



the premier

Department of
the Premier
FREE STATE PROVINCE

FREE STATE PROVINCIAL GOVERNMENT VACANCY CIRCULAR 3/2013

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: 2013/02/22

Human Resource Advice, Co-ordination and Management Directorate
P.O. Box 517, Bloemfotein, 9301

Lebohang Building, Ground Floor, Cnr St Andrews and Markgraaf Streets, Bloemfotein

Tel: (051) 405 5270 Fax: (051) 405 4707

www.fs.gov.za



FREE STATE PROVINCE

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 OF 2013

CLOSING DATE: 22 MARCH 2013

ARTISAN GRADE A-C
REFERENCE NO: H/A/1

SALARY: Artisan Grade A: R118 626.00 per annum
Artisan Grade B: R139 734.00 per annum
Artisan Grade C: R163 128.00 per annum (The salary will be determined by the qualifications and experience according to Occupational Specific Dispensation for Artisans.)

CENTRE: STOFFEL COETZEE HOSPITAL, SMITHFIELD

REQUIREMENTS:

A complete apprenticeship and proof of passing a trade test in terms of the provisions 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.

Appropriate experience in maintenance facility buildings.

Must be multi skilled.

Valid driver's license.

RECOMMENDATIONS:

Previous experience in health environment.

Computer skills.

DUTIES:

Overall supervision and maintenance of buildings, furniture and equipment of the hospital.

Ensure that all operations and activities are in accordance with Occupational Health and Safety Act.

Supervise and inspect the work of the maintenance personnel.

Supervise the maintenance of the garden.

Keep statistics in connection with ordering of maintenance material.

Manage maintenance cost center.

Attend maintenance meetings within and outside the institution.

Support stock tacking.

Attend to emergency calls after hours and over the weekends.

Support maintenance in local clinics.

ENQUIRIES: Me C M Smith, Tel. no. (051) 6830168 / 0139

APPLICATIONS TO: Assistant Manager: Embekweni / Stoffel Coetzee Hospital, (Attention: Me C M Smith), Private Bag x5, Smithfield, 9966

Advertisements approved by:

ME C M J BLOM
SENIOR MANAGER:
HUMAN RESOURCE MANAGEMENT

Date: 22 FEBRUARY 2013