



## **FREE STATE PROVINCIAL GOVERNMENT VACANCY CIRCULAR 11/2008**

**TO ALL HEADS OF PROVINCIAL DEPARTMENTS**

### **ADVERTISEMENT OF POSTS: DEPARTMENT OF HEALTH**

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

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

**DEPARTMENT OF THE PREMIER**

**DATE:** 13/02/2008

**Department of the Premier    Departement van die Premier    Lefapha La Tonakgolo**

**Human Resource Advice, Co-ordination and Management Directorate**



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

**HEALTH HUMAN RESOURCE MANAGEMENT CIRCULAR NO. .... OF 2008**  
**CLOSING DATE: 7 MARCH 2008**

## **ADVERTISEMENT OF POSTS**

- POST 1** : **Personal Assistant**  
**Ref. No.: H/P/6**
- SALARY** : R106 335.00 per annum
- CENTRE** : Office of General Manager: District Health  
Services: Corporate Office, Bloemfontein
- REQUIREMENTS** :
- \* Secretarial Diploma (or equivalent qualification).
  - \* Appropriate experience in rendering a support service to Senior Management.
- RECOMMENDATIONS** :
- \* Language skills and the ability to communicate well with people at different levels and from different backgrounds.
  - \* Good telephone etiquette.
  - \* Computer literacy.
  - \* Sound organizational skills.
  - \* Good people skills.
  - \* High level of reliability.
  - \* Written communication skills.

		<ul style="list-style-type: none"> <li>* Ability to act with tact and discretion.</li> <li>* Ability to do research and analyze documents and situations.</li> <li>* Good grooming and presentation.</li> <li>* Self-management and motivation.</li> <li>* Knowledge on the relevant legislation/policies/prescripts and procedures.</li> <li>* Basic knowledge on financial administration.</li> </ul>
<b>DUTIES</b>	:	<ul style="list-style-type: none"> <li>* Provide a secretarial/receptionist support service to the manager.</li> <li>* Render administrative support services.</li> <li>* Provide support to manager regarding meetings.</li> <li>* Study the relevant Public Services and departmental prescripts/policies and other documents and ensure that the application thereof is understood properly.</li> </ul>
<b>ENQUIRIES</b>	:	Me S.R. Sibeko Tel. No. (051) 4081846
<b>APPLICATIONS</b>	:	The Senior Manager: Human Resource Management ( <b>Attention: Mr M. Mokgampanyane</b> ) P.O. Box 227 BLOEMFONTEIN 9300
<b>POST 2</b>	:	<b>Principal Personnel Officer</b> <b>Ref. No.: H/P/5</b>
<b>SALARY</b>	:	R106 335.00 per annum
<b>CENTRE</b>	:	Occupational Health & Employer Wellness: Occupational Injuries & Diseases Section: Corporate Office, Bloemfontein
<b>REQUIREMENTS</b>	:	* Grade 12 (or equivalent) Certificate.

- \* Appropriate experience in Human Resource Management.
  - \* Knowledge of Government Gazette and Compensation for Occupational Injuries and Diseases Act, 1993.
- RECOMMENDATIONS :**
- \* Experience in handling of Occupational Injuries and Diseases claims.
  - \* Good communication skills.
  - \* Computer literacy.
  - \* Problem-solving abilities.
- DUTIES :**
- \* Supervision of Occupational Injuries and Diseases Section.
  - \* ICAM presentation on Occupational Injuries and Diseases related matters.
  - \* Provide statistics to Management.
  - \* Monitor the expenditure with regards to Occupational Injuries and Diseases claims.
  - \* Conduct performance evaluation of subordinates.
  - \* Promote the image of the section to ensure customer care and satisfaction.
- ENQUIRIES :** Me M.Q. Oliphant  
Tel. No. (051) 4081424
- APPLICATIONS :** The Senior Manager:  
Human Resource Management  
(**Attention: Mr M. Mokgampanyane**)  
P.O. Box 227  
BLOEMFONTEIN  
9300
- POST 3 :** **Orthotic Prosthetic Assistant (ASO) (3 posts)**  
**Ref. No.: H/O/1**

- SALARY** : R49 665.00 per annum
- CENTRE** : Orthotics & Prosthetics Services  
(**Bloemfontein**): Disabilities & Rehabilitation  
Sub-directorate: Corporate Office, Bloemfontein
- REQUIREMENTS** : Senior Certificate with a pass in one of the following: Physical Science or Biology/Physiology.
- RECOMMENDATIONS** : Good pass in Physical Science and Biology/Physiology.
- DUTIES** : \*
- \* Responsible for the manufacturing of various types of Prostheses both for upper and lower extremities.
  - \* Responsible for the manufacturing of all Orthotic devices.
  - \* Assist in the maintenance of machinery and equipment used in all the manufacturing processes of Orthotic/Prosthetic devices.
- ENQUIRIES** : Mr O.D. Mosikare  
Tel. No. (051) 4081537
- APPLICATIONS** : The Senior Manager:  
Human Resource Management  
(**Attention: Mr M. Mokgampanyane**)  
P.O. Box 227  
BLOEMFONTEIN  
9300
- POST 4** : **Orthotic Prosthetic Assistant (ASO) (2 posts)**  
**Ref. No.: H/O/2**
- SALARY** : R49 665.00 per annum
- CENTRE** : Orthotics & Prosthetics Services (**Welkom/ Kimberley**): Disabilities & Rehabilitation Sub-directorate: Corporate Office, Bloemfontein
- REQUIREMENTS** : Senior Certificate with a pass in one of the following: Physical Science or Biology/Physiology.



Department of Health ▼ Departement van Gesondheid ▼ Lefapha La Bophelo Bo Botle



Ms S. Dowd, Human Resource Management Directorate, Recruitment and Staff Establishment, P.O. Box 227, Bloemfontein 9300  
Tel. 051-4081193, Fax: 051-4081918/1980, Bophelo House, Cor. Maitland Street and Harvey Road, 1<sup>st</sup> Floor, Block A, West Wing

<b>RECOMMENDATIONS</b>	:	Good pass in Physical Science and Biology/ Physiology.
<b>DUTIES</b>	:	<ul style="list-style-type: none"> <li>* Responsible for the manufacturing of various types of prostheses both for upper and lower extremities.</li> <li>* Responsible for the manufacturing of all orthotic devices.</li> <li>* Assist in the maintenance of machinery and equipment used in all the manufacturing processes of orthotic/prosthetic devices.</li> </ul>
<b>ENQUIRIES</b>	:	Mr O.D. Mosikare Tel. No. (051) 4081537
<b>APPLICATIONS</b>	:	The Senior Manager: Human Resource Management <b>(Attention: Mr M. Mokgampanyane)</b> P.O. Box 227 BLOEMFONTEIN 9300
<b>POST 5</b>	:	<b>Orthotic Prosthetic Assistant (ASO) (2 posts)</b> <b>Ref. No.: H/O/3</b>
<b>SALARY</b>	:	R49 665.00 per annum
<b>CENTRE</b>	:	Orthotics & Prosthetics Services ( <b>Bethlehem</b> ): Disabilities & Rehabilitation Sub-directorate: Corporate Office, Bloemfontein
<b>REQUIREMENTS</b>	:	Senior Certificate with a pass in one of the following: Physical Science or Biology/ Physiology.
<b>RECOMMENDATIONS</b>	:	Good pass in Physical Science and Biology/ Physiology.
<b>DUTIES</b>	:	<ul style="list-style-type: none"> <li>* Responsible for the manufacturing of various types of Prostheses both for upper and lower extremities.</li> <li>* Responsible for the manufacturing of all Orthotic devices.</li> </ul>

**APPLICATIONS** : The Senior Manager:  
Human Resource Management  
(**Attention: Mr M. Mokgampanyane**)  
P.O. Box 227  
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