



## **FREE STATE PROVINCIAL GOVERNMENT VACANCY CIRCULAR 22/2007**

**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.

## **ADVERTISEMENT OF POSTS**

- POST 1** : **Chief Occupational Therapist**
- SALARY** : R122 841.00 per annum plus scarce skills allowance equal to 10% of the annual salary notch.
- CENTRE** : Pelonomi Regional Hospital, Bloemfontein
- REQUIREMENTS** :
- \* Bachelors of Occupational Therapy Degree.
  - \* Registration with the Health Professions Council of South Africa as Occupational Therapist.
- RECOMMENDATIONS** : \*
- \* Appropriate experience in both clinical and supervisory role.



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



Chief Personnel Officer– Recruitment and Staff Establishment, Mr. A. du Toit, • PO Box 227, Bloemfontein 9300 • Tel: 051-4081163  
Fax: 051-4081567 e-mail - dutoita@fshealth.gov.za • Bophelo House, Cor. Maitland Street and Harvey Road, 1<sup>st</sup> Floor, Block A, West Wing

- \* Thorough knowledge, understanding and application of legislation and policies relating to occupational therapy.
- \* Understanding Public Service finance procedures.
- \* Good verbal and writing skills.
- \* Computer skills.
- \* Good interpersonal skills.

**DUTIES**

- :
- \* Render, manage and contribute to the planning of occupational therapy services that complies with the standards and norms as indicated by Health policies.
  - \* Implement sectional and provincial assurance measures in the section and contribute to the maintenance of provincial quality assurance programme.
  - \* Plan and implement all aspects of financial management, participate in and initiate continuous professional development and facilitate that of subordinates according to the regulations of the Health Professions Council of South Africa.
  - \* Plan placements and supervision of students according to the agreement with the tertiary training institutions.
  - \* 40% management and 60% clinical.

**ENQUIRIES**

: Mr L.K. Mbedzi  
Tel. No. (051) 4051078

**REFERENCE**

: H/O/01

**APPLICATIONS**

: The Chief Executive Officer  
Pelonomi Regional Hospital  
(Attention: **Mr S.I. Makhema**)  
Private Bag X20581  
BLOEMFONTEIN

9300

<b>POST 2</b>	:	<b>Chief Radiographer</b>
<b>SALARY</b>	:	R122 841.00 per annum plus scarce skills allowance equal to 10% and rural allowance equal to 17% of the annual salary notch.
<b>CENTRE</b>	:	Mofumahadi Manapo Mopeli Regional Hospital, Witsieshoek
<b>REQUIREMENTS</b>	:	<ul style="list-style-type: none"> <li>* An appropriate Degree or Diploma in Diagnostic Radiography.</li> <li>* Post graduate training in administration and management.</li> <li>* Extensive experience of Diagnostic Radiography.</li> <li>* Experience at supervisory (Chief) level.</li> <li>* Advanced computer literacy.</li> <li>* Knowledge of quality control.</li> <li>* Health and Safety and infection control programmes.</li> <li>* Current registration with the Health Professions Council of South Africa as Radiographer.</li> <li>* Knowledge and experience in radiation code of practice and protection.</li> <li>* Good communication skills.</li> <li>* Financial and human resource management will be an advantage.</li> </ul>
<b>RECOMMENDATIONS</b>	:	<ul style="list-style-type: none"> <li>* Experience in management and supervising a radiology department at regional level.</li> </ul>

- \* Experience in computer tomography, general and Theatre fluoroscopy.
- \* Conflict risk management will be an advantage.
- \* Proficiency in MS Office, Excel, PowerPoint, etc. software.
- \* Proven advanced ability to communicate effectively (written and verbal) in English at all levels particularly report writing and presentation skills.
- \* Ability to present concepts and data to various forums.
- \* Ability to develop a conceptual model of an organization system under review.
- \* The ability to analyze and formulate feedback on policy.

**DUTIES**

- \* To head, supervise and collaborate in the management of the Radiology Department at regional hospital level.
- \* To be the Institutional Radiation protection officer and take part in the Institutional extended management forums, academic and community advancement programmes.

**ENQUIRIES**

: Dr S.J. Moloi  
Tel. No. (058) 7183206

**REFERENCE**

: H/R/13

**APPLICATIONS**

: The Chief Executive Officer  
Mofumahadi Manapo Mopeli Regional Hospital  
(Attention: Dr S.J. Moloi)  
Private Bag X820  
WITSIESHOEK  
9870

<b>POST 3</b>	:	<b>Chief Professional Nurse (Unit Manager)</b>
<b>SALARY</b>	:	R122 841.00 per annum
<b>CENTRE</b>	:	Universitas Academic Hospital, Bloemfontein
<b>REQUIREMENTS</b>	:	<ul style="list-style-type: none"> <li>* Registration with the South African Nursing Council as a General Nurse and Midwife.</li> <li>* Qualification in Nursing Administration/Health Care Management.</li> <li>* Experience/Qualification in Critical Care/ Neonatology.</li> <li>* Proof of current registration with the South African Nursing Council (receipt).</li> </ul>
<b>RECOMMENDATIONS</b>	:	<ul style="list-style-type: none"> <li>* Registered with the South African Nursing Council as Paediatric/Neonatology/Critical Care Nurse.</li> <li>* Good communication and interpersonal relations.</li> <li>* The ability to function in a multi disciplinary team.</li> <li>* Ability to manage change.</li> <li>* Willing to work overtime/shifts which suit the needs of the service.</li> </ul>
<b>DUTIES</b>	:	<ul style="list-style-type: none"> <li>* Identification of Nursing Care needs, implement and evaluate nursing care programs, as well as implement and sustain quality assurance projects.</li> <li>* Supervision and implementation of the Performance Development and Management System according to the Policy of the Department of Health.</li> <li>* Provide education to Nursing Personnel and Health Education to patients and relatives.</li> </ul>

- \* Carry out instructions and delegated tasks and reports to the supervisor.
- \* Manage the allocated unit/section according to the relevant Acts, policies and procedures.

**ENQUIRIES** : Mrs M.A. Mabandla  
Tel. No. (051) 4053415/7

**REFERENCE** : H/P/89

**APPLICATIONS** : The Chief Executive Officer  
Universitas Academic Hospital  
(**Attention: Me Mabandla**)  
Private Bag X20660  
BLOEMFONTEIN  
9300

**POST 4** : **Chief Professional Nurse**

**SALARY** : R122 841.00 per annum

**CENTRE** : Fezile Dabi District Health Office: Harry Gwala Clinic

**REQUIREMENTS** : Registration with the South African Nursing Council as General Nurse and Midwife, Community and Psychiatric Nurse.

**RECOMMENDATIONS** : \* Appropriate knowledge of Primary Health Care Services and Nursing management will serve as a strong motivation.

- \* A valid South African driver's license.

**DUTIES** : \* Render a Comprehensive Primary Health Care Services which entails the following:

- PMTCT, Reproductive Care, Immunization and Health education.
- Curative services: Chronic, Integrated Management of childhood illnesses.

- \* Identify and implement needs for nursing care.
- \* Supervision of Clinic personnel.
- \* Manage Clinic material and Human Resource related issues.

**ENQUIRIES** : Mrs S.V. Malatse  
Tel. No. (016) 9709301

**REFERENCE** : H/P/90

**APPLICATIONS** : The District Manager  
Fezile Dabi Health District  
(**Attention: Ms A. Britz**)  
Private Bag X2005  
SASOLBURG  
1947

**POST 5** : **Chief Professional Nurse**

**SALARY** : R122 841.00 per annum plus rural allowance equal to 12% of the annual salary notch.

**CENTRE** : Tshiame Clinic, Harrismith: Local Area Maluti-A-Phofung (DC 19)

**REQUIREMENTS** :

- \* Registration with the South African Nursing Council as General Nurse and Midwife, Psychiatric and Community Health.
- \* South African Nursing Council receipt for the current year.
- \* Extensive appropriate experience in Primary Health Care.

**RECOMMENDATIONS** :

- \* Ability to work under pressure.
- \* Ability to implement and manage change.
- \* Good written and verbal communication skills.



		<ul style="list-style-type: none"> <li>* Confidentiality.</li> <li>* Good interpersonal relations.</li> <li>* Managing skills.</li> </ul>
<b>DUTIES</b>	:	<ul style="list-style-type: none"> <li>* Supervisor of Tshiame Clinic.</li> <li>* Render a comprehensive primary health care service in a clinic to the community.</li> <li>* Identify the needs for nursing care, formulate and implementation of primary health care programs as well as the evaluation thereof.</li> <li>* Responsible for quality patient care.</li> <li>* Curative services: Chronic care, integrated management of childhood illnesses.</li> </ul>
<b>ENQUIRIES</b>	:	A.J. Oosthuizen Tel. No. (058) 6230820
<b>REFERENCE</b>	:	H/P/91
<b>APPLICATIONS</b>	:	The District Manager Thabo Mofutsanyana District ( <b>Attention: H. van Zyl</b> ) Private Bag X824 WITSIESHOEK 9870
<b>POST 6</b>	:	<b>Chief Professional Nurse (PHC Programmes)</b>
<b>SALARY</b>	:	R122 841.00 per annum plus rural allowance equal to 12% of the annual salary notch.
<b>CENTRE</b>	:	Primary Health Care: Thabo Mofutsanyana District, Witsieshoek
<b>REQUIREMENTS</b>	:	<ul style="list-style-type: none"> <li>* Registration with the South African Nursing Council as General Nurse, Midwifery, Community and Psychiatry.</li> </ul>

		<ul style="list-style-type: none"> <li>* Exposure in Mental Health Care Services.</li> <li>* Computer literacy (Certificate in Micro Soft Package).</li> <li>* A valid Code B driver's license.</li> </ul>
<b>RECOMMENDATIONS</b>	:	<ul style="list-style-type: none"> <li>* Advanced Psychiatry.</li> <li>* Certificate in Management.</li> </ul>
<b>DUTIES</b>	:	<ul style="list-style-type: none"> <li>* Co-ordinate and ensure implementation of a Mental Health Care Act and a Provincial Mental Health Policy.</li> <li>* Co-ordination and facilitation of the following mental health services:               <ul style="list-style-type: none"> <li>- Substance abuse</li> <li>- Child and Adolescent services</li> <li>- Community Based Mental Health services</li> <li>- State Patients services.</li> </ul> </li> </ul>
<b>ENQUIRIES</b>	:	Mr/Ms Ramokotjo Tel. No. (058) 7130515/0135/0145/2996 x236 Cell No.: 083-2262266
<b>REFERENCE</b>	:	H/P/92
<b>APPLICATIONS</b>	:	The District Manager Thabo Mofutsanyana District <b>(Attention: H. van Zyl)</b> Private Bag X824 WITSIESHOEK 9870
<b>POST 7</b>	:	<b>Chief Professional Nurse</b>
<b>SALARY</b>	:	R122 841.00 per annum plus rural allowance equal to 8% of the annual salary notch.
<b>CENTRE</b>	:	Fezile Dabi Health District, Sasolburg

<b>REQUIREMENTS</b>	:	<ul style="list-style-type: none"> <li>* Registration with the South African Nursing Council as General Nurse and Midwife, Community and Psychiatric Nurse.</li> <li>* Proof of current registration with the South African Nursing Council.</li> <li>* Valid driver's license.</li> </ul>
<b>RECOMMENDATIONS</b>	:	Appropriate knowledge of Primary Health Care Services.
<b>DUTIES</b>	:	<ul style="list-style-type: none"> <li>* Render a comprehensive Primary Health Care Services which entails the following: <ul style="list-style-type: none"> <li>- PMTCT, Reproductive Care, Immunization and Health Education.</li> <li>- Curative services: Chronic, Integrated Management of Childhood illnesses.</li> </ul> </li> <li>* Co-ordination and management of the following sub-programmes: <ul style="list-style-type: none"> <li>- Mental Health</li> <li>- Victim support</li> <li>- Substance Abuse</li> </ul> </li> <li>* Management of all the resources allocated to the programme.</li> <li>* Education and training of stakeholders regarding the programme needs.</li> <li>* Carrying out of other responsibilities as allocated by the supervisor.</li> </ul>
<b>ENQUIRIES</b>	:	Ms P.M. Makhanya Tel. No. (016) 9709313
<b>REFERENCE</b>	:	H/P/93
<b>APPLICATIONS</b>	:	The District Manager Fezile Dabi Health District (Attention: Ms A. Britz) Private Bag X2005 SASOLBURG

1947

<b>POST 8</b>	:	<b>Senior Administrative Officer</b>
<b>SALARY</b>	:	R122 841.00 per annum
<b>CENTRE</b>	:	Metsimaholo District Hospital, Sasolburg
<b>REQUIREMENTS</b>	:	<ul style="list-style-type: none"> <li>* Appropriate Bachelor's degree in Administration (or equivalent qualification).</li> <li>* Appropriate experience in the Public Sector.</li> </ul>
<b>RECOMMENDATIONS</b>	:	<ul style="list-style-type: none"> <li>* Computer literacy.</li> <li>* Thorough knowledge of PFMA, Treasury Regulations.</li> <li>* Ability to perform under pressure.</li> <li>* Excellent interpersonal skills.</li> <li>* Human Resource management skills.</li> <li>* Knowledge and understanding of: <ul style="list-style-type: none"> <li>- PFMA and Treasury Regulations</li> <li>- PERSAL</li> <li>- LOGIS I.</li> </ul> </li> </ul>
<b>DUTIES</b>	:	<ul style="list-style-type: none"> <li>* Human Resource Management.</li> <li>* Monitor and evaluate Patient Administration function.</li> <li>* Manage leave planning and performance awards of subordinates.</li> <li>* Compile management information.</li> <li>* Supervisory duties.</li> </ul>
<b>ENQUIRIES</b>	:	Mr F.C. Moloi Tel. No. (016) 9709424

<b>REFERENCE</b>	:	H/A/56
<b>APPLICATIONS</b>	:	The Chief Executive Officer Metsimaholo District Hospital <b>(Attention: Mr E.N. Bose)</b> Private Bag X2017 SASOLBURG 1947
<b>POST 9</b>	:	<b>Artisan Superintendent (Architectural/ Building)</b>
<b>SALARY</b>	:	R122 841.00 per annum
<b>CENTRE</b>	:	Universitas Hospital, Bloemfontein
<b>REQUIREMENTS</b>	:	<ul style="list-style-type: none"> <li>* T2/N5/S1 Certificate (or equivalent) in the building environment.</li> <li>* A completed apprenticeship as a Building competent person and proof of passing a trade test in terms of the provisions of section 13(2) of the Manpower Training Act, 1981, as amended or a certificate issued under the provisions of the repealed section 27 of the Act referred to.</li> <li>* Extensive appropriate experience in Building environment in general.</li> <li>* Self starter who is both flexible and adaptable to a changing work environment.</li> <li>* Extensive appropriate experience in Building regulations and standards.</li> <li>* Knowledge of Occupational Health and Safety.</li> <li>* Strong leadership and management ability.</li> <li>* Ability to communicate effectively at operational levels.</li> </ul>

- \* Proven ability to manage people.
- \* Must be computer literate.
- \* Valid driver's license.
- \* Candidate must have extensive experience in Building operations, including repairs, new installations and maintenance in general.
- \* Must possess fault finding skills, and be able to resolve any Building problems.

**RECOMMENDATIONS** : T3/N6/S2 Certificate (Building Environment).

- DUTIES** :
- \* Supervise equipment, tools and machinery generally used in a technical and maintenance environment within the complex.
  - \* Compilation of reports and maintenance plans.
  - \* Manage repairs and maintenance costs.
  - \* Ensure that the elimination of consumable waste and identify alternative uses of excess material.
  - \* Liaise with the Department of Public Works, for expertise and assistance.
  - \* Supervise preventative building and other relevant maintenance services on the infrastructure and equipment of the hospital complex.
  - \* Work in close association with the Artisan Foreman of the surrounding hospital within the complex.
  - \* Compilation of specifications and management of projects.

<b>ENQUIRIES</b>	:	Mr S.J. Phalane Tel. No. (051) 4053186
<b>REFERENCE</b>	:	H/A/57
<b>APPLICATIONS</b>	:	The Chief Executive Officer Universitas Hospital ( <b>Attention: Mr S.J. Phalane</b> ) Private Bag X20660 BLOEMFONTEIN 9300
<b>POST 10</b>	:	<b>Senior Provisioning Administration Officer</b>
<b>SALARY</b>	:	R122 841.00 per annum
<b>CENTRE</b>	:	Finance Directorate: Asset Management: Corporate Office, Bloemfontein
<b>REQUIREMENTS</b>	:	<ul style="list-style-type: none"> <li>* An appropriate Bachelor's degree (or equivalent qualification).</li> <li>* Appropriate experience in Procurement (bidding) and Contract Administration.</li> <li>* Accounting skills.</li> <li>* Computer literacy.</li> <li>* Good communication skills.</li> <li>* Knowledge of PFMA and PPPFA.</li> <li>* Knowledge of BBBEE.</li> </ul>
<b>RECOMMENDATIONS</b>	:	Practical knowledge in Procurement and Contract Administration within Supply Chain Management.
<b>DUTIES</b>	:	<ul style="list-style-type: none"> <li>* Evaluate and manage requests to arrange bids and to deviate from the normal bidding procedures for the Department of Health, for correct handling.</li> </ul>

- \* Determine the bidding system to be followed and bid evaluation criteria.
- \* Assist in and ensure that all bid source documents are correctly compiled.
- \* Execute Supply Chain Management delegated powers where applicable.
- \* Assist in following up outstanding documentation.
- \* Receive, critical evaluate and finalize all bids or deviation from the normal bidding procedures for the Department of Health.
- \* Ensure that all contracts for signing are correctly prepared.
- \* Arrange meetings with all stakeholders for signing and finalizing of contracts.
- \* Assist with revision of specifications and with specification evaluation meetings.
- \* Ensure that all Financial, Human Resource and Supply Chain Management prescripts and policies as well as relating legislation are correctly applied and adhered to.
- \* Handle the revision of specifications with Corporate Office experts.
- \* Handle specification evaluation meetings with prospective service providers.
- \* Do market research and commodity analysis.
- \* Ensure that all Financial, Human Resource and Supply Chain Management prescripts and policies as well as relating legislation are correctly applied and adhered to.
- \* Supervision of subordinates in the Demands Division.



**APPLICATIONS** : The Senior Manager  
Supply Chain Management  
Bid Management Sub-directorate  
Demands and Acquisitions Management Division  
(Attention: **Me J.M. Fivaz**)  
P.O. Box 227  
BLOEMFONTEIN  
9300

**Advertisements approved by:**

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ACTING SENIOR MANAGER:  
HUMAN RESOURCE MANAGEMENT

Date: .....