



## **FREE STATE PROVINCIAL GOVERNMENT VACANCY CIRCULAR 27/2007**

**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** : **Administration Clerk Grade II**
- SALARY** : R46 200.00 per annum
- CENTRE** : Fezile Dabi Health District: Moqhaka Local Area, Kroonstad
- REQUIREMENTS** :
- \* Grade 10 (or equivalent) Certificate.
  - \* Computer literacy: Excel, PowerPoint and Word.
- DUTIES** :
- \* Office Management:
    - Typing
    - Filing
  - \* Control budget of the cost centre.



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

- \* Manage the diary of the managers.

- \* General administrative duties.

**ENQUIRIES** : Ms J.S. Skhosana  
Tel. No. (051) 9709308

**REFERENCE** : H/A/73

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

**POST 2** : **Handyman (2 posts)**

**SALARY** : R46 200.00 per annum

**CENTRE** : Botshabelo District Hospital

**REQUIREMENTS** : ABET literacy.

**RECOMMENDATIONS** : 

- \* Appropriate experience in general maintenance.
- \* Qualification in Technical services.

**DUTIES** : 

- \* Support with some maintenance work.
- \* Exercise control over tools, supplies and other equipment.
- \* Render support to Artisans.
- \* Support with maintenance, repairs, cleaning, plant inspections and transporting of materials.

**ENQUIRIES** : Mr T.J. Mothalosa  
Tel. No. (051) 5330219

**REFERENCE** : H/H/11

<b>APPLICATIONS</b>	:	The Chief Executive Officer Botshabelo District Hospital <b>(Attention: Mr T.J. Mothalosa)</b> Private Bag X527 BOTSHABELO 9781
<b>POST 3</b>	:	<b>Nursing Assistant (2 posts)</b>
<b>SALARY</b>	:	R40 227.00 per annum
<b>CENTRE</b>	:	Lejweleputswa District: Tswelopele Local Area
<b>REQUIREMENTS</b>	:	<ul style="list-style-type: none"> <li>* Enrolment with the South African Nursing Council as Nursing Auxiliary.</li> <li>* Grade 10 (or equivalent) Certificate.</li> </ul>
<b>DUTIES</b>	:	Rendering a nursing service in the said Local Area/Clinic.
<b>ENQUIRIES</b>	:	Me C.P. Visser Tel. No. (053) 4441912
<b>REFERENCE</b>	:	H/N/23
<b>APPLICATIONS</b>	:	The District Manager Lejweleputswa District <b>(Attention: Me C.P. Visser)</b> Private Bag X15 WELKOM 9460
<b>POST 4</b>	:	<b>Nursing Assistant (2 posts)</b>
<b>SALARY</b>	:	R40 227.00 per annum
<b>CENTRE</b>	:	Lejweleputswa District: Masilonyana Local Area
<b>REQUIREMENTS</b>	:	<ul style="list-style-type: none"> <li>* Enrolment with the South African Nursing Council as Nursing Auxiliary.</li> </ul>

\* Grade 10 (or equivalent) Certificate.

**DUTIES** : Rendering a nursing service in the said Local Area/Clinic.

**ENQUIRIES** : Me D. Dumako  
Tel. No. (057) 3521453

**REFERENCE** : H/N/24

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

**POST 5** : **Nursing Assistant (2 posts)**

**SALARY** : R40 227.00 per annum

**CENTRE** : Lejweleputswa District: Tokologo Local Area

**REQUIREMENTS** : \* Enrolment with the South African Nursing Council as Nursing Auxiliary.

\* Grade 10 (or equivalent) Certificate.

**DUTIES** : Rendering a nursing service in the said Local Area/Clinic.

**ENQUIRIES** : Me C.P. Visser  
Tel. No. (053) 4441912

**REFERENCE** : H/N/25

**APPLICATIONS** : The District Manager  
Lejweleputswa District  
**(Attention: Me C.P. Visser)**  
Private Bag X15  
WELKOM  
9460

<b>POST 6</b>	:	<b>Nursing Assistant</b>
<b>SALARY</b>	:	R40 227.00 per annum
<b>CENTRE</b>	:	Phekolong District Hospital, Bethlehem
<b>REQUIREMENTS</b>	:	<ul style="list-style-type: none"> <li>* Enrolment with the South African Nursing Council as Nursing Auxiliary.</li> <li>* Grade 10 (or equivalent) Certificate.</li> </ul>
<b>RECOMMENDATIONS</b>	:	Comprehensive Nursing Care experience.
<b>DUTIES</b>	:	<ul style="list-style-type: none"> <li>* To render Quality Nursing Care.</li> <li>* To act within scope of practice and according to Batho Pele Principles.</li> <li>* Patient care in totality, washing, taking observations, feeding, giving health information.</li> </ul>
<b>ENQUIRIES</b>	:	S.M. Van der Merwe Tel. No. (058) 3035123 x 268
<b>REFERENCE</b>	:	H/N/26
<b>APPLICATIONS</b>	:	The Chief Executive Officer Phekolong District Hospital ( <b>Attention: Me C.H. Kala</b> ) Private Bag X1 BETHLEHEM 9700
<b>POST 7</b>	:	<b>Cleaner II</b>
<b>SALARY</b>	:	R40 227.00 per annum
<b>CENTRE</b>	:	Dihlabeng Regional Hospital, Bethlehem
<b>REQUIREMENTS</b>	:	ABET training.

<b>RECOMMENDATIONS</b>	:	<ul style="list-style-type: none"> <li>* Good interpersonal skills.</li> <li>* Ability to work under pressure.</li> <li>* Good written and verbal communication skills.</li> <li>* Physical fitness.</li> </ul>
<b>DUTIES</b>	:	<ul style="list-style-type: none"> <li>* Perform housekeeping and cleaning services in the Physiotherapy Unit.</li> <li>* Handling of linen.</li> <li>* Assist with stock control.</li> <li>* Ensure and maintain a clean and patient friendly environment.</li> <li>* Support and assistance of therapists, patients and public.</li> <li>* Assist with interpretation and translation to patients.</li> <li>* Telephone duties: to receive calls and take messages.</li> </ul>
<b>ENQUIRIES</b>	:	S. de Waal Tel. No. (058) 3035331
<b>REFERENCE</b>	:	H/C/20
<b>APPLICATIONS</b>	:	The Chief Executive Officer Dihlabeng Regional Hospital ( <b>Attention: T. Harris</b> ) Private Bag X3 BETHLEHEM 9700
<b>POST 8</b>	:	<b>Cleaner II</b>
<b>SALARY</b>	:	R40 227.00 per annum

**CENTRE** : Fezile Dabi District Health Office: Sasolburg Town Clinic

**REQUIREMENTS** : ABET Qualifications.

**RECOMMENDATIONS** : \* Relevant experience.  
\* Be able to read and write.

**DUTIES** : \* To execute general cleaning work.  
\* To clean offices and rooms at the institution.

**ENQUIRIES** : Mrs V.S. Malatse  
Tel. No. (016) 9709301

**REFERENCE** : H/C/21

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

**POST 9** : **Cleaner II**

**SALARY** : R40 227.00 per annum

**CENTRE** : Fezile Dabi Health District: PAX CHC, Viljoenskroon

**REQUIREMENTS** : Able to read and write.

**RECOMMENDATIONS** : ABET literacy.

**DUTIES** : \* To render a comprehensive cleaning service at our institution.  
\* Collect and wash dishes and cups.  
\* Perform cleaning service of a routine nature by utilizing a variety of aids (duster, broom, vacuum cleaner, polisher, etc.).



- \* Perform duties as delegated by the supervisor.

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

**REFERENCE** : H/C/22

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

**POST 10** : **Registry Clerk Grade I**

**SALARY** : R40 227.00 per annum

**CENTRE** : National District Hospital, Bloemfontein

**REQUIREMENTS** : \* Grade 10 (or equivalent) Certificate.  
\* Experience in Human Resources.

**RECOMMENDATIONS** : Computer literate.

**DUTIES** : \* Processing and updating of personnel leaves on PERSAL system.  
\* Handling of applications for pensions, leaves, housing, resettlement, probation, appointment, termination of services and the overtime claims.  
\* Support the hospital with the general administrations and handling of personnel queries.

**ENQUIRIES** : M.G.S. Bronn  
Tel. No. (051) 4013307

**REFERENCE** : H/R/14

<b>APPLICATIONS</b>	:	The Chief Executive Officer National District Hospital <b>(Attention: Me P. Mehlwana)</b> Private Bag X20598 BLOEMFONTEIN 9300
<b>POST 11</b>	:	<b>Laundry Aid II</b>
<b>SALARY</b>	:	R40 227.00 per annum
<b>CENTRE</b>	:	Mantsopa District Hospital, Ladybrand
<b>REQUIREMENTS</b>	:	<ul style="list-style-type: none"> <li>* Ability to read and write.</li> <li>* Appropriate experience.</li> </ul>
<b>DUTIES</b>	:	<ul style="list-style-type: none"> <li>* To maintain high standards in rendering effective and efficient laundry service as required by the institution.</li> <li>* To prevent good standards in prevention of cross infection.</li> </ul>
<b>ENQUIRIES</b>	:	Me W. Ramolahloane Tel. No. (051) 8739966
<b>REFERENCE</b>	:	H/L/6
<b>APPLICATIONS</b>	:	The Chief Executive Officer Dr J.S. Moroka/Mantsopa Complex <b>(Attention: Mr G.J. Molokoane)</b> Private Bag X707 SELOSESHA 9783
<b>POST 12</b>	:	<b>General Worker II</b>
<b>SALARY</b>	:	R40 227.00 per annum
<b>CENTRE</b>	:	Universitas Hospital, Bloemfontein

<b>REQUIREMENTS</b>	:	ABET Qualification.
<b>RECOMMENDATIONS</b>	:	Approval experience in general maintenance.
<b>DUTIES</b>	:	<ul style="list-style-type: none"> <li>* The General Worker will support with 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/G/08
<b>APPLICATIONS</b>	:	The Chief Executive Officer Universitas Hospital <b>(Attention: Mr S.J. Phalane)</b> Private Bag X20660 BLOEMFONTEIN 9300
<b>POST 13</b>	:	<b>Tradesman Aid II</b>
<b>SALARY</b>	:	R40 227.00 per annum
<b>CENTRE</b>	:	Universitas Hospital, Bloemfontein
<b>REQUIREMENTS</b>	:	ABET Qualification.
<b>RECOMMENDATIONS</b>	:	Approval experience in general maintenance.
<b>DUTIES</b>	:	<ul style="list-style-type: none"> <li>* The Tradesman Aid will support with some maintenance work within his/her abilities.</li> <li>* Exercise control over tools, supplies and other equipments.</li> </ul>

- \* Render assistance to Artisan.
- \* To assist with maintenance, reports, cleaning and transporting materials.

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

**REFERENCE** : H/T/3

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

**POST 14** : **General Worker II**

**SALARY** : R40 227.00 per annum

**CENTRE** : Universitas Hospital, Bloemfontein

**REQUIREMENTS** : ABET Qualification.

**RECOMMENDATIONS** : Ability to read and write.

**DUTIES** :  
\* To clean offices and rooms at the Planning Office and to execute general cleaning.  
\* To be a messenger for the Planning Office.  
\* Assist Artisans with maintenance.

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

**REFERENCE** : H/G/9

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

9300

<b>POST 15</b>	:	<b>General Worker II (2 posts)</b>
<b>SALARY</b>	:	R40 227.00 per annum
<b>CENTRE</b>	:	Universitas Hospital, Bloemfontein
<b>REQUIREMENTS</b>	:	ABET Qualification.
<b>RECOMMENDATIONS</b>	:	Approval experience in general maintenance.
<b>DUTIES</b>	:	<ul style="list-style-type: none"> <li>* The General Worker will support with 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/G/10
<b>APPLICATIONS</b>	:	The Chief Executive Officer Universitas Hospital <b>(Attention: Mr S.J. Phalane)</b> Private Bag X20660 BLOEMFONTEIN 9300
<b>POST 16</b>	:	<b>Cleaner I</b>
<b>SALARY</b>	:	R35 916.00 per annum
<b>CENTRE</b>	:	Mantsopa District Hospital, Ladybrand
<b>REQUIREMENTS</b>	:	Must be able to read and write.

<b>RECOMMENDATIONS</b>	:	Relevant experience.
<b>DUTIES</b>	:	<ul style="list-style-type: none"> <li>* To execute general cleaning work.</li> <li>* To clean offices and rooms at the institution.</li> <li>* To maintain cleaning equipment and cleaning thereof.</li> </ul>
<b>ENQUIRIES</b>	:	Mr/Ms Ramolahloane Tel. No. (051) 9243268
<b>REFERENCE</b>	:	H/C/23
<b>APPLICATIONS</b>	:	The Chief Executive Officer Dr J.S. Moroka/Mantsopa Hospital Complex <b>(Attention: Mr G.J. Molokoane)</b> Private Bag X707 SELOSESHA 9783
<b>POST 17</b>	:	<b>Cleaner I</b>
<b>SALARY</b>	:	R35 916.00 per annum
<b>CENTRE</b>	:	Motheo District Office, Bloemfontein
<b>REQUIREMENTS</b>	:	ABET.
<b>RECOMMENDATIONS</b>	:	<ul style="list-style-type: none"> <li>* Ability to work under pressure.</li> <li>* Good interpersonal relations.</li> <li>* Good verbal and written communication skills.</li> </ul>
<b>DUTIES</b>	:	Perform under direct supervision and with the minimum training, manual labour of a simple nature as indicated below: <ul style="list-style-type: none"> <li>* Cleaning and preparing the objects on which work is to be done.</li> </ul>

<b>ENQUIRIES</b>	:	Me P.R. Phuroe Tel. No. (051) 4472194
<b>REFERENCE</b>	:	H/C/24
<b>APPLICATIONS</b>	:	The District Manager Motheo District ( <b>Attention: Mr D.H. Le Roux</b> ) P.O. Box 441 BLOEMFONTEIN 9300
<b>POST 18</b>	:	<b>Cleaner I (2 posts)</b>
<b>SALARY</b>	:	R35 916.00 per annum
<b>CENTRE</b>	:	Dr J.S. Moroka District Hospital, Thaba Nchu
<b>REQUIREMENTS</b>	:	Must be able to read and write.
<b>RECOMMENDATIONS</b>	:	Relevant experience.
<b>DUTIES</b>	:	<ul style="list-style-type: none"> <li>* To execute general cleaning work.</li> <li>* To clean offices and rooms at the institution.</li> <li>* To maintain cleaning equipment and cleaning thereof.</li> </ul>
<b>ENQUIRIES</b>	:	A.K. Setlogelo Tel. No. (051) 8739933
<b>REFERENCE</b>	:	H/C/25
<b>APPLICATIONS</b>	:	The Chief Executive Officer Dr J.S. Moroka District Hospital ( <b>Attention: Mr G.J. Molokoane</b> ) Private Bag X707 SELOSESHA 9783
<b>POST 19</b>	:	<b>Household Aid I</b>

<b>SALARY</b>	:	R35 916.00 per annum
<b>CENTRE</b>	:	Dr J.S. Moroka District Hospital, Thaba Nchu
<b>REQUIREMENTS</b>	:	ABET.
<b>RECOMMENDATIONS</b>	:	Good communication and interpersonal skills.
<b>DUTIES</b>	:	<ul style="list-style-type: none"> <li>* Perform under direct supervision and with the minimum training, manual labour of a simple nature as indicated below: <ul style="list-style-type: none"> <li>- Cleaning and preparing the objects on which work is done.</li> </ul> </li> <li>* Render assistance to Food Service Aid in specific areas.</li> </ul>
<b>ENQUIRIES</b>	:	Mr A.K. Setlogelo Tel. No. (051) 8739933
<b>REFERENCE</b>	:	H/H/12
<b>APPLICATIONS</b>	:	The Chief Executive Officer Dr J.S. Moroka District Hospital <b>(Attention: Mr G.J. Molokoane)</b> Private Bag X707 SELOSESHA 9783
<b>POST 20</b>	:	<b>Food Service Aid I</b>
<b>SALARY</b>	:	R35 916.00 per annum
<b>CENTRE</b>	:	Dr J.S. Moroka District Hospital, Thaba Nchu
<b>REQUIREMENTS</b>	:	<ul style="list-style-type: none"> <li>* ABET.</li> <li>* Appropriate experience.</li> </ul>
<b>DUTIES</b>	:	<ul style="list-style-type: none"> <li>* Prepare and supply nutritious food to patients.</li> <li>* Responsible for equipment use to serve patients.</li> </ul>



- \* Cleaning the kitchen.

<b>ENQUIRIES</b>	:	Mr A.K. Setlogelo Tel. No. (051) 8739933
<b>REFERENCE</b>	:	H/F/05
<b>APPLICATIONS</b>	:	The Chief Executive Officer Dr J.S. Moroka District Hospital <b>(Attention: Mr G.J. Molokoane)</b> Private Bag X707 SELOSESHA 9783
<b>POST 21</b>	:	<b>Tradesman Aid I</b>
<b>SALARY</b>	:	R35 916.00 per annum
<b>CENTRE</b>	:	Mantsopa District Hospital, Ladybrand
<b>REQUIREMENTS</b>	:	Ability to read and write.
<b>RECOMMENDATIONS</b>	:	The nature of the work is physical and it will be expected of the incumbent to work, climb ladders and work in dusty, wet and enclosed areas.
<b>DUTIES</b>	:	<ul style="list-style-type: none"> <li>* Assist Artisans and Handyman with maintenance, repair and cleaning, safekeeping of tools, plant inspection and transporting materials.</li> <li>* Perform maintenance work within his/her abilities.</li> </ul>
<b>ENQUIRIES</b>	:	Mr E.M. Matsheka Tel. No. (051) 8739964
<b>REFERENCE</b>	:	H/T/04
<b>APPLICATIONS</b>	:	The Chief Executive Officer Dr J.S. Moroka/Mantsopa Hospital Complex <b>(Attention: Mr G.J. Molokoane)</b> Private Bag X707

SELOSESHA  
9783

<b>POST 22</b>	:	<b>General Worker I</b>
<b>SALARY</b>	:	R35 916.00 per annum
<b>CENTRE</b>	:	Dr J.S. Moroka District Hospital, Thaba Nchu
<b>REQUIREMENTS</b>	:	<ul style="list-style-type: none"> <li>* Hard working and ready to learn.</li> <li>* ABET.</li> </ul>
<b>RECOMMENDATIONS</b>	:	Good communication and interpersonal skills.
<b>DUTIES</b>	:	<ul style="list-style-type: none"> <li>* Assist Artisan and Handyman on their daily duties.</li> <li>* Assist in loading and offloading of goods in Maintenance Section.</li> <li>* Do garden services.</li> <li>* Cleaning of maintenance section and tools.</li> </ul>
<b>ENQUIRIES</b>	:	Mr M.E. Matsheka Tel. No. (051) 8739964
<b>REFERENCE</b>	:	H/G/11
<b>APPLICATIONS</b>	:	The Chief Executive Officer Dr J.S. Moroka District Hospital <b>(Attention: Mr G.J. Molokoane)</b> Private Bag X707 SELOSESHA 9783
<b>POST 23</b>	:	<b>Porter</b>
<b>SALARY</b>	:	R35 916.00 per annum
<b>CENTRE</b>	:	Dr J.S. Moroka District Hospital, Thaba Nchu

- REQUIREMENTS** : Grade 10 (or equivalent) Certificate.
- 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.
  - \* Assist in mortuary duties.
  - \* Supervision of subordinates.
  - \* Compile of duties.
- ENQUIRIES** : A.K. Setlogelo  
Tel. No. (051) 8739933
- REFERENCE** : H/P/119
- APPLICATIONS** : The Chief Executive Officer  
Dr J.S. Moroka District Hospital  
(**Attention: Mr G.J. Molokoane**)  
Private Bag X707  
SELOSESHA  
9783

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