



the premier

Department of
the Premier
FREE STATE PROVINCE

FREE STATE PROVINCIAL GOVERNMENT VACANCY CIRCULAR 22/2010

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

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DATE: 13/07/2010

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

www.fs.gov.za



FREE STATE PROVINCIAL GOVERNMENT

Free State Provincial Government is an equal opportunity affirmative action employer. It is our intention to promote representativity (race, gender and disability) in the Province through the filling of these posts and candidates whose appointment/promotion/transfer will promote representativity will receive preference.

DEPARTMENT OF HEALTH

Directions to applicants Applications must be submitted on form Z.83, obtainable from any Public Service Department and must be accompanied by certified copies of qualifications (a transcript of results must be attached), driver's license, identity document and a C.V. (Separate application for every vacancy). Applicants are requested to complete the Z83 form properly and in full. Qualification certificates must not be copies of certified copies. Applications received after the closing date and those that do not comply with these instructions will not be considered. The onus is on the applicants to ensure that their applications are posted or hand delivered timeously. Candidates who possess foreign qualifications and/or short courses certificates must take it upon themselves to have their qualifications evaluated by the South African Qualifications Authority (SAQA), and must please attach proof of the level of their qualifications after evaluation on all applications. No e-mailed or faxed applications will be considered. Applicants are respectfully informed that if no notification of appointment is received within 4 months of the closing date, they must accept that their application was unsuccessful.

CLOSING DATE: 13 AUGUST 2010

POST 1: EXECUTIVE MANAGER: CLINICAL HEALTH SERVICES
REFERENCE NO: H/E/3

SALARY: An all-inclusive package of R976 317.00 per annum. The remuneration package consists of the basic salary, the Government's contribution to the Government Employee Pension Fund and flexible portion, which may be structured in terms of the rules for the structuring of the flexible portion and which may include a 13th cheque, motor car allowance, home owner's allowance and medical aid assistance.

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:

- Provide strategic leadership in the Clinical Health Service Cluster.
- Provide quality primary, secondary, psychiatric and tertiary healthcare services in the entire Free State province.
- Ensure provision of facilities for training, education and research in the Clinical Health Services.
- Ensure efficient and effective management of all resources in the Clinical Health Services Cluster.
- Co-ordinate the Provincial Hospital, District and Academic Health Services in the Province
- Empower and develop personnel.
- Implement key Provincial projects in line with National and Provincial Health Policies and Legislation.
- Ensure the provision of Medical Advisory Services, support to governance structures and the licensing of Private Health Institutions.

ENQUIRIES:

Me. N. Plank. Telephone number: (051) 408 1531.

POST 2: SUPPLY CHAIN SPECIALIST: PERFORMANCE AND CONTRACT MANAGEMENT
REFERENCE NO: H/S/45

SALARY: R192 540.00 per annum.

CENTRE: SUPPLY CHAIN MANAGEMENT CHIEF DIRECTORATE: CORPORATE OFFICE, BLOEMFONTEIN

REQUIREMENTS:

- Diploma in Supply Chain Management / B Tech: Procurement related/ NQF 6 (or equivalent qualification).
- 3 Years experience in Supply Chain Management.

RECOMMENDATIONS:

Knowledge of:

- Monitoring processes
- Treasury Regulations
- PFMA
- Supply Chain Management Framework
- Financial Management

DUTIES:

- Monitor and evaluate Supply Chain Management performance within the Department.
- Implement performance management strategy.
- Monitor Supply Chain Management scorecard.
- Identify Supply Chain Management checklist.
- Monitor proper filing system.
- Provide annual spend report.
- Monitor DBAC performance.
- Ensure the proper implementation of policies and regulations.
- Monitor adherence to norms and standards.
- Assist in the management of the sub-directorate and to supervise subordinates.
- Assist the cost centre manager as allocated.

ENQUIRIES:

Mr T.A. Maabane, Telephone number: (051) 4081431

POST 3: **SUPPLY CHAIN SPECIALIST**
REFERENCE NO: H/S/46

SALARY: R192 540.00 per annum.

CENTRE: SUPPLY CHAIN MANAGEMENT CHIEF DIRECTORATE: DEMAND & STRATEGY MANAGEMENT (FIXED ASSETS): CORPORATE OFFICE, BLOEMFONTEIN

REQUIREMENTS:

- B.Com Degree/National Diploma in Commerce or related courses.
- Minimum 5 years experience in Management of movable Fixed Assets – in Public Sector.
- Extensive knowledge of Treasury Regulations, PFMA and National Assets Management Framework.
- Knowledge of GRAP and SCOA charts.
- Ability to compile financial statements.
- Extensive knowledge of BAS and LOGIS/related to Asset Management and Procurement system.
- Valid driver's license (essential).
- Ability to work under pressure.

RECOMMENDATIONS:

- Knowledge and experience of Procurement and payment systems will be added as an advantage.

DUTIES:

- Development, implementation and monitoring of Asset Management Policy.
- Development of Assets strategy (Acquisition Plan, Maintenance of Disposal Plan) and implementation thereof.
- Recommendation of best option on Acquisition and Disposal Plan.
- Ensure that the Department has accurate updated Asset Register – including management of all donations.
- Ensure the accurate information on reconciliation between the asset register and general ledger.
- Ensure that the Department conducts asset verification and disposal of assets on an annual basis.
- Management of inventory, stocktaking and disposal thereafter.
- Management of cell phones and 3G cards.
- Managing the budget of the Sub-directorate.
- Management of information in the office and responding to audit queries in the absence of the Manager.

ENQUIRIES:

Ms R.F. Mabunda, Telephone number: (051) 4081894/1557

APPLICATIONS FOR THE DEPARTMENT OF HEALTH TO BE SUBMITTED TO:

Quoting the reference number, must be forwarded to the Senior Manager, Human Resource Management Directorate (For attention: Mr M.J. Mkgampanyane), P.O. Box 227, Bloemfontein 9300.

Advertisements approved by:

DR S KABANE
ACTING SENIOR MANAGER
HUMAN RESOURCE MANAGEMENT
Date: 5 JULY 2010