



## **FREE STATE PROVINCIAL GOVERNMENT VACANCY CIRCULAR 07/2008**

**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 and not to the Human Resource Advice, Co-ordination, and Management Directorate: Department of the Premier.

**DEPARTMENT OF THE PREMIER**

**DATE:**.....

31/07/2008

Department of the Premier    Departement van die Premier    Lefapha La Tonakgolo

**Human Resource Advice, Co-ordination and Management Directorate**



TO ALL HEADS OF OFFICES AND  
INSTITUTIONS OF THE DEPARTMENT  
OF HEALTH IN THE FREE STATE

**HEALTH HUMAN RESOURCE MANAGEMENT CIRCULAR NO. .... OF 2008**  
**CLOSING DATE: 22 FEBRUARY 2008**

## ADVERTISEMENT OF POSTS

**POST 1** : **Chief Physiotherapist**  
**Ref. No.: H/P/3**

**SALARY** : R132 054.00 per annum

**CENTRE** : Thusanong District Hospital, Odendaalsrus

**REQUIREMENTS** : \* B.Sc Physiotherapy.  
\* Registration with the Health Professions Council of South Africa as Physiotherapist.

**RECOMMENDATIONS** : \* Special interest in Intensive Care Physiotherapy.  
\* Computer literacy.

**DUTIES** : \* Clinical Physiotherapy.  
\* Administrative duties.

**ENQUIRIES** : Dr M.J. Mahlatsi  
Tel. No. (057) 3917948

**APPLICATIONS** : The Chief Executive Officer  
Thusanong, Nala and Mohau Complex  
(Attention: Dr M.J. Mahlatsi)  
Private Bag X1  
ODENDAALSRUS  
9480

<b>POST 2</b>	:	<b>Chief Social Worker</b> <b>Ref. No.: H/S/1</b>
<b>SALARY</b>	:	R132 054.00 per annum
<b>CENTRE</b>	:	Thusanong District Hospital, Odendaalsrus
<b>REQUIREMENTS</b>	:	<ul style="list-style-type: none"> <li>* B. Degree in Social Work/Diploma in Social Work.</li> <li>* Registration with the South African Council for Social Services Professions as Social Worker.</li> </ul>
<b>RECOMMENDATIONS</b>	:	<ul style="list-style-type: none"> <li>* Good interpersonal relationship skills.</li> <li>* Valid driver's license.</li> <li>* Extensive appropriate experience.</li> <li>* Information management skills.</li> </ul>
<b>DUTIES</b>	:	<ul style="list-style-type: none"> <li>* Rendering of comprehensive Social Work service users/patients with mental and psychiatric disorders according to standards and treatment protocols.</li> <li>* Effective and efficient management of resources (human, financial, stock control and office administration).</li> <li>* Quality improvement project implementation and monitoring.</li> </ul>
<b>ENQUIRIES</b>	:	Dr M.J. Mahlatsi Tel. No. (057) 3917948
<b>APPLICATIONS</b>	:	The Chief Executive Officer Thusanong, Nala and Mohau Complex <b>(Attention: Dr M.J. Mahlatsi)</b> Private Bag X1 ODENDAALSRUS 9480

<b>POST 3</b>	:	<b>Chief Divisional Emergency Care Practitioner (2 posts) Ref. No.: H/E/3</b>
<b>SALARY</b>	:	R132 054.00 per annum
<b>CENTRE</b>	:	Emergency Medical Services: Motheo District and Lejweleputswa District
<b>REQUIREMENTS</b>	:	<ul style="list-style-type: none"> <li>* Current registration with the Health Professions Council of South Africa as an Intermediate/Advanced Emergency Care Practitioner.</li> <li>* Grade 12.</li> <li>* A valid Code 10 driver's license.</li> <li>* Valid public driving permit.</li> <li>* Knowledge of Intermediate/Advanced Life Support Protocols.</li> </ul>
<b>RECOMMENDATIONS</b>	:	<ul style="list-style-type: none"> <li>* Previous supervisory experience as a Divisional Officer/Supervisor.</li> <li>* Supervisory qualifications.</li> </ul>
<b>DUTIES</b>	:	<ul style="list-style-type: none"> <li>* Operational management of all EMS services in Motheo and Lejweleputswa Districts.</li> <li>* Management of personnel.</li> <li>* Asset management and procurement of stock according to the Supply Chain Management policies.</li> <li>* Rendering of Intermediate/Advanced life support.</li> <li>* Compilation of reports.</li> <li>* Attend to audit reports.</li> <li>* Attend district management meetings.</li> <li>* Implementation of the EMS Plan.</li> </ul>

- \* Management of fleet.
- \* Investigation of complaints.
- \* Any other duties assigned by the Assistant Manager.

<b>ENQUIRIES</b>	:	Mr A.K. Munilal Tel. No. (051) 4081274
<b>APPLICATIONS</b>	:	The Senior Manager Human Resource Management ( <b>Attention: Mr M.J. Mokgampanyane</b> ) P.O. Box 227 BLOEMFONTEIN 9300
<b>POST 4</b>	:	<b>Personal Assistant (Administration Officer)</b> Ref. No.: H/P/4
<b>SALARY</b>	:	R106 335.00 per annum
<b>CENTRE</b>	:	Mofumahadi Manapo Mopeli Regional Hospital, Witsieshoek
<b>REQUIREMENTS</b>	:	<ul style="list-style-type: none"> <li>* Grade 12 or equivalent qualification.</li> <li>* Appropriate experience.</li> </ul>
<b>RECOMMENDATIONS</b>	:	<ul style="list-style-type: none"> <li>* Computer literacy.</li> <li>* Driver's license.</li> <li>* Good interpersonal skills.</li> <li>* Ability to communicate at different levels.</li> <li>* Good presentation skills.</li> <li>* High level of reliability.</li> <li>* Health related training or knowledge of health system.</li> <li>* Ability to work under pressure.</li> </ul>

<b>DUTIES</b>	:	<ul style="list-style-type: none"> <li>* Render administrative support to the office of the Chief Executive Officer.</li> <li>* Provide support to the manager regarding meetings.</li> <li>* Ensure effective communication between the office of the Chief Executive Officer and different stakeholders.</li> <li>* Support the activities governance structures.</li> <li>* Ensure marketing and liaison of the institution.</li> <li>* Support the Chief Executive Officer with the administration of the budget.</li> <li>* Knowledge of taking minutes.</li> </ul>
<b>ENQUIRIES</b>	:	Mr D.S. Ntsutle Tel. No. (058) 7183201
<b>APPLICATIONS</b>	:	The Chief Executive Officer Mofumahadi Manapo Mopeli Regional Hospital ( <b>Attention: Me L.S. Qhomane</b> ) Private Bag X820 WITSIESHOEK 9870
<b>POST 5</b>	:	<b>Senior Radiographer</b> <b>Ref. No.: H/R/4</b>
<b>SALARY</b>	:	R106 335.00 per annum
<b>CENTRE</b>	:	Thusanong District Hospital, Odendaalsrus
<b>REQUIREMENTS</b>	:	<ul style="list-style-type: none"> <li>* An appropriate Bachelor's degree (or equivalent qualification) in Diagnostic Radiography.</li> <li>* Registered with the Health Professions Council of South Africa as a Radiographer.</li> </ul>
<b>RECOMMENDATIONS</b>	:	<ul style="list-style-type: none"> <li>* Appropriate experience.</li> <li>* Driver's license.</li> </ul>

<b>DUTIES</b>	:	<ul style="list-style-type: none"> <li>* Render Radiographic services to the hospital and the community.</li> <li>* Should be able to work shifts and should be prepared to do after-hour calls.</li> </ul>
<b>ENQUIRIES</b>	:	<p>Mrs N.D. Jordaan Tel. No. (057) 3917914</p>
<b>APPLICATIONS</b>	:	<p>The Chief Executive Officer Thusanong, Nala and Mohau Complex <b>(Attention: Mrs N.D. Jordaan)</b> Private Bag X1 ODENDAALSRUS 9480</p>
<b>POST 6</b>	:	<p><b>Senior Administration Clerk Grade II</b> <b>Ref. No.: H/A/7</b></p>
<b>SALARY</b>	:	R68 955.00 per annum
<b>CENTRE</b>	:	National District Hospital, Bloemfontein
<b>REQUIREMENTS</b>	:	<ul style="list-style-type: none"> <li>* Junior (or equivalent) Certificate.</li> <li>* Computer literacy (Excel, PowerPoint and Word).</li> </ul>
<b>RECOMMENDATIONS</b>	:	An appropriate Secretarial experience.
<b>DUTIES</b>	:	<ul style="list-style-type: none"> <li>* To maintain effective office procedures and efficient work flows.</li> <li>* To maintain office administration duties, like schedules of appointment and receive telephone calls, assist visitors, handling the post, filing and making travel arrangements for the supervisor.</li> <li>* Sort and read the incoming mail and documents, determining routine signatures required and maintain follow-ups.</li> <li>* Making an arrangement for and co-ordinate conferences and meetings, serve as recorder of minutes during meetings and conferences.</li> </ul>

<b>ENQUIRIES</b>	:	Me A.S. Sasing Tel. No. (051) 4039620
<b>APPLICATIONS</b>	:	The Chief Executive Officer National District Hospital ( <b>Attention: Mr J. Sothoane</b> ) Private Bag X20598 BLOEMFONTEIN 9300
<b>POST 7</b>	:	<b>Administration Clerk Grade I</b> <b>Ref. No.: H/A/9</b>
<b>SALARY</b>	:	R43 245.00 per annum
<b>CENTRE</b>	:	Dihlabeng Regional Hospital, Bethlehem
<b>REQUIREMENTS</b>	:	Grade 12.
<b>RECOMMENDATIONS</b>	:	* Able to work under pressure. * Mathematic as a subject.
<b>DUTIES</b>	:	* Discharges of patients files. * Billing of accounts. * Follow-ups of patients accounts. * PADS reports. * Handle of WCA accounts. * Handle of RAF accounts. * Banking. * Receive money. * Relieve cashier when he/she is on leave. * Balance at month end.
<b>ENQUIRIES</b>	:	P.I. Kgaile Tel. No. (058) 3035331
<b>APPLICATIONS</b>	:	The Chief Executive Officer Dihlabeng Regional Hospital

**(Attention: T. Harris)**  
 Private Bag X3  
 BETHLEHEM 9700

<b>POST 8</b>	:	<b>Handyman</b> <b>Ref. No.: H/H/2</b>
<b>SALARY</b>	:	R43 245.00 per annum
<b>CENTRE</b>	:	Thusanong District Hospital, Odendaalsrus
<b>REQUIREMENTS</b>	:	<ul style="list-style-type: none"> <li>* Ability to read and write.</li> <li>* Ability to work with different tools.</li> <li>* Physically strong.</li> <li>* Be able to climb ladders.</li> <li>* ABET literacy.</li> </ul>
<b>RECOMMENDATIONS</b>	:	Relevant experience and technical skills.
<b>DUTIES</b>	:	<ul style="list-style-type: none"> <li>* Perform maintenance work within his/her abilities.</li> <li>* Exercise control over tools, supplies and other equipment.</li> <li>* Render assistance to Artisans.</li> </ul>
<b>ENQUIRIES</b>	:	Mr M. Maritz Tel. No. (057) 3917929
<b>APPLICATIONS</b>	:	The Chief Executive Officer Thusanong, Nala and Mohau Complex <b>(Attention: Mr M. Maritz)</b> Private Bag X1 ODENDAALSRUS 9480
<b>POST 9</b>	:	<b>General Worker</b> <b>Ref. No.: H/G/3</b>
<b>SALARY</b>	:	R38 610.00 per annum

<b>CENTRE</b>	:	Thusanong District Hospital, Odendaalsrus
<b>REQUIREMENTS</b>	:	Ability to read and write.
<b>RECOMMENDATIONS</b>	:	<ul style="list-style-type: none"> <li>* Appropriate experience.</li> <li>* Good interpersonal relations.</li> </ul>
<b>DUTIES</b>	:	To execute general work at the hospital.
<b>ENQUIRIES</b>	:	Mr M. Maritz Tel. No. (057) 3917929
<b>APPLICATIONS</b>	:	The Chief Executive Officer Thusanong, Nala and Mohau Complex <b>(Attention: Mr M. Maritz)</b> Private Bag X1 ODENDAALSRUS 9480
<b>POST 10</b>	:	<b>Cleaner</b> <b>Ref. No.: H/C/5</b>
<b>SALARY</b>	:	R38 610.00 per annum
<b>CENTRE</b>	:	Thusanong District Hospital, Odendaalsrus
<b>REQUIREMENTS</b>	:	Able to read and write.
<b>RECOMMENDATIONS</b>	:	ABET literacy.
<b>DUTIES</b>	:	<ul style="list-style-type: none"> <li>* To render a comprehensive cleaning service at the institution.</li> <li>* Collect and wash dishes and cups.</li> <li>* Perform cleaning service of a routine nature by utilizing a variety of aids (duster, broom, vacuum cleaner, polisher, etc.).</li> </ul>
<b>ENQUIRIES</b>	:	Me M.C. Mokotjo / Mrs M.J. Serobe Tel. No. (057) 3917913 / (057) 3917932
<b>APPLICATIONS</b>	:	The Assistant Manager: Nursing Thusanong District Hospital <b>(Attention: Me M.C. Mokotjo)</b> Private Bag X1 ODENDAALSRUS

9480

**Advertisements approved by:**

ME C M J BLOM  
ACTING SENIOR MANAGER:  
HUMAN RESOURCE MANAGEMENT

Date: **30 JANUARY 2008**