



FREE STATE PROVINCIAL GOVERNMENT VACANCY CIRCULAR 25/2008

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: 28 MARCH 2008

ADVERTISEMENT OF POSTS

- POST 2** : **Senior Statistical Advisor (3 posts)**
Ref. No.: H/S/2
- SALARY** : R132 054.00 per annum
- CENTRE** : Information and Research Unit: Corporate
Office, Bloemfontein
- REQUIREMENTS** : An appropriate Bachelor's degree and/or
equivalent qualification in the medical field or
applied Epidemiology.
- RECOMMENDATIONS** : *
- * Qualifications in Epidemiology will be an added advantage.
 - * A sound knowledge of information management.
 - * Computer literacy.
 - * A valid driver's license.
 - * Knowledge of the public finance management.
- DUTIES** : *
- * Draft and ensure implementation of policies and procedures for information management.

- * Ensure that health data collected from health facilities is of acceptable standard and quality.
- * Draft and implement standard data collection tools for all primary health care facilities in the province.
- * Coordinate and conduct the health data audit and other surveys.
- * Ensure timeous submission of data.

ENQUIRIES	:	Mr M.H. Toli Tel. No. (051) 4081414
APPLICATIONS	:	The Senior Manager: Human Resource Management (Attention: Mr M. Mokgampanyane) P.O. Box 227 BLOEMFONTEIN 9300
POST 3	:	Personal Assistant Ref. No.: H/P/7
SALARY	:	R106 335.00 per annum
CENTRE	:	District Manager's Office: Fezile Dabi Health District: Sasolburg
REQUIREMENTS	:	<ul style="list-style-type: none"> * Secretarial Diploma or equivalent qualification with extensive appropriate experience in an office environment. * Good interpersonal relations and excellent verbal and written communication skills. * High computer skill literacy. * Ability to work under pressure, independently and within the set time frames.
RECOMMENDATIONS	:	Sound knowledge of departmental policies.
DUTIES	:	* Manage the diary of the District Manager.

- * Obtain and schedule all relevant meetings on a monthly/weekly basis as well as reschedule appointments/meetings when required.
- * Compile reports and coordinate the flow of documents/files/correspondence in and out of the District Manager's office.
- * Gather and prepare information and documentation for meetings, projects/presentations and reports.
- * Arrange meetings/workshops/functions/venues, equipment and refreshments.
- * Compile realistic programmes of appointments and journeys in consultation with the District Manager.
- * Make appointments and liaise with the secretary on such matters.
- * Compile Agenda and take minutes at the meetings.
- * Ensure smooth running of the office and uphold the positive image of the district office and department.

ENQUIRIES	:	Mr D.A. Matsebula Tel. No. (016) 9709371
APPLICATIONS	:	The District Manager Fezile Dabi Health District (Attention: Mr T.N. Montse) Private Bag X2005 SASOLBURG 1947
POST 6	:	Senior Administration Clerk Grade III Ref. No.: H/A/11
SALARY	:	R85 362.00 per annum
CENTRE	:	Information and Research Unit: Corporate Office, Bloemfontein

- REQUIREMENTS** :
- * Std. 10 Certificate.
 - * Extensive computer knowledge.
 - * Computer literate.
 - * Secretarial experience.
 - * Health related experience.
 - * Extensive secretarial work.
 - * Hospital statistics knowledge.
 - * Administration knowledge.
 - * Budget knowledge.
- RECOMMENDATIONS** :
- * A sound knowledge of information management.
 - * Computer literacy.
 - * Knowledge of the public finance management.
- DUTIES** :
- * Process documents (letters, notices, memoranda, submissions, etc.) in relation to the section's functional activities.
 - * Ensure the effective management of subsistence and transport claims, advances, payments to officials and state entities.
 - * Effective and correct guidance to officials regarding subsistence and transport claims and advances.
 - * Correct and accurate calculating of subsistence and transport advances, claims and payments.
 - * Ensure invoices and slips correspond with the actual payment.

- * Keeping minutes, arranging meetings, venues, refreshments, completion of claim forms and advances and obtaining quotations.
- * Handling telephone enquiries to resolve any enquiry.
- * Data capturing on computer.
- * Budget, shifting of funds.
- * Coordinate staff development and training nominations.
- * Managing general enquiries in the unit, reporting to the chief statistical advisor or relevant individuals.

ENQUIRIES	:	Mr M.H. Toli Tel. No. (051) 4081414
APPLICATIONS	:	The Senior Manager: Human Resource Management (Attention: Mr M. Mokgampanyane) P.O. Box 227 BLOEMFONTEIN 9300
POST 7	:	Tradesman Aid Grade II Ref. No.: H/T/6
SALARY	:	R38 610.00 per annum
CENTRE	:	Parys District Hospital
REQUIREMENTS	:	* ABET. * Appropriate experience.
RECOMMENDATIONS	:	* Ability to work under pressure. * Flexibility with regards allocation of duties. * Good interpersonal relations.

- * Good written and verbal communication skills.

- * Confidentiality.

DUTIES

: Perform under direct supervision and with the minimum training but with a high level of independence and responsibility/manual labour of a simplistic nature as indicated below:

- * Assist artisan/personnel/handyman, where necessary, in the execution of their construction and maintenance duties by cleaning and preparing the objects on which work is to be done.

- * Carrying tools and handing them over when it is needed.

- * Giving aid with the physical performance of the artisan/handyman tasks (fastening bolts, sanding furniture, binding pipes etc.) and performing simplistic artisan/handyman tasks themselves.

ENQUIRIES

: Ms N.Y. Foba
Tel. No. (056) 8162111

APPLICATIONS

: The Chief Executive Officer
Metsimaholo/Parys District Hospital Complex
(Attention: Ms M.M. Van der Walt)
Private Bag X5
PARYS
9585

Advertisements approved by:
<p>Me C M J Blom SENIOR MANAGER: HUMAN RESOURCE MANAGEMENT Date: 27 February 2008</p>