



the premier

Department of  
the Premier  
FREE STATE PROVINCE

## **FREE STATE PROVINCIAL GOVERNMENT VACANCY CIRCULAR 28/2008**

**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 not to the Human Resource Advice, Co-ordination and Management Directorate: Department of the Premier.

**DEPARTMENT OF THE PREMIER**

**DATE:**

2008/03/05

Human Resource Advice, Co-ordination and Management Directorate

P.O. Box 517, Bloemfotein, 9301

Lebohang Building, Ground Floor, Cnr St Andrews and Markgraaf Streets, Bloemfotein

Tel: (051) 405 4370 Fax: (051) 405 4707

[www.fs.gov.za](http://www.fs.gov.za)



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

**HEALTH HUMAN RESOURCE MANAGEMENT CIRCULAR NO. .... OF 2008**  
**UNLESS STATED OTHERWISE, THE CLOSING DATE IS: 7 APRIL 2008**

## **ADVERTISEMENT OF POSTS**

- POST 1** : **Managerial Accountant**  
**Ref. No.: H/M/16**
- SALARY** : R369 000.00 all inclusive remuneration package per annum. The inclusive remuneration package consists of the basic salary, the Government's contribution to the Government Employee Pension Fund and a flexible portion and is structured according to the Government prescripts.
- CENTRE** : Motheo District Office, Bloemfontein
- REQUIREMENTS** :
- \* B. Compt/B. Accounting Degree/B. Com Degree in Finance/Accounting/Economics/ Business Management.
  - \* Appropriate experience in Financial and Managerial Accounting Support or Supply Chain Management.
  - \* Appropriate proven experience in financial reporting systems.
  - \* Good interpersonal skills.
  - \* Working knowledge of MS Office (Excel, Word and PowerPoint).

- \* Good verbal and written communication skills.
- \* Knowledge and understanding of public service policies and procedures.
- \* Ability to conduct financial training for non financial managers.

## RECOMMENDATIONS :

- \* Financial management experience within the health sector.
- \* Working knowledge of Government financial systems (BAS, PERSAL, PFMA, Treasury Regulations and Supply Chain Management).
- \* Extensive experience with LOGIS.
- \* Experience in Budgeting and Expenditure in the health sector.

## DUTIES :

- \* Budget management.
- \* Revenue management.
- \* Payroll control.
- \* Expenditure management and projections.
- \* MTEF, budget and allocation.
- \* Provide Cost Centre Management training.
- \* Provide training on Financial Management matters such as SCOA etc.
- \* Execute tasks contributing to the preparation and submission of consolidate Financial Information.
- \* Ensure compliance with internal controls.
- \* Evaluate audit outcomes and initiate corrective measures.

- \* Monitor Supply Chain Management, including Asset Management, Logistics, Transport, Losses and BID Management.

- \* Execute research, analyze information and compile documents for the District Manager and Hospital Management.

<b>ENQUIRIES</b>	:	Dr T.A.S. Makenete Tel. No. (051) 4472194
<b>APPLICATIONS</b>	:	The District Manager Motheo District <b>(Attention: Mr D.H. le Roux)</b> P.O. Box 441 BLOEMFONTEIN 9300
<b>POST 2</b>	:	<b>Senior Medical Officer (Obstetrics and Gynaecology) (3 posts)</b> <b>Ref. No.: H/M/17</b>
<b>SALARY</b>	:	R196 815.00 per annum
<b>CENTRE</b>	:	Pelonomi Regional Hospital, Bloemfontein
<b>REQUIREMENTS</b>	:	Registration with the Health Professions Council of South Africa as Medical Practitioner.
<b>DUTIES</b>	:	Clinical service delivery in Department of Obstetrics and Gynaecology in Bloemfontein Academic Complex.
<b>ENQUIRIES</b>	:	Dr M.G. Schoon Tel. No. (051) 4051936
<b>APPLICATIONS</b>	:	The Chief Executive Officer Pelonomi Regional Hospital <b>(Attention: Me F De Koker)</b> Private Bag X20581 BLOEMFONTEIN 9300
<b>POST 3</b>	:	<b>Senior Medical Practitioner</b> <b>Ref. No.: H/M/18</b>
<b>SALARY</b>	:	R196 815.00 per annum

<b>CENTRE</b>	:	Department of Critical Care: Universitas Academic Hospital, Bloemfontein
<b>REQUIREMENTS</b>	:	<ul style="list-style-type: none"> <li>* MBChB Degree (or equivalent).</li> <li>* Unlimited registration with the Health Professions Council of South Africa.</li> </ul>
<b>RECOMMENDATIONS</b>	:	ACLS, ATLS.
<b>DUTIES</b>	:	Medical Practitioner in ICU.
<b>ENQUIRIES</b>	:	Dr M.G.L. Spruyt Tel. No. (051) 4053314
<b>APPLICATIONS</b>	:	The Chief Executive Officer Universitas Hospital <b>(Attention: Dr M.G.L. Spruyt)</b> Private Bag X20660 BLOEMFONTEIN 9300
<b>POST 4</b>	:	<b>Senior Medical Officer (4 posts)</b> <b>Ref. No.: H/M/15</b>
<b>SALARY</b>	:	R196 815.00 per annum
<b>CENTRE</b>	:	Heidedal Community Health Centre, Bloemfontein
<b>REQUIREMENTS</b>	:	<ul style="list-style-type: none"> <li>* Registration with the Health Professions Council of South Africa as General Practitioner.</li> <li>* Successful completion of Community Service.</li> <li>* Performance of commuted overtime.</li> </ul>
<b>DUTIES</b>	:	<ul style="list-style-type: none"> <li>* Promote health and prevent disease.</li> <li>* Effective management of clinical problems.</li> <li>* Assist with medico legal issues.</li> <li>* Supervising and teaching of junior personnel.</li> </ul>

**ENQUIRIES** : Dr G.O. Motiki  
Tel. No. (051) 4472194

**APPLICATIONS** : The District Manager  
Motheo District  
(Attention: D.H. le Roux)  
P.O. Box 441  
BLOEMFONTEIN  
9300

### Registrars

**SALARY** : R196 815.00 per annum

**REQUIREMENTS** : Registered as an independent Practice  
Medical Practitioner with the Health  
Professions Council of South Africa.

**DUTIES** : \* Provision of medical care to in- and out-  
patients.  
\* Take part in research program of the  
department.  
\* Be part of the outreach program: Health  
facilities in Kimberley and Welkom.

**POST 5** : Registrar (4 posts)  
Ref. No.: H/R/6

**CENTRE** : Department of Diagnostic Radiology:  
Universitas Hospital, Bloemfontein

**RECOMMENDATIONS** : Successful completion of College of Radiology  
Part I or M.Med exam.

**ENQUIRIES** : Prof. C.S. de Vries  
Tel. No. (051) 4053471

**APPLICATIONS** : The Chief Executive Officer  
Universitas Hospital  
(Attention: Dr N.R.J. van Zyl)  
Private Bag X20660  
BLOEMFONTEIN  
9300



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: 051-4081980, Bophelo House, Cor. Maitland Street and Harvey Road, 1<sup>st</sup> Floor, Block A, West Wing

<b>POST 6</b>	:	<b>Registrar</b> <b>Ref. No.: H/R/8</b>
<b>CENTRE</b>	:	Department of Internal Medicine: Universitas Hospital, Bloemfontein
<b>ENQUIRIES</b>	:	Prof. W.F. Mollentze Tel. No. (051) 4053126
<b>APPLICATIONS</b>	:	The Chief Executive Officer Universitas Hospital <b>(Attention: Dr N.R.J. van Zyl)</b> Private Bag X20660 BLOEMFONTEIN 9300
<b>POST 7</b>	:	<b>Registrar (2 posts)</b> <b>Ref. No.: H/R/9</b>
<b>CENTRE</b>	:	Department of Neuro Surgery: Universitas Hospital, Bloemfontein
<b>ENQUIRIES</b>	:	Prof. J. Albertyn Tel. No. (051) 4053551
<b>APPLICATIONS</b>	:	The Chief Executive Officer Universitas Hospital <b>(Attention: Dr N.R.J. van Zyl)</b> Private Bag X20660 BLOEMFONTEIN 9300
<b>POST 8</b>	:	<b>Registrar (2 posts)</b> <b>Ref. No.: H/R/10</b>
<b>CENTRE</b>	:	Department of Nuclear Medicine: Universitas Hospital, Bloemfontein
<b>ENQUIRIES</b>	:	Prof. A.C. Otto Tel. No. (051) 4053487
<b>APPLICATIONS</b>	:	The Chief Executive Officer Universitas Hospital <b>(Attention: Dr N.R.J. van Zyl)</b> Private Bag X20660 BLOEMFONTEIN 9300

<b>POST 9</b>	:	<b>Registrar (2 posts)</b> <b>Ref. No.: H/R/5</b>
<b>CENTRE</b>	:	Department of Oncology: Universitas Hospital, Bloemfontein
<b>REQUIREMENTS</b>	:	* MBChB Degree.  * Registration with the Health Professions Council of South Africa as Medical Practitioner.
<b>RECOMMENDATIONS</b>	:	1 Year experience post intern.
<b>ENQUIRIES</b>	:	Prof. L. Goedhals Tel. No. (051) 4052646
<b>APPLICATIONS</b>	:	The Chief Executive Officer Universitas Hospital ( <b>Attention: Dr N.R.J. van Zyl</b> ) Private Bag X20660 BLOEMFONTEIN 9300
<b>POST 10</b>	:	<b>Registrar (4 posts)</b> <b>Ref. No.: H/R/11</b>
<b>CENTRE</b>	:	Department of Paediatrics: Universitas Hospital, Bloemfontein
<b>REQUIREMENTS</b>	:	Registration with the Health Professions Council of South Africa as Medical Practitioner.
<b>RECOMMENDATIONS</b>	:	* APLS or equivalent qualification.  * Experience in Paediatrics.
<b>ENQUIRIES</b>	:	Prof. A. Venter Tel. No. (051) 4053181
<b>APPLICATIONS</b>	:	The Chief Executive Officer Universitas Hospital ( <b>Attention: Dr N.R.J. van Zyl</b> ) Private Bag X20660 BLOEMFONTEIN 9300



- POST 11** : **Registrar**  
**Ref. No.: H/R/12**
- CENTRE** : Department of Plastic & Reconstructive Surgery:  
Universitas Hospital, Bloemfontein
- REQUIREMENTS** : Registration with the Health Professions Council  
of South Africa as Medical Practitioner.
- ENQUIRIES** : Prof. J.F. Jooste  
Tel. No. (051)
- APPLICATIONS** : The Chief Executive Officer  
Universitas Hospital  
(**Attention: Dr N.R.J. van Zyl**)  
Private Bag X20660  
BLOEMFONTEIN  
9300
- POST 12** : **Registrar (2 posts)**  
**Ref. No.: H/R/13**
- CENTRE** : Department of Psychiatry: Universitas Hospital,  
Bloemfontein
- REQUIREMENTS** : Registration with the Health Professions Council  
of South Africa as Independent Medical  
Practitioner.
- RECOMMENDATIONS** : Post-graduate experience in the management of  
psychiatric conditions.
- ENQUIRIES** : Prof. P.J. Pretorius  
Tel. No. (051) 4079293
- APPLICATIONS** : The Chief Executive Officer  
Universitas Hospital  
(**Attention: Dr N.R.J. van Zyl**)  
Private Bag X20660  
BLOEMFONTEIN  
9300
- POST 13** : **Registrar (3 posts)**  
**Ref. No.: H/R/5**
- CENTRE** : Department of Anaesthesiology: Universitas  
Hospital, Bloemfontein

- REQUIREMENTS** :
- \* MBChB Degree or a qualification deemed equivalent by the Department of Community Health and University of the Free State for period of at least 3 years.
  - \* Registered as an independent Practice Medical Practitioner with the Health



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- Professions Council of South Africa for at least one year.
- RECOMMENDATIONS** : \*
- \* Valid driver's license and own private transport.
  - \* Knowledge and/or experience of Community/ Public Health in Southern Africa.
- DUTIES** :
- \* Applicable service rendering in various institutions and organizations as determined by Head of Department of Community Health and relevant regulations.
  - \* Support the Department of Community Health with teaching responsibilities in pre- and post-graduate training as well as participation in academic activities of the Department.
- ENQUIRIES** : Prof. W.H. Kruger  
Tel. No. (051) 4053136
- APPLICATIONS** : The Chief Executive Officer  
Universitas Hospital  
(**Attention: Dr N.R.J. van Zyl**)  
Private Bag X20660  
BLOEMFONTEIN  
9300
- POST 15** : **Operational Manager: Nursing (General Unit): Grade I**  
**Ref. No.: H/O/4**
- SALARY** : R186 030.00 per annum
- CENTRE** : Pelonomi Regional Hospital, Bloemfontein
- REQUIREMENTS** :
- \* Registration with the South African Nursing Council (SANC) as Professional Nurse.
  - \* A minimum of 7 years appropriate/ recognizable experience in nursing after registration with the SANC as Professional Nurse, in General Nursing.
- RECOMMENDATIONS** : \*
- \* Experience in Burns.

- \* Extra qualification in wound management.
- DUTIES** :
- \* Ensure that a holistic nursing care service is delivered to patients in a cost effective, efficient and equitable manner by the Unit.
  - \* Ensure compliance to professional and ethical practice.
  - \* Detailed Key Performance Areas can be obtained from the contact person.
- ENQUIRIES** :
- Mr K.M. Mohlakoana  
Tel. No. (051) 4051339
- APPLICATIONS** :
- The Chief Executive Officer  
Pelonomi Regional Hospital  
**(Attention: Me F De Koker)**  
Private Bag X20581  
BLOEMFONTEIN  
9300
- POST 16** :
- Operational Manager: Nursing (General Unit): Grade I**  
**Ref. No.: H/O/5**
- CENTRE** :
- Health Programmes Directorate: Corporate  
Office, Bloemfontein
- REQUIREMENTS** :
- \* Basic qualification accredited with the South African Nursing Council in terms of Government Notice 425 (i.e. diploma/degree in nursing) or equivalent qualification that allows registration with the SANC as a Professional Nurse.
  - \* A minimum of 7 years appropriate/recognizable experience in nursing after registration with the SANC as Professional Nurse, in General Nursing.
- DUTIES** :
- \* Ensure that a holistic nursing care service is delivered to patients in a cost effective, efficient and equitable manner by the Unit.

- \* Ensure compliance to professional and ethical practice.
- \* Detailed Key Performance Areas can be obtained from the contact person.

- ENQUIRIES** : Dr A. Setai  
Tel. No. (051) 4081506
- APPLICATIONS** : The Senior Manager:  
Human Resource Management  
**(Attention: Mr M.J. Mokgampanyane)**  
P.O. Box 227  
BLOEMFONTEIN  
9300
- POST 17** : **Operational Manager Nursing Grade 1 (PN-A5)**  
Ref. No.: H/O/6  
Closing date for this post is 25 March 2008
- SALARY** : R186 030 per annum
- CENTRE** : Corporate Office, HIV & AIDS/STI/CDC
- REQUIREMENTS** : \* A minimum of 7 years appropriate/recognizable experience in nursing after registration as Professional Nurse with the SANC in General Nursing.
- DUTIES** : \* Ensure that a holistic nursing care service is delivered to patients in cost effective, efficient and equitable manner by the Unit.
- \* Ensure compliance to professional and ethical practice.
- \* Detailed Key Performance Areas can be obtained from the contact person.

**ENQUIRIES** : Dr M Tshabalala  
Tel. No. 051) 408 1599

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



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9300

**POST 18** : **Professional Nurse Grade 2 (General Nursing) (PN-A3)**  
Ref. No.: H/P/11  
Closing date for this post is 25 March 2008

**SALARY** : R130 473.00 per annum

**CENTRE** : Corporate Office, HIV & AIDS/STI/CDC

**REQUIREMENTS** : A minimum of 10 years appropriate/recognizable experience in nursing after registration as Professional Nurse with the SANC in General Nursing.

**DUTIES** : \* Provide holistic nursing care to patients in cost effective, efficient and equitable manner.  
  
\* Detailed Key Performance Areas can be obtained from the contact person.

**ENQUIRIES** : Dr M Tshabalala  
Tel. No. 051) 408 1599

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

<b>Advertisements approved by:</b>
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Me M Vorster ACTING SENIOR MANAGER: HUMAN RESOURCE MANAGEMENT Date: 4 MARCH 2008
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