



FREE STATE PROVINCIAL GOVERNMENT VACANCY CIRCULAR 66/2007

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: 31/07/2007

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: 13 August 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 Specialist/ Senior Lecturer (Psychiatry)
SALARY	:	R369 000.00 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	:	Free State Psychiatric Complex: Department Psychiatry, 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, 1st Floor, Block A, West Wing

REQUIREMENTS	:	<ul style="list-style-type: none"> * Registration with the Health Professions Council of South Africa as a Specialist in Psychiatry. * A Post-graduate degree (M.Med, FC Psych. or equivalent degree) in Psychiatry.
RECOMMENDATIONS	:	Research and training experience is recommended.
DUTIES	:	<ul style="list-style-type: none"> * Service delivery according to departmental programs. * Supervision and training of post- and under-graduate students. * Conducting of and publication of academic research.
ENQUIRIES	:	Prof. P.J. Pretorius Tel. No. (051) 4079294
REFERENCE	:	H/S/60
APPLICATIONS	:	The Chief Executive Officer Free State Psychiatric Complex (Attention: Mr A. van Zyl) Private Bag X20607 BLOEMFONTEIN 9300
POST 2	:	Manager (Finance & Provisioning)
SALARY	:	R311 358.00 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	:	Pelononi Regional Hospital, Bloemfontein

REQUIREMENTS	:	<ul style="list-style-type: none"> * An appropriate Bachelors Degree (or equivalent qualification) * Experience in Management of Finance or Supply Chain Management. * Sound knowledge of computerized systems. * Sound knowledge of the PFMA.
RECOMMENDATIONS	:	<ul style="list-style-type: none"> * Experience of budgeting and expenditure in larger public hospitals (100 or more beds). * Experience with the LOGIS and BAS systems. * Appropriate Management experience.
DUTIES	:	<ul style="list-style-type: none"> * Manage the Finance, Budget and Supply Chain Divisions. * Financial and expenditure reporting and projections. * Do MTEF budget and budget allocations.
ENQUIRIES	:	Mr. M.P. Tsibolane Tel. No. (051) 4051936
REFERENCE	:	H/M/55
APPLICATIONS	:	The Chief Executive Officer Pelonomi Regional Hospital (Attention: Mr S.I. Makhema) Private Bag X20581 BLOEMFONTEIN 9300
POST 3	:	Senior Medical Officer (4 posts)
SALARY	:	R196 815.00 per annum plus scarce skills allowance equal to 15% of the annual salary notch

CENTRE	:	Boitumelo Regional Hospital, Kroonstad
REQUIREMENTS	:	Registration with the Health Professions Council of South Africa as Medical Practitioner.
RECOMMENDATIONS	:	Appropriate experience.
DUTIES	:	<ul style="list-style-type: none"> * Render clinical duties at Boitumelo Regional Hospital in OPD clinics, Casualty Department and to in-patients in the wards. * Assist in training of interns and community service doctors.
ENQUIRIES	:	Dr K.N. Hadzhi Tel. No. (056) 2165216
REFERENCE	:	H/M/56
APPLICATIONS	:	The Chief Executive Officer Boitumelo Regional Hospital (Attention: Mr K.J. Matli) Private Bag X47 KROONSTAD 9500
POST 4	:	Senior Medical Officer
SALARY	:	R196 815.00 per annum plus scarce skills allowance equal to 15% and rural allowance equal to 18% of the annual salary notch
CENTRE	:	Metsimaholo District Hospital Complex, Sasolburg
REQUIREMENTS	:	<ul style="list-style-type: none"> * MBChB. * Registration with the Health Professions Council of South Africa as Medical Practitioner. * Completed community service.

- * Knowledge of anaesthesia and surgery will be an advantage.
 - * Work overtime/after hours calls.
- RECOMMENDATIONS** :
- * Good written and verbal communication skills.
 - * Knowledge of anaesthesia and surgery.
 - * Ability to work in a multi-disciplinary team.
- DUTIES** :
- * Multi-disciplinary management of emergency and routine medical, surgical, obstetrics, ward paediatrics, orthopaedics and gynaecology patients.
 - * Render comprehensive Primary Health Care service.
 - * Theatre work including anaesthesia (basic, general and local).
 - * Work after hours on call at the hospital.
 - * Participate in clinical meetings and the training of staff.
 - * Participate in quality assurance programme.
 - * Support the executive team in the management of the section, department or institution.
- ENQUIRIES** :
- Dr K.B. Mbisha
Tel. No. (016) 9709446
- REFERENCE** :
- H/M/57
- APPLICATIONS** :
- The Chief Executive Officer
Metsimaholo District Hospital
(Attention: Me W.R. van Loggerenberg)
Private Bag X2017
SASOLBURG
1947

POST 5	:	Senior Medical Officer (ARV Clinic)
SALARY	:	R196 815.00 per annum plus scarce skills allowance equal to 15% and rural allowance equal to 18% of the annual salary notch
CENTRE	:	Metsimaholo District Hospital, Sasolburg
REQUIREMENTS	:	<ul style="list-style-type: none"> * MBChB. * Registration with the Health Professions Council of South Africa as Medical Practitioner. * Completed community service. * Appropriate experience. * Public Health experience especially in Primary Health Care will be an added advantage.
RECOMMENDATIONS	:	<ul style="list-style-type: none"> * Good written and verbal communication skills. * Ability to work in a multi-disciplinary team.
DUTIES	:	<ul style="list-style-type: none"> * Work as part of team in implementation of HIV/AIDS/TB/STD Comprehensive Care Programme at facility level. * Manage patients diagnosed with HIV/AIDS/ TB according to national and provincial clinical guidelines and according to stages and severity of their illness. * Manage patients with medical condition other than HIV/AIDS related illness. * Treat all medical, obstetrical, surgical and paediatric emergencies at the hospital. * Work with facility managers, professional nurses, pharmacist, social worker, nutritionist,

lay counsellors, administration clerks, data capturers – to establish standard operating level at Poly Clinic.

- * Work with the pharmacist to ensure an uninterrupted supply of drugs for the management of these conditions.
- * Provide in-service training to staff at Poly Clinic in particular and other staff members in the hospital in general.
- * Work after hour calls at the hospital and assist other departments when his/her own workload allows.

ENQUIRIES	:	Dr K.B. Mbisha Tel. No. (016) 9709446
REFERENCE	:	H/M/58
APPLICATIONS	:	The Chief Executive Officer Metsimaholo District Hospital (Attention: Me W.R. van Loggerenberg) Private Bag X2017 SASOLBURG 1947
POST 6	:	Chief Pharmacist
SALARY	:	R196 815.00 per annum plus scarce skills allowance equal to 15% of the annual salary notch
CENTRE	:	Pelonomi Regional Hospital, Bloemfontein
REQUIREMENTS	:	<ul style="list-style-type: none"> * Registration with the South African Pharmacy Council as a Pharmacist. * Appropriate post registration experience.
RECOMMENDATIONS	:	* Hospital experience.

- * Knowledge of procurement of medicines and other pharmaceuticals.
- * Supervision of pharmacists and non-professional personnel (Performance Management Development).
- * Knowledge of computerized dispensing and stock management systems.

DUTIES

- * Manage procurement, storage and distribution of medicines and other pharmaceuticals in the hospital.
- * Quality assurance and implementation of good pharmacy practice.
- * Developing and managing performance of personnel.
- * Managing and monitoring drug use in the hospital.
- * Help manage the pharmacy as cost centre.
- * Help compile monthly statistics and performance reports.

ENQUIRIES

: Mr G.J. Kgasane
Tel. No. (051) 4051310

REFERENCE

: H/P/260

APPLICATIONS

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

POST 7

: **Assistant Manager (Finance)**

SALARY

: R157 686.00 per annum

CENTRE	:	Pelonomi Regional Hospital, Bloemfontein
REQUIREMENTS	:	<ul style="list-style-type: none"> * An appropriate Bachelors Degree (or equivalent qualification) * Extensive experience in financial management. * Extensive appropriate experience in management and supervision of subordinates.
RECOMMENDATIONS	:	<ul style="list-style-type: none"> * Experience in Accounting and Auditing procedure. * Above-average knowledge of Microsoft Excel.
DUTIES	:	<ul style="list-style-type: none"> * Supervise the Financial Section including Budget Office, Revenue, Case Management, Admission, Recording and Expenditure. * Compile and monitor the institution's budget v/s expenditure. * Manage the compilation of the process. * Analyze expenditure patterns of the cost centres. * Compile monthly project report. * Compile monthly cash flow report. * Manage the Finance Cost Centre Budget. * Implement and monitor compliance in respect of Internal Control Checklist. * Training of Finance staff as well as cost centre admin. staff. * Ensure PFMA requirements are implemented. * Compile quarterly Risk Assessment Report.

* Costing of service at the cost centre level.

ENQUIRIES	:	Mr. M.P. Tsibolane Tel. No. (051) 4051936
REFERENCE	:	H/A/155
APPLICATIONS	:	The Chief Executive Officer Pelonomi Regional Hospital (Attention: Mr S.I. Makhema) Private Bag X20581 BLOEMFONTEIN 9300
POST 8	:	Assistant Manager (Dean)
SALARY	:	R146 685.00 per annum
CENTRE	:	Free State School of Nursing: Northern Campus
REQUIREMENTS	:	<ul style="list-style-type: none"> * Diploma in General, Community, Psychiatric Nursing. * Current registration with the South African Nursing Council as General Nurse. * B.Cur (Majors – Nursing Education and Management).
RECOMMENDATIONS	:	<ul style="list-style-type: none"> * Previous experience in Management. * Assessor's and Moderator's Courses.
DUTIES	:	<ul style="list-style-type: none"> * Identify personnel performance needs. * Manage departmental personnel.
ENQUIRIES	:	Ms N.P. Msayi Tel. No. (057) 3966240/1/2/3
REFERENCE	:	H/A/156
APPLICATIONS	:	The Dean

POST : Assistant Manager: Emergency Medical Services

Advertisements approved by:

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ACTING SENIOR MANAGER:
HUMAN RESOURCE MANAGEMENT

Date: