: Supervise junior staff in order to provide adequate medical care and to train them to be able to do key medical interventions Documentation: Reduce medical litigation by exercising good clinical ethos, complete medico-legal documentation, and maintain adequate medical records. Compliance and quality: Perform clinical governance and ensure compliance with all legal and statutory requirements with FSDoH OHSC, HPCSA, CMSA, UFS. Administrative and operational: Consult patients on an outpatient basis to have optimal chronic disease management and good long-term follow-up. Render outreach and support services to other levels of care in our drainage areas (Free State Province). Candidate will have to perform commuted duties

(Compulsory & non-negotiable) in line with the relevant policy. Perform all reasonable duties as directed by Head of Department/ Head of Clinical Unit/ Medical Specialist. Conducting clinical audits. Monitoring and evaluating of relevant clinical effectiveness indicators.

ENQUIRIES : T Tsoho Tel No: (057) 916 8285

POST 17/143 : **MANAGER NURSING: PNA9 REF NO: H/M/41/2026**

SALARY : R1 201 302 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 : Lejweleputswa District
: Basic R425 qualification (i.e. Diploma/Degree in Nursing or equivalent qualification that allow registration with the South African Nursing Council) as a Professional Nurse. Registration with the SANC as a professional nurse. Experience: A minimum of 10 years appropriate/recognisable experience in nursing after registration as Professional Nurse with the SANC in General Nursing. At least 5 years of the period referred to above must be appropriate/recognisable experience at management level. (As Assistant Manager Nursing). Valid driver's license. Knowledge and Skills: Ability to function at different levels of care related to the specialty quality for in depth knowledge and understanding of Health-relation Acts, Regulations, Guidelines and other related policies such as: Nursing Act, Health Act, Code of Ethics, Professional Scope of Practice Act, Occupational Health and Safety Act, Mental Health Act, Patient Rights Charter, Batho-Pele principles, Public Service Regulations, Labour Relations Act, Disciplinary Code and Procedure, Grievance Procedure, etc. Knowledge and understanding of the legislative framework governing the Public Service including: Skills Development Act, Public Development Act, Public Service Regulations, Labour Relations Act, Grievance Procedure and Disciplinary.

DUTIES : Provide support to the strategic leadership, coordinate plan and manage the implementation of the District Health System (DHS). Provide effective administrative support to the districts. Support the district towards their effort to meet the ideal clinic status in preparation for the Universal Health Care. Ensure intersectoral collaboration with relevant stakeholders, through the District Development Model Forum (DDM). Strengthen Primary Health Care (PHC) re-engineering and facilitate integration of all the sub-programs within the DHS budget program. Develop an effective monitoring and evaluation strategy to improve the program's performance. Ensure effective and efficient use of resources. Plan and Organize work to achieve objectives that meet service standards; applying problem solving strategies as a manager in the public service; Managing own performance and development; Planning services delivery to meet client expectations and communicating as aa manager in the public service. Display the capacity in human resource planning and people management. Develop and monitor the implementation of policies, programs, regulations, practices, procedures and standards pertaining to nursing care. Provide guidance and leadership towards the realization of strategic goals and objectives of the division.

ENQUIRIES : Me. N Gigi Tel No: (057) 351 1026

POST 17/144 : **MEDICAL OFFICER GRADE 1 – 3 REF NO: H/M/40/2026 (X2 POSTS)**

SALARY : Grade 1: R1 041 402 – R1 121 241 per annum
Grade 2: R1 188 255 – R1 297 089 per annum
Grade 3: R1 375 245 – R1 713 534 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 : Bongani Regional Hospital, Welkom
: Senior certificate, MBCHB or equivalent Degree (independent practice); valid registration with Health Professions Council of South Africa (HPCSA) as an Independent Medical Practitioner. Current registration with HPCSA (2026/2027). **Grade 1:** None after registration as a Medical Practitioner with the Health Professions Council of South Africa (HPCSA) in respect of South African qualified employees. One-year relevant experience after registration as a Medical Practitioner with recognized foreign health professional council in respect of foreign qualified employees, of whom it is not required to perform

community service, as required in South Africa. **Grade 2:** Minimum of 5 years after registration as a Medical Practitioner with the Health Professional Council of South Africa (HPCSA) in respect of South African qualified employees, Minimum of 6 years relevant experience after registration as a Medical Practitioner with a recognized foreign Health professional council in respect of foreign qualified employees, of whom it is not required to perform community service as required in South Africa. **Grade 3:** Minimum of 10 years after registration as a Medical Practitioner with the Health Professions Council of South Africa (HPCSA) in respect of South African qualified employees. Minimum of 11 years relevant experience after registration as a Medical Practitioner with a recognized foreign health professional council in respect of foreign qualified employees of whom it is not required to perform community service, as required in South Africa. Knowledge and Skills: Courteous towards patients; good customer or patient care; time management.

DUTIES : Rendering clinical services and be responsible for service delivery within the facility. To fulfil the administrative, academic and research requirements in the hospital. Render outreach and support service to other levels of care. Provide a holistic patient care, inclusive of preventive measures, treatment and rehabilitation. Ensuring correct patient management through the implementation of quality standards, practice and treatment protocols. Ensuring developments, maintenance and updating of clinical procedures. Ensuring effective utilization of all resources in the clinical field within the sphere of functioning. Provide medical services at the department where you will be allocated. Clinical responsibilities including examine, investigate, diagnose and oversee the treatment of patients in the relevant department. Provide guidance, training evaluation and mentorship of junior medical staff. Participate in community health programs. Assist in the evaluation of existing standards and effectiveness of health care. Adhere to departmental treatment guidelines and policy. Deal with emotion, social and physical aspects of diseases for patients and their relatives.

ENQUIRIES : T Tsoho Tel No: (057) 916 8285

POST 17/145 : **MEDICAL OFFICER: INTERNAL MEDICINE (CLINICAL HAEMATOLOGY) GRADE1-3 REF NO: H/M/37/2026**

SALARY : Grade 1: R1 041 402 – R1 121 241 per annum
Grade 2: R1 188 255 – R1 297 089 per annum
Grade 3: R1 375 245 – R1 713 534 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 : Univeristas Academic Hospital: Bloemfontein
: MBChB, Full registration with HPCSA as independent practitioner. Relevant experience: Internship & Community Services. **Grade 1:** None after registration as Medical Practitioner with HPCSA respect of South Africa qualified employees. One year relevant experience after registration as Medical Practitioner with a recognised foreign Health Professional Council in respect of foreign qualified employee, of whom it is not required to perform Community Services, as required in South Africa. **Grade 2:** Minimum of 5 years appropriate experience as Medical Practitioner with the HPCSA as Medical Practitioner in respect of SA qualified employee. Minimum of 6 years relevant experience after registration as Medical Practitioner with a recognised foreign Health Professional Council in respect of foreign qualified employees of who it is not required to perform Community Service, as required in South Africa. **Grade 3:** Minimum of 10 years appropriate experience as Medical Practitioner with the HPCSA as Medical Practitioner in respect of SA qualified employee. Minimum of 11 years relevant experience after registration as Medical Practitioner with a recognised foreign Health Professional Council in respect of foreign qualified employees of who it is not required to perform Community Service, as required in South Africa. Minimum of 5 years appropriate experience as Medical Practitioner with the HPCSA as Medical Practitioner in respect of SA qualified employee. Knowledge and skills: Should be well read and have a basic knowledge of conditions and emergency treatment relevant to the specialty. Effective clinical decisions, good competent case skills, above average manipulative skills, should develop into a competent doctor. Values/Attitudes: Friendly, reassuring and develops good relationship, Good working relationship with staff, Regular on most occasions, Generally reliable. Education and

training: College Part 1, Relevant Diploma, ACLS/APLS/ATLS. Experience in relevant specialty, Internal Medicine and/or Clinical Haematology and/or Oncology. Skills: Extremely effective clinical decisions and well-balanced initiative Excellent case notes that keeps up with daily changes, Outstanding talent for procedures, Competent and shows outstanding promise. Values/Attitudes: Warm and sympathetic in speaking to patients, exceptionally pleasant to all staff and able to gain full cooperation, invariably on time or early for all duties, very reliable and resourceful in carrying out instructions. Current annual registration with HPCSA (2026/2027).

DUTIES : Manage all medical conditions to ensure that competent service is provided to all patients. Supervise junior staff to provide adequate medical care and to train them to be able to do key medical interventions. Consult patients on an outpatient basis to have optimal chronic disease management and good long term follow up. Briefing, informing and counselling patients and where appropriate relatives regarding prevention, treatment procedures, complications and rehabilitation. Endeavour to become skilled in resuscitative measures and intensive care treatment to assure survival of critically ill patients. Study the relevant field of specialty. Reporting to referring doctors on their referred patients. Writing and maintenance of relevant clinical notes. Consulting with senior staff or other relevant specialists if patient care is beyond personal ability, experience or specialty.

ENQUIRIES : Prof JLR Malherbe Tel No: (051) 405 2878

POST 17/146 : **DEPUTY DIRECTOR: ORGANISATIONAL DEVELOPMENT AND JOB EVALUATION REF NO: H/D/12/2026**

SALARY : R932 292 per annum, all -inclusive package consists of 75% basic salary and 25% flexible portion that be structured in terms of the applicable rules, Medical Aid (Optional) Employee must meet the prescribed requirements.

CENTRE REQUIREMENTS : Corporat Officer, Bloemfontein
 : Senior certificate, plus Degree in Organisational Development and/or business administration with an OD focus qualification as recognised by SAQA. A minimum of 5 years of experience in OD environment, of which 3 years should be on ASD level. Certificate in Business Process Mapping, Job Analyst Certificate, Certificate in Job Evaluation panelist. A valid driver's license. Knowledge and Skills: Norms & standards, cost benefit analysis, HR Practices. Compilation of Job description, relevant legislations & policies, general office administration practices. Work Study Principles and Techniques, Business Process Re-engineering, Performance Management. Organisational Design Principles, PERSAL, policy development, compensate system. management practices, SOPs and BPMs. Working knowledge of Org- Plus/ Visio, working knowledge of the JE System. Analytical, management, presentation, computer, communication, interviewing, report writing, problem solving, project management, financial management, leadership and conflict management.

DUTIES : Coordinate and monitor the development & maintenance of the organogram/s in line with the strategic plan/s. Coordinate investigations and develop, implement, monitor and maintain policies related to job evaluation, efficiency and productivity. Manage and coordinate/ facilitate business process re-engineering investigations (Business Process Mapping and Standard Operating Procedures). Manage the job evaluation processes. Facilitate and advise on the development of job descriptions within the Department. Manage resources to ensure that the objectives of the component are achieved.

ENQUIRIES : Mr.DM Nkala Tel No: (051) 408 1000

POST 17/147 : **DEPUTY DIRECTOR: HUMAN RESOURCE ADMINISTRATION REF NO: H/D/13/2026**

SALARY : R932 292 per annum, all -inclusive package consists of 75% basic salary and 25% flexible portion that be structured in terms of the applicable rules, Medical Aid (Optional) Employee must meet the prescribed requirements.

CENTRE REQUIREMENTS : Corporat Officer, Bloemfontein
 : Senior Certificate, plus B-Degree/ Advanced Diploma in Human Resource Management or related areas at NQF 7 as recognised by SAQA. PERSAL certificates. A minimum of 6 years of experience in human resource administration environment, of which 3 years should be on ASD level. Valid drivers license. Knowledge and Skills: Extensive knowledge on HR processes and policies and PERSAL system operations. People management, financial

management, problem solving, planning & organizing, time management, team player, good communication skills. Report writing skills, leadership skills, change and knowledge management, planning and organization skills. Public Service Regulation (PSR), Public Service Act (PSA), Public Finance Management Act (PFMA).

DUTIES : Manage the rendering of effective and efficient selection and recruitment service. Manage the rendering of effective and efficient human resource administration services. Facilitate the practical implementation of human resource management and administration policies and best practices. Provision and strengthening of governance services. Manage HR Records and Administration. Supervise resources (human/ assets/finances)

ENQUIRIES : Mr.DM Nkala Tel No: (051) 408 1000

POST 17/148 : **DEPUTY DIRECTOR: MANAGEMENT ACCOUNTING REF NO: H/D/14/2026**

SALARY : R932 292 per annum, all -inclusive package consists of 75% basic salary and 25% flexible portion that be structured in terms of the applicable rules, Medical Aid (Optional) Employee must meet the prescribed requirements.

CENTRE REQUIREMENTS : Corporat Officer, Bloemfontein
 : Senior Certificate plus, Bachelor's degree/ Advanced Diploma in Financial Management /Accounting or equivalent qualification at NQF level 7 as recognized by SAQA. A minimum of 3 years related experience in management accounting at supervisory/management level (ASD). Knowledge and Skills: Knowledge of Labour Relations Act, Basic Conditions of Employment Act, Treasury Regulations issued in terms of the PFMA, Free State Provincial Revenue Act and Performance Management System. Public Finance Management Act (PFMA). Public Service Regulations (PSR). Policy analysis and development. People management, financial management, problem solving, planning and organising and time management. Team player, strategic planning, good communication, computer literacy, report writing skills. Facilitation, coordination, leadership, change and knowledge skills.

DUTIES : Monitor the policy and legislative framework to ensure that cognizance is taken of new developments. Develop and maintain policies and processes. Monitor cash flow and submit cash flow reports and plans as required. Monitor compliance with financial prescripts. Provide advice and guidance to role players on the use of forecasting. Planning – Ensure that information for planning purposes are collected and analysed properly. Budgeting – Manage, review, analyse and quality assure the budget preparation process. Reporting – Coordinate, review, analyse and quality assure the management accounting reporting processes. Ensure that information on the requirement for role-over requests are disseminated to responsibility and program managers. Ensure that all roll-over requests are considered, proposal developed submitted to the CFO for consideration. Ensure that the approved roll-overs are incorporated in the adjustments budgets. Assess the need for additional funds required from the adjustment estimates process through monitoring of expenditure trends. Ensure the assessment of expenditure trends and the development of proposals on the virement or shifting of funds. Maintenance of discipline. Management of performance and development. Undertake Human Resource and other related administrative functions. Establish implement and maintain efficient and effective communication arrangements. Develop and manage the operational plan of the sub-directorate and report on progress as required. Develop implement and maintain processes to ensure proper control of work. Compile and submit all required administrative reports. Serve on transverse task teams as required. Procurement and asset management. Planning and allocate work. Quality control of work delivered by employees. Functional technical advice and guidance.

ENQUIRIES : Mr.C Elefthriou Tel No: (051) 408 1000

POST 17/149 : **DEPUTY DIRECTOR: FINANCIAL ACCOUNTING REF NO: H/D/15/2026**

SALARY : R932 292 per annum, all -inclusive package consists of 75% basic salary and 25% flexible portion that be structured in terms of the applicable rules, Medical Aid (Optional) Employee must meet the prescribed requirements.

CENTRE REQUIREMENTS : Corporat Officer, Bloemfontein
 : Senior Certificate plus, Bachelor's degree/ Advanced Diploma in Financial Management /Accounting or equivalent qualification at NQF level 7 as recognized by SAQA. A minimum of 3 years related experience in management

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| | | accounting at supervisory/management level (ASD). Knowledge and Skills: Knowledge of Labour Relations Act, Basic Conditions of Employment Act, Treasury Regulations issued in terms of the PFMA, Free State Provincial Revenue Act and Performance Management System. Public Finance Management Act (PFMA). Public Service Regulations (PSR). Policy analysis and development. People management, financial management, problem solving, planning and organising and time management. Team player, strategic planning, good communication, computer literacy, report writing skills. Facilitation, coordination, leadership, change and knowledge skills. |
| <u>DUTIES</u> | : | Monitor the policy and legislative framework to ensure that cognizance is taken of new developments. Develop and maintain policies and processes. Monitor revenue collected and expenditure incurred and submit reports and plans as required. Monitor compliance with financial prescripts. Provide advice and guidance to role players on revenue and expenditure procedures. Revenue management - Ensure that cashier, banking, debt management, monitoring and reporting services are rendered. Expenditure management – Ensure that payment for compensation of employees, goods and services, transfers, subsidies, and reporting are efficiently and effectively performed. Accounting – To provide financial administration and accounting services (legers/journals, accounting, and reporting (interim and annual financial statements). Maintenance of discipline. Management of performance and development. Undertake Human Resource and other related administrative functions. Establish implement and maintain efficient and effective communication arrangements. Develop and manage the operational plan of the sub-directorate and report on progress as required. Develop implement and maintain processes to ensure proper control of work. Compile and submit all required administrative reports. Serve on transverse task teams as required. Procurement and asset management for the sub directorate. Planning and allocate work. Quality control of work delivered by employees. Functional technical advice and guidance. |
| <u>ENQUIRIES</u> | : | Mr.C Elefthriou Tel No: (051) 408 1000 |
| <u>POST 17/150</u> | : | <u>ASSISTANT DIRECTOR: ENVIRONMENTAL HEALTH PRACTITIONER GRADE 1 – 3 REF NO: H/A/15/2026 (X1 POST)</u> |
| <u>SALARY</u> | : | R664 410 per annum, plus 13th Cheque, Housing Allowance, Medical Aid (Optional, Employee must meet the prescribed requirements. |
| <u>CENTRE REQUIREMENTS</u> | : | Lejweleputswa District |
| | : | Senior certificate, Bachelor's Degree recognized by SAQA in Environmental Health and current registration as an Environmental Health Practitioner with the Health Professions Council of South Africa. Experience- Grade 1: A minimum of 5 years appropriate experience with the HPCSA in Environmental Health of which 3 years must be at a Chief Environmental Practitioner. Knowledge And Skills: Knowledge of policy making policy making processes. Building Safety programs and protocols. Public Services Regulations. Public Services Act. Batho Pele Principles. Appropriate understanding of Environmental Health scope of practice and norms and standards. Project and stakeholder management. Excellent negotiation skills. Facilitation and communication skills (written and verbal). Good human relations. Ability to teach and train staff within a team. Basic computer literacy. Ability to work as part of a multi-disciplinary team at all levels. |
| <u>DUTIES</u> | : | Develop, monitor and implement environmental health related policies, guidelines, plans, norms and standards and procedures. As it relates Hazardous Substances, Waste management, Pest Control and related Regulations. Coordinate Hazardous Substances, Waste management and Pest Control. Collaborate with relevant stakeholders to build capacity of and support Environmental Health Practitioners in Province and Municipalities. Ensure effective and efficient resource management. Manage and mitigate risks related to health care risk waste, hazardous substances and pest control. Establish, attend and convene provincial forums that seek to further the aims of waste reduction and green economy in the province. Monitor waste management, utilize health information technology and other information systems to enhance service delivery in the province. Analyse, interpret and generate reports for decision-making. |
| <u>ENQUIRIES</u> | : | Me. N Gigi Tel No: (057) 351 1026 |

POST 17/151 : **CLINICAL NURSE PRACTITIONER GRADE 1-2 (PNB1-2) REF NO: H/C/19/2026**

SALARY : Grade 1: R495 423 - R581 931 per annum
Grade 2: R607 350 - R752 913 per annum
plus 13th Cheque, Housing Allowance, Medical Aid (Optional, Employee must meet the prescribed requirements.

CENTRE REQUIREMENTS : Mangaung Metro District
: Senior certificate, Diploma/Degree in nursing or equivalent qualification allows registration with SANC as a Professional. Current registration with South African Nursing Council (SANC) as a Professional Nurse. A post-basic nursing basic nursing qualification with a duration of at least 1 year, accredited with SANC in case of Government Notice No. R212 in the relevant specialty's minimum of 4 years appropriate/recognizable experience in nursing after registration as Professional Nurse with the SANC in general nurse. Skills and Knowledge: Planning and organizing, effective communication skills, coordination skills, collaboration skills, computer literacy skills, time management skills, problem solving skills, numeracy skills, report writing skills, facilitation skills. ability to build and work as a team member.

DUTIES : Provision of quality comprehensive community health care. Provision of administration services. Provision of educational services. Usage of equipment and machinery. Research responsibility.

ENQUIRIES : Mr. TA Mokoqo, Assistant Director: Admin and Support at 067 422 5555

POST 17/152 : **PROFESSIONAL NURSE SPECIALTY PNB 1 REF NO: H/P/19/2026 (X6 POSTS)**

SALARY : Grade 1: R495 423 - R581 931 per annum
Grade 2: R607 350 - R752 913 per annum
plus 13th Cheque, Housing Allowance, Medical Aid (Optional, Employee must meet the prescribed requirements.

CENTRE REQUIREMENTS : Universitas Academic Hospital
: Senior certificate, plus diploma/ degree in nursing that allows registration with the SANC. Current registration/APP license with the South African Nursing Council as Professional Nurse. (2026/2027) A post-basic nursing qualification with duration of at least one year in one of the following streams (Critical Care Nursing, Operating Theatre Technique, Oncology Nursing, Advanced Midwifery & Neonatology Nursing Science). **Grade 1:** A minimum of 4 years' appropriate/ recognizable experience in nursing after registration as Professional Nurse with the SANC in General Nursing. **Grade 2:** A minimum of 14 years appropriate/recognizable experience after registration as Professional Nurse with the SANC in General Nursing. At least 10 years of the period referred to above must be appropriate/recognizable experience after obtaining the 1 year post basic qualification as mentioned above. Skills and Knowledge: Excellent current clinical competencies and skills in the applicable area of specialty. Good organizational, collaborative and interpersonal skills. Computer literacy (Word & Excel) Honesty, integrity, and high work ethics.

DUTIES : Provide optimal, holistic specialized nursing care with adherence to the set norms, standards and applicable professional/ legal framework. Effective utilization of all resources within own sphere of influence to maintain costs within the allocated budget. (Human, consumables, assets) in accordance with the Supply Chain Management prescripts. Effective implementation of risk management strategy of the FSDoH to increase efficiency, reduce service delivery-related complaints and potential for litigation. Use relevant electronic data systems including manual source documents to record, capture, reconcile data and or manage the flow of information and communication within the area of specialty. Maintain professional growth/ ethical standards and self-development in line with the Nursing Education Framework.

ENQUIRIES : Mr. J.M. Radebe Tel No: (051) 405 3415

POST 17/153 : **PROFESSIONAL NURSE SPECIALTY (PNB1-2) REF NO: H/P/20/2026**

SALARY : Grade 1: R495 423 - R581 931 per annum
Grade 2: R607 350 - R752 913 per annum
plus 13th Cheque, Housing Allowance, Medical Aid (Optional, Employee must meet the prescribed requirements.

CENTRE : Fezile Dabi District

REQUIREMENTS : Diploma/Degree in nursing or equivalent qualification that allows registration with the South African Nursing Council as a Professional Nurse. A post basic nursing qualification in Primary Health Care with a duration of at least 1 year, accredited with SANC. Current registration with SANC (2026/2027). **Grade 1:** A minimum of 4 years appropriate recognizable experience in Nursing after registration with SANC as a Professional Nurse. **Grade 2:** A minimum of 14 years appropriate recognizable experience in nursing after registration with SANC as a professional Nurse. At least 10 years of the period referred to above must be appropriate recognizable experience in the specific specialty after obtaining the 1-year post-basic qualification of the period referred to above. Valid driver's license. Knowledge and Skills: Nursing care standards, processes and procedures, nursing statutes and other relevant legal frameworks such as: Nursing Act, Health Act. Occupational Health and Safety Act. Patient Rights Charter. Batho Pele Principles, Nursing Strategy, Public Services Regulations, Labour Relations Act, Disciplinary Code and Procedure, Grievance Procedure, etc. Planning and Organizing skills, Effective Communication Skills, Co-ordination skills, Collaboration Skills, Computer Skills, Time Management Skills, Problem Solving Skills, Numeracy, Report writing Skills and Facilitation Skills.

DUTIES : Provision of quality comprehensive community health care: provide Primary Health Care: Provide curative health care services. Referral to health support services. (Rehabilitation, oral health, etc, Doctors, etc, specialist). Evaluate and follow-up patients during clinic visits. Initiate treatment, implementation of programmes and evaluations of patient's clinical conditions. Promoting scientific quality nursing care. Individual consultation sessions. Identify community needs. Initiate minor ailments treatment. Initiate community participation. Coordinate between hospital and community. Maintaining professional secrecy and preventing medico-legal risks. Attend and participate in doctors visit. Arrange admission and outpatient appointments. Function as a member of the therapeutic team. Continuous evaluation of nursing care and nursing services. Assessments of personal services delivery towards patients. Provision of Administration Services: plan and organize daily tasks in clinics co-operation with Clinical Manager. Complete and control Health Information data of all patients and activities as per policy. Ordering and control of stationary, medical stock, consumables as per delegation in absence of personal responsible for different services. Ensure safekeeping of stock and assets. Ordering and control of medication as necessary as per delegations in absence of pharmacist Assistant. Control of medication prescribed to patients as per EDI. Up to date knowledge of appropriate legislation. Regulations and departmental policies. Involvement with community meetings and committees in co-operations with Operational Manager. Identify needs for financial planning and indirect control of expenditure. Provision of educational services: clinical teaching, training and continuous evaluation of sub-category nursing personnel and support services in the Manager. Teaching patients on a one-to one basis. Personnel development, ie. Assessing in-service training needs, planning and implementing of training programme in co-operation with Clinical Manager. Usage of equipment and Machinery: Usage of basic medical equipment. Cleaning, control and safekeeping of equipment. Research Responsibility: To assist in the regional and departmental projects. Direct and indirect involvement with medical research. Involvement with matching research to the needs of the community.

ENQUIRIES : Me. MN Daniels-Moeketsi at 083 369 0133/ Tel No: (016) 973 2402

POST 17/154 : **ASSISTANT DIRECTOR: ASSET MANAGEMENT REF NO:H/A/17/2026**

SALARY : R487 197 per annum (Level 09), plus 13th Cheque, Home Owner Allowance, Medical Aid (Optional), Employee must meet the prescribed requirements.

CENTRE : Universitas Academic Hospital

REQUIREMENTS : An appropriate recognized Bachelor's degree or equivalent qualification in Logistics / Supply Chain Management / Commercial / Economic / Financial services with 5-7 years of relevant experience in the Supply Chain Management field. 3 years' experience in a supervisory or managerial role. A valid driver's license (excluding persons with disabilities). Knowledge of LOGIS systems. Computer Literacy (MS Word, Excel, PowerPoint). Knowledge and Skills: Extensive knowledge of Supply Chain Management in the Public Sector. Knowledge of: Public Finance Management Act, 1999, Treasury Regulations, Preferential Procurement Policy Framework Act (PPPFA), Public Services Act,

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| <u>DUTIES</u> | : | Batho Pele Principles, Good written and communication skills, and Good managerial skills. |
| | : | Monitor and review the capturing of all physical (movable and immoveable) assets in the physical asset management registers. Monitor and review the allocation of assets to asset holders. Oversee and review the monitoring of assets in accordance with the relevant policy and procedures. Promote correct implementation of sound asset management. Supervise employees to ensure sound physical asset management. Establish and maintain proper control systems for departmental assets and mechanisms aimed at eliminating theft and losses, wastage and misuse of assets. Manage and direct the provision of contract management services. Manage Service Level Agreements (SLA's) with suppliers and service providers. Effective and efficient inventory management. |
| <u>ENQUIRIES</u> | : | Me. MJ Tsoeu Tel No: (051) 405 3911 |
| <u>POST 17/155</u> | : | <u>ASSISTANT DIRECTOR: SUPPLY CHAIN MANAGEMENT REF NO: H/A/18/2026</u> |
| <u>SALARY</u> | : | R487 197 per annum (Level 09), plus 13th Cheque, Home Owner Allowance, Medical Aid (Optional), Employee must meet the prescribed requirements. |
| <u>CENTRE REQUIREMENTS</u> | : | Universitas Academic Hospital |
| | : | An appropriate recognized Bachelor's degree or equivalent qualification in Logistics / Supply Chain Management / Commercial / Economic / Financial services with 5-7 years of relevant experience in the Supply Chain Management field. 3 years' experience in a supervisory or managerial role. A valid driver's license (excluding persons with disabilities). Knowledge of LOGIS systems. Computer Literacy (MS Word, Excel, PowerPoint). Knowledge and Skills: Extensive knowledge of Supply Chain Management in the Public Sector. Knowledge of: Public Finance Management Act, 1999, Treasury Regulations, Preferential Procurement Policy Framework Act (PPPFA), Public Services Act, Batho Pele Principles, Good written and communication skills, and Good managerial skills. |
| <u>DUTIES</u> | : | Monitor and review the capturing of all procurement transactions. Monitor and review the allocation of goods received. Oversee and review the monitoring of goods and services in accordance with the relevant policy and procedures. Supervise employees to ensure sound Supply Chain management. Manage and direct the provision of demand and acquisition management services. Develop efficient and cost-effective supply chain strategies. Manage the institutional quotation process i.e. specification, evaluation, and adjudication processes in line with relevant policies and standard operating procedures. Establish and maintain proper control systems for departmental assets and mechanisms aimed at eliminating theft and losses, wastage, and misuse of assets. Manage and direct the provision of contract management services. Manage Service Level Agreements (SLA's) with suppliers and service providers. Effective and efficient inventory management. Effective and efficient fleet management. |
| <u>ENQUIRIES</u> | : | Me. MJ Tsoeu Tel No: (051) 405 3911 |
| <u>POST 17/156</u> | : | <u>ASSISTANT DIRECTOR: ASSET MANAGEMENT REF NO: H/A/19/2026</u> |
| <u>SALARY</u> | : | R487 197 per annum (Level 09), plus 13th Cheque, Home Owner Allowance, Medical Aid (Optional), Employee must meet the prescribed requirements. |
| <u>CENTRE REQUIREMENTS</u> | : | Universitas Academic Hospital |
| | : | Senior Certificate, plus a relevant tertiary qualification in Supply Chain Management/ Public Management or equivalent at NQF level 7 as recognized by SAQA. A minimum of 3-year related asset management supervisory experience. Knowledge and Skills: Knowledge of Public Service Regulations. Public Services Act. PFMA and Treasury Regulations. Knowledge of LOGIS system and Preferential Procurement Policy Framework Act (PPPFA). Computer literacy, basic numeracy, excellent communication (verbal and written) and report writing. |
| <u>DUTIES</u> | : | Monitor and review the capturing of all physical (moveable and immoveable) assets in the physical asset management registers. Monitor and review the allocation of assets to asset holders. Oversee and review the monitoring of assets in accordance with the relevant policy and procedures. Promote correct implementation of sound asset management practices. Supervise employees to ensure sound physical asset management. |

ENQUIRIES : Me. MJ Tsoeu Tel No: (051) 405 3911

POST 17/157 : **ASSISTANT DIRECTOR: SUPPLY CHAIN MANAGEMENT REF NO: H/A/20/2026**

SALARY : R487 197 per annum (Level 09), plus 13th Cheque, Home Owner Allowance, Medical Aid (Optional), Employee must meet the prescribed requirements.

CENTRE : Universitas Academic Hospital

REQUIREMENTS : Senior Certificate, plus a relevant tertiary qualification in Supply Chain Management/ Public Management / Logistics or equivalent at NQF level 7 as recognized by SAQA. A minimum of 3 years of related SCM supervisory experience. LOGIS Certificates. Knowledge and Skills: Extensive knowledge of SCM in the Public Sector, PFMA, Treasury Regulations, Preferential Procurement Policy Framework Act (PPPFA), Public Service Act and Batho Pele Principles. Knowledge of LOGIS system. Computer literacy (MS Word, Excel, PowerPoint). Good communication (verbal and written) and good managerial skills.

DUTIES : Receipt of all goods and services. Perform quantity and quality control. Allocation and management of warehouse items. Capturing of all received goods and services. Issuing of goods and services in line with departmental policies. The delivery of goods and services to the relevant stakeholders. Manage the allocated resources in line with legislative and departmental policy, directives, and comply with corporate governance and planning imperatives. Monitoring goods and services in line with SCM prescripts and according to the consumption rate. Compile reports and monitor usage. Monitor goods and services utilization functionality and financial performance. Maintain and improve the institutional supply chain management system in line with legislative requirements and the National Treasury's norms and standards. Supervise employees to ensure sound SCM. Manage and direct the provision of demand and acquisition management services. Develop efficient and cost-effective supply chain strategies. Manage the institutional quotation process (specification, evaluation, and adjudication) processes in line with relevant policies and standard operating procedures. Establish and maintain proper control systems for departmental assets and mechanisms aimed at eliminating theft and losses, wastage, and misuse of assets. Manage and direct the provision of contract management services. Manage Service Level Agreements (SLA's) with suppliers and service providers. Provide effective and efficient inventory management. Provide effective and efficient fleet management.

ENQUIRIES : Me. MJ Tsoeu Tel No: (051) 405 3911

POST 17/158 : **ASSISTANT DIRECTOR: HUMAN RESOURCE MANAGEMENT REF NO: H/A/21/2026**

SALARY : R487 197 per annum (Level 09), plus 13th Cheque, Home Owner Allowance, Medical Aid (Optional), Employee must meet the prescribed requirements.

CENTRE : Universitas Academic Hospital

REQUIREMENTS : Matric plus tertiary qualification in Human Resource Management or related areas at NQF 6. 3 years of relevant experience at a supervisory level. Relevant PERSAL certificates. Knowledge and Skills: Ability to communicate issues in a tactful manner, Problem-solving skills. Computer skills. Numeracy skills. Literacy skills. Knowledge of the PERSAL System. Knowledge of policies/ implementation strategies. Knowledge of Human Resource Management Legislation/ Directives. Knowledge and understanding of the Human Resource Management environment.

DUTIES : Rendering a professional human resource management service on: Conditions of Service and service benefits (Leave, Housing, Medical, Injury on Duty, Terminations, Long Service Recognition, overtime, re-allocation, Pension, Allowances, etc.). HR Provisioning (Recruitment and Selection, Appointments, Transfer, temporary employment, verification of qualifications, secretariat functions at interviews, probationary periods, etc.). Address human resource management enquiries to ensure the correct implementation of human resource management administration. Prepare and consolidate reports on personnel administration issues. Provide inputs on the development/amendments of Human Resource Management Policies. Inform, guide, and advise the Department/ personnel on human resource administration matters to enhance the correct implementation of personnel

administration policies. Conduct HR Audits. Coordinate submission of information for audit queries. Monitor implementation of the Audit action plan. Attend to queries/ complaints pertaining to Human Resource Practices. Report on activities of the Sub-Directorate. 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. Give direction, guidance, and advice to staff within the component.

ENQUIRIES : Me. S Mpanza Tel No: (051) 405 3099

POST 17/159 : **ASSISTANT DIRECTOR: LABOUR RELATIONS REF NO: H/A/22/2026**

SALARY : R487 197 per annum (Level 09), plus 13th Cheque, Home Owner Allowance, Medical Aid (Optional), Employee must meet the prescribed requirements.

CENTRE : Universitas Academic Hospital

REQUIREMENTS : NQF level 6 in Labour Relations or relevant qualifications as recognized by SAQA. A minimum of 3 years' experience in Labour Relations or relevant field. Computer literacy. Knowledge and Skills: Knowledge of disciplinary code and procedures, grievance procedures, mediation and arbitration, public service legislation and resolutions and Labour Relations Act. Understanding of application of legislation, policies and resolutions, project management. Conflict resolution skills. Sound organizing and planning skills. Coordination skills. report writing skills. Ability to work under pressure and adhere to strict deadlines.

DUTIES : Provide support, advice and facilitate the implementation of labour relations framework in the Department through the following key performance areas: Ensure misconducts and dispute cases are handled promptly and effectively. Investigate cases and compile investigation reports. Draft sound charges of misconduct. Prepare witnesses for disciplinary hearing. Represent the department in disciplinary hearings. Represent the department in arbitrations. Ensure the facilitation of grievance resolution. Provide advice and development on labour relations matters. Prepare reports. Management of financial and human resources.

ENQUIRIES : Me. S Mpanza Tel No: (051) 405 3099

POST 17/160 : **ASSISTANT DIRECTOR: PERFORMANCE MANAGEMENT REF NO: H/A/16/2026**

SALARY : R487 197 per annum (Level 09), plus 13th Cheque, Home Owner Allowance, Medical Aid (Optional), Employee must meet the prescribed requirements.

CENTRE : Corporat Officer, Bloemfontein

REQUIREMENTS : Senior certificate, plus Degree (NQF 7) in Human Resource Management/ Public Administration qualification as recognised by SAQA. A minimum of 3 years' experience in PMDS environment, of which 2 years should be on supervisory level. A valid driver's license. Knowledge and Skills: Policy analysis and development, Co-ordinating, monitoring and evaluation mechanisms, systems and processes, Labour Relations, Transformation, PMDS, All applicable legislations.

DUTIES : Facilitate the effective implementation of Performance Management and Development System in the department. Provide support and advice on moderation processes. Provide Training and development of employees on PMDS. Coordinate implementation of performance rewards. Manage resources to ensure that the objectives of the component are achieved.

ENQUIRIES : Mr.DM Nkala Tel No: (051) 408 1000

POST 17/161 : **ASSISTANT DIRECTOR: ORGANISATIONAL DEVELOPMENT AND JOB EVALUATION REF NO: H/A/17/2026**

SALARY : R487 197 per annum (Level 09), plus 13th Cheque, Home Owner Allowance, Medical Aid (Optional), Employee must meet the prescribed requirements.

CENTRE : Corporat Officer, Bloemfontein

REQUIREMENTS : Senior Certificate, plus Degree (NQF 7) in Organisational Development and/or business administration with an OD focus qualification. A minimum of 3 years' experience in Organisational Development environment, of which 2 years should be on supervisory level. Certificate in Business Process Mapping, JE initial and follow-up training Certificates and JE Panel Certificate. A valid driver license. Knowledge and Skills: Setting of norms & standards, knowledge cost

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| | | benefit analysis, HR Practices. Compilation of Job description, relevant legislations & policies, general office administration practices and PERSAL, Job Evaluation processes, compensate system, working knowledge of Org-Plus/ Visio, structure costing models, BPM & SOP techniques. Analytical, organising, presentation, computer, communication, interview, planning, supervising, problem solving, project management and conflict resolution. |
| <u>DUTIES</u> | : | Develop & maintain the organogram/s. Develop, review and analyse norms and standards. Conduct job evaluation on identified/prioritized jobs and advice on the application thereof. Provide advice on the development of job descriptions. Manage resources to ensure that the objectives of the component are achieved. |
| <u>ENQUIRIES</u> | : | Mr.DM Nkala Tel No: (051) 408 1000 |
| <u>POST 17/162</u> | : | <u>ASSISTANT MANAGER: NURSING: PNA7 REF NO: H/A/14/2026 (X1 POST)</u> |
| <u>SALARY</u> | : | Grade 1: R413 121 – R472 359 per annum Grade 2: R482 499 – R550 389 per annum Grade 3: R564 822 – R683 808 per annum plus 13th Cheque, Housing Allowance, Medical Aid (Optional, Employee must meet the prescribed requirements. |
| <u>CENTRE REQUIREMENTS</u> | : | Nketoana District Hospital |
| | : | Matric, basic qualification accreditation with the SANC in terms of Government Notice 425 (i.e. Diploma/Degree in Nursing) or equivalent qualification that allows registration with South African Nursing Council. Current registration with the South African Nursing Council (SANC) Professional Nursing. A minimum of 8 years appropriate/ recognizable experience in nursing after registration as Professional Nurse with the SANC in General Nursing. At least 3 years of the period referred to above must be appropriate/ recognizable experience at Management Level. Knowledge and Skills: Ability to work under pressure. Good communication skills. Computer Literacy. Knowledge of nursing care processes and procedures, nursing statutes and other relevant frameworks. |
| <u>DUTIES</u> | : | Delegate, supervise and co-ordinate the provision of effective and efficient patient care through adequate nursing care. Initiate and participate in health promotion to ensure consistent communication of relevant, accurate and comprehensive information on health care. Develop/establish and maintain constructive working relationships with nursing and other stakeholders (i.e. inter-professional, inter-sectoral and multi-disciplinary teamwork). Participate in the analysis, formulation and implementation of nursing guidelines, practices, standards and procedures. Manage Human Resources. Monitor and ensure proper utilization of financial and physical resources |
| <u>ENQUIRIES</u> | : | Mr SR Sithole Tel No: (058) 303 5123 |
| <u>POST 17/163</u> | : | <u>NUTRITIONIST REF NO: H/N/1/2026</u> |
| <u>SALARY</u> | : | Grade 1: R413 121 - R472 359 per annum Grade 2: R482 499 - R550 389 per annum plus 13th Cheque, Housing Allowance, Medical Aid (Optional), Employee must meet the prescribed requirements |
| <u>CENTRE REQUIREMENTS</u> | : | Fezile Dabi District |
| | : | Dietetics Degree/Minimum educational qualification: appropriate qualification that allows registration with the Health Professions Council of South African (HPCSA) as a Nutritionist, plus current HPCSA registration for 2026/2027. Registration with the HPCSA as Nutritionist. Grade 1: None after registration with HPCSA in respect of RSA – qualified employees. 1- year relevant experience after registration with the HPCSA as Nutritionist in respect of foreign qualified employees, of whom it is not required to perform community service, as required in South Africa. Grade 2: A minimum of 10 years relevant experience after registration with the HPCSA as a Nutritionist in respect of RSA -qualified employees. A minimum of 11 years relevant experience after registration with the HPCSA as a Nutritionist in respect of foreign qualified employees, of whom it is not required to perform community service, as required in South Africa. Grade 3: A minimum of 20 years relevant experience after registration with the HPCSA as a Nutritionist in respect of RSA – qualified employees. A minimum of 21 years relevant experience after registration with the HPCSA as a Nutritionist in respect of foreign qualified employees, of whom it is not required to perform community services as required in South Africa. |

Inherent requirements of the job: willingness to work as a Nutritionist within the multidisciplinary team. Knowledge and Skills: Effective interpersonal skills, planning and organizational skill and leadership qualities. Computer Literacy and Driver's License. Knowledge of current health and public legislation, regulations and policies. Knowledge in the application of Clinical Nutritionist, theory, practices and ethics. Applying of dietary principles as part of the treatment of an individual, relative to a specific disease and following prescription by a medical doctor. Establish and applying guidelines for maintenance of healthy nutritional practices for individuals. The establishing and applying of guidelines for adequate food and nutrition in institutions for healthy and or ill persons.

DUTIES : Supporting Primary Health Care facilities/ Clinics and rotate to clinics for therapeutic Nutrition, coordination, implementation, monitoring and Evaluation of policies and strategies on INP focus area and its activities namely disease specific, nutrition support on all INP programs, namely disease specific. Nutrition support, treatment and counselling, micro-nutrient and malnutrition Control, youth and Adolescent Food Service management, supplementary feed scheme. Growth monitoring and promotion, mother baby friendly initiative. Community based nutrition initiative, maternal nutrition. Nutrition education, promotion and advocacy. Working with the team responsible for data verification at clinic level. Control stock Equipment and materials, ensure accurate record keeping and reporting. Provide therapeutic counselling to patients. Strict Adherence to HPCSA and departmental policies. Carry out Duties as delegated to promote service delivery.

ENQUIRIES : Me. C De Vries at (083) 262 2163, Tel No: (016) 973 2402

POST 17/164 : **ENVIRONMENTAL HEALTH PRACTITIONER: GRADE 1 – 3 REF NO: H/E/4/2026 (X1 POST)**

SALARY : Grade 1: R413 121 – R472 359 per annum
Grade 2: R482 499 – R550 389 per annum
Grade 3: R564 822 – R683 808 per annum
plus 13th Cheque, Housing Allowance, Medical Aid (Optional, Employee must meet the prescribed requirements.

CENTRE REQUIREMENTS : Bongani Regional Hospital, Welkom
: Senior certificate or equivalent qualification plus Diploma / Degree in Environmental Health and or an appropriate qualification that allows registration with the Health Professions Council of South Africa (HPCSA) in the relevant profession. Currently registered as an Independent Environmental Health Practitioner for 2026/2027. Grade 1; South African qualified employees: None after registration with the HPCSA in the relevant profession (where applicable) in of respect of employees who performed Community Service as required in SA. Foreign qualified employees: One 1-year relevant experience after registration with the HPCSA in the relevant profession (where applicable) in respect of employees of whom it is not required to perform Community Service as required in SA. Hospital experience and extension knowledge in Occupational Health and Safety will be an added advantage. Good interpersonal Skills, written, Verbal and presentation Skills. Accuracy and attention to detail. Ability to work under pressure. Ability and willingness to travel. Good interpersonal relationship, Leadership skill. Valid driver's license.

DUTIES : Waste management (ensure proper handling and monitor of general waste and health care risk waste) Safety Health Environment Risk and Quality (SHERQ) management. Waste quality monitoring (collection of water samples and analyzing results). Food control (collection of food samples, inspection of food premises and training of staff). Vector control within the facility (organize pest control programme). Disease surveillance (from part of the outbreak response team, investigate outbreaks and liaise with relevant stakeholders). Monitor environmental health indicators and provide reports to management. Pollution control. Environmental health hygiene. Occupational hygiene surveillance.

ENQUIRIES : Mr. T Tsoho Tel No: (057) 916 8285

POST 17/165 : **ARTISAN FOREMAN GRADE A: FITTER & PLUMBER REF NO: H/A/23/2026 (X2 POSTS) (X1 FITTER & X1 PLUMBER)**

SALARY : R397 329 per annum, plus 13th Cheque, Homeowner Allowance, Medical Aid (Optional), Employee must meet the prescribed requirements.

CENTRE : Universitas Academic Hospital

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| <u>REQUIREMENTS</u> | : | Senior Certificate, plus appropriate trade test certificate as recognized by SAQA. A minimum of 5 years of experience as an Artisan. A completed apprenticeship and proof of passing a trades test in terms of the provisions of section 13(2)(h) of the Manpower Training Act, 1981, as amended, or a certificate issued under the provisions of the repealed section 27 of the Act referred to. Knowledge and skills: Knowledge of Public Service legislation, policies, and procedures. Excellent time management. Written and verbal communication skills and report. Good interpersonal skills with colleagues and other departments. Honesty, integrity, and high work ethics. Computer literacy. Ability to read floor plans and schematic drawings. Steam reticulation maintenance. Steam boilers. Autoclave repair and maintenance. Fault-finding in general. Inspection of equipment according to set standards. Keep and maintain job cards and other registers. Maintain agreement with the development plan. Conversant with the OHS Act and regulations. Knowledge of generators and pumps. Welding. Application knowledge of generators, medium voltage substations & switch gears, ISOLOCS, PLC. Single-phase Wireman's license. Installation electrician. |
| <u>DUTIES</u> | : | Supervision and monitoring of completion of job requests (H24). Attend to job requests in respect of physical repair and maintenance, including preventative maintenance of medical and operational equipment. Perform administrative functions. Supervision of staff. |
| <u>ENQUIRIES</u> | : | Mr. A. MPhale Tel No: (051) 405 3186 |
| <u>POST 17/166</u> | : | <u>LABOUR RELATIONS OFFICER (X2 POSTS)</u> |
| <u>SALARY</u> | : | R338 106 per annum, plus 13th Cheque, Home Owner Allowance, Medical Aid (Optional), Employee must meet the prescribed requirements. |
| <u>CENTRE</u> | : | Universitas Academic Hospital Ref No: H/L/1/2026 Corporate Office: Bloemfontein Ref No: H/L/2/2026 |
| <u>REQUIREMENTS</u> | : | Recognized three-year degree/ diploma in Labour Law/ Labour Relations or equivalent qualification. Computer literacy. Knowledge and Skills: Labour Relations Legislation. Processes of labour relation matters. Good communication skills. Facilitation skills. Conflict resolution skills. Analytical skills. Presentation skills. Negotiation skills. Organising skills. Interpersonal relationship skills. |
| <u>DUTIES</u> | : | Handle misconduct cases, grievances and disputes in line with relevant legislation/ resolutions to ensure proper resolution thereof. Advice management on all labour relations matters in order to minimise unfair labour practices. Capture information of misconduct cases, grievances and disputes on employee relations management information system for record keeping purposes. Provide a secretariat service to the institutions consultative committee. |
| <u>ENQUIRIES</u> | : | Me. S Mpanza Tel No: (051) 405 3099 Mr. RS Khoali Tel No: (051) 408 1000 |
| <u>POST 17/167</u> | : | <u>SENIOR HUMAN RESOURCE OFFICER REF NO: H/S/1/2026 (X2 POSTS)</u> |
| <u>SALARY</u> | : | R338 106 per annum plus 13th Cheque, Home Owner Allowance, Medical Aid (Optional), Employee must meet the prescribed requirements. |
| <u>CENTRE</u> | : | Universitas Academic Hospital (UAH). Bloemfontein |
| <u>REQUIREMENTS</u> | : | Senior Certificate, plus a Diploma in Human Resource Management or related areas qualification at NQF 6 as recognised by SAQA. A minimum of 3 years' experience in an HR environment. Relevant PERSAL Certificates. Knowledge and Skills: Working knowledge and understanding of the legislative framework governing the Public Service. Public Service Regulation 2016, as amended, and the Public Finance Management Act. Computer literacy, planning, and organization. Good communication (verbal and written). Teamwork, flexibility, and responsibility. |
| <u>DUTIES</u> | : | Supervise and undertake the more complex implementation and maintenance of human resource administration practices: HR Provisioning (Recruitment and Selection, appointments, transfer, verification of qualifications, secretariat functions at interviews, absorptions, probationary periods etc.) Implement conditions of service and service benefits (Leave, Housing, Medical, Injury on Duty, Long Service Recognition, overtime, relocation, Pension, allowances etc.) Termination of service. Recommend (approve) transactions on PERSAL according to delegations. Performance Management. Prepare reports on human resource administration issues and statistics. Handle human resource |

administration enquiries. Allocate and ensure quality of work. Personnel development.

ENQUIRIES : Me. S Mpanza Tel No: (051) 405 3099

POST 17/168 : **ADMIN OFFICER REF NO: H/A/24/2026**

SALARY : R338 106 per annum, plus 13th Cheque, Home Owner Allowance, Medical Aid (Optional), Employee must meet the prescribed requirements.

CENTRE : Universitas Academic Hospital

REQUIREMENTS : Diploma in Office Administration. Grade 12 / National Senior Certificate. Computer literacy (MS Excel, Word, Outlook). Senior Certificate, plus Diploma (NQF 6) in Public Administration /Financial Management/ Accounting or related qualification as recognised by SAQA. A minimum of 3 years in PERSAL administration or finance environment. Knowledge and Skills: Knowledge of the PERSAL system, knowledge of HR and financial systems. Understanding of the Public Finance Management Act (PFMA) and Treasury Regulations. Strong analytical and numerical skills. Good communication, report writing and problem-solving skills. Ability to work under pressure and meet deadlines.

DUTIES : Administer and analyze expenditure by monitoring personnel-related expenditure, identifying variances, and providing accurate financial reports to support budgeting and decision-making processes. Manage and correct personnel linkages on the PERSAL system by ensuring that all employees are correctly linked to appropriate cost centres, departments, and funding sources, and by resolving any discrepancies timeously. Compile, verify, and analyze data from the PERSAL system to ensure accuracy, completeness, and alignment with reporting requirements. Ensure data integrity on the PERSAL system by regularly reviewing and updating employee information, detecting errors and implementing corrective measures to maintain reliable records. Provide administration support in financial and HR reporting by preparing reports, maintaining records, and assisting management with information required for audits and compliance purposes. Ensure compliance with relevant legislation, policies, and procedures, including the Public Finance Management Act (PFMA), Treasury Regulations, and departmental prescripts. Liaise with internal and external stakeholders, including HR, Finance, and other departments, to resolve PERSAL and expenditure-related queries and ensure efficient service delivery.

ENQUIRIES : Mr. K. Kwakwa Tel No: (051) 405 3287

POST 17/169 : **ADMIN OFFICER REF NO: H/A/25/2026**

SALARY : R338 106 per annum plus 13th Cheque, Home Owner Allowance, Medical Aid (Optional), Employee must meet the prescribed requirements.

CENTRE : Universitas Academic Hospital

REQUIREMENTS : Senior Certificate plus a Diploma in Public Administration or a related qualification recognized by SAQA. A minimum of 3 years' experience in support services, facilities management, or a related administrative environment. Knowledge and Skills: Understanding of administrative systems within a Public Service environment. Ability to read, interpret, and write reports and correspondence. Excellent communication (verbal and written). Strong organisational and coordination skills. Computer literacy (MS Excel, Word, Outlook). Knowledge of Public Service Regulations, as amended.

DUTIES : Provide administrative coordination and management. Supervise the implementation of porter, housekeeping, cleaning, and laundry services. Provide financial administration support services in the component. Ensure full compliance with Occupational Health and Safety legislation and policies. Develop and implement systems for the control and distribution of PPE and cleaning materials. Supervise human resources/staff.

ENQUIRIES : Me. S Mpanza Tel No: (051) 405 3099

POST 17/170 : **ADMIN OFFICER REF NO: H/A/26/2026**

SALARY : R338 106 per annum, plus 13th Cheque, Home Owner Allowance, Medical Aid (Optional), Employee must meet the prescribed requirements.

CENTRE : Universitas Academic Hospital

REQUIREMENTS : Senior Certificate, plus Diploma in Public Administration or related qualification as recognized by SAQA. A minimum of 3 years of experience in an office administration environment. Knowledge and Skills: Understanding of

administrative systems within a public service environment. Excellent communication (verbal and written). Strong organizational and coordination, planning, and prioritization. Ability to read, interpret, and write reports and correspondence. Computer literacy (MS Excel, Word, Outlook)

DUTIES : Coordinate and monitor HR-related quality assurance and risk management processes within the institution. Compile and maintain reports on compliance with HR policies, audit findings, and risk registers. Assist in the implementation of audit action plans and monitor progress. Maintain and update the approved staff establishment in line with organizational structures. Compare approved posts with filled posts and identify any differences. Assist in monitoring funded and unfunded posts and providing reports. Support organizational structure alignment and post-provisioning processes. Coordinate and compile PMDS spreadsheets and reports for the institution. Monitor submission of performance agreements, reviews, and assessments. Ensure compliance with PMDS policies and timeframes. Provide administrative support during PMDS cycles and audits. Collect, verify, and analyze HR data for reporting purposes. Compile monthly, quarterly, and annual HR reports. Ensure accuracy and integrity of data on systems such as PERSAL. Maintain proper record-keeping and filing systems (manual and electronic). Provide administrative support to HR projects and operational activities. Prepare submissions and reports for management. Coordinate meetings, take minutes, and follow up on action items.

ENQUIRIES : Me. S Mpanza Tel No: (051) 405 3099

POST 17/171 : **STATE ACCOUNTANT REF NO: H/S/2/2026 (X3 POSTS)**

SALARY : R338 106 per annum, plus 13th Cheque, Home Owner Allowance, Medical Aid (Optional), Employee must meet the prescribed requirements.

CENTRE : Universitas Academic Hospital
REQUIREMENTS : Senior Certificate, plus Diploma in Financial Management at NQF 6 or equivalent as recognised by SAQA. A minimum of 3 years' experience in finance environment. LOGIS/BAS Certificates. Knowledge and Skills: Knowledge of LOGIS/BAS and PERSAL. Knowledge of related policies, directives and legislation. Ability to communicate issues in a tactful manner. Problem solving skills, computer skills, numeracy skills, literacy skills, supervisory skills and analytical skills.

DUTIES : Supervise the implementation and maintenance of Financial Management practices concerning Financial Administration processes: Salaries (Payments, Deductions etc.)Tax (payment to SARS, calculation of Tax payable etc.),Debt, Bookkeeping (Clear Ledger accounts, Capture BAS Payments, Journals and Reports).Banking, Revenue (Cashier) and Budget (Capture Budget, Virement, Adjustment Budget on BAS etc.). Maintain an effective and efficient claims recoverable and payable account for Provincial/ National Departments and outside institutions. Check and verify claims issued. Verify the clearing of all related ledger accounts through the compiling and processing of journals on the BAS. Verify all Sundry payments regarding claims payable. Monitor and verify all cheque payments. Compile weekly reminder letters for all outstanding claims older than 30 days. Compile monthly status and Key Control Matrix Report (KCM) on all outstanding interdepartmental claims. Forward monthly confirmation letters regarding outstanding balances. Provide first line support to the users of BAS. Assist with the management of new releases of BAS to officials in the department. Provide support on the following functional areas: Allocations, Bank service interface, Budgets, Debts, Disbursements, Entities, Interfaces for PERSAL, Bank, LOGIS and other systems Journals, Period opening and closing, Receipts, Reporting, Printing of payment stubs, Third party transport. Assist users with password resets and training nominations. Compile quarterly BAS user profile verification reports for BAS security management (User profiles and printers). Allocate and ensure quality of work. Personnel development. Assess staff performance. Apply discipline.

ENQUIRIES : Mr. K. Kwakwa Tel No: (051) 405 3287

POST 17/172 : **SUPPLY CHAIN PRACTITIONER REF NO: H/S/3/2026**

SALARY : R338 106 per annum, plus 13th Cheque, Home Owner Allowance, Medical Aid (Optional), Employee must meet the prescribed requirements.

CENTRE : Universitas Academic Hospital

REQUIREMENTS : Senior Certificate plus, Diploma in Supply Chain Management/ Public Management/ Financial Management or equivalent qualification at NQF 6. LOGIS / BAS certificates. Knowledge and Skills: Knowledge of LOGIS System. Knowledge of the relevant Supply Chain Management Legislation/ Directives, LOGIS /BAS system, PFMA and SCM delegations. Communication, interpersonal skills, problem solving skills, computer skills, numeracy skills, literacy skills, supervisory skills, analytical skills and presentation skills.

DUTIES : Coordinate the implementation and maintenance of Supply Chain Management practices: Logistics (Ordering, Payments, Transit IN, Transit OUT, Warehouse, Quotations, e.g.), assets (Disposals), loss Control, demands, acquisitions and approve transactions on LOGIS / BAS according to delegations. Inform other stakeholders about the changes made in the logistics management. Ensure that order register is used, updated and kept safe. Transactions are processed with the correct delegations (Financial, SCM and LOGIS). Follow up with Supplier in terms delivery on frequent basis. To follow up on unauthorized orders on weekly basis. Verify bank details before order authorized. Prepare and place orders at suppliers. Ensure all required or necessary documents are attached certified. Perform administrative related functions. Allocate and ensure quality of work. Personnel development. Assess staff performance. Ensure discipline of staff.

ENQUIRIES : Me. MJ Tsoeu Tel No: (051) 405 3911

POST 17/173 : **TRANSPORT OFFICER REF NO: H/T/1/2026**

SALARY : R338 106 per annum, plus 13th Cheque, Home Owner Allowance, Medical Aid (Optional), Employee must meet the prescribed requirements.

CENTRE : Universitas Academic Hospital

REQUIREMENTS : Senior/ Grade 12 certificate. A three-year recognized qualification in Public Administration / Fleet Management couple with 2 years' experience in the transport environment. Valid driver's license. Knowledge and Skills: Knowledge of relevant transport policies and prescripts. analytical, good financial Management, computer literacy, communication (written and verbal), good interpersonal, Planning and organizing skills. Ability to work long hours independently. Ability to work under pressure.

DUTIES : Checking of the vehicle after each trip. Issuing of trip authorities. Completion of trip authorities. Ensure trips are authorised. Issuing of cars. Coordination of trips to ensure cost effectiveness. Overseeing of drivers. Safe keeping of car keys and petrol cards. Filling of petrol slips and invoices. Renewal of petrol cards. Checking license disc for expiring date. Check PDP of drivers for expiring date. Report lost petrol cards. Checking of log sheet on arrival · Do report of fleet on month end. Attend management meetings. Ensure cars are kept clean at all time Plan maintenance of cars. Ask for quotations for repairs. Do inspections on cars. Ensure that vehicles are serviced according to the travelled kilos. Check life span of vehicles. Report any accident Ensure training and development (in-service training of service). Conduct performance evaluation. Plan and manage leave and staff attendance. Mentoring. Inputs into planning of continuous development programmes. Do overtime of drivers.

ENQUIRIES : Me. MJ Tsoeu Tel No: (051) 405 3911

POST 17/174 : **FOOD SERVICE MANAGER REF NO: H/F/1/2026**

SALARY : R338 106 per annum, plus 13th Cheque, Home Owner Allowance, Medical Aid (Optional), Employee must meet the prescribed requirements.

CENTRE : Universitas Academic Hospital

REQUIREMENTS : A National Diploma in Food Service Management/Food and Beverage Management (3 years HET level) or BTech in food Service Management/Food and Beverage Management (4 years HET level) or relevant qualification. Minimum of three (3) years' supervisory experience in a hospital environment. Valid driver's license. Knowledge and Skills: Knowledge of National and Provincial policies, procedures, Acts and protocols related to quality assurance, infection control, hygiene and food safety within a healthcare setting. Sound knowledge of menu planning, standardized recipes and stock control processes. Computer literacy with proficiency in standard office applications. Ability to under pressure and manage multiple tasks effectively. Good report writing skills and the ability to compile accurate and concise reports. Ability to effectively manage teams and operations.

DUTIES : Ensure quality food provisioning for both normal and therapeutic diets (Menu planning and food preparation). Collaborating with registered dietitians to create patient menus, considering dietary restrictions, preferences, and special needs. Collaborating with medical staff to provide individualized patient nutrition care and plan modified diets. Ensuring patients are satisfied with their meals and addressing any complaints or concerns. Compiling of a demand plan for the food service unit). Procurement of food items using the correct supply chain procedures. Managing food inventory, ordering supplies, and controlling costs. Assist with good practices in health and safety measures. Implementing and maintaining food safety and sanitation procedures, ensuring compliance with health and safety regulations. Assist with good practices in hygiene. Overseeing food preparation, ensuring adherence to standardized recipes, portion control, and quality standards. Staying up-to-date on regulations and accreditation standards related to food service operations. Addressing challenges that arise in the food service department and implementing effective solutions. Evaluate and monitor performance of employees to ensure achievement of goals and objectives. Monitor the development of sub-ordinates. Develop and maintain employee motivation. Manage leave of sub-ordinates.

ENQUIRIES : Ms. M.R Tongwane, Food service manager Tel No: (051) 405 3911

POST 17/175 : **SECURITY MANAGER REF NO: H/S/4/2026**

SALARY : R338 106 per annum, plus 13th Cheque, Homeowner Allowance, Medical Aid (Optional), Employee must meet the prescribed requirements.

CENTRE REQUIREMENTS : Universitas Academic Hospital
National Senior Certificate/ Grade 12. National Diploma NQF Level 6 in Security Management/ Security Risk Management or equivalent. 3 years' experience in a security management environment as a Security Officer Supervisor. Registration with PSIRA. A valid driver's license. Knowledge and Skills: Knowledge of the relevant Public Service Regulation, access control, security regulations, and procedures. Able to write, read and communicate at least two of the official languages applicable in the Free State. Knowledge of CCTV surveillance and control room practice. Physically fit. Willingness to work long hours and available 24 hours. Ability to write reports. Computer skills. Communication skills.

DUTIES : Manage and monitor access control to the buildings: Define services that the visitors require and ensure that visitors are referred to the relevant service delivery point. Check the completeness of admission control registers. Provide admission control documents/cards as required. Ensure that visitors are escorted to relevant employees/venues. Ensure that unauthorized people and dangerous objects do not enter the building/ premises. Report breaches and follow up on incidents. Manage the undertaking of building/premises patrols. Ensure that all entrances are locked and unlocked, check water leaks and that taps are closed, identify and check fire hazards, exposed electricity contacts, and other fire hazards. Check that lights are switched on and off as required. Check and report suspicious objects and packages. Monitor application of emergency procedures. Ensure maintenance and safekeeping of equipment, documents, and stores of the Department. Check the completeness of registers to control the movement of equipment, stores, and documents that leave the building/ premises unauthorized. Analyse gathered information or reports on missing and stolen equipment and stores. Manage handling of documents as points of entry according to classification and the applicable prescripts. Ensure maintenance and safe record-keeping of registers. Check and verify all recorded incidents in the occurrence book/register. Check and verify all submitted weekly and monthly registers. Facilitation of procurement for security services. Check verity accuracy of work orders, time sheets, and invoices. Manage personnel, i.e., leave overtime, etc., maintain discipline, and ensure that Security Officers wear uniform at all times.

ENQUIRIES : Ms. S Mpanza, Deputy Director: HR and Admin Tel No: (051) 405 3099

POST 17/176 : **PERSONAL ASSISTANT (X2 POSTS)**

SALARY : R338 106 per annum, plus 13th Cheque, Housing Allowance, Medical Aid (Optional), Employee must meet the prescribed requirements.

CENTRE : Corporat Officer: Chief Financial Officer Ref No: H/P/20/2026
Corporat Officer: Chief Director: Financial Management Ref No: H/P/21/2026

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| <u>REQUIREMENTS</u> | : | Senior Certificate plus, Secretarial Diploma/Office Management qualification at NQF level 6 as recognized by SAQA. A minimum of 3 years' experience in rendering a secretarial support service to senior management. Knowledge and Skills: Good telephone etiquette. Computer literacy. Sound organisational skills. Good people management and interpersonal skills. High level of reliability. Ability to act with tact and discretion. Good grooming and presentation. Self-management and motivation. |
| <u>DUTIES</u> | : | Receives telephone calls in an environment where, in addition to the calls for the Executive Manager, discretion is required to decide to whom the call should be forwarded. In the process the job incumbent should finalise some enquiries. Performs advanced typing work. Operates and ensures that office equipment, e.g.: fax machines and photocopiers are in good working order. Records the engagements of the Manager. Utilises discretion to decide whether to accept/decline or refer to other employees' requests for meetings, based on the assessed importance and urgency of the matter. Coordinates with and sensitizes/advises the manager regarding engagements. Compiles realistic schedules of appointments. Ensures the effective flow of information and documents to and from the office of the Manager. Ensures the safekeeping of all documentation in the office of the Manager in line with relevant legislation and policies. Obtains inputs, collates and compiles reports. Progress, Monthly and Management reports Scrutinizes routine submissions/reports and make notes and/or recommendations for the Manager. Responds to enquiries received from internal and external stakeholders. Draft documents as required. Does filling of documents for the manager and the section where required. Ensures that travel arrangements are well coordinated. Scrutinizes documents to determine actions/information/other documents required for meetings. Collects and compiles all necessary documents for the Manager to inform him/her on the contents. Records minutes/decisions and communicates to relevant role-players, follow-up on progress made. Prepares briefing notes for the Manager as required. Coordinates logistical arrangements for meetings when required. Collects and coordinates all the documents that relate to the manager's budget. Checks and correlates BAS reports to ensure that expenditure is allocate correctly. Compares the MTEF allocation with the requested budget and informs the Manager of changes. Remains up to date with regard to the prescripts / policies and procedures applicable to his/her work terrain to ensure efficient and effective support to the Manager. Remains abreast with the procedures and processes that apply in the office of the Manager. |
| <u>ENQUIRIES</u> | : | Mr. TM Moremi Tel No: (051) 408 1000 Mr.C Eleftheriou Tel No: (051) 408 1000 |
| <u>POST 17/177</u> | : | <u>INTERNAL AUDIT REF NO: H/I/1/2026 (X4 POSTS)</u> Re-advertised |
| <u>SALARY</u> | : | R338 106 per annum, plus 13th Cheque, Housing Allowance, Medical Aid (Optional, Employee must meet the prescribed requirements. |
| <u>CENTRE</u> | : | Corporate Officer, Bloemfontein |
| <u>REQUIREMENTS</u> | : | An appropriate bachelor's degree or equivalent qualification in Internal Auditing / Accounting / Risk Management. Valid Driver's License. Knowledge and Skills: Knowledge required: Knowledge of relevant Provincial and National legislation. Public Administration. PFMA, Treasury Regulations, Global IIA Standards, and other relevant policies & guidelines. Skills required: Policy analysis. Communication skills (Written and verbal). Planning. Analytical skills. Organizing. Problem solving. Time management. Client orientation and customer focus. Ability to work collaboratively with a range of internal services and external organizations in a facilitating, enabling, advisory or informative capacity. Functions under pressure. Knowledge of Teammate audit software. Qualification in Information Technology Audit and Financial Information Systems. 1-3 years' experience in audit environment (internship included) will be an added advantage. |
| <u>DUTIES</u> | : | Provide inputs in conducting risk assessments. Assist in planning and conduct audit assignments in accordance with audit methodology and Global Internal Audit Standards. Prepare audit programmes. Conduct audit assignments in accordance with audit methodology and Global Internal Audit Standards. Gather adequate, reliable and useful evidence. Assist in preparing draft audit reports for review 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: (510) 408 1000

POST 17/178 : **HUMAN RESOURCE OFFICER (PERSAL) REF NO: H/H/1/2026**

SALARY : R237 453 per annum, plus 13th Cheque, Housing Allowance, Medical Aid (Optional, Employee must meet the prescribed requirements).

CENTRE : Corporate Officer, Bloemfontein

REQUIREMENTS : Grade 12 or equivalent at NQF Level 4 as recognized by SAQA. Knowledge and Skills: HR Related prescripts and Acts. PERSAL System functionality. Excel skills. PERSAL Policy. PERSAL Delegations. PERSAL Helpdesk User Friendly Manual. Communication (verbal and written) Computer literacy (Word, Excel, Outlook), interpersonal and ability to work independently.

DUTIES : Assist in handling PERSAL Status report, Exceptional reports, Circulars, Practice Notes, monitoring letters, System Generated ID's, Work Permit Expiry according to pre-scribed guidelines. Clearing of the suspense file. Assist in handling SCC. Assist in handling of reset system and functionality of all users. Assist in registering PERSAL LU Name & IP address to enable new PERSAL User to access the PERSAL system from his/her own computer as well as enabling the restriction of access as per prescribed Treasury Regulations. Provide information on PERSAL related on request. Record, organise, store, capture and retrieve correspondence and data (line function). Update registers and statistics. Handle routine enquiries. Make photocopies. Distribute documents/packages to various stakeholders as required. Keep and maintain the filing system for the component. Keep and maintain the incoming and outgoing document register of the unit. Update and maintain PERSAL Training Database (TMS System). Assist in co-ordinating PERSAL training Filing of all documents Monthly reporting and record keeping. Maintain PERSAL in terms of the National Minimum Information Requirements (NMIR). Check / Capture / Correct / Update personnel particulars. Capture inputs done at institutional level.

ENQUIRIES : Mr. KV Mofokeng Tel No: (510) 408 1000