

# FREE STATE PROVINCE

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## **FREE STATE PROVINCIAL GOVERNMENT VACANCY CIRCULAR 88/2007**

**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  
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/300**

**SALARY** : R132 054.00 per annum

**CENTRE** : Standard Compliance Sub-directorate: Corporate  
Office, Bloemfontein

**REQUIREMENTS** : \*

- \* Registration with the South African Nursing Council.
- \* Diploma in General Nursing, Midwifery, Psychiatric, Community Nursing.
- \* Appropriate experience in Quality Assurance.
- \* Computer literacy.
- \* A valid driver's license and must be willing to travel.

**RECOMMENDATIONS** : \*

- \* Presentation skills.
- \* Project Management.
- \* Good interpersonal relations.

**DUTIES** : \*

- \* Support and monitor Implementation of Quality Assurance Strategy including accreditation by COHSASA.
- \* Support annual licensing and new applications for private institutions.

\* Support Implementation of Risk Management policy.

**ENQUIRIES** : Me E. Mokhehi  
Tel. No. (051) 4081834

<b>APPLICATIONS</b>	:	The Acting Senior Manager Human Resource Management <b>(Attention: Mr M.J. Mokgampanyane)</b> P.O. Box 227 BLOEMFONTEIN 9300
<b>POST 2</b>	:	<b>Chief Professional Nurse</b> <b>Ref. No.: H/P/302</b>
<b>SALARY</b>	:	R132 054.00 per annum
<b>CENTRE</b>	:	Case Management: Universitas Hospital, Bloemfontein
<b>REQUIREMENTS</b>	:	<ul style="list-style-type: none"> <li>* Computer literacy.</li> <li>* Ability to work without supervision.</li> <li>* Must have good health and minimal absenteeism.</li> <li>* Must be bilingual and be able to maintain sound human relations.</li> <li>* Must be able to work under pressure and be very diplomatic with difficult clients.</li> </ul>
<b>RECOMMENDATIONS</b>	:	Practical knowledge of Meditech, UPFS and ICS 10 coding.
<b>DUTIES</b>	:	<ul style="list-style-type: none"> <li>* Work as Case Manager in obtaining pre-authorization from Medical Schemes and maintaining daily updates as necessary.</li> <li>* Constantly liaises with Revenue personnel regarding billing and coding, etc.</li> <li>* Forty hour work week and as per workload.</li> <li>* Rotate in discharge office and in Annex.</li> <li>* Do ICD 10 coding, control route charts and handle queries.</li> </ul>
<b>ENQUIRIES</b>	:	Ms S.B. Meyer Tel. No. (051) 4053464
<b>APPLICATIONS</b>	:	The Chief Executive Officer

Universitas Hospital  
**(Attention: Ms B. Meyer)**  
 Private Bag X20660  
 BLOEMFONTEIN  
 9300

- POST 3** : **Chief Professional Nurse (3 posts)**  
**Ref. No.: H/P/303**
- SALARY** : R132 054.00 per annum
- CENTRE** : Critical Care: Universitas Hospital, Bloemfontein
- REQUIREMENTS** :
- \* Current registration with the South African Nursing Council as a Midwife.
  - \* Appropriate experience as a Professional Nurse.
  - \* Candidates from outside Universitas Academic Hospital will be preferred.
  - \* Previous experience working in ICU, Neonatal ICU or Paediatric/Nephrology Care.
- RECOMMENDATIONS** :
- \* Good personal relations.
  - \* Qualifications in Intensive Care, Neonatal or Paediatric Care.
  - \* Drive, commitment and hard work.
- DUTIES** :
- \* Initiate and implement nursing care regimens.
  - \* Initiate, monitor and sustain quality improvement projects in his/her section.
  - \* Supervise colleagues and nursing support groups.
- ENQUIRIES** : Me M.A. Mabandla  
 Tel. No. (051) 4053415/7
- APPLICATIONS** : The Chief Executive Officer  
 Universitas Academic Hospital  
**(Attention: Me M.A. Mabandla)**  
 Private Bag X20660  
 BLOEMFONTEIN  
 9300

<b>POST 4</b>	:	<b>Chief Professional Nurse (Unit Manager)</b> <b>Ref. No.: H/P/304</b>
<b>SALARY</b>	:	R132 054.00 per annum
<b>CENTRE</b>	:	Neonatal: Universitas Hospital, Bloemfontein
<b>REQUIREMENTS</b>	:	<ul style="list-style-type: none"> <li>* Current registration with the South African Nursing Council as a Midwife.</li> <li>* Extensive experience working in Neonatal, Paediatric ICU or related ICU care.</li> <li>* Previous exposure in management of a unit.</li> </ul>
<b>RECOMMENDATIONS</b>	:	<ul style="list-style-type: none"> <li>* Must be self-driven and committed to achieve results.</li> <li>* Qualification in Health Care Management.</li> <li>* Neonatal, Paediatric or other related ICU qualification.</li> </ul>
<b>DUTIES</b>	:	<ul style="list-style-type: none"> <li>* Initiate and implement nursing care standards.</li> <li>* Initiate, monitor and sustain quality improvement projects in his/her section.</li> <li>* Manage human and other resources efficiently.</li> <li>* Staff performance management.</li> </ul>
<b>ENQUIRIES</b>	:	Me M.A. Mabandla Tel. No. (051) 4053415/7
<b>APPLICATIONS</b>	:	The Chief Executive Officer Universitas Academic Hospital <b>(Attention: Me M.A. Mabandla)</b> Private Bag X20660 BLOEMFONTEIN 9300
<b>POST 5</b>	:	<b>Chief Professional Nurse</b> <b>Ref. No.: H/P/305</b>
<b>SALARY</b>	:	R132 054.00 per annum

<b>CENTRE</b>	:	Staff Health Clinic: Universitas Hospital, Bloemfontein
<b>REQUIREMENTS</b>	:	<ul style="list-style-type: none"> <li>* Registered with the South African Nursing Council.</li> <li>* Diploma in General Nursing and Midwifery.</li> <li>* A qualification in Occupational Health Nursing.</li> </ul>
<b>RECOMMENDATIONS</b>	:	<ul style="list-style-type: none"> <li>* Occupational Health Nursing Diploma/ Primary Health Care.</li> <li>* Knowledge of the EDL.</li> </ul>
<b>DUTIES</b>	:	<ul style="list-style-type: none"> <li>* Effectively run the Occupational Health Clinic.</li> <li>* Conduct in-training to staff.</li> <li>* Formulate and review policies related to Occupational Health.</li> <li>* Maintain accurate clinical statistics in relation to Injury of Duties, chronic patients, acute and minor ailments, etc.</li> </ul>
<b>ENQUIRIES</b>	:	Me M.A. Mabandla Tel. No. (051) 4053415/7
<b>APPLICATIONS</b>	:	The Chief Executive Officer Universitas Academic Hospital ( <b>Attention: Me M.A. Mabandla</b> ) Private Bag X20660 BLOEMFONTEIN 9300
<b>POST 6</b>	:	<b>Chief Professional Nurse</b> <b>Ref. No.: H/P/306</b>
<b>SALARY</b>	:	R132 054.00 per annum
<b>CENTRE</b>	:	Dr J.S. Moroka District Hospital
<b>REQUIREMENTS</b>	:	<ul style="list-style-type: none"> <li>* Registration with the South African Nursing Council as General Nurse and Midwife.</li> </ul>

		<ul style="list-style-type: none"> <li>* Extensive experience as Senior Professional Nurse.</li> </ul>
<b>RECOMMENDATIONS</b>	:	<ul style="list-style-type: none"> <li>* Ability to work under pressure.</li> <li>* Be prepared to work long hours.</li> <li>* Good communication skills, commitment and dedication.</li> </ul>
<b>DUTIES</b>	:	<ul style="list-style-type: none"> <li>* Adherence to the Batho Pele Principles and the Patients' Rights Charter in the rendering of quality nursing care.</li> <li>* Identify needs, formulate, implement and monitoring programmes to ensure the rendering of quality patient care.</li> <li>* Utilize, empower and control and supervise personnel to ensure safe and quality patient care.</li> <li>* Implement administrative functions and manage resources to ensure smooth running of the unit.</li> <li>* Supervision and monitor performance and development of nursing personnel.</li> <li>* Ensure discipline procedures are implemented.</li> <li>* Cost centre management.</li> </ul>
<b>ENQUIRIES</b>	:	<p>Me C.A.M. Tsimatsima Tel. No. (051) 8739966</p>
<b>APPLICATIONS</b>	:	<p>The Chief Executive Officer Dr J.S. Moroka District Hospital <b>(Attention: Mr G.J. Molokoane)</b> Private Bag X707 SELOSESHA 9783</p>
<b>POST 7</b>	:	<p><b>Artisan Superintendent (Air-Conditioning and Electrical)</b> <b>Ref. No.: H/A/201</b></p>
<b>SALARY</b>	:	<p>R132 054.00 per annum</p>

<b>CENTRE</b>	:	Technical Services: Universitas Hospital, Bloemfontein
<b>REQUIREMENTS</b>	:	<ul style="list-style-type: none"> <li>* A completed apprenticeship as electrician and air-conditioning person and proof of passing a trade test in terms of the provisions of Section 13(2) of the Manpower Training Act, 1981 as amended or a certificate issued under the provisions of section 28 and 30 of the Manpower Training Act, 1981 as amended or a certificate issued under the repealed section 27 of the Act referred to.</li> <li>* S1/ T1/ N5 or equivalent.</li> </ul>
<b>RECOMMENDATIONS</b>	:	<ul style="list-style-type: none"> <li>* Appropriate experience in electrical and air-conditioning environment.</li> <li>* Self starter who is both flexible and adaptable to a changing work environment.</li> <li>* Knowledge of Occupational Health and Safety.</li> <li>* Strong leadership and management ability.</li> <li>* Ability to communicate effectively at operational levels.</li> <li>* Proven ability to manage people.</li> <li>* Must be computer literate.</li> <li>* Valid driver's license.</li> <li>* Extensive experience in air-conditioning system, including repairs, new installations and maintenance in general.</li> <li>* Must possess fault finding skills, and be able to resolve any air-conditioning and electrical problems.</li> </ul>
<b>DUTIES</b>	:	<ul style="list-style-type: none"> <li>* Supervise equipment, tools and machinery generally used in a technical maintenance environment within the complex.</li> <li>* Manage repairs and maintenance costs.</li> </ul>



- \* Ensure that the elimination of consumable waste and identify alternative uses of excess material.
- \* Liaise with the Department of Public Works, for expertise and assistance.
- \* Supervise preventative electrical, air-conditioning and other relevant maintenance services in the infrastructure and equipment of the hospital complex.
- \* Work in close association with the artisan foreman of the surrounding hospitals within the complex.

**ENQUIRIES** : Mr S.J. Phalane  
Tel. No. (051) 4053186

**APPLICATIONS** : The Chief Executive Officer  
Universitas Academic Hospital  
(**Attention: Mr S.J. Phalane**)  
Private Bag X20660  
BLOEMFONTEIN  
9300

**POST 8** : **Senior Administration Officer**  
**Ref. No.: H/A/202**

**SALARY** : R132 054.00 per annum

**CENTRE** : Stoffel Coetzee Hospital: Smithfield

**REQUIREMENTS** :

- \* Appropriate Bachelor's degree in Administration (or equivalent qualification).
- \* Appropriate experience in the Public Sector.
- \* Driver's license.

**RECOMMENDATIONS** :

- \* Computer literacy.
- \* Thorough knowledge of the PFMA, Treasury Regulations.
- \* Ability to perform under pressure.
- \* Excellent interpersonal skills.

- \* Human Resource Management skills.
  - \* Knowledge and understanding of PERSAL, LOGIS and BAS.
- DUTIES** :
- \* The management and supervision of Supply Chain Management, Finance, Human Resource, Patient Administration of the hospital.
  - \* Compile management information and be a part of the overall management of the hospital.
- ENQUIRIES** :
- Mrs C.M. Smith  
Tel. No. (051) 6830168
- APPLICATIONS** :
- The Chief Executive Officer  
Stoffel Coetzee Hospital  
**(Attention: Mrs C.M. Smith)**  
Private Bag X5  
SMITHFIELD  
9966
- POST 9** :
- Senior Internal Auditor (3 posts)**  
**Ref. No.: H/I/4**
- SALARY** :
- R132 054.00 per annum
- CENTRE** :
- Internal Audit Sub-directorate: Corporate Office,  
Bloemfontein
- REQUIREMENTS** :
- \* An appropriate recognized Bachelor's degree (or equivalent qualification) in Auditing.
  - \* Working experience in Internal Audit, Public Sector financial systems (PERSAL, BAS and Supply Chain Management).
  - \* Excellent written, verbal communication and with good interpersonal skills as well as analytical skills.
  - \* Valid driver's license, be prepared to travel extensively.
  - \* Be computer literate.
- RECOMMENDATIONS** :
- Member of IPFA or IIA.

<b>DUTIES</b>	:	<ul style="list-style-type: none"> <li>* Responsible for audits and monitoring of compliance with regards to all regulations as set out by the Public Finance Management Act of 1999, Act No. 1 of 1999, and according to the Standards for Professional Practice of Internal Auditors (SPPIA).</li> <li>* Perform risk analysis, planning and execution of audits in accordance with accepted standards, collect, analyze, interpret and document information to support audit results.</li> <li>* Assist with the facilitation of the risk assessment of the Department.</li> <li>* Perform special reviews at the request of management and contribute towards the overall functioning of the Internal Audit.</li> </ul>
<b>ENQUIRIES</b>	:	Mr K. Figlan / Mr B.W. Harris Tel. No. (051) 4081142 / (051) 4081455
<b>APPLICATIONS</b>	:	The Acting Senior Manager Human Resource Management <b>(Attention: Mr M.J. Mokgampanyane)</b> P.O. Box 227 BLOEMFONTEIN 9300
<b>POST 10</b>	:	<b>Senior Administration Officer (Infection Control Officer) (2 posts)</b> <b>Ref. No.: H/A/203</b>
<b>SALARY</b>	:	R132 054.00 per annum
<b>CENTRE</b>	:	Standard Compliance Sub-directorate: Corporate Office, Bloemfontein
<b>REQUIREMENTS</b>	:	<ul style="list-style-type: none"> <li>* Diploma (Health related) or equivalent qualification.</li> <li>* Extensive appropriate experience in infection control field.</li> <li>* Sound knowledge of infection prevention and control program.</li> <li>* Experience in Quality Assurance.</li> </ul>

- \* Computer literacy.
  - \* A valid driver's license and must be willing to travel.
- RECOMMENDATIONS** :
- \* Good interpersonal relations.
  - \* Presentation skills.
- DUTIES** :
- \* Support and monitor Implementation of Infection Control Programme in the province.
  - \* Support all health institutions with the Implementation of Quality Assurance Strategy including accreditation by COHSASA.
  - \* Support annual licensing and new applications for private institutions regarding infection control.
  - \* Support Implementation of Risk Management policy.
- ENQUIRIES** :
- Me E. Mokhethi  
Tel. No. (051) 4081834
- APPLICATIONS** :
- The Acting Senior Manager  
Human Resource Management  
**(Attention: Mr M.J. Mokgampanyane)**  
P.O. Box 227  
BLOEMFONTEIN  
9300
- POST 11** :
- Senior Pharmacist (2 posts)**  
**Ref. No.: H/P/307**
- SALARY** :
- R132 054.00 per annum
- CENTRE** :
- Bongani Regional Hospital, Welkom
- REQUIREMENTS** :
- Registration with the South African Pharmacy Council as a Pharmacist.
- RECOMMENDATIONS** :
- Appropriate experience.
- DUTIES** :
- \* Dispense medication.
  - \* Counsel patients.
  - \* Supervise subordinates.

		* Train assistants.
<b>ENQUIRIES</b>	:	Mr/Ms N.A. Mokebe Tel. No. (057) 9168058
<b>APPLICATIONS</b>	:	The Chief Executive Officer Bongani Regional Hospital ( <b>Attention: Ms A. Zwiegelaar</b> ) Private Bag X29 WELKOM 9460
<b>POST 12</b>	:	<b>Chief Administration Clerk</b> <b>Ref. No.: H/A/204</b>
<b>SALARY</b>	:	R106 335.00 per annum
<b>CENTRE</b>	:	Case Management: Universitas Hospital, Bloemfontein
<b>REQUIREMENTS</b>	:	<ul style="list-style-type: none"> <li>* Computer literacy.</li> <li>* Ability to work without supervision.</li> <li>* Must have good health and minimal absenteeism.</li> <li>* Must be bilingual and be able to maintain sound human relations.</li> <li>* Must be able to work under pressure and be very diplomatic with difficult clients.</li> </ul>
<b>RECOMMENDATIONS</b>	:	Practical knowledge of Meditech, UPFS and ICS 10 coding.
<b>DUTIES</b>	:	<ul style="list-style-type: none"> <li>* Work as Clerk and give administrative support to Case Managers in obtaining pre-authorization from Medical Schemes and maintaining daily updates as necessary.</li> <li>* Constantly liaises with Revenue personnel regarding billing and coding, etc.</li> <li>* Forty hour work week and as per workload.</li> <li>* Rotate in discharge office and in Annex.</li> </ul>

- \* Give administrative support with ICD 10 coding, control route charts and handle queries.

<b>ENQUIRIES</b>	:	Ms S.B. Meyer Tel. No. (051) 4053464
<b>APPLICATIONS</b>	:	The Chief Executive Officer Universitas Hospital ( <b>Attention: Ms B. Meyer</b> ) Private Bag X20660 BLOEMFONTEIN 9300
<b>POST 13</b>	:	<b>Internal Auditor</b> <b>Ref. No.: H/I/5</b>
<b>SALARY</b>	:	R106 335.00 per annum
<b>CENTRE</b>	:	Internal Audit: Corporate Office, Bloemfontein
<b>REQUIREMENTS</b>	:	<ul style="list-style-type: none"> <li>* An appropriate recognized Bachelor's degree (or equivalent qualification) in Auditing.</li> <li>* Working experience in Internal Audit, Public Sector financial systems (PERSAL, BAS and Supply Chain Management).</li> <li>* Excellent written, verbal communication and with good interpersonal skills as well as analytical skills.</li> <li>* Valid driver's license, be prepared to travel extensively.</li> <li>* Be computer literate.</li> </ul>
<b>RECOMMENDATIONS</b>	:	Member of IPFA or IIA.
<b>DUTIES</b>	:	<ul style="list-style-type: none"> <li>* Responsible for audits and monitoring of compliance with regards to all regulations as set out by the Public Finance Management Act of 1999, Act No. 1 of 1999, and according to the Standards for Professional Practice of Internal Auditors (SPPIA).</li> <li>* Perform risk analysis, planning and execution of audits in accordance with accepted standards, collect, analyze, interpret and document information to support audit results.</li> </ul>

- \* Assist with the facilitation of the risk assessment of the Department.

- \* Perform special reviews at the request of management and contribute towards the overall functioning of the Internal Audit.

**ENQUIRIES** : Mr K. Figlan / Mr B.W. Harris  
Tel. No. (051) 4081142 / (051) 4081455

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

**POST 14** : **Senior Occupational Therapist**  
**Ref. No.: H/O/13**

**SALARY** : R106 335.00 per annum plus Scarce Skills allowance equal to 17% and Rural Allowance equal to 12% of the annual salary notch

**CENTRE** : Botshabelo District Hospital

**REQUIREMENTS** : \* Registration with the Health Professions Council of South Africa as Occupational Therapist.

- \* Relevant experience.

- \* B.Sc Occupational Therapy Degree.

**RECOMMENDATIONS** : \* Good communication skills.

- \* Computer training.

- \* Speak a third African language.

**DUTIES** : \* Rendering of an effective comprehensive and accessible Occupational Therapy service to patients in Botshabelo District Hospital and within the broader community.

- \* Monitor services rendered by assistants and supervision of subordinates.

- \* Participate in the Quality Assurance Programmes.

- \* Implementation of Health awareness projects.

<b>ENQUIRIES</b>	:	Dr M.E. Maree Tel. No. (051) 5330234 / (051) 5330111
<b>APPLICATIONS</b>	:	The Chief Executive Officer Botshabelo District Hospital ( <b>Attention: Mr L. Toai</b> ) Private Bag X527 BOTSHABELO 9781
<b>POST 15</b>	:	<b>Senior Speech Therapist and Audiologist</b> <b>Ref. No.: H/S/65</b>
<b>SALARY</b>	:	R106 335.00 per annum
<b>CENTRE</b>	:	Department of Speech Therapy and Audiology: Universitas Academic Hospital, Bloemfontein
<b>REQUIREMENTS</b>	:	<ul style="list-style-type: none"> <li>* Qualified as Speech Therapist and Audiologist.</li> <li>* Dual registration with the Health Professions Council of South Africa (Speech Therapy and Audiology).</li> <li>* Appropriate experience as Community Therapist.</li> </ul>
<b>RECOMMENDATIONS</b>	:	<ul style="list-style-type: none"> <li>* Experience in programming of cochlear implants.</li> <li>* Experience in Diagnostic Audiology.</li> <li>* Experience in Management of Swallowing Disorders.</li> </ul>
<b>DUTIES</b>	:	<ul style="list-style-type: none"> <li>* Assessment and therapy, Speech and Language disorders and swallowing.</li> <li>* Diagnostic Audiology and Neurophysiological testing.</li> <li>* Programming of Cochlear Implants and Management of Cochlear implant patients.</li> </ul>



\* Administrative tasks as applicable.

<b>ENQUIRIES</b>	:	Me H.C. van Pletzen Tel. No. (051) 4053261
<b>APPLICATIONS</b>	:	The Chief Executive Officer Universitas Hospital ( <b>Attention: Me H.C. van Pletzen</b> ) Private Bag X20660 BLOEMFONTEIN 9300
<b>POST 16</b>	:	<b>Senior Professional Nurse</b> Ref. No.: H/P/308
<b>SALARY</b>	:	R106 335.00 per annum
<b>CENTRE</b>	:	Diagnostic Radiology: Universitas Hospital, Bloemfontein
<b>REQUIREMENTS</b>	:	<ul style="list-style-type: none"> <li>* Registered with the South African Nursing Council.</li> <li>* Must be willing to wear protective clothing.</li> </ul>
<b>DUTIES</b>	:	<ul style="list-style-type: none"> <li>* Assist in organization of the department and specific lists.</li> <li>* General quality nursing care.</li> <li>* Willing to obtain specialized skills to work and scrub in interventional theatre.</li> <li>* Willing to rotate in department and to work overtime, special shifts and do after hours calls.</li> </ul>
<b>ENQUIRIES</b>	:	Me M. Cassel Tel. No. (051) 4053259
<b>APPLICATIONS</b>	:	The Chief Executive Officer Universitas Hospital ( <b>Attention: Me M. Cassel</b> ) Private Bag X20660 BLOEMFONTEIN 9300
<b>POST 17</b>	:	<b>Senior Professional Nurse</b> Ref. No.: H/P/309

<b>SALARY</b>	:	R106 335.00 per annum
<b>CENTRE</b>	:	Diagnostic Radiology: Universitas Hospital, Bloemfontein
<b>REQUIREMENTS</b>	:	<ul style="list-style-type: none"> <li>* Registered with the South African Nursing Council.</li> <li>* Must be willing to wear protective clothing.</li> </ul>
<b>RECOMMENDATIONS</b>	:	Team player with good organizational skills.
<b>DUTIES</b>	:	<ul style="list-style-type: none"> <li>* Primarily to organize CT and MRI lists and to ensure the rendering of quality nursing care to patients.</li> <li>* Must be willing to obtain specialized skills to work in interventional theatre.</li> <li>* Must be willing to work overtime, special shifts and do calls after hours.</li> </ul>
<b>ENQUIRIES</b>	:	Me M. Cassel Tel. No. (051) 4053259
<b>APPLICATIONS</b>	:	The Chief Executive Officer Universitas Hospital <b>(Attention: Me M. Cassel)</b> Private Bag X20660 BLOEMFONTEIN 9300
<b>POST 18</b>	:	<b>Senior Professional Nurse (5 posts)</b> <b>Ref. No.: H/P/310</b>
<b>SALARY</b>	:	R106 335.00 per annum
<b>CENTRE</b>	:	Neonatal: Universitas Hospital, Bloemfontein
<b>REQUIREMENTS</b>	:	<ul style="list-style-type: none"> <li>* Current registration with the South African Nursing Council as a Midwife.</li> <li>* Appropriate experience as a Professional Nurse.</li> <li>* Candidates from outside Universitas Academic Hospital will be preferred.</li> </ul>

- \* Previous experience working in ICU, Neonatal ICU or Paediatric Care.
- RECOMMENDATIONS** :
- \* Good interpersonal relations.
  - \* Qualification in Intensive Care, Neonatal or Paediatric Care.
  - \* Drive, commitment and hard work.
- DUTIES** :
- \* Initiate and implement nursing care regimes.
  - \* Initiate, monitor and sustain quality improvement projects in his/her section.
  - \* Supervise colleagues and nursing support groups.
- ENQUIRIES** :
- Me M.A. Mabandla  
Tel. No. (051) 4053415/7
- APPLICATIONS** :
- The Chief Executive Officer  
Universitas Academic Hospital  
(**Attention: Me M.A. Mabandla**)  
Private Bag X20660  
BLOEMFONTEIN  
9300
- POST 19** :
- Principal Personnel Officer**  
**Ref. No.: H/P/311**
- SALARY** :
- R106 335.00 per annum
- CENTRE** :
- Human Resources (Clinical): Universitas Hospital,  
Bloemfontein
- REQUIREMENTS** :
- \* Senior or equivalent qualification.
  - \* Appropriate experience.
- RECOMMENDATIONS** :
- \* Human Resources experience (leave, overtime and relevant resolutions).
  - \* Management of staff in department.
  - \* Allocation of tasks and supervision.

- DUTIES** :
- \* Experience of PERSAL system.
  - \* Manage appointments, transfers and termination of services.
  - \* Overtime.
  - \* Manage leave and approval of PERSAL transactions.
  - \* Manage paymaster functions.
  - \* Handling and manage of RWOPS.
  - \* Handling of Human Resources queries.
- ENQUIRIES** : Me A. Lombard  
Tel. No. (051) 4053153
- APPLICATIONS** : The Chief Executive Officer  
Universitas Hospital  
**(Attention: Me A. Lombard)**  
Private Bag X20660  
BLOEMFONTEIN  
9300

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