



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 ...**48**..... OF 2012

CLOSING DATE: 26 November 2012

SENIOR SUPPLY CHAIN PRACTITIONER (3 Posts)

SALARY: R198 975.00 per annum

CENTRE: THABO MOFUTSANYANA HEALTH DISTRICT

Phekolong Hospital, Bethlehem (1 Post) **REFERENCE NO: H/S/52**

Itemoheng Hospital, Senekal (1 Post) **REFERENCE NO: H/S/53**

Thebe Hospital, Harrismith (1 Post) **REFERENCE NO: H/S/54**

REQUIREMENTS:

Degree or National Diploma or equivalent qualification in Finance/Supply Chain Management (SCM) plus appropriate experience in a Financial management and SCM environment.

LOGIS / BAS Training

4 - 5 years relevant experience

RECOMMENDATIONS:

Valid driver's license Knowledge of LOGIS System. Knowledge of the relevant Supply Chain Management Legislation/Directives. Communication and interpersonal skills. Problem solving skills. Computer skills. Numeracy skills. Supervisory skills. Analytical skills. Team leadership. Planning and organizing. Time management etc. Accounting skills. Computer literacy. LOGIS/BAS Certificate. Knowledge of PFMA, BBEE and Treasury Regulations.

DUTIES:

Supervise the activities of the Supply Chain Management Clerks / Snr **and** officers to contribute to the rendering of a professional supply chain management service for example: Personnel development, Performance and discipline, 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.

Logistics (Ordering, Payments, Transit IN, Transit OUT, Warehouse, Quotations, e.g.) Assets (Disposals), Loss Control, Demands, Acquisitions and performance management.

Render a Supply Chain Management advisory service to the Department by investigating, analyzing, benchmarking and interpreting legislation and prescripts and other Supply Chain related issues to promote an effective Supply Chain environment.

Promote effective Supply Chain management by researching, analyzing, developing, monitoring and reviewing Departmental policies, strategies, guidelines, procedures and circulars to contribute to the consistent and effective application of Supply Chain practices.

Monitor and evaluate Supply Chain Management Policies, procedures and practises.

Provide Supply Chain Information and Knowledge

Management Services to the Department, for example:

Maintain databases and draw relevant reports in relation to implementation of Supply Chain Management Policies, procedures and practises.

Manage the selection, generation and presentation of Supply Chain management information taking into account the strategic and operational management information requirements

Approve and verify all documents and transactions on LOGIS / BAS according to delegations. Prepare reports on supply chain management issues and statistics. Compile monthly reconciliation's and finalization of outstanding payments / submissions / recommendations.

ENQUIRIES: Mr MC Skenjana Tel. no. (051) 405 1357/ Mr L D Mositoana (District Office) (058) 718 0515

APPLICATIONS TO: The District Manager, Thabo Mofutsanyana District Office, (**Attention: Mr MS Shabangu**), P/bag x 84, Witsieshoek, 9870 or hand deliver to Thabo Mofutsanyana Health District Office, Ombudsman Building, Mampoi Road, Phuthaditjhaba

SUPPLY CHAIN PRACTITIONERS (3 Posts)

SALARY: R160 224.00 per annum

CENTRE: THABO MOFUTSANYANA HEALTH DISTRICT

Phekolong Hospital, Bethlehem (1 Post) **REFERENCE NO: H/S/56**

Itemoheng Hospital, Senekal (1 Post) **REFERENCE NO: H/S/57**

Thebe Hospital, Harrismith (1 Post) **REFERENCE NO: H/S/58**

REQUIREMENTS:

Degree or National Diploma or equivalent qualification in Finance/Supply Chain Management (SCM) plus appropriate experience in a Financial Management and SCM environment. 3 Years relevant experience. .

RECOMMENDATIONS:

Valid driver's license Knowledge of LOGIS System. Knowledge of the relevant Supply Chain Management Legislation/Directives. Communication and interpersonal skills. Problem solving skills. Computer skills. Numeracy skills. Supervisory skills. Analytical skills. Team leadership. Planning and organizing. Time management etc. Accounting skills. Computer literacy. LOGIS/BAS Certificate. Knowledge of PFMA, BBBEE and Treasury Regulations

DUTIES:

Supervise the activities of the Supply Chain Management Clerks to contribute to the rendering of a professional supply chain management service for example: Personnel development, Performance and discipline, 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.

Logistics (Ordering, Payments, Transit IN, Transit OUT, Warehouse, Quotations, e.g.)

Assets (Disposals), Loss Control, Demands, Acquisitions and performance management

Address supply chain management enquiries to ensure the correct implementation of supply chain management practises.

Inform, guide and advice Department/personnel on supply chain management matters to enhance the correct implementation of supply chain management practises and policies.

Approve transactions on LOGIS / BAS according to delegations.

ENQUIRIES: : Mr MC Skenjana Tel. no. (051) 405 1357/ Mr L D Mositoana (District Office) (058) 718 0515

APPLICATIONS TO: The District Manager, Thabo Mofutsanyana District Office, (**Attention: Mr MS Shabangu**), P/bag x 84, Witsieshoek, 9870 or hand deliver to Thabo Mofutsanyana Health District Office, Ombudsman Building, Mampoi Road, Phuthaditjhaba

ADMINISTRATION OFFICERS (5 Posts)

SALARY: R160 224.00 per annum

CENTRE: THABO MOFUTSANYANA DISTRICT OFFICE

Setsotso Local Area: **REFERENCE NO: H/A/51**

Dihlabeng Local Area **REFERENCE NO: H/A/52**

Nketoana / Phumelela Local Area **REFERENCE NO: H/A/53**

Maluti -A- Phofung Local Area **REFERENCE NO: H/A/54**

Mantsopa Local Area **REFERENCE NO: H/A/55**

REQUIREMENTS:

Degree or National Diploma or equivalent qualification in Finance/Supply Chain Management (SCM) plus appropriate experience in a Financial Management and SCM environment. 3 Years relevant experience. .

RECOMMENDATIONS:

Valid driver's license Knowledge of LOGIS System. Knowledge of the relevant Supply Chain Management Legislation/Directives. Communication and interpersonal skills. Problem solving skills. Computer skills. Numeracy skills. Supervisory skills. Analytical skills. Team leadership. Planning and organizing. Time management etc. Accounting skills. Computer literacy. LOGIS/BAS Certificate. Knowledge of PFMA, BBBEE and Treasury Regulations

DUTIES:

Perform administration functions of the Local Area and reporting
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.
Logistics (Ordering, Payments, Transit IN, Transit OUT, Warehouse, Quotations, e.g.)
Assets (Disposals), Loss Control, Demands, Acquisitions and performance management
Address supply chain management enquiries to ensure the correct implementation of supply chain management practises.
Inform, guide and advice Local Area/personnel on supply chain management matters to enhance the correct implementation of supply chain management practises and policies.
Approve transactions on LOGIS / BAS according to delegations.

ENQUIRIES: Mr MC Skenjana Tel. no. (051) 405 1357/ Mr L D Mositoana (District Office) (058) 718 0515

APPLICATIONS TO: The District Manager, Thabo Mofutsanyana District Office, (**Attention: Mr MS Shabangu**), P/bag x 84, witsieshoek, 9870 or hand deliver to Thabo Mofutsanyana Health District Office, Ombudsman Building, Mampoi Road, Phuthaditjhaba

SUPPLY CHAIN CLERK (11 Posts)

SALARY: R108 078.00 per annum

CENTRE: THABO MOFUTSANYANA HEALTH DISTRICT

Phekolong Hospital, Bethlehem (3 Posts)

Itemoheng Hospital, Senekal (3 Posts)

Thebe Hospital, Harrismith (3 Posts)

Mofumahadi Manapo Mopeli Hospital, Qwaqwa (1 Post)

Elizabeth Ross Hospital, Qwaqwa (1Post)

REFERENCE NO: H/S/59

REFERENCE NO: H/S/60

REFERENCE NO: H/S/61

REFERENCE NO: H/S/62

REFERENCE NO: H/S/63

REQUIREMENTS:

Grade 12 with Accounting/Mathematics or Diploma/Degree in Finance/Supply Chain management.

RECOMMENDATIONS:

Ability to communicate issues in a tactful manner. Problem solving skills. Accounting skills. Integrity.

DUTIES:

Implement and administer 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: Logistics (Ordering, Payments, Transit In, Transit Out, Warehouse, Quotations etc.), Assets (Disposals), Loss Control, Demands, Acquisitions
Address Supply Chain Management enquiries to ensure the correct implementation of supply chain management practices. To effectively and efficiently perform the Departmental Supply Chain Management duties.

ENQUIRIES: Mr MC Skenjana Tel. no. (051) 405 1357/ Mr L D Mositoana (District Office) (058) 718 0515

APPLICATIONS TO: The District Manager, Thabo Mofutsanyana District Office, (**Attention: Mr MS Shabangu**), P/bag x 84, Witsieshoek, 9870 or hand deliver to Thabo Mofutsanyana Health District Office, Ombudsman Building, Mampoi Road, Phuthaditjhaba

Advertisements approved by:

ME C M J BLOM
SENIOR MANAGER:
HUMAN RESOURCE MANAGEMENT

Date: **19 NOVEMBER 2012**