



## **FREE STATE PROVINCIAL GOVERNMENT VACANCY CIRCULAR 53/2007**

**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: 11/06/2007**

**Department of the Premier    Departement van die Premier    Lefapha La Tonakgolo**

**Human Resource Advice, Co-ordination and Management Directorate**

<b>POST 43</b>	:	<b>Secretary</b>
<b>SALARY</b>	:	R46 200.00 per annum
<b>CENTRE</b>	:	Pelonomi Regional Hospital, Bloemfontein
<b>REQUIREMENTS</b>	:	<ul style="list-style-type: none"> <li>* Grade 12 (or equivalent) Certificate with Typing as passed subject.</li> <li>* Secretarial Diploma or extensive experience in Secretarial work.</li> <li>* Computer literacy in MS Office (Excel, Word, PowerPoint, Internet).</li> </ul>
<b>DUTIES</b>	:	<ul style="list-style-type: none"> <li>* Manage diary of the Head of Clinical Services.</li> <li>* Schedule meetings, take minutes, manage documents.</li> <li>* General office duties: <ul style="list-style-type: none"> <li>- Assist visitors with parking and other requirements.</li> <li>- Liaise with doctors from other hospitals and other external stakeholders.</li> </ul> </li> </ul>
<b>ENQUIRIES</b>	:	Dr M.G. Schoon Tel. No. (051) 4051936
<b>REFERENCE</b>	:	H/S/39
<b>APPLICATIONS</b>	:	The Chief Executive Officer Pelonomi Regional Hospital <b>(Attention: Mr S.I. Makhema)</b> Private Bag X20581 BLOEMFONTEIN 9300
<b>POST 44</b>	:	<b>Handyman</b>
<b>SALARY</b>	:	R46 200.00 per annum

<b>CENTRE</b>	:	Regional Laundry, Kroonstad
<b>REQUIREMENTS</b>	:	<ul style="list-style-type: none"> <li>* Ability to read and write.</li> <li>* Ability to work with different tools.</li> <li>* Physically strong.</li> <li>* Be able to climb ladders.</li> <li>* ABET literacy.</li> </ul>
<b>RECOMMENDATIONS</b>	:	Relevant experience and technical skills.
<b>DUTIES</b>	:	<ul style="list-style-type: none"> <li>* Perform maintenance work within his/her abilities.</li> <li>* Exercise control over tools, supplies and other equipment.</li> <li>* Render assistance to Artisans.</li> </ul>
<b>ENQUIRIES</b>	:	Mr L.B. Botha Tel. No. (056) 2164900
<b>REFERENCE</b>	:	H/H/14
<b>APPLICATIONS</b>	:	The Laundry Manager Regional Laundry ( <b>Attention: Mrs S.M. Bruwer</b> ) Private Bag X42 KROONSTAD 9500
<b>POST 45</b>	:	<b>Administration Clerk Grade I</b>
<b>SALARY</b>	:	R40 227.00 per annum
<b>CENTRE</b>	:	Admin. & Support Services: Local Area Maluti-A-Phofung
<b>REQUIREMENTS</b>	:	Grade 10 (or equivalent) Certificate <ul style="list-style-type: none"> <li>* Computer literacy is essential.</li> </ul>

<b>DUTIES</b>	:	<ul style="list-style-type: none"> <li>* Type documents for the Local Area Manager.</li> <li>* Answer the phone and take messages.</li> <li>* Do filing. Open files.</li> <li>* Make photocopies.</li> <li>* Contact the clinics for the Local Area Manager and request information when needed.</li> <li>* Send information out to the Clinic Managers when necessary.</li> <li>* Receive leave forms from the clinics at Maluti-A-Phofung and write in book for Human Resource's signature.</li> </ul>
<b>ENQUIRIES</b>	:	M.L. Tsibuli Tel. No. (058) 7131035
<b>REFERENCE</b>	:	H/A/55
<b>APPLICATIONS</b>	:	The District Manager Thabo Mofutsanyana District ( <b>Attention: H. van Zyl</b> ) Private Bag X824 WITSIESHOEK 9870
<b>POST 46</b>	:	<b>Administration Clerk Grade I</b>
<b>SALARY</b>	:	R40 227.00 per annum
<b>CENTRE</b>	:	Elizabeth Ross District Hospital, Witsieshoek
<b>REQUIREMENTS</b>	:	Grade 10 (or equivalent) Certificate.
<b>RECOMMENDATIONS</b>	:	Computer literacy.
<b>DUTIES</b>	:	* Registration of patients.

\* Record keeping of patients' files.

\* Cashier.

**ENQUIRIES** : Ms M.J. Ramasobane  
Tel. No. (058) 7891213/3940

**REFERENCE** : H/A/110

**APPLICATIONS** : The Chief Executive Officer  
Elizabeth Ross District Hospital  
(**Attention: Ms M.J. Ramasobane**)  
Private Bag X804  
WITSIESHOEK  
9870

**POST 47** : **Administration Clerk Grade I (2 posts)**

**SALARY** : R40 227.00 per annum

**CENTRE** : MUCPP, Bloemfontein

**REQUIREMENTS** : \* Grade 10 (or equivalent) qualification.  
\* 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/111

**APPLICATIONS** : The District Manager  
Motheo District  
MUCPP  
(**Attention: Me Kalaote**)

P.O. Box 441  
BLOEMFONTEIN  
9300

<b>POST 48</b>	:	<b>Administration Clerk Grade I</b>
<b>SALARY</b>	:	R40 227.00 per annum
<b>CENTRE</b>	:	Thaba Nchu Clinics
<b>REQUIREMENTS</b>	:	Grade 10 (or equivalent) Certificate  Computer literacy.
<b>RECOMMENDATIONS</b>	:	Good interpersonal relationships and communication.
<b>DUTIES</b>	:	<ul style="list-style-type: none"><li>* Registration of patients.</li><li>* Filing of patients' records.</li><li>* Compiling of monthly statistics.</li><li>* Monthly inventory.</li><li>* Any other duty allocated.</li></ul>
<b>ENQUIRIES</b>	:	Me M.A. Setlالتها Tel. No. (051) 8739800
<b>REFERENCE</b>	:	H/A/90
<b>APPLICATIONS</b>	:	The District Manager Motheo District <b>(Attention: Mr D.H. le Roux)</b> P.O. Box 441 BLOEMFONTEIN 9300
<b>POST 49</b>	:	<b>Administration Clerk Grade I</b>
<b>SALARY</b>	:	R40 227.00 per annum

**CENTRE** : Cath Lab: Universitas Hospital, Bloemfontein

**REQUIREMENTS** : Grade 10 (or equivalent) Certificate

\* Computer literate.

**RECOMMENDATIONS** : \* Computer literacy – work with LOGIS, Meditech, Word, Excel.

\* Organizing abilities.

**DUTIES** : \* Help with orderings in hospital and theatre on tender and buy-out/inventory/stock takings.

\* Help with statistics/follow-up on outstanding orders/check linen stock, theatre cloths.

**ENQUIRIES** : Ms C. Cooreman  
Tel. No. (051) 4053434

**REFERENCE** : H/A/103

**APPLICATIONS** : The Chief Executive Officer  
Universitas Hospital  
**(Attention: Ms C. Cooreman)**  
Private Bag X20660  
BLOEMFONTEIN  
9300

  

**POST 50** : **Provisioning Administration Clerk Grade I**

**SALARY** : R40 227.00 per annum

**CENTRE** : Transport: Universitas Hospital, Bloemfontein

**REQUIREMENTS** : Grade 10 (or equivalent) Certificate

\* Administrative background will be an advantage.

**RECOMMENDATIONS** : \* Background of fleet management.

\* Valid driver's license.

**DUTIES** : \* Filing of log sheets.  
\* In- and out-checking of vehicles and valid license of users (drivers).  
\* All administrative tasks in Transport Department.

**ENQUIRIES** : Ms J. King  
Tel. No. (051) 4053752

**REFERENCE** : H/A/102

**APPLICATIONS** : The Chief Executive Officer  
Universitas Hospital  
(**Attention: Ms J. King**)  
Private Bag X20660  
BLOEMFONTEIN  
9300

**POST 51** : **Registry Clerk**

**SALARY** : R40 227.00 per annum

**CENTRE** : Bongani Regional Hospital, Welkom

**REQUIREMENTS** : \* Grade 10 (or equivalent) Certificate  
\* Practical knowledge of registry.

**RECOMMENDATIONS** : Computer literacy.

**DUTIES** : \* Opening of files.  
\* Tacking of files.  
\* Filing of documents.  
\* Typing documents.  
\* Handling any other administrative tasks related to the post.



**ENQUIRIES** : Mr S. Ralile  
Tel. No. (057) 9168000

**REFERENCE** : H/R/16

**APPLICATIONS** : The Chief Executive Officer  
Bongani Regional Hospital  
(**Attention: Mr S. Ralile**)  
Private Bag X29  
WELKOM  
9460

**POST 52** : **Auxiliary Service Officer (Occupational Therapist)**

**SALARY** : R40 227.00 per annum

**CENTRE** : National District Hospital, Bloemfontein

**REQUIREMENTS** :  
\* Willingness and interested to train as an Occupational Therapist.  
\* Grade 12 (or equivalent) Certificate with Mathematics and Science/Biology.  
\* Excel.  
\* Interpersonal skills.  
\* Driver's license.

**RECOMMENDATIONS** :  
\* Previous experience working with people with severe medical condition/disabilities.  
\* Computer literate.

**DUTIES** :  
\* Implementation and day-to-day operation of projects based in the hospital and the surrounding community under the supervision of a qualified Occupational Therapist.  
\* Record keeping and other relevant administration tasks.

- \* Training as an Occupational Therapist.
- \* Assistant in specific areas of practice.

**ENQUIRIES** : Ms Swanepoel  
Tel. No. (051) 4039678

**REFERENCE** : H/A/47

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

**POST 53** : **Auxiliary Services Officer Grade I (3 posts)**

**SALARY** : R40 227.00 per annum

**CENTRE** : Katleho District Hospital, Virginia

**REQUIREMENTS** : Grade 10 (or equivalent) Certificate

**RECOMMENDATIONS** : \* Ability to read and write.  
\* Physical fitness.

**DUTIES** : \* Execute various maintenance functions in the hospital.  
\* Be prepared to work shifts at the boiler house during winter season.  
\* Perform duties as delegated.

**ENQUIRIES** : Mr J.E. Campbell  
Tel. No. (057) 2213345

**REFERENCE** : H/A/53

**APPLICATIONS** : The Chief Executive Officer  
Katleho District Hospital  
(**Attention: Mr R.S. Khoali**)

Private Bag X4  
VIRGINIA  
9430

**POST 54** : **Auxiliary Services Officer Grade I (Household)**

**SALARY** : R40 227.00 per annum

**CENTRE** : Katleho District Hospital, Virginia

**REQUIREMENTS** : Grade 10 (or equivalent) Certificate

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

**DUTIES** :  
\* 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

**REFERENCE** : H/A/54

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

**POST 55** : **Auxiliary Services Officer Grade I (5 posts)**

**SALARY** : R40 227.00 per annum

**CENTRE** : Motheo District Office (Rehabilitation),  
Bloemfontein

**REQUIREMENTS** : Grade 10 (or equivalent) Certificate

**RECOMMENDATIONS** : \* Ability to work under pressure.  
\* Good interpersonal relations.  
\* Good verbal and written communication skills.  
\* Confidentiality.

**DUTIES** : \* Perform under direct supervision and with the minimum training, manual labour of a simple nature as indicated below.  
\* Cleaning and preparing the objects on which work is to be done.

**ENQUIRIES** : Me S.A. Zulu  
Tel. No. (051) 4472194

**REFERENCE** : H/A/91

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

**POST 56** : **Auxiliary Services Officer**

**SALARY** : R40 227.00 per annum

**CENTRE** : Fezile Dabi Health District: Mafube Local Area

**REQUIREMENTS** : Registration with the Health Professions Council of South Africa as a Health Therapy Assistant (Physiotherapy/Occupational Therapy).

**DUTIES** : \* Render Occupational/Physiotherapy services according to rules and regulations of the Health Professions Council of South Africa.

- \* Contribute to service development on request.
- \* Execute allocated management tasks in own area of work in line with guidelines.
- \* Participate in continuous development according to the regulations of the Health Professions Council of South Africa.
- \* Participate in the clinical training of students as indicated in the guidelines of the section and tertiary institutions.
- \* Render an assistive device maintenance service in own area of work.
- \* Contribute to policy formulation in the section as required.

**ENQUIRIES** : Ms A. Brits  
Tel. No. (016) 9709310

**REFERENCE** : H/A/92

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

**POST 57** : **Nursing Assistant**

**SALARY** : R40 227.00 per annum

**CENTRE** : Mobile Units: Local Area Dihlabeng

**REQUIREMENTS** : \* Grade 10 (or equivalent) Certificate

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

**RECOMMENDATIONS** : Appropriate experience.

**DUTIES** : \* 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** : S.W. Wentzel  
Tel. No. (058) 3038113

**REFERENCE** : H/N/21

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

**POST 58** : **Nursing Assistant**

**SALARY** : R54 222.00 per annum

**CENTRE** : Itemoheng District Hospital, Senekal

**REQUIREMENTS** : \* Grade 10 (or equivalent) Certificate

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

**RECOMMENDATIONS** : Extensive appropriate experience.

**DUTIES** : To render basic patient care in the general wards, Maternity and Casualty.

**ENQUIRIES** : Me N.J. Ramarou  
Tel. No. (058) 4812114

**REFERENCE** : H/N/38

**APPLICATIONS** : The Chief Executive Officer  
Itemoheng District Hospital  
(**Attention: Me M.N. Kumalo**)  
Private Bag X9  
SENEKAL  
9600

**POST 59** : **Nursing Assistant**

**SALARY** : R40 227.00 per annum

**CENTRE** : Katleho District Hospital, Virginia

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

**RECOMMENDATIONS** : \* Relevant experience.  
\* Basic Nursing Care skills.  
\* Communication skills.  
\* Good interpersonal relations.

**DUTIES** : \* Render basic quality nursing/patient care.  
\* Implement Nursing Care plans and policies under the supervision of Professional Nurse.  
\* Carry out any other related tasks as delegated by the Professional Nurse.  
\* Be prepared to work shifts according to the needs of the patients.

**ENQUIRIES** : Me M.R. Moletsane  
Tel. No. (057) 2213365

**REFERENCE** : H/N/39

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

**POST 60** : **Nursing Auxiliary (15 posts)**

**SALARY** : R40 227.00 per annum

**CENTRE** : Bongani Regional Hospital, Welkom

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

**DUTIES** : \* Rendering quality nursing care in the wards.  
\* Participate in quality improvement programme.

**ENQUIRIES** : Ms Mpitsi  
Tel. No. (057) 9168000

**REFERENCE** : H/N/40

**APPLICATIONS** : The Chief Executive Officer  
Bongani Regional Hospital  
(**Attention: Ms A. Zwiegelaar**)  
Private Bag X29  
WELKOM  
9460

**POST 61** : **Nursing Assistant (9 posts)**

**SALARY** : R40 227.00 per annum

**CENTRE** : MUCPP, Bloemfontein

**REQUIREMENTS** : \* Grade 10 (or equivalent) Certificate



- \* Proof of current enrolment with the South African Nursing Council as Nursing Auxiliary.

**RECOMMENDATIONS** : Relevant appropriate experience in Primary Health Care Services.

**DUTIES** : To provide all Nursing Assistant duties at MUCPP.

**ENQUIRIES** : Me P. Kalaote  
Tel. No. (051) 4356430 / (051) 4343542

**REFERENCE** : H/N/30

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

**POST 62** : **Nursing Assistant (4 posts)**

**SALARY** : R40 227.00 per annum

**CENTRE** : Lejweleputswa District: Matjhabeng Local Area

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

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

**ENQUIRIES** : Me J. Phakedi  
Tel. No. (057) 3913266

**REFERENCE** : H/N/31

**APPLICATIONS** : The District Manager  
Lejweleputswa District

(Attention: **Me J. Phakedi**)  
Private Bag X15  
WELKOM  
9460

**POST 63** : **Nursing Assistant**

**SALARY** : R40 227.00 per annum

**CENTRE** : Boitumelo Clinic, Senekal: Local Area Setsoto

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

**RECOMMENDATIONS** : Appropriate experience.

**DUTIES** :  
\* Render an effective and efficient primary health care service to the 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** : J. Kotze  
Tel. No. (051) 9335603

**REFERENCE** : H/N/32

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

<b>POST 64</b>	:	<b>Nursing Assistant</b>
<b>SALARY</b>	:	R40 227.00 per annum
<b>CENTRE</b>	:	Parys District Hospital
<b>REQUIREMENTS</b>	:	<ul style="list-style-type: none"> <li>* Grade 10 (or equivalent) Certificate</li> <li>* Current enrolment with the South African Nursing Council as Nursing Auxiliary.</li> </ul>
<b>RECOMMENDATIONS</b>	:	<ul style="list-style-type: none"> <li>* Ability to work under pressure.</li> <li>* Good interpersonal relations.</li> <li>* Good written and verbal communication skills.</li> <li>* Confidentiality.</li> </ul>
<b>DUTIES</b>	:	<ul style="list-style-type: none"> <li>* Help with washing of helpless patients.</li> <li>* Observing and reporting abnormalities.</li> <li>* Carry out any other task delegated to her/him.</li> </ul>
<b>ENQUIRIES</b>	:	Me N.M. Mokoena Tel. No. (056) 8162119
<b>REFERENCE</b>	:	H/N/33
<b>APPLICATIONS</b>	:	The Chief Executive Officer Parys District Hospital <b>(Attention: Me L.A. Fourie)</b> Private Bag X5 PARYS 9585
<b>POST 65</b>	:	<b>Typist Grade I (2 posts)</b>
<b>SALARY</b>	:	R40 227.00 per annum
<b>CENTRE</b>	:	Free State School of Nursing, Bloemfontein

<b>REQUIREMENTS</b>	:	<ul style="list-style-type: none"> <li>* Grade 12 Certificate (or equivalent) with Typing as a passed subject.</li> <li>* Appropriate experience in typing.</li> <li>* Computer literate.</li> <li>* Successful completion of Excel Course.</li> <li>* Experience in taking and typing of minutes of meeting.</li> </ul>
<b>RECOMMENDATIONS</b>	:	<ul style="list-style-type: none"> <li>* Knowledge of PowerPoint programme.</li> <li>* Experience of secretarial and reception work.</li> </ul>
<b>DUTIES</b>	:	<ul style="list-style-type: none"> <li>* Typing of examination papers, re-examination papers and memorandum papers.</li> <li>* Typing of workbooks, objective &amp; study guides.</li> <li>* Typing of change lists for students.</li> <li>* Typing of termination or completion forms.</li> <li>* Typing of general letters and documents.</li> <li>* Taking and typing of minutes of meetings.</li> <li>* Act as receptionist when necessary.</li> </ul>
<b>ENQUIRIES</b>	:	<p>L. Pretorius Tel. No. (051) 4039774</p>
<b>REFERENCE</b>	:	H/T/9
<b>APPLICATIONS</b>	:	<p>The Registrar Free State School of Nursing <b>(Attention: L. Pretorius)</b> Private Bag X20520 BLOEMFONTEIN 9300</p>

<b>POST 66</b>	:	<b>Typist (2 posts)</b>
<b>SALARY</b>	:	R40 227.00 per annum
<b>CENTRE</b>	:	Bongani Regional Hospital, Welkom
<b>REQUIREMENTS</b>	:	<ul style="list-style-type: none"> <li>* Grade 12 Certificate (or equivalent) with Typing as a passed subject.</li> <li>* Relevant experience in the field of the post.</li> <li>* Computer literate.</li> <li>* Good communication skills.</li> <li>* Ability to work under pressure and always be available if need be.</li> <li>* Readiness to work during public holiday.</li> </ul>
<b>RECOMMENDATIONS</b>	:	Good communication skills.
<b>DUTIES</b>	:	<ul style="list-style-type: none"> <li>* Be responsible for typing official documents, reports and letters.</li> <li>* Maintain a record of all typed documents.</li> <li>* Final check of documents.</li> <li>* To communicate with relevant stakeholders regarding information received.</li> </ul>
<b>ENQUIRIES</b>	:	Mr S. Ralile Tel. No. (057) 9168000
<b>REFERENCE</b>	:	H/T/8
<b>APPLICATIONS</b>	:	The Chief Executive Officer Bongani Regional Hospital <b>(Attention: Mr S. Ralile)</b> Private Bag X29 WELKOM 9460

<b>POST 67</b>	:	<b>Security Guard Grade II</b>
<b>SALARY</b>	:	R40 227.00 per annum
<b>CENTRE</b>	:	AIDS Centre, Witsieshoek: Local Area Maluti-A-Phofung
<b>REQUIREMENTS</b>	:	<ul style="list-style-type: none"> <li>* Grade 10 (or equivalent) Certificate.</li> <li>* Appointment is subjected to a successful security clearance.</li> <li>* Good written, verbal communication skills and good interpersonal relations.</li> <li>* Be prepared to work shifts.</li> </ul>
<b>RECOMMENDATIONS</b>	:	Appropriate experience.
<b>DUTIES</b>	:	<ul style="list-style-type: none"> <li>* To render a comprehensive security service at the Attic Centre.</li> <li>* Patrol buildings and fenced off areas.</li> <li>* Control the admission of vehicles and community into fenced off areas.</li> <li>* Guard vehicles, buildings and equipment in the field.</li> <li>* Escort visitors in the premises where necessary.</li> <li>* Bring any deficiencies or problems with regard to security matters to the attention of the Chief Security Officer.</li> <li>* Keep record of security operations and reported incidents.</li> </ul>
<b>ENQUIRIES</b>	:	M.L. Rakhomoreng Tel. No. (058) 3074111
<b>REFERENCE</b>	:	H/S/22

<b>APPLICATIONS</b>	:	The District Manager Thabo Mofutsanyana District ( <b>Attention: H. van Zyl</b> ) Private Bag X824 WITSIESHOEK 9870
<b>POST 68</b>	:	<b>Security Guard Grade II (2 posts)</b>
<b>SALARY</b>	:	R40 227.00 per annum
<b>CENTRE</b>	:	Thebe District Hospital, Harrismith
<b>REQUIREMENTS</b>	:	<ul style="list-style-type: none"> <li>* Grade 10 (or equivalent) Certificate.</li> <li>* Appointment is subjected to a successful security clearance.</li> </ul>
<b>RECOMMENDATIONS</b>	:	<ul style="list-style-type: none"> <li>* Knowledge in the security environment will be advantageous.</li> <li>* Good interpersonal relations skills and ability to communicate effectively (written and verbal).</li> <li>* Able to manage conflict situations.</li> <li>* Able to work in a team and shifts.</li> <li>* Must be willing to undergo security training.</li> </ul>
<b>DUTIES</b>	:	<ul style="list-style-type: none"> <li>* Act as an Authorized Officer in terms of the security legislation "Control of Access to Public Premises and Vehicles Act, Act 53 of 1985".</li> <li>* Implement the Security measures (i.e. Legislations, Security policy and procedures).</li> <li>* Execute Access control function, i.e. control of movement of personnel, visitors and assets entering or leaving the institution.</li> </ul>

- \* 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/40

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

**POST 69** : **Operator**

**SALARY** : R40 227.00 per annum

**CENTRE** : Free State School of Nursing, Bloemfontein

**REQUIREMENTS** : 

- \* Knowledge regarding operator's functions.
- \* Good communication skills.
- \* Good interpersonal relations skills.

**RECOMMENDATIONS** : Knowledge of the operating of photocopying machines.

**DUTIES** : 

- \* Making of photocopies for Free State School of Nursing Headquarters and Southern Campus.
- \* Binding and stapling of photocopies, documents and books.
- \* Reporting of photocopier's defects to service providers.

**ENQUIRIES** : L. Pretorius  
Tel. No. (051) 4039774



**REFERENCE** : H/O/6

**APPLICATIONS** : The Registrar  
Free State School of Nursing  
(**Attention: L. Pretorius**)  
Private Bag X20520  
BLOEMFONTEIN  
9300

**POST 70** : **General Worker II (2 posts)**

**SALARY** : R40 227.00 per annum

**CENTRE** : Pharmacy: Universitas Hospital, Bloemfontein

**REQUIREMENTS** : \* Hard working and physical strong.  
\* ABET Literacy.

**DUTIES** : \* Loading and unloading of stock with weights  
of up to 12 kg. per box.  
\* Delivery of stock and boxes to various  
departments as well as to Universitas  
Satellite Pharmacy.  
\* Prepared to rotate between Universitas  
Pharmacy and Universitas Satellite  
Pharmacy.

**ENQUIRIES** : Me T.P. Oosthuizen  
Tel. No. (051) 4053890

**REFERENCE** : H/G/4

**APPLICATIONS** : The Chief Executive Officer  
Universitas Hospital  
(**Attention: Me T.P. Oosthuizen**)  
Private Bag X20660  
BLOEMFONTEIN  
9300

**POST 71** : **General Worker II**

**SALARY** : R40 227.00 per annum

**CENTRE** : Zamani Clinic, Memel: Local Area Phumelela

**REQUIREMENTS** :

- \* ABET literacy.
- \* Physical fitness to handle the physical demands of a general worker.

**DUTIES** :

- \* Perform cleaning services of a routine nature by utilizing a variety of aids (dusters, brooms, polish machines, etc.).
- \* Collects and washes dishes and cups.
- \* Provide support to the supervisors.
- \* Help out in the garden and laundry.

**ENQUIRIES** : Mrs S.W. Wentzel  
Tel. No. (058) 3038113

**REFERENCE** : H/G/7

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

**POST 72** : **General Worker II**

**SALARY** : R40 227.00 per annum

**CENTRE** : Reitumetsi Clinic, Fouriesburg: Local Area Dihlabeng

**REQUIREMENTS** :

- \* ABET literacy.

		<ul style="list-style-type: none"> <li>* Physical fitness to handle the physical demands of a general worker.</li> </ul>
<b>DUTIES</b>	:	<ul style="list-style-type: none"> <li>* Perform cleaning services of a routine nature by utilizing a variety of aids (dusters, brooms, polish machines, etc.).</li> <li>* Collects and washes dishes and cups.</li> <li>* Provide support to the supervisors.</li> <li>* Help out in the garden and laundry.</li> </ul>
<b>ENQUIRIES</b>	:	<p>Mrs S.W. Wentzel Tel. No. (058) 3038113</p>
<b>REFERENCE</b>	:	H/G/15
<b>APPLICATIONS</b>	:	<p>The District Manager Thabo Mofutsanyana District (<b>Attention: H. van Zyl</b>) Private Bag X824 WITSIESHOEK 9870</p>
<b>POST 73</b>	:	<b>General Worker II</b>
<b>SALARY</b>	:	R40 227.00 per annum
<b>CENTRE</b>	:	Fezile Dabi District Health Services: Heilbron Town Clinic
<b>REQUIREMENTS</b>	:	<ul style="list-style-type: none"> <li>* ABET Literacy.</li> <li>* Ability to read and write.</li> </ul>
<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> </ul>
<b>ENQUIRIES</b>	:	<p>Ms N.S. Malinga Tel. No. (056) 8113653</p>

<b>REFERENCE</b>	:	H/G/13
<b>APPLICATIONS</b>	:	The District Manager Fezile Dabi Health District <b>(Attention: Me A. Brits)</b> Private Bag X2005 SASOLBURG 1947
<b>POST 74</b>	:	<b>Laundry Aid II</b>
<b>SALARY</b>	:	R40 227.00 per annum
<b>CENTRE</b>	:	Mafube Hospital, Frankfort
<b>REQUIREMENTS</b>	:	* ABET Literacy.
<b>RECOMMENDATIONS</b>	:	* Appropriate experience.
<b>DUTIES</b>	:	Washing and cleaning of the linens in hospital.
<b>ENQUIRIES</b>	:	M.A. Makhalema Tel. No. (058) 8523039 x 210
<b>REFERENCE</b>	:	H/L/5
<b>APPLICATIONS</b>	:	The Chief Executive Officer Mafube Hospital <b>(Attention: N.Z. Mbalo)</b> Private Bag X08 HEILBRON 9650
<b>POST 75</b>	:	<b>Laundry Aid II (2 posts)</b>
<b>SALARY</b>	:	R40 227.00 per annum
<b>CENTRE</b>	:	Elizabeth Ross Hospital, Witsieshoek
<b>REQUIREMENTS</b>	:	* ABET Literacy.

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

**DUTIES** : \* Sorting and collecting linen from wards.  
\* Sluicing of linen.

**ENQUIRIES** : Ms M.B. Moloi  
Tel. No. (058) 7891213

**REFERENCE** : H/L/11

**APPLICATIONS** : The Chief Executive Officer  
Elizabeth Ross Hospital  
Human Resource Management  
(**Attention: Ms M.J. Ramasobane**)  
Private Bag X804  
WITSIESHOEK  
9870

**POST 76** : **Laundry Aid II**

**SALARY** : R40 227.00 per annum

**CENTRE** : Regional Laundry, Kroonstad

**REQUIREMENTS** : \* ABET literacy (or equivalent).  
\* Ability to read and write.  
\* Physical fitness (post requires standing).  
\* Fluent in two official languages.

**RECOMMENDATIONS** : \* Good communication skills.  
\* Excellent customer care ability.

**DUTIES** : \* Responsible for rendering normal laundry related duties to ensure clean linen is provided to the hospitals and customers.  
\* To off-load the delivery vehicles upon arrival and/or receive dirty and soiled linen from customers, and/or to sort all received linen

and/or to sort all linen and/or to unload tumble dryers manually by pulling the entangled linen out of the dryer.

- \* To feed the ironers and other production machinery in order to obtain finished items, and/or to verify and allocation of linen items as requested by customers.

**ENQUIRIES** : Mrs O.M. Matsela  
Tel. No. (056) 2164903

**REFERENCE** : H/L/8

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

**POST 77** : **Household Aid II (3 posts)**

**SALARY** : R39 960.00 per annum

**CENTRE** : National District Hospital, Bloemfontein

**REQUIREMENTS** : \* ABET Literacy.

**RECOMMENDATIONS** : \* Experience in the CSSD Department.

\* Good interpersonal relations.

**DUTIES** : \* To wash surgical equipment.

\* To pack surgical packs on the soft pecks.

\* To control surgical instruments according to the standard.

\* To operate the autoclave machine.

\* To supply the wards with equipment from the CSSD.

<b>ENQUIRIES</b>	:	Me M.L. Mayeng Tel. No. (051) 4039601
<b>REFERENCE</b>	:	H/H/14
<b>APPLICATIONS</b>	:	The Chief Executive Officer National District Hospital ( <b>Attention: Me P. Mehlwana</b> ) Private Bag X20598 BLOEMFONTEIN 9300
<b>POST 78</b>	:	<b>Household Aid II</b>
<b>SALARY</b>	:	R40 227.00 per annum
<b>CENTRE</b>	:	Elizabeth Ross Hospital, Witsieshoek
<b>REQUIREMENTS</b>	:	<ul style="list-style-type: none"> <li>* ABET Literacy.</li> <li>* Able to read and write.</li> <li>* Ability to work under supervision.</li> </ul>
<b>RECOMMENDATIONS</b>	:	<ul style="list-style-type: none"> <li>* Ability to maintain sound labour relations and function as a team member.</li> <li>* Willing to work shifts.</li> </ul>
<b>DUTIES</b>	:	<ul style="list-style-type: none"> <li>* General office cleaning.</li> <li>* Perform routine cleaning of departmental building.</li> <li>* Clean ablution facilities and remove refuse.</li> <li>* Cleaning and dusting of offices.</li> </ul>
<b>ENQUIRIES</b>	:	Ms M.B. Moloi Tel. No. (058) 7891213
<b>REFERENCE</b>	:	H/H/16
<b>APPLICATIONS</b>	:	The Chief Executive Officer

Elizabeth Ross Hospital  
Human Resource Management  
(**Attention: Ms M.J. Ramasobane**)  
Private Bag X804  
WITSIESHOEK  
9870

**POST 79** : **Cleaner II**

**SALARY** : R40 227.00 per annum

**CENTRE** : Fezile Dabi Health District: Frankfort Town  
Clinic: Mafube Local Area

**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.V. Malatse  
Tel. No. (016) 9709301

**REFERENCE** : H/C/31

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



**POST 80** : **Cleaner II**

**SALARY** : R40 227.00 per annum

**CENTRE** : Fezile Dabi Health District: Phedisong Clinic,  
Villiers: Mafube Local Area

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

**RECOMMENDATIONS** : ABET literacy.

**DUTIES** :  
\* To render a comprehensive cleaning service  
at our institutions.  
  
\* 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.V. Malatse  
Tel. No. (016) 9709301

**REFERENCE** : H/C/32

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

**POST 81** : **Groundsman II**

**SALARY** : R40 227.00 per annum

**CENTRE** : Thaba-Nchu Clinics

**REQUIREMENTS** : \* ABET Literacy.

**RECOMMENDATIONS** : Good communication skills.

**DUTIES** : \* Provide cleaning duties to the clinic.  
\* To keep clinic environment clean.  
\* Manage cleaning materials to ensure quality cleaning is achieved with allocated resources.  
\* Maintain the grounds to keep them clean.

**ENQUIRIES** : Me M.A. Setlالتها  
Tel. No. (051) 8739936

**REFERENCE** : H/G/12

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

**POST 82** : **Tradesman Aid II**

**SALARY** : R40 227.00 per annum

**CENTRE** : Phuthuloha District Hospital, Ficksburg

**REQUIREMENTS** : \* ABET Literacy.  
\* Appropriate knowledge and experience.

**RECOMMENDATIONS** : \* Good interpersonal skills.  
\* Good written and verbal communication skills.

**DUTIES** : Responsible for minor repairs, plumbing, painting and cleaning of various units in the hospital.

**ENQUIRIES** : Me Du Toit  
Tel. No. (051) 9332284

<b>REFERENCE</b>	:	H/T/7
<b>APPLICATIONS</b>	:	The Chief Executive Officer Itemoheng District Hospital ( <b>Attention: Me M.N. Kumalo</b> ) Private Bag X9 SENEKAL 9600
<b>POST 83</b>	:	<b>Porter</b>
<b>SALARY</b>	:	R35 916.00 per annum
<b>CENTRE</b>	:	Heidedal Community Centre, Bloemfontein
<b>REQUIREMENTS</b>	:	<ul style="list-style-type: none"> <li>* ABET.</li> <li>* Physical ability to lift and move patients.</li> </ul>
<b>RECOMMENDATIONS</b>	:	Not to be afraid to handle corpse.
<b>DUTIES</b>	:	<ul style="list-style-type: none"> <li>* Taking of patients to wards and X-rays.</li> <li>* Issuing corpse to family.</li> <li>* Collect corpses from wards.</li> </ul>
<b>ENQUIRIES</b>	:	Me M.E.N.M. Qhojeng Tel. No. (051) 4041200
<b>REFERENCE</b>	:	H/P/140
<b>APPLICATIONS</b>	:	The District Manager Motheo District ( <b>Attention: Mr D.H. le Roux</b> ) P.O. Box 441 BLOEMFONTEIN 9300
<b>POST 84</b>	:	<b>General Worker I</b>
<b>SALARY</b>	:	R 35 916.00 per annum

**CENTRE** : John Daniel Newsberry District Hospital,  
Clocolan

**REQUIREMENTS** : ABET Qualification.

\* Appropriate knowledge and experience.

**RECOMMENDATIONS** : \* Good interpersonal skills.

\* Good written and verbal communication skills.

**DUTIES** : Responsible for minor repairs, plumbing, painting and cleaning of various units in the hospital.

**ENQUIRIES** : Me Du Toit  
Tel. No. (051) 9332284

**REFERENCE** : H/G/16

**APPLICATIONS** : The Chief Executive Officer  
Itemoheng District Hospital  
(**Attention: Me M.N. Kumalo**)  
Private Bag X9  
SENEKAL  
9600

**POST 85** : **Cleaner I (4 posts)**

**SALARY** : R35 916.00 per annum

**CENTRE** : Elizabeth Ross Hospital Complex, Witsieshoek

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

**RECOMMENDATIONS** : \* ABET literacy.

\* Physical fitness to handle the physical demands of a Cleaner.

**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 and polisher, etc.).

**ENQUIRIES** : Me M.B. Moloi  
Tel. No. (058) 7893940/1213

**REFERENCE** : H/C/37

**APPLICATIONS** : The Chief Executive Officer  
Elizabeth Ross Hospital Complex  
Human Resources Section  
(**Attention: Ms M.J. Ramasobane**)  
Private Bag X804  
WITSIESHOEK  
9870

**POST 86** : **Cleaner I (4 posts)**

**SALARY** : R35 916.00 per annum

**CENTRE** : Heidedal Community Clinic, Bloemfontein

**REQUIREMENTS** : ABET.

**RECOMMENDATIONS** : \*

- \* Ability to work under pressure.
- \* Good interpersonal relations.
- \* Good verbal communication skills.
- \* Confidentiality.

**DUTIES** : \*

- \* Perform under direct supervision and with the minimum training, manual labour of a simple nature as indicated below.
- \* Cleaning and preparing the objects on which work is to be done.

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

**REFERENCE** : H/C/28

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

**POST 87** : **Cleaner I**

**SALARY** : R35 916.00 per annum

**CENTRE** : Thaba-Nchu Clinics

**REQUIREMENTS** : ABET Education.

**RECOMMENDATIONS** : \*

- \* Good communication skills.
- \* The candidate must be trustworthy and loyal.
- \* Prepared to work under pressure.

**DUTIES** : \*

- \* Execute the general cleaning work.
- \* Clean offices and rooms at the institution.

**ENQUIRIES** : Me M.A. Setlalentoa  
Tel. No. (051) 8739936

**REFERENCE** : H/C/29

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

**POST 88** : **Cleaner I**

**SALARY** : R35 916.00 per annum

**CENTRE** : Xhariep District Office, Bloemfontein

**REQUIREMENTS** :  
\* ABET Training.  
\* Ability to read and write.  
\* Physical fitness to handle job demands.

**RECOMMENDATIONS** :  
\* Appropriate experience.  
\* Good interpersonal skills.

**DUTIES** :  
\* Perform cleaning services of a routine nature in and outside the premises by using a variety of equipments.  
\* Collect and wash dishes and cups.

**ENQUIRIES** : Mr T.S. Monatisa  
Tel. No. (051) 4472777

**REFERENCE** : H/C/30

**APPLICATIONS** : The District Manager  
Xhariep District  
(**Attention: Mr T.S. Monatisa**)  
Private Bag X20710  
BLOEMFONTEIN  
9300

**POST 89** : **Cleaner I**

**SALARY** : R 35916.00 per annum

**CENTRE** : Metsimaholo District Hospital, Sasolburg

**REQUIREMENTS** : Cleaning experience.

**RECOMMENDATIONS** : Ability to work under pressure.

**DUTIES** : Responsible for the appearance and cleanliness of Metsimaholo Hospital, including floors, walls, fixtures and windows.

**ENQUIRIES** : Mr E.B. Victor  
Tel. No. (016) 9709420

**REFERENCE** : H/C/33

**APPLICATIONS** : The Chief Executive Officer  
Metsimaholo District Hospital  
(**Attention: Mr N.E. Bose**)  
Private Bag X2017  
SASOLBURG  
1947

**POST 90** : **Food Service Aid I (2 posts)**

**SALARY** : R35 916.00 per annum

**CENTRE** : Elizabeth Ross Hospital, Witsieshoek

**REQUIREMENTS** : \* ABET Certificate.  
\* Communication skills.

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

**DUTIES** : \* Prepare, cook and supply nutrition food to patients.  
\* Stock and equipment control.  
\* Cleaning of working equipment and environment.

**ENQUIRIES** : Ms M.B. Moloi  
Tel. No. (058) 7891213

**REFERENCE** : H/F/9

**APPLICATIONS** : The Chief Executive Officer  
Elizabeth Ross Hospital  
(**Attention: Ms M.J. Ramasobane**)



Private Bag X804  
WITSIESHOEK  
9870

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ACTING SENIOR MANAGER:  
HUMAN RESOURCE MANAGEMENT

Date: .....