



# FREESTATE PROVINCIAL GOVERNMENT

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.



## DEPARTMENT OF HEALTH

**Directions to applicants** 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. 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. No e-mailed or faxed applications will be considered. 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.

**CLOSING DATE: 19 OCTOBER 2016**

### HEAD: CLINICAL DEPARTMENT: GENERAL SURGERY REFERENCE NO.: H/H/12

**SALARY: R 1 806 411.00 per annum (all-inclusive package) excluding commuted overtime**

**CENTRE: UNIVERSITAS ACADEMIC HOSPITAL, BLOEMFONTEIN.**

#### REQUIREMENTS:

Appropriate qualification that allows registration with the Health Professions Council of South Africa (HPCSA) as a (MMED) Medical Specialist in General Surgery.

Registration with a professional council: Registration with the HPCSA as Medical Specialist in General Surgery.

Experience: A minimum of 3 years appropriate experience as a Medical Specialist after registration with the HPCSA as a Medical Specialist in General Surgery.

South African Citizen with valid driver's license (Code 8).

#### RECOMMENDATIONS:

Registration as a sub- specialist in a field of general surgery with the HPCSA and/or a PHD (or equivalent) in the field of general surgery.

Evidence of professional standing, e.g. membership of professional organizations and their management committees.

Qualifications and experience in human resource and financial management.

#### DUTIES

To be responsible for service delivery within general surgery Department at Universitas Academic Hospital

To fulfil the administrative, academic and research requirements of an appointment to the Joint Staff Establishment.

To supervise pre- and post-graduate training and examinations in General Surgery at the Universitas Academic Hospital.

Undertake all tasks as directed by the Head of Clinical Services at Universitas Academic Hospital.

**ENQUIRIES:** Dr R Nathan Tel. (051) 405 3496

**APPLICATIONS TO:** The Chief Executive Officer, Universitas Hospital, ((Attention: Mr M J Baleni), Private Bag x20660, BLOEMFONTEIN, 9300 Or hand delivered @ Room 1115, First Floor, Universitas Hospital, 1 Logeman Street, Universitas, Bloemfontein, 9301

### HEAD: CLINICAL DEPARTMENT: ONCOLOGY REFERENCE NO.: H/H/13

**SALARY: R 1 806 411.00 per annum (all-inclusive package) excluding commuted overtime**

**CENTRE: UNIVERSITAS ACADEMIC HOSPITAL, BLOEMFONTEIN.**

#### REQUIREMENTS:

Appropriate qualification that allows registration with the Health Professions Council of South Africa (HPCSA) as a (MMED) Medical Specialist in Radiation Oncology.

**Experience:** A minimum of 3 years appropriate experience as a Medical Specialist after registration with the HPCSA as a Medical Specialist in Radiation Oncology.

South African Citizen with valid driver's license (Code 8).

#### RECOMMENDATIONS:

Registration as a specialist in a field of Oncology with the HPCSA and/or a PHD (or equivalent) in the field of Oncology

Evidence of professional standing, e.g. membership of professional organizations and their management committees.

Qualifications and experience in human resource and financial management.

#### DUTIES

To be responsible for service delivery within Oncology Department at Universitas Academic Hospital

To fulfil the administrative, academic and research requirements of an appointment to the Joint Staff Establishment.

To supervise pre- and post-graduate training and examinations in Oncology at the Universitas Academic Hospital.

Undertake all tasks as directed by the Head of Clinical Services at Universitas Academic Hospital.

**ENQUIRIES:** Dr R Nathan Tel. (051) 405 3496

**APPLICATIONS TO:** The Chief Executive Officer, Universitas Hospital, (Attention: Mr M J Baleni), Private Bag x20660, BLOEMFONTEIN, 9300 Or hand delivered @ Room 1115, First Floor, Universitas Hospital, 1 Logeman Street, Universitas, Bloemfontein, 9301

### CHIEF EXECUTIVE OFFICER REFERENCE NO.: H/C/22

**SALARY: R1 299 501.00 per annum. OSD**

**CENTRE: UNIVERSITAS ACADEMIC HOSPITAL, BLOEMFONTEIN**

#### REQUIREMENTS:

An MBChB/BCHD qualification and registration with the relevant professional body; a post graduate Masters in Public Health and/ or Management and a minimum of 10 years management experience in the health sector at least at senior management level. Strong behavioral attributes with the ability and stature to manage KPAs of highly qualified health specialists. Demonstrates an excellent knowledge of the public health sector. A valid driver's (code 08) license is an inherent requirement.

**COMPETENCIES: Knowledge:** Knowledge of the relevant legislation such as National Health Act, Public Finance Management Act, (PFMA), Public Service Act; and related regulation and policies. **Core Competencies:** Strategic capability and leadership, Programme and project management, Financial Management, Change Management, People management and empowerment. **Process Competencies:** Service delivery innovation, Knowledge management, Problem solving and analysis, Communication, Client orientation and customer focus.

#### RECOMMENDATIONS:

#### DUTIES:

**Job Purpose:** 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 plan, 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 policy, 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 as 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.

**ENQUIRIES:** Dr B E Mzangwa Tel. (051) 408 1407

**APPLICATIONS TO:** The Chief Operational Officer, Free State Department of Health, (Attention: Me L Adolph), P O Box 227 BLOEMFONTEIN, 9300 Or hand delivered @ Entrance, Ground Floor, Bophelo House, Cnr of Charlotte Maxeke and Harvey Roads, BLOEMFONTEIN

### MEDICAL SPECIALIST: RADIATION ONCOLOGY (3 POSTS) REFERENCE NO.: H/M/17

**SALARY: R924 378.00 per annum. OSD**

**CENTRE: UNIVERSITAS ACADEMIC HOSPITAL, BLOEMFONTEIN**

#### REQUIREMENTS:

Registration with HPCSA as a Medical Specialist in Radiation Oncology.

#### RECOMMENDATIONS:

ACLS, ATLS, APLS, relevant experience. Candidates that are due to write their final examination in October 2016 may apply.

#### DUTIES:

Clinical service delivery, medical administration and management, teaching, training and research. The candidate will also have to participate in outreach activities and commuted overtime. Maintain quality assurance standards.

**ENQUIRIES:** Dr R Nathan Tel. (051) 405 3496

**APPLICATIONS TO:** The Chief Executive Officer, Universitas Hospital, (Attention: Mr M J Baleni), Private Bag x20660, BLOEMFONTEIN, 9300 Or hand delivered @ Room 1115, First Floor, Universitas Hospital, 1 Logeman Street, Universitas, Bloemfontein, 9301

### MEDICAL SPECIALIST: OPHTHALMOLOGY (2 POSTS) REFERENCE NO.: H/M/18

**SALARY: R924 378.00 per annum. OSD**

**CENTRE: UNIVERSITAS ACADEMIC HOSPITAL, BLOEMFONTEIN**

#### REQUIREMENTS:

Registration with HPCSA as a Medical Specialist in Ophthalmology.

#### RECOMMENDATIONS:

ACLS, ATLS, APLS, relevant experience. Candidates that are due to write their final examination in October 2016 may apply.

#### DUTIES:

Clinical service delivery, medical administration and management, teaching, training and research. The candidate will also have to participate in outreach activities and commuted overtime. Maintain quality assurance standards.

**ENQUIRIES:** Dr R Nathan Tel. (051) 405 3496

**APPLICATIONS TO:** The Chief Executive Officer, Universitas Hospital, (Attention: Mr M J Baleni), Private Bag x20660, BLOEMFONTEIN, 9300 Or hand delivered @ Room 1115, First Floor, Universitas Hospital, 1 Logeman Street, Universitas, Bloemfontein, 9301

## MEDICAL SPECIALIST: INTERNAL MEDICINE (2 POSTS)

REFERENCE NO.: H/M/19

**SALARY: R924 378.00 per annum. OSD**  
**CENTRE: UNIVERSITAS ACADEMIC HOSPITAL, BLOEMFONTEIN**  
**REQUIREMENTS:**

Registration with HPCSA as a Medical Specialist in Internal Medicine (Physician).

**RECOMMENDATIONS:**

ACLS, ATLS, APLS, relevant experience. Candidates that are due to write their final examination in October 2016 may apply.

**DUTIES:**

Clinical service delivery, medical administration and management, teaching, training and research. The candidate will also have to participate in outreach activities and commuted overtime. Maintain quality assurance standards.

**ENQUIRIES:** Dr R Nathan Tel. (051) 405 3496

**APPLICATIONS TO:** The Chief Executive Officer, Universitas Hospital, (Mr MJ Baleni), Private Bag x20660, BLOEMFONTEIN, 9300 Or hand delivered @ Room 1115, First Floor, Universitas Hospital, 1 Logeman Street, Universitas, Bloemfontein, 9301

## MEDICAL SPECIALIST: OBSTETRIC AND GYNAECOLOGY (2 POSTS)

REFERENCE NO.: H/M/20

**SALARY: R924 378.00 per annum. OSD**  
**CENTRE: UNIVERSITAS ACADEMIC HOSPITAL, BLOEMFONTEIN**  
**REQUIREMENTS:**

Registration with the Health Professions Council of South Africa (HPCSA) as Medical Specialist in Obstetrics and Gynaecology.

**RECOMMENDATIONS:**

ACLS, ATLS, APLS, relevant experience. Candidates that are due to write their final examination in October 2016 may apply.

**DUTIES:**

Clinical service delivery, medical administration and management, teaching, training and research. The candidate will also have to participate in outreach activities and commuted overtime. Maintain quality assurance standards.

**ENQUIRIES:** Dr R Nathan Tel. (051) 405 3496

**APPLICATIONS TO:** The Chief Executive Officer, Universitas Hospital, (Attention: Mr MJ Baleni), Private Bag x20660, BLOEMFONTEIN, 9300 Or hand delivered @ Room 1115, First Floor, Universitas Hospital, 1 Logeman Street, Universitas, Bloemfontein, 9301

## MEDICAL SPECIALIST: GENERAL SURGERY (2 POSTS)

REFERENCE NO.: H/M/21

**SALARY: R924 378.00 per annum. OSD**  
**CENTRE: UNIVERSITAS ACADEMIC HOSPITAL, BLOEMFONTEIN**  
**REQUIREMENTS:**

Registration with HPCSA as a Medical Specialist in General Surgery.

**RECOMMENDATIONS:**

ACLS, ATLS, APLS, relevant experience. Candidates that are due to write their final examination in October 2016 may apply.

**DUTIES:**

Clinical service delivery, medical administration and management, teaching, training and research. The candidate will also have to participate in outreach activities and commuted overtime. Maintain quality assurance standards.

**ENQUIRIES:** Dr R Nathan Tel. (051) 405 3496

**APPLICATIONS TO:** The Chief Executive Officer, Universitas Hospital, (Attention: Mr MJ Baleni), Private Bag x20660, BLOEMFONTEIN, 9300 Or hand delivered @ Room 1115, First Floor, Universitas Hospital, 1 Logeman Street, Universitas, Bloemfontein, 9301

## MEDICAL SPECIALIST: PAEDIATRIC SURGERY

REFERENCE NO.: H/M/22

**SALARY: R924 378.00 per annum. OSD**  
**CENTRE: UNIVERSITAS ACADEMIC HOSPITAL, BLOEMFONTEIN**  
**REQUIREMENTS:**

Registration with the Health Professions Council of South Africa (HPCSA) as Medical Specialist in Paediatrics Surgery.

**RECOMMENDATIONS:**

ACLS, ATLS, APLS, relevant experience. Candidates that are due to write their final examination in October 2016 may apply.

**DUTIES:**

Clinical service delivery, medical administration and management, teaching, training and research. The candidate will also have to participate in outreach activities and commuted overtime. Maintain quality assurance standards.

**ENQUIRIES:** Dr R Nathan Tel. (051) 405 3496

**APPLICATIONS TO:** The Chief Executive Officer, Universitas Hospital, (Attention: Mr M J Baleni), Private Bag x20660, BLOEMFONTEIN, 9300 Or hand delivered @ Room 1115, First Floor, Universitas Hospital, 1 Logeman Street, Universitas, Bloemfontein, 9301

## MEDICAL SPECIALIST: DERMATOLOGY (1 POST)

REFERENCE NO.: H/M/23

**SALARY: R924 378.00 per annum. OSD**  
**CENTRE: UNIVERSITAS ACADEMIC HOSPITAL, BLOEMFONTEIN**  
**REQUIREMENTS:**

Registration with HPCSA as a Medical Specialist in Dermatology.

**RECOMMENDATIONS:**

ACLS, ATLS, APLS, relevant experience. Candidates that are due to write their final examination in October 2016 may apply.

**DUTIES:**

Clinical service delivery, medical administration and management, teaching, training and research. The candidate will also have to participate in outreach activities and commuted overtime. Maintain quality assurance standards.

**ENQUIRIES:** Dr R Nathan Tel. (051) 405 3496

**APPLICATIONS TO:** The Chief Executive Officer, Universitas Hospital, (Attention: Mr M J Baleni), Private Bag x20660, BLOEMFONTEIN, 9300 Or hand delivered @ Room 1115, First Floor, Universitas Hospital, 1 Logeman Street, Universitas, Bloemfontein, 9301

**CLOSING DATE: 19 OCTOBER 2016**

## CLINICAL MANAGER: MEDICAL

REFERENCE NO.: H/C/17

**SALARY: R981 093.00 per annum. OSD**  
**CENTRE: BONGANI REGIONAL HOSPITAL, WELKOM**  
**REQUIREMENTS:**

A minimum of 3 years appropriate experience as Medical Practitioner after registration with HPCSA

**RECOMMENDATIONS**

None

**DUTIES:**

To manage the hospital's Clinical Service and clinical support service to ensure its effective and efficient delivery of quality service.

Ensure integration of clinical services, clinical support service and nursing service.

Develop, implement, monitor and evaluate operational plans for clinical services and clinical support service.

Co-operation, liaison and communication with all stakeholders.

Manage outreach programs from level II and III institutions and outreach to primary Health Care Clinics.

Responsible for managing medico legal risk and ethical dilemmas.

To ensure the implementation of policies and protocols.

To carry out tasks as delegated by the CEO.

Manage Finance and Human Resources of Clinical services

**ENQUIRIES:** Me S R Noge, Telephone number: (057) 9168000

**APPLICATIONS TO:** The Chief Executive Officer, Bongani Hospital (For Attention: Me T Venter), Private Bag x29, WELKOM, 9460

## DEPUTY MANAGER: NURSING (PNA-8)

REFERENCE NO.: H/D/

**SALARY: R705 057.00 per annum. OSD**  
**CENTRE: BONGANI REGIONAL HOSPITAL, WELKOM**  
**REQUIREMENTS:**

Registration with the SANC as Professional Nurse and Midwife plus a post basic qualification in Nursing Administration. A minimum of 9 years appropriate/ recognizable experience in nursing after registration with the SANC as Professional Nurse.

At least 4 years of the period referred to above must be appropriate/recognizable experience at management level.

Proof of current registration with SANC.

Knowledge and application of relevant legislation and policies. Valid SA driver's license.

**RECOMMENDATIONS**

Additional qualification in nursing. Good communication and interpersonal skills. The ability to analyze data and disseminate information. Excellent time management, stress management, motivational skills and strong negotiation skills. Knowledge of presentation and facilitation. Knowledge of information management policies, strong analytical and negotiation skills.

**DUTIES:**

Management of the nursing component, lead, give professional and technical support to Nursing and Housekeeping sections for realization of strategic goals, objectives of Bongani Hospital and quality patient care by ensuring provision of nursing ethos and professionalism.

Develop, monitor proper utilization of human, financial and physical resources. Maintain teamwork with professionals. Ensure effective participation of nurses in quality assurance and clinical governance programs.

**ENQUIRIES:** Me S R Noge, Telephone number: (057) 9168000

**APPLICATIONS TO:** The Chief Executive Officer, Bongani Hospital (For Attention: Mr M L Dlela), Private Bag x29, WELKOM, 9460