



the premier

Department of
the Premier
FREE STATE PROVINCE


FREE STATE PROVINCIAL GOVERNMENT VACANCY CIRCULAR 07/2011

TO ALL HEADS OF PROVINCIAL DEPARTMENTS

ADVERTISEMENT OF POSTS: DEPARTMENT OF HEALTH

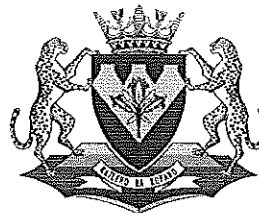
The above-mentioned circular is attached for your information. The content thereof should be brought to the attention of all staff.

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: 2011/02/17

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: 8 MARCH 2011

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.

- POST 1** : **Senior Labour Relations Officer**
Ref. No.: H/L/1
- SALARY** : R174 117.00 per annum
- CENTRE** : Mofumahadi Manapo Mopeli Regional Hospital: Witsieshoek
- REQUIREMENTS** : *
- A Bachelor's Degree, Certificate or Diploma requiring a minimum period of study of three (3) years in Humanities and/or Social Sciences.(NQF 6).
 - A minimum of 3 years experience in Labour Relations.
- RECOMMENDATIONS** : *
- Good interpersonal skills.
 - Ability to perform under pressure.
 - Good organizing and communication skills (written and verbal).
 - A valid driver's license.
- DUTIES** : *
- Represent the department in Arbitration, Conciliation and Disciplinary hearings.
 - Facilitate the resolution of grievances.
 - Assist with collective bargaining processes in the department.
 - Dispense with the requirements of the Public Service Act, No. 103 of 1994, Section 17(5) in respect of representation and review of abscondment cases.
 - Investigate and compile reports with recommendations of all assigned cases for consideration by Top Management.
 - Conduct research, training and analyze trends to improve labour relations policies and practices within the Department.
 - Render supervision to junior staff and manage own and others performance indicators.
 - Deal with individual and collective Labour Law.
 - Coordinate employment relations activities in the assigned district or region.
- ENQUIRIES** : Mr D.S. Ntsulle
Tel. No. (058) 7183202
- APPLICATIONS** : The Chief Executive Officer
Mofumahadi Manapo Mopeli Regional Hospital
(For attention: **Me S.S. Diso**)
Private Bag X820
WITSIESHOEK
9870

POST 2	:	Senior State Accountant Ref. No.: H/S/4
SALARY	:	R174 117.00 per annum
CENTRE	:	Mofumahadi Manapo Mopeli Regional Hospital: Witsieshoek
REQUIREMENTS	:	<ul style="list-style-type: none"> * Appropriate Bachelors Degree, Diploma or Certificate requiring a minimum period of study of three years with Accounting. * LOGIS /BAS training * Extensive supervisory experience. * Ability to compile reports * Valid driver's license. * Ability to work under pressure.
RECOMMENDATIONS	:	<ul style="list-style-type: none"> * Lois 1, 11 Certificate * Knowledge and experience of procurement and payment systems will be an added advantage.
DUTIES	:	<ul style="list-style-type: none"> * Supervise the activities of the State Accounting Clerks AND State Accountants Clerks to contribute to the rendering of a professional supply chain management service, for example: <ul style="list-style-type: none"> o Personnel development o Performance and discipline o Ensure quality of work * Supervise the implementation and maintenance of Financial Management practices (including LOGIS / BAS / PERSAL transactions) concerning Financial Management processes in the department to contribute to the rendering of a professional financial management service <ul style="list-style-type: none"> o Salaries (payment, deductions etc.) o Tax (payments to SARS, calculations of Tax payable e.g.) o Debt o Bookkeeping (clear ledger accounts –capture) o BAS payments, journals, and reports o Banking o Revenue (Cashier) o Budget (Capture budget, Virement, Adjustment Budget, on BAS eg. o Updating of asset registers. o Do write offs on system. * Address Financial Administration enquiries to ensure the correct implementation of financial administration practices. * Render a Financial Management advisory service to the Department by investigating, analyzing, benchmarking and interpreting legislation and prescripts and other Financial Administration related issues to promote and effective Financial Management environment. * Promote effective financial management by researching, analyzing, developing, monitoring and reviewing Departmental policies, strategies, guidelines, procedures and circulars to contribute to the consistent and effective application of Financial Management practices. * Monitor and evaluate Financial Management Policies, procedures and practices. * Provide Financial Information and Knowledge Management Services to the Department, for example, <ul style="list-style-type: none"> o Maintain database and draw relevant reports in relation to the implementation of Financial Management Policies, procedures and practices. o Manage the selection, generation and presentation of Financial management information taking into account the strategic and operational management information requirements. * Authorize and verify all documents and transactions on LOGIS/BASS/PERSAL according to delegations (Authorizations should happen on a higher level preferable at level 9) * Prepare reports on supply chain management issues and statistics. * Compile monthly reconciliation's i.r.o. PERSAL/BAS/PMG – accounts and finalization of outstanding payments/ submissions/ recommendations. * Provide inputs for the completion of the annual Financial Statements as required.

- * Participate in Disposal Board functions.
 - * Liase with clients, medical aids and other departments.
- ENQUIRIES** : Ms M.E. Radebe
Tel. No. (058) 7183210
- APPLICATIONS** : The Chief Executive Officer
Mofumahadi Manapo Mopeli Regional Hospital
(For attention: **Me S.S. Diso**)
Private Bag X820
WITSIESHOEK
9870
- POST 3** : **Supply Chain Practitioner**
Ref. No.: H/S/1
- SALARY** : R140 208.00 per annum
- CENTRE** : Mofumahadi Manapo Mopeli Regional Hospital: Witsieshoek
- REQUIREMENTS** : * Grade 12 with Accounting (NQF equivalent).
* LOGIS Level I / BAS Certificate.
* 3 Years relevant Supply Chain Management experience in Asset Management.
- RECOMMENDATIONS** : * LOGIS training on Asset Management.
* Computer literacy (MS Word / Excel).
* Good interpersonal relations.
* Organizational skills.
* Accounting skills.
- DUTIES** : * Supervise the activities of the Supply Chain Management Clerks to contribute to the rendering of a professional supply chain management service, for example:
 - o Personnel development
 - o Performance and discipline
 - o Ensure quality of work
- * Supervise the implementation and maintenance of Supply Chain Management practices (including LOGIS transactions) concerning Logistics and Stores and Maintenance of supply chain management processes in the department to contribute to the rendering of a professional supply chain management service:
 - o Logistics (Ordering, Payments, Transit In, Transit Out, Warehouse, Quotations, etc.)
 - o Assets (Disposals)
 - o Loss Control
 - o Demands
 - o Acquisitions
- * Address supply chain management enquiries to ensure the correct implementation of supply chain management practices.
- * Inform, guide and advice Department/personnel on supply chain matters to enhance the correct implementation of supply chain management practices and policies.
- * Approve transactions on LOGIS/BAS according to delegations. (Authorizations should happen on a higher level, preferable at Assistant Director or control level 9.)
- * The applicant will be responsible for monitoring the quality of the asset registers in the institution.
- * Coordinate and reconcile the registers in the institution and ensure correct classification, recordings, etc.
- * Execute Chief User functions for the unit.
- * Consolidate quarterly balancing of all the stores in the department.
- * Provide inputs for the completion of the annual Financial Statements as required.
- * Participate in Disposal Board functions.
- ENQUIRIES** : Ms M.E. Radebe
Tel. No. (058) 7183210

APPLICATIONS	:	The Chief Executive Officer Mofumahadi Manapo Mopeli Regional Hospital (For attention: Me S.S. Diso) Private Bag X820 WITSIESHOEK 9870
POST 4	:	Senior Food Service Manager Ref. No.: H/F/1
SALARY	:	R140 208.00 per annum
CENTRE	:	Mofumahadi Manapo Mopeli Regional Hospital: Witsieshoek.
REQUIREMENTS	:	<ul style="list-style-type: none"> * National Diploma in Food Services plus relevant experience in Food Services. * Knowledge of diets and menus. * Knowledge of Occupational Health and Safety.
RECOMMENDATIONS	:	<ul style="list-style-type: none"> * Ability to work under pressure. * To direct control and supervision Food Service. * Ability to communicate at different levels.
DUTIES	:	<ul style="list-style-type: none"> * Ordering of supplies and control of the storage and issuing therefore. * Making of inputs into the planning and evaluation of floor layouts of services units. * The fitting of food service units with appropriate equipment and appliances. * Exercise direct control and supervision of food service supervisors and food production staff, as well as the planning of menu's and recipes of normal diets.
ENQUIRIES	:	Me M.C. Mosia Tel. No. (058) 7183382
APPLICATIONS	:	The Chief Executive Officer Mofumahadi Manapo Mopeli Regional Hospital (For attention: Me M.C. Mosia) Private Bag X820 WITSIESHOEK 9870
POST 6	:	Personal Assistant Ref. No.: H/P/1
SALARY	:	R140 208.00 per annum
CENTRE	:	Mofumahadi Manapo Mopeli Regional Hospital: Witsieshoek
REQUIREMENTS	:	<ul style="list-style-type: none"> * An appropriate Secretarial Diploma or equivalent qualifications and/or experience in rendering support service to Senior Management. * Language skills and the ability to communicate with people at different levels and from different backgrounds. * Good telephone etiquette. * Fully computer literate. * Sound organizing written communication skills. * Knowledge on relevant legislation/policies/prescripts and procedures. * Sound organizing, written communication skills. * Basic knowledge on financial administration.
RECOMMENDATIONS	:	<ul style="list-style-type: none"> * Ability to work under pressure. * Good verbal and written communication skills. * Problem solving skills.
DUTIES	:	<ul style="list-style-type: none"> * Perform advanced typing work. * Record the engagements of the senior manager.

- * Utilize discretion to decide whether to/decline or refer to other employees requests for meetings, based on the urgency of the matter.
- * Coordinate with the manager regarding engagements.
- * Rendering an administrative support and services. This entails, inter alia, the following:
 - o Ensure the effective flow of information and documents to and from the office of the Chief Executive Officer.
 - o Ensure the safe keeping of all documentation in the office of the Chief Executive Officer in line with relevant legislation and policies.
 - o Obtain inputs, collates and compiles reports, e.g. progress reports, monthly reports and management reports.
 - o Scrutinizes routine submissions/reports and make notes and/or recommendations for the Chief Executive Officer.
 - o Collects, analyzes and collates information requested by the Chief Executive Officer.
 - o Ensures that travel arrangements are well coordinated.
 - o Provides support to the Chief Executive Officer regarding meetings. This entails, inter alia, the following:
 - o Scrutinizes documents to determine action/information and other documents required for meetings.
 - o Collects and compiles all documents for the Chief Executive Officer to inform him/her on the contents.
 - o Records minutes/decisions and communicates to relevant role players.
 - o Prepare briefing notes for the Chief Executive Officer as required.

ENQUIRIES	:	Mr D.S. Ntsutle Tel. No. (058) 7183202
APPLICATIONS	:	The Chief Executive Officer Mofumahadi Manapo Mopeli Regional Hospital (For attention: Mr D.S. Ntsutle) Private Bag X820 WITSIESHOEK 9870
POST 6	:	Principal Network Controller Ref. No.: H/N/1
SALARY	:	R140 208.00 per annum
CENTRE	:	Mofumahadi Manapo Mopeli Regional Hospital: Witsieshoek
REQUIREMENTS	:	* Grade 12 (or equivalent) Certificate. * A+ or N+. * Valid Code 8 (EB) driver's license.
RECOMMENDATIONS	:	* CAN (Certificate Network Administration). * 3 Years practical experience in a Novel networking environment. * Linux.
DUTIES	:	* Render support service to the computer users of the institution, related to SUSE LINUX enterprise desktop, as well as Windows XP Operating Systems. * Rendering of services as Helpdesk Operator. * Ensuring that networking equipment and infrastructure is effectively maintained. * Training of users utilizing SUSE LINUX enterprise desktop as primary operating system. * Render standby duty on a monthly basis in order to ensure consistent Meditech availability. * Rendering support services on all applications in use by the institution, i.e. Meditech, RDM.
ENQUIRIES	:	Mr A.T. Leboea Tel. No. (058) 7183381

APPLICATIONS	:	The Chief Executive Officer Mofumahadi Manapo Mopeli Regional Hospital (For attention: Me S.S. Diso) Private Bag X820 WITSIESHOEK 9870
POST 7	:	State Accountant Clerk (2 Posts) Ref. No.: H/S/2
SALARY	:	R94 575.00 per annum
CENTRE	:	Mofumahadi Manapo Mopeli Regional Hospital: Witsieshoek
REQUIREMENTS	:	* Senior Certificate / NQF equivalent. * Computer literacy.
RECOMMENDATIONS	:	* Ability to work under pressure. * Good verbal and written communication skills. * Have good interpersonal human relations skills/the ability to communicate freely and easily with other employees, the general public and clients. * Experience in office administration.
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: <ul style="list-style-type: none"> o Salaries (payment, deductions etc.) o Tax (payments to SARS, calculations of Tax payable e.g.) o Debt o Bookkeeping (clear ledger accounts –capture) o BAS payments, journals, and reports o Banking o Revenue (Cashier) o Budget (Capture budget, Virement, Adjustment Budget, on BAS eg. Address Financial Administration enquiries to ensure the correct implementation of financial administration practices. * Address Financial Administration enquiries to ensure the correct implementation of financial administration practices. * Collection of files from the different offices in the hospital. * Send letters to patients owing and follow them up. * Perform and admin duties and the filing.
ENQUIRIES	:	Ms M.E. Radebe Tel. No. (058) 7183210
APPLICATIONS	:	The Chief Executive Officer Mofumahadi Manapo Mopeli Regional Hospital
POST 8	:	Nursing Assistant Grade I (NA-1 – NA-3) (7 Posts) Ref. No.: H/N/3
SALARY	:	Nursing Assistant Grade 1: R72 156.00 per annum Nursing Assistant Grade 2: R85 398.00 per annum Nursing Assistant Grade 3: R101 961.00 per annum
CENTRE	:	Mofumahadi Manapo Mopeli Regional Hospital: Witsieshoek
REQUIREMENTS	:	* Qualification that allows registration with the South African Nursing Council (SANC) as Nursing Assistant (Enrolled Nursing Assistant). * <u>Nursing Assistant Grade 1</u> : No experience after registration * <u>Nursing Assistant Grade 2</u> : A minimum of 10 years appropriate/recognizable experience in nursing after registration with the SANC as Nursing Assistant. * <u>Nursing Assistant Grade 3</u> : A minimum of 20 years appropriate/recognizable experience in nursing after registration with the SANC as Nursing Assistant.
RECOMMENDATIONS	:	* Basic knowledge of patient care. * Relevant experience of nursing.

- * Proof of service record must accompany the application form (Z83) for short-listing purposes.
- DUTIES** : *
- * Provide quality basic nursing care service under the supervision of a Professional Nurse.
 - * Detailed key performance areas can be obtained from the contact person.
- ENQUIRIES** : Ms P.M.A. Mtombeni
Tel. No. (058) 7183204
- APPLICATIONS** : The Chief Executive Officer
Mofumahadi Manapo Mopeli Regional Hospital
(For attention: Ms P.M.A. Mtombeni)
Private Bag X820
WITSIESHOEK
9870
- POST 9** : **Cleaner II**
Ref. No.: H/C/1
- SALARY** : R55 830.00 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, staff 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
(For attention: Me M.C. Mosia)
Private Bag X820
WITSIESHOEK
9870
- POST 10** : **Household Aid I (2 Posts)**
Ref. No.: H/H/2
- SALARY** : R51 825.00 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, staff 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
(For attention: Me M.C. Mosia)
Private Bag X820
WITSIESHOEK
9870

- POST 11** : **Groundsman**
Ref. No.: H/G/1
- SALARY** : R51 825.00 per annum
- CENTRE** : Mofumahadi Manapo Mopeli Regional Hospital: Witsieshoek
- REQUIREMENTS** : *
- * ABET.
 - * Interpersonal relations.
 - * Communication skills.
 - * Must be physical healthy.
- RECOMMENDATIONS** : *
- * Good communication and interpersonal skills.
 - * Extensive appropriate experience in clinical services and hospital care in South Africa.
 - * Render after-hour clinical calls.
- DUTIES** : *
- * Plant trees etc. in gardens.
 - * Prepare soil for planting.
 - * Maintain flower beds.
 - * Mow lawn and cut grass edges.
 - * Load and unload articles on/off trucks.
 - * Keep structures on grounds clean, parking areas and gutters.
 - * Maintain fences.
 - * Practice pest control.
- ENQUIRIES** : Mr M.J. Twala
Tef. No. (058) 7183224
- APPLICATIONS** : The Chief Executive Officer
Mofumahadi Manapo Mopeli Regional Hospital
(For attention: Mr A.T. Leboea)
Private Bag X820
WITSIESHOEK
9870

Advertisements approved by:

Me C M J Blom SENIOR MANAGER: HUMAN RESOURCE MANAGEMENT

Date: 14 February 2011
