




FREE STATE PROVINCIAL GOVERNMENT VACANCY CIRCULAR 21/2007

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: 15/03/2007

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: 10 April 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.

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	:	Principal Pharmacist
SALARY	:	R146 685.00 per annum plus scarce skills allowance equal to 15% and rural allowance equal to 17% of the annual salary notch.
CENTRE	:	Dihlabeng Regional Hospital, Bethlehem
REQUIREMENTS	:	<ul style="list-style-type: none">* Registration with the South African Pharmacy Council as Pharmacist.* B. Pharm Degree.
RECOMMENDATIONS	:	<ul style="list-style-type: none">* Experience as a hospital Pharmacist.* Ability to work under pressure.* Knowledge/ experience in chemotherapy add-mixing.

- DUTIES** : * Performing all dispensing duties of a Pharmacist.
- * Training of Pharmacist Assistants.
- * Attend and report on academic and pharmaceutical ward rounds.
- * Preparation of chemotherapeutic drugs.
- ENQUIRIES** : Me. A.M. Marais
Tel. No. (058) 3035331 X2047
- REFERENCE** : H/P/83
- CLOSING DATE** : **26 March 2007 (only this post)**
- APPLICATIONS** : The Chief Executive Officer
Dihlabeng Regional Hospital
(**Attention: Me. A.M. Marais**)
Private Bag X3
BETHLEHEM
9700
- POST 2** : **Chief Personnel Officer**
- SALARY** : R122 841.00 per annum
- CENTRE** : Human Resource Management Directorate:
Sub-directorate Service Conditions: Head
Office, Bloemfontein
- REQUIREMENTS** : * Grade 12 (or equivalent) Certificate.
- * Extensive appropriate experience in Conditions of Service with specialized knowledge in Leave and Occupational Injuries and Diseases matters.
- * In-depth knowledge of the Determination on Leave in the Public Service Policy and Procedure on Incapacity Leave and Ill Health Retirement (PILIR).

- * Computer literate.
- * Valid driver's license.
- * Good communication skills.

RECOMMENDATIONS : Good interpersonal relations and problem solving skills.

DUTIES : * Supervise personnel and/co-ordinate functions of: Leave Section, Incapacity Leave and Ill Health Retirement Section, Occupational Injuries and Diseases Section and Monitor and Control of Absenteeism Unit.

* Compilation of reports/statistics.

* Comply with PERSAL dates.

* Handling of PERSAL exception reports related to leave matters.

* Handling of PDMS of officials under control.

ENQUIRIES : Ms R. Stevens
Tel. No. (051) 4081199

REFERENCE : H/P/84

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

POST 3 : **Senior Provisioning Administration Clerk
Grade III**

SALARY : R79 407.00 per annum

CENTRE : Supply Chain Management, Asset Management
and Disposals, Bloemfontein

- REQUIREMENTS** : *
- * Grade 10 (or equivalent) Certificate.
 - * Successful completion of Logis I or PAS I course.
 - * Valid driver's license.
- RECOMMENDATIONS** : *
- * Appropriate experience in Logis and sound knowledge of Asset Management.
 - * Sound knowledge and understanding of Asset Management Guidelines.
 - * Computer literacy.
- DUTIES** : *
- * Responsible for monitoring stocktaking and the verification of stocktaking results.
 - * Assist with the arrangements for auctions (sell by quotation functions).
 - * Combining of information for the Annual Financial Statements.
 - * Responsible for the rendering of a support service regarding incoming and outgoing mail of the sub-directorate.
- ENQUIRIES** : Me. R. van Niekerk
Tel. No. (051) 408 1480
- REFERENCE** : H/P/85
- APPLICATIONS** : The Senior Manager
Human Resource Management
(Attention: **Mr. M.J. Mokgampanyane**)
P.O. Box 227
BLOEMFONTEIN
9300
- POST 4** : **Senior Personnel Officer Grade III**
- SALARY** : R79 407.00 per annum

CENTRE	:	Human Resource Management Directorate: Service Conditions Sub-directorate: Corporate Office, Bloemfontein
REQUIREMENTS	:	<ul style="list-style-type: none"> * Grade 10 (or equivalent) Certificate. * Appropriate experience in Human Resource Management, Conditions of Service, specifically on Leave matters. * Good communication, planning, organizing and analytical skills. * Introductory PERSAL course passed. * Valid Code EB driver's license. * Willing to travel extensively. * Able to prepare and facilitate presentations and information sessions. * MS Excel, MS Word, MS PowerPoint competencies.
RECOMMENDATIONS	:	<ul style="list-style-type: none"> * Able to work independently and under pressure. * Report writing skills. * Report reading/analytical skills. * Be presentable and have presentation skills. * Senior (or equivalent) Certificate.
DUTIES	:	<ul style="list-style-type: none"> * To ensure that the relevant procedure manuals, policies, circulars are in place, adhered to and applied effectively and efficiently within all institutions in the Free State Department of Health. * Capacity building on management of absenteeism, management of leave, effective appliance of prescripts.

- * To provide a comprehensive statistical balance of all leave matters in the Free State Department of Health.
- * Reporting to Management on the monitoring, control and capacity building process.

ENQUIRIES : Mr Jaydee van Wyk
Tel. No. (051) 4081204

REFERENCE : H/P/86

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

Advertisements approved by:
 SENIOR MANAGER: HUMAN RESOURCE MANAGEMENT Date: