




FREE STATE PROVINCIAL GOVERNMENT VACANCY CIRCULAR 15/2007

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: 05/03/2007

Department of the Premier Departement van die Premier Lefapha La Tonakgolo

Human Resource Advice, Co-ordination and Management Directorate

FREE STATE PROVINCE



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

HEALTH HUMAN RESOURCE MANAGEMENT CIRCULAR NO. OF 2007
UNLESS STATED OTHERWISE CLOSING DATE: 26 March 2007

ADVERTISEMENT OF POSTS

Applicants are respectfully informed that if no notification of an interview is received within 4 months from closing date, they must accept that their application was unsuccessful.

General requirements: • Verification on qualifications and South African citizenship will be conducted. • No e-mail or faxed applications will be considered. • It remains the responsibility of applicants to ensure that the applications are submitted by the closing date, applications received after the closing date will not be considered.

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|---------------------|---|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| POST 1 | : | Chief Professional Nurse (2 posts) |
| SALARY | : | R122 841.00 per annum |
| CENTRE | : | Bongani Regional Hospital, Welkom |
| REQUIREMENTS | : | <ul style="list-style-type: none">* Computer literate.* Driver's license.* Registration with the South African Nursing Council as a General Nurse, Midwifery, Nursing Education.* Appropriate experience.* Certificate in Skills Development Facilitation will be an advantage. |
| SKILLS | : | <ul style="list-style-type: none">* Good interpersonal relationship skills. |



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. 051-4081163, Fax: 051-4081567, Bophelo House, Cor. Maitland Street and Harvey Road, 1st Floor, Block A, West Wing

- * Innovative skills.
- * Creative thinking skills.
- * Able to work independently as well as part of a team.

- DUTIES** :
- * Training of Pupils in R2175 and R2176 Nursing Programs.
 - * Compiling of Skills Development programs.
 - * Assist with compiling of Local Workplace skills development plans.
 - * Assist with development of all officials within the institution.
 - * Co-ordination of Learnership Programs with Skills development unit and respective SETAS.
 - * Special Events Programs.

ENQUIRIES : Ms D.R. Roesch
Tel. No. (057) 9168000

REFERENCE : H/P/63

APPLICATIONS : The Chief Executive Officer
Bongani Regional Hospital
(**Attention: Ms A. Zwegelaar**)
Private Bag X29
WELKOM
9460

POST 2 : **Chief Professional Nurse**

SALARY : R122 841.00 per annum plus rural allowance equal to 8% of the annual salary notch.

CENTRE : Parys District Hospital

REQUIREMENTS : * Registration with the South African Nursing Council as General Nurse and Midwife.

		<ul style="list-style-type: none"> * 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/64
APPLICATIONS	:	The Chief Executive Officer Parys District Hospital (Attention: Me L.A. Fourie) Private Bag X5 PARYS 9585
POST 3	:	Chief Professional Nurse
SALARY	:	R122 841.00 per annum plus rural allowance equal to 8% of the annual salary notch.
CENTRE	:	Thusanong District Hospital, Odendaalsrus.
REQUIREMENTS	:	<ul style="list-style-type: none"> * Current registration with the South African Nursing Council as General Nurse and Midwife.

- * Appropriate experience and knowledge in Hospital Management.

RECOMMENDATIONS	:	Qualification in Nursing Administration.
DUTIES	:	To provide a comprehensive nursing service in the hospital and wards according to scope of practice.
ENQUIRIES	:	Mrs M.C. Mokotjo / Mrs M.J. Serobe Tel. No. (057) 3917973 (057) 3917932
REFERENCE	:	H/P/65
APPLICATIONS	:	The Chief Executive Officer Thusanong, Nala and Mohau Complex (Attention: Mrs M.C. Mokotjo) Private Bag X1 ODENDAALSRUS 9480
POST 4	:	Chief Professional Nurse
SALARY	:	R122 841.00 per annum plus rural allowance equal to 8% of the annual salary notch.
CENTRE	:	Sasolburg Mobiles
REQUIREMENTS	:	<ul style="list-style-type: none"> * Registration with the South African Nursing Council as General Nurse and Midwife, Community and Psychiatric Nurse. * Valid driver's license.
RECOMMENDATIONS	:	Appropriate knowledge of primary health care services.
DUTIES	:	<ul style="list-style-type: none"> * Render a comprehensive primary health care service which entails the following: PMTCT, reproductive care, immunization and health education. * Render curative services as an extended clinic for level 2 clients on the farms.

- * Render integrated management of childhood illnesses and general ailments for all age groups.
- * Ensure effective and efficient utilization of resources as a team leader.

ENQUIRIES	:	Me V.S. Malatse Tel. No. (016) 9709301
REFERENCE	:	H/P/66
APPLICATIONS	:	The District Manager Fezile Dabi Health District (Attention: Mr J.J. Malinga) Private Bag X2005 SASOLBURG 1947
POST 5	:	Chief Professional Nurse (Surgery) (2 posts)
SALARY	:	R122 841.00 per annum
CENTRE	:	Pelonomi Regional Hospital, Bloemfontein
REQUIREMENTS	:	Registration with the South African Nursing Council as a General Nurse.
RECOMMENDATIONS	:	Post basic qualification in Trauma or Critical Care or experienced in either.
DUTIES	:	<ul style="list-style-type: none"> * Level three nursing care to burns patients. * Management of resources. * Conflict resolution. * Training and development of subordinates.
ENQUIRIES	:	Mr K.M. Mohlakoana Tel. No. (051) 4051339
REFERENCE	:	H/P/67
APPLICATIONS	:	The Chief Executive Officer

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

POST 6	:	Chief Professional Nurse (8 posts)
SALARY	:	R122 841.00 per annum
CENTRE	:	Pelonomi Regional Hospital (Maternity), Bloemfontein
REQUIREMENTS	:	* Registration with the South African Nursing Council as a General Nurse and Midwife.
DUTIES	:	* Ensuring quality nursing care. * Ensuring cost control in the department, effective personnel utilization.
ENQUIRIES	:	Me S.M.G. Charlie Tel. No. (051) 4051308
REFERENCE	:	H/P/68
APPLICATIONS	:	The Chief Executive Officer Pelonomi Regional Hospital (Attention: Mr S.I. Makhema) Private Bag X20581 BLOEMFONTEIN 9300
POST 7	:	Chief Social Worker (2 posts)
SALARY	:	R122 841.00 per annum
CENTRE	:	Botshabelo District Hospital
REQUIREMENTS	:	* Registration with the South African Council for Social Work as Social Worker. * Appropriate experience as Social Worker.

RECOMMENDATIONS	:	<ul style="list-style-type: none"> * Valid driver's license. * Computer training.
DUTIES	:	<ul style="list-style-type: none"> * Manage and promote the social services in Botshabelo District Hospital. * Liaison with NGO's and CBO's where applicable. * Therapeutic, supportive and administrative social work including HIV/AIDS patients in the ARV Unit. * Administrative tasks as requested by Assistant Manager. * Advice management on EAP interventions.
ENQUIRIES	:	Dr M.E. Maree Tel. No. (051) 5330234 / 5330111
REFERENCE	:	H/S/16
APPLICATIONS	:	The Chief Executive Officer Botshabelo District Hospital (Attention: Mr K.J. Molise) Private Bag X527 BOTSHABELO 9781
POST 8	:	Principal Network Controller (2 posts)
SALARY	:	R98 916.00 per annum
CENTRE	:	Pelonomi Regional Hospital, Bloemfontein
REQUIREMENTS	:	<ul style="list-style-type: none"> * Grade 12 (or equivalent) Certificate. * Basic cabling experience. * A+ and N+ or equivalent.
RECOMMENDATIONS	:	* Diploma or Degree in Information and Technology (or equivalent).

		<ul style="list-style-type: none"> * Working knowledge of Meditech.
DUTIES	:	<ul style="list-style-type: none"> * Fault and problems management on the network and desktop computers. * Change control on the network. * Responsible for the up keeping and maintenance of LAN Hygiene. * Software installation. * Helpdesk duties. * Required to work overtime and on standby. * Do customer care.
ENQUIRIES	:	Mr M.G. Sebatlelo Tel. No. (051) 4051507
REFERENCE	:	H/N/16
APPLICATIONS	:	The Chief Executive Officer Pelonomi Regional Hospital (Attention: Mr S.I. Makhema) Private Bag X20581 BLOEMFONTEIN 9300
POST 9	:	Senior Professional Nurse
SALARY	:	R98 916.00 per annum
CENTRE	:	Pelonomi Regional Hospital, Bloemfontein
REQUIREMENTS	:	<ul style="list-style-type: none"> * Registration with the South African Nursing Council as a Professional Nurse. * Registered General Nurse and Midwifery.
DUTIES	:	<ul style="list-style-type: none"> * Ensuring quality nursing care.

- * Ensuring cost control in the department for personnel within the cost centre.

ENQUIRIES	:	Me S.M.G. Charlie Tel. No. (051) 4051308
REFERENCE	:	H/P/69
APPLICATIONS	:	The Chief Executive Officer Peilonomi Regional Hospital (Attention: Mr S.I. Makhema) Private Bag X20581 BLOEMFONTEIN 9300
POST 10	:	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 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/him.

ENQUIRIES : Me N.M. Mokoena
Tel. No. (056) 8162119

REFERENCE : H/P/71

APPLICATIONS : The Chief Executive Officer
Parys District Hospital
(Attention: Me L.A. Fourie)
Private Bag X5
PARYS
9585

POST 11 : **Senior Nursing Assistant (3 posts)**

SALARY : R54 222.00 per annum

CENTRE : Thusanong District Hospital, Odendaalsrus

- 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.
 - * Confidentiality.

- DUTIES** :
- * To render basic patient care in wards.
 - * Observing and reporting abnormalities.
 - * Carry out any other tasks delegated to her/him.

ENQUIRIES : Mrs M.C. Mokotjo / Mrs M.J. Serobe
Tel. No. (057) 3917973 (057) 3917932

REFERENCE : H/N/17

APPLICATIONS	:	The Chief Executive Officer Thusanong, Nala and Mohau Complex (Attention: Mrs M.C. Mokotjo) Private Bag X1 ODENDAALSRUS 9480
POST 12	:	Food Services Supervisor
SALARY	:	R46 200.00 per annum
CENTRE	:	Thebe District Hospital, Harrismith
REQUIREMENTS	:	ABET Qualification (or equivalent certificate).
RECOMMENDATIONS	:	<ul style="list-style-type: none"> * Knowledge of Food Services supervision. * Ability to work under pressure. * Good written and verbal communication skills.
DUTIES	:	<ul style="list-style-type: none"> * Ensure the service meets the quality assurance standard. * Ensure cleanness of the kitchen meets COHSASA standards. * Ordering of cleaning materials and groceries under supervision.
ENQUIRIES	:	Mr T.C. Mosia Tel. No. (058) 6221111
REFERENCE	:	H/F/4
APPLICATIONS	:	The Chief Executive Officer Thebe/Phumelela District Hospital (Attention: Mr T.C. Mosia) Private Bag X871 HARRISMITH 9880
POST 13	:	Administration Clerk Grade I

SALARY	:	R40 227.00 per annum
CENTRE	:	Pelonomi Regional Hospital, Bloemfontein
REQUIREMENTS	:	Grade 10 (or equivalent) Certificate
RECOMMENDATIONS	:	Grade 12 (or equivalent) Certificate
DUTIES	:	<ul style="list-style-type: none"> * General office administration. * Stock management.
ENQUIRIES	:	Mr G. Sebatlelo Tel. No. (051) 4051507
REFERENCE	:	H/A/45
APPLICATIONS	:	The Chief Executive Officer Pelonomi Regional Hospital (Attention: Mr S.I. Makhema) Private Bag X20581 BLOEMFONTEIN 9300
POST 14	:	Administration Clerk Grade II
SALARY	:	R40 227.00 per annum
CENTRE	:	Pelonomi Regional Hospital, Bloemfontein
REQUIREMENTS	:	<ul style="list-style-type: none"> * Grade 10 (or equivalent) Certificate * Computer literacy. * Able to communicate clearly with clients.
RECOMMENDATIONS	:	Be prepared to work after-hour shifts.
DUTIES	:	<ul style="list-style-type: none"> * Do office work as required. * Entering of relevant information in applicable registers.

- * To help with patient bookings for special examinations.
- * To compile monthly statistics relevant to their job description.
- * To ensure correct inflow and management of patient (FIFO), except emergency cases.
- * To attend meetings relevant to the work to be executed.
- * Do supervisory duties.

ENQUIRIES	:	Mr T. Banda Tel. No. (051) 4051755
REFERENCE	:	H/A/46
APPLICATIONS	:	The Chief Executive Officer Pelonomi Regional Hospital (Attention: Mr S.I. Makhema) Private Bag X20581 BLOEMFONTEIN 9300
POST 15	:	Auxiliary Service Officer (Occupational Therapist)
SALARY	:	R40 227.00 per annum
CENTRE	:	National District Hospital, Bloemfontein
REQUIREMENTS	:	<ul style="list-style-type: none"> * Willingness and interested to train as an Occupational Therapist. * Grade 12 (or equivalent) Certificate with Mathematics and Science/Biology. * Excel. * Interpersonal skills. * Driver's license.

- RECOMMENDATIONS** : *
- * Previous experience working with people with severe medical condition/disabilities.
 - * Computer literate.
- DUTIES** : *
- * Implementation and day-to-day operation of projects based in the hospital and the surrounding community under the supervision of a qualified Occupational Therapist.
 - * Record keeping and other relevant administration tasks.
 - * Training as an Occupational Therapist.
 - * Assistant in specific areas of practice.
- ENQUIRIES** : Ms Swanepoel
Tel. No. (051) 4039678
- REFERENCE** : H/A/47
- APPLICATIONS** : The Chief Executive Officer
National District Hospital
(**Attention: Me P. Mehlwana**)
Private Bag X20598
BLOEMFONTEIN
9300
- POST 16** : **General Worker II (2 posts)**
- SALARY** : R40 227.00 per annum
- CENTRE** : Pharmacy: Universitas Hospital, Bloemfontein
- REQUIREMENTS** : *
- * ABET qualification.
 - * Hard working and physical strong.
- DUTIES** : *
- * Loading and unloading of stock with weights of up to 12 kg. per box.
 - * Delivery of stock and boxes to various departments as well as to Universitas Satellite Pharmacy.

* Prepared to rotate between Universitas Pharmacy and Universitas Satellite Pharmacy.

ENQUIRIES	:	Me T.P. Oosthuizen Tel. No. (051) 4053890
REFERENCE	:	H/G/4
APPLICATIONS	:	The Chief Executive Officer Universitas Hospital (Attention: Me T.P. Oosthuizen) Private Bag X20660 BLOEMFONTEIN 9300
POST 17	:	Laundry Aid II
SALARY	:	R40 227.00 per annum
CENTRE	:	Mafube Hospital, Frankfort
REQUIREMENTS	:	* ABET qualification.
RECOMMENDATIONS	:	Appropriate experience.
DUTIES	:	Washing and cleaning of the linens in hospital.
ENQUIRIES	:	M.A. Makhalema Tel. No. (058) 8523039 x 210
REFERENCE	:	H/L/5
APPLICATIONS	:	The Chief Executive Officer Mafube Hospital (Attention: N.Z. Mbalo) Private Bag X08 HEILBRON 9650
POST 18	:	General Worker I
SALARY	:	R35 916.00 per annum

CENTRE	:	Thebe District Hospital, Harrismith
REQUIREMENTS	:	ABET Qualification.
RECOMMENDATIONS	:	<ul style="list-style-type: none"> * Must be able to read and write. * Good communication skills.
DUTIES	:	<ul style="list-style-type: none"> * To ensure the general cleanliness of wards, administrative offices and hospital surroundings. * Be prepared to render day duties alternatively with night duties. * Prove support to the supervisor as well as to the management of the hospital.
ENQUIRIES	:	Mr T.C. Mosia Tel. No. (058) 6221111
REFERENCE	:	H/G/5
APPLICATIONS	:	The Chief Executive Officer Thebe/Phumelela District Hospital (Attention: Mr T.C. Mosia) Private Bag X871 HARRISMITH 9880
POST 19	:	General Worker I
SALARY	:	R35 916.00 per annum
CENTRE	:	Thebe District Hospital, Harrismith
REQUIREMENTS	:	ABET Qualification.
RECOMMENDATIONS	:	<ul style="list-style-type: none"> * Ability to work under pressure. * Flexibility with regards allocation of duties. * Good interpersonal skills.

DUTIES : * Maintain and keep structures on grounds clean and tidy.

* Mowing of lawns and cutting of edges.

* Report any defaults on the terrain.

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

REFERENCE : H/G/6

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

THE FOLLOWING POSTS ADVERTISED IN THE VOLKSBLAD AND DAILY SUN OF 14 FEBRUARY 2007 IS HEREBY WITHDRAWN.

POST : **Provisioning Administration Officer**

CENTRE : Bongani Regional Hospital, Welkom

Advertisements approved by: ACTING SENIOR MANAGER: HUMAN RESOURCE MANAGEMENT Date:
