



the premier

Department of
the Premier
FREE STATE PROVINCE

FREE STATE PROVINCIAL GOVERNMENT VACANCY CIRCULAR 42/2008

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

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

ADVERTISEMENT OF POSTS

Applicants are respectfully informed that if no notification of an interview is received within 4 months from closing date, they must accept that their application was unsuccessful.

General requirements: • Verification on qualifications and South African citizenship will be conducted. • No e-mail or faxed applications will be considered

ADVERTISEMENT OF POSTS

- POST 1** : **Senior Manager: Health Programs and Non-Communicable Diseases**
Ref. No.: H/M/47
- SALARY** : R540 429.00 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** : Corporate Office
- REQUIREMENTS** : *
- * An appropriate recognized Bachelor's Degree (or equivalent) qualification.
 - * Extensive appropriate experience in Senior Management in the Public or Private Sector.
- RECOMMENDATIONS** : *
- * A post-graduate qualification in General Management.
 - * Leadership-and management skills as well as knowledge of Departmental Policies.
- DUTIES** : *
- * Provide Strategic Leadership and direction towards rendering efficient Health Programs and Non Communicable Disease Programs in the Department.
 - * To develop policies and give guidance and direction towards the implementation and monitoring of Health Programs and Non Communicable Disease Programs in all districts.

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, 1st Floor, Block A, West Wing -

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- * Forster effective, cordial and appropriate links with all critical and internal and external role-players in Health Programs and Non Communicable Disease Programs, including Non Profit Organizations, Business Sector and other Government Departments.
- * Manage human, financial and other resources within the program.
- * Support the Head: Health in advising the MEC: Health in all Health Programs and Non Communicable Diseases related matters.
- * Drive promotion campaigns to ensure public awareness and stakeholders' involvement

ENQUIRIES : Me L Katzen
Tel. No. (051) 408 1560 /1562

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

POST 2 : **Chief Medical Officer**
Ref. No.: H/M/106

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 : Phekolong/Nketoana District Hospital Complex

REQUIREMENTS : *

- Registration as Physician with the South African Medical and Dental Council.
- 8 Years appropriate experience gained after registration.

RECOMMENDATIONS : *

- Experience in clinical management will be of an advantage.
- Driver's license.
- Computer literate.

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- * Have good communication, language, leadership and decision-making skills.
- DUTIES** :
- * Manage the Complex Clinical Services and ensure its effectiveness.
 - * Monitor Complex Clinical Service performance.
 - * Perform clinical work and commuted overtime.
 - * Support the Chief Executive Officer with his/her duties.
 - * Supervise Medical Officers.
 - * Implement relevant in-service training.
 - * Support quality assurance processes.
 - * Collate, analyze and compile reports.
- ENQUIRIES** : Dr Y. Valdes
Tel. No. (058) 3035123
- APPLICATIONS** : The Chief Executive Officer
Phekolong District Hospital
(Attention: Me C.H. Kala)
Private Bag X1
BETHLEHEM
9700
- POST 3** : **Manager Technical Services**
Ref. No.: H/M/46
- SALARY** : R311 358.00 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** : Universitas Hospital
- REQUIREMENTS** : *
- A complete 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 provisions of section 28 or 30 of the Manpower Training Act, 1981 as amended or a

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certificate issued under the repealed section 27 of the Act referred to.

- * A valid code eight (8) driver's license.
- * National Technical Diploma, N6, S4 or Bsc. Mechanical/Electrical Engineers Degree.

RECOMMENDATIONS : * Appropriate experience in management of a Technical Services Department will be an advantage.

DUTIES : * Manage the Technical Services Department

- * Execute Strategic Planning.
- * Budget control.
- * Stock control.
- * Human Resource Management.
- * Project Management.
- * Compile reports regarding Building Maintenance, New Works and Equipment for guidance for the Hospital Management.

ENQUIRIES : Mr L H F Jacobs
Tel. No. (051) 405 3967

APPLICATIONS : The Chief Executive Officer
Universitas Hospital
(**Attention: Mr L H F Jacobs**)
Private Bag x20660
BLOEMFONTEIN
9300

POST 4 : **Assistant Manager: Nursing Services (Speciality Unit)**
PN-B4
Ref. No.: H/A/64

SALARY : R257 511.00 per annum

CENTRE : Universitas Academic Hospital (Annex), Bloemfontein

REQUIREMENTS : * Registration with the South African Nursing Council (SANC) as Professional Nurse. Speciality: Orthopedics and/or Ophthalmology.

- * A minimum of 10 years appropriate/recognizable experience after registration with the SANC as Professional Nurse, in General Nursing.
- * At least 6 years of the period referred to above must be appropriate/recognizable experience in the specific speciality after obtained the 1 year post qualification in the relevant speciality.
- * At least 3 years of the period referred to above must be appropriate/recognizable experience at management level.

DUTIES :

- * Will also be responsible for Dermatology and SSD.
- * Provide holistic nursing care to patients in Special Nursing Units in a cost effective, efficient and equitable manner.
- * Detailed key performance areas can be obtained from the contact person.

ENQUIRIES : Me M.A. Mabandla
Tel. No. (051) 4053415

APPLICATIONS : The Chief Executive Officer
Universitas Hospital
(**Attention: Me M.A. Mabandla**)
Private Bag X20660
BLOEMFONTEIN
9300

POST 5 : **Assistant Manager: Nursing Services (Speciality Unit)**
PN-B4
Ref. No.: H/A/54

SALARY : R257 511.00 per annum.

CENTRE : Botshabelo Primary Health Care

REQUIREMENTS :

- * Registration with the South African Nursing Council (SANC) as Professional Nurse. Speciality: Primary Health Care.
- * A minimum of 10 years appropriate/recognizable experience after registration with the SANC as Professional Nurse, in General Nursing.
- * At least 6 years of the period referred to above must be appropriate/recognizable experience in the specific

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speciality after obtained the 1 year post qualification in the relevant speciality.

- * At least 3 years of the period referred to above must be appropriate/recognizable experience at management level.

- * Drivers license.

DUTIES : * Provide holistic nursing care to patients in Special Nursing Units in a cost effective, efficient and equitable manner.

- * Detailed key performance areas can be obtained from the contact person.

ENQUIRIES : Dr TAS Makanete
Tel. No. (051) 447 2194

APPLICATIONS : The District Manager
(Attention: **Mr D H Le Roux**)
P O Box 441
BLOEMFONTEIN
9300

POST 6 : **Senior Medical Officer**
Ref. No.: H/M/45

SALARY : R196 815.00 per annum

CENTRE : Botshabelo District Hospital

REQUIREMENTS : Current registration with the Health Professions Council of South Africa.

RECOMMENDATIONS : * A valid Code 8 driver's license.
* Computer literacy.
* Knowledge of Quality Assurance.

DUTIES : * To formulate clinical policies and protocol with the clinical services section.
* Render comprehensive and compassionate service to clients.
* Participate in Quality Assurance Programs.
* Assist the nearby clinics.

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- * Be on call at the hospital after hours.
- * Take part in an active role in the development of high quality service in line with Batho Pele Principles.

ENQUIRIES : Mr T.J. Mothalosa
Tel. No. (051) 5330219

APPLICATIONS : The Chief Executive Officer
Botshabelo District Hospital
(**Attention: K.E. Machecha**)
Private Bag X527
BOTSHABELO
9781

POST 7 : **Senior Medical Officer**
Ref. No.: H/M/44

SALARY : R196 815.00 per annum

CENTRE : Nketoana District Hospital, Reitz

REQUIREMENTS : Current registration with the Health Professions Council of South Africa as General Practitioner. MBchB

RECOMMENDATIONS : * A valid Code 8 driver's license.

DUTIES : * Appropriate clinical services as needed and required by the hospital through proper patient assessment, diagnosis, investigation and treatment.

* Refer or receive patients according to the Free State Referral System.

* Promote, support and participate in relevant programs aimed at improving the quality of the hospital service in general.

* Support the Free State Department of Health in its endeavors to realize its vision of healthy and self reliant Free State Community .

ENQUIRIES : Dr Leboko
Tel. No. (058) 863 2806

APPLICATIONS : The Chief Executive Officer
Phekolong/Nketoana DH Complex
(**Attention: Me C H Kala**)
Private Bag x1

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BETHLEHEM
9700

- POST 8** : **Assistant Manager: Revenue Accounting**
Ref. No.: H/A/65
- SALARY** : R157 686.00 per annum
- CENTRE** : Financial Planning Directorate: Revenue Sub-directorate:
Corporate Office, Bloemfontein
- REQUIREMENTS** : *
- * Appropriate Bachelor's degree with Accounting or equivalent qualification.
 - * General knowledge of Revenue Budget process applicable in the Public Service.
- RECOMMENDATIONS** : *
- * Experience in clearing of all relevant Assets and Liabilities items in the Revenue environment.
 - * Experience and knowledge in BAS.
 - * Knowledge of PFMA and Treasury Regulations.
 - * Computer literacy.
 - * Ability to work under pressure with strict deadlines.
- DUTIES** : *
- * Implement the Public Finance Management Act (PFMA).
 - * Manage the clearing of Assets and Liabilities Revenue Accounts.
 - * Compile the Financial reports.
 - * Monitor institutions' MTEF Revenue Budget inputs.
 - * Monitor claims/payments and journal of Revenue Fund.
 - * Monitor reconciliations between BAS and Patient Debt Systems.
 - * Support institutions and give in-service training on matters related to Accounting.
- ENQUIRIES** : Ms Irene Moshao
Tel. No. (051) 4081892
- APPLICATIONS** : The Senior Manager:
Human Resource Management

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

- POST 9** : **Assistant Manager: Budget Management**
Ref. No.: H/A/66
- SALARY** : R157 686.00 per annum
- CENTRE** : Financial Management Directorate: Budget Management
Sub-directorate: Corporate Office, Bloemfontein
- REQUIREMENTS** : *
- * An appropriate 3 years degree qualification with Accounting or equivalent qualifications.
 - * Appropriate experience in the budgeting environment in the Public Sector.
- RECOMMENDATIONS** : *
- * Exposure in budget process with extensive experience.
 - * Knowledge of the Public Finance Management Act, 1999 and Treasury Regulations relating to Financial Management and Accounting.
 - * Computer literacy.
 - * Ability to work under pressure with strict deadlines.
 - * Experience and knowledge in BAS.
- DUTIES** : *
- * Implement the Public Finance Management Act (PFMA).
 - * Perform all functions related to the budget process.
 - * Monitor and control departmental expenditure including Conditional Grants.
 - * Compile the financial reports as required by relevant bodies.
 - * Develop policies on budget related issues.
 - * Train Finance personnel on financial management related matters.
- ENQUIRIES** : Mr P.C. Scheepers
Tel. No. (051) 4081638

APPLICATIONS

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

Advertisements approved by:

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

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