




## **FREE STATE PROVINCIAL GOVERNMENT VACANCY CIRCULAR 06/2008**

**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:** 31/01/2008

**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: 22 FEBRUARY 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. All applicants must fill in a Z83 form, include a detailed CV and certified copies of qualifications, ID and driver's license.

General requirements: \* Verification on qualifications and South African citizenship will be conducted. \* No e-mail or faxed applications will be considered. \* It remains the responsibility of applicants to ensure that the applications are submitted by the closing date, applications received after the closing date will not be considered.

- POST 1** : **Head of Administration**  
**Ref. No.: H/A/6**
- 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** : Pelonomi Regional Hospital, Bloemfontein
- REQUIREMENTS** :
- \* BA Degree or equivalent.
  - \* Extensive experience in a hospital environment.
  - \* Experience in middle management.

- RECOMMENDATIONS** : Extensive experience gained from utilizing the PERSAL system.
- DUTIES** :
- \* Development and effective implementation of a Human Resources Management Plan.
  - \* Manage an updated personnel template.
  - \* Maintain reliable statistics on all aspects of human resources management.
  - \* Strategic Leadership within the Administration and Support Section which include management of the Security contact, Laundry Services, Cleaning and Portering Services.
  - \* Implement an effective Employee Assistance Programme (EAP).
  - \* To ensure an effective and cost-effective staff development programme in line with the business plan of the institution.
  - \* Provide strategic leadership in Employee Relations in terms of existing departmental and national prescripts.
- ENQUIRIES** : Mr M.P. Tsibolane  
Tel. No. (051) 4051926
- APPLICATIONS** : The Chief Executive Officer  
Pelonomi Regional Hospital  
(**Attention: Mr L.B. Aaron**)  
Private Bag X20581  
BLOEMFONTEIN  
9300
- POST 2** : **Principal Medical Practitioner (2 posts)**  
**Ref. No.: H/M/4**
- 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

<b>CENTRE</b>	:	Thusanong District Hospital, Odendaalsrus
<b>REQUIREMENTS</b>	:	<ul style="list-style-type: none"> <li>* Registration with the Health Professions Council of South Africa as Medical Practitioner.</li> <li>* Extensive appropriate experience of Primary Health Care in South Africa.</li> <li>* Approval from National Department of Health to practice in government institutions (only applicable to foreign doctors).</li> <li>* In possession of a valid driver's license to commute between clinics.</li> </ul>
<b>DUTIES</b>	:	<ul style="list-style-type: none"> <li>* Rendering a general medical service at different clinics.</li> <li>* Examination of patients, diagnosing and prescribing of medication.</li> <li>* Referral of patients to district hospitals.</li> <li>* Giving medical judicial evidence.</li> </ul>
<b>ENQUIRIES</b>	:	Dr M.J. Mahlatsi Tel. No. (057) 3917948
<b>APPLICATIONS</b>	:	The Chief Executive Officer Thusanong, Nala and Mohau Complex <b>(Attention: Dr M.J. Mahlatsi)</b> Private Bag X1 ODENDAALSRUS 9480
<b>POST 3</b>	:	<b>Principal Medical Officer</b> <b>Ref. No.: H/M/6</b>
<b>SALARY</b>	:	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** : Phumelela District Hospital, Vrede
- REQUIREMENTS** :
- \* MBChB.
  - \* Registration with the Health Professions Council of South Africa as Medical Practitioner.
  - \* Appropriate post community service experience.
- RECOMMENDATIONS** :
- \* Knowledge of basic surgery and administration of anesthesia.
  - \* Knowledge of primary health care service.
  - \* Willingness to do overtime.
  - \* Driver's license.
- DUTIES** :
- \* To render clinical services to all health facilities in the catchment area.
  - \* To refer and receive patients according to Free State Referral System.
  - \* To promote, support and participate in relevant programs for quality improvement of hospital services in general.
  - \* To plan, manage and coordinate patient care services between the hospital and the clinics.
  - \* Supervise junior doctors.
- ENQUIRIES** : Dr N.C. Matla  
Tel. No. (058) 6221111/2/3/4
- APPLICATIONS** : The Chief Executive Officer  
Thebe/Phumelela Hospital Complex  
(Attention: **Me M.A. Mofokeng**)



**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

Private Bag X871  
HARRISMITH  
9880

<b>POST 4</b>	:	<b>Senior Medical Practitioner</b> <b>Ref. No.: H/M/5</b>
<b>SALARY</b>	:	R196 815.00 per annum
<b>CENTRE</b>	:	Thusanong District Hospital, Odendaalsrus
<b>REQUIREMENTS</b>	:	<ul style="list-style-type: none"> <li>* Registration with the Health Professions Council of South Africa as Medical Practitioner.</li> <li>* Extensive appropriate experience of Primary Health Care in South Africa.</li> <li>* Approval from National Department of Health to practice in government institutions (only applicable to foreign doctors).</li> <li>* In possession of a valid driver's license to commute between clinics.</li> </ul>
<b>DUTIES</b>	:	<ul style="list-style-type: none"> <li>* Rendering a general medical service at different clinics.</li> <li>* Examination of patients, diagnosing and prescribing of medication.</li> <li>* Referral of patients to district hospitals.</li> <li>* Giving medical judicial evidence.</li> </ul>
<b>ENQUIRIES</b>	:	Dr M.J. Mahlatsi Tel. No. (057) 3917948
<b>APPLICATIONS</b>	:	The Chief Executive Officer Thusanong, Nala and Mohau Complex <b>(Attention: Dr M.J. Mahlatsi)</b> Private Bag X1 ODENDAALSRUS 9480

<b>POST 5</b>	:	<b>Assistant Manager: Chronic non-communicable diseases</b> <b>Ref. No.: H/M/10</b>
<b>SALARY</b>	:	R157 686.00 per annum
<b>CENTRE</b>	:	Health Programmes Directorate: Corporate Office, Bloemfontein
<b>REQUIREMENTS</b>	:	<ul style="list-style-type: none"> <li>* Registration with the South African Nursing Council.</li> <li>* Tertiary qualification (Degree in Nursing or equivalent).</li> <li>* Computer literate.</li> <li>* 3-5 Years professional experience and at least two years relevant managerial experience.</li> <li>* Knowledge of current health and public service legislation, regulations and policies.</li> <li>* Knowledge of Financial Management.</li> <li>* Good communication skills, report writing skills, facilitation skills.</li> <li>* Co-ordination skills, networking, decision-making skills, negotiation skills, problem solving skills, management skills, project management.</li> <li>* Ability to work under pressure.</li> <li>* Responsiveness, pro-activeness, professionalism, accuracy, flexibility, independent, co-operative.</li> <li>* Valid driver's license.</li> </ul>
<b>RECOMMENDATIONS</b>	:	<ul style="list-style-type: none"> <li>* Public Sector experience.</li> <li>* Knowledge of non-communicable diseases and management.</li> </ul>

- \* Good interpersonal relations.
  - \* Enthusiasm, perseverance, optimism.
  - \* Willingness to work overtime and travel extensively.
- DUTIES** :
- \* Develop and review policies and guidelines and support the implementation thereof.
  - \* Facilitate training and support the districts in order to improve the implementation of the program.
  - \* Ensure effective management of the budget.
  - \* Facilitate and support the establishment of specialist units.
  - \* Organize and coordinate the non-communicable chronic disease program.
  - \* Monitor and evaluate the various programs/projects.
- ENQUIRIES** : Ms L.L. Nomtshongwana  
Tel. No. (051) 4081425
- APPLICATIONS** : The Senior Manager:  
Human Resource Management  
**(Attention: Mr M.J. Mokgampanyane)**  
P.O. Box 227  
BLOEMFONTEIN  
9300
- POST 6** : **Assistant Manager: Contraception and Termination of Pregnancy**  
**Ref. No.: H/A/8**
- SALARY** : R157 686.00 per annum
- CENTRE** : Health Programmes Directorate: Corporate Office, Bloemfontein
- REQUIREMENTS** : \*
- \* Appropriate Bachelor's degree or diploma.



- \* Relevant training experience.
- \* Appropriate management experience.
- \* Knowledge of relevant legislation and policies.
- \* Ability to work under pressure.
- \* Valid driver's license.
- \* Registration with the South African Nursing Council.
- \* Computer literacy.
- \* Planning, communication, report writing, presentation skills, inter-sectoral collaboration.

#### **DUTIES**

- :
- \* Develop and review policies on contraception and termination of pregnancy.
  - \* Coordinate and promote the implementation of contraception and termination of pregnancy policies.
  - \* Coordinate and facilitate relevant training.
  - \* Participate in marketing of contraception and termination of pregnancy programmes.
  - \* Utilize the sub-directorate's resources effectively and efficiently.
  - \* Develop/review and sustain monitoring and evaluation systems of contraception and termination of pregnancy programmes.

#### **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

<b>Advertisements approved by:</b>
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Me CMJ BLOM ACTING SENIOR MANAGER: HUMAN RESOURCE MANAGEMENT
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Date: <b>30 JANUARY 2008</b>
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