



the premier

Department of
the Premier
FREE STATE PROVINCE


FREE STATE PROVINCIAL GOVERNMENT VACANCY CIRCULAR 53/2008

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 not to the Human Resource Advice, Co-ordination and Management Directorate: Department of the Premier.


DEPARTMENT OF THE PREMIER

DATE: 2008/06/17

Human Resource Advice, Co-ordination and Management Directorate

P.O. Box 517, Bloemfoteir, 9301

Lebohang Building, Ground Floor, Cnr St Andrews and Markgraaf Streets, Bloemfotein

Tel: (051) 405 4370 Fax: (051) 405 4707

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health

Department of
Health
FREE STATE PROVINCE

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

HEALTH HUMAN RESOURCE MANAGEMENT CIRCULAR NO. OF 2008
CLOSING DATE: 18 JULY 2008

ADVERTISEMENT OF POSTS

POST 1 : **Coordinator Clinical Associate Programme/Family Practitioner**
Ref. No.: H/F/03

SALARY : R540 429.00 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 : Department of Family Medicine: University of the Free State, Bloemfontein

REQUIREMENTS : *

- * Basic degree MBChB (or equivalent) and M.Fam.Med (or equivalent).
- * 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.

Ms S. Dowd, Human Resource Management Directorate, Recruitment and Staff Establishment, P.O. Box 227, Bloemfontein 9300, Tel. 051-4081193, Fax: 051-4081980, Bophelo House, Cor. Maitland Street and Harvey Road, 1st Floor, Block A, West Wing -

- * 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, leadership 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 co-ordination 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.

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| ENQUIRIES | : | Prof. E.A.M. Prinsloo Tel. No. (051) 4013307 |
| APPLICATIONS | : | The Head: Department Family Medicine Internal Box G19 University of the Free State P.O. Box 339 BLOEMFONTEIN 9300 |
| POST 2 | : | Manager: Communicable Disease Control Ref. No.: H/M/53 |
| 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 | : | HIV & AIDS & CDC Directorate: Corporate Office, Bloemfontein |
| REQUIREMENTS | : | <ul style="list-style-type: none"> * A recognized degree in Health Sciences. * 5 Years Managerial experience. * Knowledge and experience in management and control of communicable diseases. * Experience in management of disease outbreaks. * Ability to write reports and develop work plans. * Strong leadership and interpersonal skills. * Code 8 driver's license. |
| RECOMMENDATIONS | : | A qualification in Public Health will be an added advantage. |
| DUTIES | : | <ul style="list-style-type: none"> * Develop and support implementation of CDC policies and guidelines on priority diseases. * Monitor and evaluate implementation of policies and guidelines in the province. |

- * Provide assistance and guidance on strategic issues in relation to coordination of the CDC program.
- * Facilitate training of the districts to provide support for improved implementation of the program.
- * Collaborate with relevant stakeholders to ensure control of communicable diseases.
- * Ensure effective and efficient management of finance.

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| ENQUIRIES | : | Me P.C. Shai-Mhatu Tel. No. (051) 4081413 / 1123 |
| APPLICATIONS | : | The Senior Manager: Human Resource Management (Attention: Mr M.J. Mokgampanyane) P.O. Box 227 BLOEMFONTEIN 9300 |
| POST 3 | : | Senior Medical Officer (2 posts) Ref. No.: H/M/52 |
| SALARY | : | R196 815.00 per annum plus scarce skills allowance equal to 15% of the annual salary notch and rural allowance equal to 12% of the annual salary notch |
| CENTRE | : | Embekweni Hospital, Zastron |
| REQUIREMENTS | : | <ul style="list-style-type: none"> * Registration with the Health Professions Council of South Africa as Medical Practitioner. * Clinical experience. * Valid driver's license. |
| RECOMMENDATIONS | : | Experience in Theatre, Trauma and Obstetrics. |
| DUTIES | : | <ul style="list-style-type: none"> * Provide clinical services in the hospital and local clinics. * Assist in the development and implementation of Medical Protocols. * Participate in the Quality Assurance Programme. |
| ENQUIRIES | : | Me P.H. Botha Tel. No. (051) 6731200 |
| APPLICATIONS | : | The Chief Executive Officer Embekweni Hospital (Attention: Me P. Botha) |

Private Bag X32
ZASTRON
9950

- POST 4** : **Professional Nurse Grade II (Specialty Nursing)**
PN-B 1 – PN-B 2 (2 posts)
Ref. No.: H/P/97
- SALARY** : R197 358.00 per annum
- CENTRE** : Pelonomi Regional Hospital, Bloemfontein
- REQUIREMENTS** :
- * Registration with the South African Nursing Council (SANC) as Professional Nurse.
 - * A post-basic nursing qualification, with a duration of at least 1 year, accredited with the SANC in one of the specialties (Indicate specialty).
 - * **PN-B 1:** A minimum of 4 years appropriate/recognizable experience in nursing after registration with the SANC as Professional Nurse in General Nursing.
 - * **PN-B 2:** A minimum of 14 years appropriate/recognizable experience in nursing after registration with the SANC as Professional Nurse in General Nursing.
 - * At least 10 years of the period referred to above must be appropriate/recognizable experience in the specific specialty after obtaining the 1 year post-basic qualification in the relevant specialty.
- DUTIES** :
- * Provide holistic nursing care to patients in a specialty unit in a cost effective, efficient and equitable manner.
 - * Detailed key performance areas can be obtained from the contact person.
- ENQUIRIES** : Me M.M. Nkhobo
Tel. No. (051) 4051449
- APPLICATIONS** : The Chief Executive Officer
Pelonomi Regional Hospital
(**Attention: Mr L. Aaron**)
Private Bag X20581
BLOEMFONTEIN
9300
- POST 5** : **Control Industrial Technician: Clinical Engineering**
Ref. No.: H/I/1
- SALARY** : R157 686.00 per annum

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| CENTRE | : | Pelonomi Regional Hospital, Bloemfontein |
| REQUIREMENTS | : | <ul style="list-style-type: none"> * A National Diploma (T,S or N-stream in Electrical Engineering L/C) or Degree. * Good verbal and written communication skills. * 6-10 Years technical experience. * Experience in financial management. |
| RECOMMENDATIONS | : | Registration as an Engineering Technician in terms of the Engineering Profession of South Africa Act or Clinical Engineering Association of South Africa or South African Federation of Hospital Engineering. |
| DUTIES | : | <ul style="list-style-type: none"> * Perform service and maintenance on risk level 3 and 2 (medium to high) equipment. * Ensuring that the equipment meets the legal and safety requirements of the manufacturers, users and statutory bodies. * Handle administrative functions as required by the Clinical Engineering Department. * Ensuring compliance of the Occupational Health and Safety Act of 1993. * <u>Ensure quality control</u>: Manage the workflow on scheduled maintenance, monitor repair progress, manage infection control program. * Provide technical training to subordinates. |
| ENQUIRIES | : | Mr L.A. Khiba Tel. No. (051) 4051921 |
| APPLICATIONS | : | The Chief Executive Officer Pelonomi Regional Hospital (Attention: Mr L.B. Aaron) Private Bag X20581 BLOEMFONTEIN 9300 |
| POST 6 | : | Professional Nurse Grade I (Specialty Nursing) PN-B 1 Ref. No.: H/P/96 |
| SALARY | : | R160 470.00 per annum |
| CENTRE | : | Pelonomi Regional Hospital, Bloemfontein |

- REQUIREMENTS** : *
- * Basic qualification accredited with the South African Nursing Council (SANC) in terms of Government Notice 425 (i.e. diploma/degree in nursing) or equivalent qualification that allows registration with the SANC as a Professional Nurse plus a post-basic nursing qualification, with duration of at least 1 year, accredited with the SANC in terms of Government Notice No. R212 in the relevant specialty.
 - * A minimum of 4 years appropriate/recognizable experience in nursing after registration as Professional Nurse with the SANC in General Nursing.
- RECOMMENDATIONS** : *
- * A minimum of 14 years appropriate/recognizable experience in nursing after registration with the SANC as Professional Nurse in General Nursing.
 - * At least 10 years of the period referred to above must be appropriate/recognizable experience in the specialty after obtaining the 1-year post-basic qualification.
- DUTIES** : *
- * Provide holistic nursing care to patients in a cost effective, efficient and equitable manner.
 - * Detailed key performance areas can be obtained from the contact person.
- ENQUIRIES** : Me M.M. Nkhobo
Tel. No. (051) 4051449
- APPLICATIONS** : The Chief Executive Officer
Pelonomi Regional Hospital
(Attention: Mr L. Aaron)
Private Bag X20581
BLOEMFONTEIN
9300

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| Advertisements approved by: |
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| Me C M J Blom SENIOR MANAGER: HUMAN RESOURCE MANAGEMENT Date: 13 JUNE 2008 |
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