




FREE STATE PROVINCIAL GOVERNMENT VACANCY CIRCULAR 87/2007

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 PROVINCIAL GOVERNMENT:
DEPARTMENT OF HEALTH

HEALTH HUMAN RESOURCE MANAGEMENT CIRCULAR NO. OF 2007
CLOSING DATE: 12 OCTOBER 2007

ADVERTISEMENT OF POSTS

POST 1	:	Principal Dietician
REFERENCE	:	H/D/10
SALARY	:	R132 054.00 per annum
CENTRE	:	Dihlabeng Regional Hospital, Bethlehem
REQUIREMENTS	:	<ul style="list-style-type: none">* B.Sc Dietetics.* Registration with the Health Professions Council of South Africa as Dietician.
RECOMMENDATIONS	:	Extensive appropriate experience as Senior Dietician.
DUTIES	:	Integrated Nutrition Program Key Performance Areas.
ENQUIRIES	:	Dr M. de Beer Tel. No. (058) 3035331
APPLICATIONS	:	The Chief Executive Officer Dihlabeng Regional Hospital (Attention: Me T. Harris) Private Bag X3 BETHLEHEM 9700
POST 2		Chief Professional Nurse (In-charge of Clinic)
REFERENCE	:	H/P/247
SALARY	:	R132 054.00 per annum
CENTRE	:	Lejweleputswa District: Kamohelo Clinic, Winburg

REQUIREMENTS	:	<ul style="list-style-type: none"> * Current registration with the South African Nursing Council as General Nurse and Midwife. * Extensive experience in Primary Health Care. * Valid driver's license.
DUTIES	:	<ul style="list-style-type: none"> * Oversee the rendering of all health services (Primary Health Care Core package). * Management of resources. * Co-ordinate participation amongst stake holders.
ENQUIRIES	:	Me D. Dumako Tel. No. (057) 3521453
APPLICATIONS	:	The District Manager Lejweleputswa District (Attention: Me D. Dumako) Private Bag X15 WELKOM 9460

POST 3: Senior Professional Nurse

REFERENCE	:	H/P/250
SALARY	:	R106 335.00 per annum plus rural allowance equal to 8% of the annual salary notch
CENTRE	:	Lejweleputswa District: Ikgomotseng Clinic, Soutpan
REQUIREMENTS	:	<ul style="list-style-type: none"> * Registration with the South African Nursing Council as General Nurse and Midwife. * Appropriate experience as Professional Nurse.
DUTIES	:	Rendering a nursing service in the said clinic.
ENQUIRIES	:	Me D. Dumako Tel. No. (057) 3521453

APPLICATIONS : The District Manager
Lejweleputswa District
(Attention: **Me D. Dumako**)
Private Bag X15
WELKOM
9460

POST 4: Senior Professional Nurse

REFERENCE : **H/P/251**

SALARY : R106 335.00 per annum plus rural allowance
equal to 8% of the annual salary notch

CENTRE : Lejweleputswa District: Maranta Clinic,
Brandfort

REQUIREMENTS : * Registration with the South African Nursing
Council as General Nurse and Midwife.

* Appropriate experience as Professional
Nurse.

DUTIES : Rendering a nursing service in the said clinic.

ENQUIRIES : Me D. Dumako
Tel. No. (057) 3521453

APPLICATIONS : The District Manager
Lejweleputswa District
(Attention: **Me D. Dumako**)
Private Bag X15
WELKOM
9460

POST 5: Artisan Foreman (Electrical)

REFERENCE : **H/A/150**

SALARY : R106 335.00 per annum

CENTRE : Thebe/Phumelela Health Complex

REQUIREMENTS : * A complete apprenticeship and proof of
passing a trade test in terms of the provisions
of section 13(2)(h) of the Manpower Training

Act, 1981, as amended or a certificate issued under the provisions of the repealed Section 27 of the Act referred to.

- * A valid driver's license.

RECOMMENDATIONS	:	<ul style="list-style-type: none"> * Appropriate experience as an Artisan. * Good interpersonal and communication skills.
DUTIES	:	<ul style="list-style-type: none"> * Ensure that routine daily inspection and maintenance are carried out on all equipment. * Adhere to safety practice (Occupational Health & Safety Act). * Execute standby duties in case of crisis. * Supervise Maintenance Section and be compliant to COHSASA requirements.
ENQUIRIES	:	Mr T.C. Mosia Tel. No. (058) 6221111 x 114
APPLICATIONS	:	The Chief Executive Officer Thebe/Phumelela District Hospital Complex (Attention: Mr D.S. Ntsutle) Private Bag X871 HARRISMITH 9880
POST 6	:	Professional Nurse
REFERENCE	:	H/P/255
SALARY	:	R85 362.00 per annum plus rural allowance equal to 8% of the annual salary notch
CENTRE	:	Lejweleputswa District: Nala Local Area
REQUIREMENTS	:	Registration with the South African Nursing Council as General Nurse and Midwife.
DUTIES	:	Rendering a nursing service in the said clinic.

ENQUIRIES	:	Me M. Stanley Tel. No. (057) 3521453
APPLICATIONS	:	The District Manager Lejweleputswa District (Attention: Me M. Stanley) Private Bag X15 WELKOM 9460
POST 7	:	Professional Nurse (2 posts)
REFERENCE	:	H/P/256
SALARY	:	R85 362.00 per annum plus rural allowance equal to 8% of the annual salary notch
CENTRE	:	Lejweleputswa District: K Maile - Bothaville
REQUIREMENTS	:	Registration with the South African Nursing Council as General Nurse and Midwife.
DUTIES	:	Rendering a nursing service in the said clinic.
ENQUIRIES	:	Me M. Stanley Tel. No. (057) 3521453
APPLICATIONS	:	The District Manager Lejweleputswa District (Attention: Me M. Stanley) Private Bag X15 WELKOM 9460
POST 8	:	Professional Nurse
REFERENCE	:	H/P/257
SALARY	:	R85 362.00 per annum plus rural allowance equal to 8% of the annual salary notch
CENTRE	:	Lejweleputswa District: Maranta Clinic, Brandfort

REQUIREMENTS	:	Registration with the South African Nursing Council as General Nurse and Midwife.
DUTIES	:	Rendering a nursing service in the said clinic.
ENQUIRIES	:	Me D. Dumako Tel. No. (057) 3521453
APPLICATIONS	:	The District Manager Lejweleputswa District (Attention: Me D. Dumako) Private Bag X15 WELKOM 9460
POST 9	:	Professional Nurse (2 posts)
REFERENCE	:	H/P/258
SALARY	:	R85 362.00 per annum plus rural allowance equal to 8% of the annual salary notch
CENTRE	:	Lejweleputswa District: Duke Street Clinic, Brandfort
REQUIREMENTS	:	Registration with the South African Nursing Council as General Nurse and Midwife.
DUTIES	:	Rendering a nursing service in the said clinic.
ENQUIRIES	:	Me D. Dumako Tel. No. (057) 3521453
APPLICATIONS	:	The District Manager Lejweleputswa District (Attention: Me D. Dumako) Private Bag X15 WELKOM 9460
POST 10	:	Senior Staff Nurse (3 posts)
REFERENCE	:	H/S/58
SALARY	:	R85 362.00 per annum

CENTRE	:	Metsimaholo District Hospital, Sasolburg
REQUIREMENTS	:	<ul style="list-style-type: none"> * Qualification as Enrolled Nurse. * Proof of current registration with the South African Nursing Council.
RECOMMENDATIONS	:	<ul style="list-style-type: none"> * Good communication and interpersonal relations. * Ability to function in a multi-disciplinary team.
DUTIES	:	<ul style="list-style-type: none"> * To assist with identification of Nursing care needs. * To execute Nursing care programming formulated by professional nurses. * To carry out instructions and delegated tasks and/or reports to the supervisor.
ENQUIRIES	:	Me T.M.B. Zungu Tel. No. (016) 9709461
APPLICATIONS	:	The Chief Executive Officer Metsimaholo District Hospital (Attention: Me M.A.T. Matsie) Private Bag X2017 SASOLBURG 1947
POST 11	:	Chief Boiler Operator
REFERENCE	:	H/B/2
SALARY	:	R68 955.00 per annum
CENTRE	:	Free State Psychiatric Complex, Bloemfontein
REQUIREMENTS	:	<ul style="list-style-type: none"> * Certificate in Boiler Operation or equivalent qualification. * 3-5 Years experience in supervision of personnel and management in Boiler House is highly required.

- RECOMMENDATIONS** : *
- * Knowledge of fired coal boiler.
 - * Ability to read and write.
 - * Willing to work irregular hours.
- DUTIES** : *
- * Arrange all the shifts for boiler personnel.
 - * Compile monthly reports.
 - * Ensure that daily/weekly/monthly log sheets are compiled properly by boiler operators.
 - * Ensure the quality of steam is maintained.
 - * Adhere to all statutory obligations.
 - * Ensure the cleanness in the boiler house.
- ENQUIRIES** : Mr F.P. Moeng
Tel. No. (051) 4079318/304/429
- APPLICATIONS** : The Chief Executive Officer
Free State Psychiatric Complex
(Attention: Mr A. van Zyl)
Private Bag X20607
BLOEMFONTEIN
9300
- POST 12** : **Enrolled Nurse (Staff Nurse)**
- REFERENCE** : **H/S/59**
- SALARY** : R58 290 .00 per annum
- CENTRE** : Lejweleputswa District: Nala Local Area
- REQUIREMENTS** : *
- * Current registration with the South African Nursing Council as Enrolled Nurse.
 - * Extensive experience.
- DUTIES** : Rendering a nursing service in the said clinic.
- ENQUIRIES** : Me M. Stanley
Tel. No. (057) 3521453

APPLICATIONS	:	The District Manager Lejweleputswa District (Attention: Me M. Stanley) Private Bag X15 WELKOM 9460
POST 13	:	Principal Boiler Operator
REFERENCE	:	H/B/3
SALARY	:	R58 290.00 per annum
CENTRE	:	Free State Psychiatric Complex, Bloemfontein
REQUIREMENTS	:	<ul style="list-style-type: none"> * Certificate in Boiler Operation or equivalent qualification. * Appropriate experience.
RECOMMENDATIONS	:	<ul style="list-style-type: none"> * Knowledge of fired coal boiler. * Ability to read and write. * Willing to work irregular hours.
DUTIES	:	<ul style="list-style-type: none"> * Operate the boiler in different shifts. * Ensure the quality of steam is up to standard. * Adhere to all statutory legislations. * Compile daily/weekly/monthly log sheets. * Ensure the cleaning in the boiler house.
ENQUIRIES	:	Mr F.P. Moeng Tel. No. (051) 4079318/304/429
APPLICATIONS	:	The Chief Executive Officer Free State Psychiatric Complex (Attention: Mr A. van Zyl) Private Bag X20607 BLOEMFONTEIN 9300

POST 14	:	Senior Typist
REFERENCE	:	H/T/15
SALARY	:	R58 290.00 per annum
CENTRE	:	Free State School of Nursing: Northern Campus
REQUIREMENTS	:	Grade 12 and Typing as a passed subject.
RECOMMENDATIONS	:	Previous experience in typing.
DUTIES	:	<ul style="list-style-type: none"> * Typing. * Do switchboard duties. * Do Public Relations duties.
ENQUIRIES	:	Ms N.P. Msayi Tel. No. (057) 3966240/1
APPLICATIONS	:	The Rector Free State School of Nursing (Attention: Ms N.P. Msayi) Private Bag X290 WELKOM 9460
POST 15	:	Cleaner
REFERENCE	:	H/C/40
SALARY	:	R43 2450.00 per annum
CENTRE	:	Itemoheng District Hospital
REQUIREMENTS	:	<ul style="list-style-type: none"> * ABET Qualification. * Appropriate experience.
DUTIES	:	<ul style="list-style-type: none"> * Handing out the linen. * Deliver food to patients.

- * Ensure cleanness in the hospital at all times.

ENQUIRIES	:	Mr T.A. Mohaeka Tel. No. (058) 4812114
APPLICATIONS	:	The Chief Executive Officer Itemoheng District Hospital (Attention: Me M.N. Kumalo) Private Bag X9 SENEKAL 9600
POST 16	:	Administration Clerk
REFERENCE	:	H/A/152
SALARY	:	R43 245.00 per annum
CENTRE	:	Phuthuloha District Hospital
REQUIREMENTS	:	<ul style="list-style-type: none"> * Senior (or equivalent) Certificate. * Knowledge of administrative functions. * Computer literacy.
RECOMMENDATIONS	:	<ul style="list-style-type: none"> * Appropriate experience. * Knowledge of BAS and LOGIS will serve as advantage.
DUTIES	:	<ul style="list-style-type: none"> * Batch controlling. * Capturing and payment of invoices. * Following up of enquiries in Provisioning Section on LOGIS system.
ENQUIRIES	:	Mr T.A. Mohaeka Tel. No. (058) 4812114
APPLICATIONS	:	The Chief Executive Officer Itemoheng District Hospital (Attention: Me M.N. Kumalo) Private Bag X9 SENEKAL

		9600
POST 17	:	Food Services Aid I
REFERENCE	:	H/F/14
SALARY	:	R38 610.00 per annum
CENTRE	:	Tokollo Hospital
REQUIREMENTS	:	Grade 10 (Standard 8) or equivalent.
RECOMMENDATIONS	:	Appropriate experience.
DUTIES	:	<ul style="list-style-type: none"> * Sweeping, washing and polishing. * Dusting and cleaning all surfaces using chemicals. * Collecting and returning of food trolleys from the kitchen, distribute to patients and also cleaning dishes.
ENQUIRIES	:	Me F. de Jonge Tel. No. (058) 8523030/9
APPLICATIONS	:	The Chief Executive Officer Tokollo/Mafube District Health Complex (Attention: Mr B.S. Mbongo) Private Bag X8 HEILBRON 9650
POST 18	:	General Worker I
REFERENCE	:	H/G/19
SALARY	:	R38 610.00 per annum
CENTRE	:	Free State Psychiatric Complex, Bloemfontein
REQUIREMENTS	:	<ul style="list-style-type: none"> * Standard 8 or ABET training. * Physically strong person.
RECOMMENDATIONS	:	Previous knowledge of a warehouse.

DUTIES	:	Delivery of stock and movement of furniture.
ENQUIRIES	:	Me M. Grobler Tel. No. (051) 4079202
APPLICATIONS	:	The Chief Executive Officer Free State Psychiatric Complex (Attention: Mr D.E. Kolomba) Private Bag X20607 BLOEMFONTEIN 9300
POST 19	:	General Worker I
REFERENCE	:	H/G/20
SALARY	:	R38 610.00 per annum
CENTRE	:	Free State Psychiatric Complex, Bloemfontein
REQUIREMENTS	:	* Standard 8 or ABET training. * Physically strong person.
RECOMMENDATIONS	:	Previous knowledge of a warehouse.
DUTIES	:	Delivery of stock and movement of furniture.
ENQUIRIES	:	Me M. Grobler Tel. No. (051) 4079202
APPLICATIONS	:	The Chief Executive Officer Free State Psychiatric Complex (Attention: Mr D.E. Kolomba) Private Bag X20607 BLOEMFONTEIN 9300
POST 20	:	General Worker I
REFERENCE	:	H/G/21
SALARY	:	R38 610.00 per annum
CENTRE	:	Free State Psychiatric Complex, Bloemfontein
REQUIREMENTS	:	Grade 10.

- RECOMMENDATIONS** : *
- * Knowledge of fired coal boiler.
 - * Ability to read and write.
 - * Willing to work irregular hours.
- DUTIES** : *
- * Assist the boiler operators.
 - * Clean the boiler house.
- ENQUIRIES** : Mr F.P. Moeng
Tel. No. (051) 4079318/304/429
- APPLICATIONS** : The Chief Executive Officer
Free State Psychiatric Complex
(Attention: Mr A. van Zyl)
Private Bag X20607
BLOEMFONTEIN
9300

Advertisements approved by:

MR M LEKGELA

ACTING SENIOR MANAGER: HUMAN RESOURCE MANAGEMENT

Date: 13 SEPTEMBER 2007
