



the premier

Department of
the Premier
FREE STATE PROVINCE

FREE STATE PROVINCIAL GOVERNMENT VACANCY CIRCULAR 29/2008

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: 2008/03/06

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

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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 APRIL 2008

ADVERTISEMENT OF POSTS

- POST 1** : **Senior Administrative Officer**
Ref. No.: H/A/14
Closing date for this post is 25 March 2008
- SALARY** : R132 054.00 per annum
- CENTRE** : Corporate Office, HIV & AIDS/STI/CDC
- RECOMMENDATIONS** : *
- * Knowledge of the Public Finance Management Act (PFMA)
 - * Supervisor or management qualifications.
- REQUIREMENTS** : *
- * An appropriate Bachelor's Degree or equivalent .
 - * Understanding and knowledge of Supply Chain Management .
 - * Experience of using BAS and LOGIS.
 - * Supervisory experience .
- DUTIES** : *
- * To manage the finances of the Comprehensive HIV and AIDS .
 - * Management sub-directorate (Conditional Grant).

- * To ensure that the sub-directorate is adequately supported administratively.

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
POST 2	:	Chief Administration Clerk Ref. No.: H/A/12
SALARY	:	R106 335.00 per annum
CENTRE	:	National District Hospital, Bloemfontein
REQUIREMENTS	:	<ul style="list-style-type: none"> * Grade 12 (or equivalent). * Extensive experience in the field of Human Resource. * Knowledge of PERSAL system. * Computer literate. * Knowledge of personnel related functions and procedures.
RECOMMENDATIONS	:	<ul style="list-style-type: none"> * Good interpersonal relations. * A valid unendorsed light duty driver's license (E or EB). * Labour Relations and Training experience.
DUTIES	:	<ul style="list-style-type: none"> * Supervision in the Human Resource Office. * Authorization of all PERSAL Human Resource related transactions for pension, leave, housing, resettlement, reactivation, probation and appointment.

- * Handle personnel requests for PERSAL Information.
 - * Responsible for personnel database.
 - * Training of all personnel in different sections.
- ENQUIRIES** : Me P. Mehlwana
Tel. No. (051) 4039620
- APPLICATIONS** : The Chief Executive Officer
National District Hospital
(**Attention: Mr J. Sothoane**)
Private Bag X20598
BLOEMFONTEIN
9300
- POST 3** : **Artisan Foreman**
Ref. No.: H/A/13
- SALARY** : R106 335.00 per annum
- CENTRE** : Botshabelo District Hospital
- REQUIREMENTS** :
- * A completed apprenticeship and proof of passing a trade test in terms of the provisions of section 13(2)(h) of the Manpower Training Act, 1981, as amended or a certificate issued under the provisions of section 28 or 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.
 - * An appropriate National Diploma (T or N Stream) or a relevant appropriate N3 qualification or any other relevant qualification.
- RECOMMENDATIONS** :
- * Knowledge of the machinery used and Occupational Health and Safety Act.
 - * Good verbal and written communication skills to interact with management, subordinates, other employees, the general public, clients.
 - * Report writing skills.

		<ul style="list-style-type: none"> * A valid code 8 (EB) driver's license. * Extensive relevant experience.
DUTIES	:	<ul style="list-style-type: none"> * To supervise and manage personnel according to the Health and Safety Act, 85 of 1993. * Quality control of maintenance work performed by Artisans in order to ensure that productivity and quality of service is maintained. * Managing the production, supply, adjustment of maintenance in the fields of painting, mechanical, electrical, plumbing, carpentry and civil work. * Supervise and ensure the training of subordinates. * Supervise contractors. * Attend to administrative duties, e.g. report, record keeping and attain quotations for materials not kept by the stores. * Be prepared to do standby duties and work overtime as required.
ENQUIRIES	:	Mr T.J. Mothalosa Tel. No. (051) 5330219
APPLICATIONS	:	The Chief Executive Officer Botshabelo District Hospital (Attention: Me N. Boqwane) Private Bag X527 BOTSHABELO 9781
POST 4	:	Senior Secretary Grade II Ref. No.: H/S/5
SALARY	:	R68 955.00 per annum
CENTRE	:	Motheo District Office, Bloemfontein

REQUIREMENTS	:	Grade 12 / Matric Certificate.
RECOMMENDATIONS	:	<ul style="list-style-type: none"> * Excellent typing skills. * Computer literacy. * Creative, innovative, flexible and highly motivated.
DUTIES	:	<ul style="list-style-type: none"> * Ensure effective and efficient management of the diary of the District Manager in order to ensure confirmation of appointments and meetings. * Maintain excellent telephone etiquette and ensure the recording and transmission of all messages to and from the District Manager. * Serve as an entry point for all internal and external stakeholders who visit the office of the District Manager. * Render office support service including typing documents, sending faxes and making photocopies, to ensure the smooth running of offices.
ENQUIRIES	:	Dr T.A.S. Makenete Tel. No. (051) 4472194
APPLICATIONS	:	The District Manager Motheo District (Attention: D.H. le Roux) P.O. Box 441 BLOEMFONTEIN 9300
POST 5	:	Nursing Assistant Grade I (4 posts) Ref. No.: H/N/10
SALARY	:	R53 757.00 per annum
CENTRE	:	National District Hospital, Bloemfontein
REQUIREMENTS	:	Registration with the South African Nursing Council as Nursing Assistant.

- DUTIES** : * Provide quality elementary nursing care services under the supervision of a Professional Nurse.
- * Detailed Key Performance Areas can be obtained from the contact person.
- ENQUIRIES** : Me M.L. Mayeng
Tel. No. (051) 4039620
- APPLICATIONS** : The Chief Executive Officer
National District Hospital
(**Attention: Mr J. Sothoane**)
Private Bag X20581
BLOEMFONTEIN
9300
- POST 6** : **Driver II**
Ref. No.: H/D/3
- SALARY** : R49 665.00 per annum
- CENTRE** : Botshabelo District Hospital
- REQUIREMENTS** : * Heavy Duty driver's license.
- * Able to read and write.
- * Public Driving Permit for passengers.
- RECOMMENDATIONS** : Be able to perform less implicated administrative work during execution of his/her duties.
- DUTIES** : * Assist and support transport officer and colleague driver's ensuring that effective and efficient use of vehicles is maintained.
- * Carries out daily and weekly checks on the vehicles and reports deficiency to Transport Officer.
- * Performs full scale driver's duties related to deliveries of both goods and passengers.
- ENQUIRIES** : Me K.E. Machecha
Tel. No. (051) 5330217

APPLICATIONS : The Chief Executive Officer
Botshabelo District Hospital
(**Attention: Mr B.A. Mphamo**)
Private Bag X527
BOTSHABELO
9781

Advertisements approved by:

Me M C J Blom SENIOR MANAGER: HUMAN RESOURCE MANAGEMENT Date: 6 MARCH 2008
