



FREE STATE PROVINCIAL GOVERNMENT VACANCY CIRCULAR 60/2007

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: 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 Administrative Officer
SALARY	:	R122 841.00 per annum
CENTRE	:	Bongani Regional Hospital, Welkom
REQUIREMENTS	:	<ul style="list-style-type: none">* Grade 12 (or equivalent) Certificate.* Extensive supervisory experience.* LOGIS I Certificate.
RECOMMENDATIONS	:	LOGIS II Certificate.
DUTIES	:	<ul style="list-style-type: none">* Manage and co-ordinate personnel in Supply Chain Management.

- * Ensure that procurement is done according to delegations and prescripts.
- * Manage workflow.
- * Ensure stores and assets are well managed.
- * Control budget of the Supply Chain Management Division.

ENQUIRIES : Mr S.D. Ralile
Tel. No. (057) 9168000

REFERENCE : H/A/79

APPLICATIONS : The Chief Executive Officer
Bongani Regional Hospital
(**Attention: Mr S. Ralile**)
Private Bag X29
WELKOM
9460

POST 2 : **Senior Administrative Officer**

SALARY : R122 841.00 per annum

CENTRE : Bongani Regional Hospital, Welkom

REQUIREMENTS :

- * Grade 12 (or equivalent) Certificate.
- * Appropriate experience in Meditech and management/supervision.
- * Valid driver's license.
- * Computer literacy.

RECOMMENDATIONS : * Knowledge of PFMA and Treasury Regulations.

* Good communication skills.

DUTIES : * Ensure proper handling of cash.

- * Ensure proper implementation of UPFS.
- * Responsible for training and development of staff.
- * Download, study and interpret Meditech reports.
- * Supervision of staff.
- * Handle correspondence from lawyers acting on behalf of patients for RAF claims.
- * Maintain discipline.

ENQUIRIES : Mr S. Ralile
Tel. No. (057) 9168000

REFERENCE : H/A/80

APPLICATIONS : The Chief Executive Officer
Bongani Regional Hospital
(**Attention: Mr S. Ralile**)
Private Bag X29
WELKOM
9460

POST 3 : **Administrative Officer (Human Resource)**

SALARY : R98 916.00 per annum

CENTRE : Regional Laundry, Kroonstad

REQUIREMENTS :

- * An appropriate Bachelor's degree (or equivalent qualification)
- * PERSAL experience and formal training (proof to be attached to CV).
- * Appropriate experience as a personnel officer in a supervisory capacity (proof to be attached).

- * Proficiency in Microsoft Office programs, e.g. Word, Excel, PowerPoint (certificates to be attached).
- RECOMMENDATIONS** :
- * Ability to work independently and with accuracy.
 - * Code 8 driver's license.
 - * Knowledge and understanding of Labour Relations and disciplinary procedures and processes.
 - * Knowledge of Human Resources Practices, Public Services and Policy guidelines.
- DUTIES** :
- * Manage day to day function of the Human Resource Section.
 - * Maintain and promote sound staff relations.
 - * Maintain sound leave roster and ensure leave granted does not affect smooth running of services.
 - * Maintain and implement all relevant legislation and white papers in Human Resource Section.
 - * Coordinate departmental telephones and cell phone accounts as well as private calls.
 - * Manage the processing of service benefits, i.e. leave, Housing, long service recognition, state guarantee, pensions, etc.
 - * Training and development of staff in division.
 - * Rendering a support function to supervisory personnel including higher levels and assist with the daily operations of the units.
- ENQUIRIES** :
- Mrs S.M. Bruwer
Tel. No. (056) 2164902
- REFERENCE** :
- H/A/104

APPLICATIONS	:	The Senior Manager: Human Resource Management (Attention: Mr M.J. Mokgampanyane) P.O. Box 227 BLOEMFONTEIN 9300
POST 4	:	Administrative Officer
SALARY	:	R98 916.00 per annum
CENTRE	:	MUCPP, Bloemfontein
REQUIREMENTS	:	<ul style="list-style-type: none"> * An appropriate Bachelor's degree (or equivalent qualification) * Extensive experience in human resources and finance matters.
RECOMMENDATIONS	:	<ul style="list-style-type: none"> * Driver's license. * Knowledge and understanding of Labour Relations and disciplinary procedures and processes. * Knowledge of Human Resources Practices, Public Services and Policy guidelines. * Human Resources. * Knowledge of LOGIS/BAS/PERSAL, Office programs, e.g. Word, Excel, PowerPoint.
DUTIES	:	<ul style="list-style-type: none"> * Handle human resources management service to ensure an effective and efficient service. * Handling staff establishment and budget. * Handle salary payments in accordance with PFMA in order to ensure sound financial management in the institution.

- * Appropriate experience as a personnel officer in a supervisory capacity.
- * Managing human, financial and material resources to ensure customer satisfaction.
- * Implementing of quality assurance to ensure effective smooth running.

ENQUIRIES : Me B.L. Khalobe
Tel. No. (051) 4356430 / (051) 4343542

REFERENCE : H/A/81

APPLICATIONS : The District Manager
Motheo District
MUCPP
(Attention: Me P.M. Kalaote)
P.O. Box 441
BLOEMFONTEIN
9300

POST 5 : **Administrative Officer**

SALARY : R98 916.00 per annum

CENTRE : Bongani Regional Hospital, Welkom

REQUIREMENTS :

- * An appropriate Bachelor's degree (or equivalent qualification)
- * Appropriate experience in management / supervision.
- * A valid driver's license.

RECOMMENDATIONS : Good communication skills.

DUTIES :

- * Ensure that transport is used efficiently and effectively.
- * Manage security contract and services so as to get maximum value for money.

- * Manage mortuary services and liaise with funeral undertakers.
- * Manage porter services.
- * Handle quotations.

ENQUIRIES : Mr S. Ralile
Tel. No. (057) 9168000

REFERENCE : H/A/82

APPLICATIONS : The Chief Executive Officer
Bongani Regional Hospital
(**Attention: Mr S. Ralile**)
Private Bag X29
WELKOM
9460

POST 6 : **Administrative Officer**

SALARY : R98 916.00 per annum

CENTRE : Free State School of Nursing, Welkom

REQUIREMENTS :

- * An appropriate Bachelor's degree (or equivalent qualification)
- * Thorough knowledge of PERSAL system.
- * Thorough knowledge of LOGIS- and BAS systems.
- * Knowledge of Asset Management.
- * Minimum of relevant experience of the above-mentioned as well as of supervision.
- * Excellent communication skills.
- * Report writing, organizing and planning skills.
- * Computer literate (sound knowledge of Excel and MS Word programmes).

		* Valid code 08 driver's license.
RECOMMENDATIONS	:	<ul style="list-style-type: none"> * Ability to function in a multi-disciplinary team. * Relevant knowledge of the PFMA.
DUTIES	:	<ul style="list-style-type: none"> * Develop, manage and evaluate performance of administration personnel. * Efficient management and monitoring of resources. * Cost centre management of the Northern Campus.
ENQUIRIES	:	Me N.P. Msayi Tel. No. (057) 3966240/1
REFERENCE	:	H/A/83
APPLICATIONS	:	The Acting Dean Free State School of Nursing (Attention: Me N.P. Msayi) Private Bag X290 WELKOM 9460
POST 7	:	Principal Personnel Officer
SALARY	:	R98 916.00 per annum
CENTRE	:	Free State School of Nursing, Bloemfontein
REQUIREMENTS	:	<ul style="list-style-type: none"> * Grade 12 (or equivalent) Certificate. * Appropriate experience of human resources functions as well as supervision. * Sound knowledge of the PERSAL system and MS Word. * Good communication, planning and organizing skills.

- * Computer literate.
- * Good interpersonal relationships.
- * Conflict management- and problem solving skills.
- * Knowledge of South African Public Service Regulations and Policies.
- * Valid driver's license (Code 08).

RECOMMENDATIONS : Minute-taking skills.

DUTIES :

- * Supervision of personnel officers at Headquarters.
- * Administration of all human resources related functions.
- * Handling and managing of enquiries at Free State School of Nursing.
- * Approving of transactions on the PERSAL system.
- * Performance evaluation (according to the PDMS) of personnel officers.
- * Monitoring and updating of personnel templates and staff establishment.
- * Writing of weekly and monthly reports.
- * Acting as administration officer when necessary.

ENQUIRIES : L. Pretorius
Tel. No. (051) 4039774

REFERENCE : H/P/159

APPLICATIONS : The Registrar
Free State School of Nursing
(Attention: L. Pretorius)

Private Bag X20520
BLOEMFONTEIN
9300

POST 8	:	Chief Administration Clerk
SALARY	:	R98 916.00 per annum
CENTRE	:	Bongani Regional Hospital, Welkom
REQUIREMENTS	:	<ul style="list-style-type: none"> * Grade 12 (or equivalent) Certificate. * Computer literacy. * Appropriate experience.
RECOMMENDATIONS	:	Good communication skills.
DUTIES	:	<ul style="list-style-type: none"> * Render an efficient and effective administrative support service to the Chief Executive Officer. * Handle all travel, accommodation and other logistics for the Chief Executive Officer. * Provide secretarial services for management and hospital board meetings. * Draft minutes, letters, memos and prepare submissions. * Responsible for records management. * Manage typing and messenger services.
ENQUIRIES	:	Mr S. Ralile Tel. No. (057) 9168000
REFERENCE	:	H/A/84
APPLICATIONS	:	The Chief Executive Officer Bongani Regional Hospital (Attention: Mr S. Ralile) Private Bag X29

WELKOM
9460

POST 9	:	Chief Administration Clerk
SALARY	:	R98 916.00 per annum
CENTRE	:	Pelonomi Regional Hospital (HRD), Bloemfontein
REQUIREMENTS	:	<ul style="list-style-type: none"> * Grade 12 (or equivalent) Certificate. * Appropriate experience * Computer literate with a strong emphasis on MS Excel. * Experience in finance and accounting. * Knowledge of government transversal system (BAS, PERSAL and LOGIS) as well as controversial system (BAS, PERSAL and LOGIS). * Well conversant with PFMA, Treasury Regulations and Public Service Regulations. * Sound analytical skills with good communication skills, both written and verbal. * Knowledge of cost centre accounting. * Experience in Human Resource Management.
RECOMMENDATIONS	:	Experience in official filing system or registration functions used in governmental department will be preferable but not essential.
DUTIES	:	<ul style="list-style-type: none"> * To render an effective support function on procurement and expenditure for the cost centre.

- * Evaluate subordinates and maintain discipline.

ENQUIRIES : Mrs M.L. Nzume
Tel. No. (051) 4051527

REFERENCE : H/A/85

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

POST 10 : **Chief Administration Clerk**

SALARY : R98 916.00 per annum

CENTRE : Free State Psychiatric Complex, Bloemfontein

REQUIREMENTS : * Grade 12 (or equivalent) Certificate.

- * Computer literate (Word and Excel).

RECOMMENDATIONS : * Appropriate experience in Office Administration.

- * Experience on actual working with spreadsheets.

- * Background on Cost Centre.

DUTIES : * Render administrative support to the Head of Nursing and Assistant Manager: Nursing Admin. and Support regarding Cost Centres.

- * Render administrative support to the Nursing management in accelerating comprehensive Cost Centre management.

- * Ensure compassionate and quality service to Mental Health Care users and the public.

- * Effective management of material resources.
- * Arrange and take minutes of the meetings.
- * Render other tasks as delegated by the Manager and Assistant Manager: Nursing Admin. and Support.

ENQUIRIES : Me S. Rabe
Tel. No. (051) 4079392

REFERENCE : H/A/98

APPLICATIONS : The Chief Executive Officer / Director
Free State Psychiatric Complex
(Attention: Mr A. van Zyl)
Private Bag X20607
BLOEMFONTEIN
9300

POST 2 : **Chief Provisioning Administration Clerk**

SALARY : R98 916.00 per annum

CENTRE : Pelonomi Regional Hospital, Bloemfontein

REQUIREMENTS :

- * Grade 12 (or equivalent) Certificate.
- * Extensive knowledge of Meditech (preferable BAR).
- * Knowledge of BAS (Cash Receipts).

RECOMMENDATIONS :

- * Efficient in Word and Excel.
- * Grade 12 Accounting.
- * Knowledge of Electronic Data Interchange (EDI).
- * Successfully completed of BAS Cash Receipts.

		<ul style="list-style-type: none"> * Government Accounting.
DUTIES	:	<ul style="list-style-type: none"> * Confirmation of BAS receipts. * To make sure that personnel under him/her are equipped to deliver quality service. * To give in-service training to newly appointed personnel. * To draw up job description and work programme. * To make sure that new ways are identified how to increase revenue. * Supervise the head cashier. * Comply with Treasury Regulations. * To lay down necessary guidelines to subordinates in the functioning of Treasury Regulations. * Implement Internal Control Checklist at the cashier.
ENQUIRIES	:	Mr L.F. Kalane Tel. No. (051) 4051141
REFERENCE	:	H/P/181
APPLICATIONS	:	The Chief Executive Officer Pelonomi Regional Hospital (Attention: Mr S.I. Makhema) Private Bag X20581 BLOEMFONTEIN 9300
POST 11	:	Senior Personnel Officer Grade III
SALARY	:	R79 407.00 per annum

CENTRE	:	Human Resource Management Directorate: Service Conditions Sub-directorate: Corporate Office, Bloemfontein
REQUIREMENTS	:	<ul style="list-style-type: none"> * Grade 10 (or equivalent) Certificate. * Appropriate experience in Human Resource Management, Conditions of Service, specifically on Leave matters. * Good communication, planning, organizing and analytical skills. * Introductory PERSAL course passed. * Valid Code EB driver's license. * Willing to travel extensively. * Able to prepare and facilitate presentations and information sessions. * MS Excel, MS Word, MS PowerPoint competencies.
RECOMMENDATIONS	:	<ul style="list-style-type: none"> * Able to work independently and under pressure. * Report writing skills. * Report reading/analytical skills. * Be presentable and have presentation skills. * Senior (or equivalent) Certificate.
DUTIES	:	<ul style="list-style-type: none"> * To ensure that the relevant procedure manuals, policies, circulars are in place, adhered to and applied effectively and efficiently within all institutions in the Free State Department of Health. * Capacity building on management of absenteeism, management of leave, effective appliance of prescripts.

- * To provide a comprehensive statistical balance of all leave matters in the Free State Department of Health.
- * Reporting to Management on the monitoring, control and capacity building process.

ENQUIRIES : Mr J. van Wyk
Tel. No. (051) 4081204

REFERENCE : H/P/70

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

POST 21 : **Senior Administration Clerk Grade III**

SALARY : R79 407.00 per annum

CENTRE : Free State School of Nursing, Bloemfontein

REQUIREMENTS :

- * Grade 10 (or equivalent) Certificate.
- * Valid driver's license (Code 08).
- * Computer literate.
- * Good communication, planning and organizing skills.
- * Thorough knowledge of the PERSAL system and MS Word.
- * Appropriate experience.

RECOMMENDATIONS :

- * Report writing and minutes taking skills.
- * Completion of PERSAL Leave Course.

- DUTIES** : * Processing and handling of leave transactions.
- * Handling of injuries on duty.
- * Administration and processing of all human resources functions.
- * Handling of all human resources related enquiries.
- ENQUIRIES** : L. Pretorius
Tel. No. (051) 4039774
- REFERENCE** : H/A/105
- APPLICATIONS** : The Registrar
Free State School of Nursing
(**Attention: L. Pretorius**)
Private Bag X20520
BLOEMFONTEIN
9300

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