



## FREE STATE PROVINCIAL GOVERNMENT VACANCY CIRCULAR 19/2011

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: 2011/5/26



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. 32 OF 2011

CLOSING DATE: 13 JUNE 2011

**POST 1:** SENIOR INTERNAL AUDITOR  
**REFERENCE NO:** H/M/4

**SALARY:** R174 117.00 per annum

**CENTRE:** INTERNAL AUDIT: CORPORATE OFFICE, BLOEMFONTEIN

#### **REQUIREMENTS:**

- An appropriate three-year Degree or Diploma in Internal Auditing or Accounting.
- At least two years relevant working experience.

#### **DUTIES:**

- Assist the department to achieve by evaluating and improving the effectiveness of risk management, controls and governance processes.
- Lead and conduct performance, financial, compliance and forensic audits.
- Execute planned audit by using risk based approach and in line with the international professional standards for the professional practice of Internal Auditing.
- Report on the adequacy and the effectiveness of systems and controls evaluated.
- Assist the department in combating fraud and irregular activities.
- Assist the Audit Manager in executing his/her responsibilities by continuously seeking to improve the operations and management of the directorate.

#### **ENQUIRIES:**

Mr P.J.G. Smith, Telephone number: (051) 4081223

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

Quoting the reference number, must be forwarded to The Senior Manager: Internal Audit, (For attention: Mr P.J.G. Smith), P.O. Box 227, Bloemfontein 9300.

**POST 2:** SENIOR HUMAN RESOURCE OFFICER  
**REFERENCE NO:** H/H/10

**SALARY:** R140 208.00 per annum

**CENTRE:** HUMAN RESOURCES MANAGEMENT: UNIVERSITAS ACADEMIC HOSPITAL, BLOEMFONTEIN

#### **REQUIREMENTS:**

- Senior or equivalent qualification.
- At least 5 years experience as Human Resources (HR) Officer on salary level 6.

#### **RECOMMENDATIONS:**

- Extensive Human Resource experience (leave, overtime and relevant resolutions).
- Good knowledge of structuring of MMS and SMS packages.
- Management of staff in the section.

- Allocation of tasks and supervision.
- Experience of PERSAL system.
- Experience of writing submissions.

**DUTIES:**

- Manage appointments, transfers and termination of service.
- Overtime.
- Management of leave and approval of PERSAL transactions.
- Manage paymaster functions.
- Handling and manage of RWOPS (Remunerative Work Outside the Public Service).
- Handling of Human Resource queries.
- Structuring of MMS and SMS packages.
- Writing of submissions.
- Completion of selection documents.

**ENQUIRIES:**

Me A. Lombard, Telephone number: (051) 4053153

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

Quoting the reference number, must be forwarded to The Chief Executive Officer: Universitas Academic Hospital, (For attention: Me A. Lombard), Private Bag X20660, Bloemfontein 9300.

**POST 3:**                   **ADMINISTRATION OFFICER (HOSPITAL INFORMATION OFFICER)**  
**REFERENCE NO: H/A/36**

**SALARY:**               R140 208.00 per annum

**CENTRE:**               DIHLABENG REGIONAL HOSPITAL: BETHLEHEM

**REQUIREMENTS:**

- Grade 12.
- Computer literate with advanced course, e.g. PowerPoint, Excel, Microsoft Word.
- Numeric and analytical skills.

**DUTIES:**

- To collect, collate, analyze, validate and coordinate health related statistics in the hospital in order to produce quality information for use in planning, allocation of resources and assisting in decision making.
- To ensure data problems are solved in the different units.
- Compile and present reports, graphs and trends for the different stakeholders, e.g. Chief Executive Officer at meetings.
- To ensure training of the DHIS collecting data documents and Information Policy in the hospital.
- Ensure compliance to the Data Flow and Data Management Protocol.
- Supervise data capturer.

**ENQUIRIES:**

Mr B.J. Oliphant, Telephone number: (058) 3035331

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

Quoting the reference number, must be forwarded to The Chief Executive Officer: Dihlabeng Regional Hospital, (For attention: Ms T. Harris), Private Bag X3, Bethlehem 9700.

**POST 4:**                   **SENIOR COMMUNICATION OFFICER**  
**REFERENCE NO: H/C/14**

**SALARY:**               R140 208.00 per annum

**CENTRE:**               DIHLABENG REGIONAL HOSPITAL: BETHLEHEM

**REQUIREMENTS:**

- Relevant experience in corporate communication and marketing.
- Proven computer literacy.
- The following would be an added advantage:
  - Proven skills in the field of communications and production of publications.
  - Knowledge and understanding of and experience in the public health sector is a prerequisite.
  - Excellent written and verbal communication skills.
  - Very good interpersonal relations.
  - Ability to liaise with stakeholders and the media.
  - Ability to communicate in the official languages of the province.

**RECOMMENDATIONS:**

- A valid Code 8 driver's license is a very strong recommendation.
- Willingness to travel and work irregular hours and under pressure.
- Must be a self-starter quick thinker, innovative and self-managing.

- Proven ability to produce reports, newsletters, promotion material etc.
- Computer literacy with MS Word, Excel and PowerPoint and GroupWise.

**DUTIES:**

- The implementation of the departmental corporate communication strategy.
- The production of communication tools to disseminate information targeted at the stakeholders and target audiences of the Department of Health.
- Write and produce reports, fliers, newsletters, display (promotion) material amongst others.
- Arrangement of meetings and events hosted by the Department of Health.
- The implementation of the corporate identity program of the department.

**ENQUIRIES:**

Mr B.J. Oliphant, Telephone number: (058) 3035331

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

Quoting the reference number, must be forwarded to The Chief Executive Officer: Dikhalabeng Regional Hospital, (For attention: Ms T. Harris), Private Bag X3, Bethlehem 9700.

**POST 5:**                   **PERSONAL ASSISTANT**  
**REFERENCE NO: H/P/66**

**SALARY:**                   R140 208.00 per annum

**CENTRE:**                   FEZILE DABI HEALTH DISTRICT: MANAGER'S OFFICE

**REQUIREMENTS:**

- An appropriate Diploma or equivalent qualification.
- 3-5 Years experience in rendering support service to Senior Management.
- Grade 12.
- Computer literacy.

**RECOMMENDATIONS:**

- Ability to work under pressure.
- Good verbal and written communication skills.
- Good interpersonal skills.
- Sound organizational skills.
- Self-management and motivation.
- Ability to act with tact and discretion.

**DUTIES:**

- Render secretarial and administration support to the District Manager.
- Execute procurement of goods and services for the office of the District Manager.
- Render basic financial management functions as indicated.
- Promote the positive image of the District Office.
- Render related functions that contribute to the smooth running of the District Office.
- To ensure effective diary management in consultation with the District Manager and the Personal Assistant.
- Render an office support service to the District Manager, including typing of documents, sending of faxes, making photocopies etc. to ensure the smooth functioning of the District Office.
- Serve as an entry point for all internal and external visitors.
- To deal with all calls to and from the District Office.

**ENQUIRIES:**

Mr S.O. Modiko, Telephone number: (016) 9709370

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

Quoting the reference number, must be forwarded to The District Manager: Fezile Dabi Health District, (For attention: Mr T.N. Montse), Private Bag X2005, Sasolburg 1947.

**POST 6:**                   **COMMUNITY DEVELOPMENT PRACTITIONER GRADE I-III**  
**REFERENCE NO: H/C/15**

**SALARY:**                   Community Development Practitioner Grade I: A basic salary of R118 512.00 per annum  
Community Development Practitioner Grade II: A basic salary of R144 462.00 per annum  
Community Development Practitioner Grade III: A basic salary of R177 663.00 per annum  
[The salary will be determined by the qualifications and experience according to Occupational Specific Dispensation (OSD) for Community Development Officers.]

**CENTRE:**                   NATIONAL DISTRICT HOSPITAL: BLOEMFONTEIN

**REQUIREMENTS:**

- An appropriate three-year tertiary qualification.
- Community Development Practitioner Grade I: None after obtaining the required tertiary qualification.
- Community Development Practitioner Grade II: A minimum of 10 years appropriate experience in Community Development work after obtaining the required tertiary qualification.
- Community Development Practitioner Grade III: A minimum of 20 years appropriate experience in Community Development work after obtaining the required tertiary qualification.
- Computer literacy.
- A valid driver's license.

**RECOMMENDATIONS:**

- Appropriate experience in Community Development (Customer Care), Project Management and Events Management.

**DUTIES:**

- Develop and implement Health Promotion strategies and plans.
- Promote and market Health Care Services of the Department.
- Manage community queries, complaints and customer satisfaction.
- Support Governance structures.
- Events management.

**ENQUIRIES:**

Me M.S. Mohalle, Telephone number: (051) 4472194

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

Quoting the reference number, must be forwarded to The District Manager: Motheo District, (For attention: Me R. Phuroe), P.O. Box 441, Bloemfontein 9300.

**POST 7:** SENIOR ADMINISTRATION CLERK GRADE I (WASTE MANAGEMENT OFFICER)  
**REFERENCE NO:** H/A/37

**SALARY:** R79 104.00 per annum

**CENTRE:** DIHLABENG REGIONAL HOSPITAL: BETHLEHEM

**REQUIREMENTS:**

- Grade 12.
- Communication skills.
- Computer literate.

**RECOMMENDATIONS:**

- Good communication and interpersonal skills.

**DUTIES:**

- Responsible for day-to-day operation and monitoring of Waste Management Plan.
- Responsible for coordination of training and information flow.
- Direct access to generation, separation, collection, transportation, store and final collection for disposal.

**ENQUIRIES:**

Mr B. Oliphant, Telephone number: (058) 3035331

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

Quoting the reference number, must be forwarded to The Chief Executive Officer: Dihlabeng Regional Hospital, (For attention: Mr/Ms T. Harris), Private Bag X3, Bethlehem 9700.

**POST 8:** SENIOR ADMINISTRATION CLERK GRADE I (HELPDESK CLERK)  
**REFERENCE NO:** H/A/38

**SALARY:** R79 104.00 per annum

**CENTRE:** DIHLABENG REGIONAL HOSPITAL: BETHLEHEM

**REQUIREMENTS:**

- Grade 12.

**DUTIES:**

- Provide assistance to patients and visitors.
- Assist Management to pro-actively inform the relevant stakeholders of services rendered by the hospital.
- Provide directions to patients and visitors.
- Monitoring the suggestion boxes and receiving feedback from patients and other stakeholders of the hospital.

**ENQUIRIES:**

Mr L. Rossouw, Telephone number: (058) 3035331

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

Quoting the reference number, must be forwarded to The Chief Executive Officer: Dihlabeng Regional Hospital, (For attention: Mr/Ms T. Harris), Private Bag X3, Bethlehem 9700.

**POST 9:**               **DATA CAPTURER**  
**REFERENCE NO: H/D/3**

**SALARY:**             R79 104.00 per annum

**CENTRE:**            DIHLABENG REGIONAL HOSPITAL: BETHLEHEM

**REQUIREMENTS:**

- Grade 12.
- Computer literate.
- Advanced Course, e.g. Excel, PowerPoint, Microsoft Word.

**RECOMMENDATIONS:**

- Basic numeric skills.
- Typing skills.

**DUTIES:**

- Capture patient information/data on Meditech/PAAB/DHIS and paper based systems used in the facility.
- Render a comprehensive administration support function to contribute to effective service delivery.
- Capturing of data, accumulation of stats to contribute to the effectiveness of Health Information Programme.
- To perform a variety of routine directive-intensive clerical duties.
- This position entails the handling of complicated routine correspondence.
- Performing of records of elementary calculations and maintaining and issuing of statistics.
- To check diverse documents for completion.
- Must process letters, faxes, memorandums and also statistical data.

**ENQUIRIES:**

Mr B. Oliphant, Telephone number: (058) 3035331

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

Quoting the reference number, must be forwarded to The Chief Executive Officer: Dihlabeng Regional Hospital, (For attention: Mr/Ms T. Harris), Private Bag X3, Bethlehem 9700.

**POST 10:**             **AUXILIARY SERVICES OFFICER (ORTHOPAEDIC FOOTWEAR LEATHER WORKER – LEARNER)**  
**REFERENCE NO: H/A/40**

**SALARY:**             R51 825.00 per annum

**CENTRE:**            BETHLEHEM CENTER – ORTHOTICS & PROSTHETICS SERVICES

**REQUIREMENTS:**

- Senior Certificate with a pass in the following: Life Sciences, Math and any one.
- Technical subject.

**RECOMMENDATIONS:**

- Computer skills.
- Driver's license - Code (08) EB.

**DUTIES:**

- Learner in designing and manufacturing of various types of Prostheses both for upper and lower extremities.
- Trainee in the Fabrication of various types of Orthotic devices.
- Performance of regular maintenance of machinery and equipment used in the Centre Lab.

**ENQUIRIES:**

Mr D. Mahanke, Telephone number: (058) 3035123

**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 D. Mahanke**), P.O. Box 227, Bloemfontein 9300.

**POST 11:**           **AUXILIARY SERVICES OFFICER (ORTHOTIC PROSTHETIC ASSISTANT – LEARNER)**  
**REFERENCE NO: H/A/41**

**SALARY:**           R51 825.00 per annum

**CENTRE:**           ORTHOTICS & PROSTHETICS SERVICES: WELKOM CENTRE

**REQUIREMENTS:**

- Senior Certificate with a pass in the following: Life Sciences, Math and any one.
- Technical Subject.

**RECOMMENDATIONS:**

- Computer skills.
- Driver's license – Code (08) EB.

**DUTIES:**

- Learner in designing and manufacturing of various types of Prostheses both for upper and lower extremities.
- Trainee in the Fabrication of various types of Orthotic devices.
- Performance of regular maintenance of machinery and equipment used in the Centre Lab.

**ENQUIRIES:**

Mr D. Van Rooyen, Telephone number: (057) 3534365/6

**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 D. Van Rooyen**), P.O. Box 227, Bloemfontein 9300.

**POST 12:**           **AUXILIARY SERVICES OFFICER (ORTHOPAEDIC FOOTWEAR TECHNICIAN – LEARNER)**  
**(2 Posts)**  
**REFERENCE NO: H/A/39**

**SALARY:**           R51 825.00 per annum

**CENTRE:**           ORTHOTICS & PROSTHETICS SERVICES: BLOEMFONTEIN CENTRE

**REQUIREMENTS:**

- Senior Certificate with a pass in the following: Life Sciences, Math and any one.
- Technical Subject.

**RECOMMENDATIONS:**

- Computer skills.
- Driver's license – Code (08) EB.

**DUTIES:**

- Learner in designing and manufacturing of various types of Prostheses both for upper and lower extremities.
- Trainee in the Fabrication of various types of Orthotic devices.
- Performance of regular maintenance of machinery and equipment used in the Centre Lab.

**ENQUIRIES:**

Mr Hoffman, Telephone number: (051) 4322018

**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 Hoffman**), P.O. Box 227, Bloemfontein 9300.

**POST 13:**           **GENERAL WORKER I**  
**REFERENCE NO: H/G/3**

**SALARY:**           R51 825.00 per annum

**CENTRE:**           BETHLEHEM CENTRE – ORTHOTICS & PROSTHETICS SERVICES: STRATEGIC HEALTH PROGRAMS

**REQUIREMENTS:**

- Grade 10 with literacy and numeracy skills.
- Driver's license – Code (08) EB.

- Good in the Free State Province's 3 dominant official languages.

**RECOMMENDATIONS:**

- Basic computer literacy.

**DUTIES:**

- Driving duties.
- Messenger.
- Packing of goods (stores).
- Removal of refuse (e.g. P.O.P. Blocks).

**ENQUIRIES:**

Mr D. Mahanke, Telephone number: (058) 3035123

**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 D. Mahanke**), P.O. Box 227, Bloemfontein 9300.

<b>Advertisements approved by:</b>
 <b>ME C M J BLOM</b> SENIOR MANAGER: HUMAN RESOURCE MANAGEMENT
Date: <b>20 MAY 2011</b>