



FREE STATE PROVINCIAL GOVERNMENT VACANCY CIRCULAR 50/2007

TO ALL HEADS OF PROVINCIAL DEPARTMENTS

**ADVERTISEMENT OF POSTS: DEPARTMENT OF HEALTH
CLOSING DATE: 18 JUNE 2007**

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: 06/06/2007

Department of the Premier Departement van die Premier Lefapha La Tonakgolo

Human Resource Advice, Co-ordination and Management Directorate

SASOLBURG
1947

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| POST 52 | : | Senior Professional Nurse |
| SALARY | : | R98 916.00 per annum plus rural allowance equal to 8% of the annual salary notch. |
| CENTRE | : | Fezile Dabi Health District: Frankfort Town Clinic: Mafube Local Area |
| REQUIREMENTS | : | <ul style="list-style-type: none"> * Registration with the South African Nursing Council as General Nurse and Midwife, Community and Psychiatric Nurse. * Appropriate experience in Primary Health Care Services. |
| DUTIES | : | <ul style="list-style-type: none"> * Render a comprehensive Primary Health Care Services. * Screening of clients and prescribing EDL medication according to treatment protocols. * Render service in poli-clinic and maternity section. |
| ENQUIRIES | : | Ms S.V. Malatse Tel. No. (016) 9709301 |
| REFERENCE | : | H/P/168 |
| APPLICATIONS | : | The District Manager Fezile Dabi Health District (Attention: Me A. Brits) Private Bag X2005 SASOLBURG 1947 |
| POST 53 | : | Senior Professional Nurse |

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| SALARY | : | R98 916.00 per annum plus rural allowance equal to 8% of the annual salary notch. |
| CENTRE | : | Fezile Dabi Health District: Metsimaholo Local Area |
| REQUIREMENTS | : | <ul style="list-style-type: none"> * Registration with the South African Nursing Council as General Nurse and Midwife, Community and Psychiatric Nurse. * Computer literate. * Valid driver's license. |
| RECOMMENDATIONS | : | Experience in Primary Health Care with knowledge of the TB Program. |
| DUTIES | : | <ul style="list-style-type: none"> * Capture TB data for the local area on ETR, Net and Portal. * Communicate the results of the captured data to the facilities – TB Coordinator and management (report writing and presentation). * Address challenges identified. * Conduct meetings with facility TB Coordinators. * Attend District TB meetings (member of the District TB Task Team). * Attend Provincial when required by Provincial Office. * Train Professional Nurses in local area on Palsa/Basic TB/TB-HIV Courses. * Assist District TB Coordinator with implementation of TB policies and objectives. * Do monitoring and evaluation of TB Program in all facilities (including DCS and Hospitals). * Implement HAST in all facilities. |

- * Initiate and monitor Advocacy and Social Mobilization activities in the local area.
- * Monitor DOT supporters and control stipend control forms in the local area.
- * Monitoring issues of TB/HIV integration.

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

REFERENCE : H/P/185

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

POST 54 : **Senior Professional Nurse**

SALARY : R98 916.00 per annum plus rural allowance equal to 8% of the annual salary notch.

CENTRE : Fezile Dabi Health District: Ngwathe Local Area

REQUIREMENTS :

- * Registration with the South African Nursing Council as General Nurse and Midwife, Community and Psychiatric Nurse.
- * Computer literate.
- * Valid driver's license.

RECOMMENDATIONS : Experience in Primary Health Care with knowledge of the TB Program.

DUTIES :

- * Capture TB data for the local area on ETR, Net and Portal.
- * Communicate the results of the captured data to the facilities – TB Coordinator and

management (report writing and presentation).

- * Address challenges identified.
- * Conduct meetings with facility TB Coordinators.
- * Attend District TB meetings (member of the District TB Task Team).
- * Attend Provincial when required by Provincial Office.
- * Train Professional Nurses in local area on Palsa/Basic TB/TB-HIV Courses.
- * Assist District TB Coordinator with implementation of TB policies and objectives.
- * Do monitoring and evaluation of TB Program in all facilities (including DCS and Hospitals).
- * Implement HAST in all facilities.
- * Initiate and monitor Advocacy and Social Mobilization activities in the local area.
- * Monitor DOT supporters and control stipend control forms in the local area.
- * Monitoring issues of TB/HIV integration.

ENQUIRIES : Ms N.S. Malinga
Tel. No. (056) 8113653

REFERENCE : H/P/186

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

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| POST 55 | : | Senior Professional Nurse |
| SALARY | : | R98 916.00 per annum plus rural allowance equal to 8% of the annual salary notch. |
| CENTRE | : | Fezile Dabi Health District: Mafube Local Area |
| REQUIREMENTS | : | <ul style="list-style-type: none"> * Registration with the South African Nursing Council as General Nurse and Midwife, Community and Psychiatric Nurse. * Computer literate. * Valid driver's license. |
| RECOMMENDATIONS | : | Experience in Primary Health Care with knowledge of the TB Program. |
| DUTIES | : | <ul style="list-style-type: none"> * Capture TB data for the local area on ETR, Net and Portal. * Communicate the results of the captured data to the facilities – TB Coordinator and management (report writing and presentation). * Address challenges identified. * Conduct meetings with facility TB Co-ordinators. * Attend District TB meetings (member of the District TB Task Team). * Attend Provincial when required by Provincial Office. * Train Professional Nurses in local area on Palsa/Basic TB/TB-HIV Courses. * Assist District TB Coordinator with implementation of TB policies and objectives. * Do monitoring and evaluation of TB Program in all facilities (including DCS and Hospitals). |

- * Implement HAST in all facilities.
- * Initiate and monitor Advocacy and Social Mobilization activities in the local area.
- * Monitor DOT supporters and control stipend control forms in the local area.
- * Monitoring issues of TB/HIV integration.

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

REFERENCE : H/P/187

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

POST 56 : **Senior Professional Nurse**

SALARY : R98 916.00 per annum

CENTRE : Fezile Dabi Health District: Moqhaka Local Area

REQUIREMENTS :

- * Registration with the South African Nursing Council as General Nurse and Midwife, Community and Psychiatric Nurse.
- * Computer literate.
- * Valid driver's license.

RECOMMENDATIONS : Experience in Primary Health Care with knowledge of the TB Program.

DUTIES :

- * Capture TB data for the local area on ETR, Net and Portal.

- * Communicate the results of the captured data to the facilities – TB Coordinator and management (report writing and presentation).
- * Address challenges identified.
- * Conduct meetings with facility TB Coordinators.
- * Attend District TB meetings (member of the District TB Task Team).
- * Attend Provincial when required by Provincial Office.
- * Train Professional Nurses in local area on Palsa/Basic TB/TB-HIV Courses.
- * Assist District TB Coordinator with implementation of TB policies and objectives.
- * Do monitoring and evaluation of TB Program in all facilities (including DCS and Hospitals).
- * Implement HAST in all facilities.
- * Initiate and monitor Advocacy and Social Mobilization activities in the local area.
- * Monitor DOT supporters and control stipend control forms in the local area.
- * Monitoring issues of TB/HIV integration.

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

REFERENCE : H/P/188

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

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| POST 57 | : | Senior Professional Nurse (4 posts) |
| SALARY | : | R98 916.00 per annum |
| CENTRE | : | Free State Psychiatric Complex, Bloemfontein |
| REQUIREMENTS | : | <ul style="list-style-type: none"> * Current registration with the South African Nursing Council as a General Nurse as well as a Psychiatric Nurse. * Appropriate experience as Professional Nurse. |
| RECOMMENDATIONS | : | <ul style="list-style-type: none"> * Registration with the South African Nursing Council in Nursing Administration/Health Care Management and Community Health. * Valid driver's license. * Willing to work shifts which suit the needs of the service. * Willing to work with children. |
| DUTIES | : | <ul style="list-style-type: none"> * Ensure compassionate and quality nursing care in the allocated Ward. * Reduce the burden of disease in designated area through the implementation of Nursing Care Programmes. * Identification of patient's care needs. * Ensure effective and efficient management of information. * Ensure effective and efficient management of resources. |
| ENQUIRIES | : | Me S. Rabe Tel. No. (051) 4079392 |
| REFERENCE | : | H/P/184 |

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| APPLICATIONS | : | The Chief Executive Officer / Director Free State Psychiatric Complex (Attention: Mr A. van Zyl) Private Bag X20607 BLOEMFONTEIN 9300 |
| POST 58 | : | Senior Professional Nurse (HIV/AIDS) |
| SALARY | : | R98 916.00 per annum plus rural allowance equal to 12% of the annual salary notch. |
| CENTRE | : | Mofumahadi Manapo Mopeli Regional Hospital, Witsieshoek |
| REQUIREMENTS | : | <ul style="list-style-type: none"> * Registration with the South African Nursing Council as General Nurse and Midwife. * Previous relevant experience. * Ward or clinical management. |
| RECOMMENDATIONS | : | <ul style="list-style-type: none"> * Midwifery. * Good verbal and written communication skills. * Good interpersonal/human relation skills and possess the ability to communicate freely and easily with other employees, general public and clients. * Be empathic. |
| DUTIES | : | <ul style="list-style-type: none"> * Overall management of ARV Clinic. * Identify nursing care programmes, to meet these needs, implementation and evaluation of such programmes. * Give guidance to the nursing team and patients with regard to nursing programmes |

through teaching, counseling patients, families and significant others.

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| ENQUIRIES | : | D.S. Johnson Tel. No. (058) 7183204 |
| REFERENCE | : | H/P/189 |
| APPLICATIONS | : | The Chief Executive Officer Mofumahadi Manapo Mopeli Regional Hospital (Attention: S.S. Diso) Private Bag X820 WITSIESHOEK 9870 |
| POST 59 | : | Personal Assistant |
| SALARY | : | R98 916.00 per annum |
| CENTRE | : | Forensic Pathology and Medicine Services |
| REQUIREMENTS | : | <ul style="list-style-type: none"> * Appropriate Bachelor's degree (or equivalent qualifications) * High competency in word processing, database creation and maintenance and multimedia presentations. |
| RECOMMENDATIONS | : | Good interpersonal and communication skills. |
| DUTIES | : | <ul style="list-style-type: none"> * Ensure that the correct lines of communication within the directorate and the department are followed at all times. * Ensure that all reports due are received on time and that those due are furnished on time. * Assist the senior manager with preparation of presentations. * Ensure that meetings are conducted effectively and according to established procedures. |

- * Keep abreast with and implement the changes to policies and delegations to the office of the senior manager.

ENQUIRIES : Dr M.S. Monatisa
Tel. No. (051) 4081585

REFERENCE : H/P/77

APPLICATIONS : The Senior Manager:
Human Resource Management
(**Attention: Mr M.J. Mokgampanyane**)
P.O. Box 227
BLOEMFONTEIN
9300

POST 60 : **Principal Network Controller (5 posts)**

SALARY : R98 916.00 per annum

CENTRE : Infrastructure and Engineering Services

REQUIREMENTS :

- * Grade 12 (or equivalent) Certificate with extensive relevant IT network experience or relevant tertiary qualification with relevant experience.
- * Network experience on Novell will be an advantage.
- * Driver's license is essential.

RECOMMENDATIONS :

- * Interpersonal relations are especially important. The successful applicant will have to interact with computer alliterated users as well as communicating with people on Director's level.
- * Applicable training in different levels of computer software and hardware programs will be an advantage.

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| | | <ul style="list-style-type: none"> * International certificates of A+, N+ and CAN are recommended. |
| DUTIES | : | <ul style="list-style-type: none"> * Fault and problem management on network and desktop computers. * Network administration. * Change control on the network. * Responsible for the upkeep and maintenance of LAN hygienic. |
| ENQUIRIES | : | Mr. B. de Winnaar Tel. No. (051) 4081410 |
| REFERENCE | : | H/N/18 |
| APPLICATIONS | : | The Senior Manager: Infrastructure & Engineering Services (Attention: Mr B. de Winnaar) P.O. Box 227 BLOEMFONTEIN 9300 |
| POST 61 | : | Principal Network Controller |
| SALARY | : | R98 916.00 per annum |
| CENTRE | : | Boitumelo Regional Hospital, Kroonstad |
| REQUIREMENTS | : | <ul style="list-style-type: none"> * Grade 12 (or equivalent) Certificate. * Code 8 driver's license. * Appropriate relevant Network experience. * Experience on Novell and GroupWise. * Switches, Anti-virus software, Windows XP, 98, DHCP. |
| RECOMMENDATIONS | : | * Interpersonal relations are especially important. The successful applicant will have |

to interact with users as well as communicating with people on Director's level.

- * Applicable training in different levels of computer software and hardware programs will be an advantage as well as:

- A+
- CNA
- Linux experience
- Meditech experience (advantage).

- * Managerial experience.

DUTIES

- : * Do problem solving on hardware, software as well as support services and Meditech System.
- * Network administration / support.
- * Change control on the network.
- * Responsible for the upkeep and maintenance of LAN hygienic.
- * Must be able to work independently under pressure and be self motivated.
- * Be part of a supervisor capacity.

ENQUIRIES

: Mr F.H.C. Van der Vyver
Tel. No. (057) 9168032
Fax No. (057) 9168295

REFERENCE

: H/N/35

APPLICATIONS

: The Acting Chief Executive Officer
Boitumelo Regional Hospital
(**Attention: Mr C. Kotzé**)
Private Bag X47
KROONSTAD
9500

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| POST 62 | : | 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"> * Registration with the Health Professions Council of South Africa as a Dietician. * B.Sc. Degree in Dietetics. * Completion of Community Service. * Appropriate years experience if qualified before 2002. |
| RECOMMENDATIONS | : | <ul style="list-style-type: none"> * Experience in Nutrition. * Experience in HIV/AIDS related research. * Lecturing experience. |
| DUTIES | : | <ul style="list-style-type: none"> * Provide efficient Nutritional Care to patients under supervision of HIV Directorate. * Co-ordinate, direct activities and provide advice to the HIV Directorate. * Quality Standards. * Training of Health Care Professionals on Care and Management of HIV/AIDS on Nutrition. * Participate in the compiling and executing of research protocols. * Research regarding HIV Nutritional aspects. |
| ENQUIRIES | : | Dr D. Steyn Tel. No. (051) 4051462 |
| REFERENCE | : | H/D/6 |

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| APPLICATIONS | : | The Chief Executive Officer Pelonomi Regional Hospital (Attention: Mr S.I. Makhema) Private Bag X20581 BLOEMFONTEIN 9300 |
| POST 63 | : | Senior Radiographer (6 posts) |
| SALARY | : | R98 916.00 per annum plus scarce skills allowance equal to 10% of the annual salary notch. |
| CENTRE | : | Bongani Regional Hospital, Welkom |
| REQUIREMENTS | : | <ul style="list-style-type: none"> * A appropriate Bachelor's degree (or equivalent qualification) in Diagnostic Radiography. * Registered with the Health Professions Council of South Africa as a Radiographer. * Relevant experience. |
| DUTIES | : | <ul style="list-style-type: none"> * 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 | : | Mr T.J. Masodisa Tel. No. (057) 9168000 |
| REFERENCE | : | H/R/18 |
| APPLICATIONS | : | The Chief Executive Officer Bongani Regional Hospital (Attention: Ms A. Zwiendelaar) Private Bag X29 WELKOM 9460 |

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| POST 64 | : | Senior Radiographer (2 posts) |
| SALARY | : | R98 916.00 per annum plus scarce skills allowance equal to 10% and rural allowance equal to 17% of the annual salary notch. |
| CENTRE | : | Elizabeth Ross District Hospital, Witsieshoek |
| REQUIREMENTS | : | <ul style="list-style-type: none"> * Registration with the Health Professions Council of South Africa as Radiographer. * National Diploma / B-Tech Radiography. |
| RECOMMENDATIONS | : | <ul style="list-style-type: none"> * Appropriate experience. * Driver's license. |
| DUTIES | : | <ul style="list-style-type: none"> * Exercise clinical responsibility to ensure optimal diagnostic imaging of more advanced nature. * Interpret clinical history of patients to determine the correct procedures. * Ensure correct positioning of patients to minimize radiation exposure. * Ensure correct identification of patient image (name, lead, marks etc.). * Participation in education and training programs for continuous professional development and quality service delivery. * Implement quality assurance programs for quality service delivery. * Practice radiation protection to minimize radiation close to staff/patient and general public. * Ensure patient care during imaging for optimal diagnostic purpose of a more advanced nature. |
| ENQUIRIES | : | Dr V. Akeke |

Tel. No. (058) 7891213

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| REFERENCE | : | H/R/17 |
| APPLICATIONS | : | The Chief Executive Officer Elizabeth Ross District Hospital Human Resources Section (Attention: Ms M.J. Ramasobane) Private Bag X804 WITSIESHOEK 9870 |
| POST 65 | : | Senior Radiographer (Diagnostic) |
| SALARY | : | R98 916.00 per annum plus scarce skills allowance equal to 10% of the annual salary notch. |
| CENTRE | : | MUCPP |
| REQUIREMENTS | : | Registration with the Health Professions Council of South Africa as Radiographer. |
| RECOMMENDATIONS | : | Must have experience in ultra-sound/be trainable in Ultra-Sound (Sonography Course). |
| DUTIES | : | <ul style="list-style-type: none"> * To provide and manage Radiographic duties at MUCPP. * To compliment the clinical management of Patient Care. * Support maintenance of quality control programme. * To manage the Unit and to optimally maintain equipment. |
| ENQUIRIES | : | Mr T. Raleting Tel. No. (051) 4472194 |
| REFERENCE | : | H/S/42 |
| APPLICATIONS | : | The District Manager |

Motheo District
(Attention: Mr D.H. le Roux)
 P.O. Box 441
 BLOEMFONTEIN
 9300

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| POST 66 | : | Senior Occupational Therapist |
| SALARY | : | R98 916.00 per annum plus scarce skills allowance equal to 10% and rural allowance equal to 17% of the annual salary notch. |
| CENTRE | : | Itemoheng/Phuthuloha/John Daniel Newsberry Health Complex |
| REQUIREMENTS | : | <ul style="list-style-type: none"> * Registration with the Health Professions Council of South Africa as Occupational Therapist. * Appropriate experience. |
| RECOMMENDATIONS | : | <ul style="list-style-type: none"> * Valid driver's license. * Computer literacy. |
| DUTIES | : | <ul style="list-style-type: none"> * Managing and rendering of Occupational Therapy services in Itemoheng/Phuthuloha/John Daniel Newsberry Health Complex. * Monitor services rendered by assistants and supervision of subordinates. |
| ENQUIRIES | : | Mr M.P. Kumalo Tel. No. (058) 4812114 |
| REFERENCE | : | H/O/3 |
| APPLICATIONS | : | The Chief Executive Officer Itemoheng District Hospital (Attention: Me M.N. Kumalo) Private Bag X9 SENEKAL 9600 |

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| POST 67 | : | Professional Nurse |
| SALARY | : | R79 407.00 per annum plus rural allowance equal to 8% of the annual salary notch. |
| CENTRE | : | Parys District Hospital |
| REQUIREMENTS | : | <ul style="list-style-type: none"> * Current registration with the South African Nursing Council as General Nurse and Midwife. |
| RECOMMENDATIONS | : | <ul style="list-style-type: none"> * Ability to work under pressure. * Ability to implement and manage change. * Good interpersonal relations. * Good written and verbal communication skills. * Confidentiality. |
| DUTIES | : | <ul style="list-style-type: none"> * Identification of patient care needs. * Formulation and implementation of Nursing Care Plans. * Carry out any other tasks delegated to her/him. |
| ENQUIRIES | : | Me N.M. Mokoena Tel. No. (056) 8162119 |
| REFERENCE | : | H/P/71 |
| APPLICATIONS | : | The Chief Executive Officer Parys District Hospital (Attention: Me L.A. Fourie) Private Bag X5 PARYS 9585 |

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| POST 68 | : | Professional Nurse |
| SALARY | : | R79 407.00 per annum plus rural allowance equal to 12% of the annual salary notch. |
| CENTRE | : | Bohlokong Clinic, Bethlehem: Local Area Dihlabeng |
| REQUIREMENTS | : | <ul style="list-style-type: none"> * Current registration with the South African Nursing Council as General Nurse and Midwife, Community Health, Psychiatry. |
| RECOMMENDATIONS | : | <ul style="list-style-type: none"> * Ability to work under pressure. * Ability to implement and manage change. * Good written and verbal communication skills. * Confidentiality. * Good interpersonal relations. |
| DUTIES | : | <ul style="list-style-type: none"> * 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 | : | S.W. Wentzel Tel. No. (058) 3038113 |
| REFERENCE | : | H/P/78 |
| APPLICATIONS | : | The District Manager Thabo Mofutsanyana District (Attention: H. van Zyl) Private Bag X824 WITSIESHOEK 9870 |