




## **FREE STATE PROVINCIAL GOVERNMENT VACANCY CIRCULAR 02/2008**

**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:** 15/01/2008

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

Human Resource Advice, Co-ordination and Management Directorate



TO ALL HEADS OF OFFICES  
AND INSTITUTIONS OF THE  
DEPARTMENT OF HEALTH IN  
THE FREE STATE

**HEALTH HUMAN RESOURCE MANAGEMENT CIRCULAR NO..... of 2008**  
**UNLESS STATED OTHERWISE: CLOSING DATE: 4 FEBRUARY 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** : **Managerial Accountant**  
**Ref. No.: H/M/2**

**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.)

**LOCATION** : Dihlabeng Regional Hospital, Bethlehem

**REQUIREMENTS** : \* B.Compt / B. Accounting Degree /  
B.Com Degree in  
Accounting/Finance/Economics/Business  
Management



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

- \* Appropriate experience in Financial and Managerial Accounting Support or Supply Chain Management.
- \* Appropriate proven experience in financial reporting systems.
- \* Working knowledge of MS Office (Excel, Word and PowerPoint).
- \* Good interpersonal skills
- \* Good verbal and written communication skills.
- \* Knowledge and understanding of public service policies and procedures.
- \* Ability to conduct financial training for non-financial managers.

**RECOMMENDATIONS :**

- \* Financial management within the health sector.
- \* Working knowledge of Government financial systems (BAS, PERSAL, PFMA, Treasury Regulations and Supply Chain Management).
- \* Extensive experience with LOGIS.
- \* Experience in Budgeting and expenditure in public hospitals.

**DUTIES :**

- \* Budget management.
- \* Revenue management.
- \* Payroll control.
- \* Expenditure management and projections.
- \* Do MTEF Budget and allocations.
- \* Provide Cost Centre Management training.
- \* Provide training on Financial Management matters such as SCOA etc.

- \* Execute tasks contributing to the preparation and submission of consolidated Financial Information.
- \* Ensure compliance with internal controls.
- \* Evaluate audit outcomes and initiate corrective measures.
- \* Monitor Supply Chain Management, INCLUDING Asset Management, Logistics, Transport, Losses and BID management
- \* Execute research, analyze information and compile complex documents for the Chief Executive officer and Hospital Management.

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| <b>ENQUIRIES</b>    | : | Mr B J Oliphant<br>Tel. No. (058) 3035331   |
| <b>APPLICATIONS</b> | : | The Chief Executive Officer<br>Dihlabeng Regional Hospital<br><b>(Attention: Me T Harris)</b><br>Private Bag X 3<br>BETHLEHEM<br>9700   |
| <b>POST 2</b>       | : | <b>Chief Medical Officer</b><br><b>Ref. No.: H/M/3</b>  |
| <b>SALARY</b>       | : | 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). |
| <b>LOCATION</b>     | : | Health Programs: Corporate Office,<br>Bloemfontein  |
| <b>REQUIREMENTS</b> | : | <ul style="list-style-type: none"> <li>* MBChB (or equivalent qualification).</li> <li>* Registration with the Health Professions Council of South Africa as Medical Doctor.</li> </ul>   |

- \* Extensive relevant experience in Obstetrics and Gynaecology.
- \* Additional post-graduate qualification and experience in the following fields will be an added advantage:
  - Diploma in Obstetrics from the College of Medicine of South Africa (CMSA).
  - Diploma in Primary Health Care.
  - Epidemiology.
- \* Possess knowledge of program planning, monitoring and evaluation, information management and quality assurance program.
- \* Have good communication, language, leadership and decision making skills.

## DUTIES

- \* Implement relevant in-service and outreach training.
- \* Liaise with provincial and district maternal death assessors' teams.
- \* Support quality assurance processes.
- \* Collate, analyze and compile reports.
- \* Render technical support on reproductive health programs.
- \* Acquire additional post-graduate qualifications when needed to fulfill duties.

## ENQUIRIES

: Me L. Katzen  
Tel. No. (051) 4081560/1/2

## APPLICATIONS

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



Department of Health ◀ Departement van Gesondheid ▶ Lefapha La Bophelo Bo Botle



Ms S. Dowd, Human Resource Management Directorate, Recruitment and Staff Establishment, P.O. Box 227, Bloemfontein 9300  
Tel. 051-4081193, Fax: 051-4081980, Bophelo House, Cor. Maitland Street and Harvey Road, 1<sup>st</sup> Floor, Block A, West Wing

9300

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| <b>POST 3</b>         | : | <b>Manager: Dietetics and Child Health</b><br><b>Ref. No.: H/M/1</b>  |
| <b>SALARY</b>         | : | R311 358.00 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.   |
| <b>LOCATION</b>       | : | Strategic Health programmes, Corporate Office: Bloemfontein   |
| <b>REQUIREMENTS</b>   | : | * An appropriate recognized B. Degree in Health Science (or equivalent) qualification.  |
| <b>RECOMMENDATION</b> | : | * Extensive experience in management as applicable to the public sector.  |
| <b>DUTIES</b>         |   | <ul style="list-style-type: none"> <li>* Manage, coordinate and evaluate provincial nutrition and child health programmes.</li> <li>* Ensure the development, implementation and monitoring of provincial nutrition and child health policies.</li> <li>* Oversee the development, implementation, standardization and monitoring of nutrition and child health training manuals.</li> <li>* Monitor, evaluate and support the provisioning of nutrition and child health services and ensure quality improvement.</li> <li>* Human resource and financial management.</li> </ul> |
| <b>ENQUIRIES</b>      | : | Me L L Katzen<br>Tel. No (051) 4081560  |
| <b>APPLICATIONS</b>   | : | The Senior Manager<br>Strategic Health Programmes<br><b>(Attention: Me L L Katzen)</b><br>P.O. Box 227<br>BLOEMFONTEIN  |

9300

**POST 4** : **Assistant Manager: Batho Pele Revitalization Program**  
**Ref. No.: H/A/4**

**SALARY** : R196 815.00 per annum

**CENTRE** : Services Marketing and Health Promotion Sub-directorate: Corporate Office, Bloemfontein

**REQUIREMENTS** :

- \* Recognized Bachelor's Degree in Social Sciences or equivalent.
- \* Knowledge of the Batho Pele Revitalization Program and policies.
- \* 2-3 Years experience in personnel and financial management procedures.
- \* Training and facilitation skills.
- \* Knowledge of District Health System Framework.
- \* Valid driver's license.

**RECOMMENDATIONS** :

- \* Supervisory and management experience.
- \* Ability to work under pressure.
- \* Be flexible, self motivated, detailed orientated and highly organized.
- \* Project Management experience.

**DUTIES** :

- \* Co-ordinate and ensure implementation of Batho Pele Revitalization Program for Department of Health.
- \* Advocate for and monitor implementation of Service Delivery Improvement Plan within the department.
- \* Ensure training of health workers at all levels on implementation of Batho Pele Principles.



**Department of Health** ♡ **Departement van Gesondheid** ♡ **Lefapha La Bophelo Bo Botle**



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 Tel. 051-4081193, Fax: 051-4081980, Bophelo House, Cor. Maitland Street and Harvey Road, 1<sup>st</sup> Floor, Block A, West Wing

- \* Ensure availability of Batho Pele Learning Networks to speed up service delivery improvement.
- \* Act as a point of contact for Department of Health with DPSA, other provincial departments' coordinators and Premier's office.
- \* Develop policies and guidelines on program, monitor and evaluate the implementation.
- \* Management of resources to ensure effective and efficient utilization of resources.

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| <b>ENQUIRIES</b>       | : | Me L.A. Tlali<br>Tel. No. (051) 4081434   |
| <b>APPLICATIONS</b>    | : | The Acting Senior Manager:<br>Human Resource Management<br>( <b>Attention: Mr M. Mokgampanyane</b> )<br>P.O. Box 227<br>BLOEMFONTEIN<br>9300  |
| <b>POST 5</b>          | : | <b>Casual Emergency Care Practitioner:<br/>(Call Taker/ Dispatcher) (60 posts)<br/>Ref. No.: H/E/2</b>  |
| <b>SALARY</b>          | : | R1200.00 per month  |
| <b>LOCATION</b>        | : | Emergency Medical Services Directorate:<br>Control Services Division  |
| <b>REQUIREMENTS</b>    | : | <ul style="list-style-type: none"> <li>* Senior Certificate (Grade 12).</li> <li>* Current registration with the Health Professions Council of South Africa as an Emergency Care Practitioner Basic or Intermediate.</li> <li>* Computer literacy in MS Excel and MS Word.</li> </ul> |
| <b>RECOMMENDATIONS</b> | : | <ul style="list-style-type: none"> <li>* Experience in Call Taker/Dispatcher.</li> <li>* Skills in data capturing and database management.</li> </ul>   |



- \* Code 10 driver's license and Public Driving Permit.
- \* Experience in EMS operations.
- \* Good communication skills (written and verbal).
- \* Good organizational skills.

## **DUTIES**

- \* Receive emergency calls via telephone and radio systems and capturing the information on the computer aided dispatch system.
- \* Monitor the movement of vehicles on the tracking systems.
- \* Dispatching of emergency calls to the units.
- \* Collecting of emergency call data and capturing into a database.
- \* Perform administrative functions as required by the Emergency Control Centre.
- \* Any other duties assigned by the Manager: Emergency Medical Services.

## **ENQUIRIES**

: Mr A.K. Munilal  
Tel. No. (051) 408 1274

## **APPLICATIONS**

: The Acting Senior Manager:  
Emergency Medical Services  
(**Attention: Mr A.K. Munilal**)  
P.O. Box 227  
BLOEMFONTEIN  
9300

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| <b>Advertisements approved by:</b> |
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| <b>ME C M J BLOM</b><br>ACTING SENIOR MANAGER<br>HUMAN RESOURCE MANAGEMENT |
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| Date: 14 JANUARY 2008 |
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