



FREE STATE PROVINCIAL GOVERNMENT VACANCY CIRCULAR 14/2011

TO ALL HEADS OF PROVINCIAL DEPARTMENTS

ADVERTISEMENT OF POSTS: DEPARTMENT OF HEALTH

The above-mentioned circular is attached for your information. The content thereof should be brought to the attention of all staff.

Please take note that all enquiries with regard to the circular should be made to the official as indicated in the circular not to the Human Resource Advice, Co-ordination and Management Directorate: Department of the Premier.


DEPARTMENT OF THE PREMIER

DATE: 2011/04/15.



health

Department of
Health
FREE STATE PROVINCE

TO ALL HEADS OF INSTITUTIONS AND
OFFICES OF THE DEPARTMENT OF HEALTH
IN THE FREE STATE

HEALTH HUMAN RESOURCE MANAGEMENT CIRCULAR NO. OF 2011

CLOSING DATE: 3 MAY 2011

Posts advertised in this circular are only applicable to serving public servants, and not external applications.

Applications must be submitted on form Z.83, obtainable from any Public Service Department and must be accompanied by certified copies of qualifications (a transcript of results must be attached), driver's license, identity document and a C.V. (**Separate application for every vacancy**). Applicants are requested to complete the Z83 form properly and in full. Qualification certificates must not be copies of certified copies. Applications received after the closing date and those that do not comply with these instructions will not be considered. The onus is on the applicants to ensure that their applications are posted or hand delivered timeously. Applicants are respectfully informed that if no notification of appointment is received within 4 months of the closing date, they must accept that their application was unsuccessful.

- POST 1** : **Senior Internal Auditor**
Ref. No.: H//1
- SALARY** : R174 117.00 per annum
- CENTRE** : Fraud & Anti-Corruption: Corporate Office, Bloemfontein
- REQUIREMENTS** : * Degree / National Diploma.
* 3-5 Years experience in Internal Audit.
- RECOMMENDATIONS** : Professional membership: Institute of Internal Auditors and Association of Certified Fraud Examiners.
- DUTIES** : * Renders a Fraud and Anti-corruption services and functions within the Department:
- o Conduct investigation functions and services within the department.
 - o Collect, analyze, interpret and document information to support audit results.
 - o Ensure all investigations are performed accordance with applicable investigation methodologies and relevant policies.
 - o Compile working paper related to the fraud and anti-corruption investigation.

- Cross reference the working paper to the evidence obtained to support the factual findings.
 - Liaise with relevant internal or external stakeholders to the department on investigation related issues.
 - Compile the bundle of evidence for the disciplinary hearing.
- * Support Management on possible interventions adhere to legislative standards:
 - Assist with inputs regarding the profiling of fraud risks and contribute to the development of an early warning system.
 - Report on corruption and fraud risk in the department and recommend improved control measures.
 - * Support the implementation of the Department's fraud prevention/strategies and fraud response plan:
 - Ensure effective policies implementation within the department on Fraud and Anti-corruption related issues.
 - * Provide administrative support during workshops and training:
 - Arranging of accommodation and venues for the workshops/training.
 - Ensure that all necessary documents are available for the workshops (e.g. registration forms, attendance registers, etc.).
- ENQUIRIES** : Miss J.M.M. Saaiman
Tel. No. (051) 4081452
- APPLICATIONS** : The Senior Manager:
Internal Audit: Fraud & Anti-Corruption
(Attention: Miss J.M.M. Saaiman)
P.O. Box 227
BLOEMFONTEIN
9300
- POST 2** : **Senior Employment Relations Officer**
Ref. No.: H/E/2
- SALARY** : R174 117.00 per annum
- CENTRE** : Xhariep District Office
- REQUIREMENTS** : * Certificate/Diploma or Bachelor's Degree.
* Required minimum period of study of 3 years.
* Grade 12.
* Minimum of 3 years experience in Labour Relations.
* A qualification in Labour Relations shall be an added advantage.
* A valid driver's license.
- RECOMMENDATIONS** : * Good interpersonal skills.
* Ability to perform under pressure.
* Good organizing and communication skills.
- DUTIES** : * Facilitate and oversee the development of sound Labour Relations practices, mechanisms and policies to ensure the organization's effectiveness is supported.
* Facilitate and coordinate the resolution of grievances within Xhariep District.
* Ensure sound labour relations within the district through coordination of collective bargaining processes and facilitation of implementation of labour related legislation.
* Conduct information and training and development sessions for supervisors, managers and relevant personnel on labour matters.
* Promote and develop good labour practice in district hospitals and clinics.

- ENQUIRIES** : Mr L.E. Lekgela
Tel. No. (051) 4472777
- APPLICATIONS** : The District Manager
Xhariep District Office
(Attention: Mr T.S. Monatisa)
Private Bag X20710
BLOEMFONTEIN
9300
- POST 3** : **Senior Administration Officer**
Ref. No.: H/A/17
- SALARY** : R174 117.00 per annum
- CENTRE** : Free State College of Emergency Care
- REQUIREMENTS** : * Appropriate Bachelor's Degree, Diploma or Certificate requiring a minimum period of study of three years.
- * Appropriate experience in the Public Sector.
- * LOGIS / BAS training.
- * Extensive supervisory experience.
- * Cash flow projections monthly and reporting on expenditure report monthly at FCC Meetings.
- * Trained in PERSAL.
- * Computer literacy.
- * Good interpersonal, communication (written and oral), leadership, analytical/investigative and organizational skills.
- * Knowledge and understanding of PFMA and Treasury Regulations.
- * Good communication, interpersonal, planning and organizing skills.
- RECOMMENDATIONS** : * LOGIS Certificate / SCM Certificate.
- * Knowledge and experience of procurement and payment systems will be an added advantage.
- * Ability to compile reports.
- * Ability to work under pressure.
- * Successful completion of LOGIS and Financial courses.
- * Knowledge of Financial Management System and/or Basic Accounting System (BAS).
- DUTIES** : * Exercise overall control over the logistic/provisioning administration support functions at EMS Training College.
- * Ensure that procurement system is in line with Preferential Procurement Policy Act (PPPFA) as far as the procedures and administrative actions are concerned. The office is bound to comply with all legislation, Supply Chain Management Manual and SCM Practice Notes and Directives.
- * Supervise the implementation and maintenance of Financial Management practices (including LOGIS/BAS/PERSAL transactions) concerning Financial Management processes in the department to contribute to the rendering of a professional financial management service.
- * Address Financial Administration enquiries to ensure the correct implementation of financial administration practices.
- * Render a Financial Management advisory service to the Department by investigating, analyzing, benchmarking and interpreting legislation and prescripts and other Financial/ Administration related issues to promote an effective Financial Management environment.

- * Manage training of the subordinates.
 - * Compile submissions pertaining to Administration.
- ENQUIRIES** : Mr K.D. Rowe-Rowe
Tel. No. (051) 4052773
- APPLICATIONS** : The Senior Manager:
Emergency Medical Services
(Attention: Mr K.D. Rowe-Rowe)
P.O. Box 227
BLOEMFONTEIN
9300
- POST 4** : **Senior Administration Officer (Hospital Secretary)**
Ref. No.: H/A18
- SALARY** : R174 117.00 per annum
- CENTRE** : Stoffel Coetzee District Hospital, Smithfield
- REQUIREMENTS** : * Appropriate Bachelor's degree in Administration (or equivalent qualification).
* Appropriate experience in the Public Sector.
* Driver's license.
- RECOMMENDATIONS** : * Computer literacy.
* Thorough knowledge of the PFMA, Treasury Regulations.
* Ability to perform under pressure.
* Excellent interpersonal skills and HR skills.
* Knowledge and understanding of PERSAL, LOGIS and BAS.
* Computer literacy.
- DUTIES** : * Management and supervision of Supply Chain, Finance, Human Resources, Patient Administration of the hospital.
* Compile management information and be a part of the overall administration management of the hospital.
- ENQUIRIES** : Mr/Ms C.M. Smith
Tel. No. (051) 6830168 / 6830139
- APPLICATIONS** : The Assistant Manager:
Embekweni/Stoffel Coetzee Hospital Complex
(Attention: Mr/Ms C.M. Smith – Stoffel Coetzee Hospital)
Private Bag X5
SMITHFIELD
9966
- POST 5** : **Senior Supply Chain Practitioner**
Ref. No.: H/S/15
- SALARY** : R174 117.00 per annum
- CENTRE** : Thusanong District Hospital, Odendaalsrus
- REQUIREMENTS** : * B.Com Degree/National Diploma in Commerce or related courses.
* LOGIS / BAS training.
* Minimum 4-5 years experience in Supply Chain Management in Public Sector.
* Extensive knowledge of Treasury Regulations, PFMA and National Assets Management Framework.
* Knowledge of GRAP and SCOA charts.

- * Ability to compile financial statements.
 - * Extensive knowledge of BAS and LOGIS/related to Asset Management and Procurement system.
 - * Valid driver's license (essential).
 - * Ability to work under pressure.
- RECOMMENDATIONS** :
- * Knowledge and experience of Procurement and payment systems will be added as an advantage.
 - * Excellent interpersonal skills, HR skills, knowledge and understanding of PERSAL, LOGIS and BAS.
 - * BAS receipt authorization, Sundry payments, Journal authorization and Budgeting.
- DUTIES** :
- * Supervise the activities of the Supply Chain Management Clerks/Senior and officers to contribute to the rendering of a professional supply chain management service.
 - * Supervise the implementation and maintenance of Supply Chain Management practices (including LOGIS Transactions) concerning Logistics and Stores and maintenance of supply chain management processes in the department to contribute to the rendering of a professional Supply Chain Management Service.
 - * Render a Supply Chain Management advisory service to the Department by investigating, analyzing, benchmarking and interpreting legislation and prescripts and other Supply Chain related issues to promote an effective Supply Chain environment.
 - * Promote effective Supply Chain Management by researching, analyzing, developing, monitoring and reviewing Departmental policies, strategies, guidelines, procedures and circulars to contribute to the consistent and effective application of Supply Chain practices.
 - * Provide Supply Chain Information and Knowledge Management Services to the Department.
 - * Approve and verify all documents and transactions on LOGIS/BAS according to delegations. (Authorization should happen on a higher level, preferable at Assistant Director or Control level 9.)
 - * Prepare reports on supply chain management issues and statistics.
 - * Compile monthly reconciliations and finalization of outstanding payments/submissions/recommendations.
 - * Implementation and monitoring of Asset Management Policy.
 - * Development of Assets strategy (Acquisition Plan, Maintenance of Disposal Plan) and implementation thereof.
 - * Recommendation of best option on Acquisition- and Disposal Plan.
 - * Ensure that the Hospital has accurate updated Asset Register – including management of all donations.
 - * Ensure the accurate information on reconciliation between the asset register and general ledger.
 - * Ensure that the Hospital conducts asset verification and disposal of assets on an annual basis.
 - * Management of inventory, stocktaking and disposal thereafter.
 - * Management of cell phones and 3G cards.
 - * Managing the budget of the Hospital.
 - * Management of information in the office and responding to audit queries in the absence of the Assistant Manager.

- ENQUIRIES** : Mr A.M.J. Van der Merwe
Tel. No. (057) 3917915
- APPLICATIONS** : The Chief Executive Officer
Thusanong District Hospital
(Attention: Mr A.M.J. Van der Merwe)
Private Bag X1
ODENDAALSRUS
9480
- POST 6** : **Employment Relations Officer**
Ref. No.: H/E/5
- SALARY** : R174 117.00 per annum
- CENTRE** : Lejweleputswa District
- REQUIREMENTS** : * An appropriate Bachelor's Degree/Diploma qualification with a minimum period of 3 years study in Humanities and/or Social Science (NQF 6).
* A minimum of 3 years appropriate experience in Labour Relations after obtaining the required qualification.
* Computer literacy.
* A valid driver's license.
- DUTIES** : Detailed key performance areas can be obtained from the contact person.
- ENQUIRIES** : Me I. Taendler
Tel. No. (057) 9103326
- APPLICATIONS** : The Manager: Human Resources
Lejweleputswa District
(Attention: Me L. Bester)
Private Bag X1)
Private Bag X15
WELKOM
9460
- POST 7** : **Dietician (ARVs)**
Ref. No.: H/D/8
- SALARY** : Dietician Grade 1: R173 949.00 per annum
Dietician Grade 2: R204 906.00 per annum
Dietician Grade 3: R241 374.00 per annum
- CENTRE** : Tokollo District Hospital
- REQUIREMENTS** : * Registration as BSC Dietetics with the Health Professions Council of South Africa (HPCSA).
* Dietician Grade 1:
o None after registration with the HPCSA in the relevant profession (where applicable) in respect of RSA qualified employees who performed Community Service, as required in South Africa.
o **One year** relevant experience after registration with the HPCSA in the relevant profession (where applicable) in respect of **foreign qualified employees**, of whom it is not required to perform Community Service, as required in South Africa.
* Dietician Grade 2:
o Minimum of 10 years relevant experience after registration with the HPCSA in the relevant profession (where applicable) in respect of RSA qualified employees who performed Community Service, as required in South Africa.
o **Minimum of 11 years** relevant experience after registration with the HPCSA in the relevant profession (where applicable) in respect of **foreign qualified employees**, of whom it is not required to perform Community Service, as required in South Africa.

- * Dietician Grade 3:
 - o Minimum of 20 years relevant experience after registration with the HPCSA in the relevant profession (where applicable) in respect of RSA qualified employees who performed Community Service, as required in South Africa.
 - o **Minimum of 21 years** relevant experience after registration with the HPCSA in the relevant profession (where applicable) in respect of **foreign qualified employees**, of whom it is not required to perform Community Service, as required in South Africa.
 - * Previous experience with Community Nutrition and working with Communities.
 - * Valid South African driver's license.
 - * Computer literacy.
- DUTIES** :
- * Render preventative Nutrition Services (including growth monitoring, education, etc.) in the hospital and the surrounding clinics.
 - * Diet prescriptions for patients.
 - * Help with Food Service Management of the institution.
 - * Participation in Quality Improvement Programmes.
- ENQUIRIES** :
- Dr M.A. Thejane
Tel. No. (058) 8535433
- APPLICATIONS** :
- The Chief Executive Officer
Tokollo District Hospital
(Attention: Ms N.Z. Mbalo)
Private Bag X8
HEILBRON
9650
- POST 8** :
- Dietician**
Ref. No.: H/D/9
- SALARY** :
- Dietician Grade 1: R173 949.00 per annum
Dietician Grade 2: R204 906.00 per annum
Dietician Grade 3: R241 374.00 per annum
- CENTRE** :
- Health Programs: Corporate Office, Bloemfontein
- REQUIREMENTS** :
- * Registration with the Health Professions Council of South Africa (HPCSA) as a Dietician.
 - * Dietician Grade 1:
 - o None after registration with the HPCSA in the relevant profession (where applicable) in respect of RSA qualified employees who performed Community Service, as required in South Africa.
 - o **One year** relevant experience after registration with the HPCSA in the relevant profession (where applicable) in respect of **foreign qualified employees**, of whom it is not required to perform Community Service, as required in South Africa.
 - * Dietician Grade 2:
 - o Minimum of 10 years relevant experience after registration with the HPCSA in the relevant profession (where applicable) in respect of RSA qualified employees who performed Community Service, as required in South Africa.
 - o **Minimum of 11 years** relevant experience after registration with the HPCSA in the relevant profession (where applicable) in respect of **foreign qualified employees**, of whom it is not required to perform Community Service, as required in South Africa.
 - * Dietician Grade 3:
 - o Minimum of 20 years relevant experience after registration with the HPCSA in the relevant profession (where applicable) in respect of RSA qualified employees who performed Community Service, as required in South Africa.

- **Minimum of 21 years** relevant experience after registration with the HPCSA in the relevant profession (where applicable) in respect of **foreign qualified employees**, of whom it is not required to perform Community Service, as required in South Africa.
 - * A valid driver's license.
 - * Computer literacy.
- RECOMMENDATIONS** :
- * Communication and presentation skills.
 - * Ability to work under pressure.
- DUTIES** :
- * Food Service Management.
 - * Support Therapeutic Nutrition.
 - * Promote and strengthen Community Nutrition.
 - * Manage the applicable INP contracts.
 - * Conduct relevant training.
 - * Monitor and evaluate the related INP categories.
 - * Support the Assistant Manager: Dietetics where indicated.
- ENQUIRIES** :
- Mr F.D. Bohlale
Tel. No. (051) 4081281
- APPLICATIONS** :
- The Senior Manager:
Health Programs Directorate
(Attention: Mr F.D. Bohlale)
P.O. Box 227
BLOEMFONTEIN
9300
- POST 9** :
- Physiotherapist**
Ref. No.: H/P/14
- SALARY** :
- Physiotherapist Grade 1: R173 949.00 per annum
Physiotherapist Grade 2: R204 906.00 per annum
Physiotherapist Grade 3: R241 374.00 per annum
- CENTRE** :
- Pelononi Regional Hospital, Bloemfontein
- REQUIREMENTS** :
- * Registration with the Health Professions Council of South Africa (HPCSA) as a Physiotherapist.
 - * Physiotherapist Grade 1:
 - None after registration with the HPCSA in the relevant profession (where applicable) in respect of RSA qualified employees who performed Community Service, as required in South Africa.
 - **One year** relevant experience after registration with the HPCSA in the relevant profession (where applicable) in respect of **foreign qualified employees**, of whom it is not required to perform Community Service, as required in South Africa.
 - * Physiotherapist Grade 2:
 - Minimum of 10 years relevant experience after registration with the HPCSA in the relevant profession (where applicable) in respect of RSA qualified employees who performed Community Service, as required in South Africa.
 - **Minimum of 11 years** relevant experience after registration with the HPCSA in the relevant profession (where applicable) in respect of **foreign qualified employees**, of whom it is not required to perform Community Service, as required in South Africa.
 - * Physiotherapist Grade 3:
 - Minimum of 20 years relevant experience after registration with the HPCSA in the relevant profession (where applicable) in respect of RSA qualified employees who performed Community Service, as required in South Africa.

- **Minimum of 21 years** relevant experience after registration with the HPCSA in the relevant profession (where applicable) in respect of **foreign qualified employees**, of whom it is not required to perform Community Service, as required in South Africa.
- RECOMMENDATIONS** : *
- * Relevant clinical experience.
 - * At least one year post graduate physiotherapy.
 - * Experience (Completion of Community Services).
- DUTIES** : *
- * Deliver clinical Physiotherapy Services Level II and III patients.
 - * Performing relevant administrative functions.
 - * Supervision and training of students from the University of the Free State.
 - * Overtime and on-call duties.
- ENQUIRIES** : Me M.S.V. Kabi
Tel. No. (051) 4051934
- APPLICATIONS** : The Chief Executive Officer
Pelonomi Regional Hospital
(Attention: Mr L.B. Aaron)
Private Bag X20581
BLOEMFONTEIN
9300
- POST 10** : **Physiotherapist Grade I - III**
Ref. No.: H/P/10
- SALARY** : Physiotherapist Grade I: R173 949.00 per annum
Physiotherapist Grade II: R204 906.00 per annum
Physiotherapist Grade III: R241 374.00 per annum
- CENTRE** : Boitumelo Regional Hospital, Kroonstad
- REQUIREMENTS** : *
- * Degree in Physiotherapist.
 - * Registration as a Physiotherapist with the Health Professions Council of South Africa (HPCSA).
 - * Physiotherapist Grade 1:
 - None after registration with the HPCSA in the relevant profession (where applicable) in respect of RSA qualified employees who performed Community Service, as required in South Africa.
 - **One year** relevant experience after registration with the HPCSA in the relevant profession (where applicable) in respect of **foreign qualified employees**, of whom it is not required to perform Community Service, as required in South Africa.
 - * Physiotherapist Grade 2:
 - Minimum of 10 years relevant experience after registration with the HPCSA in the relevant profession (where applicable) in respect of RSA qualified employees who performed Community Service, as required in South Africa.
 - **Minimum of 11 years** relevant experience after registration with the HPCSA in the relevant profession (where applicable) in respect of **foreign qualified employees**, of whom it is not required to perform Community Service, as required in South Africa.
 - * Physiotherapist Grade 3:
 - Minimum of 20 years relevant experience after registration with the HPCSA in the relevant profession (where applicable) in respect of RSA qualified employees who performed Community Service, as required in South Africa.
 - **Minimum of 21 years** relevant experience after registration with the HPCSA in the relevant profession (where applicable) in respect of **foreign qualified employees**, of whom it is not required to perform Community Service, as required in South Africa.

RECOMMENDATIONS	:	<ul style="list-style-type: none"> * Experience in physiotherapy. * Computer literacy.
DUTIES	:	<ul style="list-style-type: none"> * Assessment, treatment and rehabilitation of patients/clients. * Patient education and health promotion events. * Implement prescribed guidelines and procedures. * Assist Head of the Department with management tasks as may be required. * Administration of physiotherapy service, e.g. ordering of consumables, etc. * To implement quality assurance measures. * To participate in continued professional development as may be required by the Health Profession of South Africa. * To supervise subordinates and other personnel. * Administrative requirements regarding patient care, including booking and billing of patients on the electronic patient information system. * Promote and actively participate in the multidisciplinary approach.
ENQUIRIES	:	Dr Els Tel. No. (056) 2165200
APPLICATIONS	:	The Chief Executive Officer Boitumelo Regional Hospital (Attention: Me Joy Roberts) Private Bag X47 KROONSTAD 9500
POST 11	:	Environmental Health Officer Ref. No.: H/E/3
SALARY	:	Environmental Health Officer Grade 1: R173 949.00 per annum Environmental Health Officer Grade 2: R204 906.00 per annum Environmental Health Officer Grade 3: R241 374.00 per annum
CENTRE	:	Motheo District Office
REQUIREMENTS	:	<ul style="list-style-type: none"> * Registration with the Health Professions Council of South Africa (HPCSA) as an Environmental Health Officer. * <u>Environmental Health Officer Grade 1:</u> <ul style="list-style-type: none"> o None after registration with the Health Professions Council of South Africa (HPCSA) in the relevant profession (where applicable) in respect of RSA qualified employees who performed Community Service, as required in South Africa. o One year relevant experience after registration with the Health Professions Council of South Africa (HPCSA) in the relevant profession (where applicable) in respect of foreign qualified employees, of whom it is not required to perform Community Service, as required in South Africa. * <u>Environmental Health Officer Grade 2:</u> <ul style="list-style-type: none"> o Minimum of 10 years relevant experience after registration with the Health Professions Council of South Africa (HPCSA) in the relevant profession (where applicable) in respect of RSA qualified employees who performed Community Service, as required in South Africa. o Minimum of 11 years relevant experience after registration with the Health Professions Council of South Africa (HPCSA) in the relevant profession (where applicable) in respect of foreign qualified employees, of whom it is not required to perform Community Service, as required in South Africa.

- * Environmental Health Officer Grade 3:
 - o **Minimum of 20 years** relevant experience after registration with the Health Professions Council of South Africa (HPCSA) in the relevant profession (where applicable) in respect of RSA qualified employees who performed Community Service, as required in South Africa.
 - o **Minimum of 21 years** relevant experience after registration with the Health Professions Council of South Africa (HPCSA) in the relevant profession (where applicable) in respect of **foreign qualified employees**, of whom it is not required to perform Community Service, as required in South Africa.
 - * Have knowledge of Environmental Health related legislation, such as International Health Regulations, Act, 1974, Hazardous Substance Act, 1973 and National Health Act, 2003 (Act No. 61 of 2003).
- RECOMMENDATIONS** : *
- * Negotiation skills, communication skills (written and verbal).
 - * Ability to work under pressure.
- DUTIES** : *
- * Ensure the implementation of Port Health and Food Control in the District.
 - * Strengthen the management of Hazardous Substance programme in terms of Hazardous Substance Act, 1973.
 - * Support the implementation and participation in Healthy Settings projects.
 - * Support the epidemiological investigations relating to the outbreaks of diseases that implementations of pollution control, Health and Hygiene Education programs, and Health Care Risk Waste Management.
 - * Oversee the deployment of Community Service Environmental Health Practitioners.
- ENQUIRIES** : Me C.H. Kala
Tel. No. (051) 4472194
- APPLICATIONS** : The District Manager
Motheo District Office
(Attention: **Me R. Phuroe**)
P.O. Box 441
BLOEMFONTEIN
9300
- POST 12** : **Legal Administration Officer (2 posts)**
Ref. No.: H/L/2
- SALARY** : R169 095.00 per annum
- CENTRE** : Legal Services Directorate: Corporate Office, Bloemfontein
- REQUIREMENTS** : *
- * LLB Degree (or equivalent).
 - * At least 8 years experience.
 - * A valid driver's license.
- RECOMMENDATIONS** : Experience in loss control matters.
- DUTIES** : *
- * Render Legal Advisory Services related to state losses, liabilities and legal processes to the Department.
 - * Drafting and editing of contracts and other legal documents.
 - * Liaise with the State Attorneys and State Law Advisors.
 - * Attend to medico-legal cases.
 - * Drafting and interpreting of legislation.
 - * Assist with management of the legal unit.
- ENQUIRIES** : Adv. M.C. Kruger
Tel. No. (051) 4081272

APPLICATIONS : The Manager:
Legal Services Directorate
(Attention: Me A. Britz)
P.O. Box 227
BLOEMFONTEIN
9300

POST 13 : **Personal Assistant**
Ref. No.: H/P/11

SALARY : R140 208.00 per annum

CENTRE : Health Programmes & Non-Communicable Diseases Directorate: Corporate Office,
Bloemfontein

REQUIREMENTS : * An appropriate Diploma or equivalent qualification.
* Experience in rendering support service to Senior Management.
* Computer literacy.

RECOMMENDATIONS : * Ability to work under pressure.
* Good verbal and written communication skills.
* Good interpersonal skills.

DUTIES : * Provide secretarial support to the Senior Manager.
* Render administrative support to the Senior Manager.
* Execute procurement of goods and services for the office of the Senior Manager.
* Render basic financial management functions as indicated.
* Promote the positive image of the Office of Health Programs Directorate.
* Render related functions that contribute to the smooth running of the Senior Manager's office.

ENQUIRIES : Mr N.E. Kgasane
Tel. No. (051) 4081519

APPLICATIONS : The Senior Manager:
Health Programmes & Non-Communicable Diseases
(Attention: Mr N.E. Kgasane)
P.O. Box 227
BLOEMFONTEIN
9300

POST 14 : **Personal Assistant**
Ref. No.: H/P/16

SALARY : R140 208.00

CENTRE : Office of the General Manager: Human Resources Chief Directorate, Corporate
Office, Bloemfontein.

REQUIREMENTS : * Secretarial Diploma or equivalent qualification.
* 3-5 Years experience in rendering a support service to senior management.
* Language skills and the ability to communicate well with people at different levels
and from different backgrounds.
* Good telephone etiquette.
* Computer literacy.
* Sound organizational skills.
* Good people skills.
* High level of reliability.
* Written communication skills.
* Ability to act with tact and discretion.
* Ability to do research and analyze documents and situations.
* Good grooming and presentation.
* Self-management and motivation.
* Knowledge on the relevant legislation/policies/prescripts and procedures.
* Basic knowledge on financial administration.

DUTIES : (a) Provides a secretarial/receptionist support service to the Manager:
(b) Renders administrative support services:
(c) Provides support to Manager regarding meetings:
(d) Supports the Manager with the administration of the Manager's budget:
(e) Studies the relevant Public Service and departmental prescripts/policies and other documents and ensure that the application thereof is understood properly.

ENQUIRIES : Me Mabitle
Tel. No. (051) 408 1226

APPLICATIONS : The Senior Manager:
Human Resource Management
(For attention: Mr M.J. Mokgampanyane)
P.O. Box 227
BLOEMFONTEIN
9300

POST 15 : **Supply Chain Practitioner: Compliance Management**
Ref. No.: H/S/16

SALARY : R140 208.00 per annum

CENTRE : Supply Chain Management: Bid Management Sub-directorate: Corporate Office, Bloemfontein

REQUIREMENTS : * Grade 12 / NQF equivalent.
* 3 Years experience in Supply Chain Management.

RECOMMENDATIONS : * Knowledge of monitoring processes, Treasury Regulations, PFMA, Supply Chain Management Framework and Financial Management.
* LOGIS / BAS Certificate.

DUTIES : * Continuous monitoring on the implementation of SCM procedures and prescripts and adherence thereto.
* Verify that the cross functional teams follow PPPFA and evaluation criteria during the evaluation of bids and quotations and ensure that due diligence is conducted.
* Handle the site inspections/briefing meetings for bids advertised.
* Assist with the implementation of the vetting process in all institutions.

ENQUIRIES : Me M.S. January
Tel. No. (051) 4081479

APPLICATIONS : The Senior Manager:
Bid Management Sub-directorate
(Attention: Me M.S. January)
P.O. Box 227
BLOEMFONTEIN
9300

POST 16 : **Supply Chain Practitioner: Contract Management**
Ref. No.: H/S/17

SALARY : R140 208.00 per annum

CENTRE : Supply Chain Management: Bid Management Sub-directorate: Corporate Office, Bloemfontein

REQUIREMENTS : * Grade 12 / NQF equivalent.
* 3 Years experience in Supply Chain Management.

RECOMMENDATIONS : * Knowledge of monitoring processes, Treasury Regulations, PFMA, Supply Chain Management Framework and Financial Management.

* LOGIS / BAS Certificate.

DUTIES : * Maintain a contract register for Departmental Contracts.

* Alert the stakeholders on the expiry dates of the contract one year in advance.

* Updating the contract files.

* Assist with the safekeeping of the contract files.

* Ensure confidentiality of the contract information.

* Monitor submission of monthly reports on contract management by all institutions and offices.

* Handle and finalize all requests for price adjustments, cessions, extensions and expansions of the contracts.

* Handles all contract enquiries.

ENQUIRIES : Me M.S. January
Tel. No. (051) 4081479

APPLICATIONS : The Senior Manager:
Bid Management Sub-directorate
(Attention: **Me M.S. January**)
P.O. Box 227
BLOEMFONTEIN
9300

POST 17 : **Supply Chain Practitioner: Acquisition Management**
Ref. No.: H/S/18

SALARY : R140 208.00 per annum

CENTRE : Supply Chain Management: Bid Management Sub-directorate: Corporate Office,
Bloemfontein

REQUIREMENTS : * Grade 12 / NQF equivalent.

* 3 Years experience in Supply Chain Management.

RECOMMENDATIONS : * Knowledge of monitoring processes, Treasury Regulations, PFMA, Supply Chain Management Framework and Financial Management.

* LOGIS / BAS Certificate.

DUTIES : * Handling of requests to arrange bids/deviations.

* Control requests received from Demand Management for completeness.

* Obtain dates and arrange explanatory/briefing sessions.

* Compile the bid documents and adverts.

* Open the bid box on date and time as indicated and register the received documents.

* Arrange evaluation meetings with all role players.

* Compile DBAC pack.

* Compile the contracts and acceptance letters.

* Report to Provincial Treasury on the bids awarded for each month.

ENQUIRIES : Me M.S. January
Tel. No. (051) 4081479

APPLICATIONS : The Senior Manager:
Bid Management Sub-directorate

(Attention: Me M.S. January)

P.O. Box 227
BLOEMFONTEIN
9300

- POST 18** : **Supply Chain Practitioner (2 Posts)**
Ref. No.: H/S/23
- SALARY** : R140 208.00 per annum
- CENTRE** : Lejweleputswa Hubs
- REQUIREMENTS** : *
- * Grade 12 or equivalent (NQF 4) plus LOGIS Certificate.
 - * LOGIS Level I and BAS trained.
 - * Knowledge of PFMA and Treasury Regulations.
 - * A minimum of 3 years appropriate experience in Supply Chain Management.
 - * Computer literacy.
 - * A valid driver's license.
- DUTIES** : Detailed key performance areas can be obtained from the contact person.
- ENQUIRIES** : Me I. Taendler
Tel. No. (057) 9103326
- APPLICATIONS** : The Manager: Human Resources
Lejweleputswa District
(Attention: Me L. Bester)
Private Bag X15
WELKOM
9460
- POST 29** : **Supply Chain Practitioner**
Ref. No.: H/S/26
- SALARY** : R140 208.00 per annum
- CENTRE** : Pelonomi Regional Hospital, Bloemfontein
- REQUIREMENTS** : *
- * Grade 12 or equivalent Certificate.
 - * BAS and LOGIS Certificate.
 - * Good computer skills, especially in Excel.
 - * 3 Years relevant experience.
- RECOMMENDATIONS** : *
- * Experience in a hospital environment.
 - * Supervisory skills.
 - * Experience in a financial environment will be advantageous.
- DUTIES** : *
- * Compile and update budget of cost centre.
 - * Ensure procurement procedures are implemented at cost centre level.
 - * Approve transactions on LOGIS.
 - * Secretariat of all cost centre meetings.
 - * Determine and capture monthly projections.
 - * Compile monthly cost centre reports.
 - * Monitor and write expenditure reports.
 - * Monitor and control stock levels.
 - * Compile and verify statistics.

ENQUIRIES : Me M.M. Nkhobo
Tel. No. (051) 4051449

APPLICATIONS : The Chief Executive Officer
Pelonomi Regional Hospital
(Attention: Mr L.B. Aaron)
Private Bag X20581
BLOEMFONTEIN
9300

POST 20 : **State Accountant: BAS Assets & Liabilities**
Ref. No.: H/S/19

SALARY : R140 208.00 per annum

CENTRE : Financial Management Sub-directorate: Financial Assets & Liabilities: Corporate
Office, Bloemfontein

REQUIREMENTS : * Grade 12 or equivalent Certificate with Accounting.
* 3 Years relevant experience.
* BAS Certificate.

RECOMMENDATIONS : * Communication and leadership skills.
* Bachelor's Degree with Accounting will be an advantage.
* Computer literacy.
* Experience in clearing of Asset & Liability items.
* Knowledge in applying BAS.

DUTIES : * Exercise effective control over BAS Assets & Liability accounts.
* Ensure proper control of Travelling and Subsistence Advances and Claims.
* Ensure proper control of Claim Receivables and Claim Payables.
* Handling of MEC Business Credit Card.
* Payment of Departmental Cell phone Accounts.
* Authorization and checking of Document Control Report Reconciliation.
* Monitoring of rejections on BAS.

ENQUIRIES : Mr I. Deyzel
Tel. No. (051) 4081373

APPLICATIONS : The Senior Manager
Financial Assets & Liabilities
(Attention: Mr I. Deyzel)
P.O. Box 227
BLOEMFONTEIN
9300

POST 21 : **State Accountant**
Ref. No.: H/S/22

SALARY : R140 208.00 per annum

CENTRE : Bongani Regional Hospital, Welkom

REQUIREMENTS : * Senior Certificate or equivalent Certificate.
* BAS Certificate: Receipts.
* Meditech knowledge.
* 3 Years relevant experience.

DUTIES	:	<ul style="list-style-type: none"> * Billing of patients' fees daily. * BAS or Patient Debt System Revenue reconciliation. * Writing off of irrecoverable debts. * Handing over of debt to debt collectors. * Handling of enquiries.
ENQUIRIES	:	Mr S.D. Ralile Tel. No. (057) 9168000
APPLICATIONS	:	The Chief Executive Officer Bongani Regional Hospital (Attention: Mr S.D. Ralile) Private Bag X29 WELKOM 9460
POST 22	:	Internal Auditor Ref. No.: H//2
SALARY	:	R140 208.00 per annum
CENTRE	:	Fraud & Anti-Corruption: Corporate Office, Bloemfontein
REQUIREMENTS	:	Degree / National Diploma.
RECOMMENDATIONS	:	Professional membership: Institute of Internal Auditors and Association of Certified Fraud Examiners.
DUTIES	:	<ul style="list-style-type: none"> * Render a Fraud and Anti-corruption services and functions within the Department: <ul style="list-style-type: none"> o Conduct investigation functions and services within the department. o Collect, analyze, interpret and document information to support audit results. o Ensure all investigations are performed accordance with applicable investigation methodologies and relevant policies. o Compile working paper related to the fraud and anti-corruption investigation. o Cross reference the working paper to the evidence obtained to support the factual findings. o Liaise with relevant internal or external stakeholders to the department on investigation related issues. o Compile the bundle of evidence for the disciplinary hearing. * Support Management on possible interventions adhere to legislative standards: <ul style="list-style-type: none"> o Assist with inputs regarding the profiling of fraud risks and contribute to the development of an early warning system. o Report on corruption and fraud risk in the department and recommend improved control measures. * Support the implementation of the Department's fraud prevention/strategies and fraud response plan: <ul style="list-style-type: none"> o Ensure effective policies implementation within the department on Fraud and Anti-corruption related issues. * Render the general administrative work in the office to ensure the smooth running of the section: <ul style="list-style-type: none"> o Writing of submissions. o Ensuring that S&T claims are processed for the section. o Make travel arrangements for personnel attending training and workshops. o Make copies of presentations for the workshops and binding of training manuals. o Perform the activities of the supply chain management practices concerning logistics (quotation, ordering, payments, etc.). o Assist with arrangements of venues for the workshops/ training. o Maintain and update the database of all reports on fraud and anti-corruption services.

ENQUIRIES : Miss J.M.M. Saaiman
Tel. No. (051) 4081452

APPLICATIONS : The Senior Manager:
Internal Audit: Fraud & Anti-Corruption
(Attention: Miss J.M.M. Saaiman)
P.O. Box 227
BLOEMFONTEIN
9300

POST 23 : **Internal Auditor**
Ref. No.: H/I/3

SALARY : R140 208.00 per annum

CENTRE : Internal Audit Directorate: Corporate Office, Bloemfontein

REQUIREMENTS : * Grade 12 or equivalent certificate.
* Experience in Internal Auditing.
* Knowledge of relevant acts, regulations, policies and internal auditing.

DUTIES : * Conduct internal audit at Health institutions and offices.
* Ensure compliance with prescripts, Treasury Regulations and PFMA at institutions.
* Prepare work documents and ensure that all the information needed for the internal audit is obtained.
* Report on audit findings.
* Follow up of internal audit reports.

ENQUIRIES : Mr P.J.G. Smith
Tel. No. (051) 4081223

APPLICATIONS : The Senior Manager
Internal Audit Directorate
(Attention: Mr P.J.G. Smith)
P.O. Box 227
BLOEMFONTEIN
9300

POST 24 : **Chief Administration Clerk (Hospital Information)**
Ref. No.: H/A/20

SALARY : R140 208.00 per annum

CENTRE : Free State Psychiatric Complex, Bloemfontein

REQUIREMENTS : * Grade 12 or equivalent Certificate (NQF4).
* Computer literate, especially Excel.

RECOMMENDATIONS : * Experience as a clerk/data capturer.
* Good interpersonal relationships.
* Ability to work under pressure.
* Ability to interpret documents.
* Ability to attend to detail.
* Innovative skills.

DUTIES : * Data capturing on a daily/weekly/monthly basis.
* Provide strategic and operational support to FSPC – CEO and Heads of divisions on the hospital information management challenges in order to ensure effective and efficient compliance of the hospital information system management.

- * Provide effective and efficient management of Financial and Material Resources.
- * Ensure compassionate and quality service in the FSPC – Hospital Information System Management Sub-division.
- * Render administrative functions in the Information Management Office for all divisions as needed.
- * Develop and implement HISM data collection Monitoring Tool for FSPC.
- * Other duties as delegated.

ENQUIRIES : Me M.S. Grobler / Me S. Rabe
Tel. No. (051) 4079395 / (051) 407498

APPLICATIONS : The Chief Executive Officer
Free State Psychiatric Complex
(Attention: Mr Anton Van Zyl)
Private Bag X20607
BLOEMFONTEIN
9300

POST 25 : **Chief Administration Clerk**
Ref. No.: H/A/21

SALARY : R140 208.00 per annum

CENTRE : Dr J.S. Moroka District Hospital

REQUIREMENTS : * Grade 12 or equivalent Certificate.
* PADS Course.

RECOMMENDATIONS : Extensive knowledge of UPFS.

DUTIES : * Supervise the performance of the subordinates to ensure optimal service and quality patient care.
* Ensure proper classification of patients according to UPFS to maximize revenue collection.
* To provide quality accessibility registration and management of patients' records for correct billing.
* To ensure proper running of the switchboard for smooth communication with all stakeholders.

ENQUIRIES : Me M.N. Maleke
Tel. No. (051) 8739939

APPLICATIONS : The Chief Executive Officer
Dr J.S. Moroka District Hospital
(Attention: Mr/Ms G.J. Molokoane)
Private Bag X707
SELOSESHA
9783

POST 26 : **Skills Development Officer**
Ref. No.: H/S/24

SALARY : R140 208.00 per annum

CENTRE : Lejweleputswa District

REQUIREMENTS : * Grade 12 or equivalent Certificate.
* A minimum of 3 years appropriate experience in Skills Development.
* Computer literacy.
* A valid driver's license.

DUTIES : Detailed key performance areas can be obtained from the contact person.

ENQUIRIES : Me I. Taendler
Tel. No. (057) 9103326

APPLICATIONS : The Manager: Human Resources
Lejweleputswa District
(Attention: Me L. Bester)
Private Bag X1)
Private Bag X15
WELKOM
9460

POST 27 : **Skills Development Officer**
Ref. No.: H/S/27

SALARY : R140 208.00 per annum

CENTRE : Xhariep District Office

REQUIREMENTS : * Grade 12/NQF equivalent **plus** 3 years' relevant experience.
* Computer literacy (MS Word, MS Excel).
* Driver's license.

RECOMMENDATIONS : Good communication, planning and organizing skills.

DUTIES : * Establish in conjunction with Management Local Skills Development Committee (Training Committee).
* Conduct Skills Audit to identify skills needs of the institution.
* Develop Workplace Skills Development Plan (WSP) and Skills Development Strategy.
* Advise management about accreditation of courses and skills programs.
* Liaise between the employer and relevant SETA.
* Responsible for the professional staff development and competence.

ENQUIRIES : Mr L.E. Lekgela
Tel. No. (051) 4472777

APPLICATIONS : The District Manager
Xhariep District
(Attention: Me P.B. Macomo)
Private Bag X20710
BLOEMFONTEIN
9300

POST 28 : **Professional Nurse (PN-A2)(1 Post)**
Ref. No.: H/P/15
Professional Nurse (PN-A2)(1 Post)
Ref. No.: H/P/12

SALARY : Professional Nurse Grade I (PN-A2): R139 878.00 per annum
Professional Nurse Grade I (PN-A3): R172 035.00 per annum
Professional Nurse Grade I (PN-A4): R210 630.00 per annum

CENTRE : Bongani Regional Hospital, Welkom

REQUIREMENTS : * Registration with the South African Nursing Council (SANC) as Professional Nurse.
* Professional Nurse Grade I (PN-A2):
o Registration with the South African Nursing Council (SANC) as a Professional Nurse.
* Professional Nurse Grade I (PN-A3):
o Registration with the South African Nursing Council (SANC) as a Professional Nurse.

- A minimum of 10 years appropriate/recognizable experience in nursing after registration with the SANC as Professional Nurse.
 - * Professional Nurse Grade I (PN-A4):
 - Registration with the South African Nursing Council (SANC) as a Professional Nurse.
 - A minimum of 20 years appropriate/recognizable experience in nursing after registration with the SANC as Professional Nurse.
 - * Proof of experience/service record must accompany the application form (Z83) for short-listing purposes (PN-A2 up to PN-A4).
- DUTIES** : *
- * Provide holistic nursing care to patients in a cost effective, efficient and equitable manner.
 - * Detailed key performance areas can be obtained from the contact person.
- ENQUIRIES** : Me D.S. Johnson
Tel. No. (057) 9168000
- APPLICATIONS** : The Chief Executive Officer
Bongani Regional Hospital
(Attention: Me D.S. Johnson)
Private Bag X29
WELKOM
9460
- POST 29** : **Community Development Practitioner Grade I – 3 (3 Posts)**
Ref. No.: H/C/7
- SALARY** : Community Development Practitioner Grade 1:
R118 512.00 per annum
Community Development Practitioner Grade 2:
R14 462.00 per annum
Community Development Practitioner Grade 3:
R177 663.00 per annum
- CENTRE** : Lejweleputswa District
- REQUIREMENTS** : *
- * An appropriate three year tertiary qualification.
 - * Community Development Practitioner Grade 1:
 - None after registration.
 - * Community Development Practitioner Grade 2:
 - A minimum of 10 years appropriate experience in Community Development work after obtaining the required tertiary qualification.
 - * Community Development Practitioner Grade 3:
 - A minimum of 20 years appropriate experience in Community Development work after obtaining the required tertiary qualification.
 - * Computer literacy.
 - * A valid driver's license.
- RECOMMENDATIONS** : Appropriate experience in Community Development (Customer Care), Project Management and Communication.
- DUTIES** : Detailed key performance areas can be obtained from the contact person.
- ENQUIRIES** : Me J.A. Van der Walt
Tel. No. (057) 9103327
- APPLICATIONS** : The Manager: Human Resources
Lejweleputswa District
(Attention: Me L. Bester)
Private Bag X1)
Private Bag X15
WELKOM
9460

POST 30 : **Artisan Production Grade A**
Ref. No.: H/A/19

SALARY : Artisan Production Grade A: R103 806.00 per annum
Artisan Production Grade B: R122 277.00 per annum
Artisan Production Grade C: R142 749.00 per annum

CENTRE : Dr J.S. Moroka District Hospital

REQUIREMENTS : *

- * A completed apprenticeship and proof of passing a trade 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 Section 28 and 30 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.
- * At least 2 years appropriate experience as an Artisan.
- * Valid driver's license.

RECOMMENDATIONS : Good communication and interpersonal skills.

DUTIES : *

- * Repair of office and domestic furniture as well as hospital structure.
- * Supervision of Artisan Assistants allocated to him/her.
- * Participate in programs to improve quality services.
- * Compile and order material required to perform tasks.

ENQUIRIES : Mr E.M. Matsheka
Tel. No. (051) 8739953

APPLICATIONS : The Chief Executive Officer
Dr J.S. Moroka District Hospital
(Attention: Mr G.J. Molokoane)
Private Bag X707
SELOSESHA
9783

Advertisements approved by:

ME C.M.J. BLOM
SENIOR MANAGER:
HUMAN RESOURCE MANAGEMENT
Date: 13 APRIL 2011