



the premier

Department of
the Premier
FREE STATE PROVINCE

FREE STATE PROVINCIAL GOVERNMENT VACANCY CIRCULAR 65/2008

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: 2008/07/22

Human Resource Advice, Co-ordination and Management Directorate
P.O. Box 517, Bloemfotein, 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: 15 AUGUST 2008

ADVERTISEMENT OF POSTS

- POST 1** : **General Manager: Medical Support Chief Directorate**
Ref. No.: H/G/8
- SALARY** : R635 874.00 (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).
 - * Extensive appropriate experience in Senior Management in the Public or Private Sector.
- RECOMMENDATIONS** : *
- * A post-graduate qualification in Health Management or General Management.
 - * Leadership- and management skills as well as knowledge of Health Policies.
- DUTIES** : *
- * Strategic Management (including Financial Management & Human Resources):
 - Implement and report quarterly on the following plan:
 - Business Plan
 - Free State Development Plan

- Annual report.
 - Monthly FCC meetings & ensure that cost centers done the monthly cash flow projections.
 - Decisions on budget allocation and implications (e.g. shifting of funds).
- Overseeing the management of 4 directorates.
- * Rendering Forensic Pathology & Clinical Forensic Services:
- Provide uniform, independent and effective forensic pathology services (negotiate with SAPS, Justice, etc.).
 - Culture of compliance with Health & Safety Standard.
 - Management of Forensic Pathology's resources.
 - Strengthen the criminal justice system.
- * Provide appropriate Legal Support and advise and deal with Legislation:
- Provide Legal advice and support to the Department in order to ensure legality and prevent litigation.
 - Legislative analysis and support in order to enable the Department to comply with the law.
 - Effective management of policy directives for the Legal Services.
- * Ensuring efficient rendering of Emergency Medical Services:
- Provide Leadership for EMS in the Free State Province (e.g. Business Plan and Operational Procedures).
 - Prepare Quality Improvement Plan of EMS.
 - Improve response time and manage unusual incidents.
 - Policy development, co-ordination, monitoring and evaluation.
 - Management of EMS' resources.
- * Ensuring Clinical Quality, Service Marketing & Compliance with standards:
- To promote Clinical Governance (e.g. Review of patient related forms, adverse events policy implemented).
 - To promote compliance of healthcare facilities through support, monitoring and evaluation (licensing and new applications).
 - Facilitate implementation of School Health Services.
 - To modernize and upgrade Pharmaceutical Services in order to ensure an efficient and effective operation (establishment of computerized Pharmaceutical stores and Dispensing System).

ENQUIRIES	: Me C.M.J. Blom Tel. No. (051) 4081161/2
APPLICATIONS	: The Senior Manager: Human Resource Management (Attention: Mr M.J. Mokgampanyane) P.O. Box 227 BLOEMFONTEIN 9300
POST 2	: Managerial Accountant Ref. No.: H/M/60
SALARY	: R407 745.00 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
REQUIREMENTS	: <ul style="list-style-type: none"> * B. Accounting or B.Com Accounting or B. Comp degree or relevant Tertiary Qualification (Degree or Diploma). * At least 3 years experience in financial and managerial accounting.
RECOMMENDATIONS	: Financial management experience within the health sector will be a recommendation.
DUTIES	: <ul style="list-style-type: none"> * Ensure that sound financial management principles are established and maintained. * Ensure sound financial planning and control. * Compile monthly financial reports. * Establish and maintain cash flow control. * Support management in compiling of multi-term budgets. * Ensure credibility of data with regard to budget, expenditure and projections. * Train and support officials employed in financial components.
ENQUIRIES	: Mr M W Fikizolo Tel. No. (051) 408 1113

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

POST 3 : **Senior Medical Officer**
Ref. No.: H/M/59

SALARY : R217 482.00 per annum

CENTRE : Free State Psychiatric Complex: Department of Psychiatry,
Bloemfontein

REQUIREMENTS : Registration with the Health Professions Council of South Africa
as an Independent Medical Practitioner.

RECOMMENDATIONS : Experience in the field of Psychiatry.

DUTIES : * Service delivery according to the service delivery plan of the
Department of Psychiatry.

* Responsibilities will mainly consist of clinical management of
patients within the context of a multi-professional team.

ENQUIRIES : Prof. P.J. Pretorius
Tel. No. (051) 4079294/7

APPLICATIONS : The Chief Executive Officer
Free State Psychiatric Complex
(Attention: **Mr M. Manamela**)
Private Bag X20607
BLOEMFONTEIN
9300

Advertisements approved by:

MR S BELOT MEC: HEALTH

Date: 11 JULY 2008
