



## **FREE STATE PROVINCIAL GOVERNMENT VACANCY CIRCULAR 24/2007**

**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.

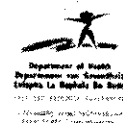
General requirements: • Verification on qualifications and South African citizenship will be conducted. • No e-mail or faxed applications will be considered. • It remains the responsibility of applicants to ensure that the applications are submitted by the closing date, applications received after the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

## **ADVERTISEMENT OF POSTS**

- |                        |   |   |
|------------------------|---|---|
| <b>POST 1</b>          | : | <b>Senior Professional Nurse</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>* Current registration with the South African Nursing Council as General Nurse.</li><li>* Appropriate experience as a Professional Nurse.</li><li>* Experience working in ICU setting.</li><li>* Availability of transport to do calls after hours.</li></ul> |
| <b>RECOMMENDATIONS</b> | : | <ul style="list-style-type: none"><li>* Critical care, nephrology, neonatal or paediatric ICU nursing qualification.</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

- \* Good interpersonal relations.
  - \* Low absenteeism rate.
- DUTIES** :
- \* Work with in- and out-patients needing dialysis service.
  - \* Do calls after hours for emergencies.
  - \* Work with transplant patients after surgery.
  - \* Initiate, monitor and sustain quality improvement projects in his/her section.
  - \* Supervise his/her subordinates and Renal students.
- ENQUIRIES** : Mrs M.A. Mabandla  
Tel. No. (051) 4053415/7
- REFERENCE** : H/P/103
- APPLICATIONS** : The Senior Manager  
Human Resource Management  
**(Attention: Mr M.J. Mokgampanyane)**  
P.O. Box 227  
BLOEMFONTEIN  
9300
- POST 2** : **Professional Nurse**
- SALARY** : R79 407.00 per annum
- CENTRE** : MUCPP, Bloemfontein
- REQUIREMENTS** : Proof of current registration with the South African Nursing Council as General Nurse or Midwife.
- RECOMMENDATIONS** : Experience in Primary Health Care Service.
- DUTIES** : To provide a comprehensive Primary Health Care Core package of service at MUCPP.

<b>ENQUIRIES</b>	:	Me B.L. Khalobe Tel. No. (051) 4356430 / 4343542
<b>REFERENCE</b>	:	H/P/104
<b>APPLICATIONS</b>	:	The Manager MUCPP <b>(Attention: Me Kalaote)</b> P.O. Box 441 BLOEMFONTEIN 9300
<b>POST 3</b>	:	<b>Professional Nurse</b>
<b>SALARY</b>	:	R79 407.00 per annum plus rural allowance equal to 8% of the annual salary notch.
<b>CENTRE</b>	:	Fezile Dabi Health District: Rammulotsi Clinic, Viljoenskroon
<b>REQUIREMENTS</b>	:	<ul style="list-style-type: none"> <li>* Registration with the South African Nursing Council as General Nurse, Midwife, Community and Psychiatric Nurse.</li> <li>* Appropriate experience in Primary Health Care.</li> </ul>
<b>DUTIES</b>	:	<ul style="list-style-type: none"> <li>* Render a comprehensive Primary Health Care.</li> <li>* Identify needs, formulating nursing programs and implementing for nursing care.</li> </ul>
<b>ENQUIRIES</b>	:	Ms S.R. Noge Tel. No. (056) 2163314/5
<b>REFERENCE</b>	:	H/P/105
<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>Professional Nurse</b>
<b>SALARY</b>	:	R79 407.00 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, Midwife, Community and Psychiatric Nurse.</li> <li>* Appropriate experience in Primary Health Care.</li> </ul>
<b>DUTIES</b>	:	<ul style="list-style-type: none"> <li>* Render a comprehensive Primary Health Care.</li> <li>* Identify needs, formulating nursing programs and implementing for nursing care.</li> </ul>
<b>ENQUIRIES</b>	:	Ms S.R. Noge Tel. No. (056) 2163314/5
<b>REFERENCE</b>	:	H/P/106
<b>APPLICATIONS</b>	:	The District Manager Fezile Dabi Health District <b>(Attention: Ms A. Brits)</b> Private Bag X2005 SASOLBURG 1947
<b>POST 5</b>	:	<b>Professional Nurse (2 posts)</b>
<b>SALARY</b>	:	R79 407.00 per annum plus rural allowance equal to 8% of the annual salary notch.
<b>CENTRE</b>	:	Lejweleputswa District: O.R. Tambo, Virginia
<b>REQUIREMENTS</b>	:	Current registration with the South African Nursing Council as General Nurse and Midwifery.

**DUTIES** : Rendering a nursing service in the said clinic (Maternity Section).

**ENQUIRIES** : Me J. Phakedi  
Tel. No. (057) 3913266

**REFERENCE** : H/P/107

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

**POST 6** : **Professional Nurse (Shift Worker)**

**SALARY** : R79 407.00 per annum

**CENTRE** : Lejweleputswa District: Kgotsong, Welkom

**REQUIREMENTS** : Current registration with the South African Nursing Council as General Nurse and Midwifery.

**DUTIES** : Rendering a nursing service in the said clinic (Maternity Section).

**ENQUIRIES** : Me J. Phakedi  
Tel. No. (057) 3913266

**REFERENCE** : H/P/108

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

**POST 7** : **Professional Nurse (3 posts)**

<b>SALARY</b>	:	R79 407.00 per annum plus rural allowance equal to 8% of the annual salary notch
<b>CENTRE</b>	:	Lejweleputswa District: Albert Lethuli, Wesselsbron
<b>REQUIREMENTS</b>	:	<ul style="list-style-type: none"> <li>* Registration with the South African Nursing Council as a General Nurse and Midwifery.</li> <li>* Valid driver's license.</li> </ul>
<b>DUTIES</b>	:	Rendering a nursing service in the said clinic (Maternity Section).
<b>ENQUIRIES</b>	:	Me M.M. Stanley Tel. No. (057) 3521453
<b>REFERENCE</b>	:	H/P/109
<b>APPLICATIONS</b>	:	The District Manager Lejweleputswa District <b>(Attention: Me M.M. Stanley)</b> Private Bag X15 WELKOM 9460
<b>POST 8</b>	:	<b>Professional Nurse</b>
<b>SALARY</b>	:	R79 407.00 per annum plus rural allowance equal to 8% of the annual salary notch
<b>CENTRE</b>	:	Lejweleputswa District: Matjhabeng Local Area: Virginia Clinic
<b>REQUIREMENTS</b>	:	<ul style="list-style-type: none"> <li>* Current registration with the South African Nursing Council as General Nurse and Midwife.</li> <li>* Valid driver's license.</li> </ul>
<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/110
<b>APPLICATIONS</b>	:	The District Manager Lejweleputswa District <b>(Attention: Me J. Phakedi)</b> Private Bag X15 WELKOM 9460
<b>POST 9</b>	:	<b>Professional Nurse</b>
<b>SALARY</b>	:	R79 407.00 per annum plus rural allowance equal to 8% of the annual salary notch.
<b>CENTRE</b>	:	Fezile Dabi Health District: Thusanong Clinic: Parys
<b>REQUIREMENTS</b>	:	<ul style="list-style-type: none"> <li>* Registration with the South African Nursing Council as a General Nurse and Midwife.</li> <li>* Valid driver's license.</li> </ul>
<b>RECOMMENDATIONS</b>	:	Appropriate knowledge of primary health care services.
<b>DUTIES</b>	:	<ul style="list-style-type: none"> <li>* Render a comprehensive primary health care service.</li> <li>* Responsibility for the development of staff and community clients.</li> <li>* Formulating nursing programs and implement them.</li> <li>* Identify needs for nursing care.</li> </ul>
<b>ENQUIRIES</b>	:	Ms N.S. Malinga Tel. No. (056) 8162126
<b>REFERENCE</b>	:	H/P/111



<b>APPLICATIONS</b>	:	The District Manager Fezile Dabi Health District <b>(Attention: Me A. Brits)</b> Private Bag X2005 SASOLBURG 1947
<b>POST 10</b>	:	<b>Professional Nurse</b>
<b>SALARY</b>	:	R79 407.00 per annum
<b>CENTRE</b>	:	Fezile Dabi Health District: Rainbow Clinic, Tweeling
<b>REQUIREMENTS</b>	:	Registration with the South African Nursing Council as General Nurse and Midwife, Community and Psychiatric Nurse.
<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.</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 V.S. Malatse Tel. No. (016) 9709301
<b>REFERENCE</b>	:	H/P/112
<b>APPLICATIONS</b>	:	The District Manager Fezile Dabi Health District <b>(Attention: Ms A. Brits)</b> Private Bag X2005 SASOLBURG

1947

<b>POST 11</b>	:	<b>Professional Nurse</b>
<b>SALARY</b>	:	R79 407.00 per annum plus rural allowance equal to 8% of the annual salary notch.
<b>CENTRE</b>	:	Fezile Dabi District Health Office: Zamdela CHC, Sasolburg
<b>REQUIREMENTS</b>	:	Registration with the South African Nursing Council as General Nurse and Midwife, Community and Psychiatric Nurse.
<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 .V.S. Malatse Tel. No. (016) 9709301
<b>REFERENCE</b>	:	H/P/113
<b>APPLICATIONS</b>	:	The District Manager Fezile Dabi Health District <b>(Attention: Ms A. Brits)</b> Private Bag X2005 SASOLBURG 1947

<b>POST 12</b>	:	<b>Professional Nurse</b>
<b>SALARY</b>	:	R79 407.00 per annum
<b>CENTRE</b>	:	MUCPP
<b>REQUIREMENTS</b>	:	Proof of current registration with the South African Nursing Council as General Nurse or Midwife.
<b>RECOMMENDATIONS</b>	:	Experience in Primary Health Care Service.
<b>DUTIES</b>	:	To provide a comprehensive Primary Health Care core package of service at MUCPP.
<b>ENQUIRIES</b>	:	Me B.L. Khalobe Tel. No. (051) 4356430 / 4343542
<b>REFERENCE</b>	:	H/P/114
<b>APPLICATIONS</b>	:	The Manager MUCPP (Attention: Me Kalaote) P.O. Box 441 BLOEMFONTEIN 9300
<b>POST 13</b>	:	<b>Professional Nurse</b>
<b>SALARY</b>	:	R79 407.00 per annum plus rural allowance equal to 12% of the annual salary notch.
<b>CENTRE</b>	:	Lindley Clinic, Lindley: Local Area Nketoana
<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>	:	* 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 in a primary health care clinic.
- \* 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** : T.L. Maseko  
Cell No. 083-7403961

**REFERENCE** : H/P/115

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

**POST 14** : **Professional Nurse**

**SALARY** : R79 407.00 per annum

**CENTRE** : Universitas Hospital, Bloemfontein

**REQUIREMENTS** :

- \* Current registration with the South African Nursing Council as General Nurse.
- \* Appropriate experience as a Professional Nurse.

- \* Experience working in ICU setting.
  - \* Availability of transport to do calls after hours.
- RECOMMENDATIONS** :
- \* Ability to work independently.
  - \* Good interpersonal relations.
  - \* Low absenteeism rate.
- DUTIES** :
- \* Work with in- and out-patients needing dialysis service.
  - \* Do calls after hours for emergencies.
  - \* Work with transplant patients after surgery.
  - \* Initiate, monitor and sustain quality improvement projects in his/her section.
  - \* Supervise his/her subordinates and Renal students.
- ENQUIRIES** :
- Mrs M.A. Mabandla  
Tel. No. (051) 4053415/7
- REFERENCE** :
- H/P/116
- APPLICATIONS** :
- The Chief Executive Officer  
Universitas Academic Hospital  
**(Attention: Me Mabandla)**  
Private Bag X20660  
BLOEMFONTEIN  
9300
- POST 15** :
- Professional Nurse (3 posts)**
- SALARY** :
- R79 407.00 per annum
- CENTRE** :
- Universitas Hospital, Bloemfontein
- REQUIREMENTS** :
- \* Current registration with the South African Nursing Council as General Nurse.

		<ul style="list-style-type: none"> <li>* Experience as a Professional Nurse.</li> </ul>
<b>RECOMMENDATIONS</b>	:	<ul style="list-style-type: none"> <li>* Good interpersonal relations.</li> <li>* Low absenteeism rate.</li> <li>* Previous exposure in High Care or ICU setting.</li> <li>* Background of working in Paediatric ward.</li> </ul>
<b>DUTIES</b>	:	<ul style="list-style-type: none"> <li>* Provide paediatric post ICU-phase care and support.</li> <li>* Initiate and implement nursing care regimens.</li> <li>* Initiate, monitor and sustain quality improvement projects in his/her section.</li> <li>* Supervise his/her subordinates and nursing support groups.</li> </ul>
<b>ENQUIRIES</b>	:	Mrs M.A. Mabandla Tel. No. (051) 4053415/7
<b>REFERENCE</b>	:	H/P/117
<b>APPLICATIONS</b>	:	The Chief Executive Officer Universitas Academic Hospital ( <b>Attention: Me Mabandla</b> ) Private Bag X20660 BLOEMFONTEIN 9300
<b>POST 16</b>	:	<b>Senior Administration Clerk Grade III</b>
<b>SALARY</b>	:	R79 407.00 per annum
<b>CENTRE</b>	:	Thebe District Hospital, Harrismith
<b>REQUIREMENTS</b>	:	<ul style="list-style-type: none"> <li>* Grade 10 (or equivalent) Certificate.</li> <li>* Appropriate administration experience.</li> </ul>

- \* 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 statements.
- 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/62
- APPLICATIONS** :
- The Chief Executive Officer  
Thebe/Phumelela District Hospital  
**(Attention: Mr T.C. Mosia)**  
Private Bag X871  
HARRISMITH  
9880

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