



FREE STATE PROVINCIAL GOVERNMENT VACANCY CIRCULAR 69/2007

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

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: 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 2** : **Chief Professional Nurse**
- SALARY** : R132 054.00 per annum
- CENTRE** : Fezile Dabi Health District: Mqohaka Local Area: Mobile Unit, Kroonstad
- REQUIREMENTS** : *
- * Registration with the South African Nursing Council as General Nurse and Midwife, Community and Psychiatric Nurse.
 - * Valid driver's license.
- RECOMMENDATIONS** : Appropriate knowledge of Primary Health Care Services.



Department of Health • Departement van Gesondheid • Lefapha La Bophelo Bo Botle



Ms S. Dowd, Human Resource Management Directorate, Recruitment and Staff Establishment, P.O. Box 227, Bloemfontein 9300
Tel. 051-4081163, Fax: 051-4081567, Bophelo House, Cor. Maitland Street and Harvey Road, 1st Floor, Block A, West Wing

DUTIES	:	<ul style="list-style-type: none"> * Render a comprehensive Primary Health Care Services which entails the following: <ul style="list-style-type: none"> - PMTCT, reproductive care, immunization and health education. - Curative services: chronic, integrated management of Childhood illnesses and general ailments for all age groups. * Ensure effective and efficient utilization of resources as a team leader.
ENQUIRIES	:	Ms S.R. Noge Tel. No. (016) 9709310
REFERENCE	:	H/P/244
APPLICATIONS	:	The District Manager Fezile Dabi Health District (Attention: Ms A. Brits) Private Bag X2005 SASOLBURG 1947
POST 3	:	Chief Professional Nurse
SALARY	:	R132 054.00 per annum
CENTRE	:	Fezile Dabi Health District: Thusanong Clinic, Kroonstad
REQUIREMENTS	:	Registration with the South African Nursing Council as General Nurse and Midwife, Community and Psychiatric Nurse.
DUTIES	:	Render a comprehensive Primary Health Care Services which entails the following: <ul style="list-style-type: none"> * PMTCT, reproductive care, immunization and health education. * Curative services: chronic, integrated management of Childhood illnesses.
ENQUIRIES	:	Ms S.R. Noge Tel. No. (016) 9709310

REFERENCE	:	H/P/245
APPLICATIONS	:	The District Manager Fezile Dabi Health District (Attention: Ms A. Brits) Private Bag X2005 SASOLBURG 1947
POST 4	:	Chief Professional Nurse
SALARY	:	R132 054.00 per annum
CENTRE	:	National District Hospital, Bloemfontein
REQUIREMENTS	:	<ul style="list-style-type: none"> * Registration with the South African Nursing Council as a General Nurse and Midwife. * Diploma in nursing education and health care management.
RECOMMENDATIONS	:	<ul style="list-style-type: none"> * Project management and research planning and implementation. * Experience in information management.
DUTIES	:	<ul style="list-style-type: none"> * To collect and process hospital data. * Compile report to the Chief Executive Officer on management of hospital information. * Train personnel on data collection. * Implement case management policies, protocol and procedure. * Communicate to Medical Schemes on patients' filing information.
ENQUIRIES	:	Me L.M. Mayeng Tel. No. (051) 4039601
REFERENCE	:	H/P/226

APPLICATIONS	:	The Chief Executive Officer National District Hospital (Attention: Me P. Mehlwana) Private Bag X20598 BLOEMFONTEIN 9300
POST 5	:	Senior Professional Nurse
SALARY	:	R106 335.00 per annum
CENTRE	:	Fezile Dabi Health District: Seeisoville Clinic, Kroonstad
REQUIREMENTS	:	Registration with the South African Nursing Council as General Nurse and Midwife, Community and Psychiatric Nurse.
DUTIES	:	Render a comprehensive Primary Health Care Services which entails the following: <ul style="list-style-type: none"> * PMTCT, reproductive care, immunization and health education. * Curative services: chronic, integrated management of Childhood illnesses.
ENQUIRIES	:	Ms S.R. Noge Tel. No. (016) 9709310
REFERENCE	:	H/P/246
APPLICATIONS	:	The District Manager Fezile Dabi Health District (Attention: Ms A. Brits) Private Bag X2005 SASOLBURG 1947
POST 7	:	Administrative Officer
SALARY	:	R106 335.00 per annum
CENTRE	:	Botshabelo District Hospital

REQUIREMENTS	:	<ul style="list-style-type: none"> * An appropriate Bachelor's Degree (or equivalent qualification). * Working experience in Financial Management System and/or Supply Chain Management. * Appropriate experience.
RECOMMENDATIONS	:	<ul style="list-style-type: none"> * Computer literacy in LOGIS. * Knowledge of PFMA, Treasury Regulations, PPPFA.
DUTIES	:	<ul style="list-style-type: none"> * To record/commit all expenses approved by the institution and determine spending patterns. * Manage and monitor the implementation of Internal Control Checklist. * Responsible for planning, budgeting (MTEF) and monthly projections. * Develop and coordinate budget control system, commitment and expectation/projections. * Train and develop personnel in the Financial and Provisioning Sections. * Verify BAS reports.
ENQUIRIES	:	Mr T.J. Mothalosa Tel. No. (051) 5330219
REFERENCE	:	H/A/134
APPLICATIONS	:	The Chief Executive Officer Botshabelo District Hospital (Attention: Mr K.J. Molise) Private Bag X527 BOTSHABELO 9781

POST 8	:	Senior Professional Nurse (2 posts)
SALARY	:	R106 335.00 per annum
CENTRE	:	National District Hospital, Bloemfontein
REQUIREMENTS	:	<ul style="list-style-type: none"> * Registration with the South African Nursing Council as a General Nurse and Midwife. * Extensive experience in the Maternity Unit.
RECOMMENDATIONS	:	<ul style="list-style-type: none"> * Diploma in Advanced Midwifery Nursing. * Leadership skills. * Ability to function under pressure.
DUTIES	:	<ul style="list-style-type: none"> * Provide effective patient care in the Unit. * Implement Quality Assurance Programs. * Overall supervision of sub-category Nursing personnel.
ENQUIRIES	:	Me L.M. Mayeng Tel. No. (051) 4039601
REFERENCE	:	H/P/242
APPLICATIONS	:	The Chief Executive Officer National District Hospital (Attention: Me P. Mehlwana) Private Bag X20598 BLOEMFONTEIN 9300
POST 10	:	Professional Nurse
SALARY	:	R85 362.00 per annum plus rural allowance equal to 8% of the annual salary notch
CENTRE	:	Mantsopa District Hospital, Ladybrand
REQUIREMENTS	:	Registration with the South African Nursing Council as a General Nurse and Midwife.

- RECOMMENDATIONS** : *
- * Ability to work under pressure.
 - * Ability to implement and manage change.
 - * Good interpersonal relations.
 - * Good written and verbal communication skills.
- DUTIES** : *
- * Identification of patient care needs.
 - * Formulating and implementing of Nursing Care Plan.
 - * Carry out any other tasks delegated to her/him.
- ENQUIRIES** : Me Tsimatsima / Kabi
Tel. No. (051) 8739915 / 9243268
- REFERENCE** : H/P/243
- APPLICATIONS** : The Chief Executive Officer
Dr J.S. Moroka District Hospital
(**Attention: Mr G.J. Molokoane**)
Private Bag X707
SELOSESHA
9783
- POST 11** : **Senior Administration Clerk Grade I (Surgery)**
- SALARY** : R58 290.00 per annum
- CENTRE** : Pelonomi Regional Hospital, Bloemfontein
- REQUIREMENTS** : *
- * Grade 10 (or equivalent) Certificate.
 - * Computer literate.
- RECOMMENDATIONS** : Experience in Procurement procedures.
- DUTIES** : *
- * Stock control.
 - * Capturing of stock on LOGIS.

- * Verification of ICN numbers.

- * Requesting of quotations.

ENQUIRIES : Mr M.K. Mohlakoana
Tel. No. (051) 4051339

REFERENCE : H/A/135

APPLICATIONS : The Chief Executive Officer
Pelonomi Regional Hospital
(**Attention: Mr S.I. Makhema**)
Private Bag X20581
BLOEMFONTEIN
9300

POST 12 : **Administration Clerk Grade II (Surgery)**

SALARY : R49 665.00 per annum

CENTRE : Pelonomi Regional Hospital, Bloemfontein

REQUIREMENTS : * Grade 10 (or equivalent) Certificate.

RECOMMENDATIONS : Meditech training.

DUTIES : * Compilation of ward statistics.
* Discharging patients on Meditech.
* Arrange bookings for out-patients.

ENQUIRIES : Mr M.K. Mohlakoana
Tel. No. (051) 4051339

REFERENCE : H/A/136

APPLICATIONS : The Chief Executive Officer
Pelonomi Regional Hospital
(**Attention: Mr S.I. Makhema**)
Private Bag X20581
BLOEMFONTEIN
9300

POST 13	:	Auxiliary Services Officer Grade I (4 posts)
SALARY	:	R43 245.00 per annum
CENTRE	:	National District Hospital, Bloemfontein
REQUIREMENTS	:	* Grade 10 (or equivalent) Certificate.
RECOMMENDATIONS	:	Computer literacy.
DUTIES	:	<ul style="list-style-type: none"> * Make appointments for patients. * Check and order stock according to stock level. * Answer and handle telephonic enquiries. * Do bookings, admissions and discharge of patients. * Compile departmental statistics.
ENQUIRIES	:	Mr M.L. Mayeng Tel. No. (051) 4039601
REFERENCE	:	H/A/137
APPLICATIONS	:	The Chief Executive Officer National District Hospital (Attention: Me P. Mehlwana) Private Bag X20598 BLOEMFONTEIN 9300
POST 14	:	Laundry Aid II (27 posts)
SALARY	:	R43 245.00 per annum
CENTRE	:	Linen Management Sub-directorate (Kroonstad Laundry – 12 posts, Bloemfontein Laundry – 13 posts, Free State Psychiatric Complex Laundry – 2 posts)
REQUIREMENTS	:	* Good interpersonal relations.

- * Must be able to work shifts.
- * Must be able to work long hours standing.
- * Must also be able to work under pressure.
- * Must be able to reach targets in the laundry.
- * To verify and allocate linen items as required by customers.

RECOMMENDATIONS : *

- ABET-literacy (or equivalent).
- Must be able to read and write.
- Physical fitness (post requires standing in production environment).

DUTIES :

- * Off-load linen on arrival of the vehicle.
- * Sort and count all received linen.
- * Load dirty/clean linen on the truck.
- * Supply the wards with clean linen.
- * Adhere to Health and Safety Acts and policies.
- * Report damaged linen.

ENQUIRIES : Mr T.D. Masoeu
Tel. No. (051) 4081263

REFERENCE : H/L/13

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

POST 15	:	Laundry Aid I (4 posts)
SALARY	:	R35 916.00 per annum
CENTRE	:	Botshabelo District Hospital
REQUIREMENTS	:	ABET Qualification.
RECOMMENDATIONS	:	<ul style="list-style-type: none">* Good written and verbal communication skills.* Ability to work under pressure.* Physical fitness.
DUTIES	:	<ul style="list-style-type: none">* Maintain high standard in rendering effective and efficient laundry services.* Ensure infection control measures in rendering of duties.* Report any hazardous conditions in the unit.
ENQUIRIES	:	Mr Mothalosa Tel. No. (051) 5330219 / 5330111
REFERENCE	:	H/L/12
APPLICATIONS	:	The Chief Executive Officer Botshabelo District Hospital (Attention: Mr L. Toai) Private Bag X527 BOTSHABELO 9781

Advertisements approved by:

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ACTING SENIOR MANAGER:
HUMAN RESOURCE MANAGEMENT

Date: