

FREE STATE PROVINCE



FREE STATE PROVINCIAL GOVERNMENT VACANCY CIRCULAR 52/2007

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: 11/06/2007

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: 18 June 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.

- POST 1** : **Senior Secretary Grade II**
- SALARY** : R64 143.00 per annum
- CENTRE** : Forensic Pathology and Medicine Services
- REQUIREMENTS** :
- * Grade 12 (or equivalent) Certificate.
 - * Computer literacy (MS Word, MS Excel and MS PowerPoint).
 - * Planning, organizing and communication skills.
- RECOMMENDATIONS** : Secretarial Training.
- DUTIES** :
- * Take an active role in organizing the office of the Senior Manager: Forensic Pathology and Medicine Services.



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, 1st Floor, Block A, West Wing

- * Ensure an easy flow of communication within the directorate.
- * Manage flow of meetings.
- * Manage diary of the Senior Manager.
- * Ensure an efficient and effective filing system.
- * Maintain the office inventory.

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

REFERENCE : H/S/21

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

POST 2 : **Senior Administration Clerk Grade II**

SALARY : R64 143.00 per annum

CENTRE : Katleho District Hospital, Virginia

REQUIREMENTS : * Grade 10 (or equivalent) Certificate.

RECOMMENDATIONS : * Experience in Secretarial/Office Administration.

* Good communication skills.

* Computer literacy.

DUTIES : * Welcomes visitors in the office of the Chief Executive Officer.

* Handle diary of the Chief Executive Officer.

- * Render the secretariat services to the Chief Executive Officer including taking minutes, typing documents, sending faxes and making photocopies.
- * Ensure proper filing and safe keeping of all documents in the office of the Chief Executive Officer to ensure easy access to information.

ENQUIRIES : Me P. Chaka
Tel. No. (057) 2213323

REFERENCE : H/A/50

APPLICATIONS : The Chief Executive Officer
Katleho District Hospital
(**Attention: Mr R.S. Khoali**)
Private Bag X4
VIRGINIA
9430

POST 3 : **Senior Nursing Assistant**

SALARY : R64 143.00 per annum

CENTRE : Winburg District Hospital

REQUIREMENTS :

- * Grade 10 (or equivalent) Certificate.
- * Enrolment with the South African Nursing Council as Nursing Auxiliary.
- * Proof of current registration with the South African Nursing Council (receipt).

RECOMMENDATIONS :

- * Relevant experience.
- * Basic Nursing Care skills.
- * Communication skills.
- * Good interpersonal relations.

DUTIES	:	<ul style="list-style-type: none"> * Render quality comprehensive patient care services. * Participate in Quality Improvement Programmes. * Ensure implementation of Occupational Health and Safety. * Perform other duties as delegated. * Be prepared to work shifts according to the needs of the patients.
ENQUIRIES	:	<p>Me T.M. Mofokeng Tel. No. (051) 8810046</p>
REFERENCE	:	H/N/37
APPLICATIONS	:	<p>The Chief Executive Officer Winburg District Hospital (Attention: Mrs J.L. Bester) Private Bag X2 WINBURG 9420</p>
POST 4	:	Pharmacist Assistant
SALARY	:	R64 143.00 per annum
CENTRE	:	Fezile Dabi Health District: Phedisong Clinic, Villiers: Mafube Local Area
REQUIREMENTS	:	Registration with the South African Pharmacy Council as a Post Basic Pharmacist Assistant.
RECOMMENDATIONS	:	Appropriate experience.
DUTIES	:	<ul style="list-style-type: none"> * Render Pharmaceutical services according to the rules and regulations of the South African Pharmacy Council.

- * Evaluate and dispense prescribed medication to clients which include proper counselling on the medication.
- * Ensure the controlling, monitoring and ordering of medical stock to ensure availability of medical stock and the expiring thereof.
- * Contribute to the implementation and maintaining of good pharmacy practice as described by the Pharmacy Council.
- * Participate in continuous development according to the regulations of the Health Professions Council of South Africa.
- * Contribute to the implementation of new policies as described by the Department of Health.
- * Participate in the training of prescribers to ensure that new protocols/policies are adhered to.

ENQUIRIES : Ms M. Coetzee
Tel. No. (016) 9709311

REFERENCE : H/P/179

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

POST 5 : **Staff Nurse (4 posts)**

SALARY : R54 222.00 per annum

CENTRE : National District Hospital, Bloemfontein

REQUIREMENTS : * Enrolment with the South African Nursing Council as an Enrolled Nurse (current year)

RECOMMENDATIONS : * Good interpersonal relationships.
* Appropriate experience as an Enrolled Nurse.
* Ability to maintain confidentiality.

DUTIES : * Ensuring quality basic nursing care.
* Implementation of Quality Assurance Programme.
* Implementation of Patients and Family Rights.
* Accompaniment of sick patients to relevant clinic and hospitals.

ENQUIRIES : Me L.M. Mayeng
Tel. No. (051) 4039871

REFERENCE : H/S/33

APPLICATIONS : The Chief Executive Officer
National District Hospital
(**Attention: Me P. Mehlwana**)
Private Bag X20598
BLOEMFONTEIN
9300

POST 6 : **Senior Nursing Assistant (3 posts)**

SALARY : R54 222.00 per annum

CENTRE : Thusanong District Hospital, Odendaalsrus

REQUIREMENTS : * Enrolment with the South African Nursing Council as Nursing Auxiliary.
* Grade 10 (or equivalent) Certificate.

RECOMMENDATIONS : * Ability to work under pressure.

		<ul style="list-style-type: none"> * Good written and verbal communication skills. * Confidentiality.
DUTIES	:	<ul style="list-style-type: none"> * To render basic patient care in wards. * Observing and reporting abnormalities. * Carry out any other tasks delegated to her/him.
ENQUIRIES	:	Mrs M.C. Mokotjo / Mrs M.J. Serobe Tel. No. (057) 3917973 (057) 3917932
REFERENCE	:	H/N/17
APPLICATIONS	:	The Chief Executive Officer Thusanong, Nala and Mohau Complex (Attention: Mrs M.C. Mokotjo) Private Bag X1 ODENDAALSRUS 9480
POST 7	:	Senior Nursing Assistant
SALARY	:	R54 222.00 per annum
CENTRE	:	Ma-Haig Clinic, Witsieshoek: Local Area Maluti-A-Phofung
REQUIREMENTS	:	<ul style="list-style-type: none"> * Grade 10 (or equivalent) Certificate. * Enrolment with the South African Nursing Council as Nursing Auxiliary.
RECOMMENDATIONS	:	Appropriate experience.
DUTIES	:	<ul style="list-style-type: none"> * Render an effective and efficient primary health care service to the rural community. * Observing and reporting abnormalities.

- * Give health education to the community.
- * Basic nursing care.
- * Work under the supervision of the Professional Nurse in charge.

ENQUIRIES : A.J. Oosthuizen
Tel. No. (058) 6230820

REFERENCE : H/N/19

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

POST 8 : **Senior Nursing Assistant**

SALARY : R54 222.00 per annum

CENTRE : Fezile Dabi Health District, Sasolburg: Mobile
Clinic at CHC Koppies

REQUIREMENTS : * Grade 10 (or equivalent) Certificate.
* Enrolment with the South African Nursing Council as Nursing Auxiliary.

RECOMMENDATIONS : Relevant experience.

DUTIES : * Render an effective and efficient health service to the community and centre.
* Basic Nursing Care.
* Observing and reporting abnormalities.

ENQUIRIES : Ms N.S. Malinga
Tel. No. (056) 8162126

REFERENCE : H/N/20

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

POST 9 : **Senior Nursing Assistant (4 posts)**

SALARY : R54 222.00 per annum

CENTRE : Dr Petro Memorial Clinic, Motheo District

REQUIREMENTS : * Grade 10 (or equivalent) Certificate.
* Enrolment with the South African Nursing Council as Nursing Auxiliary.

RECOMMENDATIONS : Primary Health Care experience.

DUTIES : To provide a comprehensive Primary Health Care core package under supervision.

ENQUIRIES : Me M.E.N.M. Qhojeng
Tel. No. (051) 4041200

REFERENCE : H/N/27

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

POST 10 : **Senior Nursing Assistant (2 posts)**

SALARY : R54 222.00 per annum

CENTRE : Universitas Academic Hospital, Bloemfontein

REQUIREMENTS	:	<ul style="list-style-type: none"> * Grade 10 (or equivalent) Certificate. * Enrolment with the South African Nursing Council as Nursing Auxiliary.
RECOMMENDATIONS	:	<ul style="list-style-type: none"> * Ability to work under pressure. * Good written and verbal communication skills.
DUTIES	:	<ul style="list-style-type: none"> * Render basic nursing care to patients in the ward. * Observe and report abnormalities. * Must be prepared to work shifts. * Carry out any other tasks/duties delegated to him/her.
ENQUIRIES	:	<p>Me M.A. Mabandla Tel. No. (051) 4053415/7</p>
REFERENCE	:	H/N/28
APPLICATIONS	:	<p>The Chief Executive Officer Universitas Hospital (Attention: Me M.A. Mabandla) Private Bag X20660 BLOEMFONTEIN 9300</p>
POST 11	:	Pharmacy Assistant (Auxiliary Services Officer)
SALARY	:	R54 222.00 per annum
CENTRE	:	Free State Psychiatric Complex, Bloemfontein
REQUIREMENTS	:	<ul style="list-style-type: none"> * Current registration as Basic Pharmacy Assistant at the South African Pharmacy Council. * Validated proof of requirements.

RECOMMENDATIONS	:	<ul style="list-style-type: none"> * Sound interpersonal relationship skills. * Willingness to learn.
DUTIES	:	<ul style="list-style-type: none"> * Preparation of in- and outpatient prescriptions. * Receiving, checking and unpacking of stock. * Stocktaking and checking expiry dates of all stock. * Issuing of “dry” pharmacy. * Adherence to the Free State Psychiatric Complex Infection control standards and waste management, Health and Safety regulations, Risk management, Quality Assurance and delegated tasks.
ENQUIRIES	:	<p>Ms Ida Bango Tel. No. (051) 4079346</p>
REFERENCE	:	H/P/82
APPLICATIONS	:	<p>The Manager: Human Resources Free State Psychiatric Complex (Attention: Ms L. Pelser) Private Bag X20607 BLOEMFONTEIN 9300</p>
POST 12	:	Supplementary Diagnostic Radiographer
SALARY	:	R54 222.00 per annum
CENTRE	:	MUCPP, Bloemfontein
REQUIREMENTS	:	Registration with the Health Professions Council of South Africa as Supplementary Diagnostic Radiographer.

RECOMMENDATIONS	:	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 optimally maintain equipment.
ENQUIRIES	:	Mr T. Raleting Tel. No. (051) 4472194
REFERENCE	:	H/S/43
APPLICATIONS	:	The District Manager Motheo District (Attention: Mr D.H. le Roux) P.O. Box 441 BLOEMFONTEIN 9300
POST 13	:	Supplementary Diagnostic Radiographer
SALARY	:	R54 222.00 per annum
CENTRE	:	Itemoheng District Hospital, Senekal
REQUIREMENTS	:	Registration with the Health Professions Council of South Africa as Supplementary Diagnostic Radiographer.
RECOMMENDATIONS	:	Appropriate experience.
DUTIES	:	<ul style="list-style-type: none"> * Perform standard diagnostic radiographic imaging. * Operate CT Scanner. * Work after hours.

ENQUIRIES	:	Dr M.J. Pule Tel. No. (058) 4812114
REFERENCE	:	H/S/35
APPLICATIONS	:	The Chief Executive Officer Itemoheng District Hospital (Attention: Me M.N. Kumalo) Private Bag X09 SENEKAL 9600
POST 14	:	Senior Administration Clerk Grade I
SALARY	:	R54 222.00 per annum
CENTRE	:	Marakong Clinic: Local Area Maluti-A-Phofung
REQUIREMENTS	:	<ul style="list-style-type: none"> * Grade 10 (or equivalent) Certificate. * Computer literacy.
RECOMMENDATIONS	:	Good interpersonal relations and communication skills.
DUTIES	:	<ul style="list-style-type: none"> * Registration of patients. * Ordering of stock for the Clinic. * Monitoring and controlling stock at the Clinic. * Supervise Cleaner. * Refer critical patients to Sister in Charge.
ENQUIRIES	:	M.L. Tsibuli Tel. No. (058) 7131035
REFERENCE	:	H/A/106
APPLICATIONS	:	The District Manager Thabo Mofutsanyana District (Attention: H. van Zyl)

Private Bag X824
WITSIESHOEK
9870

POST 15	:	Senior Administration Clerk Grade I
SALARY	:	R54 222.00 per annum
CENTRE	:	Bioketlo Clinic: Local Area Maluti-A-Phofung
REQUIREMENTS	:	<ul style="list-style-type: none">* Grade 10 (or equivalent) Certificate.* Computer literacy.
RECOMMENDATIONS	:	Good interpersonal relations and communication skills.
DUTIES	:	<ul style="list-style-type: none">* Registration of patients.* Ordering of stock for the Clinic.* Monitoring and controlling stock at the Clinic.* Supervise Cleaner.* Refer critical patients to Sister in Charge.
ENQUIRIES	:	M.L. Tsibuli Tel. No. (058) 7131035
REFERENCE	:	H/A/107
APPLICATIONS	:	The District Manager Thabo Mofutsanyana District (Attention: H. van Zyl) Private Bag X824 WITSIESHOEK 9870
POST 16	:	Senior Administration Clerk Grade I (Production)

SALARY	:	R54 222.00 per annum
CENTRE	:	Regional Laundry, QwaQwa
REQUIREMENTS	:	<ul style="list-style-type: none"> * Grade 10 (or equivalent) Certificate. * Extensive Laundry experience.
RECOMMENDATIONS	:	<ul style="list-style-type: none"> * Good communication and interpersonal relations skills. * Ability to work under pressure/stressful situation. * Must be able to travel to other institutions. * Must be able to work shifts.
DUTIES	:	<ul style="list-style-type: none"> * Keep the monthly statistics of linen. * Complete the requisition forms. * Compile graphical statistics for absenteeism. * Fulfil the additional given tasks. * Complete the journal forms. * Ensures that the journal forms are signed by all our clients for verification purposes. * Handling inquiries as far as submitted requisitions are concerned. * Submit requisitions for stores, assets and services by the functionaries to the Chief User for approval.
ENQUIRIES	:	Mr K.L. Sebeela Tel. No. (058) 7898272
REFERENCE	:	H/A/108
APPLICATIONS	:	The Acting Senior Manager Human Resource Management (Attention: Mr M. Mokgampanyane)

P.O. Box 227
BLOEMFONTEIN
9300

POST 17	:	Senior Administration Clerk Grade I
SALARY	:	R54 222.00 per annum
CENTRE	:	Fezile Dabi District Health Services: Metsimaholo Clinic, Oranjeville
REQUIREMENTS	:	<ul style="list-style-type: none">* Grade 10 (or equivalent) Certificate.* Valid driver's license.
RECOMMENDATIONS	:	<ul style="list-style-type: none">* Appropriate experience.* Computer literacy.
DUTIES	:	<ul style="list-style-type: none">* Provide administrative support to other members of the team.* Registration of clients.* Filing back of patients' files after consultations.* Booking for clients for hospital and transportation by commuter service.* General administrative duties.
ENQUIRIES	:	Ms V.S. Mahlatse Tel. No. (016) 9709308
REFERENCE	:	H/A/86
APPLICATIONS	:	The District Manager Fezile Dabi Health District (Attention: Me A. Brits) Private Bag X2005 SASOLBURG 1947

POST 18 : **Senior Administration Clerk Grade I**

SALARY : R54 222.00 per annum

CENTRE : Fezile Dabi Health District: Phedisong Clinic, Villiers

REQUIREMENTS : *

- * Grade 10 (or equivalent) Certificate.
- * Computer literacy: Excel, PowerPoint and Word.

DUTIES : *

- * Office management:
 - Typing
 - Filing
- * Control budget of the cost centre.
- * Manage the diary of the managers.
- * General administrative duties.

ENQUIRIES : Ms S.V. Malatse
Tel. No. (016) 9709309

REFERENCE : H/A/87

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

POST 19 : **Senior Administration Clerk Grade I**

SALARY : R54 222.00 per annum

CENTRE : Paul Roux Clinic: Local Area Dihlabeng

REQUIREMENTS : *

- * Grade 10 (or equivalent) Certificate.

RECOMMENDATIONS	:	<ul style="list-style-type: none"> * Ability to work under pressure. * Good written and verbal communication skills. * Confidentiality. * Good interpersonal relations.
DUTIES	:	<ul style="list-style-type: none"> * Registration of patients at reception. * Filing of patients' files. * Taking of messages. * Answering the telephone.
ENQUIRIES	:	S.W. Wentzel Tel. No. (058) 3038113
REFERENCE	:	H/A/88
APPLICATIONS	:	The District Manager Thabo Mofutsanyana District (Attention: H. van Zyl) Private Bag X824 WITSIESHOEK 9870
POST 20	:	Senior Administration Clerk Grade I
SALARY	:	R54 222.00 per annum
CENTRE	:	Regional Laundry, Bloemfontein
REQUIREMENTS	:	<ul style="list-style-type: none"> * Grade 10 (or equivalent) Certificate. * Appropriate experience in Human Resources. * Code 8 driver's license.
RECOMMENDATIONS	:	<ul style="list-style-type: none"> * Good interpersonal relations. * Communication skills.

		<ul style="list-style-type: none"> * Computer skills: PERSAL, Microsoft Office Word, Microsoft Office Excel.
DUTIES	:	<p>In-depth knowledge of the following Human Resources issues:</p> <ul style="list-style-type: none"> * Overtime, Injury on Duty, Appointments, Resignations, transfer, etc. * Leave capturing, providing of leave credits, incapacity leave, Audit files.
ENQUIRIES	:	<p>Me A.S. Pono Tel. No. (051) 4002027</p>
REFERENCE	:	H/A/89
APPLICATIONS	:	<p>The Acting Senior Manager Human Resource Management (Attention: Mr M.J. Mokgampanyane) P.O. Box 227 BLOEMFONTEIN 9300</p>
POST 21	:	Senior Administration Clerk Grade I
SALARY	:	R54 222.00 per annum
CENTRE	:	Nuclear Medicine: Universitas Hospital, Bloemfontein
REQUIREMENTS	:	<ul style="list-style-type: none"> * Grade 10 (or equivalent) Certificate. * Computer literate (MS Word, Powerpoint, Excel). * Valid driver's license (Code EB).
RECOMMENDATIONS	:	<ul style="list-style-type: none"> * Strong interpersonal relationships. * Excellent administrative and organizational skills.

		<ul style="list-style-type: none"> * The ability to work under pressure and beyond normal official working hours.
DUTIES	:	<ul style="list-style-type: none"> * Receive patients at reception and complete the patient register. * Answer telephone. * Do patient bookings per telephone and computer. * Typing patients' reports on Meditech System. * Send out patients' reports. * Typing letters and other documents. * Filing patients' reports and patients' index cards (Confidential). * Complete the Route Cards. * Working with sick patients. * Responsible for sending faxes.
ENQUIRIES	:	<p>Prof. A.C. Otto Tel. No. (051) 4053487</p>
REFERENCE	:	H/A/99
APPLICATIONS	:	<p>The Chief Executive Officer Universitas Hospital (Attention: Prof. A.C. Otto) Private Bag X20660 BLOEMFONTEIN 9300</p>
POST 22	:	Senior Administration Clerk Grade I
SALARY	:	R54 222.00 per annum
CENTRE	:	Free State Psychiatric Complex, Bloemfontein

REQUIREMENTS	:	<ul style="list-style-type: none"> * Grade 10 (or equivalent) Certificate. * Computer literate (MS Word, Excel, PowerPoint, Internet Explorer).
RECOMMENDATIONS	:	A Certificate in Industrial Relations will be a bonus.
DUTIES	:	<ul style="list-style-type: none"> * Render administrative support to Labour Relations Sub-division (i.e. filing, minutes taking during meetings and report writing). * Handle grievances lodged with Labour Relations Sub-division. * Handle misconduct cases reported to Labour Relations Sub-division. * Co-ordinate activities of Free State Psychiatric Complex Union Management Committee. * Make proper logistical arrangements of Disciplinary Hearings.
ENQUIRIES	:	Mr Mothupi Tel. No. (051) 4079406
REFERENCE	:	H/A/100
APPLICATIONS	:	The Chief Executive Officer Free State Psychiatric Complex (Attention: Mr A. van Zyl) Private Bag X20607 BLOEMFONTEIN 9300
POST 23	:	Senior Administration Clerk Grade I (2 posts)
SALARY	:	R54 222.00 per annum
CENTRE	:	Budget Batch Control: Universitas Hospital, Bloemfontein

REQUIREMENTS	:	<ul style="list-style-type: none"> * Grade 10 (or equivalent) Certificate. * Extensive experience in Finance. * Knowledge of BAS and LOGIS. * Computer literate.
DUTIES	:	<ul style="list-style-type: none"> * Internal Audit on payments. * Handle Sundry payments, Commitments, Queries. * Fund shifting, Journalizing and other issues related to payments.
ENQUIRIES	:	Mr D. Strydom Tel. No. (051) 4053362
REFERENCE	:	H/A/101
APPLICATIONS	:	The Chief Executive Officer Universitas Hospital (Attention: Mr D. Strydom) Private Bag X20660 BLOEMFONTEIN 9300
POST 24	:	Senior Administration Clerk Grade I
SALARY	:	R54 222.00 per annum
CENTRE	:	Fezile Dabi Health District: District Office
REQUIREMENTS	:	<ul style="list-style-type: none"> * Grade 10 (or equivalent) Certificate. * Computer literacy: Excel, PowerPoint and Word.
DUTIES	:	<ul style="list-style-type: none"> * Office Management: <ul style="list-style-type: none"> - Typing - Filing

- * Control budget of the cost centre.
- * Manage the diary of the managers.
- * General administrative duties.

ENQUIRIES : Ms J.S. Skhosana
Tel. No. (016) 9709308

REFERENCE : H/A/93

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

POST 25 : **Senior Administration Clerk Grade I**

SALARY : R54 222.00 per annum

CENTRE : Fezile Dabi Health District: District Office,
Kroonstad

REQUIREMENTS :

- * Grade 10 (or equivalent) Certificate.
- * Computer literacy.
- * Driver's license.

DUTIES :

- * Receiving and processing of trip requests, processing of trip and compile travelling plan.
- * Faxing trip authorizations to different institutions, clinic and applicants for transport in the Health sector.
- * Handle all enquiries with regards to trip requests effectively.
- * Coordinate drivers with regard to post, deliveries and transport of personnel.

- * Handle telephone enquiries.

ENQUIRIES	:	Mr S. Armoed Tel. No. (056) 2163306
REFERENCE	:	H/A/94
APPLICATIONS	:	The District Manager Fezile Dabi Health District (Attention: Ms A. Brits) Private Bag X2005 SASOLBURG 1947
POST 26	:	Senior Administration Clerk Grade I (3 posts 1 x Bethlehem, 2 x Bloemfontein)
SALARY	:	R54 222.00 per annum
CENTRE	:	Directorate Forensic Pathology and Medicine Services:
REQUIREMENTS	:	<ul style="list-style-type: none"> * Grade 10 (or equivalent) Certificate. * Computer literacy. * Achieve and maintain good interpersonal and working relations with staff and stakeholders. * Must be willing to work within a forensic mortuary environment.
RECOMMENDATIONS	:	Good communication skills.
DUTIES	:	<ul style="list-style-type: none"> * Ensuring the completion of documentation, for the Medical Officers and Pathologists, prior to and after the post mortem process. * Ensuring proper control of post mortem reports. * Rendering a support service to the Chief Forensic Pathology Officer regarding daily administrative duties.

- * Ensuring reception and enquiry service to the community.

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

REFERENCE : H/A/51

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

POST 27 : **Senior Administration Clerk Grade I (2 posts)**

SALARY : R54 222.00 per annum

CENTRE : Free State Psychiatric Complex, Bloemfontein

REQUIREMENTS :

- * Grade 10 (or equivalent) Certificate.
- * Extensive appropriate experience.
- * Computer literate (MS Word, Excel, etc.).

RECOMMENDATIONS :

- * Certificate in Records Management.
- * Experience in Medical/Patient Records management.
- * Exposure and experience in Electronic Records Management.

DUTIES :

- * The officer is responsible for rendering administration support functions in Central Medical Records Section and allocated to support Head of Health Establishment.
- * Ensuring proper completion of patients documents and assists in flow of documents

from the wards and Central Medical Records Section.

- * Maintain up to date filing of patient documents in office, strong rooms and archives.
- * The officer implement and monitor Batho Pele Principles daily in office, ensure two-way communication in office has regular communication to discuss problems encountered, visit wards to control outstanding Patient Clinical files.

ENQUIRIES : Me H. Cronje
Tel. No. (051) 4079266

REFERENCE : H/A/52

APPLICATIONS : The Chief Executive Officer
Free State Psychiatric Complex
(Attention: Me M. Boshoff)
Private Bag X20607
BLOEMFONTEIN
9300

POST 28 : **Senior Administration Clerk Grade I**

SALARY : R54 222.00 per annum

CENTRE : Free State Psychiatric Complex, Bloemfontein

REQUIREMENTS :

- * Grade 10 (or equivalent) Certificate.
- * Higher Diploma in secretarial and computer skills (MS Word, PowerPoint, Excel, etc.).
- * Higher Diploma in Cost Centre Management.
- * Record Management Diploma.
- * Office Management Diploma.

		<ul style="list-style-type: none"> * Professional business writing and minute taking diploma / certificate.
RECOMMENDATIONS	:	<ul style="list-style-type: none"> * Appropriate experience in office administration. * Cost Centre Management. * Typing experience.
DUTIES	:	<ul style="list-style-type: none"> * Ensure the effective handling, compiling and typing of all typing work in the Clinical Psychology Division. * Cost Centre Management. * Record Management. * Office Management. * Management of computerized leave register. * Ensure effective communication and customer care. * Management of computerized PDMS.
ENQUIRIES	:	<p>Prof. F.J.W. Calitz Tel. No. (051) 4079382</p>
REFERENCE	:	H/A/95
APPLICATIONS	:	<p>The Chief Executive Officer Free State Psychiatric Complex (Attention: Prof. F.J.W. Calitz) Private Bag X20607 BLOEMFONTEIN 9300</p>
POST 29	:	Senior Housekeeping Supervisor
SALARY	:	R54 222.00 per annum
CENTRE	:	Dihlabeng Regional Hospital, Bethlehem

REQUIREMENTS : * Grade 10 (or equivalent) Certificate.

* Basic computer literacy.

* Relevant experience.

* Good interpersonal skills.

* Good verbal and written communication skills.

RECOMMENDATIONS : * Knowledge of Housekeeping supervision.

* Ability to work under pressure.

* Ability to write comprehensive reports.

* Ability to lead a team.

DUTIES : * Overall management and supervision of Household and Laundry Services of the hospital.

* Ensure that hospital meets the quality assurance standards.

* Ensure that the cleanliness of relevant sections of the hospital meets quality standards.

* Attend meetings, workshops and writing reports.

* Provide any other relevant assistance as required.

* Supervision and evaluation of subordinates.

* Compiling work schedules and staff allocation.

* Contribute to overall patient satisfaction through effective housekeeping.

ENQUIRIES : Me G.A.L. Montsitsi

Tel. No. (058) 3035331

REFERENCE : H/H/

APPLICATIONS : The Chief Executive Officer
Dihlabeng Regional Hospital
(**Attention: Me T. Harris**)
Private Bag X3
BETHLEHEM
9700

POST 30 : **Senior Laundry Supervisor (2 posts)**

SALARY : R54 222.00 per annum

CENTRE : Regional Laundry, QwaQwa

REQUIREMENTS : * Grade 10 (or equivalent) Certificate.
* Extensive Laundry (Production) experience.

RECOMMENDATIONS : * Good communication and interpersonal relations skills.
* Ability to work under pressure/stressful situation.
* Prepared to work shifts.
* Able to perform any other given tasks.

DUTIES : * Ensure that the vehicles are off-loaded on arrival.
* Control and verify the received soiled linen.
* Verify that the tumble dryers are unloaded.
* Verify that the washed linen for finishing section is received.
* Ensures that Health & Safety Acts and Policies are adhered to.

- * Fulfill the additional given tasks.
- * Fill-up linen in the Laundry rooms.
- * Report uncertain incidents to Management of the institution.
- * Handling inquiries on service deliveries.

ENQUIRIES : Mr K.L. Sebeela
Tel. No. (058) 7898272

REFERENCE : H/L/10

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

POST 31 : **Principal Operator (Boiler)**

SALARY : R54 222.00 per annum

CENTRE : Regional Laundry, Kroonstad

REQUIREMENTS :

- * ABET literacy (or equivalent) Certificate.
- * Ability to read and write.
- * Physical fitness (post requires standing and climbing ladders).
- * Appropriate knowledge and skills in boiler operation.
- * Certificate in Boiler Operation.

RECOMMENDATIONS : Extensive experience in boiler operation will be an advantage.

DUTIES : * To operate a boiler by ensuring that the laundry is continuously supplied with steam and compressed air.

* Responsible for the overseeing of the boiler house equipment and compressors as well as coal bunker monitoring.

* To report all mechanical defects to the Technical Section.

* To monitor the performance of machine/ machine contractors working at the boiler and report any default/dissatisfaction/ incompleteness with regard to machine/ contractors to Artisan Foreman.

* Good communication skills.

ENQUIRIES : Mr L.B. Botha
Tel. No. (056) 2164900

REFERENCE : H/O/4

APPLICATIONS : The Laundry Manager
Regional Laundry
(**Attention: Mrs S.M. Bruwer**)
Private Bag X42
KROONSTAD
9500

POST 32 : **Security Officer Grade III (2 posts)**

SALARY : R54 222.00 per annum

CENTRE : Nketoana District Hospital, Reitz

REQUIREMENTS : * Grade 10 (or equivalent qualification).

* Appointment is subjected to a successful security clearance.

RECOMMENDATIONS : Driver's license.

DUTIES	:	<ul style="list-style-type: none"> * Check vehicles. * Control traffic flow. * Escort visitors when necessary. * Patrol buildings and fenced off areas. * Report incidents.
ENQUIRIES	:	Mr J.A.H. Kotzé Tel. No. (058) 8632806
REFERENCE	:	H/S/34
APPLICATIONS	:	The Chief Executive Officer Nketoana District Hospital (Attention: Mr J.A.H. Kotzé) Private Bag X5 REITZ 9810
POST 33	:	Food Services Supervisor
SALARY	:	R46 200.00 per annum
CENTRE	:	Thebe District Hospital, Harrismith
REQUIREMENTS	:	ABET Qualification (or equivalent certificate).
RECOMMENDATIONS	:	<ul style="list-style-type: none"> * Knowledge of Food Services supervision. * Ability to work under pressure. * Good written and verbal communication skills.
DUTIES	:	<ul style="list-style-type: none"> * Ensure the service meets the quality assurance standard. * Ensure cleanness of the kitchen meets COHSASA standards.

- * Ordering of cleaning materials and groceries under supervision.

ENQUIRIES : Mr T.C. Mosia
Tel. No. (058) 6221111

REFERENCE : H/F/4

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

POST 34 : **Administration Clerk Grade II**

SALARY : R46 200.00 per annum

CENTRE : MUCPP, Bloemfontein

REQUIREMENTS : * Grade 10 (or equivalent) Certificate.
* Appropriate experience.

RECOMMENDATIONS : Computer literacy.

DUTIES : * Capture of patient information from patient files into electronic system.
* Pull out reports as requested from the system and management of patients' files in the said clinic.

ENQUIRIES : Me B.L. Khalobe
Tel. No. (051) 4356430 / 4343542

REFERENCE : H/A/109

APPLICATIONS : The District Manager
Motheo District
(Attention: Me Kalaote)
P.O. Box 441
BLOEMFONTEIN

9300

POST 35	:	Senior Machine Operator
SALARY	:	R46 200.00 per annum
CENTRE	:	Regional Laundry, QwaQwa
REQUIREMENTS	:	<ul style="list-style-type: none">* ABET – must be able to read and write.* Ability to work with chemicals.* Relevant experience in Laundry Services.
RECOMMENDATIONS	:	<ul style="list-style-type: none">* Good communication skills.* Ability to work under pressure.* Good interpersonal relations.* Must be able to work shifts.* Must be able to stand for long hours.
DUTIES	:	<ul style="list-style-type: none">* Monitor the performance of the washing machines.* Observe maintenance contractors working on the machines.* Report any defaults.* To operate the machines.* Adhere to Health & Safety Act at all times.* Receive and load the machines with dirty linen.* Reporting of increase in production.
ENQUIRIES	:	Mr K.L. Sebeela Tel. No. (058) 7898272

REFERENCE	:	H/O/5
APPLICATIONS	:	The Acting Senior Manager Human Resource Management (Attention: Mr M. Mokgampanyane) P.O. Box 227 BLOEMFONTEIN 9300
POST 36	:	Seamstress II
SALARY	:	R46 200.00 per annum
CENTRE	:	Regional Laundry, QwaQwa
REQUIREMENTS	:	<ul style="list-style-type: none"> * Grade 10 (or equivalent) Certificate. * Extensive Laundry experience. * Seamstress Certificate.
RECOMMENDATIONS	:	<ul style="list-style-type: none"> * Good communication and interpersonal relations skills. * Ability to work under pressure/stressful situation. * Must be prepared to work shifts. * Must be able to perform any other given tasks.
DUTIES	:	<ul style="list-style-type: none"> * Mending of the torn linen. * Use condemned linen for items that are needed. * Make curtains as may needed. * Fulfill the additional given tasks. * Fill-up linen in the Laundry rooms.

- * Report uncertain incidents to Management of the institution.
- * Handling inquiries as far as submitted requisitions are concerned.

ENQUIRIES	:	Mr K.L. Sebeela Tel. No. (058) 7898272
REFERENCE	:	H/S/44
APPLICATIONS	:	The Acting Senior Manager Human Resource Management (Attention: Mr M. Mokgampanyane) P.O. Box 227 BLOEMFONTEIN 9300
POST 37	:	Foreman Cleaning Services (General Foreman)
SALARY	:	R46200.00 per annum
CENTRE	:	Dihlabeng Regional Hospital, Bethlehem
REQUIREMENTS	:	Appropriate experience.
RECOMMENDATIONS	:	<ul style="list-style-type: none"> * Good communication skills. * Knowledge of cleaning. * Supervision skills. * Computer literacy.
DUTIES	:	<ul style="list-style-type: none"> * Draw allocation of cleaning personnel accordingly. * Ensure proper use of protective clothing by cleaners to prevent cross infection. * Ensure and maintain cleanliness of floors, furniture and windows daily. * Ensure availability of cleaning equipment.

- * Management and supervision to colleagues.

ENQUIRIES : Me G.A.L. Montsitsi
Tel. No. (058) 3035331

REFERENCE : H/F/07

APPLICATIONS : The Chief Executive Officer
Dihlabeng Regional Hospital
(**Attention: Me T. Harris**)
Private Bag X3
BETHLEHEM
9700

POST 38 : **Security Officer Grade II (2 posts)**

SALARY : R46 200.00 per annum

CENTRE : John Daniel Newsberry District Hospital,
Clocolan

REQUIREMENTS :

- * Grade 10 (or equivalent qualification).
- * Appointment is subjected to a successful security clearance.
- * Appropriate knowledge and experience in security related issues.
- * Willingness to work shifts.

RECOMMENDATIONS :

- * Good interpersonal skills.
- * Good written and verbal communication skills.
- * Security Course Certificate.

DUTIES :

- * Do spot checks around the hospital.
- * Search for unlawful weapons.
- * Control hospital access at the main gate.

- * Register and search incoming and outgoing cars including governmental cars.

ENQUIRIES : Mr Kopane
Tel. No. (058) 4812114

REFERENCE : H/S/36

APPLICATIONS : The Chief Executive Officer
Itemoheng District Hospital
(**Attention: Me M.N. Kumalo**)
Private Bag X09
SENEKAL
9600

POST 39 : **Security Officer Grade II**

SALARY : R46 200.00 per annum

CENTRE : Itemoheng District Hospital, Senekal

REQUIREMENTS :

- * Grade 10 (or equivalent qualification).
- * Appointment is subjected to a successful security clearance.
- * Appropriate knowledge and experience in security related issues.
- * Willingness to work shifts.

RECOMMENDATIONS :

- * Good interpersonal skills.
- * Good written and verbal communication skills.
- * Security Course Certificate.

DUTIES :

- * Do spot checks around the hospital.
- * Search for unlawful weapons.
- * Control hospital access at the main gate.

- * Register and search incoming and outgoing cars including governmental cars.

ENQUIRIES	:	Mr T. Mohaeka Tel. No. (058) 4812114
REFERENCE	:	H/S/37
APPLICATIONS	:	The Chief Executive Officer Itemoheng District Hospital (Attention: Me M.N. Kumalo) Private Bag X9 SENEKAL 9600
POST 40	:	Security Officer Grade II
SALARY	:	R46 200.00 per annum
CENTRE	:	Thebe District Hospital, Harrismith
REQUIREMENTS	:	<ul style="list-style-type: none"> * Grade 10 (or equivalent qualification). * Appointment is subjected to a successful security clearance.
RECOMMENDATIONS	:	<ul style="list-style-type: none"> * Knowledge in the security environment will be advantageous. * Good interpersonal relations skills and ability to communicate effectively (written and verbal). * Able to manage conflict situations. * Able to work in a team and shifts. * Must be willing to undergo security training.
DUTIES	:	<ul style="list-style-type: none"> * Act as an Authorized Officer in terms of the security legislation "Control of Access to Public Premises and Vehicles Act, Act 53 of 1985".

- * Implement the Security measures (i.e. Legislations, Security policy and procedures).
- * Execute Access control function, i.e. control of movement of personnel, visitors and assets entering or leaving the institution.
- * Do guarding, patrolling and escort duties.
- * Implement the key control measure for the institution.

ENQUIRIES : Mr M.M. Khasu
Tel. No. (051) 4081256

REFERENCE : H/S/38

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

POST 41 : **Nursing Assistant**

SALARY : R46 200.00 per annum

CENTRE : Fezile Dabi District Health Services: Parys Clinic

REQUIREMENTS : * Grade 10 (or equivalent) Certificate.
* Enrolment with the South African Nursing Council as Nursing Auxiliary.

RECOMMENDATIONS : Appropriate knowledge of primary health care services.

DUTIES : * Render a comprehensive primary health care service.
* Observing and reporting abnormalities.

* Basic nursing care.

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

REFERENCE : H/N/29

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

POST 42 : **Nursing Assistant**

SALARY : R46 200.00 per annum

CENTRE : Fezile Dabi Health District: PAX Community
Health Centre, Viljoenskroon

REQUIREMENTS : * Grade 10 (or equivalent) Certificate.
* Enrolment with the South African Nursing
Council as Nursing Auxiliary.

DUTIES : * Observe and report abnormalities.
* Basic nursing care.

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

REFERENCE : H/N/34

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