




## **FREE STATE PROVINCIAL GOVERNMENT VACANCY CIRCULAR 23/2007**

**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:** 15/03/2007

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: 10 April 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.

### ADVERTISEMENT OF POSTS

POST 1	:	Senior Dietician
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"><li>* Registration with the Health Professions Council of South Africa as Dietician.</li><li>* B. or B.Sc. Degree in Dietetics.</li><li>* Completion of community service year.</li><li>* Appropriate experience if qualified before 2002.</li></ul>



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



Chief Personnel Officer- Recruitment and Staff Establishment, Mr. A. du Toit, • PO Box 227, Bloemfontein 9300 • Tel: 051-4081163  
Fax: 051-4081567 e-mail - dutoita@fshealth.gov.za • Bophelo House, Cor. Maitland Street and Harvey Road, 1<sup>st</sup> Floor, Block A, West Wing

<b>RECOMMENDATIONS</b>	:	Computer literacy: MS Word, Excell, PowerPoint.
<b>DUTIES</b>	:	<ul style="list-style-type: none"> <li>* Comprehensive nutritional care of patients in a tertiary hospital setting.</li> <li>* Administrative support that helps to promote smooth running of the dietetic section.</li> <li>* Help with training of dietetic students in the clinical setup.</li> </ul>
<b>ENQUIRIES</b>	:	Mrs I. Bruwer Tel. No. (051) 4051030
<b>REFERENCE</b>	:	H/D/04
<b>APPLICATIONS</b>	:	The Chief Executive Officer Pelonomi Regional Hospital <b>(Attention: Mr S.I. Makhema)</b> Private Bag X20581 BLOEMFONTEIN 9300
<b>POST 2</b>	:	<b>Senior Professional Nurse</b>
<b>SALARY</b>	:	R98 916.00 per annum plus rural allowance equal to 8% of the annual salary notch.
<b>CENTRE</b>	:	Hope Clinic, Ventersburg: Lejweleputswa District
<b>REQUIREMENTS</b>	:	Current registration with the South African Nursing Council as General Nurse and Midwife.
<b>DUTIES</b>	:	Rendering a nursing service in the said clinic (Maternity Section).
<b>ENQUIRIES</b>	:	Me J. Phakedi Tel. No. (057) 3913266
<b>REFERENCE</b>	:	H/P/95
<b>APPLICATIONS</b>	:	The District Manager

Lejweleputswa District  
**(Attention: Me J. Phakedi)**  
 Private Bag X15  
 WELKOM  
 9460

<b>POST 3</b>	:	<b>Senior Professional Nurse</b>
<b>SALARY</b>	:	R98 916.00 per annum plus rural allowance equal to 8% of the annual salary notch.
<b>CENTRE</b>	:	Fezile Dabi District Health Office: Philani Clinic, Frankfort
<b>REQUIREMENTS</b>	:	Registration with the South African Nursing Council as General Nurse, Midwife, Community and Psychiatric Nursing.
<b>RECOMMENDATIONS</b>	:	<ul style="list-style-type: none"> <li>* Appropriate knowledge of Primary Health Care Services.</li> <li>* A valid South African driver's license (Code 8).</li> </ul>
<b>DUTIES</b>	:	<ul style="list-style-type: none"> <li>* Render a Comprehensive Primary Health Care Services which entails the following:               <ul style="list-style-type: none"> <li>- PMTCT, Reproductive Care, Immunization and Health education.</li> <li>- Curative services: Chronic, Integrated Management of childhood illnesses.</li> </ul> </li> <li>* Identify and implement needs for nursing care.</li> </ul>
<b>ENQUIRIES</b>	:	Mrs S.V. Malatse Tel. No. (016) 9709301
<b>REFERENCE</b>	:	H/P/96
<b>APPLICATIONS</b>	:	The District Manager Fezile Dabi Health District <b>(Attention: Ms A. Brits)</b> Private Bag X2005

SASOLBURG  
1947

<b>POST 4</b>	:	<b>Senior Professional Nurse</b>
<b>SALARY</b>	:	R98 916.00 per annum plus rural allowance equal to 8% of the annual salary notch.
<b>CENTRE</b>	:	Maranta Clinic, Brandfort: Lejweleputswa District
<b>REQUIREMENTS</b>	:	Current registration with the South African Nursing Council as General Nurse and Midwife.
<b>DUTIES</b>	:	Rendering a nursing service in the said clinic.
<b>ENQUIRIES</b>	:	Me D. Dumako Tel. No. (057) 3521453
<b>REFERENCE</b>	:	H/P/97
<b>APPLICATIONS</b>	:	The District Manager Lejweleputswa District ( <b>Attention: Me D. Dumako</b> ) Private Bag X15 WELKOM 9460
<b>POST 5</b>	:	<b>Senior Professional Nurse</b>
<b>SALARY</b>	:	R98 916.00 per annum plus rural allowance equal to 8% of the annual salary notch.
<b>CENTRE</b>	:	Fezile Dabi Helath District: PAX CHC, Viljoenskroon
<b>REQUIREMENTS</b>	:	<ul style="list-style-type: none"> <li>* Registration with the South African Nursing Council as General Nurse and Midwife, Community and Psychiatric Nurse.</li> <li>* Appropriate experience in Primary Health Care Services.</li> </ul>

		<ul style="list-style-type: none"> <li>* Must be prepared to work shifts.</li> </ul>
<b>DUTIES</b>	:	<ul style="list-style-type: none"> <li>* Render a comprehensive Primary Health Care Services.</li> <li>* Screening of clients and prescribing EDL medication according to treatment protocols.</li> <li>* Render service in poli-clinic and maternity section.</li> </ul>
<b>ENQUIRIES</b>	:	Ms S.R. Noge Tel. No. (056) 2163314/5
<b>REFERENCE</b>	:	H/P/98
<b>APPLICATIONS</b>	:	The District Manager Fezile Dabi Health District ( <b>Attention: Ms A. Brits</b> ) Private Bag X2005 SASOLBURG 1947
<b>POST 6</b>	:	<b>Senior Professional Nurse (ARV) (2 posts)</b>
<b>SALARY</b>	:	R98 916.00 per annum plus rural allowance equal to 8% of the annual salary notch.
<b>CENTRE</b>	:	Fezile Dabi Health District: Steynsrus Clinic, Kroonstad
<b>REQUIREMENTS</b>	:	Registration with the South African Nursing Council as General Nurse and Midwife, Community and Psychiatric Nurse.
<b>RECOMMENDATIONS</b>	:	Appropriate experience.
<b>DUTIES</b>	:	<ul style="list-style-type: none"> <li>* Management of comprehensive treatment and care for HIV/AIDS (including the implementation of the Anti-Retroviral Treatment (ARV) Programme output clinic).</li> <li>* Supervision of staff and patients in the clinic.</li> </ul>

- \* Management of all programs in and related to the clinics.

**ENQUIRIES** : Ms S.R. Noge  
Tel. No. (056) 2163314/5

**REFERENCE** : H/P/99

**APPLICATIONS** : The District Manager  
Fezile Dabi Health District  
(**Attention: Ms A. Brits**)  
Private Bag X2005  
SASOLBURG  
1947

**POST 7** : **Senior Professional Nurse**

**SALARY** : R98 916.00 per annum plus rural allowance equal to 12% of the annual salary notch.

**CENTRE** : Petsana Clinic, Reitz: Local Area Nketoana

**REQUIREMENTS** : \* Registration with the South African Nursing Council as General Nurse and Midwife, Psychiatric and Community Health.

- \* South African Nursing Council receipt for the current year.

- \* Relevant experience.

**RECOMMENDATIONS** : \* Ability to work under pressure.

- \* Ability to implement and manage change.

- \* Good written and verbal communication skills.

- \* Confidentiality.

- \* Good interpersonal relations.

<b>DUTIES</b>	:	<ul style="list-style-type: none"> <li>* Deliver a comprehensive Primary Health Care Service in Petsana Clinic, Reitz.</li> <li>* Identify the needs for nursing care, formulate and implementation of primary health care programs as well as the evaluation thereof.</li> <li>* Responsible for quality patient care.</li> </ul>
<b>ENQUIRIES</b>	:	T.L. Maseko Cell No. 083-7403961
<b>REFERENCE</b>	:	H/P/100
<b>APPLICATIONS</b>	:	The District Manager Thabo Mofutsanyana District ( <b>Attention: H. van Zyl</b> ) Private Bag X824 WITSIESHOEK 9870
<b>POST 8</b>	:	<b>Senior Professional Nurse</b>
<b>SALARY</b>	:	R98 916.00 per annum plus rural allowance equal to 12% of the annual salary notch.
<b>CENTRE</b>	:	Bohlokong Clinic ARV Site: Dihlabeng Local Area
<b>REQUIREMENTS</b>	:	<ul style="list-style-type: none"> <li>* Registration with the South African Nursing Council as General Nurse and Midwife, Community Health, Psychiatry.</li> <li>* Proof of South African Nursing Council receipt for the current year.</li> </ul>
<b>RECOMMENDATIONS</b>	:	<ul style="list-style-type: none"> <li>* Ability to work under pressure.</li> <li>* Ability to implement and manage change.</li> <li>* Good written and verbal communication skills.</li> <li>* Confidentiality.</li> </ul>

		<ul style="list-style-type: none"> <li>* Good interpersonal relations.</li> </ul>
<b>DUTIES</b>	:	<ul style="list-style-type: none"> <li>* Render a comprehensive Primary Health Care Service in a primary health care clinic.</li> <li>* Identify the needs for nursing care, formulate and implementation of primary health care programs as well as the evaluation thereof.</li> <li>* Responsible for quality patient care.</li> <li>* Teaching of subordinates.</li> </ul>
<b>ENQUIRIES</b>	:	S.W. Wentzel Tel. No. (058) 3038113
<b>REFERENCE</b>	:	H/P/101
<b>APPLICATIONS</b>	:	The District Manager Thabo Mofutsanyana District (Attention: H. van Zyl) Private Bag X824 WITSIESHOEK 9870
<b>POST 9</b>	:	<b>Senior Professional Nurse</b>
<b>SALARY</b>	:	R98 916.00 per annum plus rural allowance equal to 8% of the annual salary notch.
<b>CENTRE</b>	:	Fezile Dabi Health District: PAX CHC, Viljoenskroon
<b>REQUIREMENTS</b>	:	<ul style="list-style-type: none"> <li>* Registration with the South African Nursing Council as General Nurse and Midwife, Community and Psychiatric Nurse.</li> <li>* Appropriate experience in Primary Health Care Services.</li> <li>* Must be prepared to work shifts.</li> </ul>

<b>DUTIES</b>	:	<ul style="list-style-type: none"> <li>* Render a comprehensive Primary Health Care Services.</li> <li>* Screening of clients and prescribing EDL medication according to treatment protocols.</li> <li>* Render service in poli-clinic and maternity section.</li> </ul>
<b>ENQUIRIES</b>	:	<p>Ms S.R. Noge Tel. No. (056) 2163314/5</p>
<b>REFERENCE</b>	:	H/P/102
<b>APPLICATIONS</b>	:	<p>The District Manager Fezile Dabi Health District <b>(Attention: Ms A. Brits)</b> Private Bag X2005 SASOLBURG 1947</p>
<b>POST 10</b>	:	<b>Artisan Foreman</b>
<b>SALARY</b>	:	R98 916.00 per annum
<b>CENTRE</b>	:	Botshabelo District Hospital
<b>REQUIREMENTS</b>	:	<ul style="list-style-type: none"> <li>* 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 or 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.</li> <li>* An appropriate National Diploma (T or N Stream) or a relevant appropriate N3 qualification or any other qualification.</li> </ul>
<b>RECOMMENDATIONS</b>	:	<ul style="list-style-type: none"> <li>* Knowledge of the machinery used and Occupational Health and Safety Act.</li> </ul>

- \* A valid code eight (8) driver's license.
  - \* Extensive relevant experience.
- DUTIES** :
- \* To supervise and manage personnel according to the Health and Safety Act, 85 of 1993.
  - \* Quality control of maintenance work performed in order to ensure that productivity and quality of service is maintained.
  - \* Managing the production, supply, adjustment of maintenance in the fields of painting, mechanical, electrical, plumbing, carpentry and civil work.
  - \* Be prepared to do standby duties and work overtime as required.
- ENQUIRIES** : Mr T.J. Mothalosa  
Tel. No. (051) 5330219
- REFERENCE** : H/A/58
- APPLICATIONS** : The Chief Executive Officer  
Botshabelo District Hospital  
**(Attention: Me N. Boqwane)**  
Private Bag X527  
BOTSHABELO  
9781
- POST 11** : **Artisan Foreman (Mechanical and Steam)**  
**(2 posts)**
- SALARY** : R98 916.00 per annum
- CENTRE** : Universitas Hospital, 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 or 30 of

the Manpower Training Act, 1981 as amended or a certificate issued under the repealed section 27 of the Act referred to.

- \* Approval experience in a Mechanical Workshop.
- \* NTC 2 Certificate or higher.

**RECOMMENDATIONS** : \* Proof of experience in a Mechanical Section will be an advantage.

\* NTC 3 Certificate and higher.

**DUTIES** : \* Supervise Mechanical maintenance work, must plan and monitor all mechanical requests.

\* The Foreman must be able to do the following: Must be willing to do standby duties.

\* Must relieve as Artisan Superintendent, and do ordering of goods.

\* Must be multi skilled.

\* Must be prepared to do call outs as well as after hour services.

**ENQUIRIES** : Mr S.J. Phalane  
Tel. No. (051) 4053186

**REFERENCE** : H/A/59

**APPLICATIONS** : The Chief Executive Officer  
Universitas Hospital  
(Attention: Mr S.J. Phalane)  
Private Bag X20660  
BLOEMFONTEIN  
9300

**POST 12** : Chief Administration Clerk

<b>SALARY</b>	:	R98 916.00 per annum
<b>CENTRE</b>	:	National District Hospital, Bloemfontein
<b>REQUIREMENTS</b>	:	<ul style="list-style-type: none"> <li>* Grade 12 (or equivalent) Certificate.</li> <li>* Extensive experience in the field of Human Resources.</li> <li>* Knowledge of PERSAL system and computer literate.</li> <li>* Knowledge of personnel related functions and procedures.</li> </ul>
<b>RECOMMENDATIONS</b>	:	<ul style="list-style-type: none"> <li>* Good interpersonal relations.</li> <li>* A valid unendorsed light duty driver's license (B or EB).</li> </ul>
<b>DUTIES</b>	:	<ul style="list-style-type: none"> <li>* Supervision in the Human Resource Office.</li> <li>* Authorization of all PERSAL Human Resource related transactions captured by officials in Human Resources office.</li> <li>* Manage applications for pension, leave, housing, resettlement, reactivations, probation and appointments.</li> <li>* Handle personnel requests for PERSAL information.</li> <li>* Responsible for personnel database.</li> </ul>
<b>ENQUIRIES</b>	:	M.G.S. Bronn Tel. No. (051) 4013307
<b>REFERENCE</b>	:	H/A/60
<b>APPLICATIONS</b>	:	The Chief Executive Officer National District Hospital <b>(Attention: Me P. Mehlwana)</b> Private Bag X20598 BLOEMFONTEIN 9300

<b>POST 13</b>	:	<b>Chief Administration Clerk</b>
<b>SALARY</b>	:	R98 916.00 per annum
<b>CENTRE</b>	:	Universitas Hospital, Bloemfontein
<b>REQUIREMENTS</b>	:	<ul style="list-style-type: none"> <li>* Grade 12 (or equivalent) Certificate with Mathematics and Accounting.</li> <li>* Computer literacy.</li> <li>* BAS experience in Revenue collection.</li> </ul>
<b>RECOMMENDATIONS</b>	:	Experience as supervisor.
<b>DUTIES</b>	:	<ul style="list-style-type: none"> <li>* Meditech and BAS reconciliations.</li> <li>* Electronic submission of accounts to Medical Schemes.</li> <li>* Supervisor in Revenue Section.</li> </ul>
<b>ENQUIRIES</b>	:	Ms D. Mokotjo Tel. No. (051) 4053561
<b>REFERENCE</b>	:	H/A/61
<b>APPLICATIONS</b>	:	The Chief Executive Officer Universitas Hospital <b>(Attention: Ms D. Mokotjo)</b> Private Bag X20660 BLOEMFONTEIN 9300

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