

FREE STATE PROVINCE



FREE STATE PROVINCIAL GOVERNMENT VACANCY CIRCULAR 78/2007

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: 2007/08/13

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
CLOSING DATE: 3 SEPTEMBER 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.

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 Manager: Financial Planning**
- 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** : Directorate Financial Planning: Corporate Office, Bloemfontein
- REQUIREMENTS** :
- * Appropriate recognized tertiary qualification with a major in Accounting.
 - * Preference will be given to candidates with post-graduate qualifications in Accounting or Financial Management.

* Extensive appropriate experience in financial management.

* Extensive management experience.

RECOMMENDATIONS : Knowledge, implementation and maintenance of the PFMA, Treasury Regulations and financial systems.

DUTIES : *

- * Ensure sound financial management.
- * Handle external audit reports and PROPAC Resolutions.
- * Provide financial intelligence and analysis service, determine trends and make recommendations in this regard.
- * Support the development of the MTEF and monitor expenditure of the Department.
- * Management of Departmental Revenue.

ENQUIRIES : Mrs H.E. Malan
Tel. No. (051) 4081114

REFERENCE : H/M/59

APPLICATIONS : The Manager:
Human Resources Provisioning Sub-directorate
(**Attention: Mrs M. Blom**)
P.O. Box 227
BLOEMFONTEIN
9300

POST 2 : **Manager: Salaries & BAS Expenditure Management Interface**

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.)



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

Advertisements(9)\cir\26.07.2007cb\2



- CENTRE** : Salaries & BAS Expenditure Management:
Corporate Office, Bloemfontein
- REQUIREMENTS** : An appropriate Bachelors Degree (or
equivalent qualification) in Accounting.
- RECOMMENDATIONS** : Appropriate supervisory experience in a
Financial environment.
- DUTIES** :
- * Manage effective BAS Sundry payments and capturing of BAS document.
 - * Management of salary and deduction function.
 - * Management of Department of Health employees Income Tax and Pensions.
 - * Human Resource Management (Personnel and Finance).
 - * Provide training via ICAM regarding Tax, Pension, Payroll and Payments.
- ENQUIRIES** : Me H.E. Malan
Tel. No. (051) 4081122
- REFERENCE** : H/M/62
- APPLICATIONS** : The Acting Senior Manager:
Human Resource Management
(**Attention: Mrs M. Blom**)
P.O. Box 227
BLOEMFONTEIN
9300
- POST 3** : **Management Accountant**
- 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



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



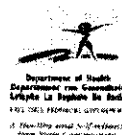
Ms S. Dowd, Human Resource Management Directorate, Recruitment and Staff Establishment, P.O. Box 227, Bloemfontein 9300
Tel. 051-4081163, Fax: 051-4081567, Bophelo House, Cor. Maitland Street and Harvey Road, 1st Floor, Block A, West Wing

and is structured according to the Government prescripts.)

CENTRE	:	Directorate Financial Planning: Corporate Office, Bloemfontein
REQUIREMENTS	:	<ul style="list-style-type: none"> * B-Com Degree or equivalent with Accounting as a major and Economics on at least 2nd year level. * Completed articles with an accredited accounting firm. * Ability to compile financial statements in line with GAAP/GRAP and applicable guidelines.
RECOMMENDATIONS	:	<ul style="list-style-type: none"> * Hons. in Accounting/CTA. * Financial management experience.
DUTIES	:	<ul style="list-style-type: none"> * Ensure implementation of PROPAC resolutions. * Manage the external audit communications and ensure finalization of answers to the Auditor-General. * Do cost-efficiency analysis and recommendations. * Ensure the annual revision of the financial delegations, financial directives and internal control checklist. * Support in compilation/evaluation of the annual financial statements.
ENQUIRIES	:	Mrs H.E. Malan Tel. No. (051) 4081114
REFERENCE	:	H/M/61
APPLICATIONS	:	The Acting Senior Manager: Human Resource Management (Attention: Mrs M. Blom) P.O. Box 227

BLOEMFONTEIN
9300

- POST 4** : **Principal Medical Officer**
- SALARY** : R 311358.00 (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 to 15% and rural allowance equal to 18% of the annual salary notch
- CENTRE** : Dr J.S. Moroka District Hospital, Thaba Nchu
- REQUIREMENTS** :
- * Registration with the Health Professions Council of South Africa as Medical Practitioner
 - * Appropriate experience as a Senior Medical Officer.
- RECOMMENDATIONS** :
- * Extensive experience in Hospital environment.
 - * Knowledge of relevant Acts and Protocols with regard to medical ethics.
- DUTIES** :
- * Provide comprehensive, preventive, curative, rehabilitative health care to community.
 - * Support Primary Health Care.
 - * Training and supervision of Medical Officers.
 - * Facilitate clinical service functions.
 - * Participate in Quality Improvement Programmes.
 - * Do calls after hours.
- ENQUIRIES** : Dr N.A. Rodriguez
Tel. No. (051) 8739878 / 8739847



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

REFERENCE	:	H/M/60
APPLICATIONS	:	The Chief Executive Officer Dr J.S. Moroka District Hospital (Attention: G.J. Molokoane) Private Bag X707 SELOSESHA 9783
POST 5	:	Senior Optometrist (3 posts)
SALARY	:	R196 815.00 per annum
CENTRE	:	Universitas Academic Hospital, Bloemfontein
REQUIREMENTS	:	<ul style="list-style-type: none"> * B. Optometry Degree. * Registration with the Health Professions Council of South Africa as an Optometrist. * Extensive Clinical experience.
RECOMMENDATIONS	:	<ul style="list-style-type: none"> * Post-graduate qualifications are recommended. * Teaching experience is an advantage.
DUTIES	:	<ul style="list-style-type: none"> * Consult, diagnose and manage optometry patients. * Participate and support the outreach clinics on a regular basis. * Manage inventory and purchases of optometric supplies within the set guidelines. * Maintain and manage equipment. * Prepare modules outlines, related study guides and offer lectures. * Provide clinical training to optometry students. * Participate in research.

ENQUIRIES	:	Prof. T.A. Rasengane Tel. No. (051) 4052534
REFERENCE	:	H/O/11
APPLICATIONS	:	The Chief Executive Officer Universitas Hospital (Attention: Prof. T.A. Rasengane) Private Bag X20660 BLOEMFONTEIN 9300
POST 6	:	Assistant Manager: Employment Relations
SALARY	:	R196 815.00 per annum
CENTRE	:	Human Resource Management Directorate: Employment Relations Sub-directorate: Corporate Office, Bloemfontein
REQUIREMENTS	:	<ul style="list-style-type: none"> * Recognized Bachelor's Degree (or equivalent qualification) in Humanities * Relevant management and extensive experience in Labour Relations. * Valid driver's license.
RECOMMENDATIONS	:	<ul style="list-style-type: none"> * Excellent communication skills (verbal and written). * Computer literate. * Outstanding interpersonal, supervision and people management skills. * Thorough financial management knowledge. * Conversant with Government procedures.
DUTIES	:	<ul style="list-style-type: none"> * Supervision of Employment Relations officers and operational affairs of the sub-directorate. * Obtain inputs for bargaining process through liaison with the manager.

- * Assist with the development of sound employment relations policies.
- * Represent the employer in dispute resolution hearings.
- * Conduct research.
- * Support, advise and train managers with regard to employment relations matters.

ENQUIRIES	:	Ms D.D.D. Malebo Tel. No. (051) 4081712
REFERENCE	:	H/A/191
CLOSING DATE	:	20 August 2007 (Only this post)
APPLICATIONS	:	The Acting Senior Manager Human Resource Management (Attention: Mr M.J. Mokgampanyane) P.O. Box 227 BLOEMFONTEIN 9300
POST 7	:	Assistant Manager: Patient Debt Management
SALARY	:	R157 686.00 per annum
CENTRE	:	Directorate Financial Planning: Corporate Office, Bloemfontein
REQUIREMENTS	:	<ul style="list-style-type: none"> * An appropriate Bachelor's Degree in Accounting (or equivalent qualification.) * Extensive appropriate experience in revenue management.
RECOMMENDATIONS	:	<ul style="list-style-type: none"> * Post graduate degree in Accounting. * Public sector experience with regard to debt management.

DUTIES

- * Extensive experience in Patient Debt systems.
- * Sound knowledge and implementation of the PFMA and Treasury Regulations.
- * Ensure effective and efficient patient debt management within the department.
- * Implementation of the PFMA in relation to patient debt management.
- * Development and revision of systems/policies to optimize revenue.
- * Ensure the annual adjustment and implementation of the Uniform Patient Fees Schedule (UPFS).
- * Monitor institutions' utilization of patient debt systems and make recommendations to improve effectiveness.
- * Handle all claims of the Department of Defense, Department of Justice and Road Accident Fund.
- * Evaluate, analyze and monitor current patient debt systems and to improve effectiveness.
- * Ensure annual revision and implementation of all other revenue related tariffs.
- * Evaluate, analyze and monitor current outstanding patient debt and make recommendation to improve revenue recovery.

ENQUIRIES

: Mr C. Swiegels
Tel. No. (051) 4081822

REFERENCE

: H/A/193

APPLICATIONS

: The Acting Senior Manager:
Human Resource Management
(Attention: Mr M.J. Mokgampanyane)

P.O. Box 227
BLOEMFONTEIN
9300

POST 8	:	Assistant Manager: Interfaces
SALARY	:	R157 686.00 per annum
CENTRE	:	Financial Accounting Directorate: Banking Services Sub-directorate: Corporate Office, Bloemfontein
REQUIREMENTS	:	<ul style="list-style-type: none"> * An appropriate Bachelor's degree (or equivalent qualification) with a major in Accounting. * Experience working with Assets and Liabilities Accounts.
RECOMMENDATIONS	:	<ul style="list-style-type: none"> * Ability to meet deadlines and work under pressure. * Knowledge of PFMA and Treasury Regulations.
DUTIES	:	<ul style="list-style-type: none"> * Implementation of PFMA and Treasury Regulations. * Cost Center Manager for Banking Services Sub-directorate. * Effective operation of Bank Interfaces Division. * Ensure correct allocation of exceptions. * Ensure progress in clearing of all Assets and Liabilities Accounts. * Handling Human Resources functions. * Develop new systems to enhance the effectiveness of the Interfaces operations.
ENQUIRIES	:	Mr N.N. Sibeko Tel. No. (051) 4081287

REFERENCE	:	H/A/194
APPLICATIONS	:	The Acting Senior Manager: Human Resource Management (Attention: Mr M.J. Mokgampanyane) P.O. Box 227 BLOEMFONTEIN 9300
POST 9	:	Principal Pharmacist
SALARY	:	R157 686.00 per annum
CENTRE	:	Phekolong District Hospital, Bethlehem
REQUIREMENTS	:	Registration with the South African Pharmacy Council as a Pharmacist.
RECOMMENDATIONS	:	<ul style="list-style-type: none"> * Appropriate experience. * Valid driver's license. * Register as a tutor.
DUTIES	:	<ul style="list-style-type: none"> * Ensure availability of medicine at hospital and clinics (clinic visits). * Dispense medicine and provide information to patients. * Train Pharmacist Assistants. * Participate in Quality Assurance Programmes. * Provide in-service training.
ENQUIRIES	:	Me C. Luwes Tel. No. (058) 3035123 x 219
REFERENCE	:	H/P/271
APPLICATIONS	:	The Chief Executive Officer Phekolong District Hospital (Attention: Me C.H. Kala)

Private Bag X1
BETHLEHEM
9700

POST 10	:	Principal Pharmacist
SALARY	:	R157 686.00 per annum
CENTRE	:	Phekolong/Nketoana District Hospital Complex (Stationed at Nketoana Hospital, Reitz)
REQUIREMENTS	:	Registration with the South African Pharmacy Council as a Pharmacist.
RECOMMENDATIONS	:	<ul style="list-style-type: none"> * Appropriate experience. * Valid driver's license. * Register as a tutor.
DUTIES	:	<ul style="list-style-type: none"> * Ensure availability of medicine at hospital and clinics. * Dispense medicine and provide information to patients. * Train Pharmacist Assistants. * Participate in Quality Assurance Programmes. * Supervise work of subordinates. * Provide in-service training to hospital and pharmacy personnel. * Perform other related tasks as delegated.
ENQUIRIES	:	Me C. Luwes Tel. No. (058) 3035123 x 219
REFERENCE	:	H/P/272
APPLICATIONS	:	The Chief Executive Officer Phekolong District Hospital (Attention: Me C.H. Kala)

Private Bag X1
BETHLEHEM
9700

POST 11	:	Head: Administration & Support
SALARY	:	R157 686.00 per annum
CENTRE	:	Metsimaholo/Parys District Hospital Complex, Sasolburg
REQUIREMENTS	:	<ul style="list-style-type: none"> * Equivalent qualification. * Appropriate experience in Procurement and Contract Administration. * Computer literacy. * Good communication skills. * Knowledge of PFMA and Human Resource Management.
RECOMMENDATIONS	:	Practical knowledge in Human Resource and PERSAL, LOGIS and BAS.
DUTIES	:	<ul style="list-style-type: none"> * Strategic leadership in Administration and Support for two hospitals. * Management and supervision of Supply Chain Management and Human Resources. * Ensure maintenance of building and other state properties. * Financial Management and ensure functioning of cost centers.
ENQUIRIES	:	Mr F.C. Moloi Tel. No. (016) 9709467
REFERENCE	:	H/H/24
APPLICATIONS	:	The Chief Executive Officer Metsimaholo District Hospital (Attention: Mr N.E. Bose)

Private Bag X2017
SASOLBURG
1947

Advertisements approved by:

.....
ACTING SENIOR MANAGER:
HUMAN RESOURCE MANAGEMENT

Date: