

**PROVINCIAL ADMINISTRATION: FREE STATE
DEPARTMENT OF HEALTH**

OTHER POSTS

<u>POST 05/245</u>	<u>PHARMACIST: REF NO: H/P/2</u>
<u>SALARY</u>	R615 945. per annum. OSD
<u>CENTRE</u>	Embekweni Hospital, Zastron
<u>REQUIREMENTS</u>	Registration with the SAPC as a Pharmacist None after registration with the SAPC as a Pharmacist in respect of South African qualified employees. One year relevant experience after registration as Pharmacist with recognized a foreign Health Professional Council in respect of foreign qualified employees, of whom it is not required to perform Community Service, as required in South Africa. Recommendations: Computer skills. Driver's license
<u>DUTIES</u>	Ensure availability of Medicine stock through drug supply management and stock control principles. Train pharmacy assistants. Support surrounding PHC pharmacy assistants by conducting outreach visits. Ensure compliance to National Core Standards. Dispense medication to wards, patients and clinics. Cost centre manager of pharmaceutical budget. Do monthly stock takes, compile monthly reports. Attend relevant meetings, PTC meetings. Reduce risks in pharmacy, compile risk assessments and action plans.
<u>ENQUIRIES</u>	Mr Mlumbi, Tel. No. (051) 673 167
<u>APPLICATIONS</u>	The Chief Executive Officer, Embekweni Hospital, (Contact person Me P Botha), Private Bag x 5, Zastron, 9958
<u>CLOSING DATE</u>	20 February 2018
<u>POST 05/246</u>	<u>ASSISTANT DIRECTOR: RECORDS ADMINISTRATION: REF NO.: H/A/1</u>
<u>SALARY</u>	R334 545. per annum.
<u>CENTRE</u>	Corporate Office: Human Resource Management & Planning
<u>REQUIREMENTS</u>	Grade 12 plus 6 years' experience in Human Resources OR a recognised Bachelor's degree or National Diploma in Human Resource Management or related areas. PERSAL Training Recommendations: None
<u>DUTIES</u>	Manage the departmental documents as well as the personnel files in terms of the National Archives Act. Address human resources management enquiries relating to records management. Ensure sound procedures for the security, privacy & confidentiality of information on personnel files. Manage the capturing of orders for the Directorate and the support services function. Compile and update a departmental policy on Records Management. Prepare and consolidate reports on human resource management issues, when needed. Provide inputs on the development /amendment of human resource records management issues. Inform, guide and advice department /personnel on human resource records management matters and monitor the correct implementation of human resource records management practices/policies in the various health institutions. Management of subordinates which include inter alia: Training and development of officials, Performance Management, Work allocation, Leave of absence, Discipline, etc.
<u>ENQUIRIES</u>	Mr M. Mokgampanyane, Telephone number: (051) 408 1179
<u>APPLICATIONS</u>	The Director, HRM and Planning, (Contact person: Mr M J Mokgampanyane), P O Box 227, Bloemfontein or hand delivered @ Entrance, Bophelo House, Cnr Charlotte Maxeke and Harvey Roads, Bloemfontein
<u>CLOSING DATE</u>	20 February 2018
<u>POST 05/247</u>	<u>ASSISTANT DIRECTOR: PERSAL AND STAFF ADMINISTRATION: REF NO.: H/A/2</u>
<u>SALARY</u>	R334 545. per annum.
<u>CENTRE</u>	Corporate Office: Human Resource Management & Planning
<u>REQUIREMENTS</u>	Grade 12 plus 6 years' experience in Human Resources OR a recognised Bachelor's degree or National Diploma in Human Resource Management or related areas. PERSAL training: Must have completed PERSAL Provisioning/Utilization/MMS/SMS Package and Leave Courses. PERSAL Controllers Course. Proven extensive knowledge of Excel and computer literacy. Knowledge of the Provincial PERSAL Policy.

DUTIES : Manage the registering of new PERSAL users, the allocating of functions to users according to specific criteria and the creation and cancelling of links between input users and supervisors. Manage the staff establishment on PERSAL system. Co-ordinate the training for PERSAL users and the registering of System Change Control (SCC). Distribute PERSAL circulars and PERSAL practice notes and exception reports. Provide in-house training/assistance to all users. Approving and authorising of transactions according to the PERSAL delegations. Ensure the successful implementation of departmental/ public service policies on matters relating to human resource management to adhere to relevant prescripts/legislation. Provide inputs on development/amendment of Human Resource Management Policies/practices. Management of subordinates which include inter alia: Training and development of officials, Performance Management, Work allocation, Leave of absence, Discipline, etc.

ENQUIRIES APPLICATIONS : Mr L D Kamolane, Telephone number: (051) 408 1515

: The Director, HRM and Planning, (Contact person: Mr M J Mokgampanyane), P O Box 227, Bloemfontein or hand delivered @ Entrance, Bophelo House, Cnr Charlotte Maxeke and Harvey Roads, Bloemfontein

CLOSING DATE : 20 February 2018

POST 05/248 : **ASSISTANT DIRECTOR: HR PRACTICES A AND B (2 POSTS) REF NO: H/A/3**

SALARY CENTRE REQUIREMENTS : R334 545. per annum.
 : Human Resource Management And Planning: Corporate Office, Bloemfontein
 : Grade 12 plus 6 years' experience in Human Resources. Recognized Bachelor's Degree or National Diploma in Human Resource Management plus 3-5 years relevant experience. PERSAL Training

DUTIES : Manage and co-ordinate human resource administration matters within the Department to contribute to the rendering of a professional human resource management service. Conditions of Service and service benefits (Leave, Housing, Medical, Injury on Duty, Terminations, Long Service Recognition, overtime, re-allocation, Pension, Allowances etc.). HR Provisioning (Recruitment and Selection, Appointments, Transfer, verification of qualifications, secretariat functions at interviews, absorptions, probationary periods etc.). Performance Management. Address human resource management enquiries to ensure the correct implementation of human resource management practises. Ensure the successful implementation of departmental/ public service policies on matters related to human resource management to adhere to the relevant prescripts/ legislation. Provide inputs on the development/amendments of Human Resource Management Policies/practices. Prepare and consolidate reports on personnel administration issues. Inform, guide and advice Department/ personnel on human resource administration matters to enhance the correct implementation of personnel administration practises/ policies. Management of human resources which include, inter alia: Training and development of officials, Performance Management, Work allocation. Authorise transactions on PERSAL according to delegations. (Act as PERSAL Personnel Controller, if appointed). Maintenance of PERSAL User Profiles

ENQUIRIES APPLICATIONS : Mr S I Makhema, Director HRM Tel. No. (051) 4081161/1882

: The Director, HRM, (Contact person: Mr M J Mokgampanyane), PO Box 227, Bloemfontein, 9300 or hand delivered @ Bophelo House Entrance, Cnr of Charlotte Maxeke and Harvey Roads, Bloemfontein

CLOSING DATE : 20 February 2018

POST 05/249 : **STAFF NURSE: (3 POSTS) REF NO: H/S/1**

SALARY CENTRE REQUIREMENTS : R150 819. per annum. OSD
 : DR Che Guevara CHC: Fezile Dabi Health District
 : Registration with the South African Nursing Council (SANC) as Enrolled Nurse. Experience: None after Registration Recommendations: Driver's license

DUTIES : Development and implementation of basic patient care plans. Provide elementary clinical nursing care under supervision of a professional nurse. Effective utilisation of resources. Maintain professional growth /ethical standards and self-development

ENQUIRIES : Mr R D Makgokolo, Tel. No. (016) 970 9371

APPLICATIONS : The District Manager, Fezile Dabi Health District, (Contact person: Mr R D Makgokolo), Private Bag x 2005, SASLBURG, 1947

CLOSING DATE : 20 February 2018

POST 05/250 : **NUSING ASSISTANT: (6 POSTS) REF NO: H/N/1**

SALARY : R116 625. per annum. OSD

CENTRE : DR Che Guevara CHC: Fezile Dabi Health District

REQUIREMENTS : Registration with the South African Nursing Council (SANC) as Nursing Assistant (Enrolled Nursing Assistant). Experience: None after registration
Recommendations: Driver's license

DUTIES : Assist patients with activities of daily living (Physical Care). Provide elementary clinical nursing care under supervision of a professional nurse. Assist with effective management of patients using the facility. Take care of the material resources used in the facility. Maintain professional growth /ethical standards and self-development.

ENQUIRIES : Mr R D Makgokolo, Tel. No. (016) 970 9371

APPLICATIONS : The District Manager, Fezile Dabi Health District, (Contact person: Mr R D Makgokolo), Private Bag x 2005, SASLBURG, 1947

CLOSING DATE : 20 February 2018