



FREE STATE PROVINCIAL GOVERNMENT VACANCY CIRCULAR 57/2007

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: 29/06/2007

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: 30 July 2007**

ADVERTISEMENT OF POSTS

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

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** : **Chief Executive Officer**
- SALARY** : 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.
- CENTRE** : Pelonomi Regional Hospital, Bloemfontein
- REQUIREMENTS** : * An appropriate recognized Bachelor's Degree (or equivalent) qualification.

- * Extensive, appropriate experience in Middle Management in the Public or Private Sector.
- RECOMMENDATION** :
- * A post-graduate qualification in Health Management or General Management.
 - * Leadership- and management skills as well as knowledge of Health Policies.
- DUTIES**
- * Develop, implement and maintain financial management systems, policies and procedures to ensure the effective and efficient management of the hospital in terms of relevant acts and delegations.
 - * Develop, implement and maintain human resource management strategy, policies, systems and procedures to ensure the effective and efficient utilization of human resources in order to improve service delivery within the Public Service regulatory framework and relevant delegations.
 - * Prepare a strategic plan for the hospital to ensure that its services are in line with the National, Provincial, Regional and District strategies.
 - * Ensure that the hospital is managed within a sound framework of corporate governance principles.
 - * Implement an appropriate procurement and provisioning system, which is fair, equitable, transparent, competitive and cost effective, in terms of the Provincial delegations and as required by the PFMA.
 - * Implement and manage an information technology policy, systems and procedures to support the effective and efficient delivery of services.
 - * Manage all aspects of patient care and ensure high standards of patient care.

- * Serve on various internal and external committees, and provide input into the development of Provincial policy and strategy on the management of hospitals and the provision of health/medical care.
- * Create an enabling environment to promote the academic development of medical students and associated health care professionals/practitioners.

ENQUIRIES : Dr. S Kabane
Tel. No. 051-4081118

REFERENCE : H/E/06

POST 2 **Chief Executive Officer (2 posts)**

SALARY : R 343 257 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 : Tokollo/ Mafube District Hospital Complex, Frankfort/ Heilbron: Reference: H/E/08

Thebe/ Phumelela District Hospital Complex, Harrismith: Reference: H/E/09

REQUIREMENTS :

- * An appropriate recognized Bachelor's Degree (or equivalent) qualification.
- * Extensive, appropriate Management experience (especially Health or Hospital Management)
- * Computer skills

RECOMMENDATION : Postgraduate qualification in Health Management or General Management

DUTIES : * Responsible for overall management of the

hospital complex, including Medical, Nursing, Administration and Finance

- * Performance according to relevant acts
- * Ensure quality improvement & good quality patient care service
- * Ensure proper management of human and financial resources
- * Facilities and equipment management and maintenance
- * Establish and promote good corporate governance with the hospital board
- * Good co-operation with Primary Health Care clinics in the catchments' area

ENQUIRIES : Dr. S Kabane
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POST 3 : **Assistant Manager: Emergency Medical Services (5 posts)**

SALARY : R146 685.00 per annum

CENTRE : Xhariep District: Reference H/A/141
Fezile Dabi District: Reference: H/A/142
Lejweleputswa District: Reference: H/A/143
Thabo Mofutsanyana District: H/A/144
Motheo Health District: H/A/145

REQUIREMENTS :

- * An appropriate recognized Bachelor's Degree or Grade 12 (or equivalent) Certificate with extensive experience as an Emergency Care Practitioner Intermediate/ Advanced.
- * Appropriate driver's license.
- * Experience in a health related field.
- * Appropriate supervisory experience.

- * Experience in Finance and Supply Chain Management.

RECOMMENDATIONS : Management / supervisory qualifications.

- DUTIES** :
- * Overall management of Emergency Medical Services in the District.
 - * Responsible for all financial resources, human resources, provisioning, equipment and procurement in the District.
 - * Control, supervise and manage the different components of EMS in the District.
 - * Support the Chief Divisional Officer in the implementation of Emergency and Disaster Response in the District.
 - * Align the Planned Patient Transport Service to the District Health System.

ENQUIRIES : Mr A.K. Munilal
Tel. No. (051) 4081274

APPLICATIONS ALL POSTS: 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>



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