

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

APPLICATIONS

: Please submit your application, quoting the relevant reference number on your Z83 application as well as on the envelope to: The Director: Human Resource Administration, Department of Education, Bloemfontein 9300. (Old Saambou Building, Ground Floor, corner Charlotte Maxeke and Aliwal Street – Box at Security and or Private Bag X20565, Bloemfontein, 9300). or: e-mail To E-Mail Address as indicated on the Advert. Regarding e-mailed applications: Applications must be submitted as a SINGLE document/One Attachment to the e-mail address specified for each position. (Kindly Note That E-Mailed Applications and Attachments Should Not Exceed 15MB). It remains the candidate's responsibility to ensure that their application is successfully submitted.

CLOSING DATE

: 29 October 2025

NOTE

: Advertising of vacant public servant posts: Elementary Education & development conditional grant: HRA circular ps 11 of 2025: Free State provincial government: provincial administration: Free State Department of Education It is the intention to promote representativity in the Department through the filling of these posts. The candidature of applicants from designated groups, especially in respect of people with disabilities, will receive preference. Applicants must apply using the NEW Z83 form which can be downloaded at <http://www.dpsa.gov.za/dpsa2g/vacancies.asp>. From 1 January 2021 should an application be received using the incorrect application form for employment (Z83), it will not be considered. Please ensure to complete ALL fields on the new Z83 application form. A recent comprehensive, detailed Curriculum Vitae (CV) containing, inter alia, a complete chronological record of training, experience, competencies, and previous employment record as well as the names and telephone numbers of three persons willing to act as referees. Applicants are not required to submit copies of qualifications and other relevant documents on application but must only submit the Z83 and curriculum vitae (Only shortlisted candidates will be required to submit certified documents). All shortlisted candidates will be subjected to personnel suitability checks on criminal records, citizenship verification, financial records, qualification verification and applicants could be required to provide consent for access to their social media accounts. Correspondence will be limited to shortlisted candidates only. Separate applications must be submitted for every vacancy. N.B.: Please note that: Incomplete and late applications will not be considered (applications posted, couriered, and 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, e-mailed or hand-delivered timeously. Failure to comply with the procedure outlined above, will lead to an application being rejected. Applicants are requested to complete the new Z83 form properly which must be authenticated by a signature and initialed on both pages and clearly quoting the relevant Ref No number for each post applied for. Applicants are informed that applications, copies of qualifications and CVs will not be returned; Applicants who terminated their services with voluntary severance packages may not apply; salary progression on the salary scales is subject to performance assessment; The FSDoE reserves the right not to fill advertised positions. It is expected of candidates to be available for selection interviews on a date, time and place determined by the Free State Department of Education. It is the applicants' responsibility to have foreign qualifications evaluated by the South African Qualifications Authority (SAQA). Non-RSA residents/permanent residents will submit proof only when shortlisted. 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 has been unsuccessful. Please note it might be expected of short-listed applicants to complete a project. Successful candidates on level 13 and higher must undergo a Competency test. Introduction and general measures: NB: as of 1st July 2006, all new appointments in the public service have to be part of the Government Employee Medical Scheme (GEMS) in order to qualify for a Government Medical Subsidy. Correspondence will only be entered into with shortlisted applicants. Entry-level requirement for SMS posts: In terms of the Directive on Human Resource Management and Development on Public Service

Professionalisation Volume 1, a requirement for appointment into SMS posts is the successful completion of the Senior Management Pre-Entry programme as endorsed by the National School of Government (NSG). The Course is available at the NSG under the name Certificate for entry into SMS and the full details can be obtained by following the below link: <https://www.thensg.gov.za/training-course/sms-pre-entryprogramme/>. Certificate to be submitted prior to appointment.

MANAGEMENT ECHELON

<u>POST 37/75</u>	:	<u>DIRECTOR: ELEMENTARY EDUCATION & DEVELOPMENT REF NO: PS11/2025/01</u>
<u>SALARY</u>	:	R1 266 714 – R1 492 122 per annum. (level 13) An all-inclusive salary packages the total package includes 70% basic salary, a state contribution to the Government Employee Pension Fund and flexible portion that may be structured in terms of the applicable guidelines. This appointment is subject to the signing of an Annual Performance Agreement and obtaining a security clearance.
<u>CENTRE REQUIREMENTS</u>	:	Bloemfontein, Head Office
	:	A qualification at NQF level 7 as recognized by South African Qualifications Authority (SAQA). 5 Years of experience at a middle/senior managerial level. Recommendations: Valid Code B/EB Drivers license. Pre-entry certificate for the Senior Management Services to be submitted prior to appointment. Strong conceptual and formulation skills; strong leadership skills with specific reference to the ability to display thought leadership and co-ordination of complex applications; strong interpersonal skills; excellent verbal and written communication skills; outstanding planning, organizational and people management skills; computer literacy; a highly developed interpretative and conceptualization/ formulation ability; the ability to render advice and guidance in an objective and dedicated manner; The ability to multi-task, deal with ambiguity and manage under rapidly changing and pressurized circumstances; the ability to persuade and influence; the ability to lead and direct teams of professionals and service providers and ability to deal with complex situations.
<u>DUTIES</u>	:	Key Responsibilities: Ensure effective and efficient coordination and overall management of the ECD service in the province. To manage the implementation of strategic plan, Annual Performance Plan and the Operational Plan. To manage the performance of the unit in term of the Children's Act 38 of 2005 pertaining to partial care and Child Protection as well as the implementation of the National Curriculum Framework (NCF) and all other applicable legislations in the ECD sector. Ensure proper Financial management and coordination in the ECD sector in line with the PFMA and related policies. Monitor and ensure timely transfer payments to ECDs. Ensure proper planning, coordination of professional development of Social Workers and ECD practitioners in the ECD sector. To ensure that Partial care database/registers are in place and monitored. Ensure that all ECD service is uploaded on the agreed upon Learner Management System. Ensure that capacity building support programs and training are conducted and monitored for ECD management and governance and output assessed. Ensure that the district quarterly review sessions are arranged and guidance is provided on the expected outcomes. Ensure the expansion of the ECD service within the province by providing the necessary support across the districts. Facilitate Inter-Sectoral Coordination to improve and better the ECD service.
<u>ENQUIRIES APPLICATIONS</u>	:	Mr. ET Montso Tel No: (051) 404 8426
	:	erecruitment1@fseducation.gov.za

OTHER POSTS

<u>POST 37/76</u>	:	<u>SOCIAL WORKER POLICY DEVELOPMENT: GRADE 1: REF NO: PS11/2025/02</u>
		Permanent Grant Post: Elementary Education & Development Directorate
<u>SALARY</u>	:	R453 201 – R506 868 per annum (OSD). A basic annual salary
<u>CENTRE</u>	:	Bloemfontein Head Office
<u>REQUIREMENTS</u>	:	Formal Tertiary Qualification in Social Work (e.g. Bachelor of Social Work) that allows professional registration with the South African Council for Social Service Professions, Compulsory registration with SACSSP as a Social

		Worker, A minimum of 8 years appropriate experience in Social Work after registration as a Social Worker with SACSSP. A valid driving license. Grade 2: A minimum of 18 years appropriate experience in social work after registration as Social Worker with the SACSSP of which 10 years must be appropriate experience in Social Work Policy Development. Recommendations: Must be able to generate ideas and innovative approaches in order To contribute solutions to problems. Must be able to work effectively and cooperatively with persons of diverse backgrounds. Must be able to write formal documentations (ie, reports) and communicate verbally through the selection of relevant delivery mechanisms. Must be able to identify, define problems, analyze situations, apply critical thinking and develop solutions. Must be able manage and build cohesive work teams , work effectively within teams including social work teams, multidisciplinary teams and multi- sectoral teams. Must be able to operationalize and implement the strategic imperatives and policies. Must be able to build and maintain a network of professional relations. Must be able to plan and organize the work of the work unit and groups. Must be able to plan and manage projects in order to deliver on time, within cost and at the required quality level. Must demonstrate social work values and the principles of human rights and social justice.
<u>DUTIES</u>	:	Key Responsibilities: Develop, implement and maintain social work policies, Ensure that supervisees challenge structural sources of poverty, inequality, oppression, discrimination and exclusion. Demonstrate an in depth understanding of complex and advanced human behaviour and social systems. Intervene efficiently and effectively at the points where people interact with their environment in order to promote social wellbeing. Assist, advocate and empower individuals, families, groups, organizations and communities to enhance their social functioning and their problem-solving capacities, prevent and alleviate distress and use resource efficiently and effectively. Provide social work services towards protecting people who are vulnerable, at risk and unable to protect themselves. Conduct social work research. Monitor, evaluate and quality assure all policies and legislation. Provide support to stakeholders. Review, develop, interpret, apply, provide guidance, analyze impact on social work policies, legislation, related legal and ethical social work practices and ensure that new policies are understood and implemented.
<u>ENQUIRIES APPLICATIONS</u>	:	Mr L Tladi Tel No: (066) 0159 086
	:	erecruitment2@fseducation.gov.za
<u>POST 37/77</u>	:	<u>ASSISTANT DIRECTOR: EARLY CHILDHOOD DEVELOPMENT CENTRES: REF NR PS11/2025/03</u> Physical Resource Planning and Property Management Directorate
<u>SALARY CENTRE REQUIREMENTS</u>	:	R468 459 – R561 894.per annum (Level 9). A basic annual salary
	:	Bloemfontein Head Office
	:	An appropriate 3-year degree/diploma or equivalent qualification with Civil/Building construction as a subject. (NQF Level 6) Applicable experience at a supervisory level. Computer literacy and valid driver's license.
<u>DUTIES</u>	:	Manage the Administration of the ECD Infrastructure grant. Management of subordinates. Manage and compile reports
<u>ENQUIRIES APPLICATIONS</u>	:	Mr L Tladi Tel No: (066) 0159 086
	:	erecruitment2@fseducation.gov.za
<u>POST 37/78</u>	:	<u>ADMINISTRATIVE OFFICER: EARLY CHILDHOOD DEVELOPMENT CENTRES:REF NR PS11/2025/04</u> Physical Resource Planning and Property Management Directorate
<u>SALARY CENTRE REQUIREMENTS</u>	:	R325 101 – R382 959.per annum (Level 7) A basic annual salary
	:	Bloemfontein, Head Office
	:	An appropriate 3-year degree/diploma or equivalent qualification with financial subjects. (NQF Level 6) Computer literacy and valid driver's license.
<u>DUTIES</u>	:	Chief User duties related to Supply Chain Management i.e. requisitioning and payments. Financial Management duties such as budgeting, commitment register and monthly compliance reporting. Supervising admin clerks.
<u>ENQUIRIES APPLICATIONS</u>	:	Mr L Tladi Tel No: (066) 0159 086
	:	erecruitment4@fseducation.gov.za
<u>POST 37/79</u>	:	<u>ADMINISTRATIVE OFFICER: EARLY CHILDHOOD DEVELOPMENT CENTRES: REF NR PS11/2025/05: (5 POSTS)</u>

Physical Resource Planning and Property Management Directorate

<u>SALARY</u>	:	R325 101 – R382 959.per annum (Level 7) A basic annual salary
<u>CENTRE</u>	:	Bloemfontein, Head Office
<u>REQUIREMENTS</u>	:	An applicable 3-year diploma or equivalent qualification in Building or Mechanical or Electrical or N3 with passed trade test or National Diploma in Engineering. 2 -3 years relevant experience and a Valid Driver's license
<u>DUTIES</u>	:	Key Responsibilities: Develop and interpret plans and sketches. Prepare specifications and bill of quantities for maintenance and minor new work. Inspect new and/or maintenance work undertaken on project sites to ensure that it is being done in compliance with all relevant regulations and legislation and that proper quality control is maintained. Compile an estimate of repairs and costs for minor new work and maintenance work to be undertaken. Advise and guide contractors in respect of compliance to legislation and procedures. Verify invoices and certify progress of payments. Brief contractors on projects and certify claims for fees. Ensure effective contract administration. Facilitate and resolve problems emanating from projects and develop progress reports on projects. Ensure that SLA's are signed between the Department and the ECD centre. Gather and submit information in terms of the extended public works programme. Perform supervisory functions.
<u>ENQUIRIES</u>	:	Mr L Tladi Tel No: (066) 0159 086
<u>APPLICATIONS</u>	:	erecruitment3@fseducation.gov.za
<u>POST 37/80</u>	:	<u>ADMINISTRATION CLERK: EARLY CHILDHOOD DEVELOPMENT CENTRES: REF NR PS11/2025/06</u> Physical Resource Planning and Property Management Directorate
<u>SALARY</u>	:	R228 321 – R268 950.per annum (Level 5) A basic annual salary
<u>CENTRE</u>	:	Bloemfontein, Head Office
<u>REQUIREMENTS</u>	:	Grade 12 or equivalent qualification. Recommendations: Knowledge of Computer (Excel and Word) will be essential.
<u>DUTIES</u>	:	Assist with general office administration in the office of ECD Centres. Handling of files, typing and keeping records up to date, handling telephone enquiries and any other admin official duties as may be assigned.
<u>ENQUIRIES</u>	:	Mr L Tladi Tel No: (066) 0159 086
<u>APPLICATIONS</u>	:	erecruitment4@fseducation.gov.za

DEPARTMENT OF ECONOMIC, SMALL BUSINESS DEVELOPMENT, TOURISM AND ENVIRONMENTAL AFFAIRS

<u>CLOSING DATE</u>	:	24 October 2025 at 16:00
<u>NOTE</u>	:	Applications must be submitted on Z83 and CV on application all other documents are submitted by shortlisted candidates. If you do not hear from us within three (3) months after the closing date, please consider your application unsuccessful. The department has the right not to make an appointment. The Free State Provincial Department of Economic, Small Business, Development, Tourism and Environmental Affairs (DESTE) presents exciting opportunities/positions for the qualifying unemployed graduates through its Internship Programme. Successful applicants will be appointed as graduate interns for the period of twenty-four (24) months and will undergo on-the-job development training in technical, professional, public service, business and life skills relevant and crucial for them to enter the formal job market. Through the internship programme, the Department aims to enhance the employability of unemployed graduates (graduates with degrees or diplomas) as potential employees. Candidates must be entering the internship programme in government for the first time. The Department of Economic, Small Business Development, Tourism and Environmental Affairs is an equal opportunity, affirmative action employer. Applications must be submitted on Z83 forms only, obtainable from any public service department and recently updated comprehensive CV, certified copies of all qualifications and identity document and copies of their academic transcripts will be requested from recommended applicants who qualify for interviews. Failure to submit the requested document will result in the application not being considered. Prospective applicants should ensure that their applications do not exceed 4MB size. You are, therefore kindly requested to send documents separately, should they exceed the allowed limit. The Department has the right not to make an appointment. NB: Please Submit separate Z83 Form Per Reference Number. People with

disabilities are encouraged to apply. Only Free State Province citizens may apply. Applicants who have applied, they don't need to re-apply.

INTERNSHIP PROGRAMME/IN-SERVICE TRAINING FOR 2025/2027 (24 MONTHS)

POST 37/81 : **ENVIRONMENTAL HEALTH INSPECTOR INTERNSHIP PROGRAMME REF NO: Destea/EH/02 (02 POSTS)**
Economic Development

STIPEND : R7 860.38 per month for graduate interns
CENTRE : Fezile Dabi Service Centre (Parys)
REQUIREMENTS : NQF level 6 in Environmental Health/ Public Health/ Occupational Health & Safety/ Food and Safety Management
APPLICATION : write email: internsrecruit@destea.gov.za or postal: District Service Centre Manager: No. 73 c/o Phillips Sanders & Schillbach Street, Parys, 9585
ENQUIRIES : Ms Nnana Lentsa 082 443 5513

POST 37/82 : **ENVIRONMENTAL HEALTH INSPECTOR INTERNSHIP PROGRAMME REF NO: Destea/EH/03 (02 POSTS)**
Economic Development

STIPEND : R7 860.38 per month
CENTRE : Lejweleputswa Service Centre (Welkom)
REQUIREMENTS : NQF level 6 in Environmental Health/ Public Health/ Occupational Health & Safety/ Food and Safety Management
APPLICATION : write email: internsrecruit@destea.gov.za or postal: District Service Centre Manager: Boitumelo Mall, Shop N0. 107, 39890 c/o Nkoane & Ndaki Road, Welkom, 9463
ENQUIRIES : Ms Tshidi Maleka 066 051 1279

POST 37/83 : **ENVIRONMENTAL HEALTH INSPECTOR INTERNSHIP PROGRAMME REF NO: Destea/EH/04 (02 POSTS)**
Economic Development

STIPEND : R7 860.38 per month
CENTRE : Thabo – Mofutsanyane Service Centre (Phuthaditjhaba)
REQUIREMENTS : NQF level 6 in Environmental Health/ Public Health/ Occupational Health & Safety/ Food and Safety Management
APPLICATION : write email: internsrecruit@destea.gov.za or postal: District Service Centre Manager: Mampoi Street, Public Works Building, DESTEA, L12 Block
ENQUIRIES : Ms Rosemary Booï 082 454 0131

POST 37/84 : **ENVIRONMENTAL HEALTH INSPECTOR INTERNSHIP PROGRAMME REF NO: DESTEA/EH/05 (02 POSTS)**
Economic Development

STIPEND : R7 860.38 per month
CENTRE : Mangaung Service Centre (Thaba Nchu)
REQUIREMENTS : NQF level 6 in Environmental Health/ Public Health/ Occupational Health & Safety/ Food and Safety Management
APPLICATION : write email: internsrecruit@destea.gov.za or postal: District Service Centre Manager: Office 205, Ratlou Complex, Thaba Nchu, 9780
ENQUIRIES : Ms Selloane Ramabolu 072 635 3674

DEPARTMENT OF HEALTH

CLOSING DATE : 24 October 2025
NOTE : Directions to applicants: Applications must only be done via the online recruitment platform for the Department at: <https://ihealth.fshealth.gov.za/e-Recruitment/> Only shortlisted candidates will be required to submit certified copies of qualifications and other related documents on or before the day of the interview following communication from Human Resources. The application must indicate the correct Job title, the office where the position is advertised and the Reference number as stated in the advert. Failure by the applicant to fully complete the application form will lead to the disqualification of the application during the selection process. Should you be in a possession of

foreign qualification, it must be accompanied by an evaluation certificate from the South African Qualifications Authority (SAQA). Dual citizenship holders must provide the Police Clearance certificate from country of origin when shortlisted. All non-SA Citizens will be required to submit a copy of proof of South African permanent residence when shortlisted. Applications that do not comply with the above-mentioned requirements will not be considered. Suitable candidates will be subjected to a personnel suitability check (criminal record, financial checks, qualification verification, citizenship checks, reference checks and employment verification). Correspondence will be limited to short-listed candidates only. If you have not been contacted within three (3) months after the closing date of this advertisement, please accept that your application was unsuccessful. The Department reserves the right not to make any appointment(s) to the advertised post(s). 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 post. Failure to upload and submit all the requested documents will result in the application not being considered during the selection process. All successful candidates will be expected to enter into an employment contract and a performance agreement within 3 months of appointment, as well as be required to undergo a security clearance three (3) months after appointments. Applicants are informed that costs associated with the recruitment processes i.e. travelling and accommodation will be at the expense of the applicants not the Department.

OTHER POSTS

<u>POST 37/85</u>	:	<u>HEAD CLINICAL UNIT: FAMILY PHYSICIAN / INTERNAL MEDICINE GRADE 1-2: REF NO: H/P/01/2025</u>
<u>SALARY</u>	:	R2 084 754 – R2 492 571.per annum, (all-inclusive package - OSD)
<u>CENTRE</u>	:	Bongani Regional Hospital: Welkom
<u>REQUIREMENTS</u>	:	Senior certificate, plus appropriate qualifications that allows registration with the Health Professions Council of South Africa (HPCSA) as a Medical Specialist (Family Physician); Current registration with HPCSA for 2025/2026. Valid driver's license. A valid work permit will be required from non-South Africans. A minimum of five (5) year's appropriate experience as a Medical Specialist after registration with HPCSA as a Medical Specialist (Family Physician). Knowledge And Skills: Management skills, good written and verbal communication skills, leadership and decision-making skills. Knowledge of Public Service legislation, regulations and policies including medical ethics, training of clinical staff, assessment and immediate care of all family physician patients. Good communication, interpersonal skills, computer literacy financial, statistical skills and human resource management skills knowledge of relevant Acts, policies, guidelines and ethical practices. Analytical thinking, independent decision making and problem-solving skills.
<u>DUTIES</u>	:	Clinical management of Family Physician department, supervision and training of clinical staff, teaching of clinical staff, assessment and immediate care of all Family Physician patients. Provide support to other clinical departments, ensure departmental administration is order. Participate in clinical governance, ensure that there is clinical improvement plan to manage patients at Bongani Regional Hospital. Develop clinical protocols for the department. Provide leadership and promote effective working environment, Conduct or Perform clinical audits, manage performance management and development system for subordinates and ensure continuous development. Establish research program to facilitate generation new knowledge contract with the Clinical Manager and subordinates, ensure continuous professional development. Establish research programme to facilitate generation of new knowledge. Spearhead projects in accordance with the operational plan of clinical services management unit. Management of other Remunerative Work Outside Public Service (RWOPS) for self and other clinical staff. Performance of research within the department. Develop and enhance training and development of healthcare workers in family physician department.
<u>ENQUIRIES</u>	:	Mr. Tsoho T Human Resource Management: Bongani Regional Hospital e-mail: TsohoTP@fshealth.gov.za Phone number: 057 - 916 8285
<u>APPLICATIONS</u>	:	to be directed to: https://ihealth.fshealth.gov.za/e-Recruitment/

POST 36/86 : **PROFESSIONAL NURSE SPECIALTY (PNB1-2) FOR CLINICAL PRECEPTORS); REF NO: H/P/1/2025 3 POSTS**

SALARY : Grade 1: R476.367 - R559 548.per annum
Grade 2: R583 989 - R723 954.per annum (all-inclusive package - OSD)

CENTRE REQUIREMENTS : Universitas Academic Hospital: Bloemfontein
: Senior Certificate, plus Diploma or Degree in Nursing or equivalent qualification that allows registration with the SANC as Professional Nurse. Registration with the SANC as Professional Nurse and current registration. A post-basic nursing qualification with duration of at least one year, accredited with the SANC in either Advanced Midwifery, Adult Critical Care or Advanced Paediatric Nursing Sciences. Current registration with SANC for 2025/ 2026. Added advantage: Qualification in Nursing Education. Valid Driver's License. A minimum of 4 years appropriate/recognisable experience in nursing after registration as Professional Nurse (PNB1). A minimum of 14 years appropriate/recognizable experience in nursing after registration as Professional Nurse with SANC in General Nursing (PNB2). At least 10 years of the period referred to above must be appropriate/recognizable experience in the specific speciality after obtaining the 1-year post-basic qualification in the relevant speciality. Of the period referred to above must be appropriate/recognisable experience in the specific speciality after obtaining the 1-year post-basic qualification in the relevant speciality. Knowledge And Skills: Excellent current clinical competencies and skills in area of speciality. Good organizational, collaborative and interpersonal skills. Computer literacy including PowerPoint Presentation Skills.

DUTIES : Collaborate with relevant stakeholders on clinical student placement matters to coordinate clinical learning exposure and the achievement of students' learning outcomes. Collaborate with the Clinical platforms, NEIs, HEIs, Nursing Directorate, SANC or other Service Providers to enhance the CPD points' implementation mandate for nursing. Facilitate the development and updating of training SOPs and assessment tools to enhance objective determination of learners' and qualified nurses' competencies. Support the functioning and implementation of Clinical Governance systems and recommendations to improve compliance and achievement of clinical outcomes. Manage state resources within own sphere of control effectively and in accordance with the Supply Chain Management prescripts. Facilitate the use of relevant electronic systems to capture, record and manage information or data to optimize the management of patients' outcomes and clinical decision making. Facilitate the cascade of the Risk Management Strategy within the UAH/ CETU component.

ENQUIRIES APPLICATIONS : Mr. J.M. Radebe Tel (051) 405 3415/7
: to be done at: <https://ihealth.fshealth.gov.za/e-Recruitment>

POST 37/87 : **PROFESSIONAL NURSE SPECIALITY PNB 1-2 REF NO: H/P/2/2025 (5 POSTS)**

SALARY : Grade 1: R476.367 - R559 548.per annum
Grade 2: R583 989 - R723 954.per annum (all-inclusive package - OSD)

CENTRE REQUIREMENTS : Bongani Regional Hospital: Welkom
: Senior Certificate, plus diploma/degree in nursing or equivalent qualification that allows registration with the South African Nursing Council (SANC) as a Professional Nurse. A post-basic nursing qualification, with a duration of at least 1 year, accredited with the SANC in one of the following specialties referred to in the glossary of terms registration with the SANC as Professional Nurse. i.e. Medical and Surgical Nursing Service, Advanced Midwifery and Neonatal Nursing Science, Extensive Nursing Science, Oncology Nursing Science, Operating Theatre Nursing Science and Orthopaedic Nursing Science. Current registration with SANC for 2025/2026. A minimum of 4 years appropriate/recognisable experience in nursing after registration as Professional Nurse. A minimum of 14 years appropriate/recognizable experience in nursing after registration as Professional Nurse with SANC in General Nursing. At least 10 years of the period referred to above must be appropriate/recognizable experience in the specific speciality after obtaining the 1-year post-basic qualification in the relevant speciality. (Of the period referred to above must be appropriate/recognisable experience in the specific speciality after obtaining the 1-year post-basic qualification in the relevant speciality. Knowledge and Skills: Demonstrate an understanding of nursing legislation and related legal and ethical nursing practice.

<u>DUTIES</u>	:	Perform a clinical nursing practice in accordance with the scope of practice and nursing standards as determined by the relevant health facility. Promote quality of nursing care as directed by the professional scope of practice and standards as determined by the relevant health facility. Demonstrate effective communication with patients, supervisors and other clinicians, including report writing when required. Work as part of the multi-disciplinary team to ensure good nursing care. Work effectively, co-operatively amicably with persons to diverse intellectual, cultural, racial or religious differences. Able to plan and organise own work and that of support personnel to ensure proper nursing care. Display a concern for patients, promoting and advocating proper treatment and care including awareness and willingness to respond patient's needs, requirements expectations (Batho Pele).
<u>ENQUIRIES</u>	:	Mr. Tsoho T Human Resource Management: Bongani Regional Hospital e-mail: TsohoTP@fshealth.gov.za Phone number: 057 - 916 8285
<u>APPLICATIONS</u>	:	to be directed to: https://ihealth.fshealth.gov.za/e-Recruitment/
<u>POST 37/88</u>	:	<u>ASSISTANT MANAGER NURSING SPECIALTY (PNB 4) (CRITICAL CARE):</u> <u>REF NO: H/A/1/2025</u>
<u>SALARY</u>	:	R755 355. per annum. (all-inclusive package - OSD)
<u>CENTRE</u>	:	Universitas Academic Hospital: Bloemfontein
<u>REQUIREMENTS</u>	:	Senior Certificate, plus Diploma or Degree in Nursing or equivalent qualification that allows registration with SANC as a Professional Nurse. A minimum of 10 years appropriate/ recognisable experience in nursing after registration as a Professional Nurse with the SANC in General Nursing. At least 6 years of the period referred to above must be appropriate/recognisable experience after obtaining 1- year post basic qualification in Postgraduate/ Diploma in Critical Care Nursing Science. At least 3 years of the period referred to above must be appropriate/ recognizable experience at management level. Current registration with SANC for 2025/2026. Knowledge And Skills: Good organizational and interpersonal skills. Sound clinical competencies and PC literacy. Knowledgeable about critical care clinical guidelines, norms and standards.
<u>DUTIES</u>	:	Provide strategic leadership and guidance to implement the Norms and Standards for Ideal Health Facility Monitoring, OHSC, SANC, the Nursing Strategy, relevant legislative framework, including the achievement of Annual Performance Plan outcomes. Promote the implementation of clinical governance systems and recommendations within critical care departments. Supervise and coordinate provision of a professional, safe, quality patient care by nurses, technologists/ perfusionists, radiographers, surgeons, anaesthesiologists and other partners (internal/ external) within the continuum of critical care for better outcomes and accessibility of life-saving services. Facilitate cost-effective management and utilization of material resources, various assets and human capital, including the procurement of buy-outs needed to provide critical care services in accordance with relevant SCM directives and legislation (PFMA/ Preferential Procurement Act). Develop and monitor the implementation of policies and guidelines, programmes, regulations, procedures and standards pertaining to nurses' training, professional development and research. Promote the use of Information Technology to manage data/ information for the enhancement of communication systems and service delivery. Promote effective risk management and cascading of the Risks Action Plan within the critical care departments.
<u>ENQUIRIES</u>	:	Mr. J.M. Radebe Tel (051) 405 3415/7
<u>APPLICATIONS</u>	:	to be done at: https://ihealth.fshealth.gov.za/e-Recruitment .
<u>POST 37/89</u>	:	<u>ASSISTANT MANAGER GENERAL (PNA-7), SURGICAL & OPD): REF NO:</u> <u>H/A/2/2025 (2 POSTS)</u>
<u>SALARY</u>	:	R693 096. per annum (all-inclusive package - OSD)
<u>CENTRE</u>	:	Universitas Academic Hospital: Bloemfontein
<u>REQUIREMENTS</u>	:	Senior Certificate, plus Diploma or Degree in Nursing or equivalent qualification that allows registration with SANC as a Professional Nurse. A minimum of 8 years appropriate/ recognisable experience in nursing after registration as a Professional Nurse with the SANC in General Nursing. At least 3 years of the period referred to above must be appropriate/recognisable experience at a management level. Current registration with SANC for 2025/2026. Added

		advantage: A valid driver's licence. Knowledge And Skills: Good organizational, communication and interpersonal skills. Sound knowledge of administrative procedures and competencies including PC literacy. Knowledgeable about clinical guidelines, norms and standards in medical, surgical and acute mental health issues.
<u>DUTIES</u>	:	Provide strategic leadership and guidance to implement the Norms and Standards for Ideal Health Facility Monitoring, OHSC, SANC, the Nursing Strategy, relevant legislative framework, including the achievement of Annual Performance Plan outcomes. Promote the implementation of clinical governance systems and recommendations within allocated medical and surgical wards/ clinics. Direct, supervise and coordinate provision of a professional, safe, quality patient care by nurses, midwives, students, medical teams, support services and other stakeholders (internal/ external) within the continuum of medical, surgical and mental health care and for better outcomes and access to specialized services. Facilitate effective management and utilization of material resources, various assets and human capital, including the procurement of buy-outs used to provide medical, surgical and mental health care services while complying with relevant SCM directives and legislation (PFMA/ Preferential Procurement Act). Develop and monitor the implementation of policies and guidelines, programmes, regulations, procedures and standards pertaining to nurses' training, professional development and research. Promote the use of Information Technology to manage data/ information for the enhancement of communication systems and service delivery. Promote effective risk management and cascading of the Risks Action Plan in medical, surgical department.
<u>ENQUIRIES</u>	:	Mr. JM Radebe Tel (051) 405 3415 or 405 3333
<u>APPLICATIONS</u>	:	to be done at: https://ihealth.fshealth.gov.za/e-Recruitment .
<u>POST 37/90</u>	:	<u>OPERATIONAL MANAGER SPECIALTY (PNB 3) (MATERNITY) (REF NO: H/O/01/2025 (1 POST))</u>
<u>SALARY</u>	:	R755 355. per annum. (all-inclusive package - OSD)
<u>CENTRE</u>	:	Universitas Academic Hospital: Bloemfontein
<u>REQUIREMENTS</u>	:	Senior Certificate, plus Diploma/Degree in Nursing or equivalent qualification that allows registration with South African Nursing Council (SANC) as a Professional Nurse plus a Post Basic Nursing Qualification accredited by SANC in Advanced Midwifery and Neonatology Nursing Science with a duration of at least 1 year. A minimum of 9 years appropriate/ recognisable experience in nursing after registration with SANC as a professional nurse. At least 5 years of the period referred to above must be appropriate/recognisable experience after obtaining the 1-year post-basic qualification. Current registration with SANC for 2025/2026. Added as advantage: A valid driver's licence. Knowledge And Skills: Leadership Skills Communication Skills, Computer literacy. Knowledge of relevant Management and practice legislation/standards. Ability to lead, plan, organize, co-ordinate and communicate. Ability to take charge and make appropriate independent decisions. Ability to work under pressure. Knowledge of all Maternity Antenatal/ Postnatal and Neonatal guidelines
<u>DUTIES</u>	:	Maintain constructive working relationships with nursing and other stakeholders. Implement all strategic mandates of Nursing strategy, Regulated Norms and Standards, Annual performance. Manage and implement all clinical governance related matters. Ensure provision of quality nursing care according to nursing process and patient safety standards. Manage the risks identified in the Maternity and Neonatal Unit. Responsible for Resources: Human, financial, material, and assets. Responsible for providing environment conducive to education and research. Management of Information.
<u>ENQUIRIES</u>	:	Mr. JM Radebe Tel (051) 405 3415/7
<u>APPLICATIONS</u>	:	to be done at: https://ihealth.fshealth.gov.za/e-Recruitment .
<u>POST 37/91</u>	:	<u>OPERATIONAL MANAGER GENERAL (PNA5) (SURGICAL WARDS) -(REF NO: H/O/02/2025 (3 POSTS))</u>
<u>SALARY</u>	:	R693 096. per annum. (all-inclusive package - OSD)
<u>CENTRE</u>	:	Universitas Academic Hospital: Bloemfontein
<u>REQUIREMENTS</u>	:	Senior Certificate, Diploma or Degree in Nursing or equivalent qualification that allows registration with SANC as a Professional Nurse. A minimum of 7 years appropriate/ recognisable nursing experience after registration with SANC in

DUTIES

General Nursing. Current registration with SANC for 2025/2026. Knowledge And Skills: Good organizational, communication and interpersonal skills. Sound clinical competencies in medical and surgical care including PC literacy. Knowledgeable about clinical guidelines, norms and standards in medical, surgical and acute mental health issues.

- : Provide operational leadership and guidance to implement the Norms and Standards for Ideal Health Facility Monitoring, OHSC, SANC, the Nursing Strategy, relevant legislative framework, including the achievement of Annual Performance Plan outcomes. Promote the implementation of clinical governance systems and recommendations within allocated medical and surgical wards/ clinics. Direct, supervise and coordinate provision of a professional, safe, quality patient care by nurses, students, medical teams, support services and other stakeholders (internal/ external) within the continuum of medical, surgical and mental health care and for better outcomes and access to specialized services. Facilitate effective management and utilization of material resources, various assets and human capital, including the procurement of buy-outs used to provide medical, surgical and mental health care services while complying with relevant SCM directives and legislation (PFMA/ Preferential Procurement Act). Develop and monitor the implementation of policies and guidelines, programmes, regulations, procedures and standards pertaining to nurses' training, professional development and research. Promote the use of Information Technology to manage data/ information for the enhancement of communication systems and service delivery. Promote effective risk management and cascading of the Risks Action Plan in medical, surgical and 72-hour observation units.

ENQUIRIES APPLICATIONS

- : Mr. JM Radebe Tel (051) 405 3415 or 405 3333
- : to be done at: <https://ihealth.fshealth.gov.za/e-Recruitment>.

POST 37/92

- : **ULTRASOUND / SONOGRAPHER RADIOGRAPHER GRADE 1-3 (REF NO: H/U/1/2025)**

SALARY

- : Grade 1: R491 256 – R559 512.per annum
- : Grade 2: R575 250 - R657 507.per annum
- : Grade 3: R676 716 - R707 625.per annum, (all-inclusive package - OSD)

CENTRE REQUIREMENTS

- : Bongani Regional Hospital: Welkom
- : Senior Certificate. Degree/National Diploma ultrasound or equivalent qualification that allows registration with South African Nursing Council (HPCSA) as a Ultrasound Sonographer. Current registration with HPCSA for 2025/2026 as sonographer. Experience: **Grade 1:** No experience after registration with the Health Profession council of South Africa. (HPCSA) as an ultrasound Sonographer in respect of RSA qualified employee who performed community service as required in south Africa. 1-year relevant experience after registration with HPCSA in respect of foreign qualified employees. Experience: **Grade 2:** A minimum of 10 years appropriate/recognizable experience after registration with HPCSA as an ultrasound sonographer in respect of RSA qualified employees who performed community service. 11 years' experience after registration with HPCSA in respect of foreign qualified employees. Experience: **Grade 3:** A minimum of 20 years appropriate/recognizable experience after registration with HPCSA as an Ultrasound Sonographer in respect of RSA qualified employees who performed community service. 21 years' experience after registration with HPCSA in respect of foreign qualified employees of whom it is not required to perform community service as required in south Africa. Knowledge And Skills: training and competencies required for the post: sound knowledge of obstetrics and gynaecology ultrasound procedures. Knowledge of general ultrasound scans. Sound knowledge of ultrasound procedures. Knowledge of relevant health and safety policies, regulations and acts. Sound report writing and administrative skills. Knowledge of quality assurance procedure and methods. Sound communication, interpersonal relations and ability to perform with a team computer literacy.

DUTIES

- : Provide high quality ultrasound services consistent with scope of practice and patient's needs. To promote good health practices and ensure optimal patient care. Execute all ultrasound procedure completely to prevent complication. Provide general administrative duties as required. Provide guidance and supervision to junior staff. Participate in institutional radiographic policy making and planning for service delivery. Promote Batho Pele principle in the execution of all duties for effective service delivery. Give factual information to patients and clients on ultrasound examination. Participate in departmental core

		standards. Inspect and utilize equipment professionally to ensure that sonographic services comply with the required prescripts. Participate in ultrasound quality assurance. programmes. Participate in continued professional development (CPD programmes. Compile report and memos as required in the working environment. Assist with ultrasound patient booking. Perform other duties as per delegation by radiography management.
<u>ENQUIRIES</u>	:	Mr. Tsoho T Human Resource Management: Bongani Regional Hospital e-mail: TsohoTP@fshealth.gov.za Phone number: 057 - 916 8285
<u>APPLICATIONS</u>	:	to be directed to: https://ihealth.fshealth.gov.za/e-Recruitment/
<u>POST 37/93</u>	:	<u>CLINICAL TECHNOLOGIST GRADE 1-3 (REF NO: H/C/1/2025)</u>
<u>SALARY</u>	:	Grade :1 R491 256 – R559 512.per annum Grade 2: R575 250 - R657 507.per annum Grade 3: R676 716 -R707 625.per annum, (all-inclusive package - OSD)
<u>CENTRE REQUIREMENTS</u>	:	Bongani Regional Hospital: Welkom Senior Certificate., plus B-tech Degree in Clinical Technology or equivalent qualification that allows registration with South African Nursing Council (HPCSA) as a Clinical Technologist. Current registration with for 2025/2026.Experience Grade 1: None after registration with the HPCSA in the relevant profession as a Clinical Technologist 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 as Clinical Technologist 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 as a Clinical Technologist 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 as a Clinical Technologist 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 as Clinical Technologist 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 HPCSA as a Clinical Technologist in respect of foreign qualified employees, of whom it is not required to perform Community Service, as required in South Africa. Knowledge And Skills: Good interpersonal and communication skills, problem solving abilities, work well under pressure, ability to work independently and in a team.
<u>DUTIES</u>	:	Set up, pre-test: maintenance and troubleshooting of mechanical ventilators and cardiac output machine. Able to perform continuous dialysis for critically ill patients with acute kidney injury. Ensure safe and effective use of electro physiological equipment used in ICU. Troubleshooting of electro physiological equipment to other healthcare professionals. Will be required to work after hours, weekends and holiday. Perform hemodynamic studies. Assist with cardio version in ICU. Assist with transport of the critically ill patients.
<u>ENQUIRIES</u>	:	Mr. Tsoho T Human Resource Management: Bongani Regional Hospital e-mail: TsohoTP@fshealth.gov.za Phone number: 057 - 916 8285
<u>APPLICATIONS</u>	:	to be directed to: https://ihealth.fshealth.gov.za/e-Recruitment/
<u>POSTV36/94</u>	:	<u>CHIEF ARTISAN (ELECTRICAL / MECHANICAL) GRADE A-B: REF NO: H/C/2/2025</u>
<u>SALARY</u>	:	Grade A: R480 261 – R547 635.per annum Grade B: R578 712 - R769 920. per annum, (all-inclusive package - OSD)
<u>CENTRE REQUIREMENTS</u>	:	Bongani Regional Hospital: Welkom Minimum educational qualification, Senior Certificate, plus National Diploma in Electrical Engineering in accordance with the standards recognized by the National Skills Authority in terms of action 28 of the Manpower Training Act:1981. Appropriate Trade Test Certificate: Electrical. Experience:10 years, appropriate post qualification experience as an Artisan Foreman. Appropriate practical experience in Electrical field environment. Inherent requirements of the job: A valid driver's license. Willing to perform standby duties when necessary and attend to emergency breakdowns after hours. Competencies (knowledge/Skills): Be conversant with the requirements of the Machinery and Occupational Health and Safety Act. Knowledge And Skills: Appropriate

		knowledge to supervise the electrical division. Computer literacy in Microsoft Word; Excel, PowerPoint, Outlook and Internet. Knowledge of the Public Financial Management Act.
<u>DUTIES</u>	:	Responsible for the training, development and supervision of junior staff and assist with staff evaluation. Control over maintenance and repairs to the plant, hospital services and equipment, autoclaves and steam reticulation plant. Attend to emergencies including after-hour repairs and standby duties. Assist in project management and the compilation of minor specifications. Budgeting and expenditure control in respect of the technical services department. Manage technical services and support in conjunction with Artisans and associates in field. Ensure the promotion of safety in the line with statutory and regulatory requirements. Provide inputs into existing technical manual, standard drawings and procedure to incorporate new technology. Ensure quality assurance in line with specifications and conduct maintenance of all buildings. Perform minor construction work in all civil structures. Maintain good housekeeping and ensure machinery in the workshop/store is maintained in good working order. Preparation and compilation of materials list. Manage equipment, tools and machinery used. Compile and submit reports as required. Provide and consolidate inputs of the technical operational plan. Manage key performance areas by setting and monitoring performance standards and taking actions to correct deviations to achieve departmental objectives. Research literature studies on technical and engineering technology to improve expertise. Liaise with relevant stakeholders i.e. ESKOM and local municipalities and service providers.
<u>ENQUIRIES</u>	:	Mr. Tsoho T Human Resource Management: Bongani Regional Hospital e-mail: TsohoTP@fshealth.gov.za Phone number: 057 - 916 8285
<u>APPLICATIONS</u>	:	to be directed to: https://ihealth.fshealth.gov.za/e-Recruitment/
<u>POSTV37/95</u>	:	<u>ARTISAN FOREMAN GRADE A-B (ELECTRICAL / BUILDING / CIVIL / PLUMBING / MECHANICAL) REF NO: H/A/3/2025</u>
<u>SALARY</u>	:	Grade A: R382 047 – R433 176.per annum Grade B: R453 609 - R571 089.per annum, (all-inclusive package - OSD)
<u>CENTRE</u>	:	Bongani Regional Hospital: Welkom
<u>REQUIREMENTS</u>	:	Relevant Trade Test Certificate. (A complete apprenticeship or 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. Knowledge of the Health and Safety Act, 1993 (Act No. 85 of 1993), 5 years post-qualification experience as an Artisan. Valid driver's license. Knowledge And Skills: Computer literacy in Microsoft Word; Excel, PowerPoint, Outlook and Internet. Knowledge of the Public Financial Management Act.
<u>DUTIES</u>	:	Produce designs according to client specification and within limits of production capability. Produce objects with material and equipment according to job specification and recognized standard. Quality assurance of produced objects and inspect equipment and or facilities for the technical faults. Perform repairs to equipment and machinery in the facility according to standards. Test and repair equipment and machinery ensure that they are functional according to norms and standards. Service equipment and machinery in the facility according to service plan schedule. Quality assurance serviced and maintain and repair faults. Prepare specifications and open files for procurement of services as required on equipment, machinery and procurement of material and consumables. Compile and submit reports required. Provide inputs to the operational plan. Ensure adherence to safety standards, requirements and regulations. Supervise and mentor staff. Resource planning and scheduling of works. Continuous individual development to keep up with new technologies and procedures. Research/literature studies on technical/engineering technology to improve expertise.
<u>ENQUIRIES</u>	:	Mr. Tsoho T Human Resource Management: Bongani Regional Hospital e-mail: TsohoTP@fshealth.gov.za Phone number: 057 - 916 8285
<u>APPLICATIONS</u>	:	to be directed to: https://ihealth.fshealth.gov.za/e-Recruitment/
<u>POST 37/96</u>	:	<u>ARTISAN PRODUCTION GRADE A-C (ELECTRICAL / BUILDING / CIVIL / PLUMBING / CARPENTRY / PAINTING REF NO: H/A/4/2025 (2 POSTS)</u>
<u>SALARY</u>	:	Grade A: R382 047 – R433 176.per annum Grade B: R453 609 - R571 089 per annum, (all-inclusive package - OSD)

<u>CENTRE REQUIREMENTS</u>	:	Bongani Regional Hospital: Welkom
	:	A completed Apprenticeship and passed Trade Test in terms of Provisions of Section 13(2)(h) of the Manpower Training Act of 1981, as amended or a Certificate issued under the Provision of Repealed Section 27 of the same Act. A valid drivers license Knowledge and Skills: Knowledge of the Occupational Health & Safety Act, 1993 (Act No. 85 of 1993) (OHS Act). Computer literate.
<u>DUTIES</u>	:	Produce designs according to client specification and within limits of production capability. Produce objects with material and equipment according to job specification and recognized standards. Quality assurance of produced objects and inspect equipment and or facility for technical faults. Repair equipment and facility defects according to standards. Test and repair equipment and machinery in the facility in terms of the specifications. Service equipment and machinery in the facility according to maintenance plan schedule. Quality assures serviced and maintained equipment in the facility. Compile and submit reports. Provide inputs to the operational plan. Keep and maintain job records/register, supervise and mentor staff. Continuous individual development to keep up new technologies and procedure.
<u>ENQUIRIES</u>	:	Mr. Tsoho T Human Resource Management: Bongani Regional Hospital Email: TsohoTP@fshealth.gov.za Phone number: 057 - 916 8285
<u>APPLICATIONS</u>	:	to be directed to: https://ihealth.fshealth.gov.za/e-Recruitment/
<u>POST 37/97</u>	:	<u>SUPPLY CHAIN PRACTITIONER: REF NO: H/S/1/2025</u>
<u>SALARY CENTRE REQUIREMENTS</u>	:	R325 101 – R382 959 per annum
	:	Bongani Regional Hospital: Welkom
	:	Senior certificate PLUS National Diploma/ degree in Financial Management. A minimum of 5-7 experience in Supply Chain Management. Valid driver's license. Knowledge And Skills Knowledge of PFMA, PPPFA, SCM guidelines, Treasury Regulations, Supply Chain Framework Act and B-BBEE Act. Computer Literacy in Microsoft Office Software applications)
<u>DUTIES</u>	:	Oversee and render proper management of Demand, Acquisition, Logistics and warehouse, assets and contract management. Ensure that acquisition of goods, service quotations, tender and adjudication activities are in accordance with the institutional business and procurement plan and in accordance with SCM policies and delegations. Co-ordinate and compile the procurement planning process and compliance to SCM policies. Ensure effective, efficient and economical management of allocated resources of the division. Manage and evaluate Performance Management and Development System in the unit. Ensure compliance with Department SCM Policy Framework, Practice Notes and Treasury Regulations and SOP'S. Conduct internal audit and risk management within all areas of responsibility within SCM and compliance with department policies and guidelines. Supervise, train and develop personnel in line with relevant HR prescripts/regulations and segregate duties in order to improve service delivery and efficiency. Provide guidance with the analysis of the trends of the demands for goods and services in the facility. Provide guidance and assistance to the end users with the development of specifications for goods & services. Ensure relevant DCM committees are in place's-ordinate in-service training in order to promote service delivery. Ensure all monthly returns are submitted timeously for all SCM sections under your supervision. Ensure that there are no stock out stocking is done timeously & sent to Head Office. Assist end user with the compilation of Demand Management Plans and Procurement Plans. Prepare management information, reports, statistics, and reporting on procurement to management.
<u>ENQUIRIES</u>	:	Mr. Tsoho T Human Resource Management: Bongani Regional Hospital Email: TsohoTP@fshealth.gov.za Phone number: 057 - 916 8285
<u>APPLICATIONS</u>	:	to be directed to: https://ihealth.fshealth.gov.za/e-Recruitment/
<u>POST 37/98</u>	:	<u>SECURITY OFFICER MANAGER: REF NO: H/S/2/2025</u>
<u>SALARY CENTRE REQUIREMENTS</u>	:	R325 101 – R382 959 per annum
	:	Bongani Regional Hospital: Welkom
	:	Senior Certificate, plus National Diploma NQF Level 6 in Security Management/ Security Risk Management/ Policing with 1-2 years' experience in security management. Registration with PSIRA as a Security Officer Grade: B. A Valid driver's license. Knowledge And Skills: Knowledge of the access control procedures, Knowledge of measures of control and movement of equipment & stores. Prescribes security procedures e.g. MIS, NISA, Protection

DUTIES

of Information Act, Emergency Procedures. Computer skills. Communication skills. Knowledge of the relevant Public Service Regulation, access control, security regulations and procedures. Able to write, read and communicate at least two of the official languages applicable in the Free state. Knowledge of CCTV surveillance and control room practice. Physically fit. Willingness to work long hours and available on 24 hours. Ability to write reports.

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

ENQUIRIES

: Mr. Tsoho T Human Resource Management: Bongani Regional Hospital e-mail: TsohoTP@fshealth.gov.za Phone number: 057 - 916 8285

APPLICATIONS

: to be directed to: <https://ihealth.fshealth.gov.za/e-Recruitment/>

POST 37/99

: **SECURITY OFFICER SUPERVISOR REF NO: H/S/3/2025 (4 POSTS)**

SALARY

: R228 321 – R268 950.per annum

CENTRE

: Bongani Regional Hospital: Welkom

REQUIREMENTS

: Senior Certificate, 5 years relevant experience in a security environment; registration with PSIRA as a Security Officer Grade Driver's license will serve as an added advantage. Knowledge And Skills: Knowledge of the access control procedures. Knowledge of measures of control and movement of equipment & stores, Prescribes security procedure e.g. MIS, NISA, Protection of information Act, Emergency Procedure, Stakeholders Engagement, Financial Management. Policy implementation, People Management, Customer and quality management. Problem solving Skills, Strategic, Capability and leadership, self-leadership. Communications Skills, Computers Skills, Planning and Organizing, Skills Programme and Project management, Negotiation and Presentation Skills. Knowledge of the relevant Public Service Regulation, access control, security regulations and procedures. Able to write, read and communicate at least two of the official languages applicable in the Free state. Knowledge of CCTV surveillance and control room practice. Physically fit. Willingness to work long hours and available on 24 hours. Ability to write reports.

DUTIES

: Manage the security services including the CCTV surveillance in the hospital. Manage of leave for the unit / shift. Compile shift rosters and shifts schedules. Monitor the performance of security officials and determine the training needs. Allocate the duties to the security officials and maintain discipline. Identify risks and threats to the security of the hospital. Ensure effective patrolling of the building, parking areas and the perimeter. Conduct preliminary investigations on all reported incidents of security breaches. Gather information through interviews and obtaining physical evidence. Liaise constantly with the Security Manager of the department and the South African Police Services around issues of concern relating to the security of the medical depot. Monthly submission of reports. Perform access control functions. Determine appointments / or services that visitors require, contact relevant employee to confirm appointment. Complete or ensure that the admission control register is

completed. Escort / visitors to relevant employees / venues. Lock and unlock entrances. Ensure that unauthorized persons and dangerous objects do not enter the building. Identify and check fire hazards exposed electrical contacts and other fire hazards, check lights, switch on and off as required. Check suspicious objects and packages and report. Apply emergency procedure. Ensure safe keeping of equipment, documents and stores of the department. Confirm that no equipment, stores and assets of the department leave the building / premises unauthorized. Inspect vehicles entering and leaving the premises. Receive time sheets in line with posting procedures. Submit time sheets to the Security Manager for payment and processing of overtime / night shift / Sunday allowances. Record all incidents in the occurrence book / register. Maintenance and safe keeping of registers weekly, monthly to the relevant person. Issue admission control documents / cards as required.

- ENQUIRIES** : Mr. Tsoho T Human Resource Management: Bongani Regional Hospital e-mail: TsohoTP@fshealth.gov.za Phone number: 057 - 916 8285
- APPLICATIONS** : to be directed to: <https://ihealth.fshealth.gov.za/e-Recruitment/>

DEPARTMENT OF PUBLIC WORKS AND INFRASTRUCTURE

- APPLICATIONS** : Applications For The Department Of Public Works And Infrastructure To Be Submitted To: Head: Public Works and Infrastructure, P.O Box 7551, Bloemfontein 9300 or Applications that are hand delivered must be brought to the Foyer of O.R Tambo House where they must be placed in the appropriately marked box at: Security Ground Floor, O.R Tambo House, St. Andrews Street, Bloemfontein. No Applications Will Be Accepted by Staff in offices in the Building.
- CLOSING DATE** : 24 October 2025
- NOTE** : Directions to applicants: Applications must be submitted on the new prescribed Z83 application form obtainable from any Public Service Department or on the internet at <http://www.info.gov.za>. The Z83 should be completed in a manner that allows the selection committee to assess the application based on the information provided on the form. Applicants are not required to submit copies of qualifications and other relevant documents on application but must submit the Z83 and detailed Curriculum Vitae. Therefore, only shortlisted candidates for a post will be required to submit certified documents on or before the day of the interview following communication. If the certified copies contradict the details on the CV or Z83 form, the candidate will automatically be disqualified and removed from the shortlist. Should an applicant possess a foreign qualification, it must be accompanied by an evaluation certificate from the South African Qualification Authority (SAQA). Failure to submit the requested documents will result in the application not being considered. Applicants must indicate the reference number of the vacancy in their applications. Should an applicant wish to apply for more than one post, separate applications must be submitted i.e. all the documentation must be submitted for each post applied for. Applications received after the closing date and those that do not comply with these instructions will not be considered. Candidates requiring additional information regarding the advertised post should direct their enquiries to the relevant person as indicated in the advertisement. Note: Short-listed candidates will on the day of interview undergo a security assessment. Suitable candidates will be subjected to personnel suitability checks as deemed appropriate and inclusive inter alia of criminal record check, citizenship verification, financial/asset record checks, qualification/study verification and previous employment verification. If you have not been contacted within 4 months of the closing date of this advertisement, please accept that your application was unsuccessful. Faxed or late applications will NOT be accepted.

OTHER POSTS

- POST 37/100** : **ASSISTANT DIRECTOR: LABOUR RELATIONS REF NO: PWI 25/33**
Directorate: Legal Services and Labour Relations
- SALARY** : R468 459 per annum.(Level 9)
- CENTRE** : Head Office (Bloemfontein)
- REQUIREMENTS** : An appropriate NQF level 7 qualification in Labour Law/Labour Relations or equivalent. 3 – 4 years' experience in supervisory level. Valid driver's license with the exception of persons with disabilities. Competencies: Labour relations legislation, Processes of labour relation matters, General working conditions

		within the Public Service. Knowledge of the Public Service, Processes of the CCMA, PSCBC, GPSSBC. Interpretation of Policies and Collective Agreement. Computer literacy. Good Communication skills. Facilitation skills. Conflict resolution skills. Analytical skills. Interpretation skills. Training skills. Presentation skills. Negotiation skills. Organising skills. Interpersonal relationship skills. This competency is guided by the Code of Conduct and Batho Pele Principles.
<u>DUTIES</u>	:	To assist with the development of labour relation policies. To coordinate/ conduct investigation on misconduct and grievance cases and advise appropriately thereon. To advise Management on all labour relations matters in order to minimize unfair labour practices. To represent the Department in bilateral discussions with organized labour unions. To perform and manage administrative and related functions. To manage resources. To ensure that the objectives of the component are achieved.
<u>ENQUIRIES</u>	:	Adv. MJN Phaladi – Tel number: 051 492 3813
<u>APPLICATIONS</u>	:	Applications must be submitted electronically via email to: e-recruitmentfspwi02@fsworks.gov.za
<u>POST 37/101</u>	:	<u>STATE ACCOUNTANT: DEBT AND LOSS CONTROL REF NO: PWI 25/34</u> Directorate: Finance
<u>SALARY</u>	:	R325 101.per annum (Level 7)
<u>CENTRE</u>	:	Bloemfontein
<u>REQUIREMENTS</u>	:	B Com: Accounting or equivalent NQF level 7 in Finance. 3 – 4 years post qualification experience in the field. Competencies: Facilitation skills. Leadership skills. Report writing skills. Analytical skills. Problem solving skills. Computer skills (MS Word, Excel, Power Point and Outlook). Ability to work as part of a multi-disciplinary team.
<u>DUTIES</u>	:	To supervise the implementation and maintenance of financial management practices concerning financial administration processes:- Compile correspondence to the State Attorney's, debtors, officials in the department, other departments and public entities. Ensure the correct compilation of submissions for the recovery/writing-off of debt and management of fruitless and wasteful, and irregular cases by the Accounting Officer (or delegate). To address financial management enquiries to ensure the correct implementation of financial management practices:- Verify and authorise sundry payments, debt agreement and journals transactions on BAS. Compile, analyse and balance financial information in terms of policy. To verify/approve transactions on LOGIS/BAS/PERSAL according to delegations. Reconcile debt and loss transactions on Excel spreadsheet according to BAS reports/accounts. To supervise human resources/staff:- Allocate and ensure quality of work. Personnel development. Assess staff performance. Apply discipline.
<u>ENQUIRIES</u>	:	Ms R Gouws – Tel number: 051 492 3799
<u>APPLICATIONS</u>	:	Applications must be submitted electronically via email to: e-recruitmentfspwi02@fsworks.gov.za
<u>POST 37/102</u>	:	<u>SECRETARY: DIRECTOR RESEARCH REF NO: PWI 25/35</u>
<u>SALARY</u>	:	R228 321.per annum (Level 5)
<u>CENTRE</u>	:	Bloemfontein
<u>REQUIREMENTS</u>	:	Applicants must be in possession of an appropriate NQF level 4 but preferably a Post Matric Qualification. Competency: Secretarial and typing experience. Knowledge of Telephonic etiquette. Records Management and Office administration. Language skills and the ability to communicate well with people at different levels. High level of reliability. Basic written communication skills. Computer literacy. Sound organizing skills. Good people skills. Ability to act with tact and discretion. Good grooming and presentation.
<u>DUTIES</u>	:	Receives telephone calls and refers the calls to the correct role players if not meant for the Director. In the process the jobholder should finalise some enquiries. Records the engagements of the Director. Compile realistic schedules of appointments. Types documents for the Director and other staff within the unit. Operates and ensures that the office equipment, e.g photocopier and shredding machine are in good working order. Provide a clerical support to the Director. Liaise with travel agencies to make travel arrangements. Checks the arrangements when the relevant documents are received. Arranges meetings and events for the Director and the staff in the unit. Identifies venues, invite role players, organises refreshments and sets up

schedules for meetings and events. Processes the travel and subsistence claims for the unit. Process all invoices that emanate from the activities of the work of the Director. Records basic minutes of the meetings of the Director where required. Drafts routine correspondence and reports. Does filing of documents for the Director and the unit where required. Administers matters like the leave registers and telephone accounts. Receives, records and distributes all incoming and outgoing documents. Handles the procurement of standard items like stationary, refreshments, etc. Collects all relevant documents to enable the Manager to prepare for meetings.

ENQUIRIES : Mr S Menye – Tel number: 051 492 1747
APPLICATIONS : Applications must be submitted electronically via email to: e-recruitmentfspwi01@fsworks.gov.za

POST 37/103 : **SUPERVISOR: CLEANING SERVICES**
 Directorate Operational Property and Housekeeping

SALARY : R193 359.per annum (Level 4)
CENTRE : Motheo/Xhariep Ref No: PWI 25/36 (3 Posts)
 Thabo Mofutsanyane: Ref No: PWI 25/37 (3 Posts)

REQUIREMENTS : Appropriate NQF level 4 qualification / ABET. 2 years' experience in the cleaning services environment. Competencies: Basic numeracy and Literacy. Good interpersonal and communications skills, must be able to handle confidential information. Experience and knowledge of various cleaning consumables and operation of cleaning equipment. Knowledge of health and safety requirements and understanding of applying or using chemicals correctly.

DUTIES : To oversee cleaning services of offices, corridors, general kitchens, restrooms and bathrooms. To develop and update the cleaning roster. Provide guidance and advice to cleaners in terms of the cleaning services. Perform administrative and related functions. To manage and ensure the maintenance of cleaning materials and equipment. Ensure maintenance and replacement of cleaning machines and equipment. Ensure proper utilization of equipment and cleaning material, by providing training in correct procedures. Make a requisition for cleaning materials and issue them. To supervise human resources/staff, Allocate and ensure quality of work, Personnel development. Assess staff performance and apply discipline.

ENQUIRIES : Ms S Magashule – Tel number: 051 492 7542/7523
APPLICATIONS : Applications must be submitted electronically via email to: e-recruitmentfspwi01@fsworks.gov.za

POST 37/104 : **CLEANER**
 Directorate Operational Property and Housekeeping

SALARY : R138 486.per annum. (Level 02)
CENTRE : Motheo/Xhariep Ref No: PWI 25/38 (20 Posts)
 Thabo Mofutsanyane: Ref No: PWI 25/39
 Fezile Dabi X3 Posts: Ref No: PWI 25/40

REQUIREMENTS : Appropriate NQF level 2 qualification / ABET. Competency: Basic numeracy and Literacy. Good interpersonal and communications skills, must be able to handle confidential information. Knowledge of various cleaning consumables and operation of cleaning equipment. Basic knowledge of health and safety requirements and understanding of applying or using chemicals correctly.

DUTIES : To ensure general cleanliness of the offices, corridors, elevators and boardrooms by dusting and waxing of office furniture, sweeping, scrubbing and waxing floors. To ensure that waste items are removed inside and outside the buildings on a daily basis. Attend to other related cleaning duties as may be allocated by supervisor. Perform cleaning services of a routine nature by utilizing a variety of aids (dusters, brooms, vacuum cleaners, polishers etc.) to ensure a high level of hygiene in the offices. Empty dustbins. Wash crockery and cutlery of Component and officials. Dust furniture in offices. Vacuum carpets. Sweep offices. Polish furniture. Sweep corridors and vacant offices. Wash windows/walls. Clean and keep toilets tidy. Replace toilet rolls and soap, hand towels and refreshers. Empty and wash waste bins. Report broken cleaning machines (microwaves, vacuum cleaners, etc.) and equipment after use.

ENQUIRIES : Ms S Magashule – Tel number: 051 492 7542/7523

APPLICATIONS

: Applications must be submitted electronically via email to: e-recruitmentfspwi@fsworks.gov.za