



FREE STATE PROVINCIAL GOVERNMENT VACANCY CIRCULAR 59/2007

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** : **Senior State Accountant (2 posts)**
- SALARY** : R122 841.00 per annum
- CENTRE** : Budget Management Sub-directorate:
Directorate Financial Planning: Corporate
Office, Bloemfontein
- REQUIREMENTS** : *
- * An appropriate Bachelor's degree with Accounting (or equivalent qualification).
 - * Appropriate experience in the budget environment.



Department of Health
Departement van Gesondheid
Lefapha La Bophelo Bo Botle
165 2007 Maitland Street, 1st Floor, Block A, West Wing
Free State Community

Department of Health • Departement van Gesondheid • Lefapha La Bophelo Bo Botle



Department of Health
Departement van Gesondheid
Lefapha La Bophelo Bo Botle
165 2007 Maitland Street, 1st Floor, Block A, West Wing
Free State Community

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

RECOMMENDATIONS	:	<ul style="list-style-type: none"> * Exposure in budget process with extensive experience. * Knowledge of the Public Finance Management Act, 1999 and Treasury Regulations relating to Financial Management and Accounting. * Computer literacy. * Ability to work under pressure with strict deadlines. * Experience and knowledge in BAS.
DUTIES	:	<ul style="list-style-type: none"> * Implement the Public Finance Management Act (PFMA). * Perform all functions related to the budget process. * Support with the monitor and control departmental expenditure including Conditional Grants. * Compile the financial reports as required by relevant bodies. * Support on informal training of Finance personnel within the Department. * Compiling of Departmental Internal Control Checklist. * Supervision of Human Resources.
ENQUIRIES	:	Mr P.C. Scheepers Tel. No. (051) 4081638
REFERENCE	:	H/S/49
APPLICATIONS	:	The Senior Manager Human Resource Management (Attention: Mr M.J. Mokgampanyane) P.O. Box 227 BLOEMFONTEIN

9300

POST 2	:	Senior Financial Administration Officer
SALARY	:	R122 841.00 per annum
CENTRE	:	Mofumahadi Manapo Mopeli Regional Hospital, Witsieshoek
REQUIREMENTS	:	<ul style="list-style-type: none">* An appropriate Bachelor's degree (or equivalent qualification).* LOGIS, BAS and knowledge of PFMA.* PPPFA and Treasury Regulations.* Good interpersonal relations and the ability to work under pressure and tight deadlines will be of essence.* Attending to external and internal audit queries.* Training of the subordinates.* Staff skills development.* Performance evaluations.
RECOMMENDATIONS	:	<ul style="list-style-type: none">* LOGIS II.* Accounting skills.* Interpersonal and communication skills.
DUTIES	:	<ul style="list-style-type: none">* Oversee the demand and acquisition for the institution.* Maintain a preferential procurement database for the hospital.* Oversee the execution of logistics management including the warehouse of the institution.

- * Overall management/supervision and performance management of the division.

ENQUIRIES	:	Mrs Maria Kok Tel. No. (058) 7183242
REFERENCE	:	H/F/13
APPLICATIONS	:	The Chief Executive Officer Mofumahadi Manapo Mopeli Regional Hospital (Attention: Me L.S. Qhomane) Private Bag X820 WITSIESHOEK 9870
POST 3	:	Chief Radiographer (2 posts)
SALARY	:	R122 841.00 per annum plus scarce skills allowance equal to 10% of the annual salary notch.
CENTRE	:	Pelonomi Regional Hospital, Bloemfontein
REQUIREMENTS	:	<ul style="list-style-type: none"> * National Diploma/Degree in Diagnostic Radiography. * Registration with the Health Professions Council of South Africa as Radiographer.
RECOMMENDATIONS	:	<ul style="list-style-type: none"> * Preparedness to do after hour duties, public holidays and call. * Ability to work under pressure. * Ability to implement and manage change. * Good interpersonal relations. * Good written and verbal communication skills. * Confidentiality.

DUTIES

- :
- * Carry out a range of standard clinical examinations required of a qualified Radiographer, safely, efficiently and with high degree of accuracy.
 - * Care of patients with due regard for human dignity and rights of all members of society.
 - * Assess patient's needs through interrogation of clinical history in order to determine the precise nature of the examination to be conducted.
 - * Perform Radiographic duties in accordance with the current ionizing radiation legislation and other governing employment and professional status.
 - * Demonstrate reliability and integrity in matters with practice radiography.
 - * Participate in daily department quality control programs of the imaging equipment.
 - * Take leadership of different units in section as assigned.
 - * Take leadership of group members allocated.
 - * Must take part in staff in-service training and departmental developments.
 - * Must be able to formulate and implement departmental policies.

ENQUIRIES

: Mr A.T. Banda
Tel. No. (051) 4051755

REFERENCE

: H/R/25

APPLICATIONS

: The Chief Executive Officer
Pelonomi Regional Hospital
(**Attention: Mr S.I. Makhema**)
Private Bag X20581
BLOEMFONTEIN
9300

POST 4	:	Chief Social Worker
SALARY	:	R122 841.00 per annum
CENTRE	:	Employee Assistance Programme: Corporate Office, Bloemfontein
REQUIREMENTS	:	<ul style="list-style-type: none"> * Registration with the South African Council for Social Services Professions as Social Worker (current). * B. Soc. Science (Social Work) Degree. * Appropriate Social Work experience. * Driver's license.
RECOMMENDATIONS	:	Experience in Employee Assistance Programme and/or related field.
DUTIES	:	<ul style="list-style-type: none"> * Render professional Employee Assistance Programme services such as: Professional assessment, therapeutic counselling and referral to external service providers. * Supervisory training in case management, and follow-ups. * Conduct awareness programme and programme marketing.
ENQUIRIES	:	Mr K.D. Moeketsi Tel. No. (051) 4081609
REFERENCE	:	H/S/54
APPLICATIONS	:	The Senior Manager Human Resource Management (Attention: Mr M. Mokgampanyane) P.O. Box 227 BLOEMFONTEIN 9300

POST 5	:	Principal Network Controller
SALARY	:	R98 916.00 per annum
CENTRE	:	Linen Management Sub-directorate: Corporate Office, Bloemfontein
REQUIREMENTS	:	<ul style="list-style-type: none"> * Grade 12 (or equivalent) Certificate with extensive relevant IT experience or relevant tertiary qualification with relevant experience. * Network experience on Novell will be an advantage. * Driver's license is essential.
RECOMMENDATIONS	:	<ul style="list-style-type: none"> * Interpersonal relations are especially important. The successful applicant will have to interact with computer users as well as communicating with people on all levels. * Applicable training in different levels of computer software and hardware programs will be an advantage. * International Certificate of A+, N+ and CAN are recommended.
DUTIES	:	<ul style="list-style-type: none"> * Fault and problem management on network and desktop computers. * Network administration. * Change control on the network. * Responsible for the upkeep and maintenance of LAN hygienic.
ENQUIRIES	:	Mr T.D. Masoeu Tel. No. (051) 4081263
REFERENCE	:	H/N/43
APPLICATIONS	:	The Senior Manager

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

POST 6	:	Senior Physiotherapist
SALARY	:	R98 916.00 per annum plus scarce skills allowance equal to 10% and rural allowance equal to 12% of the annual salary notch
CENTRE	:	Botshabelo District Hospital
REQUIREMENTS	:	<ul style="list-style-type: none">* Registration with the Health Professions Council of South Africa as Physiotherapist.* Relevant experience.* B.Sc Physiotherapy Degree.
RECOMMENDATIONS	:	<ul style="list-style-type: none">* Good communication skills.* Computer training.
DUTIES	:	<ul style="list-style-type: none">* Rendering of Physiotherapy services in the hospital and within the broader community.* Monitor services rendered by assistants and supervision of subordinates.* Participate in the Quality Assurance Programmes.* Participate in Health Promotion within the community.
ENQUIRIES	:	Dr M.E. Maree Tel. No. (051) 5330234 / 5330111
REFERENCE	:	H/P/241
APPLICATIONS	:	The Chief Executive Officer Botshabelo District Hospital

(Attention: Mr K.J. Molise)
Private Bag X527
BOTSHABELO
9781

POST 7	:	Senior Radiographer (5 posts)
SALARY	:	R98 916.00 per annum plus scarce skills allowance equal to 10% of the annual salary notch
CENTRE	:	Pelonomi Regional Hospital, Bloemfontein
REQUIREMENTS	:	<ul style="list-style-type: none">* National Diploma/Degree in Diagnostic Radiography.* Registration with the Health Professions Council of South Africa as Radiographer.
RECOMMENDATIONS	:	<ul style="list-style-type: none">* Preparedness to do after hour duties, public holidays and call.* Ability to work under pressure.* Ability to implement and manage change.* Good interpersonal relations.* Good written and verbal communication skills.* Confidentiality.
DUTIES	:	<ul style="list-style-type: none">* Carry out a range of standard clinical examinations required of a qualified Radiographer, safely, efficiently and with high degree of accuracy.* Care of patients with due regard for human dignity and rights of all members of society.* Assess patients' needs through interrogation of clinical history in order to determine the

precise nature of the examination to be conducted.

- * Perform Radiographic duties in accordance with the current ionizing radiation legislation and other governing employment and professional status.
- * Demonstrate reliability and integrity in matters with practice radiography.
- * Participate in daily department quality control programs of the imaging equipment.

ENQUIRIES : Mr A.T. Banda
Tel. No. (051) 4051755

REFERENCE : H/R/26

APPLICATIONS : The Chief Executive Officer
Pelonomi Regional Hospital
(**Attention: Mr S.I. Makhema**)
Private Bag X20581
BLOEMFONTEIN
9300

POST 8 : **Senior Radiographer (2 posts)**

SALARY : R98 916.00 per annum plus scarce skills allowance equal to 10% of the annual salary notch

CENTRE : Heidedal Community Health Centre

REQUIREMENTS : Registered with the Health Professions Council of South Africa as Diagnostic Radiographer.

RECOMMENDATIONS : Good interpersonal relationships and communication skills.

DUTIES : * Do all Radiographic services for the proper clinical support and care of patients.

* To work at the above two institutions as may be required.

* To work shifts.

ENQUIRIES : Mr T. Raleting
Tel. No. (051) 4472194

REFERENCE : H/R/24

APPLICATIONS : The District Manager
Motheo District
(Attention: Mr D.H. le Roux)
P.O. Box 441
BLOEMFONTEIN
9300

POST 9 : **Senior Dietician**

SALARY : R98 916.00 per annum plus scarce skills allowance equal to 10% of the annual salary notch

CENTRE : Motheo District Office, Bloemfontein

REQUIREMENTS : Registration with the Health Professions Council of South Africa as Dietician.

RECOMMENDATIONS : Knowledge and experience in public nutrition.

DUTIES : *

- * Provide training.
- * Implementation of the following areas to ensure an effective integrated nutrition program for Motheo District:
 - Disease specific nutrition support, treatment and counseling.
 - Material Nutrition.
 - Infant and youth child feeding.
 - Youth and adolescent nutrition.
 - Micro nutrients malnutrition control.

ENQUIRIES : Mrs F. Pretorius

Tel. No. (051) 4472194

REFERENCE : H/D/8

APPLICATIONS : The District Manager
Motheo District
(**Attention: Mr D.H. le Roux**)
P.O. Box 441
BLOEMFONTEIN
9300

Advertisements approved by:

ACTING SENIOR MANAGER;
HUMAN RESOURCE MANAGEMENT
Date: