



FREE STATE PROVINCIAL GOVERNMENT VACANCY CIRCULAR 16/2011

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: 2011/05/12



health

Department of
Health
FREE STATE PROVINCE

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 NO. OF 2011

CLOSING DATE: 27 MAY 2011

POST 1: SENIOR STATE ACCOUNTANT (MANAGEMENT OF LOSSES AND CLAIMS) (2 Posts)
REFERENCE NO: H/S/31

SALARY: R174 117.00 per annum.

CENTRE: MANAGEMENT OF LOSSES AND CLAIMS: CORPORATE OFFICE, BLOEMFONTEIN

REQUIREMENTS:

- Degree/National Diploma in Commerce or related subject.
- Experience in a supervisory position of at least 3 years not less than salary level 7.
- Understanding of SCOA Chart.
- Valid driver's license.
- Understanding of PFMA and Treasury Regulations.
- Knowledge of BAS System.
- Investigation skills.
- At least five years experience in handling losses of the organization or in Supply Chain Management (SCM) environment.
- Good interpersonal, communication (written and oral) and organizational skills.

RECOMMENDATIONS:

- Computer literacy (MS Word / Excel).
- Accounting skills.
- Report writing skills.
- Understanding LOGIS or related system is an added advantage.

DUTIES:

- Supervise the activities of the Supply Chain Management (SCM) Practitioners and Clerks to contribute to the rendering of professional SCM services.
- Supervise the implementation and maintenance of SCM practices in Management of Losses and Claims to contribute to the rendering of professional SCM services.
- Monitor and evaluate SCM policies, procedures and practices within Management of Losses and Claims Sub-directorate.
- Maintain database and draw relevant reports for the compilation of Annual Financial Statement.
- Compile monthly reports.
- Assist in investigating cases related to losses, claims, irregular or fruitless expenditure.
- Updating Loss Control register.

ENQUIRIES:

Mr L.G. Monyatsi, Telephone number: (051) 4081500

APPLICATION FOR THE DEPARTMENT OF HEALTH TO BE SUBMITTED TO:

Quoting the reference number, must be forwarded to The Senior Manager: Human Resource Management, (For attention: Mr L.G. Monyatsi), P.O. Box 227, Bloemfontein 9300.

POST 2: **ARTISAN FOREMAN GRADE I**
REFERENCE NO: H/A/25

SALARY: A basic salary of R165 666.00 per annum.
(The salary will be determined by the qualifications and experience according to Occupational Specific Dispensation (OSD) for Artisans.)

CENTRE: BOITUMELO REGIONAL HOSPITAL, KROONSTAD

REQUIREMENTS:

- A completed Apprenticeship and proof of passing a trade test in terms of Section 13(2)(h) of the Manpower Training Act, 1981, as amended or a certificate issued under the provisions of Section 28 or 30 of the Manpower Training Act, 1981, as amended or a certificate issued under the provisions of the repealed Section 27 of the Act referred to.
- Knowledge and experience of steam pipe lines and boilers.
- Be conversant with the requirements of the Machinery and Occupational Health and Safety Act.
- A valid unendorsed Code 8 driver's license.
- 5 Years post qualification experience as an Artisan.

RECOMMENDATIONS:

- Good communication and interpersonal skills.
- Ability to work under pressure/stressful situation.

DUTIES:

- Assist with supervision and engineering projects and effects/repairs and maintenance.
- Maintenance, installation and repair of hospital plant machinery.
- Responsible for administrative functions and control of junior staff.
- Strict adherence of Occupational Health and Safety Act.
- Training of subordinates.
- Be prepared to do standby duties.

ENQUIRIES:

Mr M. Letshokgohla, Telephone number: (056) 20165260

APPLICATION FOR THE DEPARTMENT OF HEALTH TO BE SUBMITTED TO:

Quoting the reference number, must be forwarded to The Chief Executive Officer: Boitumelo Regional Hospital, (For attention: Adv. M. Mokotell), Private Bag X47, Kroonstad 9500.

POST 3: **ARTISAN FOREMAN GRADE A (ELECTRICAL)**
REFERENCE NO: H/A/23

SALARY: R165 666.00 per annum.
(The salary will be determined by the qualifications and experience according to Occupational Specific Dispensation (OSD) for Artisans.)

CENTRE: REGIONAL LAUNDRY, KROONSTAD

REQUIREMENTS:

- Electro-technical Wireman License.
- Relevant Trade Test Certificate (A completed apprenticeship and proof of passing a trade test under the provisions of section 13(2)(h) of the Manpower Training Act, 1981, as amended).
- 5 Years post qualification experience as an Artisan.
- Code 8 driver's license.

DUTIES:

- To provide efficient maintenance and repair service to all Laundry equipment.
- Adhere to Health and Safety practices (Occupational Health & Safety Act, No. 85 of 1993).

- Perform other essential services, maintenance orientated duties and to work overtime when needed in time of crisis.
- Ensure that routine daily inspections and maintenance are carried out on all equipment in the Laundry.
- In-service training and supervision, advise to skilled and unskilled workers.
- Supervise and control the subordinates in the Technical Section.
- Solve technical problems in accordance with policy and priority with regard to production and planning.
- Estimate cost of services.
- Identify technical needs.
- Ensure compliance with safety codes and regulations.
- Manage and monitor production of division.
- Initiate corrective action when required.
- Constant liaising with other divisions and/or clients.
- General administration (e.g. monthly reports, leave administration, work plans).
- Application of policy and procedures, and allocation of resources within the section.
- Rendering to technical advice and guidance to lower level personnel.

ENQUIRIES:

Me S.M. Bruwer, Telephone number: (056) 2164900

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

Quoting the reference number, must be forwarded to The Manager: Regional Laundry, (For attention: Me S.M. Bruwer), Private Bag X42, Kroonstad 9500.

POST 4: **SUPPLY CHAIN PRACTITIONER**
REFERENCE NO: **H/S/29**

SALARY: R140 208.00 per annum.

CENTRE: HUMAN RESOURCE MANAGEMENT DIRECTORATE: CORPORATE OFFICE,
 BLOEMFONTEIN

REQUIREMENTS:

- Grade 12 or equivalent certificate.
- Code B South African driver's license.
- Knowledge and understanding of:
 - PFMA and Treasury Regulations
 - LOGIS I / II
- At least three years experience in a supply chain environment.
- Computer skills – Word and Excel

RECOMMENDATIONS:

- Successful attendance of General Principles of BAS Course.
- Successful attendance of LOGIS I.
- Good communication skills.
- Excellent organizational skills.

DUTIES:

- Plan, co-ordinate and implement supply chain practices within the Human Resource Management Directorate.
- Effective and efficient monitoring of purchases and supportive functions for the directorate.
- Supervise and co-ordinate the implementation and maintenance of Supply Chain Management practices within the directorate.
- Appropriate experience in a provisioning environment and sound knowledge of financial administration and asset management in the Public Sector.
- Supervision of subordinates.
- Chief User functions for the Human Resource Management Directorate.

ENQUIRIES:

Me E. Hattingh, Telephone number: (051) 4081132

APPLICATION 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: Me E. Hattingh), P.O. Box 227, Bloemfontein 9300.

POST 5: **PHARMACIST ASSISTANT (POST-BASIC) GRADE I – GRADE III**
REFERENCE NO: H/P/17

SALARY: Pharmacist Assistant (Post-Basic) Grade I: R113 460.00 per annum
Pharmacist Assistant (Post-Basic) Grade II: R131 676.00 per annum
Pharmacist Assistant (Post-Basic) Grade III: R142 692.00 per annum

[The salary will be determined by the qualifications and experience according to Occupational Specific Dispensation (OSD) for Pharmacy Assistants]

CENTRE: MOFUMAHADI MANAPO MOPELI REGIONAL HOSPITAL, WITSIESHOEK

REQUIREMENTS:

Statutory requirements: Registration with HPCSA as Pharmacist Assistant Post Basic.

- **Pharmacist Assistant (Post-Basic) Grade I:** None after registration.
- **Pharmacist Assistant (Post-Basic) Grade II:** A minimum of 5 years appropriate experience as a Pharmacist Assistant after registration as a Pharmacist Assistant (Post-Basic) with the SAPC.
- **Pharmacist Assistant (Post-Basic) Grade III:** A minimum of 13 years appropriate experience as Pharmacist Assistant after registration as a Pharmacist Assistant (Post-Basic) with the SAPC.

RECOMMENDATIONS:

- Previous experience in Public Hospital.

DUTIES:

- To provide a comprehensive and quality pharmaceutical service.
- Play an active role in quality improvement within the institution and especially pharmaceutical services.
- Provide professional advisory service to patients and health care workers regarding medication, within the scope of practice of a Pharmacist Assistant.
- Support with the management, procurement and control of medication within the hospital.
- Support with the dispensing and distribution of medication in the hospital.
- Manage the receipt, control and issue of large volume parenterals used within the institution.

ENQUIRIES:

Mr M. Marais, Telephone number: (058) 7183233

APPLICATION FOR THE DEPARTMENT OF HEALTH TO BE SUBMITTED TO:

Quoting the reference number, must be forwarded to The Chief Executive Officer: Mofumahadi Manapo Mopeli Regional Hospital, (For attention: Mr D.S. Ntsutle), Private Bag X820, Witsieshoek 9870.

POST 6: **SECURITY OFFICER SUPERVISOR**
REFERENCE NO: H/S/28

SALARY: R94 575.00 per annum.

CENTRE: PHEKOLONG DISTRICT HOSPITAL

REQUIREMENTS:

- Grade 12 Certificate and Security Grade C.
- Security clearance before permanent appointment.
- Extensive experience in security supervision.
- Be prepared to work shifts.
- Driver's license.

RECOMMENDATIONS:

- Good written, verbal communication skills and good interpersonal relations.
- Appropriate experience.

DUTIES:

- Organize, co-ordinate and lead security duties officially arranged.
- Supervise shift personnel and security services.
- Overall in charge of security services on the shift in coordination with Senior Security Officer or Clinic Manager and Head of Administration and liaison with CSO.
- Be flexible to integrate services at Complex level.
- Manage security at complex level.

ENQUIRIES:

Mr M.A. Motaung (Snr. Admin. Officer), Telephone number: (058) 3035123 x 227

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

Quoting the reference number, must be forwarded to The Human Resources Officer: Phekolong District Hospital, (For attention: **Me M.G. Mareka**), Private Bag X1, Bethlehem 9700.

POST 7: **HUMAN RESOURCE OFFICER**
REFERENCE NO: H/H/6

SALARY: R94 575.00 per annum.

CENTRE: TOKOLLO DISTRICT HOSPITAL, HEILBRON

REQUIREMENTS:

- Knowledge of PERSAL System.
- At least three years experience working with leave management and recruitment procedures.

RECOMMENDATIONS:

- Valid South African driver's license.

DUTIES:

- Recruitment and retention of skilled personnel according to Human Resources.
- Ensure the implementation of general service benefits and service conditions to all employees.
- To facilitate the process of service terminations.
- Management of leave.
- Compile Personnel budget.
- Supervision of subordinates.

ENQUIRIES:

Mrs M.A. Makhalema, Telephone number: (058) 8535402

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

Quoting the reference number, must be forwarded to The Chief Executive Officer: Tokollo District Hospital, (For attention: **Mr T.D. Tsotetsi**), Private Bag X8, Heilbron 9650.

POST 8: **DRIVER II (HEAVY MOTOR VEHICLE)**
REFERENCE NO: H/D/10

SALARY: R79 104.00 per annum.

CENTRE: QWAQWA LAUNDRY, WITSIESHOEK

REQUIREMENTS:

- Code 10 driver's license.
- Appropriate driving experience.
- Valid Public Driving Permit.
- Ability to read and write.

DUTIES:

- Deliver and collect linen from clients in periphery services.
- Report defaults of the vehicles.
- Adhere to Infection Control Policy.
- Give daily reports to the Transport Officer.
- Do inspections before using the state vehicle as well as after usage.
- Attend to emergency calls after hours and over weekends when necessary.
- Occasionally deliver mail and accompany officials to Bloemfontein.

ENQUIRIES:

Mr T.D. Masoeu (Acting Manager: Linen Management), Telephone number: (051) 4002020

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

Quoting the reference number, must be forwarded to The Senior Manager: Human Resource Management, (For attention: Mr T.D. Masoou), P.Bag x20643, Bloemfontein 9300.

POST 9: **DRIVER (HEAVY VEHICLE) GRADE I (HEILBRON SATELLITE LAUNDRY)**
REFERENCE NO: H/D/11

SALARY: R79 104.00 per annum.

CENTRE: REGIONAL LAUNDRY, KROONSTAD

REQUIREMENTS:

- Code 10 driver's license.
- Appropriate driving experience.
- Valid Public Driving Permit.
- Ability to read and write.
- Grade 10.

RECOMMENDATIONS:

- Good communication skills and interpersonal skills.
- Ability to function effectively under pressure.

DUTIES:

- Deliver and collect linen from clients in Periphery Services.
- Report defaults of the vehicles.
- Adhere to Infection Control Policy pertaining to transport of linen and the disinfecting of the vehicle at all times.
- Give daily reports to the Transport Officer.
- Do inspections before the use of the state vehicles as well as after the usage.
- Attend to emergency calls after hours and over weekends when necessary.

ENQUIRIES:

Me S.M. Bruwer, Telephone number: (056) 2164900

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

Quoting the reference number, must be forwarded to The Manager: Regional Laundry, (For attention: Me S.M. Bruwer), Private Bag X42, Kroonstad 9500.

POST 10: **LAUNDRY MANAGER: HEILBRON (SATELLITE LAUNDRY)**
REFERENCE NO: H/L/4

SALARY: R79 104.00 per annum.

CENTRE: REGIONAL LAUNDRY, KROONSTAD

REQUIREMENTS:

- Grade 10 Certificate.
- Extensive laundry experience of at least 3-4 years (especially in a hospital/clinic linen room environment).

RECOMMENDATIONS:

- Good verbal and written communication and interpersonal relations skills.
- Ability to work under pressure/stressful situations.
- Prepared to work shifts and overtime.
- Able to perform any other given tasks within the laundry production environment.

DUTIES:

- Ensure that laundry vehicles are loaded and off-loaded on arrival.
- Control and verify the received linen from the hospitals.
- Monitor and control the quality and quantity of linen from the hospitals.
- Verify that washed linen for finished section is received.
- Report uncertain incidents to management of the hospital and Kroonstad Laundry.
- Handling inquiries on service deliveries.
- Assist Laundry employees with regular stock takes.
- Manage and control linen movements cost effectively.

ENQUIRIES:

Me S.M. Bruwer, Telephone number: (056) 2164900

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

Quoting the reference number, must be forwarded to The Manager: Regional Laundry, (For attention: Me S.M. Bruwer), Private Bag X42, Kroonstad 9500.

POST 11: **LAUNDRY AID I (CLOCOLAN LINEN ROOM)**
REFERENCE NO: H/L/3

SALARY: R51 825.00 per annum.

CENTRE: REGIONAL LAUNDRY, KROONSTAD

REQUIREMENTS:

- ABET Literacy.
- Ability to read and write.
- Physical fitness.

RECOMMENDATIONS:

- Customer Care ability.

DUTIES:

- Collecting and delivering of linen from and to wards in a hospital environment.
- To offload the delivery vehicles upon arrival and collect dirty and soiled linen from the wards, and sorting and sluicing of bloody linen.
- Ensure clean and adequate linen for the patients.
- Maintain infection control at all times.
- To maintain and adhere to Health and Safety matters continuously.

ENQUIRIES:

Me S.M. Bruwer, Telephone number: (056) 2164900

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

Quoting the reference number, must be forwarded to The Manager: Regional Laundry, (For attention: Me S.M. Bruwer), Private Bag X42, Kroonstad 9500.

<p>Advertisements approved by:</p> <p>ME MARNA VORSTER ACTING SENIOR MANAGER: HUMAN RESOURCE MANAGEMENT Date: 9 MAY 2011</p>
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