

FREE STATE PROVINCE



FREE STATE PROVINCIAL GOVERNMENT VACANCY CIRCULAR 11/2007

TO ALL HEADS OF PROVINCIAL DEPARTMENTS

**ADVERTISEMENT OF POSTS: DEPARTMENT OF HEALTH
CLOSING DATE: 14 MARCH 2007**

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:.....16/02/2007.....

Department of the Premier Departement van die Premier Lefapha La Tonakgolo

Human Resource Advice, Co-ordination and Management Directorate

POST 26	:	Senior Professional Nurse (ICU)
SALARY	:	R98 916.00 per annum
CENTRE	:	Universitas Hospital, Bloemfontein
REQUIREMENTS	:	<ul style="list-style-type: none"> * Registration with the South African Nursing Council as a General Nurse. * Appropriate experience as a registered nurse. * Appropriate experience working in ICU or qualification in Critical Care Nursing.
RECOMMENDATIONS	:	<ul style="list-style-type: none"> * Ability to work well in a team set up. * Good leadership and supervisory skills. * Computer literacy.
DUTIES	:	<ul style="list-style-type: none"> * Assume team-leader role to supervise, lead and mentor junior and other colleagues. * Assist with management and achievement of key cost-centre output areas. * Provide safe patient care practice in line with prescripts of scope of practice, policies and directives of the department or institution. * Promote customer-orientated nursing practice.
ENQUIRIES	:	<p>Mrs M.A. Mabandla Tel. No. (051) 4053415/7</p>
REFERENCE	:	H/P/46
APPLICATIONS	:	<p>The Chief Executive Officer Universitas Academic Hospital (Attention: Me Mabandla) Private Bag X20660 BLOEMFONTEIN 9300</p>

POST 27	:	Senior Professional Nurse (Cardio-Thoracic Unit)
SALARY	:	R98 916.00 per annum
CENTRE	:	Universitas Hospital, Bloemfontein
REQUIREMENTS	:	<ul style="list-style-type: none"> * Registration with the South African Nursing Council as a General Nurse. * Appropriate experience as a registered nurse. * Appropriate experience working in ICU or qualification in Critical Care Nursing.
RECOMMENDATIONS	:	<ul style="list-style-type: none"> * Ability to work well in a team set up. * Good leadership and supervisory skills. * Computer literacy.
DUTIES	:	<ul style="list-style-type: none"> * Assume team-leader role to supervise, lead and mentor junior and other colleagues. * Assist with management and achievement of key cost-centre output areas. * Provide safe patient care practice in line with prescripts of scope of practice, policies and directives of the department or institution. * Promote customer-orientated nursing practice.
ENQUIRIES	:	Mrs M.A. Mabandla Tel. No. (051) 4053415/7
REFERENCE	:	H/P/47
APPLICATIONS	:	The Chief Executive Officer Universitas Academic Hospital (Attention: Me Mabandla) Private Bag X20660

BLOEMFONTEIN
9300

POST 28	:	Senior Professional Nurse (4 posts)
SALARY	:	R98 916.00 per annum plus rural allowance equal to 8% of the annual salary notch
CENTRE	:	Parys District Hospital
REQUIREMENTS	:	<ul style="list-style-type: none"> * Registration with the South African Nursing Council as a General Nurse and Midwife. * South African Nursing Council receipt for the current year.
RECOMMENDATIONS	:	<ul style="list-style-type: none"> * Ability to work under pressure. * Ability to implement and manage change. * Good interpersonal relations. * Good written and verbal communication skills. * Confidentiality.
DUTIES	:	<ul style="list-style-type: none"> * Identification of patient care needs. * Formulation and implementation of Nursing Care Plans. * Carry out any other tasks delegated to her.
ENQUIRIES	:	Me N.M. Mokoena Tel. No. (056) 8162119
REFERENCE	:	H/P/48
APPLICATIONS	:	The Chief Executive Officer Parys District Hospital (Attention: Me L.A. Fourie) Private Bag X5 PARYS

9585

POST 29	:	Senior Environmental Health Officer
SALARY	:	R98 916.00 per annum
CENTRE	:	Environmental Health, Witsieshoek
REQUIREMENTS	:	<ul style="list-style-type: none"> * Registration with the Health Professions Council of South Africa as an Environmental Health Practitioner. * Appropriate recognized Public Health Diploma and has completed Community Service as required. * Experience in duties listed below: <ul style="list-style-type: none"> - Planning and conducting investigations. - Good planning and organization. - Technical expert in Environmental Health issues. - Computer literate. - Good report writing level. * Valid driver's license is essential.
RECOMMENDATIONS	:	<ul style="list-style-type: none"> * Good interpersonal skills. * Good verbal and communication skills.
DUTIES	:	<ul style="list-style-type: none"> * Perform Environmental Health functions as assigned within the District. * Implement Port Health Services as planned. * Facilitate Hazardous Substances investigation. * Issue licenses. * Promote community awareness.

- * STOP programme (Safety to our people programme).
- * Conduct investigations and implement Malaria and communicable disease control plan within the District.

ENQUIRIES : Mr T.J. Mofokeng
Tel. No. (058) 7130515 x 242

REFERENCE : H/E/2

APPLICATIONS : The District Manager
Thabo Mofutsanyana District
(Attention: H. van Zyl)
Private Bag X824
WITSIESHOEK
9870

POST 30 : **Senior Social Worker (3 posts)**

SALARY : R98 916.00 per annum

CENTRE : Pelonomi Regional Hospital, Bloemfontein

REQUIREMENTS :

- * B.A. Social Work.
- * Registration with the South African Council for Social Workers as a Social Worker.
- * Valid driver's license.
- * Appropriate experience as social worker.

RECOMMENDATIONS : Experience as Medical social worker.

DUTIES :

- * Rendering medical social work services in an academic setting.
- * Applying social work methods in the execution of services to in- and out-patients.

ENQUIRIES : Me L. Peens
Tel. No. (051) 4051351

REFERENCE	:	H/S/11
APPLICATIONS	:	The Chief Executive Officer Pelonomi Regional Hospital (Attention: Mr S.I. Makhema) Private Bag X20581 BLOEMFONTEIN 9300
POST 31	:	Provisioning Administration Officer
SALARY	:	R98 916.00 per annum
CENTRE	:	Pelonomi Regional Hospital, Bloemfontein
REQUIREMENTS	:	<ul style="list-style-type: none"> * An appropriate Bachelors degree (or equivalent qualification) * Supply Chain Management skills. * Proven management and planning.
RECOMMENDATIONS	:	<ul style="list-style-type: none"> * Efficient in Word and Excel. * Good verbal and writing skills.
DUTIES	:	<ul style="list-style-type: none"> * Act as Case Manager of stock within the institution. * Determine and evaluate usage patterns of cost centres. * Align actual needs with ordering patterns. * Member of Institutional Stock Committee and Supply Chain Management Stock Committee.
ENQUIRIES	:	Mr H.A. McThebe Tel. No. (051) 4051996
REFERENCE	:	H/P/17
APPLICATIONS	:	The Chief Executive Officer Pelonomi Regional Hospital (Attention: Mr S.I. Makhema)

Private Bag X20581
BLOEMFONTEIN
9300

POST 32	:	Provisioning Administration Officer
SALARY	:	R98 916.00 per annum
CENTRE	:	Bongani Regional Hospital, Welkom
REQUIREMENTS	:	<ul style="list-style-type: none"> * An appropriate Bachelors degree (or equivalent qualification) * LOGIS I.
RECOMMENDATIONS	:	LOGIS II and Supply Chain Management courses.
DUTIES	:	<ul style="list-style-type: none"> * Manage and co-ordinate personnel in Supply Chain Management. * Ensure that procurement is done according to delegations and prescriptions. * Manage work flow, ensure stores and assets are well managed. * Control budget of the Supply Chain Management division, and serve as stores system controller.
ENQUIRIES	:	Mr S.D. Ralile Tel. No. (057) 9168000
REFERENCE	:	H/P/53
APPLICATIONS	:	The Chief Executive Officer Bongani Regional Hospital (Attention: Me A. Zwiigelaar) Private Bag X29 WELKOM 9460

POST 33	:	Senior Radiographer (Radiology)
SALARY	:	R98 916.00 per annum plus scarce skills allowance equal to 10% of the annual salary notch.
CENTRE	:	Pelonomi Regional Hospital, Bloemfontein
REQUIREMENTS	:	<ul style="list-style-type: none"> * National Diploma or Degree in Diagnostic Radiography. * Registration with the Health Professions Council of South Africa as Radiographer.
RECOMMENDATIONS	:	<ul style="list-style-type: none"> * Preparedness to do after hour duties and Public Holidays. * Ability to work under pressure. * Ability to implement and manage change. * Good interpersonal relations. * Good written and verbal communication skills. * Confidentiality.
DUTIES	:	<ul style="list-style-type: none"> * Carry out a range of standard clinical examinations required of a qualified Radiographer, safely, efficiently and with a high degree of accuracy. * Care of patients with due regard for human dignity and rights of all members of society. * Assess patients' needs through interrogation of clinical history in order to determine the precise nature of the examination to be conducted. * Perform Radiographic duties in accordance with the current ionizing radiation legislation and other governing employment and professional status.

- * Demonstrate ability and integrity in matters with practice radiography.

- * Participation in daily departmental quality control programs of the imaging equipment.

ENQUIRIES : Mr A.T. Banda
Tel. No. (051) 4051755

REFERENCE : H/R/3

APPLICATIONS : The Chief Executive Officer
Pelonomi Regional Hospital
(**Attention: Mr S.I. Makhema**)
Private Bag X20581
BLOEMFONTEIN
9300

POST 34 : **Senior Medical Orthotist and Prosthetist**

SALARY : R98 916.00 per annum

CENTRE : Orthotic and Prosthetic Centre: Bloemfontein

REQUIREMENTS :

- * Registration with the Health Professions Council of South Africa as Medical Orthotist and Prosthetist.

- * A valid Code EB (Code 08) driver's license.

RECOMMENDATIONS : Appropriate experience.

DUTIES :

- * Evaluating patients for best Orthotic and Prosthetic appliances, which includes the practical training of students.

- * Designing and manufacturing of Orthotic and Prosthetic appliances.

- * Rehabilitation (fitting and familiarizing) of patients with prosthesis of braces in the hospitals, as well as out-patients clinics.

- * Ordering of parts for specific patient needs to obtain the relevant parts for devices.
- * Doing clinical services and the outreach programs.

ENQUIRIES	:	Mr O. Mosikare / Mr Hoffman Tel. No. (051) 4081537 / (051) 4039705
REFERENCE	:	H/M/11
APPLICATIONS	:	The Senior Manager: Human Resource Management (Attention: Mr M.J. Mokgampanyane) P.O. Box 227 BLOEMFONTEIN 9300
POST 35	:	Administrative Officer (Personal Assistant)
SALARY	:	R98 916.00 per annum
CENTRE	:	Chief Directorate Financial Management: Corporate Office, Bloemfontein
REQUIREMENTS	:	* An appropriate Bachelors degree (or equivalent qualification)
RECOMMENDATIONS	:	Appropriate experience.
DUTIES	:	<ul style="list-style-type: none"> * Deliver a comprehensive administrative support service in the office of the Senior Manager: Financial Accounting. * Coordinate the liaison and communication with role players within and outside the Department of Health to ensure that effective communication channels are maintained. * Obtain, analyze and consolidate information for inclusion in reports, submissions, letters and other documentation required by the Senior Manager: Financial Accounting.

* Arrange meetings, compile agenda and minutes of meetings chaired by the Senior Manager: Financial Accounting.

* Cost Centre Manager for the office of the Senior Manager: Financial Accounting.

ENQUIRIES : Ms H.E. Malan
Tel. No. (051) 4081122

REFERENCE : H/A/38

CLOSING DATE : **28 February 2007 (only this post)**

APPLICATIONS : The Senior Manager:
Human Resource Management
(**Attention: Mr M.J. Mokgampanyane**)
P.O. Box 227
BLOEMFONTEIN
9300

POST 36 : **Artisan Foreman**

SALARY : R98 916.00 per annum

CENTRE : Free State Psychiatric Complex: Technical
Services Division: Bloemfontein

REQUIREMENTS : * A completed 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 and 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.

Certificated Carpenter, cabinet maker and upholsterer.

RECOMMENDATIONS : Appropriate experience in the above.

DUTIES	:	<ul style="list-style-type: none"> * Assist to ensure effective supervision and management of the Carpentry Sub-division. * Assist to ensure compassionate and quality services in the Carpentry Workshop. * Assist to ensure the implementation of the Free State Psychiatric Complex Communication Strategy in line with the PCG No. 1 for the Carpentry Services Sub-divisions. * Assist to ensure effective management of risks and the implementation of Occupational Health and Safety legislation and Disaster Management in the Carpentry Workshop within the Technical Services Division of the Free State Psychiatric Complex. * Assist to ensure effective management of the personnel from the Carpentry Workshop in line with Free State Psychiatric Complex Human Resources Management Plan. * Assist to maintain all the facilities and its equipments.
ENQUIRIES	:	Mr F.J. van Rooyen / Mr B.P. Pearce Tel. No. (051) 4079304 / 429
REFERENCE	:	H/A/39
APPLICATIONS	:	Human Resources Division Free State Psychiatric Complex (Attention: Me A. Yawathe) Private Bag X20607 BLOEMFONTEIN 9300
POST 37	:	Professional Nurse (14 posts)
SALARY	:	R79 407.00 per annum
CENTRE	:	Free State Psychiatric Complex, Bloemfontein

- REQUIREMENTS** : * Registration with the South African Nursing Council in General Nursing, Psychiatry Nursing.
- * Proof of current registration with the South African Nursing Council (receipt).
- RECOMMENDATIONS** : * Good communication and interpersonal relations.
- * The ability to function in a multi disciplinary team.
- DUTIES** : * To assist with identification of Nursing Care needs.
- * To implement Nursing Care Programs.
- * To carry out instructions and delegated tasks and reports to the supervisor.
- ENQUIRIES** : Me E. Mokhethi
Tel. No. (051) 4079203
- REFERENCE** : H/P/36
- APPLICATIONS** : The Chief Executive Officer
Free State Psychiatric Complex
(Attention: Mr D.A. Kolomba)
Private Bag X20607
BLOEMFONTEIN
9300
- POST 38** : **Professional Nurse (Theatre) (3 posts)**
- SALARY** : R79 407.00 per annum
- CENTRE** : Bongani Regional Hospital, Welkom
- REQUIREMENTS** : Registration with the South African Nursing Council as General Nurse and Midwifery.
- RECOMMENDATIONS** : * Good communication skills.

		<ul style="list-style-type: none"> * Interpersonal skills. * Ability to work well in a team set up.
DUTIES	:	<ul style="list-style-type: none"> * Maintain service standards in the theatre. * Scrub for operations where allocated day, weekends or night duty. * Accepted orientation and in-service training. * Help in recovery room nursing.
ENQUIRIES	:	Ms B.E.N. Ndlebe Tel. No. (057) 9168000
REFERENCE	:	H/P/37
APPLICATIONS	:	The Chief Executive Officer Bongani Regional Hospital (Attention: Me A. Zwiigelaar) Private Bag X29 WELKOM 9460
POST 39	:	Professional Nurse (12 posts)
SALARY	:	R79 407.00 per annum plus rural allowance equal to 12% of the annual salary notch
CENTRE	:	Dihlabeng Regional Hospital, Bethlehem
REQUIREMENTS	:	<ul style="list-style-type: none"> * Registration with the South African Nursing Council as General Nurse and Midwife. * Proof of current registration with the South African Nursing Council.
RECOMMENDATIONS	:	Good interpersonal relations, commitment and dedication.

DUTIES	:	<ul style="list-style-type: none"> * Adherence to the Batho Pele Principles and the Patients' Rights Charter in the rendering of quality nursing care. * Identify needs, formulate, implement and monitor programmes to ensure the rendering of quality patient care. * Utilize, empower and control and supervise personnel to ensure safe and quality patient care. * Implement administrative functions and manage resources to ensure smooth running of the unit. * Working a forty hour week, working week-ends, public holidays and night duty. * Accompanying patients being transferred by ambulance to other hospitals.
ENQUIRIES	:	Me M.A. Mofokeng Tel. No. (058) 3035331
REFERENCE	:	H/P/38
APPLICATIONS	:	The Chief Executive Officer Dihlabeng Regional Hospital (Attention: Me G.A.L. Montsitsi) Private Bag X3 BETHLEHEM 9700
POST 40	:	Professional Nurse
SALARY	:	R79 407.00 per annum plus rural allowance equal to 12% of the annual salary notch
CENTRE	:	Mobile Unit, Ficksburg: Local Area Setsoto
REQUIREMENTS	:	<ul style="list-style-type: none"> * Registration with the South African Nursing Council as General Nurse and Midwife.

- * South African Nursing Council receipt for the current year.
 - * Driver's license is essential.
- RECOMMENDATIONS** :
- * Ability to work under pressure.
 - * Ability to implement and manage change.
 - * Good written and verbal communication skills.
 - * Confidentiality.
 - * Good interpersonal relations.
- DUTIES** :
- * Render a comprehensive Primary Health Care service at the Mobiles to the rural community.
 - * Identify the needs for nursing care, formulate and implementation of Primary Health Care programs as well as the evaluation thereof.
 - * Responsible for quality patient care.
 - * Teaching of subordinates.
- ENQUIRIES** :
- J. Kotze
Tel. No. (051) 9335603
- REFERENCE** :
- H/P/18
- APPLICATIONS** :
- The District Manager
Thabo Mofutsanyana District
(**Attention: H. van Zyl**)
Private Bag X824
WITSIESHOEK
9870
- POST 41** :
- Professional Nurse**
- SALARY** :
- R79 407.00 per annum plus rural allowance equal to 12% of the annual salary notch

CENTRE	:	Hlohlwane Clinic, Clocolan: Local Area Setsoto
REQUIREMENTS	:	<ul style="list-style-type: none"> * Registration with the South African Nursing Council as General Nurse, Midwife, Community Health, Psychiatry. * South African Nursing Council receipt for current year.
RECOMMENDATIONS	:	<ul style="list-style-type: none"> * Relevant Primary Health Care experience. * Ability to work under pressure. * Ability to implement and manage change. * Good written and verbal communication skills. * Confidentiality. * Good interpersonal relations.
DUTIES	:	<ul style="list-style-type: none"> * Rendering of Primary Health Care services at Clocolan Primary Health Care facilities. * Identify the needs for nursing care, formulate and implementation thereof. * Responsible for quality patient care. * Teaching of subordinates.
ENQUIRIES	:	<p>H. van Zyl Tel. No. (058) 7130135/0143/0515/2996</p>
REFERENCE	:	H/P/19
APPLICATIONS	:	<p>The District Manager Thabo Mofutsanyana District (Attention: H. van Zyl) Private Bag X824 WITSIESHOEK 9870</p>

POST 42	:	Professional Nurse
SALARY	:	R79 407.00 per annum plus rural allowance equal to 12% of the annual salary notch
CENTRE	:	Itemoheng District Hospital, Senekal
REQUIREMENTS	:	Registration with the South African Nursing Council as a General Nurse and Midwife.
DUTIES	:	<ul style="list-style-type: none"> * Provide patient care in General wards, Maternity and Casualty. * Handle patients in all stages of labour. * Overall supervision of sub-category nursing personnel. * Participate in quality improvement programmes.
ENQUIRIES	:	Me N.J. Ramarou Tel. No. (058) 4812114
REFERENCE	:	H/P/49
APPLICATIONS	:	The Chief Executive Officer Itemoheng District Hospital (Attention: Me N.M. Kumalo) Private Bag X9 SENEKAL 9600
POST 43	:	Professional Nurse (15 posts)
SALARY	:	R79 407.00 per annum
CENTRE	:	National District Hospital, Bloemfontein
REQUIREMENTS	:	Registration with the South African Nursing Council as a General Nurse and Midwife.
RECOMMENDATIONS	:	* Ability to function under pressure.

		<ul style="list-style-type: none"> * Good written and verbal communication skills.
DUTIES	:	<ul style="list-style-type: none"> * Provide effective patient care. * Rendering of Nursing Services, which includes caring for and treatment of patient, ensuring patient satisfaction. * Be willing to render after-hour services.
ENQUIRIES	:	Ms L.M. Mayeng Tel. No. (051) 403900
REFERENCE	:	H/P/50
APPLICATIONS	:	The Chief Executive Officer National District Hospital (Attention: Me P.A. Mehlwana) Private Bag X20598 BLOEMFONTEIN 9300
POST 44	:	Professional Nurse (7 posts)
SALARY	:	R79 407.00 per annum
CENTRE	:	Universitas Hospital, Bloemfontein
REQUIREMENTS	:	Registration with the South African Nursing Council as a General Nurse.
DUTIES	:	<ul style="list-style-type: none"> * Render comprehensive nursing service according to scope of practice. * Implementing nursing programs.
ENQUIRIES	:	Mrs M.A. Mabandla Tel. No. (051) 4053415/7
REFERENCE	:	H/P/51
APPLICATIONS	:	The Chief Executive Officer

Universitas Academic Hospital
(Attention: Me Mabandla)
 Private Bag X20660
 BLOEMFONTEIN
 9300

POST 45	:	Professional Nurse
SALARY	:	R79 407.00 per annum plus rural allowance equal to 8% of the annual salary notch
CENTRE	:	Parys District Hospital
REQUIREMENTS	:	<ul style="list-style-type: none"> * Registration with the South African Nursing Council as a General Nurse and Midwife. * South African Nursing Council receipt for the current year.
RECOMMENDATIONS	:	<ul style="list-style-type: none"> * Ability to work under pressure. * Ability to implement and manage change. * Good interpersonal relations. * Good written and verbal communication skills. * Confidentiality.
DUTIES	:	<ul style="list-style-type: none"> * Identification of patient care needs. * Formulation and implementation of Nursing Care Plans. * Carry out any other tasks delegated to her.
ENQUIRIES	:	Me N.M. Mokoena Tel. No. (056) 8162119
REFERENCE	:	H/P/52
APPLICATIONS	:	The Chief Executive Officer Parys District Hospital

(Attention: Me L.A. Fourie)

Private Bag X5

PARYS

9585

POST 46	:	Community Development Officer
SALARY	:	R79 407.00 per annum
CENTRE	:	Diamant/Trompsburg Hospital Complex
REQUIREMENTS	:	<ul style="list-style-type: none"> * An appropriate recognized Bachelor's Degree (or equivalent qualification). * Appropriate experience in a related field. * Code B driver's license.
RECOMMENDATIONS	:	<ul style="list-style-type: none"> * Computer literacy. * Good communication skills.
DUTIES	:	<ul style="list-style-type: none"> * To support and establish community initiatives to promote health care. * To market health services and support activities developed to address qualitative and professional health care delivery. * Ensure sustainable community level participation in Community Health Structures and programs to maintain customer satisfaction. * To continuously disseminate information in health on a District Health System to ensure informed stakeholders and a self reliant community. * Supervision and development of subordinates.
ENQUIRIES	:	<p>Me M.E. Leeuw Tel. No. (051) 7240838</p>

REFERENCE	:	H/C/4
APPLICATIONS	:	The Chief Executive Officer Diamant/Trompsburg Hospital Complex (Attention: Mr T.E. Makume) Private Bag X06 JAGERSFONTEIN 9974
POST 47	:	Senior Registry Clerk Grade III (2 posts)
SALARY	:	R79 407.00 per annum
CENTRE	:	Service Conditions Sub-directorate: Registry Services Sub-division: Head Office, Bloemfontein
REQUIREMENTS	:	<ul style="list-style-type: none"> * Grade 10 (or equivalent) Certificate. * Proven experience of functioning in a personnel registry. * Understanding of the requirements on implementation of documents and record management systems. * Computer literacy: MS Word, Excel.
RECOMMENDATIONS	:	<ul style="list-style-type: none"> * Good communication skills. * Ability to work under pressure. * Be flexible, self motivated, detailed orientated and highly organized. * Electronic Records Management System certificate on knowledge will be an advantage.
DUTIES	:	<ul style="list-style-type: none"> * Do filing according to prescripts and Archives Act.

- * Manage the file flow system to ensure accountability of all files.

ENQUIRIES	:	Mr A. Pienaar Tel. No. (051) 4081168
REFERENCE	:	H/R/2
APPLICATIONS	:	The Senior Manager: Human Resource Management (Attention: Mr M.J. Mokgampanyane) P.O. Box 227 BLOEMFONTEIN 9300
POST 48	:	Senior Staff Nurse (2 posts)
SALARY	:	R79 407.00 per annum
CENTRE	:	Dihlabeng Regional Hospital, Bethlehem
REQUIREMENTS	:	<ul style="list-style-type: none"> * Enrolment with the South African Nursing Council as Enrolled Nurse. * Proof of current enrolment with the South African Nursing Council.
RECOMMENDATIONS	:	<ul style="list-style-type: none"> * Good interpersonal relations, commitment and dedication. * Good communication skills.
DUTIES	:	<ul style="list-style-type: none"> * Rendering basic, quality patient/nursing care under supervision, in line with the Batho Pele Principles and the Patients' Rights Charter. * Assisting patients with activities of daily living. * Working a forty hour week, on weekends and public holidays and night duty. * Accompanying patients being transferred by ambulance to other hospitals.

ENQUIRIES	:	Me M.A. Mofokeng Tel. No. (058) 3035331
REFERENCE	:	H/S/8
APPLICATIONS	:	The Chief Executive Officer Dihlabeng Regional Hospital (Attention: Me G.A.L. Montsitsi) Private Bag X3 BETHLEHEM 9700
POST 49	:	Chief Auxiliary Services Officer
SALARY	:	R79 407.00 per annum
CENTRE	:	Pelonomi Regional Hospital, Bloemfontein
REQUIREMENTS	:	<ul style="list-style-type: none"> * Registered with the Health Professions Council of South Africa as Occupational Therapy Assistant. * Diploma or Certificate.
RECOMMENDATIONS	:	<ul style="list-style-type: none"> * Experience and knowledge in Spinal, Trauma and Burns Unit. * Experience in sewing, woodwork, beads, clay, paper, wire and metal works.
DUTIES	:	<ul style="list-style-type: none"> * Making of pressure garment for burns patients. * Conduct group activities. * Help implementing planned projects.
ENQUIRIES	:	Mr T. Tsaeng Tel. No. (051) 4051632/1269
REFERENCE	:	H/A/28
APPLICATIONS	:	The Chief Executive Officer Pelonomi Regional Hospital

(Attention: Mr S.I. Makhema)
 Private Bag X20581
 BLOEMFONTEIN 9300

POST 50	:	Food Service Manager
SALARY	:	R79 407.00 per annum
CENTRE	:	Bongani Regional Hospital, Welkom
REQUIREMENTS	:	<ul style="list-style-type: none"> * An appropriate Degree or Diploma in food service or dietetics (or equivalent). * Appropriate experience.
RECOMMENDATIONS	:	<ul style="list-style-type: none"> * Appropriate food service experience at a public or private hospital. * Computer literacy.
DUTIES	:	<ul style="list-style-type: none"> * Manage the Catering and Related Service Contract at Bongani Hospital. * Manage quality of food services. * Manage the catering budget.
ENQUIRIES	:	Ms N.C. Williamson Tel. No. (057) 9168000
REFERENCE	:	H/F/2
APPLICATIONS	:	The Chief Executive Officer Bongani Regional Hospital (Attention: Me A. Zwiegelaar) Private Bag X29 WELKOM 9460
POST 51	:	Communication Officer (2 posts)
SALARY	:	R79 407.00 per annum

- CENTRE** : Sub-directorate Public Relations and Corporate Communication: Directorate Office Support to the Executive Management: Corporate Office, Bloemfontein
- REQUIREMENTS** :
- * Appropriate recognized Bachelor's degree in corporate communications or Journalism from an accredited institution (or equivalent qualification)
 - * Relevant experience in corporate communication and marketing.
 - * Proven computer literacy.
 - * The following would be an added advantage:
 - Proven skills in the field of communications and production of publications.
 - Knowledge and understanding of and experience in the public health sector a prerequisite.
 - Excellent written and verbal communication skills.
 - Very good interpersonal relations.
 - Ability to liaise with stakeholders and the media.
 - Ability to communicate in the official languages of the province.
- RECOMMENDATIONS** :
- * A valid Code 08 driver's license is a very strong recommendation.
 - * Willingness to travel and work irregular hours and under pressure.
 - * Must be a self-starter quick thinker, innovative and self-managing.
 - * Proven ability to produce reports, newsletters, promotion material etc.
 - * Computer literacy with MS Word, Excel and Powerpoint and GroupWise.

- DUTIES** :
- * The implementation of the departmental corporate communication strategy.
 - * The production of communication tools to disseminate information targeted at the stakeholders and target audiences of the Department of Health.
 - * Write and produce reports, fliers, newsletters, display (promotion) material amongst others.
 - * Arrangement of meetings and events hosted by the Department of Health.
 - * The implementation of the corporate identity program of the department.
- ENQUIRIES** : Ms E.E. de Witt
Tel. No. (051) 4081273
- REFERENCE** : H/C/14
- APPLICATIONS** : The Manager:
Public Relations and Corporate Communication
(**Attention: Ms E.E. de Witt**)
P.O. Box 227
BLOEMFONTEIN
9300
- POST 52** : **Artisan**
- SALARY** : R64 143.00 per annum
- CENTRE** : Metsimaholo District Hospital, Sasolburg
- REQUIREMENTS** :
- * A completed 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 and 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.

- * Computer literate.
- * Ability to work under pressure.

RECOMMENDATIONS : * Good written and verbal communication skills.

* Ability to work in a multi-disciplinary team.

DUTIES : * Routine inspection.

* Maintenance on all mechanical equipment in all departments.

* Emergency repairs.

* Checking and repairing of all Fitter & Turner requests.

ENQUIRIES : Mr F.C. Moloi
Tel. No. (016) 9709424

REFERENCE : H/A/6

APPLICATIONS : The Chief Executive Officer
Metsimaholo District Hospital
(Attention: **Me W.R. van Loggerenberg**)
Private Bag X2017
SASOLBURG
1947

POST 53 : **Artisan**

SALARY : R64 143.00 per annum

CENTRE : Free State Psychiatric Complex, Bloemfontein

REQUIREMENTS : * A completed 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 and 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.

- * Certificated in Plumbing.

RECOMMENDATIONS : Appropriate experience in Building, manholes and plumbing maintenance.

DUTIES :

- * Assist to ensure effective supervision and management of the Plumbing Workshop within the Technical Services Division.
- * Assist to ensure compassionate and quality services in the Plumbing Workshop within the Technical Services Division.
- * Assist to ensure the implementation of the Free State Psychiatric Complex Communication Strategy in line with the PCG No. 1 for the Plumbing Workshop.
- * Assist to ensure effective management of risks and the implementation of Occupational Health and Safety legislation and disaster management in the Plumbing Workshop within the Technical Services Division of the Free State Psychiatric Complex.
- * Assist to ensure effective management of the personnel from the Plumbing Workshop in line with Free State Psychiatric Complex Human Resources Management Plan.
- * Assist to maintain all the facilities and its equipment.

ENQUIRIES : Mr F.J. van Rooyen / Mr F.P. Moeng
Tel. No. (051) 4079304 / 429

REFERENCE : H/A/40

APPLICATIONS : The Chief Executive Officer
Free State Psychiatric Complex

(Attention: Me A. Yawathe)

Private Bag X20607

BLOEMFONTEIN

9300

POST 54	:	Emergency Care Practitioner Intermediate (2 posts)
SALARY	:	R64 143.00 per annum
CENTRE	:	Emergency Medical Services: Lejweleputswa
REQUIREMENTS	:	<ul style="list-style-type: none"> * Successful completion of Ambulance Emergency Care Assistant Course. * Registration with the Health Professions Council of South Africa as Ambulance Emergency Care Practitioner for 2006/2007. * Code 10 driver's license as well as a valid public driver's permit.
DUTIES	:	<ul style="list-style-type: none"> * Inter-hospital transfers. * Pre-hospital treatment to patients and transport. * Receiving and dispatching calls. * Planned patient transport. * Appropriate experience. * Computer literate. * Day to day running of EMS station.
ENQUIRIES	:	Me J. Kritzinger Tel. No. (057) 3521453 x 2332
REFERENCE	:	H/E/3
APPLICATIONS	:	The Chief Divisional Officer Lejweleputswa District

(Attention: Mr L.P. Moshou)

Private Bag X15

WELKOM

9460

POST 55	:	Staff Nurse (20 posts)
SALARY	:	R54 222.00 per annum
CENTRE	:	Bongani Regional Hospital, Welkom
REQUIREMENTS	:	<ul style="list-style-type: none"> * Enrolment with the South African Nursing Council. * Appropriate experience as Enrolled Nursing.
RECOMMENDATIONS	:	Good communication skills, commitment and dedication.
DUTIES	:	<ul style="list-style-type: none"> * To render basic patient care in the general wards, maternity and specialized units. * Participate in quality improvement programmes. * Assessment of patient needs and implement nursing care plans.
ENQUIRIES	:	Me S.S. Mpitsi Tel. No. (057) 9168000
REFERENCE	:	H/S/9
APPLICATIONS	:	The Chief Executive Officer Bongani Regional Hospital (Attention: Me A. Zwiegelaar) Private Bag X29 WELKOM 9460
POST 56	:	Staff Nurse

SALARY : R54 222.00 per annum

CENTRE : MUCPP, Bloemfontein

REQUIREMENTS : Current enrolment with the South African Nursing Council as Enrolled Nurse.

RECOMMENDATIONS : Primary Health Care experience.

DUTIES : To provide a comprehensive Primary Health Care service under supervision.

ENQUIRIES : Me P.M. Kalaote
Tel. No. (051) 4356430/4343542

REFERENCE : H/S/12

APPLICATIONS : The District Manager
Motheo District
(Attention: Mr D.H. le Roux)
P.O. Box 441
BLOEMFONTEIN
9300

POST 57 : **Staff Nurse (12 posts)**

SALARY : R54 222.00 per annum

CENTRE : Botshabelo District Hospital

REQUIREMENTS : Enrolment with the South African Nursing Council as Enrolled Nurse.

RECOMMENDATIONS : * Good interpersonal relations.

* Ability to perform under pressure, physical fitness.

* Appropriate experience and knowledge in performing duties.

DUTIES : * Render quality comprehensive patient care.

* Assist the Medical Officers.

- * Reporting any abnormalities to the ward in-charge.

ENQUIRIES : Me T.E. Mokoena
Tel. No. (051) 5330211

REFERENCE : H/N/10

APPLICATIONS : The Chief Executive Officer
Botshabelo District Hospital
(Attention: **Mr B.A. Mphamo**)
Private Bag X527
BOTSHABELO
9781

POST 58 : **Senior Nursing Assistant (Oncology)**
(2 posts)

SALARY : R54 222.00 per annum

CENTRE : Universitas Academic Hospital, Bloemfontein

REQUIREMENTS :

- * Enrolment with the South African Nursing Council as Nursing Auxiliary.
- * Grade 10 (or equivalent) Certificate.

RECOMMENDATIONS :

- * Ability to work under pressure.
- * Good written and verbal communication skills.

DUTIES :

- * Render basic nursing care to patients in the ward.
- * Observe and report abnormalities.
- * Must be prepared to work shifts.
- * Carry out any other tasks/duties delegated to him/her.

ENQUIRIES : Mrs M.A. Mabandla

Tel. No. (051) 4053415/7

REFERENCE	:	H/N/8
APPLICATIONS	:	The Chief Executive Officer Universitas Academic Hospital (Attention: Me Mabandla) Private Bag X20660 BLOEMFONTEIN 9300
POST 59	:	Senior Nursing Assistant (Neonatal High and Low Risk Unit)
SALARY	:	R54 222.00 per annum
CENTRE	:	Universitas Academic Hospital, Bloemfontein
REQUIREMENTS	:	<ul style="list-style-type: none"> * Enrolment with the South African Nursing Council as Nursing Auxiliary. * Grade 10 (or equivalent) Certificate.
RECOMMENDATIONS	:	<ul style="list-style-type: none"> * Ability to work under pressure. * Good written and verbal communication skills.
DUTIES	:	<ul style="list-style-type: none"> * Render basic nursing care to patients in the ward. * Observe and report abnormalities. * Must be prepared to work shifts. * Carry out any other tasks/duties delegated to him/her.
ENQUIRIES	:	Mrs M.A. Mabandla Tel. No. (051) 4053415/7
REFERENCE	:	H/N/9
APPLICATIONS	:	The Chief Executive Officer

Universitas Academic Hospital
(Attention: Me Mabandla)
 Private Bag X20660
 BLOEMFONTEIN
 9300

POST 60	:	Senior Nursing Assistant (8 posts)
SALARY	:	R54 222.00 per annum
CENTRE	:	Bongani Regional Hospital, Welkom
REQUIREMENTS	:	<ul style="list-style-type: none"> * Enrolment with the South African Nursing Council as Nursing Auxiliary. * Grade 10 (or equivalent) Certificate. * Appropriate experience as enrolled nursing assistant.
RECOMMENDATIONS	:	Good communication skills, commitment and dedication.
DUTIES	:	Quality patient care and prioritize patient care.
ENQUIRIES	:	Me S.S. Mpitsi Tel. No. (057) 9168000
REFERENCE	:	H/N/6
APPLICATIONS	:	The Chief Executive Officer Bongani Regional Hospital (Attention: Ms A. Zwiendelaar) Private Bag X29 WELKOM 9460

POST 61	:	Senior Nursing Assistant (5 posts)
SALARY	:	R54 222.00 per annum
CENTRE	:	Free State Psychiatric Complex, Bloemfontein

- REQUIREMENTS** : * Enrolment with the South African Nursing Council as Nursing Auxiliary.
- * Proof of current enrolment with the South African Nursing Council (receipt).
- * Grade 10 (or equivalent) Certificate.
- RECOMMENDATIONS** : * Ability to maintain confidentiality.
- * Good interpersonal relations.
- * Ability to adapt to change.
- DUTIES** : * Basic Nursing Care.
- * Carry out instructions and delegated tasks and reports to the supervisor.
- * Work shifts according to the needs of the patients.
- ENQUIRIES** : Me E. Mokhehi
Tel. No. (051) 4079203
- REFERENCE** : H/N/7
- APPLICATIONS** : The Chief Executive Officer
Free State Psychiatric Complex
(Attention: Mr D. Kolomba)
Private Bag X20607
BLOEMFONTEIN
9300
- POST 62** : **Senior Nursing Assistant**
- SALARY** : R54 222.00 per annum
- CENTRE** : Thabang Clinic, Witsieshoek: Local Area Maluti-A-Phofung
- REQUIREMENTS** : * Grade 10 (or equivalent) Certificate.

- * Enrolment with the South African Nursing Council as Nursing Auxiliary.

- * Extensive appropriate experience.

DUTIES : * Basic nursing care.

ENQUIRIES : M.L. Tsibuli
Tel. No. (058) 7132996

REFERENCE : H/N/3

APPLICATIONS : The District Manager
Thabo Mofutsanyana District
(**Attention: H. van Zyl**)
Private Bag X824
WITSIESHOEK
9870

POST 63 : **Senior Administration Clerk Grade I**

SALARY : R54 222.00 per annum

CENTRE : Dihlabeng Regional Hospital, Bethlehem

REQUIREMENTS : * Grade 10 (or equivalent) Certificate.
* Appropriate experience of transport regulations and procedures.
* Valid Code B driver's license.

DUTIES : * Complete all prescribed transport documents with regard to the vehicles and goods handled in full and keep it update to prevent audit queries.
* Report major defects on the vehicle in time to keep in a good running condition.
* Ensure that routine maintenance and garaging of vehicles to ensure the good condition of all the vehicles in the pool.

- * Maintain office discipline.
- * Apply personnel evaluation techniques.

ENQUIRIES : Mr L. Rossouw
Tel. No. (058) 3035331

REFERENCE : H/A/7

APPLICATIONS : The Chief Executive Officer
Dihlabeng Regional Hospital
(Attention: Mr L. Rossouw)
Private Bag X3
BETHLEHEM
9700

POST 64 : **Senior Administration Clerk Grade I**

SALARY : R54 222.00 per annum

CENTRE : Thebe District Hospital, Harrismith

REQUIREMENTS :

- * Grade 10 (or equivalent) Certificate.
- * Secretarial qualification.
- * Appropriate experience.
- * In addition to being impeccably professional.

RECOMMENDATIONS :

- * Computer literacy (MS Office) and office management.
- * Good verbal and communication skills.
- * The ability to work under pressure and independently and be able to perform with minimum supervision.
- * Good interpersonal relations and organizational skills.

DUTIES :

- * Providing full secretarial support to Chief Executive Officers.

- * Effective time and diary management.
- * Organizing meetings and drafting agendas.
- * Arranging travel, accommodation and preparing claims on behalf of the Chief Executive Officer.
- * Handling outgoing and incoming correspondence.
- * Ability to draft the standard letters and receipt of and transmitting messages.

ENQUIRIES : Mr T.C. Mosia
Tel. No. (058) 6221111

REFERENCE : H/A/8

APPLICATIONS : The Chief Executive Officer
Thebe/Phumelela District Hospital
(**Attention: Mr T.C. Mosia**)
Private Bag X871
HARRISMITH
9880

POST 65 : **Senior Administration Clerk Grade I**

SALARY : R54 222.00 per annum

CENTRE : Thebe District Hospital, Harrismith

REQUIREMENTS :

- * Grade 10 (or equivalent) Certificate.
- * Appropriate administration experience.
- * Knowledge of Supply Chain Management.

RECOMMENDATIONS :

- * Appropriate experience in LOGIS and BAS environment.
- * Computer literacy, specifically Excel and Word.

- * Responsible for the checking, controlling and supporting of reconciliation statement.
- DUTIES** :
- * Experience in administration functions.
 - * Assist with the management of asset.
 - * Ensure an effective administrative section in the cost centre.
 - * The officer will be responsible for Chief User functions.
- ENQUIRIES** : Mr T.C. Mosia
Tel. No. (058) 6221111 x 1146
- REFERENCE** : H/A/9
- APPLICATIONS** : The Chief Executive Officer
Thebe/Phumelela District Hospital
(**Attention: Mr T.C. Mosia**)
Private Bag X871
HARRISMITH
9880
- POST 66** : **Senior Administration Clerk (Internal Medicine)**
- SALARY** : R54 222.00 per annum
- CENTRE** : Pelonomi Regional Hospital, Bloemfontein
- REQUIREMENTS** :
- * Grade 10 (or equivalent) Certificate.
 - * Relevant experience.
 - * Good communication skills.
- RECOMMENDATIONS** : Computer literate.
- DUTIES** :
- * Capture of patient information on the computer.

- * Compile statistics and other tasks delegated.

ENQUIRIES : Me D.E. Moleme
Tel. No. (051) 4051272

REFERENCE : H/A/10

APPLICATIONS : The Chief Executive Officer
Pelonomi Regional Hospital
(Attention: Mr S.I. Makhema)
Private Bag X20581
BLOEMFONTEIN
9300

POST 67 : **Senior Administration Clerk Grade I**

SALARY : R54 222.00 per annum

CENTRE : Pharmacy: Universitas Hospital, Bloemfontein

REQUIREMENTS :

- * Grade 10 (or equivalent) Certificate.
- * Computer literacy.
- * Good interpersonal relations and communication skills.
- * Will be required to register and train as Pharmacist Assistant.

RECOMMENDATIONS :

- * Knowledge of PAS and Supply Chain Management.
- * Ability to perform under pressure.
- * Knowledge of LOGIS.

DUTIES : Ordering of medication and all other related tasks.

ENQUIRIES : Me T.P. Oosthuizen
Tel. No. (051) 4053890

REFERENCE : H/A/11

APPLICATIONS	:	The Chief Executive Officer Universitas Hospital (Attention: Me T.P. Oosthuizen) Private Bag X20660 BLOEMFONTEIN 9300
POST 68	:	Senior Administration Clerk Grade I
SALARY	:	R54 222.00 per annum
CENTRE	:	Universitas Hospital: Cardiology Clinic: Bloemfontein
REQUIREMENTS	:	<ul style="list-style-type: none"> * Grade 10 (or equivalent) Certificate. * Computer literacy. * Good interpersonal skills. * Proven record of minimum absenteeism. * Capable of working under pressure. * Have stamina for physical hard work for undefined times.
DUTIES	:	<ul style="list-style-type: none"> * Make appointments for patients. * Answer and handle telephonic enquiries. * Order stock. * Do bookings and discharge on computer. * Do statistics. * Manage human, administrative and financial activities to ensure optimal functioning of department. * Attend meetings and training.

- * Control cost centre and inventory.

ENQUIRIES : Mrs H. Austin
Tel. No. (051) 4053791

REFERENCE : H/A/12

APPLICATIONS : The Chief Executive Officer
Universitas Hospital
(Attention: Mrs H. Austin)
Private Bag X20660
BLOEMFONTEIN
9300

POST 69 : **Senior Administration Clerk Grade I**

SALARY : R54 222.00 per annum

CENTRE : Katleho District Hospital, Virginia

REQUIREMENTS : * Grade 10 (or equivalent) Certificate.

RECOMMENDATIONS : * Appropriate experience of Supply Chain Management (Procurement and Provisioning) procedures.

* Computer literacy.

* Knowledge of LOGIS System.

DUTIES : * To order stock and medical consumables for the institution.

* To render procurement duties according to prescripts.

* Follow up on orders placed.

* To control and verify documents in accordance to the directives.

ENQUIRIES : Me E.M.M. Eloff
Tel. No. (057) 2213334

REFERENCE	:	H/A/29
APPLICATIONS	:	The Chief Executive Officer Katleho District Hospital (Attention: Mr R.S. Khoali) Private Bag X4 VIRGINIA 9430
POST 70	:	Senior Administration Clerk Grade I
SALARY	:	R54 222.00 per annum
CENTRE	:	Free State Psychiatric Complex: Laundry: Bloemfontein
REQUIREMENTS	:	<ul style="list-style-type: none"> * Grade 10 (or equivalent) Certificate. * Must be computer literate.
RECOMMENDATIONS	:	<ul style="list-style-type: none"> * Able to work under pressure. * Good communication skills.
DUTIES	:	<ul style="list-style-type: none"> * All administrative tasks related to: <ul style="list-style-type: none"> - Overtime, leaves, injury on duty. - Filing. * Performing of all other relevant administrative duties to the section. * Taking minutes of meetings if needed. * Completing of reports as assigned.
ENQUIRIES	:	Ms S.S. Johnson Tel. No. (051) 4474559
REFERENCE	:	H/A/30
APPLICATIONS	:	The Senior Manager: Human Resource Management (Attention: Mr M.J. Mokgampanyane)

P.O. Box 227
BLOEMFONTEIN
9300

POST 71	:	Senior Administration Clerk Grade I
SALARY	:	R54 222.00 per annum
CENTRE	:	National District Hospital, Bloemfontein
REQUIREMENTS	:	<ul style="list-style-type: none"> * Grade 10 (or equivalent) Certificate. * Experience Transit or warehouse. * Capable to work under tremendous pressure of meeting deadlines and cut-off times according to Supply Chain Management policy. * Computer literate.
RECOMMENDATIONS	:	<ul style="list-style-type: none"> * Have previous exposure to hospital environment. * Have initiative and be trustworthy.
DUTIES	:	<ul style="list-style-type: none"> * Receive stock from companies on behalf of the hospital. * Control quantity and quality as per ordered number and specification. * Register orders in the zero to nine file and update daily. * Hand over received stock to warehouse men for shelf items. * Do follow-ups with companies that are not delivering as expected. * Check and control stock issued by warehouse.

- * Report long outstanding orders.

ENQUIRIES : Mr T.S. Mancoe
Tel. No. (051) 4039868

REFERENCE : H/A/31

APPLICATIONS : The Chief Executive Officer
National District Hospital
(Attention: P.A. Mehlwana)
Private Bag X20598
BLOEMFONTEIN
9300

POST 72 : **Senior Administration Clerk Grade I (2 posts)**

SALARY : R54 222.00 per annum

CENTRE : Pabalong Clinic, Witsieshoek: Local Area
Maluti-A-Phofung (DC 19)

REQUIREMENTS : * Grade 10 (or equivalent) Certificate.

RECOMMENDATIONS : Computer literacy.

DUTIES : * Registration of patients.

* Ordering of stock for the Clinic.

* Monitoring and controlling stock at the Clinic.

* Supervise Cleaner.

* Refer critical patients to Sister in Charge.

* Help the Chief Professional Nurse with the medicine stock.

* Working in the local area office doing office/ registry functions.

ENQUIRIES : A.J. Oosthuizen
Tel. No. (058) 6231918

REFERENCE	:	H/A/41
APPLICATIONS	:	The District Manager Thabo Mofutsanyana District (Attention: H. van Zyl) Private Bag X824 WITSIESHOEK 9870
POST 73	:	Senior Administration Clerk Grade I
SALARY	:	R54 222.00 per annum
CENTRE	:	Sub-directorate Public Relations and Corporate Communication: Directorate Office Support to the Executive Management: Corporate Office, Bloemfontein
REQUIREMENTS	:	<ul style="list-style-type: none"> * Grade 10 (or equivalent) Certificate. * Computer literacy. * Good filing, planning and organizational skills. * Experience in general office administration. * Basic knowledge of financial management and provisioning administration. * A valid Code 08 (Code B) driver' license will be an added advantage. * Excellent written and verbal communication skills. * Very good interpersonal relations. * Ability to communicate in the official languages of the province.
RECOMMENDATIONS	:	Willingness to travel and work irregular hours and under pressure.

DUTIES	: <ul style="list-style-type: none"> * A valid Code 08 (Code B) driver' license. * Provide support to the sub-directorate regarding communication administration, submission and financial management. * Ensure that meetings are arranged and venues are secured. * Ensure that land and air transport for staff is booked in time. * Ensure meeting of logistics. * Ensure that catering preparations are done. * Tracking of documents. * Order stationery according to needs. * Keep stationery register updated. * Write submissions for request of stationery. * Prepare subsistence and travel claims. * Prepare and capture request memorandums. * Filing. * Control of assets.
ENQUIRIES	: Ms E.E. de Witt Tel. No. (051) 4081273
REFERENCE	: H/A/42
APPLICATIONS	: The Manager: Public Relations and Corporate Communication (Attention: Ms E.E. de Witt) P.O. Box 227 BLOEMFONTEIN 9300