



FREE STATE PROVINCIAL GOVERNMENT VACANCY CIRCULAR 07/2007

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:.....12/02/2007.....

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 2006
UNLESS STATED OTHERWISE CLOSING DATE: 5 March 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** : **Coordinator Clinical Associate Programme/
Family Practitioner**
- 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 plus scarce skills allowance equal to 15% of the annual salary notch.
- CENTRE** : National Department of Health/Free State
Department of Health/Department Family
Medicine, University Free State
- REQUIREMENTS** : * Basic Degree MBChB (or equivalent) and
MFamMed (or equivalent).



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

- * Registration with the Health Professions Council of South Africa as Medical Practitioner.
- * Have a valid driver's license.
- * Willingness to travel.

RECOMMENDATIONS :

- * Primary Care and/or District experience.
- * Experience in project management.
- * Tertiary teaching experience.
- * Willingness to participate in the service training programme of the Department of Family Medicine and participate in clinical activities.
- * Experience in curriculum development.

CORE COMPETENCIES :

- * Communication- and interpersonal skills.
- * Commitment to change, innovation and creativity.
- * Knowledge of learning programmes and writing skills.
- * Professional competence, leaderships and decision-making skills.
- * Commitment to quality.
- * Professional competence.
- * Problem solving and conflict management.

DUTIES :

- * Finalization of a detailed curriculum and course content for the proposed Bachelor of Clinical Medical Practice degree, with learning objectives linked to inputs and methods, and consultation with academic and service delivery stakeholders.

- * Support of the Faculty of Health Sciences and the Academic Planning Office to develop the appropriate submissions for regulatory authorities (DOE, HEQC, SAQA, HPCSA).
- * Development of learning material for the programme.
- * Operational planning for the Clinical Associate Programme, including:
 - Development of the business plan and detailed budget for the University and Free State Department of Health.
 - Regular supervisory visits to designated training sites in the province which will provide potential training platforms and creation of detailed plans for the development of these sites.
- * Liaison with the Free State Department of Health regarding the implementation of the Clinical Associate Programme.
- * Consultation with and coordination between faculty and university structures and elements involved in developing the programme, including facilitation of meetings, preparation of background material, presentations and reports.
- * Planning for and assisting in the delivery of the programme.
- * Willingness to participate in the in-service training programme of the Department of Family Medicine and participate in clinical activities and service rendering.
- * Under-graduate and post-graduate teaching and training of medical students, medical practitioners and nursing and allied health professionals.

ENQUIRIES

: Prof. E.A.M. Prinsloo

Tel. No. (051) 4013307

REFERENCE : H/F/03

APPLICATIONS : The Head:
Department Family Medicine
Internal Box G19
University of the Free State
P.O. Box 339
BLOEMFONTEIN
9300

The Department of Health reserve the right not to fill the post.

POST 2 : **Principal Specialist: Anaesthesiology
(2 posts)**

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 plus scarce skills allowance equal to 15% of the annual salary notch.

CENTRE : Universitas Hospital, Bloemfontein

REQUIREMENTS :

- * M.Med (Anaesthesiology) Degree.
- * FCA (SA) (or equivalent).
- * Unlimited registration with the Health Professions Council of South Africa.
- * Experience in Obstetric Anaesthesia.

RECOMMENDATIONS :

- * ACLS, ATLS, APLS.
- * Relevant experience.
- * Appropriate management qualifications.
- * Obstetric Anaesthesia qualifications.

DUTIES	:	<ul style="list-style-type: none"> * Administration, supervision, and teaching of anaesthesia (including pre-operative evaluation and preparation and post-operative care, acute and chronic pain relief, critical care), relevant research and significant administrative duties. * The work consists of service delivery with a component of administration, as well as teaching and research to develop the speciality. * Manage obstetric anaesthesia services at the Academic Health Complex within the available resources. * The candidate will also be involved in other anaesthetic services.
ENQUIRIES	:	<p>Prof. J. Diedericks Tel. No. (051) 4053307</p>
REFERENCE	:	H/S/7
APPLICATIONS	:	<p>The Chief Executive Officer Universitas Hospital (Attention: Prof. J. Diedericks) Private Bag X20660 BLOEMFONTEIN 9300</p>
POST 3	:	Senior Specialist: Obstetrics & Gynaecology
SALARY	:	<p>R343 257.00 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 equal to 15% and rural allowance equal to 22% of the annual salary notch.</p>

CENTRE	:	Dihlabeng Regional Hospital, Bethlehem
REQUIREMENTS	:	Registration with the Health Professions Council of South Africa as Specialist.
RECOMMENDATIONS	:	Extensive appropriate experience.
DUTIES	:	<ul style="list-style-type: none"> * Provision of medical care to in- and out-patients (Obstetrics and Gynaecology). * Take part in the outreach programme of the Department of Obstetrics and Gynaecology. * Take part in under-graduate and post-graduate training.
ENQUIRIES	:	Dr M.J. de Beer Tel. No. (058) 3035331
REFERENCE	:	H/S/1
APPLICATIONS	:	The Chief Executive Officer Dihlabeng Regional Hospital (Attention: Me T. Harris) Private Bag X3 BETHLEHEM 9700
POST 4	:	Principal Medical Officer
SALARY	:	R289 635.00 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 equal to 15% and rural allowance equal to 18% of the annual salary notch.
CENTRE	:	Fezile Dabi Health District: Zamdela Community Health Centre

REQUIREMENTS	:	Registration with the Health Professions Council of South Africa as a Medical Practitioner
DUTIES	:	Render comprehensive clinical services at a Community Health Centre/Clinic.
ENQUIRIES	:	Dr M.S. Baloyi Tel. No. (016) 9709304
REFERENCE	:	H/M/1
APPLICATIONS	:	The District Manager Fezile Dabi Health District (Attention: Ms A. Brits) Private Bag X2005 SASOLBURG 1947
POST 5	:	Manager: Pharmaceutical Services
SALARY	:	R289 635.00 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 equal to 15% of the annual salary notch.
CENTRE	:	Universitas Academic Hospital, Bloemfontein
REQUIREMENTS	:	<ul style="list-style-type: none"> * Registration with the South African Pharmacy Council as a Pharmacist. * Appropriate experience. * Managerial skills.
RECOMMENDATIONS	:	<ul style="list-style-type: none"> * Hospital experience. * Knowledge of procurement of medicine, stock control. * Knowledge of PDMS.

		<ul style="list-style-type: none"> * Computer literate.
DUTIES	:	<ul style="list-style-type: none"> * Overall management of the Pharmacy. * Manage procurement, storage and distribution of medicine in hospital. * Quality assurance and implementation of GPP and GMP. * Developing and managing performance of personnel. * Cost centres, statistics and reports and performance reports.
ENQUIRIES	:	Me T.P. Oosthuizen Tel. No. (051) 4053467
REFERENCE	:	H/M/2
APPLICATIONS	:	The Chief Executive Officer Universitas Academic Hospital (Attention: Me T.P. Oosthuizen) Private Bag X20660 BLOEMFONTEIN 9300
POST 6	:	Manager: Pharmaceutical Services
SALARY	:	R289 635.00 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 equal to 15% of the annual salary notch.
CENTRE	:	Fezile Dabi District Health Office, Sasolburg
REQUIREMENTS	:	<ul style="list-style-type: none"> * An appropriate four year B. Pharm Degree with 1 year of internship qualifications.

- * Registration with the South African Pharmacy Council as Pharmacist.

RECOMMENDATIONS : Extensive, appropriate experience.

- DUTIES** :
- * The effective and efficient management of resources.
 - * Management of medical stock supply for Mophaka, Ngwathe, Mafube and Metsimaholo Local Areas.
 - * Management and empowerment of personnel that procure, handle and utilize medical stock.
 - * The implementation of relevant Department of Health policies/regulations in line with the Primary Health Care System.
 - * The co-operation with Primary Health Care Services (Programmes).

ENQUIRIES : Mr S.O. Modiko
Tel. No. (016) 9709371

REFERENCE : H/M/3

APPLICATIONS : The District Manager
Fezile Dabi Health District
(**Attention: Ms A. Brits**)
Private Bag X2005
SASOLBURG
1947

POST 7 : **Chief Pharmacist**

SALARY : R183 084.00 per annum plus scarce skills allowance equal to 15% of the annual salary notch.

CENTRE : Pelonomi Regional Hospital, Bloemfontein

REQUIREMENTS : * B. Pharm Degree.

		<ul style="list-style-type: none"> * Registration with the South African Pharmacy Council as Pharmacist. * Appropriate experience as a registered Pharmacist.
RECOMMENDATIONS	:	<ul style="list-style-type: none"> * Public Hospital Pharmacy experience. * Pharmacy management experience. * Knowledge of dispensing and stock management systems.
DUTIES	:	<ul style="list-style-type: none"> * Dispensing, supervision of personnel and Quality Assurance. * Stock management in the Dispensary. * Implement good Pharmacy practice and ensure compliance to Pharmacy rules and regulations. * Develop and implement policies in Pharmacy.
ENQUIRIES	:	Mr G.J. Kgasane Tel. No. (051) 4051309
REFERENCE	:	H/P/1
APPLICATIONS	:	The Chief Executive Officer Pelonomi Regional Hospital (Attention: Mr S.I. Makhema) Private Bag X20581 BLOEMFONTEIN 9300
POST 8	:	Senior Medical Officer
SALARY	:	R183 084.00 per annum plus scarce skills allowance equal to 15% and rural allowance equal to 18% of the annual salary notch.
CENTRE	:	Katleho/Winburg District Hospital Complex

REQUIREMENTS	:	Registration with the Health Professions Council of South Africa as Medical Practitioner.
RECOMMENDATIONS	:	Appropriate experience.
DUTIES	:	<ul style="list-style-type: none"> * Rendering of medical care to patients. * Participation in after-hour duties. * Assist with the training of the subordinates in the unit.
ENQUIRIES	:	Dr S.P.I. Lobo Tel. No. (057) 2213372
REFERENCE	:	H /M/4
APPLICATIONS	:	The Chief Executive Officer Katleho/Winburg District Hospital Complex (Attention: Mr R.S. Khoali) Private Bag X4 VIRGINIA 9430
POST 9	:	Senior Medical Officer (Obstetrics and Gynaecology) (2 posts)
SALARY	:	R183 084.00 per annum plus scarce skills allowance equal to 15% of the annual salary notch.
CENTRE	:	Pelonomi Regional Hospital, Bloemfontein
REQUIREMENTS	:	Registration with the Health Professions Council of South Africa as Medical Practitioner.
DUTIES	:	<ul style="list-style-type: none"> * Clinical service delivery including out-patients, in-patients and surgery in the Department of Obstetrics and Gynaecology. * Work in hospital in the academic complex.
ENQUIRIES	:	Dr M.G. Schoon

Tel. No. (051) 4051936/7

REFERENCE	:	H/M/5
APPLICATIONS	:	The Chief Executive Officer Pelonomi Regional Hospital (Attention: Mr S.I. Makhema) Private Bag X20581 BLOEMFONTEIN 9300
POST 10	:	Senior Medical Officer
SALARY	:	R183 084.00 per annum plus scarce skills allowance equal to 15% of the annual salary notch.
CENTRE	:	Parys District Hospital
REQUIREMENTS	:	* Registration with the Health Professions Council of South Africa as Medical Practitioner for 2006.
RECOMMENDATIONS	:	* Ability to work under pressure. * Ability to implement and manage change. * Confidentiality.
DUTIES	:	Responsible for the overall administration of the Nursing Department by exercising control over: - * Attend to the call list. * Anaesthesia and operations. * Perform duties related to Maternity, Casualty, Ward I, Theatre and Clinics. * Renders an essential health service to the community.
ENQUIRIES	:	Dr R.K.B. Mbisha Tel. No. (016) 9709446

REFERENCE	:	H/M/7
APPLICATIONS	:	The Chief Executive Officer Parys District Hospital (Attention: Me M.M. Van der Walt) Private Bag X5 PARYS 9585
POST 11	:	Principal Pharmacist (2 posts)
SALARY	:	R146 685.00 per annum plus scarce skills allowance equal to 15% of the annual salary notch.
CENTRE	:	National District Hospital, Bloemfontein
REQUIREMENTS	:	<ul style="list-style-type: none"> * B.Pharm Degree. * Registration with the South African Pharmacy Council as a Pharmacist.
RECOMMENDATIONS	:	Experience in the Public Hospital pharmacy.
DUTIES	:	<ul style="list-style-type: none"> * Assist in the management of the pharmaceutical services in line with National and Provincial directives. * Drug supply management within the institution. * Ensure quality of medicine according to standard and norms (GPP). * Promote patient health care in monitoring of treatment of the patient as well as medicine usage by the patient. * Provide services after hours. * Training and evaluation of pharmacist assistants.

ENQUIRIES	:	M.P. Kgaphola Tel. No. (051) 4039628/9708
REFERENCE	:	H/P/21
APPLICATIONS	:	The Chief Executive Officer National District Hospital (Attention: M.P. Kgaphola) Private Bag X20598 BLOEMFONTEIN 9300
POST 12	:	Principal Pharmacist
SALARY	:	R146 685.00 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"> * B. Pharm Degree. * Registration with the South African Pharmacy Council as Pharmacist. * Community service completed.
RECOMMENDATIONS	:	Appropriate experience in Hospital Pharmacy.
DUTIES	:	<ul style="list-style-type: none"> * Dispensing (providing), after-hours and week-end services. * Supervision of staff. * Implement good Pharmacy practice. * Monitor and control usage of medicines.
ENQUIRIES	:	Mr G.J. Kgasane Tel. No. (051) 4051309
REFERENCE	:	H/P/2
APPLICATIONS	:	The Chief Executive Officer

Pelonomi Regional Hospital
(Attention: Mr S.I. Makhema)
 Private Bag X20581
 BLOEMFONTEIN
 9300

POST 13	:	Senior Clinical Psychologist
SALARY	:	R146 685.00 per annum plus scarce skills allowance equal to 10% of the annual salary notch.
CENTRE	:	Free State Psychiatric Complex, Bloemfontein
REQUIREMENTS	:	<ul style="list-style-type: none"> * Current registration with the Health Professions Council of South Africa as a Clinical Psychologist. * Master's degree in Clinical Psychology.
RECOMMENDATIONS	:	<ul style="list-style-type: none"> * Experience in the application of community service/outreach programme. * Experience of providing mental health care in a multi-professional setting. * Experience in Child Psychology.
DUTIES	:	<ul style="list-style-type: none"> * To provide a comprehensive psychological service at the Child Mental Health Care Centre. * To train medical students and intern psychologists to serve the needs of the community. * Responsible for research applicable to mental health services. * To take part in the outreach program for children and adolescents.
ENQUIRIES	:	Prof. F.J.W. Calitz Tel. No. (051) 4079382

REFERENCE	:	H/C/1
APPLICATIONS	:	The Chief Executive Officer Free State Psychiatric Complex (Attention: Prof. F.J.W. Calitz) Private Bag X20607 BLOEMFONTEIN 9300
POST 14	:	Assistant Manager
SALARY	:	R146 685.00 per annum
CENTRE	:	Pelonomi Regional Hospital, Bloemfontein
REQUIREMENTS	:	<ul style="list-style-type: none"> * Chief Professional Nurse with management experience. * Registered with the South African Nursing Council as General Nurse. * Diploma in Theatre Nursing Science/ extensive appropriate experience in theatre.
RECOMMENDATIONS	:	Degree/Diploma in Health Care Management or equivalent.
DUTIES	:	<ul style="list-style-type: none"> * Promote efficient and effective cost centre management. * Monitor and manage risks. * Develop personnel. * Solve problems and manage conflicts. * Monitor and enhance total quality patient care. * Manage finance and information.
ENQUIRIES	:	N.V. Mokhele Tel. No. (051) 4051930/1931

REFERENCE	:	H/A/34
APPLICATIONS	:	The Chief Executive Officer Pelonomi Regional Hospital (Attention: Mr S. Makhema) Private Bag X20581 BLOEMFONTEIN 9300
POST 1	:	Assistant Manager: PERSAL Controller
SALARY	:	R146 685.00 per annum
CENTRE	:	Directorate Financial Accounting, Bloemfontein
REQUIREMENTS	:	<ul style="list-style-type: none"> * An appropriate Bachelors Degree (or equivalent qualification) in Accounting. * Extensive appropriate experience in PERSAL.
RECOMMENDATIONS	:	Public Sector experience with regard to PERSAL.
DUTIES	:	<ul style="list-style-type: none"> * Salary controller of the Department. * Reconciliation of PERSAL and BAS on a monthly basis. * Inputs for the financial statements with regard to personnel expenditure. * Controlling the matrix in the Department. * Control over the exception reports that is received weekly from P PERSAL. * Cost Centre manager for the division.
ENQUIRIES	:	Ms P.C. Piek Tel. No. (051) 4081507
REFERENCE	:	H/A/36

CLOSING DATE : 19 February 2007 (only this post)

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

Advertisements approved by:

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ACTING SENIOR MANAGER:
HUMAN RESOURCE MANAGEMENT

Date: