

FREE STATE PROVINCE




FREE STATE PROVINCIAL GOVERNMENT VACANCY CIRCULAR 03/2008

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: 15/01/2008

Department of the Premier Departement van die Premier Lefapha La Tonakgolo

Human Resource Advice, Co-ordination and Management Directorate



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

HEALTH HUMAN RESOURCE MANAGEMENT CIRCULAR NO. OF 2008
CLOSING DATE: 4 FEBRUARY 2008

ADVERTISEMENT OF POSTS

- POST 1** : **Senior Training Officer: Clinical Programs**
Ref. No.: H/T/3
- SALARY** : R132 054.00 per annum
- CENTRE** : Skills Development Unit: Clinical Programs:
Corporate Office, Bloemfontein
- REQUIREMENTS** :
- * Bachelor's Degree or equivalent certificate.
 - * Valid driver's license.
 - * Registered with the South African Nursing Council as General Nurse and Midwife (proof must be submitted).
 - * Qualification in Nursing Education.
 - * Computer literacy.
- RECOMMENDATIONS** :
- * Good communication skills.
 - * Ability to work independently, under pressure with strong interpersonal skills.
 - * Be flexible, self motivated, detailed orientated and highly organized.
 - * Knowledge of legislation pertaining to skills development.

DUTIES	:	<ul style="list-style-type: none"> * Co-ordinate clinical training projects. * Co-ordinate Continuous Professional Development of all health professionals. * Liaise with relevant stakeholders, e.g. training providers, institutions of training and funders/donors. * Compile reports.
ENQUIRIES	:	<p>Me E. Mtyongwe Tel. No. (051) 4081741</p>
APPLICATIONS	:	<p>The Acting Senior Manager: Human Resource Management (Attention: Mr M. Mokgampanyane) P.O. Box 227 BLOEMFONTEIN 9300</p>
POST 2	:	<p>Senior Training Officer (Batho Pele Co-ordinator) Ref. No.: H/T/4</p>
SALARY	:	R132 054.00 per annum
CENTRE	:	Services Marketing and Health Promotion Sub-directorate: Corporate Office, Bloemfontein
REQUIREMENTS	:	<ul style="list-style-type: none"> * 4 year recognized Diploma in Social Sciences/Health Management. * 2-3 Years experience in middle management. * Knowledge of public health system. * Valid driver's license. * Computer literacy. * Presentation and facilitation skills. * Knowledge of the Batho Pele Revitalization Program.

- RECOMMENDATIONS** : *
- * Project Management experience.
 - * Good interpersonal relations.
 - * Ability to apply Batho Pele Principles.
- DUTIES** :
- * Enhance the level of Batho Pele and Patients' Rights Charter implementation and personnel competencies within the department.
 - * Ensure and support service delivery excellence at all levels: support institutions with implementation of service standards.
 - * Facilitate training of Health Workers at all levels on implementation of Batho Pele Principles.
 - * Support districts and institutions to establish and sustain Batho Pele learning networks and forums.
 - * Organize and implement Batho Pele awareness campaigns.
 - * Compile monthly, quarterly and yearly reports on implementation of Batho Pele.
- ENQUIRIES** : Me L.A. Tlali
Tel. No. (051) 4081434
- APPLICATIONS** : The Acting Senior Manager:
Human Resource Management
(Attention: Mr M. Mokgampanyane)
P.O. Box 227
BLOEMFONTEIN
9300
- POST 3** : **Training Officer: Transversal Training**
Ref. No.: H/T/1
- SALARY** : R106 335.00 per annum
- LOCATION** : Corporate Office, Skills Development Unit,
Transversal Training

- REQUIREMENTS** :
- * Appropriate qualification in Education and Development.
 - * Valid driver's license.
 - * Computer literacy.
- RECOMMENDATIONS** :
- * Facilitation and presentation skills (Good communication skills).
 - * Ability to work independently, under pressure with strong interpersonal skills.
 - * Be flexible, self motivated, detailed orientated and highly organized..
 - * Knowledge of legislation pertaining to skills development.
 - * Experience in education and training.
- DUTIES** :
- * Co-ordinate, facilitate and monitor the implementation of accredited learning programmes.
 - * Compile transversal training courses.
 - * Write submissions for transversal training courses.
 - * Implement transversal training according to weekly programs .
 - * Monitor transversal training service providers.
 - * Compile reports (monthly, weekly and quarterly).
- ENQUIRIES** :
- Me J Motsepe
Tel. No. (051) 408 1613
- APPLICATIONS** :
- The Acting Senior Manager:
Human Resource Management
(**Attention: Mr M.J. Mokgampanyane**)
P.O. Box 227

BLOEMFONTEIN

POST 4	:	Senior Radiographer (2 Posts) Ref. No.: H/R/1
SALARY	:	R106 335.00 per annum
LOCATION	:	Bongani Hospital, Welkom
REQUIREMENTS	:	<ul style="list-style-type: none"> * Registration with the Health Professions Council of South Africa as a Radiographer. * A three year Bachelor's degree/diploma in Diagnostic Radiography. * Appropriate experience.
DUTIES	:	<ul style="list-style-type: none"> * Render Radiographic services to the hospital and community. * Should be able to work shifts and should be prepared to do after hour calls.
ENQUIRIES	:	Mr J Masodisa Tel. No. (057) 9168000
APPLICATIONS	:	The Chief Executive Officer Bongani Hospital (Attention: Me A Zwegelaar) Private Bag X29 WELKOM 9460
POST 5	:	Senior Radiographer Ref. No.: H/R/2
SALARY	:	R106 335.00 per annum plus Scarce Skills Allowance equal to 10% and Rural Allowance equal to 12% of the annual salary notch
LOCATION	:	Mohau District Hospital, Hoopstad
REQUIREMENTS	:	<ul style="list-style-type: none"> * An appropriate Bachelor's degree (or equivalent qualification) in Diagnostic Radiography.

- * Registered with the Health Professions Council of South Africa as a Radiographer.
- RECOMMENDATIONS** :
- * Appropriate experience.
 - * Driver's license.
- DUTIES** :
- * Render Radiographic services to the hospital and the community.
 - * Should be able to work shifts and should be prepared to do after-hour calls.
- ENQUIRIES** :
- Dr M.J. Mahlatsi
Tel. No. (057) 3917914
- APPLICATIONS** :
- The Chief Executive Officer
Thusanong, Nala and Mohau Complex
(Attention: Dr M.J. Mahlatsi)
Private Bag X1
ODENDAALSRUS
9480
- POST 6** :
- Senior Radiographer**
Ref. No.: H/R/3
- SALARY** :
- R106 335.00 per annum plus Scarce Skills Allowance equal to 10% and Rural Allowance equal to 12% of the annual salary notch
- LOCATION** :
- Nala District Hospital, Bothaville
- REQUIREMENTS** :
- * An appropriate Bachelor's degree (or equivalent qualification) in Diagnostic Radiography.
 - * Registered with the Health Professions Council of South Africa as a Radiographer.
- RECOMMENDATIONS** :
- * Appropriate experience.
 - * Driver's license.
- DUTIES** :
- * Render Radiographic services to the hospital and the community.

- * Should be able to work shifts and should be prepared to do after-hour calls.

ENQUIRIES	:	Dr M.J. Mahlatsi Tel. No. (057) 3917914
APPLICATIONS	:	The Chief Executive Officer Thusanong, Nala and Mohau Complex (Attention: Dr M.J. Mahlatsi) Private Bag X1 ODENDAALSRUS 9480
POST 7	:	Senior Dietician Ref. No.: H/D/1
SALARY	:	R106 335.00 per annum
LOCATION	:	Katleho/Winburg District Hospital Complex
REQUIREMENTS	:	Registration with the Health Professions Council of South Africa as Dietician.
RECOMMENDATIONS	:	<ul style="list-style-type: none"> * Extensive appropriate experience as Senior Dietician. * Valid driver's license.
DUTIES	:	Integrated Nutrition Program Key Performance Areas.
ENQUIRIES	:	Dr K.K. Moeng Tel. No. (057) 2213371
APPLICATIONS	:	The Chief Executive Officer Katleho Hospital (Attention: Mr R.S. Khoali) Private Bag X4 VIRGINIA 9430
POST 8	:	Senior Physiotherapist (2 Posts) Ref. No.: H/P/1
SALARY	:	R106 335.00 per annum.
LOCATION	:	Bongani Hospital, Welkom

- REQUIREMENTS** :
- * Registration with the Health Professions Council of South Africa as Physiotherapist.
 - * Bachelor's degree in physiotherapy (or equivalent) qualification.
- RECOMMENDATIONS** :
- * Good verbal and written communication skills.
 - * Willingness to work in different clinical areas.
 - * Demonstrate good organizational and time management skills.
 - * Knowledge and practice of professional ethics.
 - * Knowledge and practice of Intensive care Physiotherapy.
 - * Ability to facilitate own professional development and learning.
 - * Willingness to work weekends.
- DUTIES** :
- * Optimal consultation, assessment and treatment of in and out-patients.
 - * Communicate and work effectively with patients, families and multi-disciplinary team within and outside the hospital.
 - * Complete all administration related duties to patient care, department and hospital management..
 - * Supervision of junior and support staff.
 - * Participation in continuous professional development.
- ENQUIRIES** :
- Ms R Germishuys
Tel. No. (057) 9168000
- APPLICATIONS** :
- The Chief Executive Officer

Bongani Hospital
(Attention: Ms A Zwiegelaar)
 Private Bag x29
 WELKOM
 9460

- POST 9** : **Divisional Emergency Care Practitioner**
Ref. No.: H/E/1
- SALARY** : R85 362.00 per annum
- LOCATION** : Emergency Medical Services Directorate:
 Letsemeng, Koffiefontein Station.
- REQUIREMENTS** :
- * Successful completion of an Ambulance Emergency Care Assistant Course.
 - * Registration with the Health Professions Council of South Africa.
 - * Code 10 driver's license with a public driver's permit.
 - * Appropriate experience.
 - * Grade 12 Certificate
- RECOMMENDATIONS** :
- * Experience as a supervisor.
 - * Supervisory/management qualifications.
- DUTIES** :
- * Inter-hospital transfers.
 - * Pre-hospital care of patients and transportation.
 - * Supervise planned patient transport services.
 - * Operational management of Emergency Medical Service.
 - * Day to day running of an EMS Station.
 - * Monthly control of statistics and duty ledgers.
 - * Management of personnel.



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. 051-4081193, Fax: 051-4081980, Bophelo House, Cor. Maitland Street and Harvey Road, 1st Floor, Block A, West Wing

- * Rendering of intermediate life support.
- * Ability to work under pressure.
- * Patient tolerance, empathy and cross-cultural awareness.
- * Any other duties assigned by the Chief Divisional Officer/Assistant Manager.

ENQUIRIES	:	Mr L J Basson Tel. No. (051) 6830547
APPLICATIONS	:	The Acting Senior Manager: Human Resource Management (Attention: Mr M.J. Mokgampanyane) P.O. Box 227 BLOEMFONTEIN 9300
POST 10	:	Senior Administration Clerk Grade III (Radiography) Ref. No.: H/A/5
SALARY	:	R58 290.00 per annum
LOCATION	:	Pelonomi Regional Hospital, Bloemfontein
REQUIREMENTS	:	<ul style="list-style-type: none"> * Grade 12. * Computer literacy. * Able to communicate clearly with clients. * Be prepared to do after hour shifts.
RECOMMENDATIONS	:	<ul style="list-style-type: none"> * Good verbal and written communication skills. * Good interpersonal relations. * Confidentiality. * To be prepared to handle change.

		<ul style="list-style-type: none"> * To be helpful to clients.
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. * To attend and solve problems in the work environment. * To be prepared to learn and teach.
ENQUIRIES	:	Mr A.T. Banda Tel. No. (051) 4051755
APPLICATIONS	:	The Chief Executive Officer Pelonomi Regional Hospital (Attention: Mr M.J. Makhele) Private Bag X20581 BLOEMFONTEIN 9300
POST 11	:	Housekeeping Supervisor Ref. No.: H/H/1
SALARY	:	R49 665.00 per annum
LOCATION	:	Mohau District Hospital, Hoopstad
REQUIREMENTS	:	<ul style="list-style-type: none"> * Grade 10. * Experience in Public or Private Sector of Supervisory skills.

- * Knowledge about asset, material and stock control procedures.
 - * Able to give relevant in-service training to subordinates.
- RECOMMENDATIONS** : Appropriate experience.
- DUTIES** : Rendering a hospitality service of quality care given to patients.
- ENQUIRIES** : Mrs A.L. Snyer
Tel. No. (053) 4441912
- APPLICATIONS** : The Chief Executive Officer
Mohau District Hospital
(**Attention: Mrs A.L. Snyer**)
Private Bag X1
HOOPSTAD
9479
- POST 12** : **Administration Clerk Grade II (2 posts)**
Ref. No.: H/A/1
- SALARY** : R49 665.00 per annum
- LOCATION** : Bongani Hospital, Welkom
- REQUIREMENTS** :
- * Grade 12 (Senior Certificate) or equivalent.
 - * Ability to work under pressure and always be available if need be.
 - * Willingness to work shifts.
 - * Readiness to work during public holidays including Christmas, New Year's day and Easter weekends.
- DUTIES** :
- * Open patient files.
 - * Register patients on Meditech.
 - * Complete admission forms for patients and filling patient records.

- * Receiving, safe keeping and disposing of money paid by clients.
- * Keeping Admissions and Discharge department clean .
- * Relieving the mortuary attendant.
- * Work with private patients files.
- * Night duties.

ENQUIRIES	:	Mr J Masodisa Tel. No. (057) 9168000
APPLICATIONS	:	The Chief Executive Officer Bongani Hospital (Attention: Ms A Zwiegelaar) Private Bag x29 WELKOM 9460
POST 13	:	Administration Clerk Grade I Ref. No.: H/A/2
SALARY	:	R43 245.00 per annum
LOCATION	:	Katleho District Hospital, Virginia
REQUIREMENTS	:	Junior (or equivalent) Certificate.
RECOMMENDATIONS	:	<ul style="list-style-type: none"> * Good communication skills. * Computer literacy.
DUTIES	:	<ul style="list-style-type: none"> * Admit in- and outpatients. * Keep patient register up to date. * Perform other duties as delegated. * Be prepared to work night shifts.
ENQUIRIES	:	Mr R.J.K. Rakatsinyane Tel. No. (057) 2213375

APPLICATIONS	:	The Chief Executive Officer Katleho District Hospital (Attention: Mr R.S. Khoali) Private Bag X4 VIRGINIA 9430
POST 14	:	Administration Clerk Grade I (3 posts) Ref. No.: H/A/3
SALARY	:	R43 245.00 per annum
LOCATION	:	Katleho District Hospital, Virginia
REQUIREMENTS	:	Junior (or equivalent) Certificate.
RECOMMENDATIONS	:	Computer literacy.
DUTIES	:	<ul style="list-style-type: none"> * Retrieve and file patients' files. * Update Patients Register for wards. * Admission of in- and outpatients. * Making photocopies and faxing documents. * Maintain and regulate resources.
ENQUIRIES	:	Mr R.J.K. Rakatsinyane Tel. No. (057) 2213372
APPLICATIONS	:	The Chief Executive Officer Katleho District Hospital (Attention: Mr R.S. Khoali) Private Bag X4 VIRGINIA 9430
POST 15	:	Driver Ref. No.: H/D/2
SALARY	:	R43 245.00 per annum
LOCATION	:	Mohau District Hospital, Hoopstad
REQUIREMENTS	:	* Grade 12 (or equivalent qualification).

- * Two years appropriate experience.
- * Valid Code B driver's license.
- * Ability to read and write clearly.
- * Good communication skills (verbal and written).
- * Ability to liaise with team members and members of the public.

RECOMMENDATIONS : Appropriate experience.

DUTIES :

- * Provide driver service.
- * Collect and deliver mail.
- * Render any other duties within occupational class that may be requested to do.

ENQUIRIES : Mr H.C. Strauss
Tel. No. (053) 4441912

APPLICATIONS : The Chief Executive Officer
Mohau District Hospital
(**Attention: Mr H.C. Strauss**)
Private Bag X1
HOOPSTAD
9479

POST 16 : **Food Service Aid I**
Ref. No.: H/F/1

SALARY : R43 245.00 per annum

LOCATION : Mohau District Hospital, Hoopstad

REQUIREMENTS :

- * Grade 10.
- * Necessary knowledge and skills to prepare nutritional food to improve the patient's health status.
- * Experience in public or private sector in preparing and serving food.

- * Knowledge of Infection Control Precautions and Personal Hygiene.
- RECOMMENDATIONS** : Appropriate experience.
- DUTIES** :
- * Rendering a Hospitality Service in the hospital.
 - * Prepare and serve nutritional food.
 - * Ensure excellent hygiene measures in Food Service Unit.
 - * Maintain Health and Safety measures at all times by ensuring to know policies and procedures by attending all relevant in-service training.
- ENQUIRIES** : Mrs A.L. Snyer
Tel. No. (053) 4441912
- APPLICATIONS** : The Chief Executive Officer
Mohau District Hospital
(**Attention: Mrs A.L. Snyer**)
Private Bag X1
HOOPSTAD
9479
- POST 17** : **Tradesman Aid II**
Ref. No.: H/T/2
- SALARY** : R43 245.00 per annum
- LOCATION** : Katleho District Hospital, Virginia
- REQUIREMENTS** : ABET Literacy.
- RECOMMENDATIONS** :
- * Experience in general maintenance.
 - * Ability to read and write.
- DUTIES** :
- * Execute various maintenance functions in the hospital.
 - * Perform duties as delegated.
- ENQUIRIES** : Mr J.E. Campbell

Tel. No. (057) 2213345

- APPLICATIONS** : The Chief Executive Officer
Katlheho District Hospital
(**Attention: Mr R.S. Khoali**)
Private Bag X4
VIRGINIA
9430
- POST 18** : **Senior Porter**
Ref. No.: H/P/2
- SALARY** : R43 245.00 per annum
- LOCATION** : Phekolong District Hospital, Bethlehem
- REQUIREMENTS** : * Appropriate experience.
* Must be able to read and write.
- DUTIES** : * Transporting corpses to mortuary.
* Issuing of corpses to funeral parlors.
* Transporting patients to various sections.
* Taking care of wheelchairs.
* Assist patients and visitors to sections.
* Taking responsibility of administration duties in the Porters office and mortuary.
- ENQUIRIES** : Me McGregor / Mr Mncube
Tel. No. (058) 3035123
- APPLICATIONS** : The Chief Executive Officer
Phekolong District Hospital
(**Attention: Me C.H. Kala**)
Private Bag X1
BETHLEHEM
9700
- POST 19** : **Cleaner II (2 posts)**
Ref. No.: H/C/2
- SALARY** : R43 245.00 per annum

LOCATION	:	Katleho District Hospital, Virginia
REQUIREMENTS	:	Ability to read and write.
RECOMMENDATIONS	:	Cleaning experience.
DUTIES	:	<ul style="list-style-type: none"> * Execute various cleaning functions in the hospital. * Be prepared to work shifts. * Perform duties as delegated.
ENQUIRIES	:	Me E.M.M. Eloff Tel. No. (057) 2213334
APPLICATIONS	:	The Chief Executive Officer Katleho District Hospital (Attention: Mr R.S. Khoali) Private Bag X4 VIRGINIA 9430
POST 20	:	Cleaner I Ref. No.: H/C/3
SALARY	:	R38 610.00 per annum
LOCATION	:	Mohau District Hospital, Hoopstad
REQUIREMENTS	:	<ul style="list-style-type: none"> * Must be able to read and write. * Physical fitness.
RECOMMENDATIONS	:	Appropriate experience.
DUTIES	:	<ul style="list-style-type: none"> * To ensure cleanliness of the unit environment according to Infection Control policies and Waste Management. * To ensure cleanliness of the allocated unit environment to enhance quality health care.
ENQUIRIES	:	Mrs A.L. Snyer Tel. No. (053) 4441912

APPLICATIONS	:	The Chief Executive Officer Mohau District Hospital (Attention: Mrs A.L. Snyder) Private Bag X1 HOOPSTAD 9479
POST 21	:	Cleaner I Ref. No.: H/C/4
SALARY	:	R38 610.00 per annum
LOCATION	:	Nala District Hospital, Bothaville
REQUIREMENTS	:	<ul style="list-style-type: none"> * Must be able to read and write. * Physical fitness.
RECOMMENDATIONS	:	Appropriate experience.
DUTIES	:	<ul style="list-style-type: none"> * To ensure cleanliness of the unit environment according to Infection Control policies and Waste Management. * To ensure cleanliness of the allocated unit environment to enhance quality health care.
ENQUIRIES	:	Mrs R.B. Molebeleli Tel. No. (056) 5152071
APPLICATIONS	:	The Chief Executive Officer Thusanong, Nala and Mohau Complex (Attention: Mrs R.B. Molebeleli) Private Bag X7 BOTHAVILLE 9660
POST 22	:	General Worker I Ref. No.: H/G/1
SALARY	:	R38 610.00 per annum
LOCATION	:	Nala District Hospital, Bothaville
REQUIREMENTS	:	<ul style="list-style-type: none"> * Must be able to read and write. * Physical fitness.

RECOMMENDATIONS	:	Appropriate experience.
DUTIES	:	To execute general work at the hospital.
ENQUIRIES	:	Mrs R.B. Molebeleli Tel. No. (056) 5152071
APPLICATIONS	:	The Chief Executive Officer Thusanong, Nala and Mohau Complex (Attention: Mrs R.B. Molebeleli) Private Bag X7 BOTHAVILLE 9660
POST 23	:	Laundry Aid I Ref. No.: H/L/1
SALARY	:	R38 610.00 per annum
LOCATION	:	Nala District Hospital, Bothaville
REQUIREMENTS	:	<ul style="list-style-type: none"> * Must be able to read and write. * Physical fitness.
RECOMMENDATIONS	:	Appropriate experience.
DUTIES	:	<ul style="list-style-type: none"> * To ensure cleanliness of the unit allocated and unit environment in accordance with Infection Control Policies. * To daily remove soiled linen and waste in line with Waste Management Policy. * To ensure effective utilization of resources to support rendering of quality of care. * Rendering a nursing service in the hospital.
ENQUIRIES	:	Mrs R.B. Molebeleli Tel. No. (056) 5152071
APPLICATIONS	:	The Chief Executive Officer Thusanong, Nala and Mohau Complex (Attention: Mrs R.B. Molebeleli) Private Bag X7

BOTHAVILLE
9660

Advertisements approved by:

SENIOR MANAGER
HUMAN RESOURCE MANAGEMENT

Date: