



## **FREE STATE PROVINCIAL GOVERNMENT VACANCY CIRCULAR 83/2007**

**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:** 23 / 08 / 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. ...81.... OF  
2007**

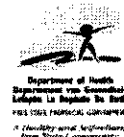
**CLOSING DATE: 25 SEPTEMBER 2007**

## **ADVERTISEMENT OF POSTS**

- POST 1** : **Chief Professional Nurse (3 posts)**  
**Ref. No.: H/P/281**
- SALARY** : R132 052.00 per annum
- CENTRE** : Botshabelo Clinics (DC 17)
- REQUIREMENTS** : Proof of registration with the South African  
Nursing Council as General Nurse and Midwife.
- RECOMMENDATIONS** : Three (3) years experience in Primary Health  
Care services.
- DUTIES** : To provide a comprehensive Primary Health  
Care core package, including direct and indirect  
patient care with supervision of staff.
- ENQUIRIES** : Me T.B. Mothibeli  
Tel. No. (051) 5330320
- APPLICATIONS** : The District Manager  
Motheo Health District  
(**Attention: Mr D.H. le Roux**)  
P.O. Box 441  
BLOEMFONTEIN  
9300
- POST 2** : **Chief Professional Nurse**  
**Ref. No.: H/P/284**
- SALARY** : R132 054.00 per annum



**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, 1<sup>st</sup> Floor, Block A, West Wing

Advertisements(4)\cir\20.08.2007cb\1

<b>CENTRE</b>	:	Fezile Dabi Health District: SPS Tsatsi Clinic: Sasolburg
<b>REQUIREMENTS</b>	:	<ul style="list-style-type: none"> <li>* Registration with the South African Nursing Council as a General Nurse, Midwife and Psychiatric Nurse.</li> <li>* A valid South African driver's license (Code 08).</li> </ul>
<b>RECOMMENDATIONS</b>	:	Appropriate knowledge of Primary Health Care services.
<b>DUTIES</b>	:	<ul style="list-style-type: none"> <li>* Render a comprehensive Primary Health Care service which entails the following: <ul style="list-style-type: none"> <li>- Implementation and monitoring of Primary Health Care core package within the facility.</li> <li>- Implementation of effective management of material and human resource within the facility.</li> <li>- Implementation of quality assurance program within the facility.</li> </ul> </li> <li>* Support implementation of the District Health Services in line with legislation.</li> </ul>
<b>ENQUIRIES</b>	:	Ms V.S. Malatse Tel. No. (016) 9709301
<b>APPLICATIONS</b>	:	The District Manager Fezile Dabi Health District <b>(Attention: Mr T.N. Montse)</b> Private Bag X2005 SASOLBURG 1947
<b>POST 3</b>	:	<b>Chief Professional Nurse</b> <b>Ref. No.: H/P/285</b>
<b>SALARY</b>	:	R132 054.00 per annum
<b>CENTRE</b>	:	Fezile Dabi Health District: Philani Clinic: Frankfort

- REQUIREMENTS** : \*
- \* Registration with the South African Nursing Council as a General Nurse, Midwife and Psychiatric Nurse.
  - \* A valid South African driver's license (Code 08).
- RECOMMENDATIONS** : Appropriate knowledge of Primary Health Care services.
- DUTIES** :
- \* Render a comprehensive Primary Health Care service which entails the following:
    - Implementation and monitoring of Primary Health Care core package within the facility.
    - Implementation of effective management of material and human resource within the facility.
    - Implementation of quality assurance program within the facility.
  - \* Support implementation of the District Health Services in line with legislation.
- ENQUIRIES** : Ms V.S. Malatse  
Tel. No. (016) 9709301
- APPLICATIONS** : The District Manager  
Fezile Dabi Health District  
**(Attention: Mr T.N. Montse)**  
Private Bag X2005  
SASOLBURG  
1947
- POST 4** : **Chief Professional Nurse**  
**Ref. No.: H/P/286**
- SALARY** : R132 054.00 per annum
- CENTRE** : Fezile Dabi Health District: Harry Gwala Clinic:  
Sasolburg
- REQUIREMENTS** : \*
- \* Registration with the South African Nursing Council as a General Nurse, Midwife and Psychiatric Nurse.

- \* A valid South African driver's license (Code 08).

**RECOMMENDATIONS** : Appropriate knowledge of Primary Health Care services.

**DUTIES** : \* Render a comprehensive Primary Health Care service which entails the following:

- Implementation and monitoring of Primary Health Care core package within the facility.
- Implementation of effective management of material and human resource within the facility.
- Implementation of quality assurance program within the facility.

- \* Support implementation of the District Health Services in line with legislation.

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

**APPLICATIONS** : The District Manager  
Fezile Dabi Health District  
(**Attention: Mr T.N. Montse**)  
Private Bag X2005  
SASOLBURG  
1947

**POST 5** : **Chief Professional Nurse (2 posts)**  
**Ref. No.: H/P/287**

**SALARY** : R132 054.00 per annum

**CENTRE** : Motheo District Office: Clinical Support (DC 17)

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

- \* Driver's license.
- \* Computer literate (MS Word, PowerPoint and Excel).

<b>RECOMMENDATIONS</b>	:	<ul style="list-style-type: none"> <li>* Appropriate knowledge of Primary Health Care services.</li> <li>* Facilitation skills.</li> <li>* Good interpersonal, communication and organizing skills.</li> </ul>
<b>DUTIES</b>	:	<ul style="list-style-type: none"> <li>* To co-ordinate Expanded Program of Immunization (EPI) and Communicable Diseases Control (CDC) programs in the district.</li> <li>* Co-ordinate immunization campaign and catch-up immunization weeks/healthy baby week.</li> <li>* Monitor implementation of CDC policies and protocols in the district.</li> <li>* Monitor the prevalence of EPI disease and co-ordinate disease surveillance at district level.</li> <li>* Carry out other responsibilities as allocated by the supervisor.</li> <li>* Report epidemic prone disease (Priority diseases) immediately to District Manager, Local Area Manager and Provincial CDC.</li> </ul>
<b>ENQUIRIES</b>	:	Me K.M. Setlogelo Tel. No. (051) 4472194
<b>APPLICATIONS</b>	:	The District Manager Motheo Health District ( <b>Attention: Mr D.H. le Roux</b> ) P.O. Box 441 BLOEMFONTEIN 9300
<b>POST 6</b>	:	<b>Chief Physiotherapist</b> <b>Ref. No.: H/P/288</b>
<b>SALARY</b>	:	R132 054.00 per annum
<b>CENTRE</b>	:	Mantsopa District Hospital

- REQUIREMENTS** : \*
- \* B.Sc Physiotherapy.
  - \* Registration with the Health Professions Council of South Africa as a Physiotherapist.
  - \* Relevant experience as a Physiotherapist.
- RECOMMENDATIONS** : \*
- \* Valid driver's license.
  - \* Good interpersonal relations.
- DUTIES** : \*
- \* Physiotherapy treatment of level 1 hospital patients.
  - \* Supervision of junior physiotherapy staff.
  - \* Liaison and consultation with multi-disciplinary team.
  - \* Performance of administrative tasks and implementation of quality control measures.
- ENQUIRIES** : Me N. Tanda  
Tel. No. (051) 8739800
- APPLICATIONS** : The Chief Executive Officer  
Mantsopa District Hospital  
**(Attention: Mr G.J. Molokoane)**  
Private Bag X9  
LADYBRAND  
9870
- POST 7** : **Senior Training Officer (Batho Pele Co-ordinator) (2 posts)**  
Ref. No.: H/T/20
- SALARY** : R132 054.00 per annum
- CENTRE** : Services Marketing and Health Promotion Sub-directorate: Corporate Office, Bloemfontein
- REQUIREMENTS** : \*
- \* 4 Year recognized Diploma in Social Sciences/Health management.
  - \* 2-3 Years experience in middle management.

- \* Knowledge of public health system.
- \* Valid driver's license.
- \* Computer literacy.
- \* Presentation and facilitation skills.
- \* Knowledge of the Batho Pele Revitalisation Programme.

**RECOMMENDATIONS** :

- \* Project Management experience.
- \* Good interpersonal relations.
- \* Ability to apply Batho Pele Principles.

**DUTIES** :

- \* Enhance the level of Batho Pele and Patient's Rights Charter implementation and personnel competencies within the department.
- \* Ensure and support service delivery excellence at all levels: support institutions with implementation of service standards.
- \* Facilitate training of Health Workers at all levels on implementation of Batho Pele Principles.
- \* Support districts and institutions to establishment and sustain Batho Pele learning networks and forums.
- \* Organize and implement Batho Pele awareness campaigns.
- \* Compile monthly, quarterly and yearly reports on implementation of Batho Pele.

**ENQUIRIES** : Me L.A. Tlali  
Tel. No. (051) 4081434

**APPLICATIONS** : The Manager:  
Human Resources Provisioning  
(Attention: **Mr M. Mokgampanyane**)



P.O. Box 227  
BLOEMFONTEIN  
9300

<b>POST 8</b>	:	<b>Chief Administration Clerk</b> <b>Ref. No.: H/A/198</b>
<b>SALARY</b>	:	R106 335.00 per annum
<b>CENTRE</b>	:	Fezile Dabi Health District: Sasolburg
<b>REQUIREMENTS</b>	:	<ul style="list-style-type: none"> <li>* Grade 12 (or equivalent qualification).</li> <li>* A valid South African driver's license (Code 08).</li> <li>* Appropriate 3 years administration experience.</li> <li>* Computer literacy.</li> </ul>
<b>RECOMMENDATIONS</b>	:	Sound knowledge of departmental policies.
<b>DUTIES</b>	:	<ul style="list-style-type: none"> <li>* Verifies and counter sign all procurement documents.</li> <li>* Authorization of requisitions.</li> <li>* Handle petty cash purchases according to the prescribed procedures.</li> <li>* Approve the procurement advices systematically.</li> <li>* Approving of orders on LOGIS and filing.</li> <li>* Co-ordinate and monitors activities in the section.</li> </ul>
<b>ENQUIRIES</b>	:	Ms M.O. Beneke Tel. No. (016) 9709318
<b>APPLICATIONS</b>	:	The District Manager Fezile Dabi Health District <b>(Attention: Mr T.N. Montse)</b> Private Bag X2005 SASOLBURG

1947

<b>POST 9</b>	:	<b>Senior Professional Nurse</b> <b>Ref. No.: H/P/289</b>
<b>SALARY</b>	:	R106 335.00 per annum
<b>CENTRE</b>	:	Fezile Dabi Health District: SPS Tsatsi Clinic: Sasolburg
<b>REQUIREMENTS</b>	:	<ul style="list-style-type: none"> <li>* Registration with the South African Nursing Council as a General Nurse, Midwife and Psychiatric Nurse.</li> <li>* A valid South African driver's license (Code 08).</li> </ul>
<b>RECOMMENDATIONS</b>	:	Appropriate knowledge of Primary Health Care services.
<b>DUTIES</b>	:	<p>Render a comprehensive Primary Health Care service which entails the following:</p> <ul style="list-style-type: none"> <li>* Implementation and monitoring of Primary Health Care core package within the facility.</li> <li>* Implementation of effective management of material and human resource within the facility.</li> <li>* Implementation of quality assurance program within the facility.</li> <li>* Support implementation of the District Health Services in line with legislation.</li> </ul>
<b>ENQUIRIES</b>	:	Ms V.S. Malatse Tel. No. (016) 9709301
<b>APPLICATIONS</b>	:	The District Manager Fezile Dabi Health District <b>(Attention: Mr T.N. Montse)</b> Private Bag X2005 SASOLBURG 1947
<b>POST 10</b>	:	<b>Senior Professional Nurse</b> <b>Ref. No.: H/P/290</b>
<b>SALARY</b>	:	R106 335.00 per annum

<b>CENTRE</b>	:	Fezile Dabi Health District: Frankfort Clinic
<b>REQUIREMENTS</b>	:	<ul style="list-style-type: none"> <li>* Registration with the South African Nursing Council as a General Nurse, Midwife and Psychiatric Nurse.</li> <li>* A valid South African driver's license (Code 08).</li> </ul>
<b>RECOMMENDATIONS</b>	:	Appropriate knowledge of Primary Health Care services.
<b>DUTIES</b>	:	<p>Render a comprehensive Primary Health Care service which entails the following:</p> <ul style="list-style-type: none"> <li>* Implementation and monitoring of Primary Health Care core package within the facility.</li> <li>* Implementation of effective management of material and human resource within the facility.</li> <li>* Implementation of quality assurance program within the facility.</li> <li>* Support implementation of the District Health Services in line with legislation.</li> </ul>
<b>ENQUIRIES</b>	:	Ms V.S. Malatse Tel. No. (016) 9709301
<b>APPLICATIONS</b>	:	The District Manager Fezile Dabi Health District <b>(Attention: Mr T.N. Montse)</b> Private Bag X2005 SASOLBURG 1947
<b>POST 11</b>	:	<b>Chief Provisioning Administration Clerk (Logistics)</b> <b>Ref. No.: H/P/294</b>
<b>SALARY</b>	:	R106 335.00 per annum
<b>CENTRE</b>	:	Pelonomi Regional Hospital, Bloemfontein
<b>REQUIREMENTS</b>	:	* Grade 12.

- \* At least five years experience in Supply Chain Management (Stores Management).
- \* Knowledge of PFMA, 1999, Treasury Regulations and PPPFA.
- \* Proven supervisory skills.
- \* Computer literate (MS Word & Excel).
- \* Good communications and interpersonal skills.

**DUTIES**

- :
- \* Proper management of all receipts and issues in line with approval/current procurement policies.
  - \* Ensure all stock/inventory is stored and issued according to prescripts.
  - \* Analyze and implement correct measures on various KPI as indicated on Balance Scorecard.
  - \* Act as member on the Institutional Stock Committee.
  - \* Verify and correct stock quantities needed from cost centres with Case Manager: Stock Management.
  - \* Train all subordinates on policies, procedures and legislature.
  - \* Ensure proper leave management.

**ENQUIRIES**

: Mr H.A. Mcthebe  
Tel. No. (051) 4051996

**APPLICATIONS**

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

<b>POST 12</b>	:	<b>Senior Speech Therapist and Audiologist</b> <b>Ref No: H/S/57</b>
<b>SALARY</b>	:	R106335.00 per annum
<b>CENTRE</b>	:	Bongani Regional Hospital, Welkom
<b>REQUIREMENTS</b>	:	<ul style="list-style-type: none"> <li>* B. Communication Pathology (4 years degree) or equivalent.</li> <li>* Registration with the Health Professions Council of South Africa as Speech Therapist and Audiologist or Speech Therapist.</li> </ul>
<b>RECOMMENDATIONS</b>	:	<ul style="list-style-type: none"> <li>* Interest in early intervention (including KMC) and neurological case load.</li> <li>* NDT.</li> <li>* Knowledge of Sesotho and/or Sign Language.</li> <li>* Member of Professional Association.</li> <li>* Computer literate.</li> <li>* Driver's license.</li> </ul>
<b>DUTIES</b>	:	All duties of a Speech, Language and Hearing Therapist.
<b>ENQUIRIES</b>	:	Ms L. Alvarez Aranda Tel. No. (057) 9168246
<b>APPLICATIONS</b>	:	The Chief Executive Officer Bongani Regional Hospital <b>(Attention: Ms L. Alvarez Aranda)</b> Private Bag X29 WELKOM 9460
<b>POST 13</b>	:	<b>Provisioning Administration Officer</b> <b>Ref No: H/P/252</b>
<b>SALARY</b>	:	R106335.00 per annum

<b>CENTRE</b>	:	BID Management Sub-directorate: Corporate Office, Bloemfontein
<b>REQUIREMENTS</b>	:	<ul style="list-style-type: none"> <li>* Recognized Bachelor's Degree (or equivalent grading) or at least 3 years appropriate experience in Procurement (bidding) and Contract Administration.</li> <li>* Accounting skills.</li> <li>* Computer literacy.</li> <li>* Good communication skills.</li> <li>* Knowledge of PFMA and PPPFA.</li> <li>* Knowledge of BBBEE.</li> </ul>
<b>RECOMMENDATIONS</b>	:	Practical knowledge in Procurement and Contract Administration within Supply Chain Management.
<b>DUTIES</b>	:	<ul style="list-style-type: none"> <li>* To effectively and efficiently manage the Demands for bids of the Department.</li> <li>* To assist in the management of the sub-directorate and to supervise subordinates.</li> <li>* To assist the cost centre manager as allocated.</li> <li>* Adherence to Code of Conduct.</li> </ul>
<b>ENQUIRIES</b>	:	Me J.M. Fivaz Tel. No. (051) 4081464
<b>APPLICATIONS</b>	:	The Assistant Manager Acquisition Management ( <b>Attention: Me J.M. Fivaz</b> ) P.O. Box 227 BLOEMFONTEIN 9300

<b>POST 14</b>	:	<b>Provisioning Administration Officer</b> <b>Ref No: H/P/253</b>
<b>SALARY</b>	:	R106335.00 per annum
<b>CENTRE</b>	:	BID Management Sub-directorate: Corporate Office, Bloemfontein
<b>REQUIREMENTS</b>	:	<ul style="list-style-type: none"> <li>* Appropriate recognized Bachelor's Degree (or equal grading) or at least 2 years appropriate experience in Procurement (bidding) and Contract Administration.</li> <li>* Accounting skills.</li> <li>* Computer literacy.</li> <li>* Good communication skills.</li> </ul>
<b>RECOMMENDATIONS</b>	:	<ul style="list-style-type: none"> <li>* Practical knowledge in Procurement and Contract Administration within Supply Chain Management.</li> <li>* Understanding of PFMA.</li> <li>* Knowledge of PPPFA.</li> <li>* Knowledge of BBBEE.</li> </ul>
<b>DUTIES</b>	:	<ul style="list-style-type: none"> <li>* To administer and manage Departmental bids.</li> <li>* To execute duties in a professional and competent manner.</li> </ul>
<b>ENQUIRIES</b>	:	Me J.M. Fivaz Tel. No. (051) 4081464
<b>APPLICATIONS</b>	:	The Assistant Manager Acquisition Management ( <b>Attention: Me J.M. Fivaz</b> ) P.O. Box 227 BLOEMFONTEIN 9300

<b>POST 15</b>	:	<b>Professional Nurse</b> <b>Ref. No.: H/P/283</b>
<b>SALARY</b>	:	R85 363.00 per annum
<b>CENTRE</b>	:	Fezile Dabi Health District: Zamdela Community Health Center
<b>REQUIREMENTS</b>	:	<ul style="list-style-type: none"> <li>* Registration with the South African Nursing Council as a General Nurse, Midwife and Psychiatric Nurse.</li> <li>* A valid South African driver's license (Code 08).</li> </ul>
<b>RECOMMENDATIONS</b>	:	Appropriate knowledge of Primary Health Care services.
<b>DUTIES</b>	:	<ul style="list-style-type: none"> <li>* Render a comprehensive Primary Health Care service which entails the following: <ul style="list-style-type: none"> <li>- Implementation and monitoring of Primary Health Care core package within the facility.</li> <li>- Implementation of effective management of material and human resource within the facility.</li> <li>- Implementation of quality assurance program within the facility.</li> </ul> </li> <li>* Support implementation of the District Health Services in line with legislation.</li> </ul>
<b>ENQUIRIES</b>	:	Ms V.S. Malatse Tel. No. (016) 9709301
<b>APPLICATIONS</b>	:	The District Manager Fezile Dabi Health District <b>(Attention: Mr T.N. Montse)</b> Private Bag X2005 SASOLBURG 1947
<b>POST 16</b>	:	<b>Professional Nurse (2 posts)</b>



**Ref. No.: H/P/291**

<b>SALARY</b>	:	R85 362.00 per annum
<b>CENTRE</b>	:	Fezile Dabi Health District: Koppies Community Health Centre
<b>REQUIREMENTS</b>	:	<ul style="list-style-type: none"> <li>* Registration with the South African Nursing Council as a General Nurse and Midwife.</li> <li>* A valid South African driver's license (Code 08).</li> </ul>
<b>RECOMMENDATIONS</b>	:	Appropriate knowledge of Primary Health Care services.
<b>DUTIES</b>	:	<ul style="list-style-type: none"> <li>* Render a comprehensive Primary Health Care service which entails the following: <ul style="list-style-type: none"> <li>- PMTCT</li> <li>- Reproductive care</li> <li>- EPI programme</li> <li>- Health education</li> </ul> </li> <li>* Curative services which includes: <ul style="list-style-type: none"> <li>- Chronic care</li> <li>- Integrated management of childhood illnesses</li> </ul> </li> <li>* Identify and implement needs for nursing care.</li> </ul>
<b>ENQUIRIES</b>	:	Ms N.S. Malinga Tel. No. (056) 8113653
<b>APPLICATIONS</b>	:	The District Manager Fezile Dabi Health District <b>(Attention: Mr T.N. Montse)</b> Private Bag X2005 SASOLBURG 1947
<b>POST 17</b>	:	<b>Professional Nurse (3 posts)</b> <b>Ref. No.: H/P/292</b>
<b>SALARY</b>	:	R85 362.00 per annum

<b>CENTRE</b>	:	Parys District Hospital
<b>REQUIREMENTS</b>	:	<ul style="list-style-type: none"> <li>* Registration with the South African Nursing Council as a General Nurse and Midwife.</li> <li>* South African Nursing Council receipt for the current year.</li> </ul>
<b>RECOMMENDATIONS</b>	:	<ul style="list-style-type: none"> <li>* Ability to work under pressure.</li> <li>* Ability to implement and manage change.</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>* Identification of patient care needs.</li> <li>* Formulation and implementation of Nursing Care Plans.</li> <li>* Carry out any other tasks delegated to her/him.</li> </ul>
<b>ENQUIRIES</b>	:	Me N.M. Mokoena Tel. No. (056) 8162119
<b>APPLICATIONS</b>	:	The Chief Executive Officer Parys District Hospital <b>(Attention: Me L.A. Fourie)</b> Private Bag X5 PARYS 9585
<b>POST 18</b>	:	<b>Professional Nurse</b> <b>Ref. No.: H/P/293</b>
<b>SALARY</b>	:	R85 362.00 per annum
<b>CENTRE</b>	:	Fezile Dabi Health District: Qalabotjha Clinic: Frankfort

- REQUIREMENTS** : \*
- \* Registration with the South African Nursing Council as a General Nurse, Midwife and Psychiatric Nurse.
  - \* A valid South African driver's license (Code 08).
- RECOMMENDATIONS** : Appropriate knowledge of Primary Health Care services.
- DUTIES** :
- \* Render a comprehensive Primary Health Care service which entails the following:
    - Implementation and monitoring of Primary Health Care core package within the facility.
    - Implementation of effective management of material and human resource within the facility.
    - Implementation of quality assurance program within the facility.
  - \* Support implementation of the District Health Services in line with legislation.
- ENQUIRIES** : Ms V.S. Malatse  
Tel. No. (016) 9709301
- APPLICATIONS** : The District Manager  
Fezile Dabi Health District  
**(Attention: Mr T.N. Montse)**  
Private Bag X2005  
SASOLBURG  
1947
- POST 19** : **Staff Nurse (9 posts)**  
**Ref. No.: H/S/63**
- SALARY** : R58 290.00 per annum
- CENTRE** : Elizabeth Ross Hospital, Witsieshoek
- REQUIREMENTS** :
- \* Proof of registration with the South African Nursing Council as Enrolled Nurse.
  - \* Current year's receipt from the South African Nursing Council.

<b>RECOMMENDATIONS</b>	:	<ul style="list-style-type: none"> <li>* Good communication skills.</li> <li>* Ability to function in a multi disciplinary team.</li> </ul>
<b>DUTIES</b>	:	<ul style="list-style-type: none"> <li>* Caring for a patient and executing nursing care plan.</li> <li>* Supervision and maintenance of the fluid balance of a patient.</li> <li>* Promotion of communication by and with a patient.</li> <li>* Preparation for and assistance with surgical procedures.</li> </ul>
<b>ENQUIRIES</b>	:	Me M.C. Lerole Tel. No. (058) 7893940
<b>APPLICATIONS</b>	:	The Chief Executive Officer Elizabeth Ross Hospital <b>(Attention: Ms M. Ramasobane)</b> Private Bag X804 WITSIESHOEK 9870
<b>POST 20</b>	:	<b>Senior Nursing Assistant</b> <b>Ref. No.: H/N/54</b>
<b>SALARY</b>	:	R58 290.00 per annum
<b>CENTRE</b>	:	Fezile Dabi Health District: Phahameng Clinic: Namahadi (Frankfort)
<b>REQUIREMENTS</b>	:	<ul style="list-style-type: none"> <li>* Grade 10.</li> <li>* Enrolment with the South African Nursing Council as Nursing Auxiliary.</li> </ul>
<b>RECOMMENDATIONS</b>	:	Appropriate knowledge of Primary Health Care services.
<b>DUTIES</b>	:	Render a comprehensive Primary Health Care service which entails the following: <ul style="list-style-type: none"> <li>* To observe and report abnormalities.</li> </ul>

- \* Basic nursing care.

<b>ENQUIRIES</b>	:	Ms V.S. Malatse Tel. No. (016) 9709301
<b>APPLICATIONS</b>	:	The District Manager Fezile Dabi Health District <b>(Attention: Mr T.N. Montse)</b> Private Bag X2005 SASOLBURG 1947
<b>POST 21</b>	:	<b>Senior Nursing Assistant</b> <b>Ref. No.: H/N/55</b>
<b>SALARY</b>	:	R58 290.00 per annum
<b>CENTRE</b>	:	Fezile Dabi Health District: SPS Tsatsi Clinic: Zamdela (Sasolburg)
<b>REQUIREMENTS</b>	:	<ul style="list-style-type: none"> <li>* Grade 10.</li> <li>* Enrolment with the South African Nursing Council as Nursing Auxiliary.</li> </ul>
<b>RECOMMENDATIONS</b>	:	Appropriate knowledge of Primary Health Care services.
<b>DUTIES</b>	:	<p>Render a comprehensive Primary Health Care service which entails the following:</p> <ul style="list-style-type: none"> <li>* To observe and report abnormalities.</li> <li>* Basic nursing care.</li> </ul>
<b>ENQUIRIES</b>	:	Ms V.S. Malatse Tel. No. (016) 9709301
<b>APPLICATIONS</b>	:	The District Manager Fezile Dabi Health District <b>(Attention: Mr T.N. Montse)</b> Private Bag X2005 SASOLBURG 1947

<b>POST 22</b>	:	<b>Senior Administration Clerk Grade I</b> <b>Ref. No.: H/A/197</b>
<b>SALARY</b>	:	R58 290.00 per annum
<b>CENTRE</b>	:	Services Marketing and Health Promotion Sub-directorate: Corporate Office, Bloemfontein
<b>REQUIREMENTS</b>	:	<ul style="list-style-type: none"> <li>* Grade 10 (or equivalent qualification).</li> <li>* Computer literacy.</li> <li>* Office work experience.</li> <li>* Excellent written and verbal communication skills.</li> <li>* Very good interpersonal relations.</li> </ul>
<b>RECOMMENDATIONS</b>	:	<ul style="list-style-type: none"> <li>* Able to work under pressure and long hours.</li> <li>* Portray the principles of Batho Pele at all times.</li> </ul>
<b>DUTIES</b>	:	<ul style="list-style-type: none"> <li>* Perform administrative functions for the divisions: Healthy Lifestyles and Batho Pele.</li> <li>* Coordinate and streamline appointments for both divisions.</li> <li>* Ensure proper meetings procedures for both divisions.</li> <li>* Maintain proper record keeping and filing system.</li> <li>* Perform other office related functions such as:               <ul style="list-style-type: none"> <li>- Provide services of a messenger where necessary.</li> <li>- Assist other divisions with administration duties where necessary.</li> </ul> </li> </ul>
<b>ENQUIRIES</b>	:	Me L.A. Tlali Tel. No. (051) 4081434

<b>APPLICATIONS</b>	:	The Manager: Human Resources Provisioning ( <b>Attention: Mr M. Mokgampanyane</b> ) P.O. Box 227 BLOEMFONTEIN 9300
<b>POST 23</b>	:	<b>Senior Operator (Boiler) (2 posts)</b> <b>Ref. No.: H/O/12</b>
<b>SALARY</b>	:	R49 665.00 per annum
<b>CENTRE</b>	:	Regional Laundry, QwaQwa
<b>REQUIREMENTS</b>	:	<ul style="list-style-type: none"> <li>* ABET – must be able to read and write.</li> <li>* Relevant experience in Laundry Services.</li> </ul>
<b>RECOMMENDATIONS</b>	:	<ul style="list-style-type: none"> <li>* Good communication skills.</li> <li>* Ability to work under pressure.</li> <li>* Good interpersonal relations.</li> <li>* Must be able to work shifts, weekends and public holidays.</li> <li>* Must be able to stand for long hours.</li> </ul>
<b>DUTIES</b>	:	<ul style="list-style-type: none"> <li>* Must be able to operate the oil and coal boilers.</li> <li>* Observe maintenance contractors working on the boilers.</li> <li>* Report any defaults.</li> <li>* Must keep the boilers clean.</li> <li>* The boiler house must also be kept clean inside and outside at all times.</li> <li>* Adhere to Health &amp; Safety Act at all times.</li> <li>* Check oil, diesel and report back.</li> </ul>

- \* Check the main pipelines and the reservoirs.
  - \* Operate borehole water pump engines at the Laundry.
- ENQUIRIES** : Mr K.L. Sebeela  
Tel. No. (058) 7898272
- APPLICATIONS** : The Manager:  
Human Resources Provisioning  
(**Attention: Mr M. Mokgampanyane**)  
P.O. Box 227  
BLOEMFONTEIN  
9300
- POST 24** : **Administration Clerk Grade I**  
**Ref. No.: H/A/199**
- SALARY** : R43 245.00 per annum
- CENTRE** : National District Hospital, Bloemfontein
- REQUIREMENTS** : Grade 10 (or equivalent) Certificate.
- RECOMMENDATIONS** : \* Computer literacy (Excel).  
\* Knowledge of PERSAL.  
\* Good interpersonal skills.
- DUTIES** : \* Management of leave within the institution.  
\* Management of all Recruitment and Conditions of Service functions.  
\* General administration and personnel queries.  
\* Perform Personnel Registry duties.  
\* Updating of monthly personnel statistics (Establishment).  
\* All other administrative tasks as delegated.
- ENQUIRIES** : Me P. Mehlwana



Tel. No. (051) 4039621

- APPLICATIONS** : The Chief Executive Officer  
National District Hospital  
(**Attention: Mr J. Sothoane**)  
Private Bag X20598  
BLOEMFONTEIN  
9300
- POST 25** : **Provisioning Administration Clerk Grade I**  
**Ref. No.: H/P/295**
- SALARY** : R43 245.00 per annum
- CENTRE** : Fezile Dabi Health District: Sasolburg
- REQUIREMENTS** : \* Grade 12 (or equivalent qualification).  
\* Computer literacy.
- RECOMMENDATIONS** : \* Sound knowledge of departmental policies.  
\* Appropriate experience.
- DUTIES** : \* Order shelve and non shelve stock on delegated family groups.  
\* Request quotations for items not on contract.  
\* Handle petty cash purchases according to prescribed procedures.  
\* Capture requests on draw list on the system.  
\* Filing of the issue vouchers.  
\* Follow up on report RD012 and deal with discrepancies.  
\* Report on requisition older than 1 month on a monthly basis.  
\* Keeping of records for repairs and maintenance.
- ENQUIRIES** : Ms M.O. Beneke

Tel. No. (016) 9709318

- APPLICATIONS** : The District Manager  
Fezile Dabi Health District  
(**Attention: Mr T.N. Montse**)  
Private Bag X2005  
SASOLBURG  
1947
- POST 26** : **Provisioning Administration Clerk Grade I**  
**Ref. No.: H/P/296**
- SALARY** : R43 245.00 per annum
- CENTRE** : Fezile Dabi Health District: Sasolburg
- REQUIREMENTS** : \*
- \* Grade 12 (or equivalent qualification).
  - \* Computer literacy.
- RECOMMENDATIONS** : \*
- \* Sound knowledge of departmental policies.
  - \* Appropriate experience.
- DUTIES** : \*
- \* Perform general warehouse management duties.
  - \* Receive and record stock in the warehouse.
  - \* Issue and record stock issued from the warehouse.
  - \* Control stock levels in the warehouse.
  - \* Perform stocktaking quarterly and annually.
  - \* Manage redundant/obsolete/disposable stock in the stores.
  - \* Maintain the draw lists and submit reports on a monthly basis.
  - \* Keep record of procurement advices.
- ENQUIRIES** : Ms M.O. Beneke

Tel. No. (016) 9709318

**APPLICATIONS** : The District Manager  
Fezile Dabi Health District  
(**Attention: Mr T.N. Montse**)  
Private Bag X2005  
SASOLBURG  
1947

<b>Advertisements approved by:</b>
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<p><b>* Mr. M.M. Lekgela</b> ACTING SENIOR MANAGER: HUMAN RESOURCE MANAGEMENT</p>
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<p>Date : <b>23 / 08 / 2007</b></p>
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