

FREE STATE PROVINCE



FREE STATE PROVINCIAL GOVERNMENT VACANCY CIRCULAR 12/2007

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 74	:	Senior Registry Clerk Grade I (2 posts)
SALARY	:	R54 222.00 per annum
CENTRE	:	Universitas Hospital, Bloemfontein
REQUIREMENTS	:	<ul style="list-style-type: none"> * Grade 10 (or equivalent) Certificate. * Appropriate experience. * Computer literate (Meditech).
DUTIES	:	<ul style="list-style-type: none"> * Draw files and X-ray from list and send them to the various departments. * Use files and X-ray according to filing system. * Book in and out files and X-ray. * Maintenance of files and X-ray. * Check files according to computer printouts. * Check incorrect filing and numbering of documents. * Handling enquiries.
ENQUIRIES	:	Me H.J. Motlatsi Tel. No. (051) 4053601
REFERENCE	:	H/R/1
APPLICATIONS	:	The Chief Executive Officer Universitas Hospital (Attention: Me Martie Muller) Private Bag X20660 BLOEMFONTEIN 9300
POST 75	:	Pharmacist Assistant
SALARY	:	R 54222.00 per annum

CENTRE	:	National District Hospital, Bloemfontein
REQUIREMENTS	:	<ul style="list-style-type: none"> * Registration with the South African Pharmacy Council as Basic Pharmacist Assistant. * Basic Pharmacist Assistant Certificate. * Grade 12 (or equivalent) Certificate.
RECOMMENDATIONS	:	Experience as Pharmacist Assistant.
DUTIES	:	<ul style="list-style-type: none"> * Dispense medication under pharmacist supervision. * Provide medication related information and education to the patients. * Compound and manufacture medication under supervision. * Ensure rational stock utilization and stock rotation.
ENQUIRIES	:	M.P. Kgaphola Tel. No. (051) 4039621/2
REFERENCE	:	H/P/55
APPLICATIONS	:	The Chief Executive Officer National District Hospital (Attention: M.P. Kgaphola) Private Bag X20598 BLOEMFONTEIN 9300
POST 76	:	Senior Household Supervisor
SALARY	:	R54 222.00 per annum
CENTRE	:	Parys District Hospital
REQUIREMENTS	:	* Grade 10 (or equivalent) Certificate.
RECOMMENDATIONS	:	* Ability to work under pressure.

- * Flexibility with regard to allocation of duties.
- * Good interpersonal relations.
- * Good written and verbal communication skills.
- * Confidentiality.

DUTIES

- :
- * Catering for social gatherings and functions.
 - * Supervision and control of Laundry Aids and Cleaners.
 - * Responsible for the proper use of and caring for equipment.
 - * Request, receipt, storing and judicious issuing of stock.
 - * Compiling of working schedule for Laundry Aids and Cleaners.
 - * Ordering and receiving of linen from Central Laundry.
 - * Inventory control.
 - * Cost Centers.

ENQUIRIES

: Me M.S. Radebe
Tel. No. (056) 8162111

REFERENCE

: H/H/6

APPLICATIONS

: The Chief Executive Officer
Parys District Hospital
(Attention: Me M.M. Van der Walt)
Private Bag X5
PARYS
9585

POST 77	:	Emergency Care Practitioner: Call Taker/ Dispatcher
SALARY	:	R54 222.00 per annum
CENTRE	:	Emergency Medical Services: Corporate Office, Bloemfontein
REQUIREMENTS	:	<ul style="list-style-type: none"> * Grade 12 (or equivalent) Certificate. * A minimum of Basic Ambulance Attendant Certificate. * Knowledge and experience in Emergency call taking and dispatching will be an advantage. * Computer literacy in MS Excel and MS Word are requirements for this post. * Skills in data capturing and database management. * Good communication skills (written and verbal). * Good organizational skills. * Current registration with the Health Professions Council of South Africa. * Appropriate experience in Emergency Medical Service operational work.
RECOMMENDATIONS	:	<ul style="list-style-type: none"> * Completion of Emergency Medical Dispatch/ Call Taker. * Valid Code 10/C1 driver's license. * Valid professional driver's permit.
DUTIES	:	<ul style="list-style-type: none"> * Receive emergency calls via telephone and radio systems and capturing the information on the Computer Aided Dispatch system. * Prioritizing calls according to laid down protocol.

- * Monitor the movement of vehicles on the tracking systems.
- * Dispatching of emergency calls to the units.
- * Collecting of emergency call data and capturing into a database.
- * Perform administrative functions as required by the Emergency Control Centre.
- * Any other duties assigned by the Senior Manager: Emergency Medical Services.

ENQUIRIES : Mr N.W. Sithole
Tel. No. (051) 4081738

REFERENCE : H/E/4

APPLICATIONS : The Senior Manager:
Emergency Medical Services
(**Attention: Mr T.J. Mothibi**)
P.O. Box 227
BLOEMFONTEIN
9300

POST 78 : **Food Service Supervisor**

SALARY : R46 200.00 per annum

CENTRE : Phumelela District Hospital, Vrede

REQUIREMENTS : * Grade 10 (or equivalent) Certificate.
* Food Service training.

RECOMMENDATIONS : * Good interpersonal skills.
* Supervisory skills.
* Ability to work under pressure.

		<ul style="list-style-type: none"> * Good written and verbal communication skills.
DUTIES	:	<ul style="list-style-type: none"> * Perform housekeeping duties at the supervisory level. * Ensure clean environment of the kitchen. * Ordering of cleaning materials and groceries under supervision.
ENQUIRIES	:	Mr B.J. Moloi Tel. No. (058) 9131044
REFERENCE	:	H/F/1
APPLICATIONS	:	The Chief Executive Officer Thebe/Phumelela District Hospital (Attention: Mr B.J. Moloi) Private Bag X6 VREDE 9835
POST 79	:	Nursing Assistant
SALARY	:	R 46 200.00 per annum
CENTRE	:	Embekweni District Hospital, Zastron
REQUIREMENTS	:	<ul style="list-style-type: none"> * Grade 10 (or equivalent) Certificate. * Enrolment with the South African Nursing Council as a Nursing Auxiliary.
RECOMMENDATIONS	:	Relevant appropriate experience.
DUTIES	:	All Nursing Assistant duties in the ward.
ENQUIRIES	:	Mrs H. Wepener Tel. No. (051) 6731200
REFERENCE	:	H/N/11
APPLICATIONS	:	The Chief Executive Officer Embekweni/Stoffel Coetzee Hospital Complex

(Attention: Me H. Wepener)

Private Bag X32

ZASTRON

9950

- POST 80** : **Administration Clerk Grade II**
- SALARY** : R46 200.00 per annum
- CENTRE** : Dr J.S. Moroka District Hospital, Thaba Nchu
- REQUIREMENTS** : * Grade 10 (or equivalent) Certificate.
- RECOMMENDATIONS** : * Knowledge of BAS and PADS.
- * Good communication and interpersonal skills.
- * Driver's license.
- DUTIES** : * Billing of patients.
- * Relief cashier.
- * Compile S&T claims.
- * Collect information from local Police stations for RAF.
- ENQUIRIES** : Me M.P. Likotsi
Tel. No. (051) 8739894
- REFERENCE** : H/A/32
- APPLICATIONS** : The Chief Executive Officer
Dr J.S. Moroka District Hospital
(Attention: Mr G.J. Molokoane)
Private Bag X707
SELOSESHA
9783

POST 81 : **Administration Clerk Grade II: CPD**

SALARY	:	R46 200.00 per annum
CENTRE	:	Skills Development Unit: Corporate Office, Bloemfontein
REQUIREMENTS	:	<ul style="list-style-type: none"> * Grade 10 (or equivalent) Certificate. * Appropriate experience.
RECOMMENDATIONS	:	<ul style="list-style-type: none"> * Computer literacy. * Good interpersonal skills.
DUTIES	:	<ul style="list-style-type: none"> * Render administrative support service. * Handle provisioning and financial functions. * Ordering goods and service. * Payment of services. * Requisitions. * Commitments.
ENQUIRIES	:	Me M.E. Mtyongwe Tel. No. (051) 4081741
REFERENCE	:	H/A/43
APPLICATIONS	:	The Senior Manager: Human Resource Management (Attention: Mr M.J. Mokgampanyane) P.O. Box 227 BLOEMFONTEIN 9300
POST 82	:	Handyman
SALARY	:	R46 200.00 per annum
CENTRE	:	Free State Psychiatric Complex: Laundry: Bloemfontein

REQUIREMENTS	:	<ul style="list-style-type: none"> * ABET. * Appropriate workshop experience. * Knowledge of all workshop tools.
RECOMMENDATIONS	:	<ul style="list-style-type: none"> * Good interpersonal relations. * Must be able to work shifts. * Must be able to stand long hours. * Must be able to work under pressure. * Relevant experience of technical section.
DUTIES	:	<ul style="list-style-type: none"> * Maintenance and repairs of laundry equipment. * Basic servicing of laundry equipment.
ENQUIRIES	:	<p>Mrs S.S. Johnson Tel. No. (051) 4474559</p>
REFERENCE	:	H/H/8
APPLICATIONS	:	<p>The Senior Manager: Human Resource Management (Attention: Mr M.J. Mokgampanyane) P.O. Box 227 BLOEMFONTEIN 9300</p>
POST 83	:	Laundry Aid
SALARY	:	R40 227.00 per annum
CENTRE	:	Phumelela District Hospital, Vrede
REQUIREMENTS	:	ABET
RECOMMENDATIONS	:	<ul style="list-style-type: none"> * Ability to work under pressure. * Good verbal and communication skills.

		* Good interpersonal relations and organizational skills.
DUTIES	:	<ul style="list-style-type: none"> * Sorting dirty linen. * Handing out clean linen to the wards. * Keeping linen room neat and tidy.
ENQUIRIES	:	Mr B.J. Moloi Tel. No. (058) 9131044
REFERENCE	:	H/L/3
APPLICATIONS	:	The Chief Executive Officer Thebe/Phumelela District Hospital (Attention: Mr B.J. Moloi) Private Bag X6 VREDE 9835
POST 84	:	Laundry Aid II (2 posts)
SALARY	:	R40 227.00 per annum
CENTRE	:	Metsimaholo District Hospital, Sasolburg
REQUIREMENTS	:	Cleaning experience.
DUTIES	:	Responsible for the appearance and cleanliness of Metsimaholo Hospital, including floors, walls, fixtures and windows.
ENQUIRIES	:	Mr F.C. Moloi Tel. No. (016) 9709424
REFERENCE	:	H/L/2
APPLICATIONS	:	The Chief Executive Officer Metsimaholo District Hospital (Attention: Me W.R. van Loggerenberg) Private Bag X2017 SASOLBURG

1947

POST 85	:	Laundry Aid II
SALARY	:	R40 227.00 per annum
CENTRE	:	Regional Laundry, Kroonstad
REQUIREMENTS	:	<ul style="list-style-type: none"> * ABET literacy (equivalent). * Ability to read and write, physical fitness (post requires standing).
RECOMMENDATIONS	:	<ul style="list-style-type: none"> * Code 8 (EB) driver's license will be an advantage. * Production experience will be an advantage. * Good communication skills.
DUTIES	:	<ul style="list-style-type: none"> * Responsible for rendering normal laundry related duties to ensure clean linen is provided to the hospitals and customers. * To off-load the delivery vehicles upon arrival and/or receive dirty and soiled linen from customers, and/or to sort all received linen and/or to sort all linen and/or to unload tumble dryers manually by pulling the entangled linen out of the dryer. * To feed the ironers and other production machinery in order to obtain finished items, and/or to verify and allocation of linen items as requested by customers.
ENQUIRIES	:	Mrs S.M. Bruwer Tel. No. (056) 2164902
REFERENCE	:	H/L/4
APPLICATIONS	:	The Laundry Manager Regional Laundry (Attention: Mrs S.M. Bruwer)

Private Bag X42
KROONSTAD
9500

- POST 86** : **Cleaner II**
- SALARY** : R40 227.00 per annum
- CENTRE** : Metsimaholo District Hospital, Sasolburg
- REQUIREMENTS** : Cleaning experience.
- DUTIES** : Responsible for the appearance and cleanliness of Metsimaholo Hospital, including floors, walls, fixtures and windows.
- ENQUIRIES** : Mr F.C. Moloi
Tel. No. (016) 9709424
- REFERENCE** : H/C/5
- APPLICATIONS** : The Chief Executive Officer
Metsimaholo District Hospital
(**Attention: Me W.R. van Loggerenberg**)
Private Bag X2017
SASOLBURG
1947
-
- POST 87** : **Cleaner II**
- SALARY** : R40 227.00 per annum
- CENTRE** : Dealesville Clinic: Lejweleputswa District
- REQUIREMENTS** : * ABET Literacy.

* Physical fitness to handle demands of the post.
- DUTIES** : Perform cleaning services of routine nature in and outside the premises.

ENQUIRIES	:	Me C.P. Visser Tel. No. (053) 4441912
REFERENCE	:	H/C/6
APPLICATIONS	:	The District Manager Lejweleputswa District (Attention: Me C.P. Visser) Private Bag X15 WELKOM 9460
POST 88	:	Cleaner II
SALARY	:	R40 227.00 per annum
CENTRE	:	Harrismith Clinic, Harrismith: Local Area Maluti-A-Phofung
REQUIREMENTS	:	<ul style="list-style-type: none"> * ABET literacy. * Physical fitness to handle the physical demands of a cleaner.
RECOMMENDATIONS	:	Appropriate experience will be an advantage.
DUTIES	:	<ul style="list-style-type: none"> * Perform cleaning services of a routine nature in and outside the premises by utilizing a variety of aids (dusters, brooms, etc.). * Collect and wash dishes and cups. * Provide support to the supervisors.
ENQUIRIES	:	H. van Zyl Tel. No. (058) 7130135/0143/0515/2996
REFERENCE	:	H/C/15
APPLICATIONS	:	The District Manager Thabo Mofutsanyana District (Attention: H. van Zyl) Private Bag X824 WITSIESHOEK

9870

POST 89	:	General Worker II
SALARY	:	R40 227.00 per annum
CENTRE	:	Phameng Clinic, Bultfontein: Lejweleputswa District
REQUIREMENTS	:	<ul style="list-style-type: none"> * ABET Literacy. * Physical fitness to handle demands of the post. * Valid driver's license.
DUTIES	:	Performing delivery and cleaning services of routine nature in and outside the premises.
ENQUIRIES	:	Me C.P. Visser Tel. No. (053) 4441912
REFERENCE	:	H/G/1
APPLICATIONS	:	The District Manager Lejweleputswa District (Attention: Me C.P. Visser) Private Bag X15 WELKOM 9460
POST 90	:	Senior Messenger
SALARY	:	R40 227.00 per annum
CENTRE	:	Service Conditions Sub-directorate: Support Services Sub-division: Head Office, Bloemfontein
REQUIREMENTS	:	<ul style="list-style-type: none"> * ABET – Ability to read and write. * Driver's license.

- RECOMMENDATIONS** : *
- * Communication, listening and interpersonal skills.
 - * Be able to maintain confidentiality.
 - * To deliver mail, circulars, manuals and other documents.
 - * Assist with execution of functions in Human Resources, Registry, Finance, Supply Chain Management.
 - * Keep registers of received and delivered items.
- DUTIES** : Render an effective support service to the Human Resource Management Directorate: Department of Health.
- ENQUIRIES** : Me J.L. Venter
Tel. No. (051) 4081134
- REFERENCE** : H/M/6
- APPLICATIONS** : The Senior Manager:
Human Resource Management
(**Attention: Mr M.J. Mokgampanyane**)
P.O. Box 227
BLOEMFONTEIN
9300
- POST 91** : **Household Aid II**
- SALARY** : R40 227.00 per annum
- CENTRE** : Metsimaholo District Hospital, Sasolburg
- REQUIREMENTS** : Cleaning experience.
- RECOMMENDATIONS** : Previous experience of cleaning.
- DUTIES** : Responsible for the appearance and cleanliness of Metsimaholo Hospital, including floors, walls, fixtures and windows.

ENQUIRIES	:	Mr F.C. Moloi Tel. No. (016) 9709424
REFERENCE	:	H/H/4
APPLICATIONS	:	The Chief Executive Officer Metsimaholo District Hospital (Attention: Me W.R. van Loggerenberg) Private Bag X2017 SASOLBURG 1947
POST 92	:	Administration Clerk Grade I
SALARY	:	R40 227.00 per annum
CENTRE	:	Phekolong District Hospital, Bethlehem
REQUIREMENTS	:	<ul style="list-style-type: none"> * Grade 10 (or equivalent) Certificate. * Computer literate.
RECOMMENDATIONS	:	Secretarial and advanced computer skills.
DUTIES	:	<ul style="list-style-type: none"> * Perform secretarial duties to relieve an executive of various administrative details. * Co-ordinates and maintains effective office procedures and efficient work flows. * Establishes and maintains harmonious working relationships with superiors, co-workers, subordinates, customers and suppliers. * Schedules appointments and maintains calendar. * Receive and assists visitors and telephone callers and refers them to the executive or other appropriate person. * Arranges business itineraries and co-ordinates executive's travel requirements.

- * Takes action authorized during executive's absence and uses initiative and judgment to see that matters requiring attention are referred to delegated authority to minimize effect of employer's absence.
- * Sorts and reads all incoming mail and documents and attaches appropriate file to facilitate necessary action.
- * Determines routing, signature required, and maintains follow-up.
- * Composes correspondence and reports for executive's signature.
- * Makes arrangements for and co-ordinates conference and meetings.
- * May serve as recorder of minutes with responsibility for transcription to participate.

ENQUIRIES	:	Me C.H. Kala Tel. No. (058) 3035123
REFERENCE	:	H/A/13
APPLICATIONS	:	The Chief Executive Officer Phekolong District Hospital (Attention: Me C.H. Kala) Private Bag X3 BETHLEHEM 9700
POST 93	:	Administration Clerk Grade I
SALARY	:	R40 227.00 per annum
CENTRE	:	Hlohlolwane Clinic, Clocolan
REQUIREMENTS	:	* Grade 10 (or equivalent) Certificate.
RECOMMENDATIONS	:	* Driver's license.

		<ul style="list-style-type: none"> * Computer literacy.
DUTIES	:	<ul style="list-style-type: none"> * 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.
ENQUIRIES	:	H. van Zyl Tel. No. (058) 7130135/0143/0515/2996
REFERENCE	:	H/A/14
APPLICATIONS	:	The District Manager Thabo Mofutsanyana District (Attention: H. van Zyl) Private Bag X824 WITSIESHOEK 9870
POST 94	:	Nursing Assistant
SALARY	:	R40 227.00 per annum
CENTRE	:	Mobile Unit, Witsieshoek: Local Area Maluti-A-Phofung
REQUIREMENTS	:	<ul style="list-style-type: none"> * Grade 10 (or equivalent) Certificate. * Enrolment with the South African Nursing Council as Nursing Auxiliary.
RECOMMENDATIONS	:	Appropriate experience.
DUTIES	:	<ul style="list-style-type: none"> * Render an effective and efficient Primary Health Care service to the rural community.

- * Observing and reporting abnormalities.
- * Give health education to the community.
- * Basic nursing care.
- * Work under the supervision of the Professional Nurse in charge.

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

REFERENCE : H/N/4

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

POST 95 : **Nursing Assistant (Centre of Excellence)**

SALARY : R40 227.00 per annum

CENTRE : Pelonomi Regional Hospital, Bloemfontein

REQUIREMENTS :

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

RECOMMENDATIONS :

- * Ability to maintain confidentiality.
- * Good interpersonal relations, to assist doctors and nurses with nursing services.

DUTIES :

- * Basic quality nursing care.
- * Assist with administration, preparing of consulting rooms, data capturing.

ENQUIRIES	:	Ms D.M. Mini/Mr Setlhare Tel. No. (051) 4051462
REFERENCE	:	H/N/5
APPLICATIONS	:	The Chief Executive Officer Pelonomi Regional Hospital (Attention: Mr S.I. Makhema) Private Bag X20581 BLOEMFONTEIN 9300
POST 96	:	Nursing Assistant (8 posts)
SALARY	:	R40227.00 per annum
CENTRE	:	Dihlabeng Regional Hospital, Bethlehem
REQUIREMENTS	:	<ul style="list-style-type: none"> * Grade 10 (or equivalent) Certificate. * Enrolment with the South African Nursing Council as Nursing Auxiliary.
RECOMMENDATIONS	:	Good interpersonal relations.
DUTIES	:	<ul style="list-style-type: none"> * Rendering basic, quality nursing care in line with the Batho Pele Principles and the Patients' Rights Charter under supervision of the Professional Nurse. * Assisting patients with activities of daily living. * Working a forty hour week, working weekends, 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/N/12

APPLICATIONS	:	The Chief Executive Officer Dihlabeng Regional Hospital (Attention: Me G.A.L. Montsitsi) Private Bag X3 BETHLEHEM 9700
POST 97	:	Physiotherapy Assistant (Auxiliary Services Officer Grade I)
SALARY	:	R40 227.00 per annum
CENTRE	:	Dr J.S. Moroka District Hospital
REQUIREMENTS	:	<ul style="list-style-type: none"> * Grade 12 (or equivalent) Certificate. * Registration with the Health Professions Council of South Africa as Physiotherapy Assistant
RECOMMENDATIONS	:	<ul style="list-style-type: none"> * Show understanding of people with disability. * Be able to work independently. * Show evidence of problem solving and communication skills. * Be in possession of driver's license.
DUTIES	:	Perform routine patient treatment as well as routine therapeutic related tasks as indicated by district hospital level policy, under the supervision of a Physiotherapist, using skills and knowledge of PTA scope of practice.
ENQUIRIES	:	Me N. Tanda Tel. No. (051) 8739800
REFERENCE	:	H/P/20
APPLICATIONS	:	The Chief Executive Officer Dr J.S. Moroka District Hospital (Attention: Me N. Tanda) Private Bag X707

SELOSESHA
9783

POST 98	:	Occupational Therapy Assistant (Auxiliary Service Officer)
SALARY	:	R40 227.00 per annum
CENTRE	:	Pelonomi Regional Hospital, Bloemfontein
REQUIREMENTS	:	<ul style="list-style-type: none"> * Grade 12 (or equivalent) Certificate. * Registration 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/33
APPLICATIONS	:	The Chief Executive Officer Pelonomi Regional Hospital (Attention: Mr S.I. Makhema) Private Bag X20581 BLOEMFONTEIN 9300

POST 99	:	Security Guard Grade II
SALARY	:	R40 227.00 per annum
CENTRE	:	AIDS Centre, QwaQwa: Local Area Maluti-A-Phofung
REQUIREMENTS	:	<ul style="list-style-type: none"> * Grade 10 (or equivalent) Certificate. * Permanent appointment is subjected to a successful security clearance.
RECOMMENDATIONS	:	Knowledge in the security environment.
COMPETENCIES	:	<ul style="list-style-type: none"> * Good interpersonal relations skills and ability to communicate effectively (written and verbal). * Able to manage conflict situations. * Able to work as a team and shifts. * Must be willing to undergo security training.
DUTIES	:	<ul style="list-style-type: none"> * Act as an Authorized Officer in terms of the security legislation "Control of Access to Public Premises and Vehicles Act, Act 53 of 1985". * Implement the Security measures (i.e. Legislations, Security policy and procedures). * Controlling of movement of personnel, visitors and assets of the Primary Health Care. * Execute access control, guarding and observations, patrolling, escorting and key control procedures.
ENQUIRIES	:	Mr M.M. Khasu Tel. No. (051) 4081256
REFERENCE	:	H/S/13

APPLICATIONS	:	The Senior Manager: Human Resource Management (Attention: Mr M.J. Mokgampanyane) P.O. Box 227 BLOEMFONTEIN 9300
POST 100	:	Security Guard Grade II (3 posts)
SALARY	:	R40 227.00 per annum
CENTRE	:	Parys District Hospital
REQUIREMENTS	:	<ul style="list-style-type: none"> * Grade 10 (or equivalent) Certificate. * Permanent appointment is subjected to a successful security clearance. * 12 Months probation and willingness to undergo security training. * Be prepared to work shifts.
RECOMMENDATIONS	:	<ul style="list-style-type: none"> * Good interpersonal relations. * Good written and verbal communication skills. * Confidentiality.
DUTIES	:	<ul style="list-style-type: none"> * Execute control by positive identification of officers, employees, visitors and maintenance personnel before they are allowed to enter the premises – confirm appointment by telephone. * Issue admission control cards to visitors and receive them back. Keep the necessary visitor's register. * Escort visitors in the premises where necessary.

- * Check supplies, articles and objects, where necessary, before they are allowed to be brought into the premises to ensure that the safety of the premises will not be threatened. Also do X-ray examinations in this respect where the equipment are on the premises.
- * Control the admission of vehicles into fenced-off areas.
- * Patrol building and fenced-off areas.
- * Guard vehicles, workshops and equipment in the field.
- * Bring any deficiencies or problems with regard to the security matters to the attention of Security Officer III (Shift leader).
- * Tender the assistance to Security Officers II and III in the performance of their duties.

ENQUIRIES : Me M.S. Radebe
Tel. No. (056) 8162111

REFERENCE : H/S/14

APPLICATIONS : The Chief Executive Officer
Parys District Hospital
(**Attention: Me M.M. Van der Walt**)
Private Bag X5
PARYS
9585

POST 101 : **Household Aid II**

SALARY : R40 227.00 per annum

CENTRE : Winburg District Hospital

REQUIREMENTS : Able to read and write.

RECOMMENDATIONS : * Be prepared to work overtime.

- * Appropriate experience.

DUTIES : To maintain and sustain cleanliness and neatness of the hospital and do other errands.

ENQUIRIES : Mrs D.M. Tamme
Tel. No. (051) 8810046

REFERENCE : H/H/7

APPLICATIONS : The Chief Executive Officer
Winburg District Hospital
(Attention: Mrs J.L. Bester)
Private Bag X2
WINBURG
9420

POST 102 : **Accounting Clerk Grade I (2 posts)**

SALARY : R40 227.00 per annum

CENTRE : Financial Support: Section Ombudsman: Thabo Mofutsanyana District

REQUIREMENTS : * Grade 10 (or equivalent) Certificate.

- * Accounting and/or Mathematics.

RECOMMENDATIONS : Computer literate.

DUTIES : * Execute tasks related to debtors system.

- * Print monthly report, compile summaries and reconciliation.
- * Compile monthly/annual financial statement.
- * Compile and capture payments.
- * Handling of petty cash transactions on LOGIS.

ENQUIRIES : Mr A. Fourie
Tel. No. (058) 7132669

REFERENCE	:	H/A/35
APPLICATIONS	:	The District Manager Thabo Mofutsanyana District (Attention: H. van Zyl) Private Bag X824 WITSIESHOEK 9870
POST 103	:	Provisioning Administration Clerk Grade I
SALARY	:	R40 227.00 per annum
CENTRE	:	Transit Section, Witsieshoek: Thabo Mofutsanyana District
REQUIREMENTS	:	<ul style="list-style-type: none"> * Grade 10 (or equivalent) Certificate. * Computer literacy.
RECOMMENDATIONS	:	Knowledge of LOGIS and Supply Chain Management.
DUTIES	:	<ul style="list-style-type: none"> * Handle the warehouse. * Update records in the warehouse. * Issue stock to internal clients. * Ensure stock levels are maintained in the warehouse. * Posting and ordering.
ENQUIRIES	:	Mr A. Fourie Tel. No. (058) 7132996 x 221
REFERENCE	:	H/P/56
APPLICATIONS	:	The District Manager Thabo Mofutsanyana District (Attention: H. van Zyl) Private Bag X824

WITSIESHOEK
9870

- POST 104** : **Provisioning Administration Clerk Grade I
(Transport Officer)**
- SALARY** : R40 227.00 per annum
- CENTRE** : Accounting Section, Finance, Witsieshoek:
Thabo Mofutsanyana District
- REQUIREMENTS** : * Grade 10 (or equivalent) Certificate.
* Driver's license is essential.
* Computer literate.
- DUTIES** : * Monitor and control official vehicles for the
district and subsidized cars.
* Co-ordination of transport.
* Ensure effective and efficient utilization of
available transport.
* Completion of monthly forms to be submitted
to Provincial Office.
- ENQUIRIES** : A. Fourie
Tel. No. (058) 7131035 x 221
- REFERENCE** : H/P/57
- APPLICATIONS** : The District Manager
Thabo Mofutsanyana District
(Attention: H. van Zyl)
Private Bag X824
WITSIESHOEK
9870
- POST 105** : **Tradesman Aid II (3 posts)**

SALARY	:	R40 227.00 per annum
CENTRE	:	Free State Psychiatric Complex, Bloemfontein
REQUIREMENTS	:	Reading and writing will be recommendable.
DUTIES	:	<ul style="list-style-type: none"> * Assist to ensure effective implementation of the Preventative Maintenance Plan within the Technical Services Division. * Assist to ensure compassionate and quality services within the Technical Services Division. * Assist to ensure the implementation of the Free State Psychiatric Complex Communication Strategy in line with PCG No. 1 within the Technical Services Division. * Assist to ensure effective management of risks and the implementation of Occupational Health and Safety legislation and disaster management within the Technical Services Division of the Free State Psychiatric Complex. * Assist to maintain all the facilities and its equipments.
ENQUIRIES	:	Mr F.J. van Rooyen / Mr F.P. Moeng / Mr B.P. Pearce Tel. No. (051) 4079304 / 429
REFERENCE	:	H/T/2
APPLICATIONS	:	The Chief Executive Officer Free State Psychiatric Complex (Attention: Me A. Yawathe) Private Bag X20607 BLOEMFONTEIN 9300
POST 106	:	Cleaner I

SALARY	:	R35 916.00 per annum
CENTRE	:	Admin. & Support, Witsieshoek: Maluti-A-Phofung
REQUIREMENTS	:	<ul style="list-style-type: none"> * ABET literacy. * Physical fitness to handle the physical demands of a cleaner.
RECOMMENDATIONS	:	Appropriate experience will be an advantage.
DUTIES	:	<ul style="list-style-type: none"> * Perform cleaning services of a routine nature by utilizing a variety of aids (dusters, brooms etc.). * Collects and washes dishes and cups. * Collect and deliver documents for Local Area Manager.
ENQUIRIES	:	M.L. Tsibuli Tel. No. (058) 7131035
REFERENCE	:	H/C/3
APPLICATIONS	:	The District Manager Thabo Mofutsanyana District (Attention: H. van Zyl) Private Bag X824 WITSIESHOEK 9870
POST 107	:	Cleaner I
SALARY	:	R35 916.00 per annum
CENTRE	:	Parys District Hospital
REQUIREMENTS	:	ABET literacy
RECOMMENDATIONS	:	<ul style="list-style-type: none"> * Ability to work under pressure. * Flexibility with regard to allocation of duties.

- * Good interpersonal relations.
- * Good written and verbal communication skills.
- * Confidentiality.

DUTIES

- * Perform cleaning services of a routine nature by utilizing a variety of aids (dusters, brooms, vacuum cleaners, polishers etc.).
- * Tasks are accompanied by physical exertion and comprise the dusting of all overhead trolleys and bedside cabinets and polishing of furniture, vacuum of carpets, washing of windows, washing of walls, washing of ablution facilities, washing, polishing and sweeping of floors, refuse removal and sweeping of side walks.
- * To handle all cleaning equipment and cleaning materials and the execution of tasks takes place mainly under direct supervision.
- * Undertake inspections on a daily basis of the neatness of buildings and premises and report deficiencies.
- * Distributes cleaning equipment amongst cleaners.

ENQUIRIES

: Me M.S. Radebe
Tel. No. (056) 8162111

REFERENCE

: H/C/12

APPLICATIONS

: The Chief Executive Officer
Parys District Hospital
(Attention: Me M.M. Van der Walt)
Private Bag X5
PARYS
9585

POST 108	:	Cleaner I
SALARY	:	R35 916.00 per annum
CENTRE	:	Tokollo Hospital, Heilbron
REQUIREMENTS	:	ABET literacy.
RECOMMENDATIONS	:	Appropriate experience in cleaning services.
DUTIES	:	<ul style="list-style-type: none"> * Ensure cleanliness in hospital wards, Casualties and offices. * Delivery of food to the patients.
ENQUIRIES	:	Me M.D. Mbuli Tel. No. (058) 8523030/9
REFERENCE	:	H/C/16
APPLICATIONS	:	The Chief Executive Officer Tokollo Hospital (Attention: N.Z. Mbalo) Private Bag X08 HEILBRON 9650
POST 109	:	Security Guard Grade I
SALARY	:	R35 916.00 per annum
CENTRE	:	Parys District Hospital
REQUIREMENTS	:	<ul style="list-style-type: none"> * Grade 10 (or equivalent) Certificate. * Permanent appointment is subjected to a successful security clearance. * 12 Months probation and willingness to undergo security training. * Be prepared to work shifts.
RECOMMENDATIONS	:	* Good interpersonal relations.

- * Good written and verbal communication skills.
 - * Confidentiality.
- DUTIES** :
- * Execute control by positive identification of officers, employees, visitors and maintenance personnel before they are allowed to enter the premises – confirm appointment by telephone.
 - * Issue admission control cards to visitors and receive them back. Keep the necessary visitor's register.
 - * Escort visitors in the premises where necessary.
 - * Check supplies, articles and objects, where necessary, before they are allowed to be brought into the premises to ensure that the safety of the premises will not be threatened. Also do X-ray examinations in this respect where the equipment are on the premises.
 - * Control the admission of vehicles into fenced-off areas.
 - * Patrol building and fenced-off areas.
 - * Guard vehicles, workshops and equipment in the field.
 - * Bring any deficiencies or problems with regard to the security matters to the attention of Security Officer III (Shift leader).
 - * Tender the assistance to Security Officers II and III in the performance of their duties.
- ENQUIRIES** : Me M.S. Radebe
Tel. No. (056) 8162111
- REFERENCE** : H/S/15

APPLICATIONS	:	The Chief Executive Officer Parys District Hospital (Attention: Me M.M. Van der Walt) Private Bag X5 PARYS 9585
POST 110	:	Porter
SALARY	:	R35 916.00 per annum
CENTRE	:	Bongani Regional Hospital, Welkom
REQUIREMENTS	:	* Ability to read and write and good communication skills.
RECOMMENDATIONS	:	Commitment and dedication.
DUTIES	:	* Perform porter tasks. * Assist with non-nursing tasks to ensure smooth running of wards. * Punctual in the execution of duties.
ENQUIRIES	:	Me S.S. Mpitsi Tel. No. (057) 9168000
REFERENCE	:	H/P/58
APPLICATIONS	:	The Chief Executive Officer Bongani Regional Hospital (Attention: Ms A. Zwegelaar) Private Bag X29 WELKOM 9460
POST 111	:	General Worker I (2 posts)
SALARY	:	R35 916.00 per annum
CENTRE	:	Dihlabeng Regional Hospital, Bethlehem

- REQUIREMENTS** : Appropriate experience.
- RECOMMENDATIONS** : *
- * Able to read and write.
 - * Physical fitness.
- DUTIES** : *
- * Delivery of items, pack shelves, general work.
 - * Perform cleaning services of a routine nature by utilizing a variety of aids (dusters, brooms, polish machines, etc.).
- ENQUIRIES** : Mr P. Zulu
Tel. No. (058) 3035331
- REFERENCE** : H/G/2
- APPLICATIONS** : The Chief Executive Officer
Dihlabeng Regional Hospital
(Attention: Me T. Harris)
Private Bag X3
BETHLEHEM
9700

Advertisements approved by:
<p>.....</p> <p>ACTING SENIOR MANAGER: HUMAN RESOURCE MANAGEMENT Date:</p>