

## **FREE STATE PROVINCIAL GOVERNMENT VACANCY CIRCULAR 25/2007**

**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.

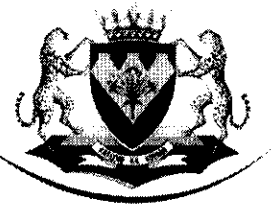
**DEPARTMENT OF THE PREMIER**

**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 Administration Clerk Grade I</b>   |
| <b>SALARY</b>       | : | <b>R54 222.00 per annum</b>  |
| <b>CENTRE</b>       | : | <b>Expenditure: Universitas Hospital, Bloemfontein</b>   |
| <b>REQUIREMENTS</b> | : | <ul style="list-style-type: none"><li>* Grade 10 (or equivalent) Certificate.</li><li>* Experience in Finance.</li><li>* Knowledge of PFMA and LOGIS.</li><li>* Computer literate.</li></ul> |
| <b>DUTIES</b>       | : | <ul style="list-style-type: none"><li>* Payment on LOGIS/Logis-on-Line.</li><li>* Checking of statements from suppliers.</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

- \* Handling of enquiries and all related financial problems.

<b>ENQUIRIES</b>	:	Me H.H. Hoffman Tel. No. (051) 4053957
<b>REFERENCE</b>	:	H/A/63
<b>APPLICATIONS</b>	:	The Chief Executive Officer Universitas Hospital <b>(Attention: Me H.H. Hoffman)</b> Private Bag X20660 BLOEMFONTEIN 9300
<b>POST 2</b>	:	<b>Senior Administration Clerk Grade I</b>
<b>SALARY</b>	:	R54 222.00 per annum
<b>CENTRE</b>	:	Revenue Section: Universitas Hospital, Bloemfontein
<b>REQUIREMENTS</b>	:	<ul style="list-style-type: none"> <li>* Grade 10 (or equivalent) Certificate.</li> <li>* Computer literacy.</li> <li>* Senior Certificate (or equivalent) with Mathematics (Accounting) successfully passed on Level 12.</li> </ul>
<b>RECOMMENDATIONS</b>	:	Knowledge of BAS and/or Meditech.
<b>DUTIES</b>	:	<ul style="list-style-type: none"> <li>* Relieve cashier.</li> <li>* Clerical duties related to levying of patient accounts and debt collection.</li> </ul>
<b>ENQUIRIES</b>	:	Ms D. Mokotjo Tel. No. (051) 4053561
<b>REFERENCE</b>	:	H/A/64
<b>APPLICATIONS</b>	:	The Chief Executive Officer Universitas Hospital

**(Attention: Ms D. Mokotjo)**  
 Private Bag X20660  
 BLOEMFONTEIN  
 9300

<b>POST 3</b>	:	<b>Senior Administration Clerk Grade I</b>
<b>SALARY</b>	:	R54 222.00 per annum
<b>CENTRE</b>	:	Embekweni District Hospital, Zastron
<b>REQUIREMENTS</b>	:	<ul style="list-style-type: none"> <li>* Grade 10 (or equivalent) Certificate.</li> <li>* Computer literate.</li> <li>* Appropriate Human Resource experience.</li> </ul>
<b>RECOMMENDATIONS</b>	:	<ul style="list-style-type: none"> <li>* Previous experience in Human Resources.</li> <li>* A valid driver's license.</li> </ul>
<b>DUTIES</b>	:	Handle the Human Resource duties of the hospital as well as other administrative duties.
<b>ENQUIRIES</b>	:	Mrs C.M. Smith Tel. No. (051) 6830168
<b>REFERENCE</b>	:	H/A/65
<b>APPLICATIONS</b>	:	The Chief Executive Officer Stoffel Coetzee Hospital <b>(Attention: Mrs C.M. Smith)</b> Private Bag X5 SMITHFIELD 9966
<b>POST 4</b>	:	<b>Senior Administrative Clerk Grade I</b>
<b>SALARY</b>	:	R54 222.00 per annum
<b>CENTRE</b>	:	Universitas Hospital, Bloemfontein

<b>REQUIREMENTS</b>	:	<ul style="list-style-type: none"> <li>* Grade 10 (or equivalent) Certificate.</li> <li>* Knowledge of other languages.</li> <li>* Computer literacy.</li> <li>* Typing.</li> <li>* Good communication skills.</li> </ul>
<b>VALUES AND ATTITUDES</b>	:	<ul style="list-style-type: none"> <li>* Excellent human relations.</li> <li>* Client orientated.</li> <li>* Excellent concentration ability.</li> </ul>
<b>DUTIES</b>	:	<ul style="list-style-type: none"> <li>* Perform all administrative tasks of the department.</li> <li>* Render assistance to nursing personnel with compilation of a monthly cost centre.</li> <li>* Warehouse requests and control according to levels and buy-out items according to an ordering schedule.</li> <li>* <u>Nutritional services:</u> <ul style="list-style-type: none"> <li>- Supply kitchen personnel with correct diet sheets.</li> <li>- Control of inventory as a sub-controller.</li> <li>- Maintenance of equipment.</li> </ul> </li> </ul>
<b>ENQUIRIES</b>	:	<p>Me Nyangintzimbi Tel. No. (051) 4053415</p>
<b>REFERENCE</b>	:	H/A/66
<b>APPLICATIONS</b>	:	<p>The Chief Executive Officer Universitas Hospital (<b>Attention: Me Nyangintzimbi</b>) Private Bag X20660 BLOEMFONTEIN 9300</p>

<b>POST 5</b>	:	<b>Senior Administration Clerk Grade I</b>
<b>SALARY</b>	:	R54 222.00 per annum
<b>CENTRE</b>	:	National District Hospital, Bloemfontein
<b>REQUIREMENTS</b>	:	<ul style="list-style-type: none"> <li>* Grade 10 (or equivalent) Certificate.</li> <li>* Experience in Human Resources.</li> </ul>
<b>RECOMMENDATIONS</b>	:	Computer literate.
<b>DUTIES</b>	:	<ul style="list-style-type: none"> <li>* Processing and updating of personnel leaves on PERSAL system.</li> <li>* Handling of applications for pensions, leaves, housing, resettlement, probation, appointments, termination of services and the overtime claims.</li> <li>* Support the hospital with the general administrations and handling of personnel queries.</li> </ul>
<b>ENQUIRIES</b>	:	M.G.S. Bronn Tel. No. (051) 4013307
<b>REFERENCE</b>	:	H/A/67
<b>APPLICATIONS</b>	:	The Chief Executive Officer National District Hospital <b>(Attention: Me P. Mehlwana)</b> Private Bag X20598 BLOEMFONTEIN 9300
<b>POST 6</b>	:	<b>Senior Administration Clerk Grade I</b>
<b>SALARY</b>	:	R54 222.00 per annum
<b>CENTRE</b>	:	Fezile Dabi Health District: Rainbow Clinic (Tweeling)

<b>REQUIREMENTS</b>	:	Grade 10 (or equivalent) Certificate.
<b>RECOMMENDATIONS</b>	:	<ul style="list-style-type: none"> <li>* Appropriate experience.</li> <li>* Computer literacy.</li> </ul>
<b>DUTIES</b>	:	<ul style="list-style-type: none"> <li>* Provide administrative support to other members of the team.</li> <li>* Registration of clients.</li> <li>* Filing back of patients' files after consultations.</li> <li>* Booking for clients for hospital and transportation by commuter service.</li> <li>* General administrative duties.</li> </ul>
<b>ENQUIRIES</b>	:	Mrs V.S. Malatse Tel. No. (016) 9709301
<b>REFERENCE</b>	:	H/A/68
<b>APPLICATIONS</b>	:	The District Manager Fezile Dabi Health District <b>(Attention: Ms A. Brits)</b> Private Bag X2005 SASOLBURG 1947
<b>POST 7</b>	:	<b>Senior Administration Clerk Grade I</b>
<b>SALARY</b>	:	R54 222.00 per annum
<b>CENTRE</b>	:	Theatre: Universitas Hospital, Bloemfontein
<b>REQUIREMENTS</b>	:	<ul style="list-style-type: none"> <li>* Grade 10 (or equivalent) Certificate.</li> <li>* Computer literate – Meditech/LOGIS, Word, Excel and Groupwise.</li> </ul>
<b>DUTIES</b>	:	All administrative tasks such as orders, inventory, budgeting, booking of patients, LOGIS

orders, answering of phones and reception communications.

<b>ENQUIRIES</b>	:	Me M.W. Coetzee Tel. No. (051) 4053123
<b>REFERENCE</b>	:	H/A/69
<b>APPLICATIONS</b>	:	The Chief Executive Officer Universitas Hospital <b>(Attention: Me M.W. Coetzee)</b> Private Bag X20660 BLOEMFONTEIN 9300
<b>POST 8</b>	:	<b>Senior Administration Clerk Grade I</b>
<b>SALARY</b>	:	R54 222.00 per annum
<b>CENTRE</b>	:	Pharmacy: Universitas Hospital, Bloemfontein
<b>REQUIREMENTS</b>	:	<ul style="list-style-type: none"> <li>* Grade 10 (or equivalent) Certificate.</li> <li>* Computer literacy.</li> <li>* Communication skills (written and verbal) in English and Afrikaans.</li> </ul>
<b>RECOMMENDATIONS</b>	:	<ul style="list-style-type: none"> <li>* Medical and pharmaceutical background.</li> <li>* Office experience.</li> </ul>
<b>DUTIES</b>	:	<ul style="list-style-type: none"> <li>* To render an administrative support service to the Pharmacy Manager and Pharmacy Department.</li> <li>* To capture data on the computer.</li> </ul>
<b>ENQUIRIES</b>	:	Me Z. Loots Tel. No. (051) 4053890 / (051) 4053467
<b>REFERENCE</b>	:	H/A/70
<b>APPLICATIONS</b>	:	The Chief Executive Officer



Universitas Hospital  
**(Attention: Me Loots)**  
 Private Bag X20660  
 BLOEMFONTEIN  
 9300

<b>POST 9</b>	:	<b>Senior Personnel Officer Grade I</b>
<b>SALARY</b>	:	R54 222.00 per annum
<b>CENTRE</b>	:	Xhariep District
<b>REQUIREMENTS</b>	:	Grade 10 (or equivalent) Certificate.
<b>RECOMMENDATIONS</b>	:	<ul style="list-style-type: none"> <li>* Knowledge of PERSAL system.</li> <li>* Be computer literate in Word, Excel and Powerpoint.</li> <li>* A valid unendorsed light duty driver's license.</li> </ul>
<b>DUTIES</b>	:	<ul style="list-style-type: none"> <li>* Processing and updating personnel leave on PERSAL system.</li> <li>* Support the district with the implementation of PDMS.</li> <li>* Responsible for personnel database.</li> <li>* Handle applications for pension, leave, housing, resettlement, and handling of probations and appointments in the district.</li> <li>* Relieve at switchboard.</li> </ul>
<b>ENQUIRIES</b>	:	T.S. Monatisa Tel. No. (051) 4472777
<b>REFERENCE</b>	:	H/P/118
<b>APPLICATIONS</b>	:	The District Manager Xhariep District <b>(Attention: T.S. Monatisa)</b> Private Bag X20710

BLOEMFONTEIN  
9300

<b>POST 10</b>	:	<b>Senior Accounting Clerk Grade I</b>
<b>SALARY</b>	:	R54 222.00 per annum
<b>CENTRE</b>	:	Free State School of Nursing, Bloemfontein
<b>REQUIREMENTS</b>	:	<ul style="list-style-type: none"> <li>* Grade 10 (or equivalent) Certificate.</li> <li>* Sound knowledge of the LOGIS system.</li> <li>* Relevant experience in capturing of orders on LOGIS.</li> </ul>
<b>RECOMMENDATIONS</b>	:	<ul style="list-style-type: none"> <li>* Knowledge of the BAS system.</li> <li>* Sound verbal and non-verbal communication skills.</li> </ul>
<b>DUTIES</b>	:	<ul style="list-style-type: none"> <li>* Capturing of orders on LOGIS system.</li> <li>* Handling of provincial contracts.</li> <li>* Obtaining of quotations.</li> <li>* Communication with service providers.</li> </ul>
<b>ENQUIRIES</b>	:	Mr J.H. de Beer Tel. No. (051) 4039787
<b>REFERENCE</b>	:	H/A/71
<b>APPLICATIONS</b>	:	The Registrar Free State School of Nursing <b>(Attention: Mr J.H. de Beer)</b> Private Bag X20520 BLOEMFONTEIN 9300
<b>POST 11</b>	:	<b>Senior Accounting Clerk Grade I</b>

<b>SALARY</b>	:	R54 222.00 per annum
<b>CENTRE</b>	:	Fezile Dabi Health District Office
<b>REQUIREMENTS</b>	:	Grade 10 (or equivalent) Certificate.
<b>RECOMMENDATIONS</b>	:	<ul style="list-style-type: none"> <li>* Appropriate knowledge and experience in PFMA, BAS and LOGIS.</li> <li>* Good numerical skills will be an advantage.</li> <li>* Good basic knowledge regarding MTEF (Medium Term Expenditure Framework).</li> </ul>
<b>DUTIES</b>	:	<ul style="list-style-type: none"> <li>* Capture sundry payment, journals on the BAS system.</li> <li>* Draw reports on the BAS system.</li> <li>* Capture of budget on the BAS system.</li> </ul>
<b>ENQUIRIES</b>	:	Ms M.O. Beneke Tel. No. (016) 9709334
<b>REFERENCE</b>	:	H/A/72
<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>Senior Typist</b>
<b>SALARY</b>	:	R54 222.00 per annum
<b>CENTRE</b>	:	Department of General Surgery: Universitas Hospital, Bloemfontein
<b>REQUIREMENTS</b>	:	Grade 10 (or equivalent) Certificate with Typing as passed full subject.

<b>DUTIES</b>	:	<ul style="list-style-type: none"> <li>* Assist consultants.</li> <li>* Typing of patient records and other relevant documentation.</li> <li>* To keep extensive patient records.</li> </ul>
<b>ENQUIRIES</b>	:	Prof. R.S. du Toit Tel. No. (051) 4053399
<b>REFERENCE</b>	:	H/T/03
<b>APPLICATIONS</b>	:	The Chief Executive Officer Universitas Hospital <b>(Attention: Prof. R.S. du Toit)</b> Private Bag X20660 BLOEMFONTEIN 9300
<b>POST 13</b>	:	<b>Senior Nursing Assistant</b>
<b>SALARY</b>	:	R54 222.00 per annum
<b>CENTRE</b>	:	Fezile Dabi District Health Office: Sasolburg Town Clinic
<b>REQUIREMENTS</b>	:	<ul style="list-style-type: none"> <li>* Grade 10 (or equivalent) Certificate.</li> <li>* Enrolment with the South African Nursing Council as Nursing Auxiliary.</li> </ul>
<b>RECOMMENDATIONS</b>	:	Relevant experience.
<b>DUTIES</b>	:	<ul style="list-style-type: none"> <li>* Render an effective and efficient Health service to the community and centre.</li> <li>* Basic Nursing Care.</li> <li>* Observing and reporting abnormalities.</li> </ul>
<b>ENQUIRIES</b>	:	Mrs V.S. Malatse Tel. No. (016) 9709301
<b>REFERENCE</b>	:	H/N/22

<b>APPLICATIONS</b>	:	The District Manager Fezile Dabi Health District <b>(Attention: Ms A. Britz)</b> Private Bag X2005 SASOLBURG 1947
<b>POST 14</b>	:	<b>Senior Handyman</b>
<b>SALARY</b>	:	R54 222.00 per annum
<b>CENTRE</b>	:	Universitas Hospital, Bloemfontein
<b>REQUIREMENTS</b>	:	Experience in general mechanical maintenance.
<b>DUTIES</b>	:	<ul style="list-style-type: none"> <li>* The Senior Handyman will do some maintenance work within his/her abilities.</li> <li>* Exercise control over tools, supplies and other equipments.</li> <li>* Render assistance to Artisan.</li> <li>* To assist with maintenance, reports, cleaning and transporting materials.</li> </ul>
<b>ENQUIRIES</b>	:	Mr S.J. Phalane Tel. No. (051) 4053186
<b>REFERENCE</b>	:	H/H/09
<b>APPLICATIONS</b>	:	The Chief Executive Officer Universitas Hospital <b>(Attention: Mr S.J. Phalane)</b> Private Bag X20660 BLOEMFONTEIN 9300
<b>POST 15</b>	:	<b>Senior Handyman</b>
<b>SALARY</b>	:	R54 222.00 per annum

- CENTRE** : Universitas Hospital, Bloemfontein
- REQUIREMENTS** : Experience in general maintenance.
- DUTIES** :
- \* The Handyman will do some maintenance work within his/her abilities.
  - \* Exercise control over tools, supplies and other equipments.
  - \* Render assistance to Artisan.
  - \* To assist with maintenance, reports, cleaning and transporting materials.
- ENQUIRIES** : Mr S.J. Phalane  
Tel. No. (051) 4053186
- REFERENCE** : H/H/10
- APPLICATIONS** : The Chief Executive Officer  
Universitas Hospital  
**(Attention: Mr S.J. Phalane)**  
Private Bag X20660  
BLOEMFONTEIN  
9300

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