

FREE STATE PROVINCIAL GOVERNMENT VACANCY CIRCULAR 44/2010

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: 25/10/2010



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. 73 OF 2010

CLOSING DATE: 19 NOVEMBER 2010

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

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.

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.

ADVERTISEMENT OF POSTS

- POST 2** : **EMS Station Manager Gr. 3 (2 Posts)**
Ref. No.: H/S/94 & H/S/95
- SALARY** : R161 088.00 per annum
- CENTRE** : Emergency Medical Services: Xhariep District: Springfontein (H/S/94)
Emergency Medical Services: Xhariep District: Jagersfontein (H/S/95)
- REQUIREMENTS** :
- * Successful completion of the ILS Courses that allows registration with the Health Professions Council of South Africa (HPCSA) as an Ambulance Emergency Assistant (AEA).
 - * Grade 12 (or equivalent) Certificate.
 - * Code 10 driver's license with a Public Driver's Permit.
 - * 3 Years experience after registration with the HPCSA as an Ambulance Emergency Assistant. (Resolution 1/2010)
- RECOMMENDATIONS** :
- * Experience as a supervisor.
 - * Supervisory / management qualifications.
- DUTIES** :
- * Inter-hospital transfers.
 - * Pre-hospital care of patients and transportation.
 - * Supervise planned patient transport services.
 - * Operational management of Emergency Medical Services.
 - * Day to day running of an EMS station.
 - * Monthly control of statistics and duty ledgers.
 - * Management of personnel.
 - * Management of fleet.
 - * Rendering of intermediate life support.
 - * Ability to work under pressure.
 - * Patient tolerance, empathy and cross-cultural awareness.
 - * Any other duties assigned by the Chief Divisional Officer/ Assistant Manager.

ENQUIRIES : Mr L.J. Basson
Tel. No. (051) 6830547

APPLICATIONS : The Assistant Manager: EMS
Xhariep District
(For attention: Mr L.J. Basson)
Private Bag X20710
BLOEMFONTEIN
9300

POST 3 : **Principal Network Controller (3 Posts)**
Ref. No.: H/N/12

SALARY : R130 425.00 per annum

CENTRE : Technology Support: Information Technology: Corporate Office, Bloemfontein

REQUIREMENTS : *

- * Grade 12 or equivalent qualification with extensive relevant IT experience or relevant tertiary qualification with relevant experience.
- * Network experience on Novell will be an advantage.
- * Driver's license is essential.

RECOMMENDATIONS : *

- * Good interpersonal relations and communication skills in order to interact and communicate with users up to level of Director.
- * Applicable training in different levels of computer software and hardware programs will be an advantage.
- * International certificates of A+, N+ and CAN are recommended.

DUTIES : *

- * Fault and problem management on network and desktop computers.
- * Network administration.
- * Change control on the network.
- * Responsible for upkeep and maintenance of LAN hygienic.

ENQUIRIES : Ms T.N.I. Tlhoru
Tel. No. (051) 4081409

APPLICATIONS : The Senior Manager:
Infrastructure & Technology Support
(For attention: Mr T. Makamole)
Bophelo House
2nd Floor, Block B (East)
P.O. Box 227
BLOEMFONTEIN
9300

POST 5 : **Computer System Analyst**
Ref. No.: H/C/33

SALARY : R130 425.00 per annum

CENTRE : Technology Support: Information System: Corporate Office, Bloemfontein

REQUIREMENTS : *

- * An appropriate Bachelor's degree or Tertiary National Diploma in Information Technology.
- * Knowledge of Windows Operating Systems.
- * Sound knowledge of Microsoft Office Suite Products.
- * Systems Development Life Cycle (including Data Modelling and System Design).
- * Valid practical experience in Web Development environment.

RECOMMENDATIONS : *

- * Sound knowledge of Java, JavaScript, HTML, SQL and Oracle PL/SQL.
- * Practical knowledge of database design and normalization of user requirements.
- * Knowledge of Oracle 9i/10g RDBMS is recommended.
- * Must be a team-player and enthusiastic about programming.
- * Valid Code 08 driver's license.

DUTIES : *

- * To develop and implement Oracle based information.
- * To perform version control to meet user demands and improve Oracle based information systems.

* To provide ad-hoc support for Oracle based information systems.

- ENQUIRIES** : Ms E. Pretorius
Tel. No. (051) 4081407
- APPLICATIONS** : The Senior Manager:
Infrastructure & Technology Support
(For attention: Mr T. Makamole)
Bophelo House
2nd Floor, Block B (East)
P.O. Box 227
BLOEMFONTEIN
9300
- POST 13** : **Emergency Care Officer Grade I and Grade III (14 Posts)**
Ref. No.: H/E/2
- SALARY** : Emergency Care Officer Gr. I: R72 738.00 per annum
Emergency Care Officer Gr. III: R85 686.00 per annum
- CENTRE** : Emergency Medical Services: Motheo District (13 Posts)
Emergency Medical Services: Thabo Mofutsanyana District
(1 Post)
- REQUIREMENTS** : * Emergency Care Officer Grade I:
- o Registration as Basic Ambulance Assistant (**BAA**) with current registration with the Health Professions Council of South Africa (HPCSA) in the applicable category according to OSD appointment requirements.
 - o Code C1 (10) driver's license with Public Driver's Permit for GP.
 - o Current registration with the HPCSA.
 - o Grade 12 (or equivalent) Certificate.
- * Emergency Care Officer Grade III:
- o Registration as Ambulance Emergency Assistant (**AEA**) with current registration with the Health Professions Council of South Africa (HPCSA) in the applicable category according to OSD appointment requirements.
 - o Code C1 (10) driver's license with Public Driver's Permit for GP.
 - o Current registration with the HPCSA.
 - o Grade 12 Certificate.
- RECOMMENDATIONS** : * 1 Year operational working experience.
- * Knowledge of the Free State Province Area.
- * Ability to speak more than two official languages.
- DUTIES** : * All Emergency Medical Services (EMS) activities in the station.
- * Render patient care to patients.
- * Completion of patient administration documents.
- * Collection of revenue information and RAF.
- * Clean and maintain EMS vehicles.
- * Execute infection control policy and assigned duties by supervisors.
- * Attend training sessions when selected to attend.
- ENQUIRIES** : Mr/Ms M.R. Ruiters
Tel. No. (051) 4076002
- APPLICATIONS** : The Senior Manager:
Human Resource Management
(For attention: Mr M.J. Mokgampanyane / Mr C. Swiegels)
P.O. Box 227
BLOEMFONTEIN
9300

Advertisements approved by:

Me C M J Blom
SENIOR MANAGER:
HUMAN RESOURCE MANAGEMENT
Date: 20 October 2010