



the premier

Department of
the Premier
FREE STATE PROVINCE

FREE STATE PROVINCIAL GOVERNMENT VACANCY CIRCULAR 16/2010

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: 31/05/2010

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 2010
CLOSING DATE: 30 JUNE 2010

Posts advertised in this circular are only applicable to serving public servants, and not external applications.

ADVERTISEMENT OF POSTS

- POST 1** : **Senior State Accountant**
Ref. No.: H/S/22
- SALARY** : R161 970.00 per annum
- CENTRE** : Financial Accounting Directorate: Financial Assets & Liabilities Sub-directorate:
Corporate Office, Bloemfontein
- REQUIREMENTS** : *
- * B. Degree in Accounting or equivalent qualification.
 - * Experience in cleaning of Assets & Liabilities items.
 - * Knowledge in applying BAS or PERSAL.
- RECOMMENDATIONS** : Communication and leadership skills.
- DUTIES** : *
- * Ensure proper management of Travelling and Subsistence Advances and Claims.
 - * Compilation and submission of Compliance Certificate and Monitoring Report.
 - * Exercising effective control over BAS Assets and Liability items.
 - * Management of MEC Business Credit Card.
 - * Management of Departmental Cell phone Accounts.
 - * Authorization and checking of Document Control Report Reconciliation.
 - * Monitoring of rejections on BAS.
 - * Updating of BAS Assets and Liabilities Manual.
 - * Management of Human Resources.
- ENQUIRIES** : Mrs M.V. Ntipe
Tel. No. (051) 4081512
- APPLICATIONS** : The Manager:
Human Resources Provisioning Sub-directorate
(Attention: **Mr M.J. Mokgampanyane**)
P.O. Box 227
BLOEMFONTEIN, 9300

- POST 2** : **Senior State Accountant**
Ref. No.: H/S/23
- SALARY** : R161 970.00 per annum
- CENTRE** : Revenue Sub-directorate: Corporate Office, Bloemfontein
- REQUIREMENTS** : *
- * B. Com. / Diploma with Accounting.
 - * Must be computer literate, i.e. Excel, PowerPoint and MS Word.
- RECOMMENDATIONS** : Knowledge of BAS, especially receipts functionality.
- DUTIES** : *
- * Clearing of the following Assets and Liability items on a monthly basis to prevent forced closure:
 - o Receipt Control account
 - o Receipt Deposit Control account
 - o Deposit account
 - o BAS Pending Receipt account
 - o Deposit Exceptions account
 - * Visit institutions to give informal training as identified at institutions, e.g. Assets and Liability items and Patient fees reconciliation and write a report on each institution visited.
 - * Submit assets and liability information for monthly Revenue report for consolidation by Assistant Manager.
 - * Ensure reconciliation between patient fees received on BAS and on patient debt systems.
 - * Support institutions with regard to monthly reconciliations.
 - * Management of institutions' MTEF revenue budget inputs according to budget cycle.
 - * Analyze monthly revenue budget performance.
 - * Informal revenue budget training and handling enquiries.
 - * Prepare and submit revenue budget performance schedules for monthly revenue report for finalization by Assistant Manager.
 - * Supervision of cashier function.
 - * Prepare schedules to monitor payment/claims against revenue fund and submit to Assistant Manager monthly.
 - * Compile, consolidate and analyze inputs for submission to Provincial Treasury/National Department of Health when requested.
 - * Monitor Department of Health Patient Debt Systems reports for errors and ensure correction thereof.
 - * Be prepared to do any job as may be requested.
- ENQUIRIES** : Mr Tshediso Sehola
Tel. No. (051) 4081544
- APPLICATIONS** : The Manager:
Human Resources Provisioning Sub-directorate
(Attention: Mr M.J. Mokgampanyane)
P.O. Box 227
BLOEMFONTEIN
9300

POST 3 : **Artisan (Production) (Range A – C)**

Ref. No.: H/A/28

- SALARY** : Grade A: R96564 – R107172 per annum
Grade B: R113742 – R126240 per annum
Grade C: R132789 – R166017 per annum
[The salary will be determined by the qualifications and experience according to Occupational Specific Dispensation (OSD) for Artisans]
- CENTRE** : Mofumahadi Manapo Mopeli Regional Hospital, Witsieshoek
- REQUIREMENTS** : *
- * Relevant Trade Test Certificate
[A completed apprenticeship and proof of passing an official trade test under the provisions of Section 13(2)(h) of the Manpower Training Act, 1981]
 - * An appropriate N3 certificate
 - * Knowledge in the field of water pumps, water purification plant, sewerage treatment plant.
 - * Two years experience in operations of water pumps and sewerage treatment plants.
 - * Have knowledge in mechanical installations and construction.
 - * Ability to manage people.
 - * An understanding of the Performance Management System.
 - * Computer literacy.
 - * Good communication skills (verbal and written).
 - * Negotiation skills.
 - * Attributes.
 - * Understanding of PFMA, Public Service Act, Labour Relations Act and Occupational Health and Safety Act.
- RECOMMENDATIONS** : A valid Code EB driver's license.
- DUTIES** : *
- * The successful candidate will be in charge of mechanical workshop.
 - * Administer leave, overtime and transport registers.
 - * Ensure that Water Management Plan is implemented and also responsible for water reticulation and Water Action Plan.
- ENQUIRIES** : Mr/Ms T.A. Leboea
Tel. No. (058) 7183200
- APPLICATIONS** : The Chief Executive Officer
Mofumahadi Manapo Mopeli Regional Hospital
(Attention: T.A. Leboea)
Private Bag X820
WITSIESHOEK
9870
- POST 4** : **Senior Accounting Clerk**
Ref. No.: H/S/24
- SALARY** : R87 978.00 per annum
- CENTRE** : Financial Accounting Directorate: Financial Assets & Liabilities Sub-directorate:
Corporate Office, Bloemfontein
- REQUIREMENTS** : Grade 12 passed with Mathematics or Accounting.
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- RECOMMENDATIONS** : *
- * Knowledge of BAS.
 - * Knowledge of PERSAL.

DUTIES : *

- * Clearing of PERSAL Assets and Liabilities Accounts.
- * Verification and noting of outstanding debts on rotating forms.
- * Compilation of statistics on PERSAL Assets & Liabilities Accounts.
- * Reconciliation of Document Control Report.

ENQUIRIES : Mr I. Deyzel
Tel. No. (051) 4081373

APPLICATIONS : The Manager:
Human Resources Provisioning Sub-directorate
(Attention: Mr M.J. Mokgampanyane)
P.O. Box 227
BLOEMFONTEIN
9300

POST 5 : **Senior Accounting Clerk (Deductions)**
Ref. No.: H/S/25

SALARY : R87 978.00 per annum

CENTRE : Salaries and BAS Expenditure Management: Corporate Office, Bloemfontein

REQUIREMENTS : Grade 12 with Accounting as a fully passed subject.

RECOMMENDATIONS : *

- * Government Systems.
- * Computer literacy in Microsoft Office and Excel.

DUTIES : *

- * Implementation and capturing of all deduction transactions on suspense file.
- * Ensure adherence to Labour Relations Act concerning cancellations.
- * Ensure adherence to the Magistrate Court's Act regarding implementation of all discretionary deductions.

* Ensure posting of Overpayment Schedule on bi-weekly basis.

- * Compilation of refunds as well as recoveries of Government subsidies.
- * Understanding of PFMA and Treasury Regulations pertaining to all deductions.

ENQUIRIES : Mr P.C. Legegeru
Tel. No. (051) 4081887

APPLICATIONS : The Manager:
Human Resources Provisioning Sub-directorate
(Attention: Mr M.J. Mokgampanyane)
P.O. Box 227
BLOEMFONTEIN
9300

POST 6 : **State Accounting Clerk (2 Posts)**
Ref. No.: H/S/26

SALARY : R87 978.00 per annum

CENTRE : Xhariep District (HUB)

REQUIREMENTS : *

- * Grade 12 / NQF equivalent.
- * Computer literacy.

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RECOMMENDATIONS : *

- * Communication, problem solving, numeracy (accounting) skills.
- * Integrity, loyalty and commitment etc.

DUTIES : *

- * Implement and administer Financial Accounting practices (LOGIS/BAS transactions) concerning financial processes in the department to contribute to the rendering of a professional Financial Administration Services:

- Bookkeeping (clear Ledger accounts, capture BAS payments, Journals and reports)
 - Budget (capture budget, virement, adjustment budget on BAS etc.)
 - * Address Financial Administration enquiries to ensure the correct implementation of financial administration practices.
- ENQUIRIES** : Me S.S. Mokone
Tel. No. (051) 4472777
- APPLICATIONS** : The District Manager
Xhariep District
(Attention: Me P.B. Macomo)
Private Bag X20710
BLOEMFONTEIN
9300
- POST 7** : **Supply Chain Clerk (3 Posts)**
Ref. No.: H/S/27
- SALARY** : R87 978.00 per annum
- CENTRE** : Fezile Dabi Health District: Supply Chain Management Section, Sasolburg
- REQUIREMENTS** : Grade 10.
- RECOMMENDATIONS** : * LOGIS I.
* LOGIS Asset Management.
* LOGIS Payments.
- DUTIES** : * Implement and administer Supply Chain Management practice concerning:
- Logistics (Ordering, Payments, Transit In, Transit Out, Warehouse, Quotations)
 - Assets
 - Loss Control
 - Demands
 - Acquisitions
- * Address Supply Chain Management enquiries to ensure the correct implementation of Supply Chain Management practice.
- ENQUIRIES** : Me M.O. Beneke
Tel. No. (016) 9709318
- APPLICATIONS** : The District Manager
Fezile Dabi District
(Attention: Mr T.N. Montse)
Private Bag X2005
SASOLBURG
1947
- POST 8** : **Senior Administration Clerk Grade I**
Ref. No.: H/A/29 (Closing date for this post is 15 June 2010)
- SALARY** : R73 584.00 per annum
- CENTRE** : HIV & AIDS Directorate: Corporate Office, Bloemfontein
- REQUIREMENTS** : * Grade 12 or equivalent.
* Three (3) years administrative experience.
- 6-
- * Computer literacy.
- RECOMMENDATIONS** : * Good communication skills.
* Ability to work under pressure.
- DUTIES** : * Liaise with suppliers.
* Knowledge and experience in LOGIS and BAS.

- * Procure promotional material and stationary, equipment.
- * Typing, filing, faxing and photocopying of documents.
- * Obtaining quotations for catering, equipment and follow up submissions of orders.
- * Arrange air tickets, accommodation and advance payments.
- * Take minutes during staff meetings.
- * Do all administrative work.

ENQUIRIES : Me Carol Mokobe
Tel. No. (051) 4081639

APPLICATIONS : The Manager:
Human Resources Provisioning Sub-directorate
(Attention: Mr M.J. Mokgampanyane)
P.O. Box 227
BLOEMFONTEIN
9300

POST 9 : **Senior Administration Clerk Gr. I**
Ref. No.: H/A/30

SALARY : R73 584.00 per annum

CENTRE : Forensic Pathology & Clinical Forensic Services: Thabo Mofutsanyana District

REQUIREMENTS :

- * Grade 12 or equivalent certificate.
- * Computer literacy.
- * Achieve and maintain good interpersonal and working relationship with staff and stakeholders.
- * Must be willing to work within a forensic mortuary environment.
- * No relocation will be allowed.

RECOMMENDATIONS : Good communication skills.

DUTIES :

- * Ensure the completion of documentation for the medical officers and pathologists prior to and after the post mortem process.
- * Ensure proper control of post mortem reports.
- * Rendering a support service to the Chief Forensic Pathology Officers regarding daily administration duties.
- * Ensure reception and enquiry service to the community.

ENQUIRIES : Dr M.J. Pule
Tel. No. (058) 7136211 / 6771

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APPLICATIONS : The Manager:
Human Resources Provisioning Sub-directorate
(Attention: Mr M.J. Mokgampanyane)
P.O. Box 227
BLOEMFONTEIN
9300

POST 10 : **Household II (3 Posts)**
Ref. No.: H/H/10

SALARY : R51 936.00 per annum

- CENTRE** : Mofumahadi Manapo Mopeli Regional Hospital, Witsieshoek
- REQUIREMENTS** : Able to read and write.
- RECOMMENDATIONS** : * Physical fitness.
* Good communication skills.
* Be prepared to work shifts.
- DUTIES** : * To ensure the general cleanliness of the wards, administrative offices and hospital surroundings.
* Be prepared to render day duties alternatively with night duties.
* Provide support to the supervisors as well as management of the hospital.
- ENQUIRIES** : Me D.S. Morobi
Tel. No. (058) 7183297
- APPLICATIONS** : The Chief Executive Officer
Mofumahadi Manapo Mopeli Regional Hospital
(Attention: Me M.C. Mosia)
Private Bag X820
WITSIESHOEK
9870
- POST 11** : **Cleaner II (2 Posts)**
Ref. No.: H/C/18
- SALARY** : R51 936.00 per annum
- CENTRE** : Forensic Pathology & Clinical Forensic Services: Thabo Mofutsanyana District
(1 Post – Phuthaditjhaba Mortuary)
(1 Post – Bethlehem Mortuary)
- REQUIREMENTS** : * ABET Education.
* Physical fitness to handle the physical demands of a Cleaner.
* Ability to read and write.
- RECOMMENDATIONS** : Relevant cleaning experience.
- DUTIES** : * To render a comprehensive cleaning service at mortuary environment.
* Perform cleaning service of routine nature by utilizing a variety of aids (duster, broom, vacuum cleaner, polisher, etc.).
* Perform duties as delegated by the supervisor.
- ENQUIRIES** : Dr M.J. Pule
Tel. No. (058) 7138211
- APPLICATIONS** : The Manager:
Human Resources Provisioning Sub-directorate
(Attention: Mr M.J. Mokgampanyane)
P.O. Box 227
BLOEMFONTEIN
9300

Advertisements approved by:

Me C M J Blom
SENIOR MANAGER:

