



FREE STATE PROVINCIAL GOVERNMENT VACANCY CIRCULAR 26/2007

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** : **Principal Personnel Officer**
- SALARY** : R98 916.00 per annum
- CENTRE** : Human Resource Management Directorate:
Service Conditions Sub-directorate: Termination
of Services Section: Corporate Office,
Bloemfontein
- REQUIREMENTS** :
- * Grade 12 (or equivalent) Certificate.
 - * Appropriate experience in termination of services and pension matters.
 - * Proven knowledge of PERSAL and Public Service Legislations.
- RECOMMENDATIONS** :
- * Good communication skills.
 - * Problem solving abilities.



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, 1st Floor, Block A, West Wing

		<ul style="list-style-type: none"> * Computer literacy. * Evaluation and training of subordinates. * Strong personality.
DUTIES	:	<ul style="list-style-type: none"> * Supervision of Termination of Services Section. * Evaluation and training of subordinates. * ICAM presentations on termination of services related matters. * Provide statistics to Management. * Approve transactions on PERSAL. * Promote the image of the Service Conditions Sub-directorate by marketing services of the Free State Department of Health to ensure customer care and satisfaction.
ENQUIRIES	:	Ms M.M. Moloi Tel. No. (051) 4081140
REFERENCE	:	H/P/
APPLICATIONS	:	The Senior Manager: Human Resource Management (Attention: Mr M.J. Mokgampanyane) P.O. Box 227 BLOEMFONTEIN 9300
POST 2	:	Senior Personnel Officer Grade III (2 posts)
SALARY	:	R79 407.00 per annum
CENTRE	:	Human Resource Management Directorate: Service Conditions Sub-directorate: Incapacity Leave and Ill-Health Retirement Unit: Corporate Office, Bloemfontein
REQUIREMENTS	:	<ul style="list-style-type: none"> * Grade 10 (or equivalent) Certificate.

- * Extensive Human Resource: Conditions of Service with appropriate leave matters experience.
- * Awareness and understanding of the Public Service Act, 1994, the Public Service Regulations, the Basic Conditions of Employment Act, Resolution No. 7 of 2000 and the Policy and Procedure on Incapacity Leave and Ill-health Retirement (PILIR) in the Public Service, 2006.

RECOMMENDATIONS : Experience in Conditions of Service: Leave matters.

DUTIES :

- * Render a general leave function related to Incapacity Leave, Sick Leave and Ill-health Retirement to all officials in the Department of Health, Free State.
- * Write of submissions.
- * Processing of leave/leave without pay transactions on the PERSAL system.
- * Processing of Short Incapacity, Long Incapacity Leave and Ill-health Retirement application forms, declined and/or approved cases.

ENQUIRIES : Mrs T. Rautenbach
Tel. No. (051) 4081209

REFERENCE : H/P/

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

POST 3 : **Senior Personnel Officer Grade III**

SALARY : R79 407.00 per annum

- CENTRE** : Human Resource Management Directorate:
Service Conditions Sub-directorate:
Occupational Injuries and Diseases Section:
Corporate Office, Bloemfontein
- REQUIREMENTS** : *
- * Grade 10 (or equivalent) Certificate.
 - * Experience in Human Resource Management.
 - * Communication, planning, organizing skills, knowledge of Public Service prescripts.
- RECOMMENDATIONS** : Experience in handling of Occupational Injuries and Diseases claims.
- DUTIES** : *
- * Handling Occupational Injuries and Diseases claims and re-opening of closed cases.
 - * Approving of accounts as well as sick leave as approved by the Compensation Commissioner.
 - * Handling of third party claims and statements of expenditure and statistics.
 - * General work related to Occupational Injuries and Diseases.
- ENQUIRIES** : Mrs E.J. Rehbock
Tel. No. (051) 4081221
- REFERENCE** : H/P/
- APPLICATIONS** : The Senior Manager:
Human Resource Management
(Attention: **Mr M.J. Mokgampanyane**)
P.O. Box 227
BLOEMFONTEIN
9300

Advertisements approved by:

<p>.....</p> <p>ACTING SENIOR MANAGER: HUMAN RESOURCE MANAGEMENT</p> <p>Date:</p>
