



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 NO . . . 17 OF 2012

CLOSING DATE: 1 JUNE 2012

CHIEF DIRECTOR: DISTRICT OPERATIONS [3 x posts]

SALARY: All-inclusive remuneration package of R872 214.00 per annum. The inclusive remuneration package consists of the basic salary, the Government's contribution to the Government Employee Pension Fund and flexible portion, which may be structured in terms of the rules for the structuring of the flexible portion and which may include a 13th cheque, motor car allowance, home owner's allowance and medical aid assistance.

CENTRE:

THABO MOFUTSANYANA DISTRICT (1 Post)

REFERENCE NO: H/C17

FEZILE DABI DISTRICT (1 Post)

REFERENCE NO: H/C18

LEJWELEPUTSWA DISTRICT (1 Post)

REFERENCE NO: H/C 19

REQUIREMENTS:

Preferably a health professional registered as such with the relevant professional body plus a post-graduate degree/diploma in Management and a minimum of 10 years management experience in the health sector on management level. The incumbent must demonstrate an excellent knowledge of the public health sector. A valid driver's license is required as an inherent job requirement.

RECOMMENDATIONS:

A post-graduate qualification in Health Management or General Management. Leadership- and management skills. Have an understanding of socio-economic issues. Knowledge of Health Policies. Management of Health Information. Good communication skills. Good interpersonal relationships. Presentation skills. Knowledge, implementation and maintenance of the PFMA, Treasury Regulations and Financial Systems.

DUTIES:

The incumbent will be responsible for the management of health care services which includes the provision of quality level 1 & 2 services and primary health care services. The incumbent will be responsible for the management of health services within the district. The incumbent will be responsible for the management of corporate services within the district. The incumbent will have to ensure that competencies [and training requirements] are met for all service delivery requirements. Management of strategic health programs such as HIV & AIDS, TB, maternal and child health, as well as the implementation of the NHI and the PHC re-engineering programs.

Job Purpose:

To plan, direct, coordinate and manage the efficient and effective delivery of clinical and administrative support services through working with the key executive management team at the district within the legal and regulatory framework. To represent the district authoritatively at provincial and public forums. To provide strategic leadership to improve operational efficiency within the health establishment to improve health outcomes within the district.

Strategic Planning:

Prepare a strategic plan for the district to ensure that it is in line with the 10-point plan, national, provincial, regional and district/hospital plans.

Financial Management:

Maximize revenue through collection of all income due to the relevant hospitals in the district. Ensure that the district is managed within the budget in line with the PFMA and relevant guidelines. Ensure that adequate policies, systems and procedures are in place to enable prudent management of financial resources. Planning of financial resource mobilization. Monitoring and evaluation and asset and risk management.

Facility Management:

Ensure business support and systems to promote optimal management of the relevant institution in the district as well as optimal service delivery. Ensure that systems and procedures are in place to ensure planning and timeous maintenance of all facilities and equipment.

Human Resource Management:

Develop, implement and maintain human resource management policies and guidelines, systems and procedures that will ensure effective and efficient utilization of human resources. Promote a safe and healthy working environment through compliance with relevant legislation including occupational health and safety committees. Ensure continuous development and training of personnel and implement monitoring and evaluation of performance.

Procurement and Management of equipment and supplies:

Implement a procurement and provisioning system that is fair, transparent, competitive and cost effective in terms of provincial delegated authority and in line with the PFMA. Ensure that goods and services are procured in a cost effective and timely manner.

Clinical and Corporate Governance:

Oversee clinical governance to ensure high standards of patient care in the district. Establish community networks and report to the Hospital Boards and other governing bodies in the district.

ENQUIRIES: Dr T. Moji, Tel. no. (051) 4081118

APPLICATIONS TO: The Senior Manager: Human Resource Management, (**Attention: Me S. Dowd**), P.O. Box 227, Bloemfontein 9300. Hand delivery: Bophelo House Entrance, Cnr Maitland & Harvey Road, Bloemfontein

CHIEF EXECUTIVE OFFICER
REFERENCE NO: H/C/20

SALARY: All-inclusive remuneration package of R719 613.00 per annum. The inclusive remuneration package consists of the basic salary, the Government's contribution to the Government Employee Pension Fund and flexible portion, which may be structured in terms of the rules for the structuring of the flexible portion and which may include a 13th cheque, motor car allowance, home owner's allowance and medical aid assistance.

CENTRE: DIHLABENG REGIONAL HOSPITAL: BETHLEHEM

Preferably a health professional registered as such with the relevant professional body plus a post-graduate degree/diploma in Management and a minimum of 5-10 years management experience in the health sector on middle management level. The incumbent must demonstrate an excellent knowledge of the public health sector. A valid driver's license is required as an inherent job requirement.

RECOMMENDATIONS:

A post-graduate qualification in Health Management or General Management. Leadership- and management skills. Knowledge of Health Policies. Management of Health information. Good communication skills. Good interpersonal relationships. Presentation skills. Knowledge, implementation and maintenance of the PFMA, Treasury Regulations and Financial Systems.

DUTIES:

Job Purpose:

To plan, direct, coordinate and manage the efficient and effective delivery of clinical and administrative support services through working with the key executive management team at the hospital within the legal and regulatory framework. To represent the hospital authoritatively at provincial and public forums. To provide strategic leadership to improve operational efficiency within the health establishment to improve health outcomes.

Strategic Planning:

Prepare a strategic plan for the hospital to ensure that it is in line with the 10-point plan, national, provincial, regional and district plans.

Financial Management:

Maximize revenue through collection of all income due to the hospital. Ensure that the hospital is managed within the budget in line with the PFMA and relevant guidelines. Ensure that adequate policies, systems and procedures are in place to enable prudent management of financial resources. Planning of financial resource mobilization. Monitoring and evaluation and asset and risk management.

Facility Management:

Ensure business support and systems to promote optimal management of the institution as well as optimal service delivery. Ensure that systems and procedures are in place to ensure planning and timeous maintenance of facilities and equipment.

Human Resource Management:

Develop, implement and maintain human resource management policies and guidelines, systems and procedures that will ensure effective and efficient utilization of human resources. Promote a safe and healthy working environment through compliance with relevant legislation including occupational health and safety committees. Ensure continuous development and training of personnel and implement monitoring and evaluation of performance.

Procurement and Management of equipment and supplies:

Implement a procurement and provisioning system that is fair, transparent, competitive and cost effective in terms of provincial delegated authority and in line with the PFMA. Ensure that goods and services are procured in a cost effective and timely manner.

Clinical and Corporate Governance:

Oversee clinical governance to ensure high standards of patient care. Establish community networks and report to the Hospital Board. Responsible for corporate governance inclusive of infrastructure planning and maintenance as well as occupational health and safety. Manage the institution's risks to ensure optimal achievement of health outcomes.

ENQUIRIES: Dr T. Moji, Tel. no. (051) 4081118

APPLICATIONS TO: The Senior Manager: Human Resource Management, (**Attention: Me S. Dowd**), P.O. Box 227, Bloemfontein 9300. Hand delivery: Bophelo House Entrance, Cnr Maitland & Harvey Road, Bloemfontein

DIRECTOR: DISTRICT: CORPORATE & HEALTH SUPPORT
REFERENCE NO: H/D/4

SALARY: All-inclusive remuneration package of R719 613.00 per annum. The inclusive remuneration package consists of the basic salary, the Government's contribution to the Government Employee Pension Fund and flexible portion, which may be structured in terms of the rules for the structuring of the flexible portion and which may include a 13th cheque, motor car allowance, home owner's allowance and medical aid assistance.

CENTRE: KHARIEP HEALTH DISTRICT

REQUIREMENTS:

An appropriate recognized 3-year degree or equivalent qualification. Extensive appropriate experience and knowledge in District Health Management. Recognized South African driver's license.

RECOMMENDATIONS:

Extensive experience and knowledge of District Health Management. Management of Health information. Good communication skills. Good interpersonal relationships. Presentation skills. Knowledge, implementation and maintenance of the PFMA, Treasury Regulations and Financial Systems.

DUTIES:

The incumbent must provide strategic leadership, support and manage the day to day operations of Xhariep Level 1 District Hospital Service. The incumbent will have to manage the following resources: Finance, Human Resources and Equipment. Ensure Quality Level 1 services through implementation of Provincial Health Care. Provide capacity building and development of all relevant stakeholders. Ensure community participation and stakeholder involvement. Develop corporate support systems for the district. Develop and implement district resource plans. Enable district service to be efficient and effective. Provide effective and efficient service delivery to the district. Develop and implement service delivery operational plans. Manage the development of education and training plans. Maintain healthy pipeline of training nurses. Capacity development of nurses. Implement good governance strategy. Ensure government structures are in place. Compliance with relevant legislative and ensure requirements are met. Fill vacant posts. Facilitate staff development. Develop and maintain asset register. Oversee the provision of systems and mechanisms to ensure that the district is efficient.

ENQUIRIES: Me N. Sondiyazi, Tel. no. (051) 4081456

APPLICATIONS TO: The Senior Manager: Human Resource Management, (**Attention: Me S. Dowd**), P.O. Box 227, Bloemfontein 9300. Hand delivery: Bophelo House Entrance, Cnr Maitland & Harvey Road, Bloemfontein

CHIEF EXECUTIVE OFFICER
REFERENCE NO: H/C/21

SALARY: All-inclusive remuneration package of R514 947.00 per annum. The inclusive remuneration package consists of the basic salary, the Government's contribution to the Government Employee Pension Fund and flexible portion, which may be structured in terms of the rules for the structuring of the flexible portion and which may include a 13th cheque, motor car allowance, home owner's allowance and medical aid assistance.

CENTRE: NKETOANA DISTRICT HOSPITAL: REITZ

REQUIREMENTS:

Preferably a health professional registered as such with the relevant professional body plus a post-graduate degree/diploma in Management and a minimum of 5-10 years management experience in the health sector on middle management level. The incumbent must demonstrate an excellent knowledge of the public health sector. A valid driver's license is required as an inherent job requirement.

RECOMMENDATIONS:

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DUTIES:

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ENQUIRIES: Dr T. Moji, Tel. no. (051) 4081118

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Please bring the contents of this circular to all concerned officials.

Approved by:

DR S. KABANE

HEAD: HEALTH

DATE: 08.05.2012