

FREE STATE PROVINCE




FREE STATE PROVINCIAL GOVERNMENT VACANCY CIRCULAR 100/2007

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: 2007/11/12

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 2007
CLOSING DATE: 26 NOVEMBER 2007**

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** : **Senior Manager: Security Services**
Ref. No.: H/S/99
- SALARY** : R502 725.00 (all inclusive remuneration package per annum. The inclusive remuneration package consists of the basic salary, the Government's contribution of the Government Employee Pension Fund and a flexible portion and is structured according to the Government prescripts.)
- CENTRE** : Corporate Office, Bloemfontein
- REQUIREMENTS** : * An appropriate recognized Bachelor's Degree (or equivalent qualification).
* 6-10 Years management experience.
- DUTIES** : * To manage and control the total security function of the Department of Health.

- * Ensure installation of physical and electronic security at all government and non-government buildings occupied by officials of the Department.
- * Manage human and financial resources within the Directorate.
- * Create, develop and maintain a security training capacity for the Department.

ENQUIRIES	:	Prof P Ramela Tel. No. (051 4081108)
APPLICATIONS	:	The Manager: Human Resources Provisioning (Attention: Mr M.J. Mokgampanyane) P.O. Box 227 BLOEMFONTEIN 9300
POST 2	:	Senior Manager: Office to the Executive Manager (4-Year Contract Appointment) Ref. No.: H/M/88
SALARY	:	R502 725.00 (all inclusive remuneration package per annum. The inclusive remuneration package consists of the basic salary, the Government's contribution of the Government Employee Pension Fund and a flexible portion and is structured according to the Government prescripts.)
CENTRE	:	Office Support to Executive Management
REQUIREMENTS	:	<ul style="list-style-type: none"> * An appropriate Bachelor's Degree (or equivalent qualification). * Experience in managerial support. * Knowledge and understanding of public service policies and procedures. * Working knowledge of the functioning of Provincial Government.

DUTIES	:	<ul style="list-style-type: none"> * Manage engagements of the Head of Department. * Render administrative support services. * Execute research, analyze information and compile complex documents for the Head of Department. * Manage the budget of the Office of the Head of Department. * Supervise subordinates.
ENQUIRIES	:	Prof P Ramela Tel. No. (051) 408 1108
APPLICATIONS	:	The Acting Senior Manager: Human Resource Management (Attention: Mr M.J. Mokgampanyane) P.O. Box 227 BLOEMFONTEIN 9300
POST 3	:	Manager: Communications and Disaster Management Ref. No.: H/M/87
SALARY	:	R311 358.00 per annum
CENTRE	:	Emergency Medical Services, Bloemfontein
REQUIREMENTS	:	<ul style="list-style-type: none"> * An appropriate recognized three year Diploma/Degree or Grade 12 with extensive experience in Communications and Disaster Management in an Emergency Medical Services environment. * Registration with the Health Professions Council of South Africa as an Emergency Care Practitioner Advanced/Intermediate.
RECOMMENDATIONS	:	7 Years experience in an Emergency Medical Services environment.

DUTIES

- : * Implementation and management of the Province's Strategic Plan for Emergency Medical Services.
- * Establishment of Control Centre's, co-ordination and liaison with allied stakeholders including planning, co-ordination and monitoring of all radio communications in the Province.
- * Utilization of Information Technology and other management information systems to enhance service delivery and cost effectiveness in all areas of EMS.
- * Develop and maintain a Disaster Management Plan for the Department of Health.
- * Develop and maintain a database of plans of activities expected from the department in terms of Disaster Preparedness.
- * Develop and maintain a monitoring and evaluation mechanism to ensure compliance with the Disaster Management Act.
- * Identify champions from various units and components to ensure proper coordination process and put in place drills and dry runs to enhance department's readiness for Disasters.
- * Develop and maintain an electronic technical library of resources in line with the Disaster Management Act.
- * Management of Disaster Management and Communications personnel.

ENQUIRIES

: Mr A.K. Munilal
Tel. No. (051) 4081274

APPLICATIONS

: The Acting Senior Manager:
Human Resource Management
(Attention: **Mr M.J. Mokgampanyane**)

P.O. Box 227
BLOEMFONTEIN
9300

POST 4	:	Assistant Manager: Events Management (2010 Soccer World Cup) (4-year Contract) Ref. No.: H/A/249
SALARY	:	R157 686.00 per annum
CENTRE	:	Emergency Medical Services, Bloemfontein
REQUIREMENTS	:	<ul style="list-style-type: none"> * An appropriate recognized three year Diploma/Degree or Grade 12 with extensive experience in Event Management/Project Management or Emergency Management. * Valid Code 8 driver's license. * Computer literacy: Word, Spreadsheet, Presentation and search engine software/applications.
RECOMMENDATIONS	:	3 to 5 Years experience in the project/event management or Emergency Management environment.
DUTIES	:	<ul style="list-style-type: none"> * Develop and maintain 2010 Soccer World Cup policy guidelines for the department inclusive of the establishment of a working committee/World Cup Task Team. * Develop and maintain a database of plans of activities expected from the department. * Develop and maintain a 2010 Soccer World Cup monitoring and evaluation mechanism to ensure compliance with applicable documents both from National Government and various Organizing Committees. * In consultation with EMS Management, co-ordinate the development of a mass disaster management plan inclusive of specific soccer events disaster management plans and ensuring involvement by health institutions.

- * Identify champions from various units and components to ensure proper coordination process and put in place drills and dry runs to enhance department's readiness.
- * Mobilize all health institutions to ensure their readiness in line with the Provincial 2010 Soccer World Cup Forum of Coordinators.
- * Develop and maintain an electronic technical library of resources in line with the requirements stipulated in the FIFA World Cup Organizing Committee 2010 Plan.
- * Ensure the effective and efficient utilization of resources allocated to the 2010 Soccer World Cup project.

ENQUIRIES : Mr A.K. Munilal
Tel. No. (051) 4081274

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

Advertisements approved by:	
Mr M W Fikozolo	
EXECUTIVE MANAGER:	
RESOURCE MANAGEMENT	AND
SUPPORT SERVICES	
Date: 2007.11.07	