



FREE STATE PROVINCIAL GOVERNMENT VACANCY CIRCULAR 109/2007

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: 06/12/2007

Department of the Premier • Departement van die Premier • Lefapha La Tonakgolo

Human Resource Advice, Co-ordination and Management Directorate

FREE STATE PROVINCE



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: 27 DECEMBER 2007**

ADVERTISEMENT OF POSTS

Applications 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-email 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** : **General Manager: Clinical Health Services:
Hospital Services
Ref. No.: H/G/29**
- SALARY** : R591 510.00 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: Bloemfontein
- REQUIREMENTS** : *
- * An appropriate recognized Bachelor's Degree (or equivalent) qualification.
 - * Extensive experience in Senior Management level in the Public or Private Sector in Health service.

- * Proven experience in Programme and Project Management.
- Proven financial management experience in health or infrastructure environment.

DUTIES

- * To ensure the Quality Health Services at Level II (Psychiatric Complex Level III)
- Provide Strategic Management and Leadership to all Provincial (Regional) Hospitals including Psychiatric Complex.
- To ensure effective management of financial and human resources..
- To render support to District Health Services (Referral system)
- To communicate, empower and Development of all stake holders.

ENQUIRIES

: Dr S Kabane
Tel. No. (051 408 1573)

APPLICATIONS

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

POST 2

: **Senior Manager: Technology Support**
Ref. No.: H/M/96

SALARY

: R502 725.00 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: Bloemfontein

REQUIREMENTS	:	* An appropriate recognized Bachelor's Degree (or equivalent qualification). * Extensive, appropriate experience in Senior Management in the Public or Private Sector.
DUTIES	:	* Ensure appropriate implementation of Information Technology Support for all institutions. * Policy guidelines for implementation of imaging services across the provinces. * Ensure appropriate Health Technology at appropriate level of care. * Ensure standardization of Health Technology across all platforms. * Ensure integration of all technologies (imaging, health technology & IT) for better patient outcomes.
ENQUIRIES	:	Mr M F Mofokeng Tel. No. (051 408 1268)
APPLICATIONS	:	The Acting Senior Manager: Human Resource Management (Attention: Mr M. Mokgampanyane) P.O. Box 227 BLOEMFONTEIN 9300
POST 3	:	Senior Manager: Procurement and Performance Management Ref. No.: H/M/97
SALARY	:	R502 725.00 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: Bloemfontein

- REQUIREMENTS** :
- * An appropriate recognized Bachelor's Degree (or equivalent qualification).
 - * Extensive, appropriate experience in Senior Management in the Public or Private Sector.
- DUTIES** :
- * Ensure effective and efficient guidance (policy formulation) over Procurement and Performance functions in the Department in terms of prescripts of SCM Framework Regulations, PFMA, PPPFA and related Acts (BBBEEA).
 - * Maintain and ensure compliance to the prescripts of PFMA pertaining to Compliance and Contract Management, Supply Chain Risk Management as well as improve Suppliers Performance including institutions, in the Free State Department of Health.
 - * Manage the efficient and effective co-ordination of the bidding process, responsive contract management and promote adherence which support current empowerment policies and in line with PFMA, PPPFA, BBBEE Act, and SCM Framework Regulations.
 - * Co-ordinate and ensure co-operation in all the Institutions, Offices and Directorates in the Department in the improvement of bid management processes.
 - * Provide support to the Chief Directorate, Chief Financial Officer and provide reports regarding procurement issues as well improve internal and external communication including supervising subordinates.
- ENQUIRIES** :
- Mr T Baleni
Tel. No. (051 408 1119)
- APPLICATIONS** :
- The Acting Senior Manager:
Human Resource Management
(**Attention: Mr M. Mokgampanyane**)

P.O. Box 227
BLOEMFONTEIN
9300

POST 3	:	Senior Manager: Internal Audit Ref. No.: H/M/100
SALARY	:	R502 725.00 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: Bloemfontein
REQUIREMENTS	:	* An appropriate recognized Bachelor's Degree (or equivalent qualification). * Extensive, appropriate experience in Senior Management in the Public or Private Sector.
DUTIES	:	* Monitor compliance with the Public Finance Management Act, regulations, policies and standards by compiling a rolling three-year strategic internal audit plan based on the assessment of key areas of risk for the Department, which will also indicate where audit emphasis will lie in terms of the types of audits carried out e.g. compliance, performance. IT, forensic audits. * Manage the internal audit unit as a cost centre in an efficient manner. * Report on: The effectiveness in the accomplishment of objectives and goals established for departmental operations and projects by reporting the coverage and results of an audit to auditee management, monthly activity reports to HOD, Quarterly reports to the Audit Committee detailing its performance against the annual plan.

ENQUIRIES	:	Prof P Ramela Tel. No. (051 408 1117)
APPLICATIONS	:	The Acting Senior Manager: Human Resource Management (Attention: Mr M. Mokgampanyane) P.O. Box 227 BLOEMFONTEIN 9300
POST 4	:	Manager: Medpharm SS Ref. No.: H/M/98
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	:	Medpharm: Corporate Office: Bloemfontein
REQUIREMENTS	:	* An appropriate recognized B. Degree (or equivalent qualification). * Extensive, appropriate experience in Senior Management in the Public or Private Sector. * Extensive experience in management of stock control and provisioning.
RECOMMENDATION	:	Leadership- and management skills as well as knowledge of Departmental Policies.
DUTIES	:	* To ensure the provisioning of adequate and quality supplies to all levels of health care in the province by means of timeously arrangement of tenders for pharmaceuticals and medical consumables including provisioning with the respect to national health programme, especially TB and EPI. * Plan, co-ordinate and ensure the effective and efficient performance of all functions

attached to the Medical Depot in line with best practice.

- * Identify and develop inputs to the strategic objectives of the Department insofar as Pharmaceutical Services are concerned and ensure the successful implementation thereof by means of the operational plan (Business Plan).
- * Determine and manage resources, including (on a Trading Account), equipment, human resources and finance to ensure the effective utilization of resources.

ENQUIRIES : Mr T Baleni
Tel. No. (051 408 1119)

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

Advertisements approved by:

Mr S Belot

MEC: HEALTH

Date: 6 December 2007
