



FREE STATE PROVINCIAL GOVERNMENT VACANCY CIRCULAR 113/2007

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: 12/12/2007

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
UNLESS STATED OTHERWISE.CLOSING DATE: 4 JANUARY 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.

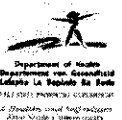
General requirements: • Verification on qualifications and South African citizenship will be conducted. • No e-mail or faxed applications will be considered.

ADVERTISEMENT OF POSTS

POST 1	:	Senior Specialist: Anaesthesiology Ref No: H/S/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	:	Anaesthesiology: Universitas Hospital, Bloemfontein



Department of Health ▾ Departement van Gesondheid ▾ Lefapha La Bophelo Bo Botle



Susan Dowd, Human Resource Officer, Recruitment and Staff Establishment Section, A Block, West Wing, Bophelo House. Cnr Maitland and Harvev Road. PO Box 227. Bloemfontein 9300 • Tel: 051-408 1193 Fax: 051-408 1980

REQUIREMENTS	:	* The candidates must have an MMed (Anaesthesiology) degree or FCA(SA) (or equivalent) and unlimited registration with the HPCSA
RECOMMENDATIONS	:	ACLS,ATLS,APLS, relevant experience, appropriate management qualifications
DUTIES	:	<ul style="list-style-type: none"> * Administration, supervision and teaching of anaesthesia (including preoperative evaluation and postoperative care, acute and chronic pain relief, critical care), relevant research and limited administrative duties. * The work consists of service delivery with a minor component of administration, as well as teaching and research to develop the speciality. The candidate will have to participate in outreach activities the Academic Health Complex within the available resources * The candidate will have to participate in outreach activities the Academic Health Complex within the available resources
ENQUIRIES	:	Prof. J Diedericks Tel. No. (051) 405 3307
APPLICATIONS	:	The Chief Executive Officer Universitas Hospital (Attention: Me C H Cloete) Private Bag X20660 BLOEMFONTEIN 9300
POST 2	:	Registrar; Department of Family Medicine (5 posts) Ref No: H/R 53
LOCATION	:	Universitas Hospital, Bloemfontein
SALARY	:	R196 815.00 per annum
REQUIREMENTS	:	Registration with the Health Professions Council of South Africa as Medical Practitioner , eligible

to work in South Africa and trained in South Africa

Valid drivers licence

Must do overtime

- DUTIES** :
- * To render clinical services at primary health care clinics, community health centres, district hospital and regional hospital, Casualty department .
 - * Services and rotation in Surgery, Obstetrics, Paediatrics and Anaesthetics at district and regional hospital.
- ENQUIRIES** : Prof. E A M Prinsloo
Tel. No. 0828025002
- APPLICATIONS** : The Chief Executive Officer
Universitas Hospital
(**Attention: Dr N R J Van Zyl**)
Private Bag X20660
BLOEMFONTEIN
9300
- POST 3** : **Senior Medical Officer (Anaesthesiology)**
(4 posts)
Ref No: H/M/ 101
- SALARY** : R196 815.00 per annum
- CENTRE** : Universitas Hospital, Bloemfontein
- REQUIREMENTS** : The candidates must have a MBChC degree (or equivalent) unlimited registration with the HPCSA.
- RECOMMENDATIONS** : ACLS,ATLS,APLS, relevant experience, appropriate management qualifications
- DUTIES** :
- * Administration or anaesthesia (including pre-operative evaluation and preparation and post-operative care, and acute pain relief), study of anaesthesiology at the appropriate level, and limited teaching to junior ranks, limited administrative.

ENQUIRIES	:	Prof B J S Diedericks Tel. No. (051) 405 3307
APPLICATIONS	:	The Chief Executive Officer Universitas Regional Hospital (Attention: Prof B J S Diedericks) Private Bag X 20660 BLOEMFONTEIN 9300
POST 4	:	Senior Medical Practitioner Ref No: H/M/ 102
SALARY	:	R196 815.00 per annum plus scarce skills allowance equal to 15% of the annual salary notch.
CENTRE	:	Elizabeth Ross Hospital, Qwaqwa
REQUIREMENTS	:	Registration with the Health Professions Council of South Africa as Medical Officer.
DUTIES	:	<ul style="list-style-type: none"> * Perform clinical duties according to the allocated duties within the complex. * Provide multidisciplinary management of emergency and routine duties. * Write reports on patients and respond to complaints. * Supervise junior doctors and Community Service Doctors. * Participate in Quality Assurance Programs. * Manage patients according to National and Provincial guidelines and according to stage and severity of their illness. * Support the Executive Management team
ENQUIRIES	:	Mr R P G Maarohanye Tel. No. (058) 7891213
APPLICATIONS	:	The Chief Executive Officer

Elizabeth Ross Hospital
(Attention: Mr N A Mashinini)
 Private Bag X 04
QWAQWA
 9870

POST 1	:	Radiotherapist (Therapeutic Radiographer) Ref No: H/R 54
CENTRE	:	Universitas Hospital
SALARY	:	R157 686.00 per annum
REQUIREMENTS	:	<ul style="list-style-type: none"> * Registration with the HPCSA as Radiographer * Knowledge of Simulation and tomography (Oncology) * Clinical knowledge to train students * Knowledge of treatment planning * Working knowledge of accelerators * Excellent interpersonal skills essential
DUTIES	:	<ul style="list-style-type: none"> * To do PDMS evaluations * To be in-charge of section where allocated * To treat cancer patients according to the Batho Pele principles * To accurately prepare a patient for radiation procedures including simulation and treatment planning * To effectively utilize the highly specialized and expensive apparatus * To participate in continual training programs * To Participate in the training of radiotherapy students
ENQUIRIES	:	Me S C Rossouw

Tel. No. (051) 405 2341

- APPLICATIONS** : The Chief Executive Officer
Free State Psychiatric Complex.
(**Attention:** Me S C Rossouw)
Private Bag X20607
BLOEMFONTEIN
9300
- POST 2** : **Provisioning Administration Officer (2 Posts)**
Ref No: H/P 388
- SALARY** : R106 335.00 per annum
- CENTRE** : Procurement and Performance Management
Sub-Directorate: Bid Management
- REQUIREMENTS** :
- * An appropriate Bachelor's degree (or equivalent qualification).
 - * Appropriate experience in procurement of goods and services.
 - * Computer literacy (Word /Excel).
 - * Knowledge of PFMA, Treasury Regulations and application of PPPFA.
- RECOMMENDATIONS** :
- * Excellent interpersonal, writing and communication skills.
 - * Report writing skills.
 - * Ability to work as a team member.
- DUTIES** :
- * Advice and support the institutions on the application of Departmental including National Contracts.
 - * Support the Sub-directorate on procurement of goods/services (Chief User functions) .
 - * Assist with the administration after the closure of advertised bids in the sub-directorate.

ENQUIRIES	:	Me M J Tlhogo Tel. No. (051) 408 1431
APPLICATIONS	:	The Acting Manager: Human Resources Provisioning Sub-directorate (Attention: Mr M Mokgampanyane) P.O. Box 227 BLOEMFONTEIN 9300
POST 3	:	Clinical Psychologist: Intern (7 Posts) Ref No: H/C 59
CENTRE	:	Free State Psychiatric Complex, Bloemfontein
SALARY	:	R106 335.00 per annum
REQUIREMENTS	:	<ul style="list-style-type: none"> * Successful completion of M-1 (Clinical Psychology). * Registration with the HPCSA as Clinical Psychologist Intern
RECOMMENDATIONS	:	* Training in clinical psychology on M-1 level
DUTIES	:	<ul style="list-style-type: none"> * Render clinical psychology services at Free State Psychiatric Complex. * Render clinical psychology outreach services * Participate in the training program at Free State Psychiatric Complex.
ENQUIRIES	:	Prof F J W Calitz Tel. No. (051) 407 9382
APPLICATIONS	:	The Chief Executive Officer Free State Psychiatric Complex. (Attention: Prof F J W Calitz) Private Bag X20607 BLOEMFONTEIN 9300
POST 4	:	Clinical Technologist(2 Posts) Ref No: H/C 60

CENTRE	:	Departement of Paediatric Cardiology, Universitas Hospital
SALARY	:	R85.362 .00 per annum
REQUIREMENTS	:	<ul style="list-style-type: none"> * B.Tech degree, ongoing (Clinical Technology Cardiology). * Registration with the HPCSA in Cardiology. * Experience in Paediatric and Adult Cardiology of which 1 year must be Paediatric Cardiology.
DUTIES	:	<ul style="list-style-type: none"> * Echocardiography perform, analysis, interpretation * Effective independent functioning in all Paediatric Cardiology categories * Heart catheterization analytistic of nature * ECG's (holter, stress, routine * Pacemaker(follow up programming) * Traseosophageal echo's * Overtime duty
ENQUIRIES	:	Mr S R Pretorius Tel. No. (051) 405 3241
APPLICATIONS	:	The Chief Executive Officer Universitas Hopsital. (Attention: Mr S R Pretorius) Private Bag X20660 BLOEMFONTEIN 9300
POST 5	:	Snr Radiographer Ref No: H/R 55
CENTRE	:	Department Diagnostic Radiology, Universitas Hospital

SALARY	:	R106 335 .00 per annum
REQUIREMENTS	:	* Registration with the HPCSA as Diagnostic Radiographer.
DUTIES	:	* Imaging patients for diagnostic puposes through utilization of radiation * 24 Hour service delivery
ENQUIRIES	:	Me J Fox Tel. No. (051) 405 3474
APPLICATIONS	:	The Chief Executive Officer Universitas Hopsital. (Attention: Me J Fox) Private Bag X20660 BLOEMFONTEIN 9300
POST 6	:	Secretary Ref. No.: H/S/ 83
SALARY	:	R 68 955.00
CENTRE	:	Academic Health Complex, Corporate Office, Bloemfontein
REQUIREMENTS	:	* Grade 12 with Typing as a subject or any other training course/qualification that will enable the person to perform the work satisfactorily. * Language skills and the ability to communicate well with people at different levels and from different backgrounds. * Good telephone etiquette. * Computer literacy. * Sound organizational skills. * Good people skills. * High level of reliability.

- * Basic written communication skills.
- * Ability to act with tact and discretion.
- * Good grooming and presentation.

DUTIES

- : * Provides a secretarial/receptionist support service to the manager. This will, inter alia, entail the following:
 - Receives telephone calls and refers the calls to the correct role players if not meant for the relevant manager.
 - Records appointments and events in the diary of the manager.
 - Types documents for the manager and other staff within the unit on a word processor.
 - Operates office equipment like fax machines and photocopiers.
- * Provides a clerical support service to the manager. This will entail, inter alia, the following:
 - Liaises with travel agencies to make travel arrangements. Checks the arrangements when the relevant documents are received.
 - Arranges meetings and events for the manager and the staff in the unit. Identifies venues, invite role players, organizes refreshments and sets up schedules for meetings and events.
 - Processes the travel and subsistence claims for the unit.
 - Processes all invoices that emanates from the activities of the work of the manager.
 - Records basic minutes of the meetings of the manager where required.

- Drafts routine correspondence and reports.
 - Does filing of documents for the manager and the unit where required.
 - Administers matters like the leave registers and telephone accounts.
 - Receives, records and distributes all incoming and outgoing documents.
 - Handles the procurement of standard items like stationary, refreshments etc.
 - Collects all relevant documents to enable the manager to prepare for meetings.
- * Remains up to date with regard to prescripts/policies and procedures applicable to his/her work terrain to ensure efficient and effective support to the manager. This would, inter alia, entail the following:
- Studies the relevant Public Service and departmental prescripts/policies and other documents to ensure that the application thereof is understood properly.
 - Remains abreast with the procedures and processes that apply in the office of the manager.

ENQUIRIES : Dr S Kabane
Tel. No. (051 4081112)

APPLICATIONS : The Manager:
Human Resources Provisioning
(**Attention: Mr M. Mokgampanyane**)
P.O. Box 227
BLOEMFONTEIN
9300

POST 7 : **Snr Administration Clerk Grade I**
Ref No: H/A 266

SALARY	:	R58 290 .00 per annum
CENTRE	:	Coronary, Surgical and Neuro ICU, Universitas Hospital
REQUIREMENTS	:	<ul style="list-style-type: none"> * Junior or equivalent qualification. * Computer literacy (Microsoft Word & Excel).
RECOMMENDATIONS	:	<ul style="list-style-type: none"> * Good office organisation skills. * Good interpersonal relations. * Ability to communicate in more than one language. * Telephone etiquette.
DUTIES	:	<ul style="list-style-type: none"> * Process, submit and manage order queries for stock an equipment. * Attend Chief User meetings whenever necessary. * Take minutes, assist to write reports and draft professional documents. * Assist the unit to comply with Supply Chain Management policy guidelines.
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 8	:	Administration Clerk Grade I Ref No:
SALARY	:	R43 245 .00 per annum
REQUIREMENTS	:	<ul style="list-style-type: none"> * Junior or equivalent qualification.

- RECOMMENDATIONS** :
- * Good office organisation skills.
 - * Good interpersonal relations.
 - * Ability to communicate in more than one language.
 - * Telephone etiquette.
- DUTIES** :
- * Process, submit and manage order queries for stock and equipment.
 - * Attend Chief User meetings whenever necessary.
 - * Take minutes, assist to write reports and draft professional documents.
 - * Assist the unit to comply with Supply Chain Management policy guidelines.
- 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

Advertisements approved by:

<p>Me C M J Blom ACTING SENIOR MANAGER: HUMAN RESOURCE MANAGEMENT</p>

<p>Date: 11 December 2007</p>
