



## **FREE STATE PROVINCIAL GOVERNMENT VACANCY CIRCULAR 47/2007**

**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:** 06/06/2007

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 2007**  
**UNLESS STATED OTHERWISE CLOSING DATE: 18 June 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.

Applications must be submitted on form Z83 obtainable from any Government Department and must be accompanied by certified copies of qualifications and certificates.

**POST 1** : **General Manager: Infrastructure & Engineering Services**

**SALARY** : R591 510.00 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** : Corporate Office: Bloemfontein

**REQUIREMENTS** : \* An appropriate recognized Bachelor's Degree (or equivalent) qualification.

- \* Extensive experience in Senior Management level in the Public or Private Sector in Health service, Infrastructure and/or Technology environment.
  - \* Proven experience in Programme and Project Management.
  - \* Proven financial management experience in health or infrastructure environment.
- RECOMMENDATION** :
- \* A post-graduate qualification in General or Business Management.
- DUTIES**
- \* Inputs to the strategic plan insofar as Infrastructure & Technology Support Services.
  - \* Facilitate the compilation and approval of infrastructure, linen management, maintenance, IT, imaging technology, health technology plans.
  - \* Determine and manage financial resources, including equipment and human resources to ensure the effective utilization.
  - \* Plan, co-ordinate and ensure the effective and efficient performance of all functions attached to the Chief Directorate in line with best practices.
  - \* Ensure Programme and Project Management for effective and efficient within the Chief Directorate.
- ENQUIRIES** :
- Me. C.M.J. Blom  
Tel. No. 051-4081161
- REFERENCE** :
- H/M/26
- APPLICATIONS** :
- The Senior Manager  
Human Resource Management Directorate  
**(Attention: Mr. M.J. Mokgampanyane)**  
P.O. Box 227  
BLOEMFONTEIN

9300

<b>POST 2</b>	:	<b>General Manager: Financial Management</b>
<b>SALARY</b>	:	R591 510.00 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>CENTRE</b>	:	Corporate Office: Bloemfontein
<b>REQUIREMENTS</b>	:	<ul style="list-style-type: none"> <li>* An appropriate recognized Bachelor's Degree (or equivalent) qualification.</li> <li>* Extensive, appropriate experience in Senior Management in the Public or Private Sector.</li> <li>* Experience in Financial Management.</li> </ul>
<b>RECOMMENDATION</b>	:	<ul style="list-style-type: none"> <li>* A post-graduate qualification in General or Health Management.</li> <li>* Leadership- and management skills as well as knowledge of Financial Policies.</li> </ul>
<b>DUTIES</b>	:	<ul style="list-style-type: none"> <li>* Provide strategic focus with regard to the effective rendering of budgeting and expenditure management services.</li> <li>* Render departmental accounting services.</li> <li>* Support the implementation and maintenance of the PFMA.</li> <li>* Render banking services.</li> <li>* Render a comprehensive revenue management service.</li> <li>* Ensure an effective Payroll Management function.</li> </ul>

<b>ENQUIRIES</b>	:	Dr A Schoonwinkel Tel. No. 051-4081109
<b>REFERENCE</b>	:	H/M/24
<b>APPLICATIONS</b>	:	The Senior Manager Human Resource Management Directorate <b>(Attention: Mr. M.J. Mokgampanyane)</b> P.O. Box 227 BLOEMFONTEIN 9300
<b>POST 3</b>	:	<b>General Manager: Human Resources</b>
<b>SALARY</b>	:	R591 510.00 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>CENTRE</b>	:	Corporate Office: Bloemfontein
<b>REQUIREMENTS</b>	:	<ul style="list-style-type: none"> <li>* An appropriate recognized Bachelor's Degree (or equivalent) qualification in Human Resource Management, Public Administration, Public Management or related fields.</li> <li>* Extensive, appropriate experience in Senior Management in the Public or Private Sector.</li> <li>* Experience in Human Resource Management and Development.</li> </ul>
<b>RECOMMENDATION</b>	:	* A post-graduate qualification in General or Health Management.
<b>CORE MANAGEMENT COMPETENCIES:</b>		<ul style="list-style-type: none"> <li>*Strategic capability and leadership</li> <li>*People management and empowerment</li> </ul>

\*Change management

\*Financial management

\*Knowledge management and communication

\*Programme and project management

\*Service delivery innovation

\*Problem solving and analysis

**KEY PERFORMANCE AREAS:** The successful candidate will be responsible for the following:

- \* Providing strategic direction on Human Resources Management, Human Resource Development, Organizational Development, Human Resource Advisory Services and Occupational Health and Employee Wellness Programmes in the Free State Department of Health.
- \* Ensuring development and implementation of effective HR Plan, guidelines, policies and strategies in respect of the KPAs.
- \* Representing the Department at different National Human Resource Committees.
- \* Analysing and interpreting HR and related legislation to Top Management
- \* Managing the tender contract on uniforms for the different categories within the Department.
- \* Ensuring effective and efficient management of finance and other resources in the Chief Directorate.

**ENQUIRIES** : Mr Mofokeng MF  
Tel. No. 051-4081113 or 4081267

**REFERENCE** : H/M/23

<b>APPLICATIONS</b>	:	The Senior Manager Human Resource Management Directorate <b>(Attention: Mr. M.J. Mokgampanyane)</b> P.O. Box 227 BLOEMFONTEIN 9300
<b>POST 4</b>	:	<b>General Manager: Supply Chain Management</b>
<b>SALARY</b>	:	R591 510.00 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>CENTRE</b>	:	Corporate Office: Bloemfontein
<b>REQUIREMENTS</b>	:	<ul style="list-style-type: none"> <li>* An appropriate recognized Bachelor's Degree in Economic Management Sciences (or equivalent) qualification.</li> <li>* Extensive, appropriate experience in Senior Management in the Public or Private Sector.</li> <li>* Experience in Financial Management and Supply Chain Management</li> </ul>
<b>RECOMMENDATION</b>	:	<ul style="list-style-type: none"> <li>* A post-graduate qualification in General or Health Management and Knowledge of Accounting.</li> <li>* Leadership- and management skills as well as knowledge of Financial Policies.</li> </ul>
<b>DUTIES</b>	:	<ul style="list-style-type: none"> <li>* Ensure control over Supply Chain Management (SCM) functions in the Department.</li> <li>* Ensure proper implementation of Logistics functions with special focus on management of: <ul style="list-style-type: none"> <li>- Losses;</li> </ul> </li> </ul>

- Assets;
- Disposals;
- Fleet; and
- Payment management within the Department.

- \* Ensure efficient and effective procurement and performance management with regard to the bidding process that must support current empowerment policies and in line with relevant legislation.
- \* Maintain and ensure compliance to the prescripts of the Trading Account as well as to improve continuous supplies of medicine to the institutions.
- \* Provide support to Chief Financial Officer, by providing inputs for the compilation of financial statements.
- \* Management of the resources for the Chief Directorate (personnel and finance).

**ENQUIRIES** : Dr A Schoonwinkel  
Tel. No. 051-4081109

**REFERENCE** : H/M/25

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

**POST 5** : **General Manager: Medical Support Chief Directorate**

**SALARY** : R591 510.00 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>CENTRE</b>	:	Corporate Office: Bloemfontein
<b>REQUIREMENTS</b>	:	<ul style="list-style-type: none"> <li>* An appropriate recognized Bachelor's Degree (or equivalent) qualification.</li> <li>* Extensive, appropriate experience in Senior Management in the Public or Private Sector.</li> </ul>
<b>RECOMMENDATION</b>	:	<ul style="list-style-type: none"> <li>* A post-graduate qualification in Health Management or General Management.</li> <li>* Leadership- and management skills as well as knowledge of Health Policies.</li> </ul>
<b>DUTIES</b>		<ul style="list-style-type: none"> <li>* Strategic Management (including Financial Management &amp; Human Resources).</li> <li>* Implement and report quarterly on the following plan:               <ul style="list-style-type: none"> <li>- Business Plan</li> <li>- Free State Development Plan</li> <li>- Annual Report</li> <li>- Monthly FCC meetings and ensure that cost centres have done the monthly cash flows projections.</li> <li>- Decisions on budget allocation and implications (e.g. shifting of funds).</li> </ul> </li> <li>* Overseeing the management of 4 directorates.</li> <li>* Rendering Forensic Pathology and Clinical Forensic Services.</li> <li>* Provide appropriate Legal Support and advise and deal with Legislation.</li> <li>* Ensuring efficient rendering of Emergency Medical Services.</li> <li>* Ensuring Clinical Quality, Service Marketing &amp; Compliance with standards.</li> </ul>

<b>ENQUIRIES</b>	:	Me. C.M.J. Blom Tel. No. 051-4081161
<b>REFERENCE</b>	:	H/M/22
<b>APPLICATIONS</b>	:	The Senior Manager Human Resource Management Directorate <b>(Attention: Mr. M.J. Mokgampanyane)</b> P.O. Box 227 BLOEMFONTEIN 9300
<b>POST 6</b>	:	<b>Senior Manager: Human Resource Development</b>
<b>SALARY</b>	:	R502 725.00 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>CENTRE</b>	:	Corporate Office, Bloemfontein
<b>REQUIREMENTS</b>	:	<ul style="list-style-type: none"> <li>* An appropriate Bachelor's degree or equivalent qualification.</li> <li>* Extensive experience in the field of human resource development and skills development</li> <li>* Work experience at management level within the Human Resource Development environment is essential.</li> <li>* Strong managerial and leadership skills.</li> </ul>
<b>RECOMMENDATIONS</b>	:	<ul style="list-style-type: none"> <li>* Post-graduate qualification in Human Resource Development or Health Management.</li> <li>* Skills Development Facilitator's Certificate</li> </ul>
<b>CORE MANAGEMENT COMPETENCIES:</b>		<ul style="list-style-type: none"> <li>* Strategic capability and leadership</li> <li>* Change management</li> <li>* Financial management</li> </ul>

- \*Programme and project management
- \*Skills development facilitation and communication.

**KEY PERFORMANCE AREAS:**

- \* Ensuring compliance with the Skills Development Act, the National Skills Development Strategy and the HRD Strategy for the Public Service
- \* Developing and implementing Skills Development policies, guidelines, plans and strategies
- \* Ensuring accreditation of training programmes
- \* Ensuring development and registration of Learnerships programmes
- \* Managing the Internship Programmes and Continuous Professional Development Programme
- \* Managing the Departmental Bursary Scheme
- \* Managing and guiding Nursing Education in the Department
- \* Promoting partnership and collaboration with Higher and Further Education Institutions and with the relevant stakeholders in the private sector.

**NOTE:** The successful candidates will have to sign a performance agreement on appointment.

**ENQUIRIES** : Me. M.C.L. Mabitle  
Tel. No.: (051) 4081226/ 1227

**REFERENCE** : H/A/96

<b>APPLICATIONS</b>	:	The Senior Manager Human Resource Management ( <b>Attention: Mr M. Mokgampanyane</b> ) P.O. Box 227 BLOEMFONTEIN 9300
<b>POST 7</b>	:	<b>Manager: Imaging Services</b>
<b>SALARY</b>	:	R289 635.00 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>CENTRE</b>	:	Corporate Office, Bloemfontein
<b>REQUIREMENTS</b>	:	<ul style="list-style-type: none"> <li>* Registration with the Health Professions Council of South Africa as a Radiographer.</li> <li>* Post-basic qualification in Radiography.</li> <li>* Appropriate experience in the field of Radiography and/ or radiology coupled with supervisory roles.</li> <li>* Proof of experience in areas, such as, Diagnostic, Oncology, Nuclear Medicine and Ultrasonography.</li> </ul>
<b>RECOMMENDATION</b>		Post-graduate degree in general management or health care related fields
<b>DUTIES</b>		<ul style="list-style-type: none"> <li>* Manage, develop and implement quality systems in line with Provincial, National and International standards.</li> <li>* Develop and manage training strategies to ensure efficient imaging services in line with the provincial retention strategy.</li> </ul>

- \* Keep up to date with new developments in the technical imaging environment and related management fields
- \* Develop technical specifications for the procurement of equipment
- \* Manage the corporate component.

<b>ENQUIRIES</b>	:	Mr M.F. Mofokeng Tel. No. (051) 4081268 / 1267
<b>REFERENCE</b>	:	H/M/44
<b>APPLICATIONS</b>	:	The Senior Manager Human Resource Management Directorate <b>(Attention: Mr. M.J. Mokgampanyane)</b> P.O. Box 227 BLOEMFONTEIN 9300
<b>POST 8</b>	:	<b>Chief Training Officer</b>
<b>SALARY</b>	:	R146 685.00 per annum
<b>CENTRE</b>	:	Skills Development Unit: ARV Sub-directorate: Corporate Office, Bloemfontein
<b>REQUIREMENTS</b>	:	<ul style="list-style-type: none"> <li>* Bachelor's Degree or equivalent certificate.</li> <li>* Valid driver's license.</li> <li>* Registered with the South African Nursing Council as General Nurse and Midwife.</li> <li>* Qualification in Nursing Education.</li> <li>* Computer literacy.</li> </ul>
<b>RECOMMENDATIONS</b>	:	<ul style="list-style-type: none"> <li>* Good communication skills.</li> <li>* Ability to work independently, under pressure with strong interpersonal skills.</li> </ul>

- \* Be flexible, self motivated, detailed orientated and highly organized.

- \* Knowledge of legislation pertaining to skills development.

**DUTIES**

:

- \* Conduct training on Comprehensive Care Management and Treatment.

- \* Assist in development of training strategies.

- \* Give support and motivate learners.

- \* Responsible for Drug Readiness Training Program.

- \* Compile reports.

- \* Assist in evaluation of the program.

**ENQUIRIES**

:

Me Norma Vanqa  
Tel. No. (051) 4081704

**REFERENCE**

:

H/T/11

**APPLICATIONS**

:

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

**Advertisements approved by:**

.....  
ACTING SENIOR MANAGER:  
HUMAN RESOURCE MANAGEMENT

Date: .....