



## **FREE STATE PROVINCIAL GOVERNMENT VACANCY CIRCULAR 35/2011**

**TO ALL HEADS OF PROVINCIAL DEPARTMENTS**

### **ADVERTISEMENT OF POST: 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:** 2011/08/26.



# 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.

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

**HEALTH HUMAN RESOURCE MANAGEMENT CIRCULAR**

**CLOSING DATE; 23 SEPTEMBER 2011**

**POST 1: ASSISTANT MANAGER: MONITORING & EVALUATION  
(PROVINCIAL COUNCIL ON AIDS)  
REFERENCE NO: H/A/65**

**SALARY:** R206 982.00 per annum

**CENTRE:** HIV AND AIDS STI,CDC DIRECTORATE: CORPORATE OFFICE, BLOEMFONTEIN

**REQUIREMENTS:**

Diploma or a Basic Degree. A minimum of 3 years experience of working in an HIV and Aids field with governance structures will be an advantage

**RECOMMENDATIONS:**

Experience in engaging with stakeholders at all levels including but not limited to politicians. Ability to work in a team, excellent oral and written skills. Ability to liaise with all sectors, municipalities and government departments.

**DUTIES:**

Coordinating the development for Monitoring and Evaluation capacity for the Provincial Council on AIDS Secretariat. Coordinate and support routine monitoring and evaluation of oversight of HIV and AIDS/STI/TB programme by governance structures such as: Provincial District and Local AIDS Councils. Coordinate and support development and operationalisation Council on AIDS. Generate monthly provincial HIV and AIDS/STI/TB response updates for the Free State Provincial Council on AIDS. Provide updated figures for regular progress reports as requested in a timely fashion.

**ENQUIRIES:** Mr Tefo Tabi, Telephone number: (051) 408 1246

**APPLICATION FOR THE DEPARTMENT OF HEALTH TO BE SUBMITTED TO::**

The Senior Manager: HIV And AIDS, STI,CDC Directorate:, (For attention: Mr Tefo Tabi), P.O. Box 227, Bloemfontein 9300. Hand delivery: Bophelo House Entrance

<b>Advertisements approved by:</b>	<b>Advertisements approved by:</b>
ME. C.M.J. BLOM SENIOR MANAGER: HUMAN RESOURCE MANAGEMENT Date: 25 AUGUST 2011	ME. F. NGUBENTOMBI THE MEC: HEALTH Date: 25 AUGUST 2011