



the premier

Department of
the Premier
FREE STATE PROVINCE

FREE STATE PROVINCIAL GOVERNMENT VACANCY CIRCULAR 41/2008

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: 2008/05/13

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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health

Department of
Health
FREE STATE PROVINCE

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

HEALTH HUMAN RESOURCE MANAGEMENT CIRCULAR NO. OF 2008
CLOSING DATE: 12 JUNE 2008

ADVERTISEMENT OF POSTS

- POST 1** : **Senior State Accountant: Patient Debt Management**
Ref. No.: H/S/53
- SALARY** : R132 054.00 per annum
- CENTRE** : Financial Planning Directorate: Revenue Sub-directorate:
Corporate Office, Bloemfontein
- REQUIREMENTS** : *
- * Appropriate Bachelor's degree with Accounting or equivalent qualification.
 - * Relevant experience in Revenue Debt Management process within the Public Service.
- RECOMMENDATIONS** : *
- * Experience in Patient Debt Systems.
 - * Knowledge of PFMA and Treasury Regulations.
 - * Computer literacy.
 - * Ability to work under pressure with strict deadlines.
- DUTIES** : *
- * Implement the Public Finance Management Act (PFMA).
 - * Perform all functions related to the Revenue Debt Management process.
 - * Assist with the annual revision and implementation of Uniform Patient Fees Schedule (UPFS), Laundry Service and FSSON tariffs.
 - * Compile consolidated claims for the Department of Defense.

Ms S. Dowd: Human Resource Management Directorate: Recruitment & Staff Establishment, Advertisements(Box 227, Bloemfontein, 9300 , 1st Floor, Block A (West), Bophelo House, Cnr. Maitland & Harvey Road, Bloemfontein, Tel: (051) 408 1193 Fax: (051) 408 1980, e-mail: dowds@fshealth.gov.za

- * Submit inputs on monthly basis for Revenue.
- * Support institutions and give in-service training on matters related to Patient Debt.
- * Development of personnel.

ENQUIRIES	:	Ms Irene Moshao Tel. No. (051) 4081892
APPLICATIONS	:	The Senior Manager: Human Resource Management (Attention: Mr M.J. Mokgampanyane) P.O. Box 227 BLOEMFONTEIN 9300
POST 2	:	State Accountant: Patient Debt Management Ref. No.: H/S/54
SALARY	:	R106 335.00 per annum
CENTRE	:	Financial Planning Directorate: Revenue Sub-directorate: Corporate Office, Bloemfontein
REQUIREMENTS Accounting.	:	B. Degree or equivalent qualification with major in
RECOMMENDATIONS	:	<ul style="list-style-type: none"> * Experience in Revenue Debt Management process within the Public Sector. * Experience in Patient Debt Systems.
DUTIES	:	<ul style="list-style-type: none"> * Responsible for ordering, issuing and safeguarding of face value forms: <ul style="list-style-type: none"> - Bank Deposit Books - BAS Receipt Books - AC36 Receipt Books * Receive, compile, analyze and submit claims to the National Defense Force (NDF) in line with the policy. * Receive and compile inputs for the Monthly Revenue Report for submission to Provincial Treasury. * Receive and check prescribed submissions submitted for approval to the write off of patient debts. * Assist with information from the patient debt systems and compilation thereof for debt management purposes. * Arrange bi-monthly Revenue Meetings: <ul style="list-style-type: none"> - Distribute agenda and minutes - Arrange for catering

- Take minutes at meeting

ENQUIRIES	:	Ms Irene Moshao Tel. No. (051) 4081892
APPLICATIONS	:	The Senior Manager: Human Resource Management (Attention: Mr M.J. Mokgampanyane) P.O. Box 227 BLOEMFONTEIN 9300
POST 3	:	Financial Administration Officer (Tax Office) Ref. No.: H/F/11
SALARY	:	R106 335.00 per annum
CENTRE	:	Salaries and Bas Expenditure Management: Corporate Office, Bloemfontein
REQUIREMENTS	:	A degree or diploma with Accounting as a major is essential for the post holder.
RECOMMENDATIONS	:	<ul style="list-style-type: none"> * Sound knowledge of PFMA, Treasury Regulations and BAS. * Skills to develop and motivate staff. * Ability to conduct meetings. * Evaluating performance of staff. * Meeting of due dates and targets.
DUTIES	:	<ul style="list-style-type: none"> * To ensure that tax ledger accounts are cleared on monthly basis and all employees' tax deductions are paid over to SARS in time. * Handling of all tax related enquiries. * Authorize all the BAS documents. * Check and approve/disapprove the PERSAL transactions captured by the subordinate. * To ensure performance evaluation in line with PDMS policy and motivating of all staff in the Tax Division. * Providing inputs for compiling and reviewing of procedure manuals. * Settings norms and office service standards. * Recommendations on tax matters to employees. * Check and control pension's route forms.

- ENQUIRIES** : Mr P.C. Legegeru
Tel. No. (051) 4081887
- APPLICATIONS** : The Senior Manager:
Human Resource Management
(Attention: Mr M.J. Mokgampanyane)
P.O. Box 227
BLOEMFONTEIN
9300
- POST 4** : **Financial Administration Officer: Deductions**
Ref. No.: H/F/12
- SALARY** : R106 335.00 per annum
- CENTRE** : Salaries and BAS Expenditure Management: Corporate
Office, Bloemfontein
- REQUIREMENTS** : Appropriate three year Degree/Diploma with Accounting as
a major subject.
- RECOMMENDATIONS** : * Relevant experience in Financial Management and
Deductions Administration.
- * Computer literacy in Microsoft Office and Excel.
- * Knowledge of PERSAL and BAS Systems.
- * Understanding of PFMA and Treasury Regulations.
- DUTIES** : * Ensure accurate and effective deduction administration
and updated deductions records.
- * Ensure compliance with the relevant Magistrate Act.
- * Ensure posting of overpayment schedules to different
companies on a monthly basis.
- * Approve suspense file transactions relating to medical
aids, garnishee orders, administration orders, official
unions and insurance policies.
- * Maintenance of deduction policies, circulars and
procedure manuals.
- * Supervise the activities of subordinates, maintenance
of office discipline and administration.
- * Regulate compliance with the legislation governing
deductions, e.g. PFMA, Treasury Regulations and
Labour Relations Act.
- ENQUIRIES** : Mr S.R. Mzizi
Tel. No. (051) 4081773
- APPLICATIONS** : The Senior Manager:
Human Resource Management

(Attention: Mr M.J. Mokgampanyane)
P.O. Box 227
BLOEMFONTEIN
9300

- POST 5** : **Senior Staff Nurse**
Ref. No.: H/S/52
- SALARY** : SN-1: R70 140.00
SN-2: R83 745.00
SN-3: R99 996.00
- CENTRE** : Pelonomi Regional Hospital
- REQUIREMENTS** : SN-1:
- * Registration with the South African Nursing Council (SANC) as Enrolled Nurse.
- SN-2:
- * A minimum of 10 years appropriate/recognizable experience after registration with the SANC as Staff Nurse
- SN-3
- * A minimum of 20 years appropriate/recognizable experience after registration with the SANC as Staff Nurse
- 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** : Ms M.L. Kumalo
Tel. No. (051) 4051039
- APPLICATIONS** : The Chief Executive Officer
Pelonomi Regional Hospital
(Attention: Mr S.I. Makhema)
Private Bag X20581
BLOEMFONTEIN
9300
- POST 6** : **Senior Administration Clerk Grade II (Manager's Office)**
Ref. No.: H/A/59
- SALARY** : R68 955.00 per annum
- CENTRE** : Salaries and BAS Expenditure Management: Corporate Office, Bloemfontein
- REQUIREMENTS** : *
- A Grade 12 Certificate.

	<ul style="list-style-type: none"> * Computer literacy. * Language skills and ability to communicate well with people at different levels and from different backgrounds.
RECOMMENDATIONS	<ul style="list-style-type: none"> * Interpersonal and negotiation skills. * Ability to prioritize and respond to changed demands. * Leadership skills. * Handle pressure and the keeping of all due dates.
DUTIES	<ul style="list-style-type: none"> * To answer Manager's telephone. * Management of the Manager's diary. * Update and record keeping of the Sub-directorate's leave register. * Handle and record keeping of telephone accounts of the Sub-directorate. * Handle all incoming and outgoing mail via registers. * Keep Manager's filing up to date. * Compile weekly activities. * Records basic minutes of the meetings of the Manager where required. * Perform ad-hoc tasks as may be delegated by the Manager.
ENQUIRIES	<p>Me M.A. Mahlomaholo Tel. No. (051) 4081643</p>
APPLICATIONS	<p>The Senior Manager: Human Resource Management (Attention: Mr M.J. Mokgampanyane) P.O. Box 227 BLOEMFONTEIN 9300</p>
POST 7	<p>Nursing Assistant Grade II (NA2) (6 posts) Ref. No.: H/N/31</p>
SALARY	<p>NA-1: R53 757.00 NA-2: R64 188.00 NA-3: R76 641.00</p>
CENTRE	<p>National Regional Hospital</p>
REQUIREMENTS	<p><u>NA-1:</u></p>

- * Registration with the South African Nursing Council (SANC) as Nursing Assistant.

NA-2:

- * A minimum of 10 years appropriate/recognizable experience after registration with the SANC as Nursing Assistant.

NA-3

- * A minimum of 20 years appropriate/recognizable experience after registration with the SANC as Nursing Assistant.

DUTIES	:	<ul style="list-style-type: none"> * 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) 4039601
APPLICATIONS	:	The Chief Executive Officer National District Hospital (Attention: Mr T. April) Private Bag X20598 BLOEMFONTEIN 9300
POST 8	:	Senior Administration Clerk Grade I Ref. No.: H/A/57
SALARY	:	R58 290.00 per annum
CENTRE	:	Pelonomi Regional Hospital, Bloemfontein
REQUIREMENTS	:	<ul style="list-style-type: none"> * Standard 10 (or equivalent) qualification. * Experience in hospital environment.
RECOMMENDATIONS	:	<ul style="list-style-type: none"> * Meditech experience. * Computer literacy, i.e. Microsoft and Excel.
DUTIES	:	Handling of medical aids patient accounts through: <ul style="list-style-type: none"> * Claiming on behalf of the institution through Medicredit. * Do paper claims. * Follow-up letters to Medical Aid clients. * Handing over of accounts to debt collectors.
ENQUIRIES	:	Me B. Ramodula Tel. No. (051) 4051141

APPLICATIONS	:	The Chief Executive Officer Pelonomi Regional Hospital (Attention: Mr L.B. Aaron) Private Bag X20581 BLOEMFONTEIN 9300
POST 9	:	Senior Accounting Clerk Grade I (Tax Office) Ref. No.: H/A/60
SALARY	:	R58 290.00 per annum
CENTRE	:	Salaries and BAS Expenditure Management: Corporate Office, Bloemfontein
REQUIREMENTS	:	A Grade 12 certificate with Accounting as a subject is essential for the post holder.
RECOMMENDATIONS	:	<ul style="list-style-type: none"> * Good communication, interpersonal and negotiation skills. * Ability to prioritize and respond to changed demands. * Leadership skills.
DUTIES	:	<ul style="list-style-type: none"> * To clear the tax ledger account and prepare SARS payment in time. * Handling of all tax related enquiries. * Issuing of IRP5's/IT3A certificates to all employees of the Free State Department of Health. * To handle monthly tax reconciliation. * To handle all pensions' files received in time. * Capturing of all tax related transactions.
ENQUIRIES	:	Mr P.C. Legegeru Tel. No. (051) 4081887
APPLICATIONS	:	The Senior Manager: Human Resource Management (Attention: Mr M.J. Mokgampanyane) P.O. Box 227 BLOEMFONTEIN 9300
POST 10	:	Senior Accounting Clerk: Deductions Ref. No.: H/A/61
SALARY	:	R58 290.00 per annum
CENTRE	:	Salaries, Deductions and BAS Expenditure Management: Corporate Office, Bloemfontein

REQUIREMENTS	:	Grade 12 with Accounting as a fully passed subject.
RECOMMENDATIONS	:	<ul style="list-style-type: none"> * Government systems. * Computer literacy in Microsoft Office and Excel.
DUTIES	:	<ul style="list-style-type: none"> * Implementation and capturing of all deductions transactions on suspense file. * Ensure adherence to Labour Relations Act concerning cancellations. * Ensure adherence to the Magistrate Courts Act regarding implementation of all discretionary deductions. * Ensure posting of overpayment schedules on bi-weekly basis. * Compilation of refunds as well as recoveries of government subsidies. * Understanding of PFMA and Treasury Regulations pertaining to all deductions.
ENQUIRIES	:	Mr S.R. Mzizi Tel. No. (051) 4081773
APPLICATIONS	:	The Senior Manager: Human Resource Management (Attention: Mr M.J. Mokgampanyane) P.O. Box 227 BLOEMFONTEIN 9300
POST 11	:	Senior Accounting Clerk: BAS Payments Ref. No.: H/A/62
SALARY	:	R58 290.00 per annum
CENTRE	:	Salaries, Deductions and BAS Expenditure Management: Corporate Office, Bloemfontein
REQUIREMENTS	:	Grade 12 with Accounting as a fully passed subject.
RECOMMENDATIONS	:	<ul style="list-style-type: none"> * Government systems. * Computer literacy in Microsoft Office and Excel.
DUTIES	:	<ul style="list-style-type: none"> * Implementation and capturing of all sundry payments transactions on the BAS system. * Implementation and capturing of all general journals for Corporate Office and institutions. * Ensure adherence to prescripts concerning safeguarding of all financial documents.

- * Sort and file processed documents for audit purposes. Draw BAS documents requested.
- * Capture petty cash payments and send documents to Provincial Treasury for processing.
- * Ensure posting of payment-stabs on weekly basis.
- * Capturing of all refunds as well as recoveries of government monies.
- * Clearance of BAS transactions before BAS month end closure.
- * Understanding of PFMA and Treasury Regulations pertaining to all payments with financial implications.

ENQUIRIES	:	Mr S.R. Mzizi Tel. No. (051) 4081773
APPLICATIONS	:	The Senior Manager: Human Resource Management (Attention: Mr M.J. Mokgampanyane) P.O. Box 227 BLOEMFONTEIN 9300
POST 12	:	Senior Accounting Clerk: Salaries Ref. No.: H/A/63
SALARY	:	R58 290.00 per annum
CENTRE	:	Salaries, Deductions and BAS Expenditure Management: Corporate Office, Bloemfontein
REQUIREMENTS	:	Grade 12 with Accounting as a fully passed subject.
RECOMMENDATIONS	:	<ul style="list-style-type: none"> * Government systems. * Computer literacy in Microsoft Office and Excel.
DUTIES	:	<ul style="list-style-type: none"> * Implementation and capturing of all salaries related transactions on suspense file. * Ensure adherence to PERSAL Notices regarding freezing of salaries. * Ensure adherence to the PERSAL Practice Notes, PERSAL Messages regarding implementation and capturing of all salaries related transactions. * Ensure correctness of calculation on all backdated payments. * Ensure adherence to S&T policy regarding recovery of allowance taken.

- * Compilation of refunds as well as recoveries of departmental debt.
 - * Reversal and of recalled monies as well as payment of ACB.
 - * Ensure compliance with all PERSAL closing dates.
 - * Understanding of PFMA and Treasury Regulations pertaining to all salaries related transactions.
- ENQUIRIES** : Mr S.R. Mzizi
Tel. No. (051) 4081773
- APPLICATIONS** : The Senior Manager:
Human Resource Management
(**Attention: Mr M.J. Mokgampanyane**)
P.O. Box 227
BLOEMFONTEIN
9300
- POST 13** : **Administration Clerk Grade II**
Ref. No.: H/A/58
- SALARY** : R49 665.00 per annum
- CENTRE** : Botshabelo District Hospital
- REQUIREMENTS** : Grade 12 or equivalent.
- RECOMMENDATIONS** : *
- * Proven knowledge of Supply Chain Management.
 - * Interpretation of Supply Chain Management related prescripts.
 - * Knowledge of Treasury Regulations and PFMA.
 - * Computer literate.
 - * Completed LOGIS I course.
- DUTIES** : *
- * To provide administrative service in the section.
 - * Verifies qualities, quantity and accuracy of all delivered stock.
 - * Certifies delivery notes.
 - * Daily checks the diary of receipts periodically follow up on the outstanding deliveries.
 - * Capturing of receipt on the system.
 - * Forward received items and documentation to the warehouse person.

- * Verifies quality, quantity and accuracy of all items issued.
- * Periodically follow up on outstanding deliveries and generally communicate with the supplier.
- * Handle enquiries regarding receipts and deliveries of stock items.

ENQUIRIES : Me M.J. Letube
Tel. No. (051) 5330290

APPLICATIONS : The Chief Executive Officer
Botshabelo District Hospital
(Attention: **Me N. Boqwane**)
Private Bag X527
BOTSHABELO
9781

POST 14 : **General Worker I**
Ref. No.: H/G/7

SALARY : R38 610.00 per annum

CENTRE : MUCPP

REQUIREMENTS : Physically fit to work in the cleaning services.

RECOMMENDATIONS : Previous experience as a Cleaner/General Worker.

DUTIES : To do all the cleaning duties in the clinic.

ENQUIRIES : Me B.L. Khalobe
Tel. No. (051) 4356430 / 4343542

APPLICATIONS : The District Manager
Motheo District
(Attention: **Me P.M. Kalaote**)
P.O. Box 441
BLOEMFONTEIN
9300

Advertisements approved by:

Me C M J Blom SENIOR MANAGER: HUMAN RESOURCE MANAGEMENT Date: 9 MAY 2008
