



TO ALL HEADS OF OFFICES AND
INSTITUTIONS OF THE DEPARTMENT
OF HEALTH IN THE FREE STATE

**HEALTH HUMAN RESOURCE MANAGEMENT CIRCULAR NO. OF 2007
CLOSING DATE: 27 AUGUST 2007**

ADVERTISEMENT OF POSTS

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. All applicants must fill in a Z83 form, include a detailed CV and certified copies of qualifications, ID and driver's license.

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** : **General Manager: Strategic Health Programs**
- 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.)
- CENTRE** : Corporate Office, Bloemfontein
- REQUIREMENTS** :
- * An appropriate recognized Bachelor's Degree (or equivalent qualification).
 - * Appropriate experience in Programs Management or Health Programs.



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

- RECOMMENDATIONS** : A post-graduate qualification in Health Related fields or General Management.
- DUTIES** :
- * Develop, monitor and evaluate strategies for the Chief Directorate to improve the services rendered to the Free State Community.
 - * Overseeing the management of the following four Directorates:

HIV and AIDS/STI & CDC, TB Management, Health Programs & Non Communicable Diseases, Partnerships
 - * Management of staff and finances allocated to the Chief Directorate including conditional grants.
 - * Establish and strengthen relationships with NGO's and Donor Funding partners.
- ENQUIRIES** : Me M. Khokho
Tel. No. (051) 4081785
- REFERENCE** : H/M/63
- APPLICATIONS** : The Manager:
Human Resources Provisioning
(**Attention: Mr M.J. Mokgampanyane**)
P.O. Box 227
BLOEMFONTEIN
9300
- POST 2** : **Senior Manager: Human Resource Management**
- 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	:	Corporate Office, Bloemfontein
REQUIREMENTS	:	<ul style="list-style-type: none"> * An appropriate recognized Bachelor's Degree (or equivalent qualification). * Appropriate experience in Human Resource Management.
CORE MANAGEMENT COMPETENCIES	:	Strategic capability and leadership, People management and empowerment, Change Management, Financial management, Problem solving and analysis.
DUTIES	:	<ul style="list-style-type: none"> * Human Resources Provisioning, namely management of staff establishment, recruitment, performance management and relocation and management of community health service. * Conditions of Service, namely management of leave, housing, termination of service, employee benefits, PERSAL Helpdesk, records management and support services for Human Resource Management Directorate. * Employment Relations, namely management and promotion of sound labour relations and PHSDSBC including effective and efficient handling of grievance and misconduct. * HR Advisory Services, namely giving strategic direction on all HRM issues, policy formulation and HR Planning for the Department. * Management of HRM personnel and finances.
ENQUIRIES	:	Me M.C.L. Mabitle Tel. No. (051) 4081226
REFERENCE	:	H/M/64

APPLICATIONS	:	The Manager: Human Resources Provisioning (Attention: Mr M.J. Mokgampanyane) P.O. Box 227 BLOEMFONTEIN 9300
POST 3	:	Senior Manager: Clinical Quality and Compliance
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	:	Corporate Office, Bloemfontein
REQUIREMENTS	:	<ul style="list-style-type: none"> * An appropriate recognized Bachelor's Degree (or equivalent qualification). * Appropriate experience in Health Management.
DUTIES	:	<ul style="list-style-type: none"> * Strategic management and leadership for the directorate and overseeing the management of the following sub-directorates: Standard Compliance, Service Marketing and Health Promotion, Pharmaceutical Services, Laboratory Services, Traditional Practices * Management of staff and finances allocated to the directorate. * Oversee all projects within the directorate.
ENQUIRIES	:	Dr V. Pienaar Tel. No. (051) 4081550
REFERENCE	:	H/M/65

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

Advertisements approved by:

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ACTING HEAD: HEALTH

Date: