




## **FREE STATE PROVINCIAL GOVERNMENT VACANCY CIRCULAR 86/2007**

**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.

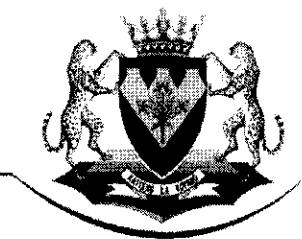
Please take note that all enquiries with regard to the circular should be made to the official as indicated in the circular and not to the Human Resource Advice, Co-ordination, and Management Directorate: Department of the Premier.

  
**DEPARTMENT OF THE PREMIER**  
DATE: 2007/09/18

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**  
**CLOSING DATE: 12 OCTOBER 2007**

## **ADVERTISEMENT OF POSTS**

- POST 1** : **Chief Professional Nurse**  
**Ref. No.: H/P/317**
- SALARY** : R132 054.00 per annum
- CENTRE** : Dr J.S. Moroka District Hospital
- REQUIREMENTS** :
- \* Registration with the South African Nursing Council as General Nurse and Midwife.
  - \* Extensive experience as Senior Professional Nurse.
- RECOMMENDATIONS** :
- \* Ability to work under pressure.
  - \* Be prepared to long work hours.
  - \* Good communication skills, commitment and dedication.
- DUTIES** :
- \* Adherence to the Batho Pele Principles and the Patients' Rights Charter in the rendering of quality nursing care.
  - \* Identify needs, formulate, implement and monitoring programmes to ensure the rendering of quality patient care.
  - \* Utilize, empower and control and supervise personnel to ensure safe and quality patient care.

- \* Implement administrative functions and manage resources to ensure smooth running of the unit.
- \* Supervision and monitor performance and development of nursing personnel.
- \* Ensure discipline procedures are implemented.
- \* Cost centre management.

<b>ENQUIRIES</b>	:	Me C.A.M. Tsimatsima Tel. No. (051) 8739966
<b>APPLICATIONS</b>	:	The Chief Executive Officer Dr J.S. Moroka District Hospital <b>(Attention: Mr G.J. Molokoane)</b> Private Bag X707 SELOSESHA 9783
<b>POST 2</b>	:	<b>Senior Professional Nurse (7 posts)</b> <b>Ref. No.: H/P/318</b>
<b>SALARY</b>	:	R106 335.00 per annum
<b>CENTRE</b>	:	MUCPP
<b>REQUIREMENTS</b>	:	Proof of current registration with the South African Nursing Council as General Nurse or Midwife.
<b>RECOMMENDATIONS</b>	:	Three years experience in Primary Health Care Services.
<b>DUTIES</b>	:	To provide a comprehensive Primary Health Care Core Package.
<b>ENQUIRIES</b>	:	Me B.L. Khalobe Tel. No. (051) 4356430 / 4343542
<b>APPLICATIONS</b>	:	The Assistant Manager MUCPP <b>(Attention: Me Kalaote)</b> P.O. Box 441 BLOEMFONTEIN, 9300

<b>POST 3</b>	:	<b>Chief Administration Clerk</b> <b>Ref. No.: H/A/210</b>
<b>SALARY</b>	:	R106 335.00 per annum
<b>CENTRE</b>	:	Botshabelo District Hospital
<b>REQUIREMENTS</b>	:	<ul style="list-style-type: none"> <li>* Grade 12 (or equivalent).</li> <li>* Appropriate experience.</li> </ul>
<b>RECOMMENDATIONS</b>	:	<ul style="list-style-type: none"> <li>* Labour Relations and experience.</li> <li>* Thorough knowledge of PERSAL System.</li> <li>* Computer literacy (MS Word and Excel).</li> </ul>
<b>DUTIES</b>	:	<ul style="list-style-type: none"> <li>* Ensure sound Employment Relations Practice in the institution.</li> <li>* Administer and handle Skills Development in the hospital.</li> <li>* Act as Control PERSAL Officer on PERSAL matters.</li> <li>* Monitor and updating of Personnel Template and Establishment.</li> <li>* Handle Recruitment and General Staff Benefits.</li> </ul>
<b>ENQUIRIES</b>	:	Mr L.J. Toai Tel. No. (051) 5330217
<b>APPLICATIONS</b>	:	The Chief Executive Officer Botshabelo District Hospital <b>(Attention: Mr L. Toai)</b> Private Bag X527 BOTSHABELO 9781
<b>POST 4</b>	:	<b>Professional Nurse</b> <b>Ref. No.: H/P/319</b>
<b>SALARY</b>	:	R85 362.00 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 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

<b>Advertisements approved by:</b>
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MR M LEKGELA ACTING SENIOR MANAGER: HUMAN RESOURCE MANAGEMENT
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Date: 11 <sup>th</sup> SEPTEMBER 2007
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