



FREE STATE PROVINCIAL GOVERNMENT VACANCY CIRCULAR 24/2008

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: 27/02/2008

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: 14 MARCH 2008

ADVERTISEMENT OF POSTS

- POST 1** : **Chief Divisional Emergency Care Practitioner**
Ref. No.: H/E/4
- SALARY** : R132 054.00 per annum
- CENTRE** : Emergency Medical Services: Corporate Office,
Bloemfontein
- REQUIREMENTS** :
- * Successful completion of an Ambulance Emergency Care Assistant Course or completion of an Emergency Medical Dispatch Course.
 - * Registration with the Health Professions Council of South Africa.
 - * Valid code 10 driver's license.
 - * Appropriate experience in a control room environment.
 - * Appropriate experience in the Emergency Medical Service environment.
 - * Grade 12 Certificate.
 - * Appropriate experience in management.

RECOMMENDATIONS : * Previous supervisory experience as a Divisional Officer.

* Supervisor or management qualifications.

* Extensive knowledge of Control Center Operations.

DUTIES : * Handling of Emergency and Non-emergency calls.

* Day to day management of the Control Center.

* Monthly control of statistics and duty ledgers.

* Management of personnel.

* Resolving of technical problems by the call taking system.

* Ability to work under pressure.

* Attending meetings.

* Operational Management of the Control Center.

* Implementation of the PDMS system.

* Maintaining discipline.

* Any other duties assigned by Management.

* Handling of complaints and queries.

* Addressing of the community issues via meetings or radio stations.

* Dealing with the Budget.

ENQUIRIES : Mr M.R. Ruiters
Tel. No. (051) 4076001

APPLICATIONS	:	The Senior Manager: Human Resource Management (Attention: Mr M. Mokgampanyane) P.O. Box 227 BLOEMFONTEIN 9300
POST 4	:	Senior Divisional Emergency Care Practitioner Ref. No.: H/E/5
SALARY	:	R106 335.00 per annum
CENTRE	:	Emergency Medical Services: Corporate Office, Bloemfontein
REQUIREMENTS	:	<ul style="list-style-type: none"> * Successful completion of an Ambulance Emergency Care Assistant Course or completion of an Emergency Medical Dispatch Course. * Registration with the Health Professions Council of South Africa. * Valid code 10 driver's license. * Appropriate experience in a control room environment. * Grade 12 Certificate. * Appropriate experience in management.
RECOMMENDATIONS	:	<ul style="list-style-type: none"> * Experience as a supervisor. * Supervisor or management qualifications.
DUTIES	:	<ul style="list-style-type: none"> * Handling of Emergency and Non-emergency calls. * Day to day management of the Control Center. * Monthly control of statistics and duty ledgers. * Management of personnel. * Resolving of technical problems by the call taking system. * Ability to work under pressure. * Attending meetings.

- * Operational Management of the Control Center.
 - * Implementation of the PDMS system.
 - * Any other duties assigned by Management.
 - * Handling of complaints and queries.
 - * Addressing of the community issues via meetings or radio stations.
- ENQUIRIES** : Mr M.R. Ruiters
Tel. No. (051) 4076001
- APPLICATIONS** : The Senior Manager:
Human Resource Management
(**Attention: Mr M. Mokgampanyane**)
P.O. Box 227
BLOEMFONTEIN
9300
- POST 5** : **Divisional Emergency Care Practitioner I**
(4 posts)
Ref. No.: H/E/6
- SALARY** : R85 362.00 per annum
- CENTRE** : Emergency Medical Services: Corporate Office,
Bloemfontein
- REQUIREMENTS** :
- * Successful completion of an Ambulance Emergency Care Assistant Course or completion of an Emergency Medical Dispatch Course.
 - * Registration with the Health Professions Council of South Africa.
 - * Valid code 10 driver's license.
 - * Appropriate experience in a control room environment.
 - * Grade 12 Certificate.
- RECOMMENDATIONS** :
- * Experience as a supervisor.
 - * Supervisor or management qualifications.
- DUTIES** :
- * Handling of Emergency and Non-emergency calls.

- * Day to day management of the Control Center.
- * Monthly control of statistics and duty ledgers.
- * Management of personnel.
- * Resolving of technical problems by the call taking system.
- * Ability to work under pressure.
- * Attending meetings.
- * Operational Management of the Control Center on a shift basis.
- * Implementation of the PDMS system.
- * Any other duties assigned by the Senior Divisional Officer or other superior managers.

ENQUIRIES : Mr M.R. Ruiters
Tel. No. (051) 4076001

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

Advertisements approved by:

Me C M J Blom SENIOR MANAGER: HUMAN RESOURCE MANAGEMENT Date: 27 February 2008
