



## **FREE STATE PROVINCIAL GOVERNMENT VACANCY CIRCULAR 58/2007**

**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

# 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: 23 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 Specialist and Head of Department of Neurosurgery**

**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, plus a scarce skills allowance equal to 15% of the annual salary notch.

**CENTRE** : Department of Neurosurgery: Universitas Academic Hospital, Bloemfontein



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. 051-4081163, Fax: 051-4081567, Bophelo House, Cor. Maitland Street and Harvey Road, 1<sup>st</sup> Floor, Block A, West Wing

- REQUIREMENTS** :
- \* Registration with the Health Professions Council of South Africa as Neurosurgeon.
  - \* Extensive appropriate experience in Neurosurgery.
- RECOMMENDATIONS** :
- \* Extensive experience in Neurosurgical practice.
  - \* Teaching experience on pre- and post-graduate courses.
  - \* Research experience and publications in peer-reviewed journals.
  - \* Management qualifications and/or experience.
- DUTIES** :
- \* Manage and administrate the Department of Neurosurgery.
  - \* Tuition of pre- and post-graduate students.
  - \* Promote research programmes and render a service to both the Department of Neurosurgery as well as the community.
  - \* Responsible for Neurosurgery services in the Free State through optimal referral system, outreach programme and telemedicine services.
- ENQUIRIES** :
- Prof. G.J. van Zyl / Dr N.R.J. van Zyl  
Tel. No. (051) 4053059 / (051) 4052866
- REFERENCE** :
- H/S/53
- APPLICATIONS** :
- The Chief Executive Officer  
Universitas Academic Hospital  
(**Attention: Me C. Cloete**)  
Private Bag X20660  
BLOEMFONTEIN  
9300

<b>POST 2</b>	:	<b>Senior Manager: Asset Management</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 recognized Bachelor's Degree (or equivalent) qualification.</li> <li>* Extensive, appropriate experience in Middle Management in the Public or Private Sector.</li> <li>* Extensive appropriate experience.</li> </ul>
<b>RECOMMENDATION</b>	:	<ul style="list-style-type: none"> <li>* A post-graduate qualification in Health or General Management.</li> <li>* Leadership- and management skills as well as knowledge of Departmental Policies.</li> </ul>
<b>DUTIES</b>	:	<ul style="list-style-type: none"> <li>* Ensure proper implementation of Asset Management functions within the Department of Health.</li> <li>* Provide guidance through formulation of policies to ensure compliance to the management of assets in the Free State Department of Health.</li> <li>* Ensure co-ordination and co-operation within the Free State Department of Health for the improvement of asset management on the BAS/LOGIS Reconciliations Register.</li> <li>* Provide support to the Chief Directorate, Chief Financial Officer regarding the consolidation and compilation of financial statements for: <ul style="list-style-type: none"> <li>- Losses;</li> <li>- Claims;</li> </ul> </li> </ul>

- Assets;
- Donations; and
- Irregulars.

- \* Human Resource Management (personnel and finance).

<b>ENQUIRIES</b>	:	Mr. T.A. Baleni Tel. No. 051-4081119
<b>CLOSING DATE</b>	:	9 July 2007 (only this post)
<b>REFERENCE</b>	:	H/M/34
<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>Senior Family Practitioner</b>
<b>SALARY</b>	:	R343 257.00 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, plus a scarce skills allowance equal to 15% of the annual salary notch.
<b>CENTRE</b>	:	Bongani Regional Hospital, Welkom
<b>REQUIREMENTS</b>	:	<ul style="list-style-type: none"> <li>* Registration with the Health Professions Council of South Africa as Medical Practitioner and Family Physician.</li> <li>* M.Fam.Med or equivalent degree.</li> </ul>
<b>RECOMMENDATIONS</b>	:	<ul style="list-style-type: none"> <li>* Knowledge and experience in organizing and working in District Health System.</li> <li>* Managerial skills.</li> </ul>

<b>DUTIES</b>	:	<ul style="list-style-type: none"> <li>* In control of a Family Medicine Department and function according to the standards of the Health Professions Council of South Africa.</li> <li>* Setting up and managing of this department will be the key function for the first year.</li> <li>* Examination of persons and the study of reports on persons to diagnose and evaluate their state of health, state of illness and specific physiological and psychical conditions.</li> <li>* Treatment of patients through the application of medicine, medical equipment, operations and verbal therapy.</li> <li>* Making of recommendations as to the state of health of persons for specific purposes.</li> <li>* Giving of medical judicial evidence.</li> <li>* Keeping of medical records.</li> <li>* Study of literature relating to the subject.</li> </ul>
<b>ENQUIRIES</b>	:	Dr W.I.M.N. Hlahane Tel. No. (057) 9168000
<b>REFERENCE</b>	:	H/F/11
<b>APPLICATIONS</b>	:	The Chief Executive Officer Bongani Regional Hospital ( <b>Attention: Ms A. Zwiigelaar</b> ) Private Bag X29 WELKOM 9460
<b>POST 4</b>	:	<b>Manager: Emergency Medical 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>* An appropriate 3 year Bachelors Degree (or equivalent qualification).</li> <li>* Extensive appropriate experience in Emergency Medical Services.</li> <li>* Fully professionally qualified in Emergency Medical Services.</li> <li>* Registration with the Health Professions Council of South Africa in Advanced Life Support.</li> </ul>
<b>DUTIES</b>	:	<ul style="list-style-type: none"> <li>* Implementation and management of the Province's Strategic Plan for Emergency Medical Services.</li> <li>* Disaster management in terms of:               <ul style="list-style-type: none"> <li>- EMS base station.</li> <li>- Resources e.g. Rescue unit, utility vehicle, disaster buses, mobile commander unit.</li> <li>- Communication centre.</li> <li>- Voice logging.</li> </ul> </li> <li>* Development, implementation and monitoring of a framework for norms and standards, policies and protocols in EMS:               <ul style="list-style-type: none"> <li>- Response time.</li> <li>- Develop the report forms for patients.</li> </ul> </li> <li>* Establishment of Control Centres, co-ordination and liaison with allied stakeholders including planning, co-ordination and monitoring of all radio communication in the Province:</li> </ul>

- Cellular Network.
- Emergency number.
- Radio network booking systems.
- Voice logging systems.

\* Facilitating the development and implementation of an EMS research and development competency within EMS for best practices in Emergency medical and critical care management and training processes of EMS managers and practitioners.

\* Utilization of Information Technology and other management information systems to enhance service delivery and cost effectiveness in all areas of EMS.

**ENQUIRIES** : Me S.R.O. Khokho  
Tel. No. (051) 4081785

**CLOSING DATE** : 9 July 2007 (only this post)

**REFERENCE** : H/M/53

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

**POST 5** : **Principal Medical Officer**

**SALARY** : 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, plus scarce skills allowance equal to 15% of the annual salary notch.

**CENTRE** : National District Hospital, Bloemfontein



<b>REQUIREMENTS</b>	:	<ul style="list-style-type: none"> <li>* Registration with the Health Professions Council of South Africa as a Medical Practitioner.</li> <li>* Clinical, managerial and leadership skills.</li> <li>* Experience in monitoring and evaluating clinical services.</li> <li>* Valid driver's license.</li> </ul>
<b>DUTIES</b>	:	<ul style="list-style-type: none"> <li>* Clinical services in the District Hospital and referring community health centres and Primary Health Care clinics.</li> <li>* Ability to manage routine and emergency clinical cases.</li> <li>* Be able to do surgical, anaesthetical and obstetric functions.</li> <li>* After hour calls in casualty department.</li> <li>* Willing to support junior personnel and participate in in-service training.</li> <li>* Willing to support termination of pregnancy unit.</li> <li>* Willing to work in clinical forensic unit.</li> </ul>
<b>ENQUIRIES</b>	:	<p>Prof. Prinsloo Tel. No. (051) 4013307</p>
<b>REFERENCE</b>	:	H/M/51
<b>APPLICATIONS</b>	:	<p>The Chief Executive Officer National District Hospital <b>(Attention: Me P. Mehlwana)</b> Private Bag X20598 BLOEMFONTEIN 9300</p>
<b>POST 6</b>	:	<b>Principal Medical Officer</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, plus scarce skills allowance equal to 15% of the annual salary notch.
<b>CENTRE</b>	:	Fezile Dabi Health District: Lesedi Community Health Centre
<b>REQUIREMENTS</b>	:	Registration with the Health Professions Council of South Africa as a Medical Practitioner.
<b>DUTIES</b>	:	Render comprehensive clinical services at a Community Health Centre/Clinic.
<b>ENQUIRIES</b>	:	Dr M.S. Baloyi Tel. No. (016) 9709303
<b>REFERENCE</b>	:	H/M/52
<b>APPLICATIONS</b>	:	The District Manager Fezile Dabi Health District <b>(Attention: Mr T.N. Montse)</b> Private Bag X2005 SASOLBURG 1947
<b>POST 7</b>	:	<b>Principal Medical Officer (2 posts)</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, plus scarce skills allowance equal to 15% of the annual salary notch.
<b>CENTRE</b>	:	Pelonomi Hospital, Bloemfontein

<b>REQUIREMENTS</b>	:	<ul style="list-style-type: none"> <li>* Registration with the Health Professions Council of South Africa as a Medical Practitioner.</li> <li>* Clinical, management and leadership skills.</li> <li>* Experience in monitoring and evaluating clinical services.</li> <li>* Valid driver's license.</li> </ul>
<b>DUTIES</b>	:	<ul style="list-style-type: none"> <li>* Clinical services in the District hospital and referring community health centres and Primary Health Care clinics.</li> <li>* Ability to manage routine and emergency clinical cases.</li> <li>* Be able to do surgical, anaesthetical and obstetric function.</li> <li>* After hour calls in casualty department.</li> <li>* Willing to work in clinical forensic unit.</li> </ul>
<b>ENQUIRIES</b>	:	<p>Prof. E.A.M. Prinsloo Tel. No. (051) 4013307</p>
<b>REFERENCE</b>	:	H/M/54
<b>APPLICATIONS</b>	:	<p>The Chief Executive Officer National District Hospital <b>(Attention: Me P. Mehlwana)</b> Private Bag X20598 BLOEMFONTEIN 9300</p>
<b>POST 8</b>	:	<b>Senior Dentist</b>
<b>SALARY</b>	:	R183 084.00 per annum plus scarce skills allowance equal to 15% of the annual salary notch
<b>CENTRE</b>	:	National District Hospital, Bloemfontein

<b>REQUIREMENTS</b>	:	<ul style="list-style-type: none"> <li>* Registration with the Health Professions Council of South Africa as a Dentist.</li> <li>* BCHD Degree.</li> <li>* Completion of community dental services.</li> <li>* Valid driver's license.</li> </ul>
<b>RECOMMENDATIONS</b>	:	<ul style="list-style-type: none"> <li>* Knowledge of primary health care.</li> <li>* Computer literate.</li> </ul>
<b>DUTIES</b>	:	<ul style="list-style-type: none"> <li>* Ensure appropriate management and treatment of dental patients.</li> <li>* Render quality oral health care to patient.</li> <li>* Ensure oral health promotion and education.</li> <li>* Support the clinic and Primary Health Care in Bloemfontein area.</li> </ul>
<b>ENQUIRIES</b>	:	Dr T.A. Makenete Tel. No. (051) 4472194
<b>REFERENCE</b>	:	H/D/09
<b>APPLICATIONS</b>	:	The Chief Executive Officer National District Hospital ( <b>Attention: Me P. Mehlwana</b> ) Private Bag X20598 BLOEMFONTEIN 9300
<b>POST 9</b>	:	<b>Chief Training Officer</b>
<b>SALARY</b>	:	R146 685.00 per annum
<b>CENTRE</b>	:	Linen Management Sub-directorate: Corporate Office, Bloemfontein

<b>REQUIREMENTS</b>	:	<ul style="list-style-type: none"> <li>* An appropriate Bachelors Degree (or equivalent qualification).</li> <li>* Relevant experience.</li> <li>* Communication skills.</li> <li>* Computer literacy (PowerPoint).</li> <li>* Report writing and presentation skills.</li> </ul>
<b>RECOMMENDATIONS</b>	:	<ul style="list-style-type: none"> <li>* Experience in facilitation and co-ordination of training.</li> <li>* Self-motivated, detailed orientated and highly organized.</li> </ul>
<b>DUTIES</b>	:	<ul style="list-style-type: none"> <li>* Co-ordinate and facilitate training for the Laundries.</li> <li>* Draft specifications for appointment of Service providers.</li> <li>* Implement learnerships in the Laundry services.</li> <li>* Design training manuals.</li> <li>* Present training.</li> </ul>
<b>ENQUIRIES</b>	:	Mr T.D. Masoeu Tel. No. (051) 4081263
<b>REFERENCE</b>	:	H/T/12
<b>APPLICATIONS</b>	:	The Senior Manager Human Resource Management (Attention: <b>Mr M. Mokgampanyane</b> ) P.O. Box 227 BLOEMFONTEIN 9300
<b>POST 10</b>	:	<b>Chairperson &amp; Members – Audit Committee (Contract appointment)</b>

<b>SALARY</b>	:	In terms of 20.2.2 of the Regulations. Should it be deemed necessary, members may be remunerated taking into account tariffs determined by the South African Institute of Chartered Accountants in consultation with the Auditor General as provided for in paragraph 20.2.3 of Treasury Regulations.
<b>CENTRE</b>	:	Corporate Office, Bloemfontein
<b>REQUIREMENTS</b>	:	<ul style="list-style-type: none"> <li>* The Chairperson should have an Internal Audit background and members should have a Legal or Clinical background.</li> <li>* Appropriate experience.</li> </ul>
<b>DUTIES</b>	:	<ul style="list-style-type: none"> <li>* Review the adequacy of risk management and internal control structures, the control environment, accounting systems and internal control measures.</li> <li>* Liaison with the external auditors.</li> <li>* Review reports and effectiveness of internal audit function.</li> <li>* Monitor compliance with the provisions of the Public Finance Management Act and Treasury Regulations.</li> <li>* Enhance the role of the Auditor General (external auditor) by communicating about: <ul style="list-style-type: none"> <li>- Matters regarding the planning of the audit.</li> <li>- Co-ordination between Auditor-General and internal audit function.</li> <li>- The audit approach to be used during the audit.</li> <li>- Problems encountered (in performing the audit).</li> <li>- Material fraud and errors committed in the Department.</li> </ul> </li> </ul>
<b>MEETINGS</b>	:	<ul style="list-style-type: none"> <li>* Four formal meetings within a financial year.</li> </ul>

- \* Informal meetings may be convened as and when required.

**Members should be able to start serving in the committee with immediate effect.**

**ENQUIRIES** : Prof. P.L. Ramela  
Tel. No. (051) 4081107/8

**REFERENCE** : H/A/134

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

<b>Advertisements approved by:</b>
..... ACTING SENIOR MANAGER: HUMAN RESOURCE MANAGEMENT Date: .....