



FREE STATE PROVINCIAL GOVERNMENT VACANCY CIRCULAR 107/2007

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: 03/12/2007

Department of the Premier Departement van die Premier Lefapha La Tonakgolo

Human Resource Advice, Co-ordination and Management Directorate

HEALTH HUMAN RESOURCE MANAGEMENT CIRCULAR NO. OF 2007
CLOSING DATE: 21 DECEMBER 2007

POST 1 : Senior Administration Officer (Infection Control Officer) (2 posts)
Ref. No.: H/A 265

SALARY : R132 054.00 per annum

CENTRE : Standard Compliance Sub-directorate:
Corporate Office, Bloemfontein

REQUIREMENTS :

- * Diploma (Health related) or equivalent qualification.
- * Extensive appropriate experience in infection control field.
- * Sound knowledge of infection prevention and control program.
- * Experience in Quality Assurance.
- * Computer literacy.
- * A valid driver's license and must be willing to travel.

RECOMMENDATIONS :

- * Good interpersonal relations.
- * Presentation skills.

DUTIES : * Support and monitor implementation of Infection Control Programme in the province.



Department of Health ▼ Departement van Gesondheid ▼ Lefapha La Bophelo Bo Botle

Ms S. Dowd, Human Resource Management Directorate, Recruitment and Staff Establishment, P.O. Box 227, Bloemfontein 9300
Tel. 051-4081193, Fax: 051-4081980, Bophelo House, Cor. Maitland Street and Harvey Road, 1st Floor, Block A, West Wing

- * Support all health institutions with the Implementation of Quality Assurance Strategy including accreditation by COHSASA.
- * Support annual licensing and new applications for private institutions regarding infection control.
- * Support implementation of Risk Management policy.

ENQUIRIES	:	Me E. Mokhethi Tel. No. (051) 4081834
APPLICATIONS	:	The Acting Senior Manager: Human Resource Management (Attention: Mr M. Mokgampanyane) P.O. Box 227 BLOEMFONTEIN 9300
POST 2	:	Chief Clinical Technologist (3 posts) Ref. No.: H/C 58
SALARY	:	R132 054.00 per annum
CENTRE	:	Department of Cardiothoracic Surgery: Universitas Academic Hospital, Bloemfontein
REQUIREMENTS	:	<ul style="list-style-type: none"> * B.Tech Degree Clinical Technology (Perfusion). * Registered with the Health Professions Council of South Africa as Clinical Technologist (Perfusion) Independent Practice.
DUTIES	:	<ul style="list-style-type: none"> * Manage Cardiopulmonary Bypass for adult, pediatric and complex neonatal patients during open heart surgery (including cell-saving, management of IABP, VADs and ECHMO devices). * The spectrum of surgery includes cardio-ablation for arrhythmic surgery procedures, and thus it is of utmost importance that

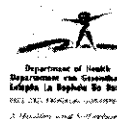
potential candidates are familiar with this device usage.

- * The potential candidate must have an above average academic record with an interest in advancing their academic career and will be involved in under-graduate training.
- * Previous involvement in clinical research with an interest in further clinical research are required.
- * The potential candidate must be willing to work overtime and be on standby.

ENQUIRIES	:	Me J.M. Erasmus Tel. No. (051) 4053861
APPLICATIONS	:	The Chief Executive Officer Universitas Hospital (Attention: Me J.M. Erasmus) Private Bag X20660 BLOEMFONTEIN 9300
POST 3	:	Administration Officer Ref. No.: H/A/263
SALARY	:	R106 335.00 per annum
CENTRE	:	Botshabelo District Hospital
REQUIREMENTS	:	<ul style="list-style-type: none"> * An appropriate recognized Bachelor's Degree (or equivalent). * Appropriate experience.
RECOMMENDATIONS	:	<ul style="list-style-type: none"> * Extensive knowledge of PFMA. * Knowledge of Supply Chain Management. * Knowledge of Budgeting and Financial Management.
DUTIES	:	<ul style="list-style-type: none"> * Provide professional administrative support to the Assistant Manager: Administration and Finance.

- * To supervise Garden Service, Portering Services, Cleaning Services, Engineering Services and Laundry Services.
- * To manage Quality Control of various contracts in the institution.
- * Develop, implement and manage replacement and maintenance plan.

ENQUIRIES	:	Mr T.J. Mothalosa Tel. No. (051) 5330219
APPLICATIONS	:	The Chief Executive Officer Botshabelo District Hospital (Attention: Me N. Boqwane) Private Bag X527 BOTSHABELO 9781
POST 4	:	Medical Natural Scientist Ref. No.: H/M/94
SALARY	:	R106 335.00 per annum
CENTRE	:	Vascular Unit: Department of General Surgery: Universitas Academic Hospital, Bloemfontein
REQUIREMENTS	:	<ul style="list-style-type: none"> * B.Med. Sc. Hons. * Extensive experience in vascular ultrasound. * Registration with the Health Professions Council of South Africa as a Medical Scientist.
DUTIES	:	<ul style="list-style-type: none"> * Performing of specialized ultrasound and doppler examinations on all vascular patients. * Reporting on ultrasound findings and making diagnosis. * Communication with surgeons to ensure effective surgery and treatment.



Department of Health ◀ Department van Gesondheid ◀ Lefapha La Bophelo Bo Botle

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Tel. 051-4081193, Fax: 051-4081980, Bophelo House, Cor. Maitland Street and Harvey Road, 1st Floor, Block A, West Wing

- * Training of Radiotherapy students.
- * Practical vascular ultrasound demonstrations to medical students.
- * Supervision and support of trainees.
- * To render high quality patient service in the Free State and Northern Cape region including in-hospital patients, ICU patients and the Surgical clinic patients for follow-up and new diagnosis by performing various duplex doppler tests.

ENQUIRIES	:	Prof. R.S. du Toit Tel. No. (051) 4053452
APPLICATIONS	:	The Chief Executive Officer Universitas Hospital (Attention: Prof. R.S. du Toit) Private Bag X20660 BLOEMFONTEIN 9300
POST 5	:	Senior Dietitian (2 posts) Ref. No.: H/D/16
SALARY	:	R106 335.00 per annum
CENTRE	:	Dietetic Department: Universitas Hospital, Bloemfontein
REQUIREMENTS	:	B.Sc Dietetics Degree.
RECOMMENDATIONS	:	At least 2 years of experience.
DUTIES	:	<ul style="list-style-type: none"> * Therapeutic Dietitian: Dietary consultations and counseling of patients with disease specific problems. * Daily supervision of meals and snacks. * Administrative duties.
ENQUIRIES	:	Ms R. de Klerk Tel. No. (051) 4052039 / 083-4627014

APPLICATIONS	:	The Chief Executive Officer Universitas Academic Hospital (Attention: Ms R. de Klerk) Private Bag X20660 BLOEMFONTEIN 9300
POST 6	:	Clinical Technologist (2 posts) Ref. No.: H/C/57
SALARY	:	R85 362.00 per annum
CENTRE	:	Department of Paediatric Cardiology: Universitas Academic Hospital, Bloemfontein
REQUIREMENTS	:	<ul style="list-style-type: none"> * B.Tech degree – ongoing (Clinical Technology Cardiology). * Registration with the Health Professions Council of South Africa in Cardiology. * Experience in Paediatric and Adult Cardiology of which 1 year must be Paediatric Cardiology.
DUTIES	:	<ul style="list-style-type: none"> * Effective independent functioning in all Paediatric Cardiology categories. * Echocardiography perform, analysis, interpretation. * Heart catheterization analytic of nature. * ECG's (holter, stress, routine). * Pacemaker (follow up programming). * Traseophageal echo's. * Overtime duty.
ENQUIRIES	:	Mr S.R. Pretorius Tel. No. (051) 4053241
APPLICATIONS	:	The Chief Executive Officer Universitas Hospital (Attention: Mr S.R. Pretorius)

Private Bag X20660
BLOEMFONTEIN
9300

POST 7	:	Senior Administration Clerk Grade II Ref. No.: H/A/264
SALARY	:	R68 955.00 per annum
CENTRE	:	Standard Compliance Sub-directorate: Corporate Office, Bloemfontein
REQUIREMENTS	:	<ul style="list-style-type: none"> * Grade 12 with Typing as a subject. * Computer literacy.
RECOMMENDATIONS	:	<ul style="list-style-type: none"> * Ability to work under pressure. * Good communication skills (both verbal and written).
DUTIES	:	<ul style="list-style-type: none"> * Receiving telephone calls and refer the calls to the correct role players if not meant for the relevant manager. * Record appointments and events in the diary of the manager. * Type documents for the manager and other staff within the component. * Operate office equipment such as fax machines and photocopiers. * Arrange meetings and events for the manager and staff in the component. * Identify venues, invite role players, organize refreshments and set up schedule for meetings and events. * Process the Travel & Subsistence claims for the component. * Handle all invoices that emanate from the activities of the manager's work.

- * Record basic minutes of the meetings of the manager.
- * Draft routine correspondence and reports.
- * Filing of the manager's documents.
- * Administer leave register and telephone accounts.
- * Receive, record and distribute all incoming and outgoing documents.
- * Handle the procurement of standard items like stationery, refreshments, etc.
- * Collect all relevant documents to enable the manager to prepare for the meetings.
- * To assist with any other tasks that will be allocated to the official.

ENQUIRIES	:	Me E. Mokhehi Tel. No. (051) 4081834
APPLICATIONS	:	The Acting Senior Manager: Human Resource Management (Attention: Mr M. Mokgampanyane) P.O. Box 227 BLOEMFONTEIN 9300
POST 8	:	Pharmacy Assistant Ref. No.: H/P/386
SALARY	:	R49 665.00 per annum
CENTRE	:	Pharmacy: Universitas Hospital, Bloemfontein
REQUIREMENTS	:	Registration with the South African Pharmacy Council as Pharmacist Assistant (Post-basic).
DUTIES	:	<ul style="list-style-type: none"> * Doing work according to the scope of practice of a pharmacist assistant. * Assist the pharmacist with daily work, bulk compounding, dispensing of drugs under strict supervision in order that a quality and

comprehensive pharmaceutical service is rendered.

* Small scale manufacturing.

* Stock take, etc.

- ENQUIRIES** : Me Z. Loots
Tel. No. (051) 4053467
- APPLICATIONS** : The Chief Executive Officer
Universitas Hospital
(**Attention: Me Z. Loots**)
Private Bag X20660
BLOEMFONTEIN
9300
- POST 9** : **General Worker I**
Ref. No.: H/G 27
- SALARY** : R38 610.00 per annum
- CENTRE** : Mobile Unit, Kestell: Local Area Maluti-A-
Phofung
- REQUIREMENTS** : ABET literacy.
- RECOMMENDATIONS** : * Ability to work under pressure.
* Confidentiality.
* Good interpersonal relations.
- DUTIES** : * Cleans mobile and fixed clinics.
* General hygiene of the clinic building and environment as follows:
- Cleaning of garden and clinic surroundings.
- Sweeping, washing and polishing of floors.
- Polishing of all furniture.
- Cleaning of walls and windows.
- Washing and ironing of linen and curtains.
- Cleaning of all fridges.
- Cleaning of kitchen and equipment.

- Cleaning of medical equipment.
- Washing of dishes and serving of tea.
- Cleaning of all other areas in and around the clinic.
- Ensures separation of medical waste from general waste.
- Monitors the weight of the medical waste before the supplier writes the value.

ENQUIRIES	:	Miss M.L. Tsibuli Tel. No. (058) 7130515
APPLICATIONS	:	The District Manager Thabo Mofutsanyana District (Attention: H. van Zyl) Private Bag X824 WITSIESHOEK 9870
POST 10	:	General Worker I (2 posts) Ref. No.: H/G 28
SALARY	:	R38 610.00 per annum
CENTRE	:	Mofumahadi Manapo Mopeli Regional Hospital, Witsieshoek
REQUIREMENTS	:	Ability to read and write.
RECOMMENDATIONS	:	<ul style="list-style-type: none"> * Good written and communication skills. * The nature of work is physical and it will be expected of the incumbent to walk, climb ladders, and work in dusty, wet and enclosed areas.
DUTIES	:	Assist the Artisans maintenance, repair and manufacturing work, cleaning, safekeeping of tools, plant inspection and transporting materials.
ENQUIRIES	:	Mr M.A. Phoofolo Tel. No. (058) 7183202
APPLICATIONS	:	The Chief Executive Officer Mofumahadi Manapo Mopeli Regional Hospital (Attention: Mr M.A. Phoofolo) Private Bag X820

WITSIESHOEK
9870

Advertisements approved by:

Me C M J Blom ACTING SENIOR MANAGER: HUMAN RESOURCE MANAGEMENT
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Date: 3 December 2007
