

ANNEXURE M

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

CLOSING DATE
NOTE

: 08 November 2021
 : Applications must be submitted on new Z83 form. "Applicants are advised that until 31 December 2020 the current application for employment (Z83) form will be applicable, however from 1 January 2021, a new application for employment (Z83) form will be effective. Should an individual wish to apply for a post on or after 1 January 2021, he/she will be required to submit the new application for employment form which can be downloaded at www.dpsa.gov.za-vacancies. From 1 January 2021 should an application be received using the incorrect application for employment (Z83), it will not be considered. The fully completed and signed form Z83 should be accompanied by a recently updated, comprehensive CV and the applicant must submit copies of qualifications, identity document and drivers license (where appropriate) and any other relevant documents. Such copies need to be certified when applying for a post. The communication from the HR regarding the requirements for certified documents will be limited to shortlisted candidates. Therefore, only shortlisted candidates for a post will be required to submit certified documents on or the day of the interview following communication from HR as well as recently certified copies of all qualification(s), including a Senior certificate and ID-document [Driver's license where applicable]. Non-RSA Citizens/Permanent Resident Permit Holders must attach a copy of their Permanent Residence Permits to their applications. 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 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. Suitable candidates will be subjected to a personnel suitability check (criminal record, qualification verification and employment verification). 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 representatively in line with the numerical targets as contained in our Employment Equity Plan.

MANAGEMENT ECHELON

POST 37/63

: **CHIEF FINANCIAL OFFICER REF NO: H/C/60**

SALARY
CENTRE
REQUIREMENTS

: R1 521 591 per annum (Level 15), (all-inclusive salary package)
 : Corporate Office; Bloemfontein
 : A post graduate qualification (NQF Level 8) in Accounting/ Financial Accounting or related as recognized by SAQA coupled with Ten (10) years appropriate experience at management level. Five (5) years of the ten (10) years should be on senior management level. Successful and proven track record on leadership and management in Accounting/Financial Management Environment. Successful completion of the Nyukela Pre-entry certificate to Senior Management Services. A Chartered Accountant (South Africa) qualification will be an added advantage. Valid driver's license. Knowledge and Skills: Advanced financial analytical skills and extensive knowledge of the financial prescripts of the Public Service, costing methodologies and performance measurement. Support management decision making through the development of strategic planning information. Extensive

experience in managing complex budgets; Working knowledge of the Constitution, Public Service Act and Regulations; Working knowledge of the PFMA, Treasury Regulations, SCM and Procurement procedures and associated practice notes; Strategic capability and strong leadership and organizational skill; Strong problem-solving abilities together with an innovative and pro-active approach; A high degree of computer literacy (Microsoft Word, Excel, e-mail and PowerPoint); In depth knowledge of accounting systems, e.g. BAS, Persal and LOGIS; Understanding of Good Corporate Governance principles (King III); Knowledge of financial risk management practices; Experience and ability to work in cross-functional projects / teams; Excellent coordination and project management skills; Extensive generic management competencies, including strategic capability and leadership, programme and project management, people management, empowerment and financial management.

DUTIES

: The purpose of this position is to provide strategic leadership and direction on Budgeting, Financial, Accounting and Supply Chain Management practices in line with National Treasury Regulations. Provide strategic leadership and direction to the Finance Cluster whilst ensuring compliance of the Department to the Treasury Regulations, the PFMA and other relevant prescripts; Provide technical advice and support to Senior and Line Managers to ensure the effective utilization of resources in line with the Strategic Objectives of the Department. Ensure adequate financial control arrangements and systems for accountable delegation of financial powers, asset management, monitoring, evaluation, early warning and timeous corrective action. Oversee the budgetary process within the Department, exercise budgetary control and provide at a strategic level early warning arrangement. Develop and facilitate the implementation of Supply Chain Management System consistent with legislative and other good governance arrangements. Oversee the preparation and submission of the annual financial statements and liaison with the Office of the Auditor-General. Formulate creative solutions to enhance effectiveness and efficiency in the delivery of the services and the administration of the Department. Advise the Accounting Officer on all matters that have strategic and financial implications. Liaise with the relevant role-players in the financial environment regarding transversal financial matters including, but not limited to the Office of the Auditor-General.

ENQUIRIES APPLICATIONS

: Mr MNG Mahlatsi, Head: Health Tel No: (051) 408 1107/08
 : To: The Director, HRM and Planning, PO Box 227, Bloemfontein, 9300 or hand delivered @ Entrance, Bophelo House, Cnr Charlotte Maxeke and Harvey Roads, Bloemfontein.

FOR ATTENTION

: Me P Mpu

POST 37/64

: **CHIEF EXECUTIVE OFFICER REF NO: H/C/65**

SALARY CENTRE REQUIREMENTS

: R1 057 326 per annum (Level 13)
 : Free State Psychiatric Complex, Bloemfontein
 : A degree/advanced diploma in a health-related field, registration with the relevant professional body plus a degree/diploma in health management. At least 5 years' management experience in the health sector at least at middle management level. Experience as a health service manager as significant experience in management in a health service environment. A valid driver's license is an inherent requirement. Successful completion of the Nyukele Pre-entry certificate to Senior Management Service.

DUTIES

: To plan, direct, co-ordinate and manage the efficient and effective delivery of clinical and administrative support services through working with the key executive management team at the hospital within the legal and regulatory framework: to represent the hospital authoritatively at provincial and public forums: to provide strategic leadership to improve operational efficiency within the health establishment to improve health outcomes. Strategic planning: prepare a strategic plan for the hospital to ensure that it is in line with the 10-point, national, provincial, regional and district plans. Financial Management: maximize revenue through collection of all income due to the hospital: ensure that the hospital is managed within budget in line with the PFMA and relevant guidelines: ensure that adequate policies, systems and procedures are in place to enable prudent management of financial resources, planning of financial resource mobilization, monitoring and

evaluation and asset and risk management. Facility Management: ensure business support and systems to promote optimal management of the institution as well optimal service delivery: ensure that systems and procedures are in place to ensure planning and timeous maintenance of facilities and equipment. Human Resource Management: develop, implement and maintain human resource management policies and guidelines, systems and procedures that will ensure effective and efficient utilization of human resources; promote a safe and healthy working environment through compliance with relevant legislation including occupational health and safety committees. Ensure continuous development and training of personnel and implement monitoring and evaluation of performance. Procurement and Management of Equipment and Supplies: implement a procurement and provisioning system that is fair, transparent, competitive and cost effective in terms of provincial delegated authority and in line with the PFMA; ensure that goods and services are procured in a cost effective and timely manner. Clinical and Corporate Governance: oversee clinical governance to ensure high standards of patient care; establish community networks and report to the Hospital Board. Responsible for corporate governance inclusive of infrastructure planning and maintenance as well as occupational health and safety: manage the institution's risks to ensure optimal achievement of health outcomes. Health.

ENQUIRIES : Ms NL Mahlangeni Tel No: (051) 408 1161 / 1162
APPLICATIONS : To: The Director, HRM and Planning, PO Box 227, Bloemfontein, 9300 or hand delivered @ Entrance, Bophelo House, Cnr Charlotte Maxeke and Harvey Roads, Bloemfontein.
FOR ATTENTION : Me P Mpu

OTHER POSTS

POST 37/65 : **HEAD CLINICAL UNIT: ANASTHESIA, OBS & GYNAE. GRADE 1-3 REF NO: H/H/29**

SALARY : R1 728 807 per annum, (OSD)
CENTRE : Bongani Regional Hospital: Welkom
REQUIREMENTS : MBCHB or equivalent Degree, Registration a Medical Specialist in a normal Specialty or in a specialty with HPCSA. A minimum of 3 years appropriate experience as Medical Specialist after registration with HPCSA in Anesthesia, Obs and Gynae or in a recognized sub-specialty. Proof of current registration with HPCSA (2021/2022). Attach proof of working experience endorsed by Human Resource. Knowledge And Skills: Computer skills, Conflict management skills. Good communication and interpersonal relations. Ability to function with multidisciplinary team.

DUTIES : Rendering clinical service. To be responsible for service delivery within the department. To fulfill the administrative, academic and research requirements of an appointment to the joint staff establishment. To supervise pre and post graduate training examination in the department including intermediate training programme's. Render outreach and support service to other levels of care.

ENQUIRIES : Dr. RL Mkatsane Tel No: (057) 916 8000
APPLICATIONS : To: The Assistant Director HR, Bongani Regional Hospital, Private Bag X 29, Welkom, 9640.

FOR ATTENTION : Mr. T Tsoho

POST 37/66 : **MEDICAL SPECIALIST: OBS & GYNAE. GRADE 1-3 REF NO: H/M/30**

SALARY : Grade 1: R1 106 040 per annum, (OSD)
 Grade 2: R1 264 623 per annum, (OSD)
 Grade 3: R1 467 651 per annum, (OSD)

CENTRE : Bongani Regional Hospital: Welkom
REQUIREMENTS : MBCHB or equivalent Degree (Independent Practice) Valid registration with HPCSA AS Medical Specialist in Cardiology, Proof of current registration with HPCSA (2021/2022). Attach proof of working Experience endorsed by Human Resource. Experience: **Grade 1:** none. **Grade 2:** A minimum of 5 years' appropriate experience as Medical Specialist after registration with HPCSA in a normal specialty. **Grade 3:** A minimum of 10 years' appropriate experience as Medical

Specialist after registration with HPCSA in Anesthesia, Obs and Gynae. Appropriate experience post specialty qualification. Knowledge And Skills: Specialist experience in ophthalmology post qualification. Responsible management of resource. Team player willing to support other clinical discipline when they are shorted staffed, Presentation skills, planning and organizing.

DUTIES : Rendering clinical service. To be responsible for service delivery within the department. To fulfill the administrative, academic and research requirements of an appointment to the joint staff establishment. To supervise pre and post graduate training examination in the department including intermediate training programmes. Render outreach and support service to other levels of care.

ENQUIRIES : Dr. RL Mkatsane Tel No: (057) 916 8000

APPLICATIONS : To: The Assistant Director HR, Bongani Regional Hospital, Private Bag X 29, Welkom, 9640.

FOR ATTENTION : Mr. T Tsoho

POST 37/67 : **CHIEF EXECUTIVE OFFICER REF NO: H/C/64**

SALARY : R869 007 per annum (Level 12)

CENTRE : Senorita Ntlabathi District Hospital: Ladybrand

REQUIREMENTS : Preferable a health professional registered with relevant professional body plus graduate degree/diploma in management and minimum of 3-5 years' management and experience in health sector on management level. A valid driver's license .Knowledge And Skills: Knowledge: Knowledge of Health policies, management of health information, Occupational Health and Safety Act, Patient Rights Charter, Batho-pele principles, Public Service Regulations, Labour Relations Act, Disciplinary Code and Procedure, Grievance Procedure, Treasury Regulations and Financial Systems etc. Skills: Leadership, Organisational, decision making and problem-solving abilities within the limit of the public sector and institutional policy framework. Interpersonal skills including public relations, negotiating, conflict handling. Financial and budgetary knowledge pertaining to the relevant resources under management, Computer skills in basic Programmes, Good Communication skills Presentation skills.

DUTIES : Develop, implement and maintain financial management systems, policies and procedures to ensure the effective and efficient management of the hospital in terms of relevant acts and delegations. Develop, implement and maintain human resource management strategy, policies, systems and procedures to ensure the effective and efficient utilization of human resources in order to improve service delivery within the Public Service regulatory framework and relevant delegations. Prepare a strategic plan for the hospital to ensure that its services are in line with the National, Provincial, Regional and District strategies. Ensure that the hospital is managed within a sound framework of corporate governance principles. Implement an appropriate procurement and provisioning system, which is fair, equitable, transparent, competitive and cost effective, in terms of the Provincial delegations and as required by the PFMA. Implement and manage an information technology policy, systems and procedures to support the effective and efficient delivery of services. Manage all aspects of patient care and ensure high standards of patient care. Serve on various internal and external committees and provide input into the development of Provincial policy and strategy on the management of hospitals and the provision of health/medical care. Create an enabling environment to promote the academic development of medical students and associated health care professionals/practitioners.

ENQUIRIES : Dr G London Tel No: (051) 408 1944

APPLICATIONS : To: The Director, HRM and Planning, PO Box 227, Bloemfontein, 9300 or hand delivered @ Entrance, Bophelo House, Cnr Charlotte Maxeke and Harvey Roads, Bloemfontein.

FOR ATTENTION : Me P Mpu

POST 37/68 : **CLINICAL PSYCHOLOGIST GRADE 1 -3 REF NO: H/C/61**

SALARY : Grade 1: R713 361 per annum, (OSD)
Grade 2: R832 398 per annum, (OSD)
Grade 3: R923 847 per annum, (OSD)

CENTRE REQUIREMENTS : Dihlabeng Hospital, Bethlehem
 : Master's degree in Clinical Psychology. Registration with the Health Professions Council of South Africa (HPCSA). Proof of registration for 2021/2022 **Grade 1:** None after registration with the HPCSA in the relevant profession (where applicable) in respect of South African 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. **Grade 2:** Minimum of 10 years' relevant experience after registration with the HPCSA in the relevant profession (where applicable) in respect of South African 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. **Grade 3:** Minimum of 20 years' relevant experience after registration with the HPCSA in the relevant profession (where applicable) in respect of South African 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. Knowledge And Skills: Competency in Clinical assessment, diagnostic and therapeutic procedures

DUTIES : Provide effective and efficient specialized clinical psychological service to both inpatients and outpatients. Perform psychological assessment and psychometric testing. Conduct relevant psychotherapeutic interventions with MCU's where appropriate. Participate in holistic, multidisciplinary treatment programmes for MCU's. Adhere to relevant legislative and ethical prescripts. Maintain adequate and efficient record keeping and reporting. Provide expert advice to other professionals, both internal and external. Liaise with the public for purpose of mental health promotion.

ENQUIRIES APPLICATIONS : Me S Mpanza, Tel No: (058) 3071253
 : To: The Chief Executive Officer, Dihlabeng Hospital, Private Bag X3, Bethlehem, 9700

FOR ATTENTION : Me. S Mpanza

POST 37/69 : **PHARMACIST GRADE 1 -3 REF NO: H/P/76**

SALARY : Grade 1: R693 372 per annum, (OSD)
 Grade 2: R751 026 per annum, (OSD)
 Grade 3: R821 205 per annum, (OSD)

CENTRE REQUIREMENTS : Phuthuloha District Hospital: Ficksburg
 : B Pharm Degree, Registration with the South African Pharmacy Council as Pharmacist. Appropriate experience in Drug Supply management as well as experience in computerized system. **Grade 1:** None after registration with the SAPC as Pharmacist in respect of SA qualified employees. One-year relevant experience after registration as Pharmacist 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 Pharmacist with the SAPC as a Pharmacist of South Africa (HPCSA) in respect of South African qualified employees. Minimum of 6 years' relevant experience after registration as Pharmacist 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 13 years after registration as a Pharmacist with the Health Professions Council of South Africa (HPCSA) in respect of South African qualified employees. Minimum of 14 years' relevant experience after registration as a Pharmacist 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: Appropriate post registration experience. Computer skills. Good interpersonal and communication skills. Driver's license.

DUTIES : Ensure availability of pharmaceuticals/medicines through effective and efficient bid and quotation process. Render a comprehensive, professional and quality pharmaceutical service in the form of support, assistance, execution of duties and performing of acts, in line with relevant policies, standard operational procedures and legislation. Management of all pharmaceutical addendums. Effective management of Human Resources. Ensure effective and efficient stock management. Follow ups on outstanding orders and ensuring compliance from suppliers. Service in ad hoc committees, eg. Provincial Pharmaceutical and Therapeutic Committee and Drug Supply Management Committee to give support and to assist in achieving departmental goals. Professional development and training.

ENQUIRIES : Me. K Mankekere Tel No: (051) 933 2284
APPLICATIONS : To: The Chief Executive Officer, Private Bag X 05 9730 Ficksburg, or hand delivered/ Phutholoha District Hospital, Kestell Street, Ficksburg

FOR ATTENTION : Me. I Du Toit Tel No: (051) 933 2284

POST 37/70 : **CLINICAL PROGRAMME COORDINATOR (PNA5) QUALITY ASSURANCE REF NO: H/C/62**

SALARY : R444 276 per annum, (OSD)
CENTRE : Universitas Academic Hospital: Bloemfontein
REQUIREMENTS : Diploma/ Degree in General Nursing. Registration with SANC as a Professional Nurse. A maximum of 7 years appropriate / recognizable experience in nursing after registration with SANC as a Professional Nurse in General Nursing. Proof of registration for 2021/2022. A post basic qualification in Health Management or Quality Assurance. Knowledge And Skills: Computer literacy and statistics. Knowledge of the relevant Health Legislation and Policies. Ability to collect and analyse data. Leadership in planning, organizing, co-ordination and communication skills. Ability to take charge and make appropriate independent decisions. Research skills to advise Hospital Management.

DUTIES : Responsible for management and administration of Outreach, in Reach programs and Interprovincial transfers. Clinical Governance matters including but not limited to morbidity and mortalities. Manage and coordination of medico legal cases and clinical audit systems. Manage and coordination of clinical risks, adverse events and high-level complaints. Management of the clinical and therapeutic and medical support service: Health Standard Compliance and Mental Health Review Standards. Develop a training programme to encourage compliance with the Provincial and National norms and standards clinical and therapeutic and medical services.

ENQUIRIES : Me. BE Molisapoli Tel No: (051) 405 3415/7
APPLICATIONS : To: The Acting Chief Executive Officer, Universitas Academic Hospital, Private Bag X 20660, Bloemfontein, 9300 or hand delivered/ @ Room 1102, First Floor, Universitas Academic Hospital, 1 Logeman Street, Universitas, Bloemfontein, 9301.

FOR ATTENTION : Me. DA Duiker Tel No: (051) 405 3408

POST 37/71 : **CLINICAL PROGRAMME COORDINATOR OCCUPATIONAL HEALTH AND SAFETY (PNA5) QUALITY ASSURANCE REF NO: H/C/63**

SALARY : R444 276 per annum, (OSD)
CENTRE : Phuthuloha District Hospital: Ficksburg
REQUIREMENTS : Diploma/ Degree in General Nursing. Registration with SANC as a Professional Nurse. A maximum of 7 years appropriate / recognizable experience in nursing after registration with SANC as a Professional Nurse in General Nursing. Proof of registration for 2021/2022. A post basic qualification in Occupational Health Nursing Science. Knowledge and Skills: Computer literacy, Ability to work independently. Knowledge of Occupational Health Nursing Science. Knowledge of legislations pertaining to Occupational Health and Safety Act, COIDA and Dispensing certificate.

DUTIES : Conducts physical assessments to diagnose common medical conditions and chronic ill health presented at the occupational health facility. Conducts a health surveillance to identify and evaluate health needs of workers in the workplace.

Identifies and analyses hazards and evaluates their effects on workers and the workplace. Facilitate and oversee the development of Occupational Health programs. Provide professional and technical support for the provision of quality client care through proper management of relevant programmes. Maintain standards and norms of Nursing practices to promote the healthcare status of health workers. Plan and manages healthcare within the occupational health environment to provide care within ethical norms. Designs programmes that support positive lifestyle and individual efforts to lower the risk of disease and injury. Plans, implements and evaluates health promotion campaigns within a team approach. Compiles/ Conducts Occupational Risk Exposure Profiles (OREP) at pre-employment periodic and exit levels of interventions. Manages occupational injuries and diseases in order to minimize residual deficit. Utilize Information Technology (IT) and other management information system to manage information for the enhancement of service delivery. Identifies the need for EAP advise and refers employees to relevant authorities. Manage and utilize resource in accordance with relevant directives and legislations.

ENQUIRIES : Me. SM Veleko, Telephone number: (051) 933 2284
APPLICATIONS : To: The Chief Executive Officer, Private Bag X 05 9730 Ficksburg, (Attention: Me. I Du Toit), Telephone number: (051) 933 2284, or hand delivered/ Phutholoha District Hospital, Kestell Street, Ficksburg.

PROVINCIAL TREASURY

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



APPLICATIONS : Applications, quoting the relevant reference, should be forwarded as follows: The Manager: Human Resources Management, Free State Provincial Treasury, Private Bag X 20537, Bloemfontein, 9300 or applications that are hand delivered must be brought to the foyer of Fidel Castro Building where they must be placed in the appropriately marked box at: Security, ground floor, Fidel Castro Building, Cnr. Markgraaf and Miriam Makeba Streets, Bloemfontein. Applications can also be e-mailed to recruitment.fstreasury@gmail.com or recruitment@treasury.fs.gov.za

FOR ATTENTION : Mr. I B Pheello, Fidel Castro Building, Tel No: (051) 405 5069
CLOSING DATE : 12 November 2021
NOTE : Applications must be submitted on new Z.83 form (effective 1 January 2021), obtainable from any Public Service Department and must only be accompanied by copies of highest relevant qualification (a transcript of results must be attached or subjects should be mentioned in the CV), certificates relating to the post requirements, identity document, driver's license (if required) and a concise C.V. Applicants are requested to complete the Z.83 form properly and in full. The department, post name and reference number of the advertised post should be stated on the Z.83. The onus is on the applicants to ensure that their applications are posted, hand delivered or e-mailed timeously. Candidates who possess foreign qualifications and/or short courses certificates must take it upon themselves to have their qualifications evaluated by the South African Qualifications Authority (SAQA), and must please attach proof of the level of their qualifications after evaluation on all applications. 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. Suitable candidates will be subjected to personnel suitability checks (criminal record check, citizenship verification, financial/asset record checks, qualification verification and previous employment verification). The Department reserves the right not to make appointments on the advertised posts.

OTHER POSTS

POST 37/72 : **ASSISTANT DIRECTOR: MUNICIPAL BUDGETS: THABO MOFUTSANYANA DISTRICT REF NO: FSPT: 017/21**

SALARY : R376 596 per annum (Level 09), A basic salary
CENTRE : Bloemfontein
REQUIREMENTS : A Bachelor's Degree/Advanced Diploma (NQF Level 7) in Accounting/ Public Finance/ Economics/ or equivalent qualification with a minimum of three (3) years' experience in a budgeting or financial management environment. Knowledge of economics, budgeting and financial analysis, Municipal Finance Management Act (MFMA), Municipal Budgets and Reporting Regulations, Treasury Regulations, MFMA Circulars & Municipal Property Rates Act. Skills sets of: Basic numerical skills, computer skills, negotiating skills, reporting skills, presentation skills and communication skills. A valid driver's license and be prepared to travel to municipalities.

DUTIES : Analyse and assess municipal medium term revenue and expenditure (MTREF) budgets (draft/final/adjustment budgets) in line with relevant legislation and policies to ensure compliance, credible and funded municipal budgets. Monitor and evaluate monthly outcomes of municipal budgets to enhance financial management. Monitor and evaluate mid-year budget and performance assessment reports. Monitor the municipal MTREF budget processes to ensure adherence to tabled budget timelines. Monitor municipal standard charts of accounts (MSCOA) compliance. Report on grants and prepare reports for National, Provincial Departments & Legislature.

ENQUIRIES : Dr. R Chetty Tel No: 083 389 1651 (Office hours only)

POST 37/73 : **ASSISTANT DIRECTOR: MUNICIPAL ACCOUNTING: FEZILE DABI DISTRICT REF NO: FSPT: 018/21**

SALARY : R376 596 per annum (Level 09), A basic salary
CENTRE : Bloemfontein
REQUIREMENTS : A B. Com Degree in Accounting or equivalent with Accounting 3 as a major subject with a minimum of three (3) years' experience in the local government finance and administration. Knowledge of the Municipal Finance Management Act (MFMA), Public Finance Management Act (PFMA), Treasury Regulations and other relevant legislation. Computer literate. Good report writing, analytical, communication, presentation, project management and conflict management skills. A valid driver's license.

DUTIES : Promote adherence to GRAP standards and timeous submission of credible annual financial statements. Supporting the monitoring and compliance with the financial accounting reporting requirements. Supporting municipalities to improved audit outcomes for all delegated municipalities. Provide technical support on financial management and accounting.

ENQUIRIES : Mr. L. Moduane Tel No: 083 389 1778 (Office hours only)

POST 37/74 : **ASSISTANT DIRECTOR: SUPPLIER MANAGEMENT SYSTEM AND SUPPORT REF NO: FSPT: 019/21**

SALARY : R376 596 per annum (Level 09), A basic salary
CENTRE : Bloemfontein
REQUIREMENTS : A relevant degree in the field of Supply Chain Management/Information Technology or equivalent qualification with a minimum of three (3) years relevant experience in a supply chain management/IT environment. Knowledge of the Public Finance Management Act (PFMA), Framework for Supply Chain Management, Treasury Regulations, Public Service Regulations, Government Policies in general and Relevant Instruction Notes. Advanced Computer literacy. Effective communication, interpersonal, supervisory and analytical skills. Valid driver's license.

DUTIES : Monitor and verify the utilization of the SCM Transversal Systems (FSSMS, CSD and SCM Toolkit). Administer the Free State Supplier Management System (FSSMS). Co-ordinate transversal support services and provide onsite client support. Coordinate capacity buildings of the SCM Toolkit, Free State Supplier

		Management System (FSSMS) and Central Supplier Database (CSD). Administrative management of the Section/Unit. Mr. T M MabiloC Tel No: (051) 403 4175
<u>ENQUIRIES</u>	:	
<u>POST 37/75</u>	:	<u>DEMAND PRACTITIONER REF NO: FSPT: 020/21</u>
<u>SALARY</u>	:	R257 508 per annum (Level 07), A basic alary
<u>CENTRE</u>	:	Bloemfontein
<u>REQUIREMENTS</u>	:	A relevant qualification (NQF level 6 or higher) with a minimum of two (2) years' experience in supply chain management. Knowledge of the Supply Chain Management Policy and other relevant supply chain management prescripts. Computer literate. Numeracy, communication, problem solving, literacy, analytical, presentation and report writing skills.
<u>DUTIES</u>	:	Implement and maintain supply chain management concerning demand processes in the Department to contribute to the rendering of a professional supply chain management services. Prepare reports on supply chain management issues and statistics. Inform, guide and advice internal and external clients on supply chain management matters to ensure the correct implementation of supply chain management practices and policies. Render supply chain management advisory services to the Department by investigating, analyzing, benchmarking and interpreting legislation and prescripts and other supply chain management related issues to promote an effective application of supply chain management practices. Manage assets room list.
<u>ENQUIRIES</u>	:	Mr. M A Machela Tel No: 051 403 3967
<u>POST 37/76</u>	:	<u>ACQUISITION PRACTITIONER REF NO: FSPT 021/21</u>
<u>SALARY</u>	:	R257 508 per annum. (Level 07), A basic alary
<u>CENTRE</u>	:	Bloemfontein
<u>REQUIREMENTS</u>	:	A relevant qualification (NQF level 6 or higher) with a minimum of two (2) years' experience in supply chain management. Knowledge of the Supply Chain Management Policy and other relevant supply chain management prescripts. Computer literate. Numeracy, communication, problem solving, literacy, analytical, presentation and report writing skills.
<u>DUTIES</u>	:	Implement and maintain supply chain management concerning acquisition processes in the Department to contribute to the rendering of a professional supply chain management services. Prepare reports on supply chain management issues and statistics. Inform, guide and advice departments/personnel on supply chain management matters to ensure the correct implementation of supply chain management practices and policies. Address acquisition enquiries to ensure the correct implementation of supply chain management practices. Manage assets room list.
<u>ENQUIRIES</u>	:	Mr. M A Machela Tel No: 051 403 3967
<u>POST 37/77</u>	:	<u>SECRETARY: OFFICE OF THE DIRECTOR: BUDGET MANAGEMENT REF NO: FSPT: 022/21</u>
<u>SALARY</u>	:	R173 703 per annum (Level 05), A basic salary
<u>CENTRE</u>	:	Bloemfontein
<u>REQUIREMENTS</u>	:	A Grade 12 certificate or equivalent certificate/qualification with a minimum of three (3) years relevant experience. Knowledge of relevant legislation and policies, e.g. The Public Finance Management Act, Treasury Regulations, Public Service Act and Public Service Regulations. Good verbal and written communication skills. Computer literate in MS Word, Excel and Power Point.
<u>DUTIES</u>	:	Provide secretarial/receptionist and administrative support service for the Directorate. Prepare travel arrangements for the Director. Ensure a proper document filing system is kept within the Office of the Director. Handle the procurement processes for the Directorate for items such as stationery, printer cartridges, etc. Arrange and provide support to the Director during meetings. Manage and liaise with the Finance Directorate on Directorate's budget. Study the relevant Public Service and Departmental prescripts/policies and other documents to ensure efficient and effective support to the Director.

ENQUIRIES

: Mr. P S Mngoma Tel No: 082 855 2218 (office hours only)