




FREE STATE PROVINCIAL GOVERNMENT VACANCY CIRCULAR 97/2007

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.

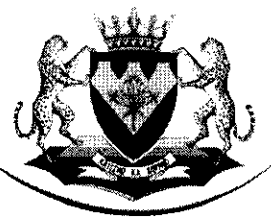
Please take note that all enquiries with regard to the circular should be made to the official as indicated in the circular and not to the Human Resource Advice, Co-ordination, and Management Directorate: Department of the Premier.


DEPARTMENT OF THE PREMIER
DATE: 2007/10/15

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. 103 OF 2007
CLOSING DATE: 23 OCTOBER 2007

ADVERTISEMENT OF POSTS

- POST 1** : **Assistant Manager: Recruitment and Staff Establishment Section**
Ref. No.: H/A/246
- SALARY** : R157 686.00 per annum
- CENTRE** : Human Resource Provisioning Sub-directorate:
Corporate Office, Bloemfontein
- REQUIREMENTS** :
- * Bachelor Degree (or equivalent qualification).
 - * Extensive appropriate experience in management and supervision of subordinates.
- RECOMMENDATIONS** :
- * Knowledge of Human Resources prescripts and PFMA.
 - * Able to do research.
 - * Presentation skills.
 - * Computer literate and knowledge of PERSAL System.
- DUTIES** :
- * Assist in the promotion of effective human resources management, through the continuous execution of administrative functions such as appointments, transfers, promotions, probation, performance rewards and staff establishment.



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

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- * Assist in the processing of prescriptive, intensive and problematic human resources matters, to ensure the effective and efficient utilization of all resources as well as a sound labour climate.
- * Conduct the updating of all information systems, administratively and electronically (including PERSAL) to ensure a correct, maintained information and record system.
- * Liaise, guide and address all enquiries of institutions, directorates, districts regularly to ensure the controlling and co-ordination of human resources within the legislative framework, human resources plan, organizational structure and any other relevant directive.
- * Ensure the effective implementation of performance management to optimize individual excellence and achievement in order to contribute to the achievement of the sub-directorate's goals and improve service delivery.
- * Assist in the formulation of departmental policies, directives, circulars and where applicable more effective management methods to enhance service delivery within the relevant legislative framework.
- * To provide assistance and support to the Manager on financial and strategic issues, on a regular basis, to ensure the achievement of the sub-directorate's strategic and organizational objectives within the relevant budget.

ENQUIRIES

: Mrs C.M.J. Blom
Tel. No. (051) 4081161/2

APPLICATIONS	:	The Manager: Human Resources Provisioning Sub-directorate (Attention: Mrs C.M.J. Blom) P.O. Box 227 BLOEMFONTEIN 9300
POST 2	:	Assistant Manager: Community Services and Support Division Ref. No.: H/A/245
SALARY	:	R157 686.00 per annum
CENTRE	:	Human Resources Provisioning Sub-directorate: Corporate Office, Bloemfontein
REQUIREMENTS	:	<ul style="list-style-type: none"> * Bachelor degree (or equivalent qualifications). * Extensive appropriate experience in management and supervision of subordinates.
RECOMMENDATIONS	:	<ul style="list-style-type: none"> * Knowledge of Human Resources prescripts and PFMA. * Able to do research. * Presentation skills. * Computer literate and knowledge of PERSAL System. * Knowledge of Community Service would be desirable.
DUTIES	:	<ul style="list-style-type: none"> * To maintain and update the following databases: Cognos, HR Information system, Foreigners database, Registrars database, Hospital Board members, Joint Staff Establishment and Community Services Health Professionals database for example: gathering of information on these databases and making the necessary changes.

- * To render continuous support to Community Health Service Professionals by means of providing the orientation to them, and also marketing the Department of Health to the prospective Community Health Professionals by means of implementing marketing strategy.
- * To render a support service to the sub-directorate for managing all Supply Chain Management services by ordering, purchasing of equipments, uniforms and stationery.
- * To render a monitoring function for the sub-directorate by seeing to it that all the decentralized functions are done accordingly in terms of the relevant prescripts, for example checking of Human Resources Reports, marketing the sub-directorate.
- * Provide reports and accurate statistics by analyzing monthly reports, PERSAL reports and exception reports in order to report on the number of transfers, relocations, translations, appointments, translations in rank and the number of personal notches.
- * Assist in the formulation of departmental policies, directives, circulars and where applicable, more effective management methods to enhance service delivery within the legislative framework.
- * To manage the budget of the Community Service Health Professions e.g. compile their budget and also purchasing their uniforms.

ENQUIRIES

: Mrs C.M.J. Blom
Tel. No. (051) 4081161/2

APPLICATIONS	:	The Manager: Human Resources Provisioning Sub-directorate (Attention: Mrs C.M.J. Blom) P.O. Box 227 BLOEMFONTEIN 9300
POST 3	:	Principal Personnel Officer: Community Service & Support Division Ref. No.: H/P/379
SALARY	:	R106 335.00 per annum
CENTRE	:	Human Resource Management Directorate: Human Resources Provisioning Sub-directorate: Corporate Office, Bloemfontein
REQUIREMENTS	:	<ul style="list-style-type: none"> * Senior (or equivalent) Certificate. * Knowledge of PERSAL.
RECOMMENDATIONS	:	<ul style="list-style-type: none"> * Computer literacy. * Problem solving abilities. * Good communication skills. * Evaluation and training of subordinates. * Provide statistics to Management.
DUTIES	:	<ul style="list-style-type: none"> * Assist in the continuous development and maintenance of the relevant data to ensure the effective and efficient management of Human Resources through correct and available information. * Assist to liaise, guide and address all Human Resource matters to ensure the controlling and coordinating of Community Services within the relevant legislative framework.

- * Assist in the continuous rendering of an optimal administrative, supply chain management and support function to ensure the effective and efficient functioning of the Human Resources Provisioning Sub-directorate.
- * Assisting in the providing of quality monitoring, evaluation, controlling and reporting of relevant Human Resources Provisioning matters.
- * Effective and efficient supervision and handling of personnel related information and documentation within Human Resources Provisioning Sub-directorate to ensure the providing of timeous feedback and record keeping of inquiries, reports and submissions.

ENQUIRIES : Mrs C.M.J. Blom
Tel. No. (051) 4081161/2

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

Advertisements approved by:

MR M LEKGELA

ACTING SENIOR MANAGER: HUMAN RESOURCE MANAGEMENT

Date: 5 OCTOBER 2007
