



## **FREE STATE PROVINCIAL GOVERNMENT VACANCY CIRCULAR 67/2007**

**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:** 31/07/2007

Department of the Premier    Departement van die Premier    Lefapha La Tonakgolo

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



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

**HEALTH HUMAN RESOURCE MANAGEMENT CIRCULAR NO. .... OF 2007  
UNLESS STATED OTHERWISE CLOSING DATE: 20 August 2007**

## **ADVERTISEMENT OF POSTS**

Applications must be submitted on form Z83 obtainable from any Government Department and must be accompanied by certified copies of qualifications and certificates.

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** : **Chief Professional Nurse (9 posts)**
- SALARY** : R132 054.00 per annum
- CENTRE** : Boitumelo Regional Hospital, Kroonstad
- REQUIREMENTS** : Registration with the South African Nursing Council as a General Nurse.
- RECOMMENDATIONS** : Appropriate experience.
- DUTIES** : \*
- \* Provide patient care in general wards, Maternity and Casualty.
  - \* Identify needs for patient care.

- \* Leadership skills.
- \* Participating in Quality Improvement Programmes.
- \* Ensuring continuous staff development and client education.

**ENQUIRIES** : Mr K.J. Matli  
Tel. No. (056) 2165213

**REFERENCE** : H/P/224

**APPLICATIONS** : The Acting Chief Executive Officer  
Boitumelo Regional Hospital  
(**Attention: Mr K.J. Matli**)  
Private Bag X47  
KROONSTAD  
9500

**POST 2** : **Chief Professional Nurse (2 posts)**

**SALARY** : R132 054.00 per annum

**CENTRE** : Primary Health Care Functional, Motheo District

**REQUIREMENTS** :

- \* Registered with the South African Nursing Council in General Nursing and Midwifery.
- \* Computer literate (MS Word, PowerPoint and Excel).
- \* A valid driver's license (Code 8).

**RECOMMENDATIONS** :

- \* Good interpersonal, communication and organizing skills.
- \* Appropriate knowledge of Primary Health Care services.

**DUTIES** :

- \* Co-ordination and management of Primary Health Care programs for the District.

- \* Putting mechanisms in place to improve the quality of information received.
- \* To co-ordinate Quality Assurance Program for the district.
- \* Carry out other responsibilities as allocated by the supervisor.

**ENQUIRIES** : Me M. Setlogelo  
Tel. No. (051) 4472194

**REFERENCE** : H/P/225

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

**POST 3** : **Chief Professional Nurse**

**SALARY** : R132 054.00 per annum

**CENTRE** : Aandrus Clinic, Bloemfontein

**REQUIREMENTS** : 

- \* Proof of current registration with the South African Nursing Council in General Nursing, Midwifery and Psychiatry.
- \* Driver's license (Code 8/EB).

**RECOMMENDATIONS** : 

- \* Primary Health Care experience.
- \* Diploma in Community Nursing and Administration.
- \* Training in IMCI/EPI, HIV/AIDS Counselling, Reproductive Health and screening course.

**DUTIES** : 

- \* To manage day to day community services.

- \* To provide a comprehensive primary health care services.

**ENQUIRIES** : Mr M.S. Maselo  
Tel. No. (051) 4039715

**REFERENCE** : H/P/227

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

**POST 4** : **Chief Professional Nurse**

**SALARY** : R132 054.00 per annum plus rural allowance equal to 8% of the annual salary notch

**CENTRE** : Embekweni District Hospital, Zastron

**REQUIREMENTS** : 

- \* Registration with the South African Nursing Council as General Nurse and Midwife/ Accoucher.
- \* Computer literacy.

**RECOMMENDATIONS** : Driver's license (Code 8/EB).

**DUTIES** : 

- \* Overall supervision of monitoring and control of all resources.
- \* Participate in all Quality Improvement Programmes.
- \* Provide care to patients in the General Ward, Casualty and Maternity.

**ENQUIRIES** : Me M.M. Dikane  
Tel. No. (051) 6731200

**REFERENCE** : H/P/228

<b>APPLICATIONS</b>	:	The Chief Executive Officer Embekweni/Stoffel Coetzee Hospital Complex <b>(Attention: Me M.M. Dikane)</b> Private Bag X32 ZASTRON 9950
<b>POST 5</b>	:	<b>Chief Administration Clerk (Office Administration)</b>
<b>SALARY</b>	:	R106 335.00 per annum
<b>CENTRE</b>	:	Boitumelo Regional Hospital, Kroonstad
<b>REQUIREMENTS</b>	:	<ul style="list-style-type: none"> <li>* Grade 12 (or equivalent) Certificate.</li> <li>* Computer literacy (Excel and Word).</li> </ul>
<b>RECOMMENDATIONS</b>	:	Good communication skills.
<b>DUTIES</b>	:	<ul style="list-style-type: none"> <li>* Establish and control Registry Section.</li> <li>* Control and manage franking machine, official accommodation and parkings.</li> <li>* Ensure registration of all monies and submission to the Chief Cashier.</li> <li>* Ensure registration of post destined to head office and other places.</li> <li>* Supervision over typists, messenger and clerks.</li> </ul>
<b>ENQUIRIES</b>	:	Mr N.S. Mkwane Tel. No. (056) 2165358
<b>REFERENCE</b>	:	H/A/125
<b>APPLICATIONS</b>	:	The Chief Executive Officer Boitumelo Regional Hospital <b>(Attention: Mr C. Kotze / Mr N. Mkwane)</b> Private Bag X47 KROONSTAD

9500

**POST 6** : **Professional Nurse**

**SALARY** : R85 362.00 per annum

**CENTRE** : One Stop Clinic, Motheo District

**REQUIREMENTS** : Proof of registration with the South African Nursing Council as General Nurse.

**RECOMMENDATIONS** : Primary Health Care experience.

**DUTIES** : To provide a comprehensive primary health care package under supervision.

**ENQUIRIES** : Me T.B. Mothibeli  
Tel. No. (051) 5330321

**REFERENCE** : H/P/229

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

**POST 7** : **Professional Nurse**

**SALARY** : R85 362.00 per annum

**CENTRE** : Qibing Clinic, Motheo District

**REQUIREMENTS** : Proof of registration with the South African Nursing Council as General Nurse.

**RECOMMENDATIONS** : Primary Health Care experience.

**DUTIES** : To provide a comprehensive primary health care package under supervision.

<b>ENQUIRIES</b>	:	Me T.B. Mothibeli Tel. No. (051) 5330321
<b>REFERENCE</b>	:	H/P/230
<b>APPLICATIONS</b>	:	The District Manager Motheo District <b>(Attention: Mr D.H. le Roux)</b> P.O. Box 441 BLOEMFONTEIN 9300
<b>POST 8</b>	:	<b>Professional Nurse</b>
<b>SALARY</b>	:	R85 362.00 per annum plus rural allowance equal to 8% of the annual salary notch.
<b>CENTRE</b>	:	Mobile Units, Motheo District
<b>REQUIREMENTS</b>	:	Proof of registration with the South African Nursing Council as General Nurse and Midwife.  * Driver's license (Code 8/EB).
<b>RECOMMENDATIONS</b>	:	* Primary Health Care experience.  * Training in IMCI/EPI, Reproductive Health and screening course.
<b>DUTIES</b>	:	To provide a comprehensive primary health care services in accordance with Primary Health Care Core package.
<b>ENQUIRIES</b>	:	Mr M.S. Maselo Tel. No. (051) 4039715
<b>REFERENCE</b>	:	H/P/231
<b>APPLICATIONS</b>	:	The District Manager Motheo District <b>(Attention: Mr D.H. le Roux)</b> P.O. Box 441 BLOEMFONTEIN 9300



<b>POST 9</b>	:	<b>Senior Administration Clerk Grade III</b>
<b>SALARY</b>	:	R85 362.00 per annum
<b>CENTRE</b>	:	Thusanong District Hospital, Odendaalsrus
<b>REQUIREMENTS</b>	:	<ul style="list-style-type: none"> <li>* Grade 10 (or equivalent) Certificate.</li> <li>* Computer literacy.</li> <li>* Appropriate experience in Supply Chain Management procedures.</li> </ul>
<b>RECOMMENDATIONS</b>	:	<ul style="list-style-type: none"> <li>* Experience LOGIS/PAS and knowledge of PFMA.</li> <li>* Experience in dealing with payments.</li> <li>* In-depth computer skills.</li> </ul>
<b>DUTIES</b>	:	<ul style="list-style-type: none"> <li>* To provide an administrative service.</li> <li>* To handle enquiries concerning LOGIS.</li> <li>* Asset rectification on LOGIS.</li> <li>* Do payments on Logis-on-line.</li> <li>* Assist with loss control and inventory.</li> </ul>
<b>ENQUIRIES</b>	:	Mr R. Van der Merwe / Ms M. Thekiso Tel. No. (057) 3917915 / (057) 3917947
<b>REFERENCE</b>	:	H/A/131
<b>APPLICATIONS</b>	:	The Chief Executive Officer Thusanong, Nala and Mohau Complex I <b>(Attention: Ms M. Thekiso)</b> Private Bag X1 ODENDAALSRUS 9480

<b>POST 10</b>	:	<b>Pharmacy Assistant</b>
<b>SALARY</b>	:	R68 955.00 per annum
<b>CENTRE</b>	:	Aandrus Clinic, Motheo District
<b>REQUIREMENTS</b>	:	<ul style="list-style-type: none"> <li>* Certificate in Pharmacist Assistant Training Post Basic.</li> <li>* Proof of current registration with the South African Pharmacy Council as a Pharmacist Assistant.</li> </ul>
<b>RECOMMENDATIONS</b>	:	<ul style="list-style-type: none"> <li>* Computer literacy.</li> <li>* Good communication skills (written and verbal).</li> </ul>
<b>DUTIES</b>	:	<ul style="list-style-type: none"> <li>* Doing pharmaceutical ordering as required.</li> <li>* Regular stock inventory.</li> <li>* Dispense medication to clients.</li> <li>* Advice clients on medical use.</li> <li>* Keep records.</li> <li>* Do all other legal reasonable Pharmacist Assistant activities as may be required.</li> </ul>
<b>ENQUIRIES</b>	:	Mr M.S. Maselo Tel. No. (051) 4039715
<b>REFERENCE</b>	:	H/P/232
<b>APPLICATIONS</b>	:	The District Manager Motheo District <b>(Attention: Mr D.H. le Roux)</b> P.O. Box 441 BLOEMFONTEIN 9300

<b>POST 11</b>	:	<b>Senior Administration Clerk</b>
<b>SALARY</b>	:	R58 290.00 per annum
<b>CENTRE</b>	:	Aandrus Clinic, Motheo District
<b>REQUIREMENTS</b>	:	Grade 10 (or equivalent) Certificate.
<b>RECOMMENDATIONS</b>	:	<ul style="list-style-type: none"> <li>* Computer literacy.</li> <li>* Good communication skills.</li> </ul>
<b>DUTIES</b>	:	<ul style="list-style-type: none"> <li>* To register clients.</li> <li>* Retrieve/file records according to the policy.</li> <li>* Order, store, issue clinic consumables as required.</li> </ul>
<b>ENQUIRIES</b>	:	Mr M.S. Maselo Tel. No. (051) 4039715
<b>REFERENCE</b>	:	H/A/126
<b>APPLICATIONS</b>	:	The District Manager Motheo District ( <b>Attention: Mr D.H. le Roux</b> ) P.O. Box 441 BLOEMFONTEIN 9300
<b>POST 12</b>	:	<b>Staff Nurse (2 posts)</b>
<b>SALARY</b>	:	R58 290.00 per annum
<b>CENTRE</b>	:	Mobile Units: Motheo District
<b>REQUIREMENTS</b>	:	* Current enrolment with the South African Nursing Council as Enrolled nurse.
<b>RECOMMENDATIONS</b>	:	Primary Health Care experience.
<b>DUTIES</b>	:	Provide nursing related duties under the direct and indirect supervision of a professional nurse

which includes Clients Pre-assessment evaluation (BP, Pulse, Mass etc.).

<b>ENQUIRIES</b>	:	Mr M.S. Maselo Tel. No. (051) 4039715
<b>REFERENCE</b>	:	H/S/55
<b>APPLICATIONS</b>	:	The District Manager Motheo District (Attention: <b>Mr D.H. le Roux</b> ) P.O. Box 441 BLOEMFONTEIN 9300
<b>POST 13</b>	:	<b>Senior Nursing Assistant</b>
<b>SALARY</b>	:	R58 290.00 per annum
<b>CENTRE</b>	:	Fezile Dabi Health District: Mobile Unit: Ngwathe Local Area
<b>REQUIREMENTS</b>	:	Grade 10 (or equivalent) Certificate.  Enrolment with the South African Nursing Council as a Nursing Auxiliary.
<b>RECOMMENDATIONS</b>	:	Appropriate knowledge of primary health care services.
<b>DUTIES</b>	:	* Render an effective and efficient health service to the community and centre.  * Observing and reporting abnormalities.  * Basic nursing care.
<b>ENQUIRIES</b>	:	Ms N.S. Malinga Tel. No. (056) 8113653
<b>REFERENCE</b>	:	H/N/48
<b>APPLICATIONS</b>	:	The District Manager Fezile Dabi Health District

**(Attention: Me A. Brits)**  
 Private Bag X2005  
 SASOLBURG  
 1947

<b>POST 14</b>	:	<b>Administration Clerk Grade I</b>
<b>SALARY</b>	:	R43 245.00 per annum
<b>CENTRE</b>	:	Mobile Units: Motheo District
<b>REQUIREMENTS</b>	:	<ul style="list-style-type: none"> <li>* Grade 10 (or equivalent) Certificate.</li> <li>* Computer literacy.</li> </ul>
<b>RECOMMENDATIONS</b>	:	Good communication skills (verbal and written).
<b>DUTIES</b>	:	<ul style="list-style-type: none"> <li>* Register clients.</li> <li>* Retrieve/File clients' records according to policy.</li> <li>* Order, store, issue clinic consumables as required.</li> <li>* Do all other administrative duties as may be required.</li> </ul>
<b>ENQUIRIES</b>	:	Mr M.S. Maselo Tel. No. (051) 4039715
<b>REFERENCE</b>	:	H/A/127
<b>APPLICATIONS</b>	:	The District Manager Motheo District <b>(Attention: Mr D.H. le Roux)</b> P.O. Box 441 BLOEMFONTEIN 9300
<b>POST 15</b>	:	<b>Administration Clerk Grade I</b>

<b>SALARY</b>	:	R43 245.00 per annum
<b>CENTRE</b>	:	Motheo District (Nutrition)
<b>REQUIREMENTS</b>	:	* Grade 10 (or equivalent) Certificate.
<b>RECOMMENDATIONS</b>	:	* Good report writing skills.
		* Good communication, planning and organizing skills.
		* Computer literate.
<b>DUTIES</b>	:	* Admission practices.
		* Filing.
		* Compilation of statistics and reports.
<b>ENQUIRIES</b>	:	Me M.E.N. Qhojeng Tel. No. (051) 4041200
<b>REFERENCE</b>	:	H/A/128
<b>APPLICATIONS</b>	:	The District Manager Motheo District ( <b>Attention: Mr D.H. le Roux</b> ) P.O. Box 441 BLOEMFONTEIN 9300
<b>POST 16</b>	:	<b>Administration Clerk Grade I</b>
<b>SALARY</b>	:	R43 245.00 per annum
<b>CENTRE</b>	:	Dinaane Clinic
<b>REQUIREMENTS</b>	:	* Grade 10 (or equivalent) Certificate.
		* Computer literacy: Excel, Word.
<b>RECOMMENDATIONS</b>	:	Driver's license (Code 8).
<b>DUTIES</b>	:	* To implement filing system.

- \* Typing.
- \* Conduct monthly inventory.
- \* Look for quotations.
- \* Make and distribute photocopies.
- \* Registration of patients.

**ENQUIRIES** : Me Setlaltoea  
Tel. No. (051) 8741271

**REFERENCE** : H/A/129

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

**POST 17** : **Administration Clerk Grade I**

**SALARY** : R43 245.00 per annum

**CENTRE** : Dinaane Clinic

**REQUIREMENTS** : \* Grade 10 (or equivalent) Certificate.  
\* Computer literacy: Excel, Word.

**RECOMMENDATIONS** : Driver's license (Code 8).

**DUTIES** : \* Complete ECC documents.  
\* Implement Fleet management.  
\* Capture notifiable conditions and deaths.  
\* Conduct monthly inventory.  
\* Printout circulars.

\* Registration of patients.

**ENQUIRIES** : Me Setlalentoa  
Tel. No. (051) 8741271

**REFERENCE** : H/A/130

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

**POST 18** : **Nursing Assistant (5 posts)**

**SALARY** : R43 245.00 per annum

**CENTRE** : Thaba Nchu Clinics (Dinaane Clinic)

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

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

**RECOMMENDATIONS** : Primary Health Care experience.

**DUTIES** : Provide nursing related duties under supervision of a professional nurse which includes client's pre-assessment evaluation (BP, pulse, mass, etc.).

**ENQUIRIES** : Me M.E. Setlalentoa  
Tel. No. (051) 8741271

**REFERENCE** : H/N/47

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



<b>POST 19</b>	:	<b>Cleaner II</b>
<b>SALARY</b>	:	R43 245.00 per annum
<b>CENTRE</b>	:	Aandrus Clinic (DC17)
<b>REQUIREMENTS</b>	:	ABET Education.
<b>RECOMMENDATIONS</b>	:	<ul style="list-style-type: none"> <li>* Ability to work under pressure.</li> <li>* Good interpersonal relations.</li> <li>* Good communication skills.</li> <li>* Confidentiality.</li> </ul>
<b>DUTIES</b>	:	To provide cleaning duties to the clinic to keep the clinic environment hygienically clean.
<b>ENQUIRIES</b>	:	Mr M.S. Maselo Tel. No. (051) 4039715
<b>REFERENCE</b>	:	H/C/39
<b>APPLICATIONS</b>	:	The District Manager Motheo District ( <b>Attention: Mr D.H. le Roux</b> ) P.O. Box 441 BLOEMFONTEIN 9300

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