



DATE OF ISSUE: 07 JANUARY 2008

TO ALL HEADS OF NATIONAL DEPARTMENTS/PROVINCIAL ADMINISTRATIONS/ PROVINCIAL DEPARTMENTS/ORGANISATIONAL COMPONENTS

PUBLIC SERVICE VACANCY CIRCULAR NO 01 OF 2008

1. Introduction

- 1.1 The aim of this Circular is not only to distribute advertisements of vacancies to Departments and employees throughout the Public Service, but also to facilitate the redeployment of employees who have been declared in excess in terms of PSCBC Resolution 7 of 2002.
- 1.2 As regards the latter issue, Departments/Provincial Administrations and Components are called upon to give preference in the filling of vacancies, to employees who have been declared in excess if they apply.

2. Directions to candidates

- 2.1 Applications on form Z83 with full particulars of training, qualifications, skills, competencies, knowledge and experience (on a separate sheet if necessary or a CV) should be forwarded to the Department/Provincial Administration Component in which the vacancy/vacancies exist(s).
- 2.2 Applicants must indicate the reference number of the vacancy in their applications.
- 2.3 Applicants requiring additional information regarding an advertised post, must direct their enquiries to the department/provincial administration / component where the vacancy exists.
- 2.4 Applications should be forwarded in time to the advertising department since applications received after the closing date referred below will not be accepted.
- 2.5 Considering the aim of this circular (see paragraph 1.1 above), advertisements contained herein are **meant for the attention/perusal of serving employees** only. Persons not employed in the Public Service may thus not apply for the vacancies advertised in this circular, except if the relevant department has extended the scope of its recruitment initiative to persons not employed in the Public Service, in which case a vacancy will have been advertised through other means such as the media. (Clarity in this regard can be obtained from the relevant advertising Department Provincial Administration / Component).

3. Directions to Departments/Provincial Administrations/Components

- 3.1 The contents of this Circular must be brought to the attention of all employees.
- 3.2 Special attempts must be made to ensure that excess employees are informed of the advertised vacancies. Potential candidates from the excess group must be assisted in applying timeously for vacancies and attending where applicable, interviews.

4. Directions to departments provincial administrations/components in which vacancies exist

- 4.1 In respect of vacancies that have been identified to promote representativeness, the measures contained in Chapter 1, Part III. D2 of the Public Service Regulations, 2001 must be complied with. The advertisements of such vacancies should state that it is intended to promote representativeness through the filling of the vacancy and that the candidature of persons whose transfer/promotion/appointment will promote representativeness, will receive preference.
- 4.2 The selection of candidates should be done with due regard to the relevant measures contained in Chapter 1, Part VII. D of the Public Service Regulations, 2001

CLOSING DATE : Except where otherwise stated, the closing date for all the posts advertised in this Circular is **07 FEBRUARY 2008**

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ANNEXURE A

DEPARTMENT OF ARTS AND CULTURE

The Department of Arts and Culture is an equal opportunity affirmative action employer and it is the intention to promote representativity in the Public Sector through the filling of these posts. Persons whose transfer / promotion / appointment will promote representativity will therefore receive preference. An indication in this regard will expedite the processing of applications.

APPLICATIONS : Please forward your application, quoting the relevant reference and the name of this publication to: The Director: Human Resource Management, Department of Arts and Culture, Private Bag X897, Pretoria, 0001. Applications can also be hand delivered to the Department of Arts and Culture, Kingsley Centre, 7th Floor, Cnr Church and Beatrix Streets, Arcadia, Pretoria. All advertised positions are based in Pretoria.

NOTE : Applications must be submitted on Form Z83, obtainable from any Government department or online at www.gov.za. It must be accompanied by a comprehensive CV (including two recent and contactable referees) and certified copies of qualifications. • Please note that all successful candidates will have to undergo security clearance and their appointments will be provisional pending the outcome of a security clearance • Successful candidates will be required to sign a performance agreement within 3 months of assumption of duty • Correspondence will be limited to shortlisted candidates only • If you do not hear from us within 3 months of the closing date, please assume that your application has been unsuccessful. Failure to submit the required documentation will automatically disqualify applications. No faxes or e-mails will be accepted.

OTHER POST

POST 01/01 : **SENIOR ADMINISTRATIVE CLERK GRADE II**
Chief Directorate: national archives, records, meta-information and heraldry

SALARY : R68 955 per annum
CENTRE : Pretoria
REQUIREMENTS : • The successful candidate must be in possession of a Grade 12 certificate, or equivalent qualification • Good administrative skills • Understanding of the library and information services sector would be an advantage, but is not compulsory. Competencies: • Knowledge and understanding of the public sector rules and regulations • ICT literacy • Reliability and good administrative, and organizational skills • Ability to communicate with stakeholders • Proven ability to work in a team and to handle a variety of tasks and work under pressure • Ability to work independently.

DUTIES : • Management of the Registry of the Sub directorate • Filing of documents • General administrative work, e.g. making of photocopies, sending faxes, ordering of stationery and equipment, etc. • Booking of travel and accommodation for staff members and stakeholders • Assistance with the arrangements for meetings, workshops, etc.

ENQUIRIES : Mr A Roos, tel.: (012) 441-3211

ANNEXURE B

DEPARTMENT OF HOUSING

The Department of Housing is an equal opportunity, affirmative action employer. It is our intention to promote representivity (race, gender & disability). The candidature of persons whose transfer/promotion/appointment will promote representivity will receive preference.

APPLICATIONS : Forward to : Human Communications, P O Box1305, Rivonia, 2128
FOR ATTENTION : Mr D Sekwane
CLOSING DATE : 18 January 2008
NOTE : Applications must be submitted on form Z83, obtainable from any Public Service department and must be accompanied by a detailed CV, together with certified copies of your qualification certificates and your ID/Passport. Failure to submit the required documents will result in your application not being considered. Correspondence will be limited to short-listed candidates only. If you have not been contacted within 4 months of the closing date of this advertisement, please accept that your application was unsuccessful. No faxed or e-mailed applications will be considered.

OTHER POST

POST 01/02 : **CHIEF NETWORK CONTROLLER (REF NO. DOH/141/2007)**
Chief Directorate: Information Technology And Systems
Directorate: Information Technology Service Management
Sub-Directorate: Information Technology Client Services

SALARY : R132 054 per annum
CENTRE : Pretoria / Cape Town
REQUIREMENTS : Applicants must have University Bachelor's degree in IT or University of Technology National Diploma in IT (Compulsory); 2- 3 years solid practical experience in Desktop Support in Novell network environment (GroupWise, Border-Manager, ZenWorks, iFolder, Nsure Identity etc); CNA, CNE, A+, N+ certificates, Network Controllers Training Programme (SITA); (optional) Experience at the level of Principal Network Controller will be an added advantage; Excellent communication skills (both written and verbal); Good Planning and Organisational skills; Excellent Customer Relations Skills and proven excellent conduct (compulsory).

DUTIES : The appointee will be responsible for: Provide IT Desktop and LAN Support; Perform Server Backups and Restores; Research and Evaluate Information Technology Products; Technical Assessment and IT Committee Support; Mentoring of Interns and Basic End-User Training; Maintenance of Software Library & Licence Controls;

ENQUIRIES : Mr L S Mogotsi tel. (012) 421-1614.

ANNEXURE C

DEPARTMENT OF JUSTICE AND CONSTITUTIONAL DEVELOPMENT

The Department of Justice is an equal opportunity employer. In the filling of vacant posts the objectives of section 195 (1)(i) of the Constitution of SA, 1996 (Act 108 of 1996), the EE imperatives as defined by the Employment Equity Act, 1998 (Act 55 of 1998) and relevant HR policies of the Department will be taken into consideration. Successful candidates may be required to undergo security clearance.

APPLICATIONS : Quoting the relevant reference number, direct your application to:
The Regional Head, Private Bag X 6, Johannesburg, 2000.

CLOSING DATE : 14 January 2008

NOTE : Applications must be submitted on Form Z83, obtainable from any Public Service Department or on the internet at www.gov.za. Applications should be accompanied by certified copies of qualifications, identity document and driver's license. The CV to be completed by all applicants is available on the DOJ website www.doj.gov.za or at any DOJ&CD sub-office and must accompany the Z83 and all other supporting documents required. Applications that do not comply with the above mentioned requirements will not be considered. Correspondence will be limited to short-listed candidates only. If you do not hear from us within 3 months of this advertisement, please accept that your application has been unsuccessful. The department reserves the right not to fill these positions.

OTHER POSTS

POST 01/03 : **PRINCIPAL COURT INTERPRETER: (2 POSTS) REF 07/91/GP**

SALARY : R132 054 – R153 312 per annum. The successful candidate will be required to sign a performance agreement.

CENTRE REQUIREMENTS : Magistrate Pretoria (1), High Court Johannesburg (1)
Grade 12 or equivalent qualification; Tertiary qualification will be an advantage; Ten years experience in court interpreting Skills and Competencies: Computer literacy; Good communication (verbal and written); Ability to work under pressure; Administration and organizational skills; Good interpersonal skills; Good interpersonal relations; Problem solving; Attention to detail.

DUTIES : Control and supervise Court Interpreters; Interpret in special cases when necessary; Attend to personnel administration aspects.

ENQUIRIES : Mrs. C Gideon ☎ 011 331 0440

POST 01/04 : **ADMINISTRATIVE OFFICER: ADMINISTRATION (1 POST) REF 07/83/GP**

SALARY : R106 335 – R123 456 per annum. The successful candidate will be required to sign a performance agreement.

CENTRE REQUIREMENTS : Regional Office: Gauteng
Tertiary qualification, Three year relevant experience, Knowledge of Fleet Management, record / archive management, library, switchboard, performance management, A valid driver's license. Skills and Competencies: Computer literacy (MS Office); Excellent communication skills(written and verbal), Public Management Skills, Managerial and problem solving skills, Understanding of the PFMA, DFI and other related prescripts, Leadership and organizational skills, Good interpersonal skills, Ability to work under pressure and deliver according to tight deadlines, Customer orientation, Ability to interpret and apply policy, Ability to work under pressure as well as work independently, Attention to detail.

DUTIES : Monitor internal control measures to ensure compliance, Render efficient and effective support to the courts, Gather and prepare information statistics an reports and archives, Ensure safekeeping of records and archives, Ensure proper keeping and maintenance of filing system, Train and monitor report on staff performance, Dispose archives as and when required, Submit kilometer log sheets to Government Garage on time, Ensure implementation of

	Electronic Log-Sheet System, Render advice/ assistance on a wide spectrum of matters, Minimize accidents, Capacitate drivers and officials using Government vehicles with relevant skills, Perform all office administrative duties.
<u>ENQUIRIES</u>	: Mrs. C Gideon ☎ 011 331 0440
<u>POST 01/05</u>	: <u>COURT INTERPRETER: (15 POSTS) REF 07/89/GP</u>
<u>SALARY</u>	: R68 955 – R80 058 per annum. The successful candidate will be required to sign a performance agreement.
<u>CENTRE</u>	: Alberton (1) – Venda, Afrikaans, Zulu, North Sotho, South Sotho, English, Shangaan, Xhosa, Tswana, Sepedi Pretoria (2) – English, Xhosa, Zulu, Swazi, Northern Sotho, Tsonga, Mpumalanga Ndebele, Venda, Afrikaans, Nigel (1) – Northern Sotho, South Sotho, Tswana, Tsonga, Zulu, Xhosa, Afrikaans, High Court Pretoria (2) – English, Afrikaans, Zulu, Venda, Shangaan, Sotho, Xhosa, Tswana, Sepedi, High Court Johannesburg (2) – Venda, Tsonga, Zulu, English, Tswana, Afrikaans, Xhosa, Sepedi, Land Claims Court (5) Language Preferences – English, Afrikaans, Zulu, Xhosa, Tswana, Southern Sotho, Sepedi, Venda, Tsonga, Kempton Park (2) – Northern Sotho, South Sotho, Tsonga, Zulu, Xhosa, Afrikaans, English, Sepedi, Venda Land Claims Court (5), Magistrate Roodepoort (2), High Court Johannesburg (2), High Court Pretoria (2), Magistrate, Alberton (1), Magistrate Pretoria (2)
<u>REQUIREMENTS</u>	: Grade 12 or equivalent qualification; Tertiary qualification will be an advantage; Applicants will be subjected to a language test; A valid drivers license will be an added as advantage. Language Requirements: Xhosa, Mpumalanga Ndebele, English / Afrikaans, Tswana, Northern Sotho, Venda Skills and Competencies: Computer literacy (MS Office); Numeracy skills; Excellent communication (verbal and written); Good communication (written and verbal); Administration and organizational skills; Ability to maintain interpersonal relations; Accuracy and attention to detail.
<u>DUTIES</u>	: Interpret in Criminal Court, Civil Court, Labour Court, Quasi-Judicial proceedings; Interpret during consultation; Translate legal documents and exhibits; Record cases in criminal record book; Draw case records on request of the Magistrate and Prosecutors; Ensure that subordinates conclude performance agreements, review performance and provide feedback to court interpreters; Ensure that subordinates perform duties in accordance with their performance agreements; Control and supervise court interpreters in small offices; Make arrangements for foreign language interpreters in consultation with the prosecution
<u>ENQUIRIES</u>	: Mrs. C Gideon ☎ 011 331 0440
<u>POST 01/06</u>	: <u>SENIOR ADMINISTRATION CLERK (1 POST) REF 07/90/GP</u>
<u>SALARY</u>	: R58 289 – R67 667 per annum. The successful candidate will be required to sign a performance agreement.
<u>CENTRE</u>	: Regional Office Gauteng
<u>REQUIREMENTS</u>	: Grade 12 or equivalent qualification; Knowledge and Experience on BAS, PERSAL, Treasury Regulation and Public Finance Management Act will be an advantage. Skills and Competencies: Computer literacy (MS Office); Good communication (verbal and written); Ability to work under pressure and be self motivated, Attention to detail .maintain interpersonal relations; Accuracy and attention to detail.
<u>DUTIES</u>	: Checking all subsistence and transport claims submitted by Offices to be in terms of Policies and Prescript, Capturing subsistence and transport claims on PERSAL, Capturing sundry payments on BAS, Recording all claims paid and ensuring acknowledgment of receipt from all Court Managers, Responsible to telephonic and written queries.
<u>ENQUIRIES</u>	: Mrs. C Gideon ☎ 011 331 0440

<u>POST 01/07</u>	:	<u>SENIOR ADMINISTRATION CLERK: (33 POSTS) REF 07/84/GP</u>
<u>SALARY</u>	:	R58 290 – R67 668 per annum. The successful candidate will be required to sign a performance agreement.
<u>CENTRE</u>	:	Magistrate Johannesburg (9), Magistrate Vanderbijlpark (16), Magistrate Kempton Park (8)
<u>REQUIREMENTS</u>	:	Grade 12 or equivalent qualification; Two years administrative experience; Skills and Competencies: Computer literacy (MS Office); Good communication skills (verbal and written); Problem solving; Good interpersonal relations; Attention to detail.
<u>DUTIES</u>	:	Handle routine work done at the office; Deal with correspondence; Maintain records; Apply Public Service and Treasury Instructions in terms of the Public Finance Management Act (PFMA) and various other administrative duties.
<u>ENQUIRIES</u>	:	Mrs. C Gideon ☎ 011 331 0440
<u>POST 01/08</u>	:	<u>SENIOR TYPIST: (7 POSTS) REF 07/85/GP</u>
<u>SALARY</u>	:	R58 290 – R67 668 per annum. The successful candidate will be required to sign a performance agreement.
<u>CENTRE</u>	:	Magistrate: Benoni (1), Johannesburg (1), Kempton Park (1), Pretoria-North (1), Oberholzer (1), Land Claims Court Johannesburg (1), Labour Court (1).
<u>REQUIREMENTS</u>	:	Grade 12 or equivalent qualification with typing as a passed subject; Two years relevant experience; Minimum typing speed of 35 wpm; An appropriate word processing course successfully completed; short listed candidates will be required to pass a typing test. Skills and Competencies: Computer literacy (MS Office); Accuracy and attention to detail; Ability to work under pressure.
<u>DUTIES</u>	:	Type reports; General correspondence; Answer telephone and take messages; Other administrative duties.
<u>ENQUIRIES</u>	:	Mrs. C Gideon ☎ 011 331 0440
<u>APPLICATIONS</u>	:	Quoting the relevant reference number, direct your application to: The Regional Head, Private Bag X6, Johannesburg, 2000.
<u>CLOSING DATE</u>	:	14 January 2008
<u>POST 01/09</u>	:	<u>SENIOR TELECOM OPERATOR: (1 POST) REF 07/86/GP</u>
<u>SALARY</u>	:	R58 290 – R67 668 per annum. The successful candidate will be required to sign a performance agreement.
<u>CENTRE</u>	:	Magistrate Johannesburg
<u>REQUIREMENTS</u>	:	Grade 12 or equivalent qualification; Two years' relevant experience as a telecom operator; Skills and Competencies: Computer literacy; Able to work under pressure; Good communication (written and verbal), Interpersonal relations.
<u>DUTIES</u>	:	Handle incoming and outgoing calls, transfer calls, take and convey messages, Ensure that the switchboard is manned at all times and that customers (inside and outside) are attended to without delay, Attend to all other duties that may be required to do from time to time.
<u>ENQUIRIES</u>	:	Mrs. C Gideon ☎ 011 331 0440
<u>POST 01/10</u>	:	<u>USHER MESSENGER: (3 POSTS) REF 07/87/GP</u>
<u>SALARY</u>	:	R43 245 – R48 249 per annum. The successful candidate will be required to sign a performance agreement.
<u>CENTRE</u>	:	Registrar of the High Court, Johannesburg (2), Magistrate Pretoria (1)
<u>REQUIREMENTS</u>	:	Adult Basic Education and Training Course Level 4\Grade 9; Two years appropriate knowledge and experience; The ability to read and write; A driver's license Code 8.
<u>DUTIES</u>	:	Escort Judges to court; Achieve the necessary silence and call people in court attention when the Judge enters or leave court room; Be present in court during the session; Hand exhibits to the Judge for examination; Make copies of court rolls and circulate according to distribution list; General messenger duties; Collection and distribution of post, parcels, files and other documents; Faxing

		documents and receiving of faxes; Photocopying of official documents and assist with the licensing and maintenance of Judges' vehicles.
<u>ENQUIRIES</u>	:	Mrs. C Gideon ☎ 011 331 0440
<u>POST 01/11</u>	:	<u>MESSENGER (4 POSTS) REF 07/88/GP</u>
<u>SALARY</u>	:	R43 245 – R48 249 per annum. The successful candidate will be required to sign a performance agreement.
<u>CENTRE</u>	:	Magistrate Johannesburg (2), Krugersdorp (1), High Court Pretoria (1)
<u>REQUIREMENTS</u>	:	Grade 12 or equivalent qualification; Valid drivers license Skills and Competencies: Excellent communication (verbal and written); Good interpersonal relations; Accuracy and attention to detail. Drive and keep vehicle in clean and good condition; Assist with general office duties; Send and receive faxes.
<u>DUTIES</u>	:	Collect and deliver post\parcels at the post office; Collect and deliver stationery\documents; photocopy official documents; Drive and keep vehicle in clean and good condition, Assist with general office duties, send and receive faxes.
<u>ENQUIRIES</u>	:	Mrs. C Gideon ☎ 011 331 0440

DEPARTMENT OF MINERALS AND ENERGY

APPLICATIONS : The Director-General, Department of Minerals and Energy, Private Bag X59, Pretoria, 0001

FOR ATTENTION : Ms E Lethole / Ms M Nchabeleng

CLOSING DATE : 18 January 2008

NOTE : Applications should be on Z83, signed and dated and must be accompanied by a comprehensive CV, and certified copies of qualifications as well as ID. Confirmation of final appointment will be subject to a positive security clearance. Due to the large number of responses anticipated, correspondence will be limited to short listed candidates only. Short listed candidates will be contacted within three weeks after the closing date. Applicants who have not been contacted during this period may regard their applications as unsuccessful.

OTHER POSTS

POST 01/12 : **SENIOR ENVIRONMENTAL OFFICER**

SALARY : R132 054 per annum

CENTRE : Western Cape Region (Cape Town)

REQUIREMENTS : A Bachelor's degree in Natural Sciences PLUS the following key competencies: ☐ Knowledge of: • Knowledge and proven experience of a spectrum of bio- and geo-physical sciences fields such as Botany, Zoology, Geology, Ecology and Conservation Biology • The ability to integrate biophysical, geo-physical and socio-economical knowledge with environmental decisions and environmental management. • Understand the ecological processes and ecosystem functioning. • Knowledge of Integrated Environmental Management and applicable legislation • Knowledge of the process of approving, evaluating and reviewing Environmental Impact Assessments and Environmental Management Plans • Computer literacy • Must be in possession of valid Code 08 drivers licence, able to travel long distances by car, be prepared to remain away from home for periods up to a week and able to walk long distances in the field and on mines in harsh weather conditions ☐ Skills: • Good negotiation and conflict resolution skills • The ability to ensure efficient service to the public • Organisational skills ☐ Communication: • Good verbal and written communication skills ☐ Creativity: • Ability to produce creative solutions to advise mining concerns regarding cost-effective environmental management solutions • Ability to function independently.

DUTIES : KRA's: Integrate mining development with other development plans and the Environment • Evaluate, monitor, audit and update Environmental Management Plans / Programmes • Assessment of financial provision for mine rehabilitation • To liaise with the public, interested and affected parties, Governmental, non-Governmental organizations, District municipalities and consultants, specialists in a broad range of fields • Do compliance and closure inspection at mines.

ENQUIRIES : Mr J H Briers ☎ (021) 419 6105

POST 01/13 : **MINERAL LAWS OFFICER**

SALARY : R106 335 per annum

CENTRE : Mpumalanga (Witbank)

REQUIREMENTS : A Bachelors Degree in Law coupled with appropriate experience PLUS the following key competencies: ☐ Knowledge of: • In depth knowledge of the Minerals and Petroleum Resources Act 2002 and Mining Charter • Specialized knowledge of surface and mining rights issued on previously proclaimed mining land and interpretation of the old records and plans • Knowledge of the

appropriate policies of the Department in relation to mineral development, mineral rights, redistribution of mineral wealth, black economic empowerment, the mining industry in general and public service delivery • Knowledge regarding the impact of mining and related activities on surface development (also includes the optimal exploration of economically viable mineral resources versus development) ☐ Skills • Well developed written and verbal communication skills to enable incumbent to consult clients on high level as well as to assist, advice and make meaningful recommendation to the Regional Manager, Chief Director, Deputy Director General, Director General and Minister concerning mining, surface development and related matters • Ability to interpret mining as well as environmental related legislation, deeds, contracts, rights and plans • Ability to assist, liaise and serve variety of professional persons, such as attorneys, town and regional planners, architects, engineers, geologists, surveyors, senior representatives of large mining companies, government institutions, consultants, interested and affected parties and public at large • Ability to interpret and apply provisions of MPRDA of 2002 and related legislations against the practical observations made during field investigation and inspections • Negotiation and conflict resolution and computer skill ☐ Communication: • Sound verbal and written communication skills to communicate with officials from other regions and public • Ability to provide general meaningful advice by means of direct written contact with supervisors and clients to ensure consistency in legislative compliance. ☐ Creativity: • Ability to be proactive and innovative and effective in the process of problem solving and improvement of productivity. Ability to work under pressure and beyond official hours. Valid drivers licence

DUTIES : KRA's: • Process applications i.t.o. the Mineral and Petroleum Resources Development Act (MPRDA), investigate illegal mining and take corrective action • Implementing transformation and empowerment • Draft submissions to the Director General and Ministerial i.t.o MPRDA, 2002 • Rendering services at the Help Desk to assist clients with requirements of MPRDA • Conduct in loco inspections

ENQUIRIES : M.S. Marutha ☎ 013-6561448

POST 01/14 : **SENIOR PERSONNEL OFFICER**

SALARY : R68 955 per annum
CENTRE : Head Office (Pretoria)

REQUIREMENTS : A senior certificate plus practical experience or a Human Resource related qualification PLUS the following key competencies: Knowledge of: • Human Resource prescripts (PSR, PSA, Financial Manual, PSCBC Resolutions, HR Legislation), Policies, Departments Vision and Mission and how a Human Resource Utilization Office can contribute to achieve the departmental objectives, Skills: • Ability to interpret and apply HRM decisions, policies and prescripts, Computer literacy (MS/Suite), Numeric skills (Calculation of pension, leave , housing), Organising skills, Ability to work under pressure with several different issues simultaneously Ability to identify urgent and or important matters, good interpersonal relations, Communication: • Good communication skills both verbally and in writing , Good people skills, Creativity: • Ability to think and be creative. Note: A HR qualification or experience in condition of service and PERSAL will serve as a recommendation Candidates will be subjected to testing (written business language, calculation, and prescript interpretation and computer skills).

DUTIES : Write letters, deal with enquiries, enter information on PERSAL, apply prescripts pertaining to the following: pension, medical aid, leave, unemployment insurance, transfers, state guarantees, housing deductions and allowances, termination of service and other allowances

ENQUIRIES

: Ms Bangi Mokgoatjane ☎ (012) 317 8146
Ms Jo-Dene Van der Westhuizen ☎ (012) 317 8383

OFFICE OF THE PUBLIC SERVICE COMMISSION

The Office of the Public Service Commission is an equal opportunity, representative employer. It sees itself as an employer that embraces and promotes representivity (race, gender and disability) in the Public Service through the filling of positions. Candidates whose appointment/transfer/promotion will promote representivity will therefore receive preference. Persons with disability are especially encouraged to apply. An indication of representivity profile by applicants will expedite the processing of applications.

APPLICATIONS : Forward your application, stating the relevant reference number, to:
The Director-General, Office of the Public Service Commission,
Private Bag X121, Pretoria, 0001

FOR ATTENTION : Ms A West

NOTE : Applications must be submitted, on form Z83, obtainable from any
Public Service department, and should be accompanied by a
comprehensive CV and *certified* copies of qualifications.
Correspondence will be limited to successful candidates only. If you
have not been contacted within 3 months of the closing date of this
advertisement, please accept that your application was
unsuccessful. The successful candidate will be required to undergo
a top secret security clearance

OTHER POSTS

POST 01/15 : **ASSISTANT DIRECTOR: ETHICS, RESEARCH AND PROMOTION**
Job Purpose: To research, administer, evaluate and monitor the
effectiveness of ethics promotion and anti-corruption strategies in
the public service.

SALARY : R157 686 per annum

CENTRE : Head Office, Pretoria

REQUIREMENTS : Ideal candidate's profile: •A three year post-matriculation
qualification (Degree or Diploma) •At least three years appropriate
experience and a thorough understanding of government
administration •Operational knowledge of the Microsoft Office
Suite, including Word, Excel and PowerPoint •Analytical and
investigative skills • Written and verbal ability to communicate with
stakeholders • A valid code 08 driver's license.

DUTIES : Key Performance Areas: •Promotion of professional ethics and
anti-corruption instruments in the public service •Monitoring and
Evaluation of anti-corruption measures •Provide advice and
prepare reports on ethics and anti-corruption to key-stakeholders,
including Parliament •Conduct research on professional ethics and
anti-corruption to inform policy development •Handle administrative
matters regarding the National Anti-Corruption Forum secretariat
•Participate in anti-corruption workshops and seminars.

ENQUIRIES : Mr R Davids (012) 352 1123

CLOSING DATE : 01 February 2008

POST 01/16 : **SENIOR SECRETARY GRADE IV TO THE DEPUTY CHAIRPERSON: PUBLIC SERVICE COMMISSION**

SALARY : R106 335 per annum

CENTRE : Pretoria

REQUIREMENTS : Ideal Candidate Profile: •A Matric (Grade 12) Certificate •Secretarial
or Office Administration qualification coupled with typing
competency and a proven record in office administration and
management •Advanced computer skills in Microsoft Office Suite
•Effective administrative, organizational and multi-tasking as well as
communication skills at all levels •Assertive, trustworthy,
professional with integrity •Good interpersonal relations •Creative,
motivated, self-driven, results-oriented, project-oriented and have
initiative •Ability to work both independently and as part of a team
•Commitment to transformation •Willingness to work beyond normal
working hours •An understanding of how the Public Service

functions •Able to work under sustained pressure and deliver above-satisfactory results •A valid Code 08 drivers license is a recommendation.

DUTIES

: The successful candidate will be responsible for: •Perform as Personal Assistant to the Deputy Chairperson •Provide general administrative support for the effective functioning of the Deputy Chairperson's office • Follow-up on behalf of the Deputy Chair for work assigned •Researching, abstracting and preparing information and supporting data for meetings, projects, presentations and reports •Manage the Deputy Chairperson's diary •Travel and accommodation arrangements including claims for subsistence and travel •Arrange meetings and workshops as well as venues and refreshments thereof •Manage all correspondence in the office of the Deputy Chairperson •Maintain general filing system in the office of the Deputy Chairperson •Acting as a general receptionist •Liaison with stakeholders in the public service, private sector and civil society •Coordinate inputs from other Commissioners •Assist in expenditure control of the office of the Deputy Chairperson.

ENQUIRIES

: Mr Justice Kgoedi (012) 352 1026

CLOSING DATE

: 25 January 2008

**PROVINCIAL ADMINISTRATION: FREE STATE
DEPARTMENT OF HEALTH**

CLOSING DATE : 15 January 2008
NOTE : 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.

OTHER POSTS

POST 01/17 : **PRINCIPAL SPECIALIST (ANAESTHESIOLOGY) REFERENCE: H/S/84**

SALARY : R473 991 all inclusive remuneration package per annum. The inclusive remuneration package consists of the basic salary, the Government's contribution to the Government Employee Pension Fund and a flexible portion and is structured according to the Government prescripts plus scarce skills allowance equal to 15% of the annual salary notch.

CENTRE REQUIREMENTS : Universitas Hospital, Bloemfontein
 : *Registration with the Health Professions Council of South Africa as Specialist in the relevant field. *M. Med (Anes) or FCA (SA) or equivalent training. *Extensive appropriate experience. Recommendations: Experience in Obstetric Anaesthesia.

DUTIES : *Take responsibility for Obstetric Anaesthesia services in the Department. *Provide and oversee anaesthesiology training to under- and post-graduate students. *Conduct research programmes. *Render administrative duties within the department.

ENQUIRIES APPLICATIONS : Prof. B.J.S. Diedericks, Tel. No. (051) 4053307
 : The Chief Executive Officer, Universitas Hospital, Private Bag X20660, BLOEMFONTEIN, 9300

FOR ATTENTION : Prof. B.J.S. Diedericks

POST 01/18 : **SENIOR SPECIALIST/ SENIOR LECTURER (INTENSIVE CARE) REFERENCE: H/S/85**

SALARY : R343 257 all inclusive remuneration package per annum. The inclusive remuneration package consists of the basic salary, the Government's contribution to the Government Employee Pension Fund and a flexible portion and is structured according to the Government prescripts, plus scarce skills allowance equal to 15% of the annual salary notch.

CENTRE REQUIREMENTS : Pelonomi Regional Hospital, Bloemfontein
 : Registration with the Health Professions Council of South Africa as Specialist. Recommendations: Sub-specialty training in critical care.

DUTIES : *Clinical service delivery in intensive care. *Training post-graduate students in medicine at the Faculty of Health Sciences at the Free State University.

ENQUIRIES APPLICATIONS : Dr M.G. Schoon, Tel. No. (051) 4051936/7
 : The Chief Executive Officer, Pelonomi Regional Hospital, Private Bag X20581, BLOEMFONTEIN, 9300

FOR ATTENTION : Mr S.I. Makhema

POST 01/19 : **MANAGER: NURSING SERVICES REFERENCE: H/P/410**

SALARY : R289 635 all inclusive remuneration package per annum. The inclusive remuneration package consists of the basic salary, the Government's contribution to the Government Employee Pension Fund and a flexible portion and is structured according to the Government prescripts.

<u>CENTRE REQUIREMENTS</u>	:	Pelononi Regional Hospital, Bloemfontein
	:	*Registration with the South African Nursing Council as General Nurse. *Degree in Health Care Management and Nursing Education. *Appropriate experience in management position. Recommendations: *Certificates in Financial Management, Human Resource Management. *Computer literacy.
<u>DUTIES</u>	:	*Strategic leadership, policy and procedure formulation. *Quality patient care, service delivery, risks management, skills development, Cost centre management. *Financial Management. *Monitor and control all Quality Assurance Nursing programmes, e.g. Infection programmes.
<u>ENQUIRIES APPLICATIONS</u>	:	Mrs M.A. Madolo, Tel. No. (051) 4051929
	:	The Chief Executive Officer, Pelonomi Regional Hospital, Private Bag X20581, BLOEMFONTEIN, 9300
<u>FOR ATTENTION</u>	:	Mr S.I. Makhema
<u>POST 01/20</u>	:	<u>PRINCIPAL MEDICAL OFFICER REFERENCE: H/M/94</u>
<u>SALARY</u>	:	R289 635 all inclusive remuneration package per annum. The inclusive remuneration package consists of the basic salary, the Government's contribution to the Government Employee Pension Fund and a flexible portion and is structured according to the Government prescripts, plus scarce skills allowance equal to 15% of the annual salary notch.
<u>CENTRE REQUIREMENTS</u>	:	National District Hospital, Bloemfontein
	:	*Registration with the Health Professions Council of South Africa as a Medical Practitioner. *Clinical, managerial and leadership skills. *Experience in monitoring and evaluating clinical services. *Valid driver's license.
<u>DUTIES</u>	:	*Clinical services in District Hospital and referring community health centres and primary health care clinics. *Ability to manage routine and emergency clinical cases. *Be able to do surgical, anaesthetical and obstetric functions. *After hour calls in casualty department. *Willing to support junior personnel and participate in in-service training. *Willing to support termination of pregnancy unit.
<u>ENQUIRIES APPLICATIONS</u>	:	Prof. A. Prinsloo, Tel. No. (051) 4013307
	:	The Chief Executive Officer, National District Hospital, Private Bag X20598, BLOEMFONTEIN, 9300
<u>FOR ATTENTION</u>	:	M.N. Maleke
<u>POST 01/21</u>	:	<u>PRINCIPAL MEDICAL OFFICER (ARV CLINIC) REFERENCE: H/M/97</u>
<u>SALARY</u>	:	R289 635 all inclusive remuneration package per annum. The inclusive remuneration package consists of the basic salary, the Government's contribution to the Government Employee Pension Fund and a flexible portion and is structured according to the Government prescripts, plus scarce skills allowance equal to 15% of the annual salary notch.
<u>CENTRE REQUIREMENTS</u>	:	Boitumelo Regional Hospital, Kroonstad
	:	*Registration with the Health Professions Council of South Africa as Medical Practitioner. Recommendations: *Appropriate experience
<u>DUTIES</u>	:	Key Responsibilities *Management and treatment of patients on the anti-retroviral Programme *Participate in all clinical programmes related to the clinic /institution *Supervising, teaching and training
<u>ENQUIRIES APPLICATIONS</u>	:	Mr K J Matli, Tel. No 056 2165213
	:	The Acting Chief Executive Officer, Boitumelo Regional Hospital, Kroonstad, Private Bag X 47, KROONSTAD, 9500
<u>FOR ATTENTION</u>	:	Mr K J Matli
<u>POST 01/22</u>	:	<u>SENIOR MEDICAL OFFICER (ARV CLINIC) REFERENCE: H/M/95</u>
<u>SALARY</u>	:	R183 084 per annum plus scarce skills allowance equal to 15% of the annual salary notch.
<u>CENTRE REQUIREMENTS</u>	:	Boitumelo Regional Hospital, Kroonstad
	:	Registration with the Health Professions Council of South Africa as Medical Practitioner. Recommendations: Appropriate experience.

DUTIES : *Management and treatment of patients on the Anti-retroviral Programme. *Participate in all clinical programmes related to the clinic/institution.

ENQUIRIES : Mr K.J. Matli, Tel. No. (056) 2165213

APPLICATIONS : The Acting Chief Executive Officer, Boitumelo Regional Hospital, Private Bag X47, KROONSTAD, 9500

FOR ATTENTION : Mr K.J. Matli

POST 01/23 : **SENIOR MEDICAL OFFICER (INTENSIVE CARE) (3 POSTS)**
REFERENCE: H/M/80

SALARY : R183 084 per annum plus scarce skills allowance equal to 15% of the annual salary notch.

CENTRE : Pelonomi Regional Hospital, Bloemfontein

REQUIREMENTS : Registration with the Health Professions Council of South Africa as Medical Practitioner. *Valid driver's license. Recommendations: *ATLS, ACLS. *Basics Course.

DUTIES : *Provision of quality patient care and service delivery related to the Intensive Care. *Attendance of post-graduate continued medical education program. *In-service training of health care workers and students. *Involvement in skills development and research.

ENQUIRIES : Dr M.G. Schoon, Tel. No. (051) 4051936

APPLICATIONS : The Chief Executive Officer, Pelonomi Regional Hospital, Private Bag X20581, BLOEMFONTEIN, 9300

FOR ATTENTION : Mr S.I. Makhema

POST 01/24 : **SENIOR MEDICAL OFFICER REFERENCE: H/M/89**

SALARY : R183 084 per annum plus scarce skills allowance equal to 15% and rural allowance equal to 22% of the annual salary notch.

CENTRE : Itemoheng District Hospital, Senekal

REQUIREMENTS : Registration with the Health Professions Council of South Africa as a Medical Practitioner. Recommendations: *Appropriate experience. *Valid driver's license.

DUTIES : *To render comprehensive and promotive Health Care Services at the hospital and catchments Clinics. *Be on call after hours. *Training and supervision of Medical Officers.

ENQUIRIES : Dr M.J. Pule, Tel. No. (058) 4812114

APPLICATIONS : The Chief Executive Officer: Itemoheng District Hospital
Private Bag X9
SENEKAL
9600

FOR ATTENTION : Me M.N. Kumalo

POST 01/25 : **SENIOR MEDICAL OFFICER REFERENCE: H/M/90**

SALARY : R183 084 per annum plus scarce skills allowance equal to 15% and rural allowance equal to 22% of the annual salary notch.

CENTRE : John Daniel Newberry District Hospital, Clocolan

REQUIREMENTS : Registration with the Health Professions Council of South Africa as a Medical Practitioner. Recommendations: *Appropriate experience. *Valid driver's license.

DUTIES : *To render comprehensive and promotive Health care services at the hospital and catchments Clinics. *Be on call after hours. *Training and supervision of Medical Officers. *Take active role in quality assurance.

ENQUIRIES : Dr M.J. Pule, Tel. No. (058) 4812114

APPLICATIONS : The Chief Executive Officer: Itemoheng District Hospital, Private Bag X9, SENEKAL, 9600

FOR ATTENTION : Me M.N. Kumalo

POST 01/26 : **SENIOR MEDICAL OFFICER REFERENCE: H/M/98**

SALARY : R183 084 per annum plus scarce skills allowance equal to 15% and rural allowance equal to 22% of the annual salary notch.

CENTRE : Phuthuloha District Hospital, Ficksburg

<u>REQUIREMENTS</u>	:	Registration with the Health Professions Council of South Africa as Medical Practitioner. Recommendations: Appropriate experience. Valid driver's license
<u>DUTIES</u>	:	Key Responsibilities: *To render comprehensive and promotive Health care services at the hospital and catchments Clinics. *Be on call after hours *Training and supervision of Medical Officers *Take active role in quality assurance
<u>ENQUIRIES</u>	:	Dr M J Pule, Tel. No. (058) 4812114
<u>APPLICATIONS</u>	:	The Chief Executive Officer: Itemoheng District Hospital, Private Bag X9, SENEKAL, 9600
<u>FOR ATTENTION</u>	:	Me M N Kumalo
<u>POST 01/27</u>	:	<u>CHIEF PHARMACIST REFERENCE: H/P/451</u>
<u>SALARY</u>	:	R183 084 per annum plus scarce skills allowance equal to 15% of the annual salary notch.
<u>CENTRE</u>	:	Pharmaceutical Services: Specialized Health Services: Bloemfontein
<u>REQUIREMENTS</u>	:	*Registration with the South African Pharmacy Council as Pharmacist. *Appropriate experience in Drug Supply Management as well experience in computerized hospital pharmacy systems. Recommendations: Management experience.
<u>DUTIES</u>	:	*Co-ordinate the Pharmaceutical Component for the roll-out of computerized systems in pharmacies in the Free State Province. *Develop specifications for computerized pharmacy systems in consultation with IT and pharmacists as well as evaluation and implementation thereof throughout pharmacies in the province. *To render support and assistance in the form of instalment, training and updating of information regarding Pharmacy computerized systems in the province. *Provide a Drug Information Database.
<u>ENQUIRIES</u>	:	Me H.M. Marais, Tel. No. (051) 4081291
<u>APPLICATIONS</u>	:	The Manager: Pharmaceutical Services, P.O. Box 227, BLOEMFONTEIN, 9300
<u>FOR ATTENTION</u>	:	Me H.M. Marais
<u>POST 01/28</u>	:	<u>CHIEF PHARMACIST REFERENCE: H/P/452</u>
<u>SALARY</u>	:	R183 084 per annum plus scarce skills allowance equal to 15% of the annual salary notch.
<u>CENTRE</u>	:	Centralized ARV Pharmacy: Pharmaceutical Services: Specialized Health Services: Bloemfontein
<u>REQUIREMENTS</u>	:	*Registration with the South African Pharmacy Council as Pharmacist. *Appropriate experience. *ARV training. Recommendations: *Computer systems. *Pharmacy management experience.
<u>DUTIES</u>	:	*Establish and manage a centralized ARV dispensary in the province. *Develop systems, orientate and manage staff to render an effective ART service to patients. *Ensure the availability of ARV's to patients via effective Drug Supply Management. *Consult with Medical Depot on safe delivery methods and stock availability. *Ensure compliance with treatment guidelines and report Adverse Drug Reactions. *Collect statistics and compile reports.
<u>ENQUIRIES</u>	:	Me H.M. Marais, Tel. No. (051) 4081291
<u>APPLICATIONS</u>	:	The Manager: Pharmaceutical Services, P.O. Box 227, BLOEMFONTEIN, 9300
<u>FOR ATTENTION</u>	:	Me H.M. Marais
<u>POST 01/29</u>	:	<u>CHIEF PHARMACIST REFERENCE: H/P/453</u>
<u>SALARY</u>	:	R183 084 per annum plus scarce skills allowance equal to 15% of the annual salary notch.
<u>CENTRE</u>	:	Pharmaceutical Services: Specialized Health Services: Bloemfontein
<u>REQUIREMENTS</u>	:	*Registration with the South African Pharmacy Council as Pharmacist. *Appropriate experience. *Training in PTC's and Pharmaco-economics. Recommendations: Management experience.

<u>DUTIES</u>	:	*Co-ordinate the implementation of the EDL. *Secretariat for the PTC. *Pharmaco economic cost effective analysis. *Give direction regarding compliance in relation to Statutory and Legislative requirements of Pharmacy as a Profession. *Develop policies and update the Free State Code List.
<u>ENQUIRIES</u>	:	Me H.M. Marais, Tel. No. (051) 4081291
<u>APPLICATIONS</u>	:	The Manager: Pharmaceutical Services, P.O. Box 227, BLOEMFONTEIN, 9300
<u>FOR ATTENTION</u>	:	Me H.M. Marais
<u>POST 01/30</u>	:	<u>CHIEF PHARMACIST REFERENCE: H/P/458</u>
<u>SALARY</u>	:	R183 084 per annum plus scarce skills allowance equal to 15% and rural allowance equal to 12% of the annual salary notch.
<u>CENTRE</u>	:	Embekweni/Stoffel Coetzee District Hospital Complex, Smithfield/Zastron
<u>REQUIREMENTS</u>	:	*Registration with the South African Pharmacy Council as a Pharmacist. *Extensive experience. *Driver's license
<u>DUTIES</u>	:	*Provide pharmaceutical services which entail ensuring proper surveillance of medicine procurement and consumption. *Give guidance to patients regarding the correct take of medicine. *Give guidance to doctors and nursing personnel regarding medicine and medicine control. *Monitor and evaluate quality assurance in pharmaceutical department. *Supervise and support subordinates. *Managing cost centre and pharmaceutical services budget. *Ensure the implementation of the development program for personnel
<u>ENQUIRIES</u>	:	N M Mgoqi, Tel. No. (051) 6731200
<u>APPLICATIONS</u>	:	The Chief Executive Officer, Embekweni District Hospital, Private Bag X 32, ZASTRON, 9950
<u>FOR ATTENTION</u>	:	P Botha
<u>POST 01/31</u>	:	<u>PRINCIPAL PHARMACIST REFERENCE: H/P/424</u>
<u>SALARY</u>	:	R146 685 per annum plus scarce skills allowance equal to 15% of the annual salary notch.
<u>CENTRE</u>	:	National District Hospital, Bloemfontein
<u>REQUIREMENTS</u>	:	*B.Pharm Degree. *Registration with the South African Pharmacy Council as a Pharmacist. Recommendations: Experience in the Public Hospital pharmacy.
<u>DUTIES</u>	:	*Assist in the management of the pharmaceutical services in line with National and Provincial directives. *Drug supply management within the institution. *Ensure quality of medicine according to standard and norms. *Promote patient health care in monitoring of treatment of the patient as well as medicine usage by the patient. *Provide services after hours. *Training of pharmacist assistant.
<u>ENQUIRIES</u>	:	M.P. Kgaphola, Tel. No. (051) 4039628/9708
<u>APPLICATIONS</u>	:	The Chief Executive Officer, National District Hospital, Private Bag X20598, BLOEMFONTEIN, 9300
<u>FOR ATTENTION</u>	:	M.N. Maleke
<u>POST 01/32</u>	:	<u>PRINCIPAL PHARMACIST REFERENCE: H/P/459</u>
<u>SALARY</u>	:	R146 685 per annum plus scarce skills allowance equal to 15% of the annual salary notch.
<u>CENTRE</u>	:	Pelononi Regional Hospital, Bloemfontein.
<u>REQUIREMENTS</u>	:	*Registration with the South African Pharmacy Council as Pharmacist. *Appropriate post registration experience. Recommendations: Hospital experience, knowledge of procurement of medicines and other pharmaceuticals Supervision of pharmacists and non professional personnel (Performance Management and Development) Knowledge of computerized dispensing and stock management
<u>DUTIES</u>	:	*Manage procurement, storage and distribution of medicines and other pharmaceuticals in the hospital. *Quality assurance and implementation of Good Pharmacy Practice. *Developing and managing performance of personnel *Managing and monitoring drug

		use in the hospital *Help compile monthly statistics and performance reports.
<u>ENQUIRIES</u>	:	Mr G J Kgasane, Tel. No. (051) 4051250
<u>APPLICATIONS</u>	:	The Chief Executive Officer, Pelonomi Regional Hospital, Private Bag x 20581, BLOEMFONTEIN, 9300
<u>FOR ATTENTION</u>	:	Mr S I Makhema
<u>POST 01/33</u>	:	<u>ASSISTANT MANAGER: ORGANIZATIONAL DEVELOPMENT</u> <u>REFERENCE: H/M/91</u>
<u>SALARY</u>	:	R146 685 per annum
<u>CENTRE</u>	:	Organizational Development Sub-directorate: Head Office, Bloemfontein
<u>REQUIREMENTS</u>	:	*An appropriate Bachelors (or equivalent qualification) in Public Administration or related qualification, or Certificate in Management Services (Work Study). *A valid driver's license. Recommendations: *Analytical thinking skills. *Good verbal and written communication skills. *Computer literacy. *Job analyst.
<u>DUTIES</u>	:	*Render advice to the Executing Authority, the Head of Department, Senior Managers and other officials in the Department of Health on matters related to the organizational structure and post establishment, including job descriptions, to improve organizational development in the Department. *Promote the principle of equal work for equal pay in the Department by ensuring the successful implementation of the approved job evaluation strategy in the Department. This includes to serve as Chairperson of the Departmental Job Evaluation Quality Assurance Committee, to represent the Department of Health at the Provincial Job Evaluation Quality Assurance Committee (as Member), to ensure that the quality of job analysis done in the Department and the Free State Provincial Government meets the standards prior to such cases being submitted to the Provincial Job Evaluation Panel for consideration. *Assist with the development of and facilitation of the successful implementation of departmental policies and/or strategies on matters to organizational development (including job descriptions) within the national and provincial framework and render advice thereon. *Manage, plan and co-ordinate resources.
<u>ENQUIRIES</u>	:	Me Kanna Albertse, Tel. No. (051) 4081690
<u>APPLICATIONS</u>	:	The Manager: Organizational Development P.O. Box 227, BLOEMFONTEIN, 9300
<u>FOR ATTENTION</u>	:	Kanna Albertse
<u>POST 01/34</u>	:	<u>ASSISTANT MANAGER: FINANCE AND PROVISIONING</u> <u>REFERENCE: H/M/92</u>
<u>SALARY</u>	:	R146 685 per annum
<u>CENTRE</u>	:	Fezile Dabi Health District Office, Sasolburg
<u>REQUIREMENTS</u>	:	An appropriate Bachelors Degree (or equivalent qualification). Recommendations: Extensive, appropriate experience.
<u>DUTIES</u>	:	*Handle financial administration and compile the budget for the region. *Ensure that the financial guidelines of the Department are followed and assist with the financial: -Policy development - Supervise and support PAS and Provisioning Section -Monitoring of ordering -Local Head of Provisioning Administration and inventory controller
<u>ENQUIRIES</u>	:	Mr S.O. Modiko, Tel. No. (016) 9709371
<u>APPLICATIONS</u>	:	The District Manager, Fezile Dabi Health District, Private Bag X2005, SASOLBURG, 1947
<u>FOR ATTENTION</u>	:	Ms A. Brits
<u>POST 01/35</u>	:	<u>ASSISTANT MANAGER: LEGAL SERVICES</u> <u>REFERENCE: H/M/100</u>
<u>SALARY</u>	:	R146 685 per annum
<u>CENTRE</u>	:	Office to Executive Management: Head Office, Bloemfontein
<u>REQUIREMENTS</u>	:	*An appropriate recognized legal degree (or equivalent qualification) *A valid driver's license. *Computer literate as candidate will be

	responsible to generate and type his/her own correspondence etc. *The candidate must be prepared to work overtime as required *Appropriate experience Recommendations: *Proven experience in the drafting of legislation and contracts *Knowledge of the legislative framework of the Public Sector. *Experience in Civil Procedure and Civil Litigation
<u>DUTIES</u>	: Key Responsibilities: *Advise the Executing authority, Head: Health, Senior Management and other officials in the Department, on legal matters affecting the Department including management decisions with possible legal implications *Liaise with State Attorney and State Law Advisors on legal matters and legislation *Develop/draft and/or interpret legislation, agreements, contracts and other legal documents *Train personnel on legal matters *Manage loss-control matters *Attend all court proceedings
<u>ENQUIRIES</u>	: Adv M C Kruger Tel. No. (051) 4081272
<u>APPLICATIONS</u>	: The Senior Manager: Human Resource Management, P.O. Box 227, BLOEMFONTEIN, 9300
<u>FOR ATTENTION</u>	: Mr. M.J. Mokgampanyane
<u>POST 01/36</u>	: <u>ASSISTANT MANAGER: NUTRITION REFERENCE: H/M/93</u>
<u>SALARY</u>	: R146 685 per annum plus scarce skills allowance equal to 15% of the annual salary notch.
<u>CENTRE</u>	: Fezile Dabi Health District Office, Sasolburg
<u>REQUIREMENTS</u>	: An appropriate Bachelors Degree in Nutrition (or equivalent qualification). Recommendations: Extensive, appropriate experience as Dietitian or Nutritionist.
<u>DUTIES</u>	: *Manage the INP programmes in the Hospital's Community Health Care Centres and Clinics. *Manage of the material resources of the Nutrition Section in Fezile Dabi Health District. *Manage Human Resources of the Nutrition Section in Fezile Dabi Health District.
<u>ENQUIRIES</u>	: Mr S.O. Modiko, Tel. No. (016) 9709371
<u>APPLICATIONS</u>	: The District Manager, Fezile Dabi Health District, Private Bag X2005, SASOLBURG, 1947
<u>FOR ATTENTION</u>	: Ms A. Brits
<u>POST 01/37</u>	: <u>ASSISTANT MANAGER: ADMINISTRATION REFERENCE: H/A/255</u>
<u>SALARY</u>	: R146 685 per annum
<u>CENTRE</u>	: Dr J.S. Moroka District Hospital, Thaba Nchu
<u>REQUIREMENTS</u>	: An appropriate Bachelor's Degree (or equivalent qualification). Recommendations: *Appropriate experience. *Managerial skills. *Knowledge of PERSAL, BAS, LOGIS and PADS. *Driver's license. *Computer literacy.
<u>DUTIES</u>	: *Planning, controlling and monitoring expenditure of the institution to ensure sound financial management practice. *Manage procurement and provisioning system to ensure customer satisfaction. *Manage asset register to ensure that the equipment is maintained and optimally utilized for the purpose they were purchased. *Manage Human Resources and implement all regulations. *Ensure sound labour relations and compliance with the Public Service Regulations. *Manage Auxiliary service.
<u>ENQUIRIES</u>	: Mr E.M. Mojaki, Tel. No. (051) 8739848
<u>APPLICATIONS</u>	: The Chief Executive Officer, Dr J.S. Moroka District Hospital, Private Bag X707, SELOSESHA, 9783
<u>FOR ATTENTION</u>	: Mr E.M. Mojaki
<u>POST 01/38</u>	: <u>SENIOR PHARMACIST REFERENCE: H/P/460</u>
<u>SALARY</u>	: R122 841 per annum plus scarce skills allowance equal to 15% of the annual salary notch.
<u>CENTRE</u>	: Pelonomi Regional Hospital, Bloemfontein.
<u>REQUIREMENTS</u>	: *Registration with the South African Pharmacy Council as Pharmacist, after completion of community service. Recommendations: *Hospital experience, knowledge of procurement of medicines and other pharmaceuticals *Supervision

		of pharmacists and non professional personnel (Performance Management and Development). *Knowledge of computerized dispensing and stock management
<u>DUTIES</u>	:	*Dispense medication to patients; manage supply of medicines to wards; manage supply of controlled medicines per register; dispense medicines after hours, including weekends and public holidays (on rotational basis); manage the after-hour emergency drug cupboard /room; implementation of infection control procedures and quality improvement plans
<u>ENQUIRIES</u>	:	Mr G J Kgasane, Tel. No. (051) 4051250
<u>APPLICATIONS</u>	:	The Chief Executive Officer, Pelonomi Regional Hospital, Private Bag x 20581, BLOEMFONTEIN, 9300
<u>FOR ATTENTION</u>	:	Mr S I Makhema
<u>POST 01/39</u>	:	<u>CHIEF PROFESSIONAL NURSE REFERENCE: H/P/434</u>
<u>SALARY</u>	:	R122 841 per annum plus rural allowance equal to 12% of the annual salary notch.
<u>CENTRE</u>	:	John Daniel Newberry District Hospital, Clocolan
<u>REQUIREMENTS</u>	:	Registration with the South African Nursing Council as a General Nurse and Midwife.
<u>DUTIES</u>	:	*Provide patient care in General wards, Maternity and Casualty. *Handle patients in all stages of labour. *Overall supervision of sub-category nursing personnel. *Participate in quality improvement programmes.
<u>ENQUIRIES</u>	:	Me N.J. Ramarou, Tel. No. (058) 4812114
<u>APPLICATIONS</u>	:	The Chief Executive Officer: Itemoheng District Hospital, Private Bag X9, SENEKAL, 9600
<u>FOR ATTENTION</u>	:	Me N.M. Kumalo
<u>POST 01/40</u>	:	<u>CHIEF PROFESSIONAL NURSE (THEATRE) (2 POSTS) REFERENCE: H/P/439</u>
<u>SALARY</u>	:	R122 841 per annum
<u>CENTRE</u>	:	Pelonomi Regional Hospital, Bloemfontein
<u>REQUIREMENTS</u>	:	*Current registration with the South African Nursing Council as a General Nurse. *Appropriate experience. Recommendations: *Experience in the operating theatre. *Prepared to work for long strenuous hours, standing. *Appropriate experience as a Professional Nurse.
<u>DUTIES</u>	:	*Assisting at operations. *Knowledge of Medico legal hazards. Management of Human Resources. *Personnel development. *Maintenance of COHSASA Standards.
<u>ENQUIRIES</u>	:	Me I.Z. Ntobongwana, Tel. No. (051) 4051041
<u>APPLICATIONS</u>	:	The Chief Executive Officer: Pelonomi Regional Hospital, Private Bag X20581, BLOEMFONTEIN, 9300
<u>FOR ATTENTION</u>	:	Mr S.I. Makhema
<u>POST 01/41</u>	:	<u>CHIEF PROFESSIONAL NURSE REFERENCE: H/P/440</u>
<u>SALARY</u>	:	R122 841 per annum plus rural allowance equal to 12% of the annual salary notch.
<u>CENTRE</u>	:	Lindley Clinic: Local Area Nketoana
<u>REQUIREMENTS</u>	:	*Registration with the South African Nursing Council as General Nurse and Midwife, Psychiatric and Community Health. (Current year) *Extensive appropriate experience in Primary Health Care. Recommendations: *Ability to work under pressure. *Ability to implement and manage change. *Good written and verbal communication skills. *Confidentiality. *Good interpersonal relations. *Managing skills.
<u>DUTIES</u>	:	*Supervisor of Lindley Clinic as well as Leseding Clinic. *Render a comprehensive primary health care service in a clinic to the community. *Identify the needs for nursing care, formulate and implementation of primary health care programs as well as the evaluation thereof. *Responsible for quality patient care. *Curative services: Chronic care, integrated management of childhood illnesses.

ENQUIRIES : S.W. Wentzel, Tel. No. (058) 3038113
APPLICATIONS : The District Manager: Thabo Mofutsanyana District, Private Bag X824, WITSIESHOEK, 9870
FOR ATTENTION : H. van Zyl

POST 01/42 : **SENIOR ADMINISTRATIVE OFFICER REFERENCE: H/A/249**

SALARY : R122 841 per annum
CENTRE : National District Hospital, Bloemfontein
REQUIREMENTS : *Grade 12 (or equivalent) Certificate. *LOGIS, BAS and Supply Chain Management. *Knowledge of PFMA, PPPFA and Treasury Regulations. *Finance and Supply Chain Management background. Recommendations: *LOGIS II. *Accounting skills. *Computer literacy with more knowledge of Excel. *Interpersonal and communication skills.

DUTIES : *Manage all procurement functions. *Management of finance. *Manage maintenance of all assets and buildings. *Management of stores. *Supervisory and training of personnel.

ENQUIRIES : Ms M. Bronn, Tel. No. (051) 4039600
APPLICATIONS : The Chief Executive Officer: National District Hospital, Private Bag X20598, BLOEMFONTEIN, 9300
FOR ATTENTION : M.N. Maleke

POST 01/43 : **CHIEF PROFESSIONAL NURSE (OCCUPATIONAL HEALTH AND SAFETY) REFERENCE: H/P/443**

SALARY : R122 841 per annum
CENTRE : Pelonomi Regional Hospital, Bloemfontein
REQUIREMENTS : Registration with the South African Nursing Council as a General Nurse. Recommendations: *Nursing management. *Dispensing Course training.

DUTIES : *Pre-placement, routine and monitor ailments, medical examination plus exit medical examinations. *Environmental monitoring, risk assessment and management. *Health promotion, health and safety education and supervision and job placement. *Immunizations, counseling, referral and policy formulation, research. *Keep statutory records and reports, management of occupational diseases and injuries.

ENQUIRIES : Me M.C. Sebitloane, Tel. No. (051) 4051503
APPLICATIONS : The Chief Executive Officer: Pelonomi Regional Hospital, Private Bag X20581, BLOEMFONTEIN, 9300
FOR ATTENTION : Mr S.I. Makhema

POST 01/44 : **CHIEF PROFESSIONAL NURSE REFERENCE: H/P/445**

SALARY : R122 841 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 service which entails the following: *PMTCT, reproductive care, immunization and health education. *Curative services: chronic, integrated management of childhood illnesses.

ENQUIRIES : Ms S.R. Noge, Tel. No. (016) 9709310
APPLICATIONS : The District Manager: Fezile Dabi Health District, Private Bag X2005, SASOLBURG, 1947
FOR ATTENTION : Ms A. Brits

POST 01/45 : **CHIEF PROFESSIONAL NURSE (IN CHARGE OF CLINIC) REFERENCE: H/P/446**

SALARY : R122 841 per annum plus rural allowance equal to 8% of the annual salary notch.
CENTRE : Tswaraganang – Hertzogville: Lejweleputswa District
REQUIREMENTS : *Registration with the South African Nursing Council as General and Midwifery Nurse (current year). *Valid driver's license. *Extensive appropriate experience.

<u>DUTIES</u>	:	*Oversee the rendering of all health services to the community in line with the Primary Health Care core package. *Effective and efficient management of resources. *Set up, mobilize and co-ordinate participation amongst relevant stakeholders and sectors to ensure community involvement and co-operation in health matters. *Attending meetings at the District Office.
<u>ENQUIRIES</u>	:	Me C.P. Visser, Tel. No. (053) 4441912
<u>APPLICATIONS</u>	:	The District Manager: Lejweleputswa District, Private Bag X15, WELKOM, 9460
<u>FOR ATTENTION</u>	:	Me C.P. Visser
<u>POST 01/46</u>	:	<u>CHIEF PROFESSIONAL NURSE (PATIENT CARE) REFERENCE: H/P/454</u>
<u>SALARY</u>	:	R122 841 per annum plus rural allowance equal to 8% of the annual salary notch.
<u>CENTRE</u>	:	Hoopstad Clinic – Lejweleputswa District
<u>REQUIREMENTS</u>	:	*Registration with the South African Nursing Council as General and Midwifery Nurse (current year). *Valid driver's license. *Extensive appropriate experience.
<u>DUTIES</u>	:	Rendering an advance patient care service at the said clinic.
<u>ENQUIRIES</u>	:	Me C.P. Visser, Tel. No. (053) 4441912
<u>APPLICATIONS</u>	:	The District Manager: Lejweleputswa District, Private Bag X15, WELKOM, 9460
<u>FOR ATTENTION</u>	:	Me C.P. Visser
<u>POST 01/47</u>	:	<u>CHIEF PROFESSIONAL NURSE REFERENCE: H/P/465</u>
<u>SALARY</u>	:	R122 841 per annum plus rural allowance equal to 8% of the annual salary notch.
<u>CENTRE</u>	:	Botshabelo District Hospital
<u>REQUIREMENTS</u>	:	Registration with the South African Nursing Council as a General Nurse. Valid driver's license Recommendations: *Presentation and facilitation skills *Knowledge of legislation pertaining to training *Computer literacy
<u>DUTIES</u>	:	Key Responsibilities: *Educate and train Nursing and support *Management of skills development in Nursing Services *Co-ordination and support all aspects related to Skills Development Facilitation Programme *Writing and compiling of reports on aspects related to Skills Development Programme
<u>ENQUIRIES</u>	:	Me T E Mokoena, Tel. No. (051) 5330211
<u>APPLICATIONS</u>	:	The Chief Executive Officer: Botshabelo District Hospital, Private Bag X 527, BOTSHABELO, 9781
<u>FOR ATTENTION</u>	:	Mr B A Mpambo
<u>POST 01/48</u>	:	<u>CHIEF PROFESSIONAL NURSE REFERENCE: H/P/413</u>
<u>SALARY</u>	:	R122 841 per annum plus rural allowance equal to 8% of the annual salary notch.
<u>CENTRE</u>	:	Tokollo District Hospital, Heilbron
<u>REQUIREMENTS</u>	:	Registration with the South African Nursing Council as General Nurse and Midwife. Recommendations: Proven experience in unit supervision.
<u>DUTIES</u>	:	Provide a comprehensive nursing service in hospital wards according to scope of practice.
<u>ENQUIRIES</u>	:	Mrs N.Y. Kgotlagomang, Tel. No. (058) 8523030/9
<u>APPLICATIONS</u>	:	The Chief Executive Officer: Tokollo/Mafube Complex, Private Bag X8, HEILBRON, 9650
<u>FOR ATTENTION</u>	:	Ms N.Z. Mbalo
<u>POST 01/49</u>	:	<u>CHIEF PHYSIOTHERAPIST REFERENCE: H/P/444</u>
<u>SALARY</u>	:	R122 841 per annum plus scarce skills allowance equal to 10% and rural allowance equal to 17% of the annual salary notch.
<u>CENTRE</u>	:	Mofumahadi Manapo Mopeli Regional Hospital, Witsieshoek

<u>REQUIREMENTS</u>	:	Registration with the Health Professions Council of South Africa as a Physiotherapist. Recommendations: Extensive post registration experience.
<u>DUTIES</u>	:	*Plan, organize and co-ordinate physiotherapy related activities. *Provide Physiotherapy service which complies with standards indicated by Health Policies. *Monitor and perform quality assurance programs. *Assist with and monitor in-service training of Physiotherapists and related staff. *Participate in continuing professional development programs. *Render after-hour service as determined by need.
<u>ENQUIRIES</u>	:	Dr S.J. Moloi, Tel. No. (058) 7183206
<u>APPLICATIONS</u>	:	The Chief Executive Officer: Mofumahadi Manapo Mopeli Regional Hospital, Private Bag X820, WITSIESHOEK, 9870
<u>FOR ATTENTION</u>	:	Dr S.J. Moloi
<u>POST 01/50</u>	:	<u>CONTROL LAUNDRY MANAGER REFERENCE: H/L/26</u>
<u>SALARY</u>	:	R122 841 per annum
<u>CENTRE</u>	:	Regional Laundry, Bloemfontein
<u>REQUIREMENTS</u>	:	*Senior (or equivalent) certificate *Appropriate experience in marketing, liaison with client and stock management. *Code 8 driver's license. *Computer literate in Word, Excel, Power Point Recommendations: *Manage linen room at hospital *Liaise with clients on all levels *Responsible for linen stock takes at hospital *Maintain service level agreements between clients and laundry *Provide training, do inspection/research, planning and give advice with regard to laundry matters at linen rooms at hospitals
<u>DUTIES</u>	:	Key Responsibilities: *Excellent communication skills and people orientated. *Excellent report writing skills. *Ability to work under pressure. *Manage linen rooms at hospitals. *Ability to work independently and accurate
<u>ENQUIRIES</u>	:	Mr S F Ramsbottom, Tel. No. (051) 4002012
<u>APPLICATIONS</u>	:	The Senior Manager: Human Resource Management, P O Box 227, BLOEMFONTEIN, 9300
<u>FOR ATTENTION</u>	:	Mr M J Mokgampanyane
<u>POST 01/51</u>	:	<u>SENIOR ADMINISTRATIVE OFFICER REFERENCE: H/A/259</u>
<u>SALARY</u>	:	R122 841 per annum
<u>CENTRE</u>	:	Phuthuloha District Hospital, Ficksburg
<u>REQUIREMENTS</u>	:	*An appropriate Bachelor's degree (or equivalent qualification) Recommendations: *Appropriate general administration experience *Driver's license
<u>DUTIES</u>	:	Key Responsibilities: *General management and administration of hospital *Work as the Chief user of the hospital *Responsible for different sections of the hospital and the day to day management of the hospital
<u>ENQUIRIES</u>	:	Me P J Tsimela, Tel. No. (058) 4812114
<u>APPLICATIONS</u>	:	The Chief Executive Officer: Itemoheng District Hospital, Private Bag X9, SENEKAL, 9600
<u>FOR ATTENTION</u>	:	Me P J Tsimela
<u>POST 01/52</u>	:	<u>SENIOR PROFESSIONAL NURSE (6 POSTS) REFERENCE: H/P/435</u>
<u>SALARY</u>	:	R98 916 per annum plus rural allowance equal to 8% of the annual salary notch.
<u>CENTRE</u>	:	Dr J.S. Moroka District Hospital, Thaba Nchu
<u>REQUIREMENTS</u>	:	Registration with the South African Nursing Council as General Nurse and Midwife. Recommendations: *Good communication and interpersonal skills. *Commitment and dedication.
<u>DUTIES</u>	:	*Identify needs, formulate, implement and monitor programmes to ensure the rendering of quality patient care. *Utilize, empower and control personnel to ensure safe and quality nursing care. *Supervise subordinates. *To implement administrative functions and manage resources to ensure smooth running of the unit.
<u>ENQUIRIES</u>	:	Me C.A.M. Tsimatsima, Tel. No. (051) 8739915

<u>APPLICATIONS</u>	:	The Chief Executive Officer: Dr J.S. Moroka District Hospital, Private Bag X707, SELOSESHA, 9783
<u>FOR ATTENTION</u>	:	Me C.A.M. Tsimatsuma
<u>POST 01/53</u>	:	<u>SENIOR PROFESSIONAL NURSE REFERENCE: H/P/466</u>
<u>SALARY</u>	:	R98 916 per annum plus rural allowance equal to 8% of the annual salary notch.
<u>CENTRE</u>	:	Kganya Community Health Centre: Koppies
<u>REQUIREMENTS</u>	:	Registration with the South African Nursing Council as General Nurse and Midwife. Appropriate experience in Primary Health Care Services
<u>DUTIES</u>	:	Key Responsibilities: Render a comprehensive Primary Health Care Service Identify needs, formulating nursing programs and implementing the nursing care
<u>ENQUIRIES</u>	:	Me N S Malinga, Tel. No. (056) 8162126
<u>APPLICATIONS</u>	:	The District Manager: Fezile Dabi Health District, Private Bag X2005, SASOLBURG, 1947
<u>FOR ATTENTION</u>	:	Ms S R Noge
<u>POST 01/54</u>	:	<u>SENIOR PROFESSIONAL NURSE REFERENCE: H/P/414</u>
<u>SALARY</u>	:	R98 916 per annum plus rural allowance equal to 8% of the annual salary notch.
<u>CENTRE</u>	:	Tokollo District Hospital, Heilbron
<u>REQUIREMENTS</u>	:	Registration with the South African Nursing Council as General Nurse and Midwife. Recommendations: Proven experience in unit supervision will serve as recommendation.
<u>DUTIES</u>	:	Provide a comprehensive nursing service in hospital wards according to scope of practice.
<u>ENQUIRIES</u>	:	Mrs N.Y. Kgottlagomang, Tel. No. (058) 8523030/9
<u>APPLICATIONS</u>	:	The Chief Executive Officer: Tokollo/Mafube Complex, Private Bag X8, HEILBRON, 9650
<u>FOR ATTENTION</u>	:	Ms N.Z. Mbalo
<u>POST 01/55</u>	:	<u>SENIOR ORAL HYGIENIST (2 POSTS) REFERENCE: H/O/34</u>
<u>SALARY</u>	:	R98 916 per annum
<u>CENTRE</u>	:	Pelonomi Regional Hospital, Bloemfontein
<u>REQUIREMENTS</u>	:	*An appropriate Degree (or equivalent qualification) in Oral Health. *Registration with the Health Professions Council of South Africa as Oral Hygienist. Recommendations: Appropriate experienced as Oral Hygienist.
<u>DUTIES</u>	:	*Formulation and implementation of oral health promotion and the execution thereof. *Rendering of oral health care in a level 2 hospital. *Responsible for training and development.
<u>ENQUIRIES</u>	:	Mr K.M. Mohlakoana, Tel. No. (051) 4051339
<u>APPLICATIONS</u>	:	The Chief Executive Officer: Pelonomi Regional Hospital, Private Bag X20581, BLOEMFONTEIN, 9300
<u>FOR ATTENTION</u>	:	Mr S.I. Makhema
<u>POST 01/56</u>	:	<u>SENIOR PHYSIOTHERAPIST REFERENCE: H/P/441</u>
<u>SALARY</u>	:	R98 916 per annum plus scarce skills allowance equal to 10% of the annual salary notch.
<u>CENTRE</u>	:	Pelonomi Regional Hospital, Bloemfontein
<u>REQUIREMENTS</u>	:	*Registration with the Health Professions Council of South Africa as a Physiotherapist. *Completion of community service. Recommendations: Appropriate post-graduate experience.
<u>DUTIES</u>	:	*Deliver clinical physiotherapy service to level II and III patients of the Southern Free State. *Performing relevant administrative functions. *Overtime and on call duties.
<u>ENQUIRIES</u>	:	Me Robyn Smith, Tel. No. (051) 4051307
<u>APPLICATIONS</u>	:	The Chief Executive Officer: Pelonomi Regional Hospital, Private Bag X20581, BLOEMFONTEIN, 9300
<u>FOR ATTENTION</u>	:	Mr S.I. Makhema

<u>POST 01/57</u>	:	<u>SENIOR RADIOGRAPHER (3 POSTS) REFERENCE: H/R/44</u>
<u>SALARY</u>	:	R98 916 per annum plus scarce skills allowance equal to 10% and rural allowance equal to 17% of the annual salary notch.
<u>CENTRE</u>	:	Mofumahadi Manapo Mopeli Regional Hospital, Witsieshoek
<u>REQUIREMENTS</u>	:	*Registration with the Health Professions Council of South Africa as a Radiographer. Recommendations: South African qualified Radiographer.
<u>DUTIES</u>	:	*Taking X-rays (general work, mobile, theatre and scan). *Supervise subordinates in the unit. *Render 24 hours service by being on call/ after hours. *Assist unit manager with administration work.
<u>ENQUIRIES</u>	:	Dr S.J. Moloi, Tel. No. (058) 7183206
<u>APPLICATIONS</u>	:	The Chief Executive Officer: Mofumahadi Manapo Mopeli Regional Hospital, Private Bag X820, WITSIESHOEK, 9870
<u>FOR ATTENTION</u>	:	Dr S.J. Moloi
<u>POST 01/58</u>	:	<u>CHIEF ADMINISTRATION CLERK (ADMISSIONS) REFERENCE: H/A/250</u>
<u>SALARY</u>	:	R98 916 per annum
<u>CENTRE</u>	:	Phekolong District Hospital, Bethlehem
<u>REQUIREMENTS</u>	:	*Grade 12 (or equivalent) Certificate. *Extensive appropriate experience. Recommendations: *Have background of patient administration. *Computer literate with PADS, BAS and LOGIS I.
<u>DUTIES</u>	:	*Monitor and evaluate patient administration function. *Manage data capturing service. *Compile management information. *All supervisory duties. *Control of patient files.
<u>ENQUIRIES</u>	:	Me McGregor / Mr Mncube, Tel. No. (058) 3035123
<u>APPLICATIONS</u>	:	The Chief Executive Officer: Phekolong District Hospital, Private Bag X1, BETHLEHEM, 9700
<u>FOR ATTENTION</u>	:	Me Kala
<u>POST 01/59</u>	:	<u>SENIOR COMMUNITY DEVELOPMENT OFFICER REFERENCE: H/C/66</u>
<u>SALARY</u>	:	R98 916 per annum
<u>CENTRE</u>	:	Service Marketing and Health Promotion, Bloemfontein
<u>REQUIREMENTS</u>	:	*An appropriate Bachelor's Degree (or equivalent qualification) *Valid drivers license *Experience in Community work Recommendations: *Knowledge of health promotion *Ability to apply the Batho Pele Principles *Presentation skills *Computer skills
<u>DUTIES</u>	:	Key Responsibilities: *Implement health promotion programs according to the provincial strategic framework *Support districts to establish and sustain district health promotion forums *Support participation of district community structures in health promotion *Facilitate and ensure capacity building of health promotion stakeholders *Facilitate and support the implementation of settings approach *Monitor and evaluate health promotion programs and projects
<u>ENQUIRIES</u>	:	Me L A Tlali, Tel. No. (051) 4081436
<u>APPLICATIONS</u>	:	The Senior Manager: Human Resource Management, P O Box 227, BLOEMFONTEIN, 9300
<u>FOR ATTENTION</u>	:	Mr M J Mokgampanyane)
<u>POST 01/60</u>	:	<u>SENIOR DIETICIAN (2 POSTS) REFERENCE: H/D/36</u>
<u>SALARY</u>	:	R98 916 per annum plus scarce skills allowance equal to 10% and rural allowance equal to 12% of the annual salary notch.
<u>CENTRE</u>	:	Botshabelo District Hospital
<u>REQUIREMENTS</u>	:	*B.Sc Dietetics Degree (or equivalent). *Registration with the Health Professions Council of South Africa as Dietician. *Relevant experience. Recommendations: *Computer literacy. *Good communication skills. *Speak a 3 rd language.
<u>DUTIES</u>	:	*Clinical Nutrition – Evaluate, counsel and follow up of all needy patients, giving of lectures, training of staff and patients on nutrition related issues and ARV duties. *Supervision of the Food Service

Unit. *Community nutrition – Visiting clinics, participation in health promotion activities, counseling at clinics.

ENQUIRIES : Dr M.E. Maree, Tel. No. (051) 5330234

APPLICATIONS : The Chief Executive Officer: Botshabelo District Hospital, Private Bag X527, BOTSHABELO, 9781

FOR ATTENTION : Mr K.J. Molise

POST 01/61 : **SENIOR PERSONNEL OFFICER GRADE III REFERENCE: H/P/449**
Human Resource Management Directorate: Service Conditions
Sub-directorate: Corporate Office

SALARY : R79 407 per annum

CENTRE : Bloemfontein

REQUIREMENTS : *Grade 10 (or equivalent) Certificate. *Appropriate experience in Human Resource Management, Conditions of Service, specifically on Leave matters. *Good communication, planning, organizing and analytical skills. *Introductory PERSAL course passed. *Valid Code EB driver's license. *Willing to travel extensively. *Able to prepare and facilitate presentations and information sessions. *MS Excel, MS Word, MS PowerPoint competencies. Recommendations: *Able to work independently and under pressure. *Report writing skills. *Report reading/analytical skills. *Be presentable and have presentation skills. *Senior (or equivalent) Certificate.

DUTIES : *To ensure that the relevant procedure manuals, policies, circulars are in place, adhered to and applied effectively and efficiently within all institutions in the Free State Department of Health. *Capacity building on management of absenteeism, management of leave, effective appliance of prescripts. *To provide a comprehensive statistical balance of all leave matters in the Free State Department of Health. *Reporting to Management on the monitoring, control and capacity building process.

ENQUIRIES : Mr Jaydee van Wyk, Tel. No. (051) 4081204

APPLICATIONS : The Senior Manager: Human Resource Management, P.O. Box 227, BLOEMFONTEIN, 9300

FOR ATTENTION : Mr M.J. Mokgampanyane

POST 01/62 : **SENIOR PROVISIONING ADMINISTRATION CLERK GRADE III REFERENCE: H/P/448**
Asset Management and Disposals: Corporate Office

SALARY : R79 407 per annum

CENTRE : Bloemfontein

REQUIREMENTS : *Grade 10 (or equivalent) Certificate with Accounting as a passed subject. *Previous experience in the handling petty cash. Recommendations: *Appropriate experience in LOGIS and financial environment. *Computer literacy. *Good interpersonal communications. *Organizational skills, mathematical and accounting skills.

DUTIES : *The applicant will be responsible for the checking, controlling, issuing, replenishment and safeguarding of petty cash money for the Corporate Office as well as administration of petty cash applications from institutions/ offices. *The official will also be responsible for the rendering of a support service regarding incoming and outgoing mail.

ENQUIRIES : Me R. van Niekerk, Tel. No. (051) 4081480

APPLICATIONS : The Senior Manager: Human Resource Management, P.O. Box 227, BLOEMFONTEIN, 9300

FOR ATTENTION : Mr M.J. Mokgampanyane

POST 01/63 : **PROFESSIONAL NURSE REFERENCE: H/P/442**

SALARY : R79 407 per annum plus rural allowance equal to 12% of the annual salary notch.

CENTRE : Vrede Clinic, Vrede: Phumelela Local Area

REQUIREMENTS : *Registration with the South African Nursing Council as General Nurse and Midwife, Psychiatric and Community Health. (Current

		year) Recommendations: *Ability to work under pressure. *Ability to implement and manage change. *Good written and verbal communication skills. *Confidentiality. *Good interpersonal relations. *Relevant experience in primary health care.
<u>DUTIES</u>	:	*Render a comprehensive primary health care service in a Clinic. *Identify the needs for nursing care, formulate and implementation of primary health care programs as well as the evaluation thereof. *Responsible for quality patient care. *Curative services: Chronic care, integrated management of childhood illnesses.
<u>ENQUIRIES</u>	:	S.W. Wentzel, Tel. No. (058) 3038113
<u>APPLICATIONS</u>	:	The District Manager: Thabo Mofutsanyana District, Private Bag X824, WITSIESHOEK, 9870
<u>FOR ATTENTION</u>	:	H. van Zyl
<u>POST 01/64</u>	:	<u>PROFESSIONAL NURSE (PAEDIATRIC) (2 POSTS)</u> <u>REFERENCE: H/P/447</u>
<u>SALARY</u>	:	R79 407 per annum
<u>CENTRE</u>	:	Pelonomi Regional Hospital, Bloemfontein
<u>REQUIREMENTS</u>	:	Registration with the South African Nursing Council as General Nurse.
<u>DUTIES</u>	:	*Rendering quality nursing care to patients. *Implementation of policies and guidelines.
<u>ENQUIRIES</u>	:	Me M.M. Nkhobo, Tel. No. (051) 4051147
<u>APPLICATIONS</u>	:	The Chief Executive Officer: Pelonomi Regional Hospital, Private Bag X20581, BLOEMFONTEIN, 9300
<u>FOR ATTENTION</u>	:	Mr S.I. Makhema
<u>POST 01/65</u>	:	<u>PROFESSIONAL NURSE (INTERNAL MEDICINE) (14 POSTS)</u> <u>REFERENCE: H/P/461</u>
<u>SALARY</u>	:	R79 407 per annum
<u>CENTRE</u>	:	Pelonomi Regional Hospital, Bloemfontein
<u>REQUIREMENTS</u>	:	Registration with the South African Nursing Council as General Nurse. Recommendations: Good listening and communication skills: Principles of good customer care
<u>DUTIES</u>	:	Key Responsibilities: *Rendering of nursing services to medical patients including isolation and Renal Unit
<u>ENQUIRIES</u>	:	Me M.M. Nkhobo, Tel. No. (051) 4051147
<u>APPLICATIONS</u>	:	The Chief Executive Officer: Pelonomi Regional Hospital, Private Bag X20581, BLOEMFONTEIN, 9300
<u>FOR ATTENTION</u>	:	Mr S.I. Makhema
<u>POST 01/66</u>	:	<u>PROFESSIONAL NURSE (4 POSTS) REFERENCE: H/P/415</u>
<u>SALARY</u>	:	R79 407 per annum plus rural allowance equal to 8% of the annual salary notch.
<u>CENTRE</u>	:	Tokollo District Hospital, Heilbron
<u>REQUIREMENTS</u>	:	Registration with the South African Nursing Council as General Nurse and Midwife. Recommendations: Proven experience in unit supervision will serve as recommendation.
<u>DUTIES</u>	:	Provide a comprehensive nursing service in hospital wards according to scope of practice.
<u>ENQUIRIES</u>	:	Mrs N.Y. Kgoglagomang, Tel. No. (058) 8523030/9
<u>APPLICATIONS</u>	:	The Chief Executive Officer: Tokollo/Mafube Complex, Private Bag X8, HEILBRON, 9650
<u>FOR ATTENTION</u>	:	Ms N.Z. Mbalo
<u>POST 01/67</u>	:	<u>PROFESSIONAL NURSE (3 POSTS) REFERENCE: H/P/418</u>
<u>SALARY</u>	:	R79 407 per annum plus rural allowance equal to 8% of the annual salary notch.
<u>CENTRE</u>	:	Mantsopa District Hospital, Ladybrand
<u>REQUIREMENTS</u>	:	Registration with the South African Nursing Council as General Nurse and Midwife. Recommendations: Good communication and interpersonal skills, commitment and dedication.

<u>DUTIES</u>	:	*Identify needs, formulate, implement and monitor programmes to ensure the rendering of quality patient care. *Utilize, empower and control personnel to ensure safe and quality nursing care. *Supervise subordinates. *To implement administrative functions and manage resources to ensure smooth running of the unit.
<u>ENQUIRIES</u>	:	Me M.A. Kabi, Tel. No. (051) 9243268
<u>APPLICATIONS</u>	:	The Chief Executive Officer: Dr J.S. Moroka District Hospital, Private Bag X707, SELOSESHA 9783
<u>FOR ATTENTION</u>	:	Me C.A.M. Tsimatsima
<u>POST 01/68</u>	:	<u>EMERGENCY CARE PRACTITIONER INTERMEDIATE (6 POSTS)</u> <u>REFERENCE: H/E/24</u>
<u>SALARY</u>	:	R64 143 per annum
<u>CENTRE</u>	:	Emergency Medical Services: Lejweleputswa District
<u>REQUIREMENTS</u>	:	*Successful completion of Ambulance Emergency Care Assistant Course. *Registration with the Health Professions Council of South Africa as Ambulance Emergency Care Practitioner for 2006/2007. *Code 10 driver's license as well as a valid public driver's permit.
<u>DUTIES</u>	:	*Inter-hospital transfers. *Pre-hospital treatment to patients and transport. *Receiving and dispatching calls. *Planned patient transport. *Appropriate experience. *Computer literate. *Day to day running of EMS station.
<u>ENQUIRIES</u>	:	Me J. Kritzing, Tel. No. (057) 3521453 x 2332
<u>APPLICATIONS</u>	:	The Chief Divisional Officer: Emergency Medical Services, Private Bag X15, WELKOM, 9460
<u>FOR ATTENTION</u>	:	Mr L.P. Moshou
<u>POST 01/69</u>	:	<u>PRINCIPAL FOOD SERVICE SUPERVISOR REFERENCE: H/F/44</u>
<u>SALARY</u>	:	R64 143 per annum
<u>CENTRE</u>	:	Dr J.S. Moroka District Hospital, Thaba Nchu
<u>REQUIREMENTS</u>	:	*Grade 10 (or equivalent) Certificate. *Appropriate experience in catering. *Supervisory and leadership skills. Recommendations : Good communication, interpersonal and numerical skills.
<u>DUTIES</u>	:	*Plan, organize and control the kitchen and food services. *Supervise kitchen staff. *Deal with all budgetary issues in the kitchen. *Ordering of food and checking its quality. *Ensure that food is served to patients is prepared in a hygienic environment. *Participate in cost centre management and co-ordinate food service in the institution. *Manage quality assurance issues.
<u>ENQUIRIES</u>	:	Mr A.K. Setlogelo, Tel. No. (051) 8739933
<u>APPLICATIONS</u>	:	The Chief Executive Officer: Dr J.S. Moroka District Hospital, Private Bag X707, SELOSESHA, 9783
<u>FOR ATTENTION</u>	:	Mr G.J. Molokoane
<u>POST 01/70</u>	:	<u>PRINCIPAL AUXILIARY SERVICES OFFICER (2 POSTS)</u> <u>REFERENCE: H/A/256</u>
<u>SALARY</u>	:	R64 143 per annum
<u>CENTRE</u>	:	Medical Depot: Bloemfontein
<u>REQUIREMENTS</u>	:	*Qualified Post Basic Pharmacist Assistant. *Registration with the South African Pharmacy Council as Pharmacist Assistant. (Proof of qualification registration must be attached to CV.) Recommendations: Experience in stock management.
<u>DUTIES</u>	:	*Quality and quantity assurance. *Maintain an efficient distribution function by checking and packing medical stock according to delivery routes.
<u>ENQUIRIES</u>	:	Mr Johan Meiring / Francis Kgole, Tel. No. (051) 4303091
<u>APPLICATIONS</u>	:	The Senior Manager: Human Resource Management, P.O. Box 227, BLOEMFONTEIN, 9300
<u>FOR ATTENTION</u>	:	Mr M.J. Mokgampanyane
<u>POST 01/71</u>	:	<u>SENIOR ADMINISTRATION CLERK GRADE II REFERENCE: H/A/260</u>
<u>SALARY</u>	:	R64 143 per annum

<u>CENTRE REQUIREMENTS</u>	:	Embekweni/Stoffel Coetzee Hospital Complex, Zastron/ Smithfield *Grade 10 (or equivalent) Certificate. *Computer literacy (MS Word, MS Excel and MS Power Point) *Planning, organizing and communication skills. Recommendations: *Secretarial Training. *Driver's license (EB).
<u>DUTIES</u>	:	Key Responsibilities: *Take an active role in organizing the office of the Chief Executive Officer. *Ensure an easy flow of communication within the complex *Manage flow of meetings of the complex *Manage diary of the Chief Executive Officer *Ensure an efficient and effective filing system *Ensure efficient supply of stores
<u>ENQUIRIES APPLICATIONS</u>	:	Mr T I Makoa, Tel. No. (051) 6830168/1120 The Chief Executive Officer: Stoffel Coetzee Hospital, Private Bag X 5, SMITHFIELD, 9966
<u>FOR ATTENTION</u>	:	Mr. T.I. Makoa
<u>POST 01/72</u>	:	<u>PHARMACY ASSISTANT ARV (2 POSTS) REFERENCE: H/P/463</u>
<u>SALARY CENTRE REQUIREMENTS</u>	:	R64 143 per annum National District Hospital, Bloemfontein Enrolment with the South African Pharmacy Council as a Post Basic Pharmacist Assistant. Post Basic Pharmacist Assistant Certificate. Grade 12 (or equivalent) Certificate Recommendations: ART Training Experience as Pharmacy Assistant
<u>DUTIES</u>	:	Key Responsibilities: *Dispense medication under pharmacist supervision *Provide medication related information and education to the patients *Compound and manufacture medication under supervision. *Ensure rational stock utilization and stock rotation
<u>ENQUIRIES APPLICATIONS</u>	:	M P Khaphola, Tel. No. (051) 4039621/2 The Chief Executive Officer: National District Hospital, Private Bag x20598, BLOEMFONTEIN, 9300
<u>FOR ATTENTION</u>	:	Me P M Mehlwana
<u>POST 01/73</u>	:	<u>SENIOR ADMINISTRATION CLERK GRADE II REFERENCE: H/A/251</u>
<u>SALARY CENTRE REQUIREMENTS</u>	:	R64 143 per annum Medical Depot: Pre-packing Unit Sub-division, Bloemfontein *Grade 10 (or equivalent) Certificate. Recommendations: *National Diploma in Office Management (or equivalent). *Analytical thinking skills. *Good verbal and written communication skills. *Computer literacy. *Organizational skills.
<u>DUTIES</u>	:	*Logistical, administrative and secretarial functions of the office. *Document sorting, classification and filing. *Ensure prompt, accurate and authorized transmission of information. *Manage and organize diaries of the office staff. *Ensure office is kept clean and hygienic.
<u>ENQUIRIES APPLICATIONS</u>	:	Mr M.B. Maharaswa, Tel. No. (051) 4051942 The Senior Manager: Human Resource Management: P.O. Box 227, BLOEMFONTEIN, 9300
<u>FOR ATTENTION</u>	:	Mr M.J. Mokgampanyane
<u>POST 01/74</u>	:	<u>SENIOR ADMINISTRATION CLERK GRADE I REFERENCE: H/A/252</u>
<u>SALARY CENTRE REQUIREMENTS</u>	:	R54 222 per annum Botshabelo District Hospital Grade 10 (or equivalent) Certificate. Recommendations: *Successful completion of LOGIS I Course. *Computer literacy. *Conversant with PFMA and Treasury Regulations.
<u>DUTIES</u>	:	*Manage administrative duties in the Maintenance Section. *Management of assets. *Management of losses. *To handle enquiries concerning LOGIS. *Management of Contracts.
<u>ENQUIRIES APPLICATIONS</u>	:	Mr T.J. Mothalosa, Tel. No. (051) 5330218 The Chief Executive Officer: Botshabelo District Hospital, Private Bag X527, BOTSHABELO, 9781
<u>FOR ATTENTION</u>	:	Me N. Boqwane

<u>POST 01/75</u>	:	<u>SENIOR ADMINISTRATION CLERK GRADE I (4 POSTS)</u> <u>REFERENCE: H/A/257</u>
<u>SALARY</u>	:	R54 222 per annum
<u>CENTRE</u>	:	ICAM: Bloemfontein
<u>REQUIREMENTS</u>	:	*Grade 10 (or equivalent) Certificate. *Driver's license. *Computer literate. Recommendations: Computer and administrative experience.
<u>DUTIES</u>	:	Manage the iCAM classroom.
<u>ENQUIRIES</u>	:	Mr L.J. Barnardt, Tel. No. (051) 4079238
<u>APPLICATIONS</u>	:	The Senior Manager: Human Resource Development, Free State Psychiatric Complex, Room 103, Ground Floor, Training Building, Private Bag X20607, BLOEMFONTEIN, 9300
<u>FOR ATTENTION</u>	:	Mr L.J. Barnardt
<u>POST 01/76</u>	:	<u>SENIOR ADMINISTRATION CLERK GRADE I REFERENCE:</u> <u>H/A/261</u>
<u>SALARY</u>	:	R54 222 per annum
<u>CENTRE</u>	:	Bophelong Clinic
<u>REQUIREMENTS</u>	:	*Grade 10 (or equivalent) Certificate. *Thorough knowledge of PERSAL, MS Word and Excel Recommendations: *Good report writing skills *Good communication, planning and organization skills *Driver's license
<u>DUTIES</u>	:	Key Responsibilities: *Re-activating of posts, appointments, transfers capturing of leave, retirements, overtime and personnel movement *Processing of leave transactions and injury on duty *Monitoring and updating personnel template
<u>ENQUIRIES</u>	:	Me T B Mothibeli, Tel. No. (051) 4472194
<u>APPLICATIONS</u>	:	The District Manager: Motheo District, P O Box 441, BLOEMFONTEIN, 9300
<u>FOR ATTENTION</u>	:	Mr D H Le Roux
<u>POST 01/77</u>	:	<u>SENIOR ADMINISTRATION CLERK GRADE I REFERENCE:</u> <u>H/A/262</u>
<u>SALARY</u>	:	R54 222 per annum
<u>CENTRE</u>	:	National District Hospital, Bloemfontein
<u>REQUIREMENTS</u>	:	*Grade 10 (or equivalent) Certificate. *Experience in Transit or Warehouse *Capable to work under tremendous pressure of meeting deadlines and cut-off times according to SCM policy *Computer literate Recommendations: *Previous exposure to hospital environment *Have initiative and be trustworthy *Driver's license
<u>DUTIES</u>	:	Key Responsibilities: *Receive stock from companies on behalf of the hospital *Control quantity and quality as per ordered number and specifications *Register orders in the zero to nine file and update it daily *Hand over received stock to warehousemen for shelf items *Do follow-ups with companies that are not delivering as expected *Check and control stock issues by warehouse *Report long outstanding orders
<u>ENQUIRIES</u>	:	Mr T S Mancoe, Tel. No. (051) 4039868
<u>APPLICATIONS</u>	:	The Chief Executive Officer: National District Hospital, Private Bag X 20598, BLOEMFONTEIN, 9300
<u>FOR ATTENTION</u>	:	Me P A Mehlwana
<u>POST 01/78</u>	:	<u>SENIOR NURSING ASSISTANT REFERENCE: H/N/115</u>
<u>SALARY</u>	:	R54 222 per annum
<u>CENTRE</u>	:	Vrede Clinic: Local Area Phumelela
<u>REQUIREMENTS</u>	:	*Grade 10 (or equivalent) Certificate. *Enrolment with the South African Nursing Council as Nursing Auxiliary. *Extensive appropriate experience.
<u>DUTIES</u>	:	*Perform duties required from Nursing Assistant.
<u>ENQUIRIES</u>	:	Mrs S.W. Wentzel, Tel. No. (058) 3038113
<u>APPLICATIONS</u>	:	The District Manager: Thabo Mofutsanyana District, Private Bag X 824, WITSIESHOEK, 9870

<u>FOR ATTENTION</u>	:	H. van Zyl
<u>POST 01/79</u>	:	<u>SENIOR NURSING ASSISTANT REFERENCE: H/N/116</u>
<u>SALARY</u>	:	R54 222 per annum
<u>CENTRE</u>	:	Fezile Dabi Health District: CHC Koppies
<u>REQUIREMENTS</u>	:	*Grade 10 (or equivalent) Certificate. *Enrolment with the South African Nursing Council as Nursing Auxiliary. Recommendations: Relevant experience.
<u>DUTIES</u>	:	*Render an effective and efficient health service to the community and centre. *Basic Nursing Care. *Observing and reporting abnormalities.
<u>ENQUIRIES</u>	:	Ms N.S. Malinga, Tel. No. (056) 8162126
<u>APPLICATIONS</u>	:	The District Manager: Fezile Dabi Health District, Private Bag X2005, SASOLBURG, 1947
<u>FOR ATTENTION</u>	:	Me A. Brits
<u>POST 01/80</u>	:	<u>PRINCIPAL OPERATOR REFERENCE: H/O/35</u>
<u>SALARY</u>	:	R54 222 per annum
<u>CENTRE</u>	:	Mofumahadi Manapo Mopeli Regional Hospital, Witsieshoek
<u>REQUIREMENTS</u>	:	*Grade 10 (or equivalent) Certificate. *Coal HFO Boiler operator skills. Recommendations: Supervisory skills will add as advantageous.
<u>DUTIES</u>	:	*Ensure smooth running of boilers. *Ensure smooth supply steam to the institution. *Boiler operators supervision. *Training of boiler operators. *Complete boiler operators work performance forms. *Substitute boiler operators on leave, shift time-table.
<u>ENQUIRIES</u>	:	Mr M.A. Phoofolo, Tel. No. (058) 7183294/5/6
<u>APPLICATIONS</u>	:	The Chief Executive Officer: Mofumahadi Manapo Mopeli Regional Hospital, Private Bag X820, WITSIESHOEK, 9870
<u>FOR ATTENTION</u>	:	Mr M.A. Phoofolo
<u>POST 01/81</u>	:	<u>SENIOR PROVISIONING ADMINISTRATION CLERK GRADE I REFERENCE: H/P/455</u>
<u>SALARY</u>	:	R54 222 per annum
<u>CENTRE</u>	:	Free State Psychiatric Complex, Bloemfontein
<u>REQUIREMENTS</u>	:	*Grade 10 (or equivalent) Certificate. *Experience in Supply Chain Management. *Any LOGIS certificates. Recommendations: LOGIS I.
<u>DUTIES</u>	:	Supply Chain Management duties as orders, quotations, assets and others on rotational basis.
<u>ENQUIRIES</u>	:	Me M. Grobler, Tel. No. (051) 4079202
<u>APPLICATIONS</u>	:	The Chief Executive Officer: Free State Psychiatric Complex, Private Bag X20607, BLOEMFONTEIN, 9300
<u>FOR ATTENTION</u>	:	Mr D.E. Kolomba
<u>POST 01/82</u>	:	<u>SENIOR PROVISIONING ADMINISTRATION CLERK GRADE I REFERENCE: H/P/456</u>
<u>SALARY</u>	:	R54 222 per annum
<u>CENTRE</u>	:	Free State Psychiatric Complex, Bloemfontein
<u>REQUIREMENTS</u>	:	*Grade 10 (or equivalent) Certificate. *Any LOGIS certificates. *Appropriate experience in Supply Chain Management. Recommendations: LOGIS I.
<u>DUTIES</u>	:	Supply Chain Management duties as orders, quotations, assets and others on rotational basis.
<u>ENQUIRIES</u>	:	Me M. Grobler, Tel. No. (051) 4079202
<u>APPLICATIONS</u>	:	The Chief Executive Officer: Free State Psychiatric Complex, Private Bag X 20607, BLOEMFONTEIN, 9300
<u>FOR ATTENTION</u>	:	Mr D.E. Kolomba
<u>POST 01/83</u>	:	<u>STAFF NURSE (7 POSTS) REFERENCE: H/S/90</u>
<u>SALARY</u>	:	R54 222 per annum
<u>CENTRE</u>	:	Bongani Regional Hospital, Welkom

<u>REQUIREMENTS</u>	:	Enrolment with the South African Nursing Council as Enrolled Nurse *Appropriate experience.
<u>DUTIES</u>	:	Key Responsibilities: *To render basic patient care in General wards, maternity and specialized units *Participate in quality improvement programmes *Assessment of patient needs and implement nursing care plans
<u>ENQUIRIES</u>	:	Me M J Magadla, Tel. No. (057) 9168000
<u>APPLICATIONS</u>	:	The Chief Executive Officer: Bongani Hospital, Private Bag X 29, WELKOM, 9460
<u>FOR ATTENTION</u>	:	Me A Zwegelaar)
<u>POST 01/84</u>	:	<u>SENIOR PERSONNEL OFFICER GRADE I REFERENCE: H/P/464</u>
<u>SALARY</u>	:	R54 222 per annum
<u>CENTRE</u>	:	Motheo District Office, Bloemfontein
<u>REQUIREMENTS</u>	:	*Grade 10 (or equivalent) Certificate. *Thorough knowledge of PERSAL, MS Word and Excel Recommendations: *Good report writing skills *Good communication, planning and organization skills *Driver's license
<u>DUTIES</u>	:	Key Responsibilities: *Re-activating of posts, appointments, transfers capturing of leave, retirements, overtime and personnel movement *Processing of leave transactions and injury on duty *Monitoring and updating personnel template
<u>ENQUIRIES</u>	:	Me P R Phuroe, Tel. No. (051) 4472194
<u>APPLICATIONS</u>	:	The District Manager: Motheo District, P O Box 441, BLOEMFONTEIN, 9300
<u>FOR ATTENTION</u>	:	Mr D H Le Roux
<u>POST 01/85</u>	:	<u>ADMINISTRATION CLERK GRADE II REFERENCE: H/A/253</u>
<u>SALARY</u>	:	R46 200 per annum
<u>CENTRE</u>	:	Phuthuloha District Hospital, Ficksburg
<u>REQUIREMENTS</u>	:	*Grade 10 (or equivalent) Certificate. *Knowledge of administrative functions. *Computer literacy. Recommendations: Experience or Voluntarism will serve as advantage.
<u>DUTIES</u>	:	*Typing, filing of official documents. *Render appropriate administration support. *Arrange for meetings. *Do any duties that will be assigned to by the supervisor.
<u>ENQUIRIES</u>	:	Mr T.A. Mohaeka, Tel. No. (058) 4812114
<u>APPLICATIONS</u>	:	The Chief Executive Officer: Itemoheng District Hospital, Private Bag X9, SENEKAL, 9600
<u>FOR ATTENTION</u>	:	Me M.N. Kumalo
<u>POST 01/86</u>	:	<u>NURSING ASSISTANT (2 POSTS) REFERENCE: H/N/114</u>
<u>SALARY</u>	:	R46 200 per annum
<u>CENTRE</u>	:	Stoffel Coetzee District Hospital, Smithfield
<u>REQUIREMENTS</u>	:	*Grade 10 (or equivalent) Certificate. *Enrolment with the South African Nursing Council as a Nursing Auxiliary. Recommendations: Relevant previous experience.
<u>DUTIES</u>	:	All Nurse Assistant duties in a ward.
<u>ENQUIRIES</u>	:	Mrs M.E. Terblanché Tel. No. (051) 6830168
<u>APPLICATIONS</u>	:	The Chief Executive Officer: Stoffel Coetzee District Hospital, Private Bag X 5, SMITHFIELD, 9966
<u>FOR ATTENTION</u>	:	Mrs M.E. Terblanché
<u>POST 01/87</u>	:	<u>NURSING ASSISTANT (2 POSTS) REFERENCE: H/N/207</u>
<u>SALARY</u>	:	R46 200 per annum
<u>CENTRE</u>	:	Tokollo District Hospital, Heilbron
<u>REQUIREMENTS</u>	:	*Grade 10 (or equivalent) Certificate. *Enrolment with the South African Nursing Council as a Nursing Auxiliary.
<u>DUTIES</u>	:	Provide a comprehensive nursing service in hospital wards according to scope of practice.
<u>ENQUIRIES</u>	:	Mrs N.Y. Kgotlagomang, Tel. No. (058) 8523030/9
<u>APPLICATIONS</u>	:	The Chief Executive Officer: Tokollo/Mafube Complex, Private Bag X 8, HEILBRON, 9650

<u>FOR ATTENTION</u>	:	Ms N.Z. Mbalo
<u>POST 01/88</u>	:	<u>HANDYMAN REFERENCE: H/H/32</u>
<u>SALARY</u>	:	R46 200 per annum
<u>CENTRE</u>	:	National District Hospital, Bloemfontein
<u>REQUIREMENTS</u>	:	ABET literacy. Recommendations: Appropriate experience in general maintenance.
<u>DUTIES</u>	:	*Support with some maintenance work. *Exercise control over tools, supplies and other equipment. *Render support to Artisans. *Support with maintenance, repairs, cleaning, plant inspections and transporting of materials.
<u>ENQUIRIES</u>	:	G.H. Prinsloo, Tel. No. (051) 4039626
<u>APPLICATIONS</u>	:	The Chief Executive Officer: National District Hospital, Private Bag X20598, BLOEMFONTEIN, 9300
<u>FOR ATTENTION</u>	:	P.A. Mehlwana
<u>POST 01/89</u>	:	<u>FOREMAN: CLEANING SERVICES REFERENCE: H/F/45</u>
<u>SALARY</u>	:	R46 200 per annum
<u>CENTRE</u>	:	Dr J.S. Moroka District Hospital, Thaba Nchu
<u>REQUIREMENTS</u>	:	Appropriate experience. Recommendations: Good communication and supervision skills.
<u>DUTIES</u>	:	*Draw allocation of cleaning personnel accordingly. *Ensure proper use of protective clothing by cleaners to prevent cross infection. *Ensure and maintain cleanliness of the floors, furniture and windows daily. *Ensure availability of cleaning equipment. *Management and supervision to colleagues.
<u>ENQUIRIES</u>	:	Mr A.K. Setlogelo, Tel. No. (051) 8739933
<u>APPLICATIONS</u>	:	The Chief Executive Officer: Dr J.S. Moroka District Hospital, Private Bag X707, SELOSESHA, 9783
<u>FOR ATTENTION</u>	:	Mr G.J. Molokoane
<u>POST 01/90</u>	:	<u>FOOD SERVICE SUPERVISOR (4 POSTS) REFERENCE: H/F/46</u>
<u>SALARY</u>	:	R46 200 per annum
<u>CENTRE</u>	:	Dr J.S. Moroka District Hospital, Thaba Nchu
<u>REQUIREMENTS</u>	:	*Grade 10 (or equivalent) Certificate. *Appropriate experience. *Supervisory/leadership and catering skills. Recommendations: Good communication and interpersonal skills.
<u>DUTIES</u>	:	*Plan, supervise, organize and control the kitchen and food services. *Observing patients' diets. *Ordering of food and checking its quality.
<u>ENQUIRIES</u>	:	Mr A.K. Setlogelo, Tel. No. (051) 8739933
<u>APPLICATIONS</u>	:	The Chief Executive Officer: Dr J.S. Moroka District Hospital, Private Bag X707, SELOSESHA,
<u>FOR ATTENTION</u>	:	Mr G.J. Molokoane
<u>POST 01/91</u>	:	<u>SENIOR OPERATOR (2 POSTS) REFERENCE: H/O/36</u>
<u>SALARY</u>	:	R46 200 per annum
<u>CENTRE</u>	:	Mofumahadi Manapo Mopeli Regional Hospital, Witsieshoek
<u>REQUIREMENTS</u>	:	ABET, able to read and write. Recommendations: *Good interpersonal relations. *Must be able to work under pressure. *Relevant experience of working in the boiler house.
<u>DUTIES</u>	:	*Operate coal fired boilers. *Do operation and routine maintenance on boilers. *Report defects. *Must be willing to work shifts. *Monitor water quality, oil level and main pipelines.
<u>ENQUIRIES</u>	:	Mr M.A. Phoofolo, Tel. No. (058) 7183294/5/6
<u>APPLICATIONS</u>	:	The Chief Executive Officer: Mofumahadi Manapo Mopeli Regional Hospital, Private Bag X 820, WITSIESHOEK, 9870
<u>FOR ATTENTION</u>	:	Mr M.A. Phoofolo
<u>POST 01/92</u>	:	<u>HOUSEKEEPING SUPERVISOR REFERENCE: H/H/31</u>
<u>SALARY</u>	:	R46 200 per annum
<u>CENTRE</u>	:	Phekolong District Hospital, Bethlehem

<u>REQUIREMENTS</u>	:	*Grade 10 (or equivalent) Certificate. *Computer literacy. *Relevant experience. Recommendations: *Knowledge of Housekeeping supervision. *Ability to work under pressure.
<u>DUTIES</u>	:	*Ensure the service meets the quality assurance standards. *Ensure cleanness of the kitchens and meets COHSASA standards. *Provide any other assistance as required. *Attend meetings.
<u>ENQUIRIES</u>	:	Mr Mncube / Me McGregor, Tel. No. (058) 3035123
<u>APPLICATIONS</u>	:	The Chief Executive Officer: Phekolong District Hospital, Private Bag X1, BETHLEHEM, 9700
<u>FOR ATTENTION</u>	:	Me Kala
<u>POST 01/93</u>	:	<u>DRIVER (EXTRA HEAVY) REFERENCE: H/D/35</u>
<u>SALARY</u>	:	R46 200 per annum
<u>CENTRE</u>	:	Phekolong/Nketoana District Hospital Complex 3
<u>REQUIREMENTS</u>	:	*A valid code 10 driver's license with public driver's permit. *Ability to read and write and good interpersonal skills. *Have good interpersonal/human relation skills and possess the ability to communicate freely and easily with other employees, the general public and personnel. *Good verbal and written communication skills. *Be creative, flexible and highly motivated. Recommendations: Driver's license.
<u>DUTIES</u>	:	*Render a service as a driver for goods and the personnel to ensure the safe transportation. *Ensure that all personnel and goods transported reach their destination. *Ensure that the use of vehicles is for official purpose only. *Conduct routine maintenance of vehicles to ensure timeous reporting of defects. *Maintain prescribed records and logs with regard to vehicles and goods.
<u>ENQUIRIES</u>	:	Me A. Mosea / Mr M. Mncube, Tel. No. (058) 3035123
<u>APPLICATIONS</u>	:	The Chief Executive Officer: Phekolong District Hospital, Private Bag X1, BETHLEHEM, 9700
<u>FOR ATTENTION</u>	:	Me C.H. Kala
<u>POST 01/94</u>	:	<u>TRADESMAN AID II REFERENCE: H/T/30</u>
<u>SALARY</u>	:	R40 227 per annum
<u>CENTRE</u>	:	Parys District Hospital
<u>REQUIREMENTS</u>	:	Appropriate experience, Recommendations: *Ability to work under pressure *Flexibility with regard to allocation of duties
<u>DUTIES</u>	:	*Good interpersonal relations *Good written and communication skills *Confidentiality
<u>DUTIES</u>	:	Key Responsibilities: *Perform under direct supervision and with the minimum training but with a high level of independence and responsibility *Manual labour of a simplistic nature as indicated below: Assist artisan/personnel/handyman ,where necessary, in the execution of their construction and maintenance duties by cleaning and preparing the objects on which work is to be done, carrying tools and handing them over when it is needed, Giving aid with the physical performance of the artisan/handyman tasks (fastening bolts, sanding furniture, binding pipes etc.) and performing simplistic artisan/handyman tasks themselves
<u>ENQUIRIES</u>	:	Me M S Radebe, Tel. No. (056) 8162111
<u>APPLICATIONS</u>	:	The Chief Executive Officer: Parys District Hospital, Private Bag X 5, PARYS, 9585
<u>FOR ATTENTION</u>	:	Me M M Van Der Walt
<u>POST 01/95</u>	:	<u>ADMINISTRATION CLERK GRADE I (ADMISSIONS) (4 POSTS) REFERENCE: H/A/254</u>
<u>SALARY</u>	:	R40 227 per annum
<u>CENTRE</u>	:	National District Hospital, Bloemfontein
<u>REQUIREMENTS</u>	:	*Grade 10 (or equivalent) Certificate. Recommendations: *Computer literate. *Interpersonal relations.
<u>DUTIES</u>	:	*Admit patients. *Work in Record Section. *Safekeeping of patient's money. *Shift worker and night duty.
<u>ENQUIRIES</u>	:	M. Bronn, Tel. No. (051) 4039601

APPLICATIONS : The Chief Executive Officer: National District Hospital, Private Bag X20598, BLOEMFONTEIN, 9300

FOR ATTENTION : P.A. Mehlwana

POST 01/96 : **GENERAL WORKER II REFERENCE: H/G/30**

SALARY : R40 227 per annum

CENTRE : Leseding Clinic, Lindley: Local Area Nketoana

REQUIREMENTS : *ABET literacy. *Physical fitness to handle the physical demands of a general worker.

DUTIES : *Perform cleaning services of a routine nature by utilizing a variety of aids (dusters, brooms, polish machines, etc.) *Collects and washes dishes and cups. *Provide support to the supervisors. *Help out in the garden and laundry.

ENQUIRIES : Mrs S.W. Wentzel, Tel. No. (058) 3038113

APPLICATIONS : The District Manager: Thabo Mofutsanyana District, Private Bag X 824, WITSIESHOEK, 9870

FOR ATTENTION : H. van Zyl

POST 01/97 : **GENERAL WORKER II REFERENCE: H/G/32**

SALARY : R40 227 per annum

CENTRE : Mofumahadi Manapo Mopeli Regional Hospital, Witsieshoek

REQUIREMENTS : Ability to read and write. Recommendations: *Good written and verbal communication skills. *The nature of the work is physical and it will be expected of the incumbent to walk, climb ladders, and work in dusty, wet and enclosed areas.

DUTIES : *Assist the artisan with maintenance, repair and manufacturing work. *Cleaning, safekeeping of tools. *Plant inspection and transporting materials.

ENQUIRIES : Mr M.A. Phoofolo, Tel. No. (058) 7183202

APPLICATIONS : The Chief Executive Officer: Mofumahadi Manapo Mopeli Regional Hospital, Private Bag X820, WITSIESHOEK, 9870

FOR ATTENTION : Mr M.A. Phoofolo

POST 01/98 : **GENERAL WORKER II REFERENCE: H/G/33**

SALARY : R40 227 per annum

CENTRE : Free State Psychiatric Complex, Bloemfontein

REQUIREMENTS : *Hard working and ready to learn. *ABET.

DUTIES : Delivery of items, pack shelves, general work.

ENQUIRIES : Me M. Grobler, Tel. No. (051) 4079202

APPLICATIONS : The Chief Executive Officer: Free State Psychiatric Complex, Private Bag X20607, BLOEMFONTEIN, 9300

FOR ATTENTION : Mr D.E. Kolomba

POST 01/99 : **GROUNDSMAN II (3 POSTS) REFERENCE: H/G/31**

SALARY : R40 227 per annum

CENTRE : Mofumahadi Manapo Mopeli Regional Hospital, Witsieshoek

REQUIREMENTS : Ability to read and write. Recommendations: *Good written and verbal communication skills. *The nature of the work is physical and it will be expected of the incumbent to walk, climb ladders, work in dusty, wet and enclosed areas.

DUTIES : *Assist the artisan with maintenance, repair and manufacturing work. *Cleaning, safekeeping of tools. *Plant inspection and transporting materials.

ENQUIRIES : Mr M.A. Phoofolo, Tel. No. (058) 7183202

APPLICATIONS : The Chief Executive Officer: Mofumahadi Manapo Mopeli Regional Hospital, Private Bag X820, WITSIESHOEK, 9870

FOR ATTENTION : Mr M.A. Phoofolo

POST 01/100 : **REGISTRY CLERK GRADE I REFERENCE: H/R/45**

SALARY : R40 227 per annum

CENTRE : Dr J.S. Moroka District Hospital, Thaba Nchu

<u>REQUIREMENTS</u>	:	*Grade 10 (or equivalent) Certificate. *Computer literacy. *Appropriate experience. Recommendations: *Communication and interpersonal skills. *Ability to organize. *Be able to maintain confidentiality.
<u>DUTIES</u>	:	*Administrate all incoming/outgoing mail/ faxes/photocopies/circulars and notices. *Tracking and opening of files. *Filing of personnel records. *Keep registry office equipment in good working condition. *Assist with other administrative duties.
<u>ENQUIRIES</u>	:	M.P. Likotsi, Tel. No. (051) 8739894
<u>APPLICATIONS</u>	:	The Chief Executive Officer: Dr J.S. Moroka District Hospital, Private Bag X707, SELOSESHA, 9783
<u>FOR ATTENTION</u>	:	G.J. Molokoane
<u>POST 01/101</u>	:	<u>DRIVER REFERENCE: H/D/37</u>
<u>SALARY</u>	:	R40 227 per annum
<u>CENTRE</u>	:	Dr J.S. Moroka District Hospital
<u>REQUIREMENTS</u>	:	*Code 10 driver's license with public driver's permit. *Literacy skills. Recommendations: Appropriate experience in driving skills.
<u>DUTIES</u>	:	*To make deliveries. *Load and offload. *Collect specimens. *Drive officials to and from meetings. *Report all vehicle defects to supervisor. *Executing transport duties as duly authorized. *Delivering of mail to different institutions.
<u>ENQUIRIES</u>	:	Mr P.A. Moatlhodi, Tel. No. (051) 8739933
<u>APPLICATIONS</u>	:	The Chief Executive Officer: Dr J.S. Moroka District Hospital, Private Bag X707, SELOSESHA, 9783
<u>FOR ATTENTION</u>	:	Mr G.J. Molokoane
<u>POST 01/102</u>	:	<u>DRIVER I REFERENCE: H/D/37</u>
<u>SALARY</u>	:	R40 227 per annum
<u>CENTRE</u>	:	Free State Psychiatric Complex, Bloemfontein
<u>REQUIREMENTS</u>	:	*Hard working and ready to learn. *ABET. *Driver's license. Recommendations: Public driver's permit license.
<u>DUTIES</u>	:	Transport of patients and goods.
<u>ENQUIRIES</u>	:	Me M. Grobler, Tel. No. (051) 4079202
<u>APPLICATIONS</u>	:	The Chief Executive Officer: Free State Psychiatric Complex, Private Bag X20607, BLOEMFONTEIN, 9300
<u>FOR ATTENTION</u>	:	Mr D.E. Kolomba
<u>POST 01/103</u>	:	<u>HOUSEHOLD AID II (5 POSTS) REFERENCE: H/H/33</u>
<u>SALARY</u>	:	R40 227 per annum
<u>CENTRE</u>	:	Dr J.S. Moroka District Hospital (MDR)
<u>REQUIREMENTS</u>	:	Good communication and interpersonal skills.
<u>DUTIES</u>	:	*Perform under direct supervision and with the minimum training, manual labour of a simple nature as indicated below. *Cleaning and preparing the objects on which work is done. *Render assistance to Food Service Aid in specific areas.
<u>ENQUIRIES</u>	:	Mr A.K. Setlogelo, Tel. No. (051) 8739933
<u>APPLICATIONS</u>	:	The Chief Executive Officer: Dr J.S. Moroka District Hospital, Private Bag X707, SELOSESHA, 9783
<u>FOR ATTENTION</u>	:	Mr G.J. Molokoane
<u>POST 01/104</u>	:	<u>FOOD SERVICE AID II REFERENCE: H/F/47</u>
<u>SALARY</u>	:	R40 227 per annum
<u>CENTRE</u>	:	Dr J.S. Moroka District Hospital, Thaba Nchu
<u>REQUIREMENTS</u>	:	ABET with appropriate experience.
<u>DUTIES</u>	:	*Prepare and supply nutritious food to patients. *Responsible for equipment use to serve patients. *Cleaning the kitchen.
<u>ENQUIRIES</u>	:	Mr A.K. Setlogelo, Tel. No. (051) 8739933
<u>APPLICATIONS</u>	:	The Chief Executive Officer: Dr J.S. Moroka District Hospital, Private Bag X707, SELOSESHA, 9783
<u>FOR ATTENTION</u>	:	Mr G.J. Molokoane

<u>POST 01/105</u>	:	<u>FOOD SERVICE AID II REFERENCE: H/F/48</u>
<u>SALARY</u>	:	R40 227 per annum
<u>CENTRE</u>	:	Parys District Hospital
<u>REQUIREMENTS</u>	:	ABET with appropriate experience.
<u>DUTIES</u>	:	*Ability to work under pressure *Flexibility with regard to allocation of duties *Good interpersonal relations *Good written and verbal communication skills *Confidentiality
<u>DUTIES</u>	:	Key Responsibilities: *All tasks emanating from the preparation and serving of food *The preparation and serving of tea/coffee *Supply water to the personnel *Keep kitchen, dining hall and food storage areas clean and tidy *Pack supplies received in the food storage areas *Wash cutlery
<u>ENQUIRIES</u>	:	Me M S Radebe, Tel. No. (056) 8162111
<u>APPLICATIONS</u>	:	The Chief Executive Officer: Parys district Hospital, Private Bag X 5, PARYS, 9585
<u>FOR ATTENTION</u>	:	Me M M Van Der Walt
<u>POST 01/106</u>	:	<u>PROVISIONING ADMINISTRATION CLERK GRADE I</u> <u>REFERENCE: H/P/457</u>
<u>SALARY</u>	:	R40 227 per annum
<u>CENTRE</u>	:	Free State Psychiatric Complex, Bloemfontein
<u>REQUIREMENTS</u>	:	*Grade 10 (or equivalent) Certificate. *Experience in Supply Chain Management. Recommendations: LOGIS.
<u>DUTIES</u>	:	Supply Chain Management duties as orders, quotations, assets and others on rotational basis.
<u>ENQUIRIES</u>	:	Me M. Grobler, Tel. No. (051) 4079202
<u>APPLICATIONS</u>	:	The Chief Executive Officer: Free State Psychiatric Complex, Private Bag X20607, BLOEMFONTEIN, 9300
<u>FOR ATTENTION</u>	:	Mr D.E. Kolomba
<u>POST 01/107</u>	:	<u>TELECOM OPERATOR REFERENCE: H/T/29</u>
<u>SALARY</u>	:	R40 227 per annum
<u>CENTRE</u>	:	Free State Psychiatric Complex, Bloemfontein
<u>REQUIREMENTS</u>	:	*Grade 10 (or equivalent) Certificate. Recommendations: *Customer Care and Telephone Etiquette Certificate
<u>DUTIES</u>	:	Key Responsibilities: *Ensure effective handling of switchboard duties *Ensure effective communication with internal and external clients *Prepared to work shifts and overtime *Able to help with faxes
<u>ENQUIRIES</u>	:	Me S F Lekhetho, Tel. No. (051) 4079248/4079911
<u>APPLICATIONS</u>	:	The Chief Executive Officer: Free State Psychiatric Complex, Private Bag X 20607, BLOEMFONTEIN, 9300
<u>FOR ATTENTION</u>	:	S F Lekhetho
<u>POST 01/108</u>	:	<u>LAUNDRY AID II REFERENCE: H/L/27</u>
<u>SALARY</u>	:	R40 227 per annum
<u>CENTRE</u>	:	Boitumelo Regional Hospital, Kroonstad
<u>REQUIREMENTS</u>	:	*Ability to read and write *Appropriate experience
<u>DUTIES</u>	:	Key Responsibilities: *To maintain high standards in rendering effective and efficient laundry service as required by the institution *To Maintain good standards in prevention of cross infection
<u>ENQUIRIES</u>	:	Mr N S Mkwane, Tel. No. (056) 2165358
<u>APPLICATIONS</u>	:	The Acting Chief Executive Officer: Boitumelo Regional Hospital, Private Bag X 47, KROONSTAD, 9500
<u>FOR ATTENTION</u>	:	Mr N S Mkwane
<u>POST 01/109</u>	:	<u>TRADESMAN AID II (2 POSTS) REFERENCE: H/T/28</u>
<u>SALARY</u>	:	R40 227 per annum
<u>CENTRE</u>	:	National District Hospital, Bloemfontein
<u>REQUIREMENTS</u>	:	Ability to read and write. Recommendations: *Good written and communication skills. *The nature of the work is physical and it will

	:	be expected of the incumbent to work, climb ladders and work in dusty, wet and enclosed areas.
<u>DUTIES</u>	:	*Assist Artisans and Handyman with maintenance, repair and manufacturing work, cleaning, safekeeping of tools, plant inspection and transporting materials. *Perform maintenance work within his/her abilities.
<u>ENQUIRIES</u>	:	G.H. Prinsloo, Tel. No. (051) 4039626
<u>APPLICATIONS</u>	:	The Chief Executive Officer: National District Hospital, Private Bag X20598, BLOEMFONTEIN, 9300
<u>FOR ATTENTION</u>	:	P.A. Mehlwana
<u>POST 01/110</u>	:	<u>PORTER REFERENCE: H/P/450</u>
<u>SALARY</u>	:	R35 916 per annum
<u>CENTRE</u>	:	Dihlabeng Regional Hospital, Bethlehem
<u>REQUIREMENTS</u>	:	*Appropriate experience. *Healthy and strong. Recommendations: *Able to read and write. *Physical fitness. *Willing to work shifts.
<u>DUTIES</u>	:	*To transport patients by bed, chair or trolley to and from various Departments as well as Ambulances and motor vehicles. *To remove corpses with mortuary trolleys from all applicable areas to the mortuary. *Getting beds and orthopaedic appliances to and from storerooms. *Maintain equipment used in-patient services in working order and keep it clean. *Assist Nursing staff with aggressive patients and lifting of heavy patients.
<u>ENQUIRIES</u>	:	Mr L. Rossouw, Tel. No. (058) 3035331
<u>APPLICATIONS</u>	:	The Chief Executive Officer: Dihlabeng Regional Hospital, Private Bag X 3, BETHLEHEM, 9700
<u>FOR ATTENTION</u>	:	Mr L. Rossouw
<u>POST 01/111</u>	:	<u>MESSENGER REFERENCE: H/M/96</u>
<u>SALARY</u>	:	R35 916 per annum
<u>CENTRE</u>	:	Dr J.S. Moroka District Hospital, Thaba Nchu
<u>REQUIREMENTS</u>	:	*ABET - Ability to read and write *Driver's license. Recommendations: *Communication, listening and interpersonal skills. *Be able to maintain confidentiality.
<u>DUTIES</u>	:	*To deliver mail, circulars, manuals and other documents. *Assist with execution of functions in registry, finance, supply chain management and human resources divisions. *Keep registers of received and delivered items.
<u>ENQUIRIES</u>	:	Me M.P. Likotsi / Mr G.J. Molokoane, Tel. No. (051) 873 9894 /(051) 873 9966
<u>APPLICATIONS</u>	:	The Chief Executive Officer: Dr J.S. Moroka District Hospital, Private Bag X707, SELOSESHA, 9783
<u>FOR ATTENTION</u>	:	Mr G.J. Molokoane
<u>POST 01/112</u>	:	<u>MESSENGER REFERENCE: H/M/99</u>
<u>SALARY</u>	:	R35 916 per annum
<u>CENTRE</u>	:	Boitumelo Regional Hospital, Kroonstad
<u>REQUIREMENTS</u>	:	*ABET - Ability to read and write *Appropriate experience
<u>DUTIES</u>	:	Key Responsibilities: *Fetch post, patient files, photo-copies, typing and other forms of documentation and articles to deliver *Keep register of documents received and delivered *Assist with the execution of functions attached to the registration and accounts division
<u>ENQUIRIES</u>	:	Mr N S Mkwane, Tel. No. (056) 2165358
<u>APPLICATIONS</u>	:	The Acting Chief Executive Officer: Boitumelo Regional Hospital, Private Bag x 47, KROONSTAD, 9500
<u>FOR ATTENTION</u>	:	Mr N S Mkwane

**PROVINCIAL ADMINISTRATION: GAUTENG
DEPARTMENT OF HEALTH**

APPLICATIONS : Gauteng Shared Service Centre, 77 Fox Street Johannesburg or posted to Private Bag X 114, Marshalltown 2107 or contact the GSSC Call Centre on Tel No: (011) 355-2222

FOR ATTENTION : Ms. Diane Samuels

CLOSING DATE : 15 January 2008

NOTE : Applications must be submitted on form Z83, obtainable from any Public Service department, which must be completed in full. A certified copy of your Identity Document and qualifications as well as a CV must be attached. The specific reference number of the post must be quoted; failure to comply with these instructions will disqualify applications from being processed. Please note that applications without the post reference number will not be processed.

OTHER POSTS

POST 01/113 : **SPECIALIST REF NO: 70048053**
Directorate: Radiology

SALARY : R353 871 per annum (all inclusive package)

CENTRE : Pretoria Academic Hospital

REQUIREMENTS : MMed (Rad) D or FC (Rad) D SA or equivalent. Experience in General Radiology, administration skills.

DUTIES : Participation in training of pre and post graduate students. Have experience in all aspects of General Radiology. Rotate through different Radiological modalities. Administrative duties and duties as needed by HOD. Contribute to research activities in Radiology.

ENQUIRIES : Prof. Z.I. Lockhat, Tel No: (012) 354-2548 / 2406

POST 01/114 : **SPECIALIST (2 POSTS) REF NO: 70048054**
Directorate: Orthopaedics

SALARY : R353 871 per annum (all inclusive package)

CENTRE : Pretoria Academic Hospital

REQUIREMENTS : MMed Orthopaedics or equivalent. HPCSA specialist registration (current). Orthopaedics operations surgical and teaching skills. Clinical audits research.

DUTIES : Take charge of trauma ward unit. Clinical evaluation and operations on trauma patients. Lectures to students, both under and post graduates levels.

ENQUIRIES : E.N.D Neluheni, Tel No: (012) 354-6528

POST 01/115 : **PRINCIPAL PHARMACIST REF NO: 70048055**
Directorate: Pharmacist

SALARY : R215 253 per annum (all inclusive package)

CENTRE : Pretoria Academic Hospital

REQUIREMENTS : B.Pharm. Registration with SA Pharmacy Council. Registration as a tutor for interns and Pharmacist assistants. Communication, training and interpersonal skills. Computer literacy (MEDICOM). Experience in a public hospital pharmacy will be to your benefit.

DUTIES : Keep surveillance on medicine consumption in the department through DUR's. Supervise, co-ordinate and manage all activities of the department and administration (PMDS, leave, etc). Support pharmacy manager in effective administration of the pharmacy department. Control the adherence of company representatives in the department. Co-ordinate the implementation and adherence to GPP, PMP, DSM and SOP's. Project and participate in the in-service and formal training needs of the department. Produce relevant reports (financial statements, workload statistics, etc). Registration as tutor for pharmacy interns and assistants. Assist with on-call and after hour duties. Perform any legitimate task

		requested, that is necessary for the provision of a quality pharmaceutical service. Rene Meyer, Tel No: (012) 354-1282
<u>ENQUIRIES</u>	:	
<u>POST 01/116</u>	:	<u>ASSISTANT DIRECTOR REF NO: 70048056</u> Directorate: Radiography Diagnostic
<u>SALARY</u>	:	R196 815 per annum (plus benefits)
<u>CENTRE</u>	:	Pretoria Academic Hospital
<u>REQUIREMENTS</u>	:	Brad / National Diploma: Radiography Diagnostic. Registration with the HPCSA compulsory 10-12 years experience as a Chief Radiographer in Diagnostic Radiography. Experience in an academic environment will be an advantage. Excellent Management skills and depth financial management knowledge responsible for a budget of plus minus R20 M per annum. Leadership abilities essential. Outstanding interpersonal human relations and communication skills. Extensive knowledge of PACS system, Digital X-ray equipment and Medicom. Sound knowledge Quality Assurance of X-ray apparatus. Knowledge of UPFS system. Knowledge of all applicable government acts and regulations pertaining to Radiographic Services. A very high level of responsibility. Good computer skills.
<u>DUTIES</u>	:	Managerial supervisory and administrative duties. Managing the delivery of 24 hours Radiography Service in a tertiary hospital. Liaise with the head of the department Radiology in implementing the policy department. To participate and make inputs at hospital and provincial management meetings. To liaise with the department of Radiographic Sciences at the University of Pretoria in the training of Radiography students. Assist with research projects. Decision making in the procurement of X-ray equipment is very important. Adjudication of tenders. Maintenance contracts yearly or five years. To ensure that the Radiographic service is in keeping with Radiation Legislation. Manage and control the allocated budget, asset control and saving mechanisms. Provide and manage the human resources in the Radiography department. Total quality service management for the achievement of Batho Pele Principles. Provide CPD activities according to the requirements of HPCSA.
<u>ENQUIRIES</u>	:	Mrs. Sue Burger, Tel No: (012) 354-1072
<u>POST 01/117</u>	:	<u>MEDICAL OFFICER REF NO: 70048057</u> Directorate: Obstetrics and Gynaecology
<u>SALARY</u>	:	R157 686 per annum (plus benefits)
<u>CENTRE</u>	:	Pretoria Academic Hospital
<u>REQUIREMENTS</u>	:	MBChB. Registration as medical practitioner at HPCSA. Experience as medical officer in Obstetrics and Gynaecology.
<u>DUTIES</u>	:	To provide a clinical service in Department Obstetrics and Gynaecology, Pretoria Academic Hospital, as part of the departmental team. This includes after hours call duties. To take part in the academic and other programmes of Department Obstetrics and Gynaecology.
<u>ENQUIRIES</u>	:	Prof. B.G. Lindeque, Tel No: (012) 354-2366
<u>POST 01/118</u>	:	<u>CHIEF RADIOGRAPHER REF NO: 70048058</u> Directorate: Diagnostic Radiography
<u>SALARY</u>	:	R132 054 per annum (plus benefits)
<u>CENTRE</u>	:	Pretoria Academic Hospital
<u>REQUIREMENTS</u>	:	Diploma / B RAD / B-TECH in Diagnostic Radiography. At least 5 years experience as a Senior Radiographer. Registration with the HPCSA is compulsory. Computerised literacy essential all the x-ray units are digital. Working experience in AOT and CT scanner are prerequisites.
<u>DUTIES</u>	:	Diagnostic Radiography in a 24 hour department. To participate in a 24 hour roster / and or call. Assist in managing of the department. Assist with the quality control tests. High level of responsibility. Participate and facilitate in CPD as required by HPCSA. Further

	:	experience in cardiac catheter laboratory and theatres will be advantageous, as you will be expected to rotate through this department as well as AOT and CT scanners.
<u>ENQUIRIES</u>	:	Mrs. S. van Niekerk, Tel No: (012) 354-1379
<u>POST 01/119</u>	:	<u>SENIOR RADIOGRAPHER (4 POSTS) REF NO: 70048059</u>
	:	Directorate: Diagnostic Radiography
<u>SALARY</u>	:	R106 335 per annum (plus benefits).
<u>CENTRE</u>	:	Pretoria Academic Hospital
<u>REQUIREMENTS</u>	:	Diploma / B RAD / B-TECH in Diagnostic Radiography. Two to three years experience. Registration with the HPCSA is compulsory. Computerised literacy essential all the x-ray units are digital.
<u>DUTIES</u>	:	Diagnostic Radiography in a 24 hour department. To participate in a 24 hour roster. To assist with clinical training of Junior Radiographers and students. Quality assurance of images.
<u>ENQUIRIES</u>	:	Mrs. S. van Niekerk, Tel No: (012) 354-1379
<u>POST 01/120</u>	:	<u>RADIATION LABORATORY TECHNOLOGIST REF NO: 70048060</u>
	:	Directorate: Radiation Oncology Department
<u>SALARY</u>	:	R85 362 per annum (plus benefits)
<u>CENTRE</u>	:	Pretoria Academic Hospital
<u>REQUIREMENTS</u>	:	Appropriate diploma / certificate as a Radiation Laboratory Technologist. Registered with HPCSA. Technical, advanced computer, good communication, problem solving and patient caring skills. Knowledge of provisioning procedure.
<u>DUTIES</u>	:	Manufacturing of treatment aids e.g. shielding for critical organs and tissue compensators in a radiation laboratory / workshop. Management of allocated financial budget of the laboratory / mouldroom. Assist and supervise clinical training of trainee radiographers and medical physicists to develop relevant skills in the laboratory. Ensure optimal patient care. Implement quality assurance (QA) programmes in mouldroom / workshop. Supervise, support staff. Participate in CPD activities administrator duties.
<u>ENQUIRIES</u>	:	Mrs. Z. Cronje, Tel No: (012) 354-2309
<u>POST 01/121</u>	:	<u>JUNIOR RADIOGRAPHER (4 POSTS) REF NO: 70048061</u>
	:	Directorate: Diagnostic Radiography
<u>SALARY</u>	:	R85 362 per annum (plus benefits).
<u>CENTRE</u>	:	Pretoria Academic Hospital
<u>REQUIREMENTS</u>	:	Diploma / B RAD / B-TECH in Diagnostic Radiography. Registration with the HPCSA is compulsory. Computerised literacy essential all the x-ray units are digital.
<u>DUTIES</u>	:	Diagnostic Radiography in a 24 hour department. To participate in a 24 hour roster. To produce x-ray images according to prescribed protocols, radiation control measures and medio-legal requirements.
<u>ENQUIRIES</u>	:	Mrs. S. van Niekerk, Tel No: (012) 354-1379
GAUTENG TREASURY		
<u>APPLICATIONS</u>	:	Gauteng Shared Service Centre, 77 Fox Street Johannesburg or posted to Private Bag X 114, Marshalltown 2107 or contact the GSSC Call Centre on Tel No: (011) 355-2222
<u>CLOSING DATE</u>	:	14 January 2008
<u>NOTE</u>	:	Applications must be submitted on form Z83, obtainable from any Public Service department, which must be completed in full. A certified copy of your Identity Document and qualifications as well as a CV must be attached. The specific reference number of the post must be quoted; failure to comply with these instructions will disqualify applications from being processed. Please note that applications without the post reference number will not be processed.

MANAGEMENT ECHELON

<u>POST 01/122</u>	:	<u>CHIEF DIRECTOR: ASSETS AND LIABILITIES REF NO: 70048006</u> Directorate: Assets and Liabilities
<u>SALARY CENTRE REQUIREMENTS</u>	:	R591 510 per annum (all inclusive package) Johannesburg Postgraduate degree in Accounting/Auditing. CA/ACCA/CIMA would be an added advantage. 3 – 5 years financial management and management experience. Experience in/knowledge of government financial management, treasury functions and accounting principles. Strategic capability, strategic leadership, financial management, decision-making, problem solving, service delivery innovation and people management.
<u>DUTIES</u>	:	The incumbent will be responsible for: building institutional capacity in cash management within provincial departments, providing support and guidance to enable the implementation of best cash management practices, managing the Provincial Revenue Fund, Optimise liquidity requirements and maximize returns within acceptable levels of risk for the GPG and developing and facilitating the implementation of integrated financial management systems and providing strategic leadership for the business unit.
<u>ENQUIRIES</u>	:	Charlotte Magogodi, Tel NO: (011) 355-8653
<u>POST 01/123</u>	:	<u>CHIEF DIRECTOR: ACCOUNTING SERVICES REF NO: 70048008</u> Directorate: Accounting Services
<u>SALARY CENTRE REQUIREMENTS</u>	:	R591 510 per annum (all inclusive package) Johannesburg Postgraduate degree in Accounting/Auditing, with articles. CA/ACCA/CIMA would be an added advantage. 3 – 5 years financial management and management experience. Experience in/knowledge of government financial management, treasury functions and accounting principles. Strategic capability, strategic leadership, financial management, decision-making, problem solving, service delivery innovation and people management.
<u>DUTIES</u>	:	The incumbent will be responsible for: building institutional capacity in accounting practices within provincial departments and public entities, developing appropriate accounting tools, providing support and guidance to enable the implementation of best accounting practices and providing strategic leadership for the business unit.
<u>ENQUIREIES</u>	:	Charlotte Magogodi, Tel NO: (011) 355-8653
<u>POST 01/124</u>	:	<u>CHIEF DIRECTOR: RISK MANAGEMENT REF NO: 70048009</u> Directorate: Risk Management
<u>SALARY CENTRE REQUIREMENTS</u>	:	R591 510 per annum (all inclusive package) Johannesburg Post graduate degree in Accounting/Auditing/Risk Management and Internal Auditing. Certificate Internal Audit (CIA) or CA qualification would be an added advantage. 3 – 5 years financial management and management experience. Experience in/knowledge of government financial management, treasury functions and risk management. Strategic capability, strategic leadership, financial management, decision-making, problem solving, service delivery innovation and people management.
<u>DUTIES</u>	:	The incumbent will be responsible for: building institutional capacity in risk management within provincial departments and public entities, developing appropriate risk management strategy for GPG, providing support and guidance to enable the implementation of best practices and providing strategic leadership for the business unit.
<u>ENQUIRIES</u>	:	Charlotte Magogodi, Tel No: (011) 355-8653

<u>POST 01/125</u>	:	<u>DIRECTOR: FINANCIAL SYSTEM REF NO: 70048005</u>
	:	Directorate: Assets & Liabilities
<u>SALARY</u>	:	R502 725 per annum (all inclusive package)
<u>CENTRE</u>	:	Johannesburg
<u>REQUIREMENTS</u>	:	Degree in Computer Science. 3 – 5 years experience in a financial systems environment, of which at least 2 should be on middle-management level. Experience in/knowledge of information technology, financial management, finance legislative and regulatory environment. Strategic leadership, financial management, decision-making, problem solving, service delivery innovation, systems analysis and design, planning and organizing, project management and people management. Strategic leadership, financial management, decision making, problem solving, service delivery innovation, systems analysis and design, planning and organizing, project management and people management.
<u>DUTIES</u>	:	The incumbent will be responsible for; managing the development and maintenance of financial systems for GPG, developing a policy framework for financial management systems, establishing forums for users of financial management systems and providing strategic leadership for the business unit.
<u>ENQUIRIES</u>	:	Charlotte Magogodi, Tel NO: (011) 355-8653
<u>POST 01/126</u>	:	<u>DIRECTOR: GOVERNANCE SECTOR REF NO: 70047932</u>
	:	Directorate: Budget Management
<u>SALARY</u>	:	R502 725 per annum (all inclusive package)
<u>CENTRE</u>	:	Johannesburg
<u>REQUIREMENTS</u>	:	A 3-year degree in Finance/Economics, a postgraduate will be an added advantage. 3-5 years experience in budget management/economics environment of which 2 must be at middle management level. Experience in/knowledge of government financial systems and treasury functions. Planning & organizing skills, Strategic capability, strategic leadership, decision-making, problem solving, service delivery innovation, and people management, Human resources management, policy development,
<u>DUTIES</u>	:	The incumbent will be responsible for: planning, determine and manage the provincial budget allocation process; provide credible budget and expenditure information, provincial analysis to the stakeholders, manage the implementation of budget reforms in the province, review the province's budget to improve efficiency; develop the long term MTEF funding model to allocate resource in a sustainable manner, produce all relevant budget documentation for tabling at the end of every Financial year, provide strategic leadership in the business unit.
<u>ENQUIRIES</u>	:	Charlotte Magogodi, Tel No: (011) 355-8653
OTHER POST		
<u>POST 01/127</u>	:	<u>BUDGET ANALYST: GOVERNANCE (2 POSTS) REF NO: 70047933</u>
	:	Directorate: Budget Management
<u>SALARY</u>	:	R196 815 per annum (plus benefits)
<u>CENTRE</u>	:	Johannesburg
<u>REQUIREMENTS</u>	:	A 3-year degree in Economics/Finance, 1-2 years experience in budgeting environment. Understanding of public sector budget and project cycle. Knowledge of the PFMA and Treasury regulations. Good communication, facilitation, different project management principles, presentation, report writing, technical and interpersonal skills, interpretation and analysis of financial information and financial management methodologies. Customer relationship management.
<u>DUTIES</u>	:	The incumbent will be responsible for: training assess and advice departments on budget process, reforms and reporting, prepare a comprehensive provincial budget process time line; provide technical assistance; identify and correct misallocation in the

departments; consolidate and report on the state of provincial budgets. Maintain database in line with provincial budget reforms and formats. Render support and maintenance of EMAPP. Research and improve the current business practices. Foster good relations wit the departments.

ENQUIRIES

: Charlotte Magogodi, Tel No: (011) 355 8653

PROVINCIAL ADMINISTRATION: NORTHERN CAPE
DEPARTMENT OF TOURISM, ENVIRONMENT AND CONSERVATION
"A destination in harmony with nature"

APPLICATIONS : To: The Head of Department, Department of Tourism, Environment and Conservation Private Bag X 6102, Kimberley, 8300

CLOSING DATE : 25 January 2008

FOR ATTENTION : Mr LS Muller

NOTE : Application must be submitted on form Z 83 obtainable from any Public Service Department and must be accompanied by a comprehensive CV and certified copies of all qualifications. Correspondence will be limited to successful candidates only.

OTHER POST

POST 01/128 : **PRINCIPAL ENVIRONMENTAL OFFICER: IMPACT MANAGEMENT: REF: PEO 01/01/2008**

SALARY : R157 686 – R183 066 per annum

CENTRE : Upington

REQUIREMENTS : A degree in Environmental Management / Environmental Science or equivalent in the natural, physical, engineering or planning field. A minimum of 3 years experience. Competencies: A good working knowledge of NEMA (Act 107 of 1998). ECA. Environmental Impact Assessment Regulation, 2006 and other relevant environmental regulations governing development Impact. A good working knowledge of impact Management best practices. Basic knowledge of public administration, Financial Management Human Resource Management ,Project Management, Presentation Skills, Computer Literacy ,Interpersonal Skills, Ability to work Independently and in a team, Good verbal and written communication skills, Good facilitation skills and Drivers license

DUTIES : Review and evaluate environmental impact assessment reports and development control applications, including EIAs's. EMPs and mining related EMPRs, Provide comments, recommendations and technical and specialist inputs on all environmental impact management aspects of projects, including complex and controversial projects. Undertake awareness and education Programmes related to the environmental impact management process (i.e. procedural steps and description and legal mandate) amongst consultant, developers government department, local communities and general public: initiate plan, coordinate and participate in specially assigned projects (e.g. EIA administrative guidelines, EMF), Liaise with relevant Provincial, National, and International Organization and specialist groups insofar as environmental impact management is concerned assist in undertaking administrative and supervisory duties

ENQUIRIES : Ms. B Mkhombo Tel – (053) 807 7300 E- Mail: bmkhombo@ncpg.gov.za

**PROVINCIAL ADMINISTRATION: WESTERN CAPE
DEPARTMENT OF HEALTH**

In line with the Employment Equity Plan of the Department of Health it is our intention with this advertisement to achieve equity in the workplace by promoting equal opportunities and fair treatment in employment through the elimination of unfair discrimination.

APPLICATIONS : The Director: Human Resource Management, Department of Health, PO Box 2060, Cape Town, 8000.
FOR ATTENTION : Mr RA Merton
CLOSING DATE : 25 January 2008

MANAGEMENT ECHELON

POST 01/129 : **DIRECTOR: CENTRAL KAROO, CAPE WINELANDS AND OVERBERG DISTRICTS (3 POSTS)**

SALARY : Remuneration package: R502 725 per annum (a portion of the package can be structured according to the individual's personal needs)

CENTRE : Post A: Central Karoo: Beaufort West (1 post)
 Post B: Cape Winelands: Worcester (1 post)
 Post C: Overberg: Caledon (1 post)

REQUIREMENTS : Applications are invited from persons who have an appropriate degree in a health related field and managerial experience in district health services. The following will serve as recommendations: A postgraduate degree in health management or public health. Knowledge, understanding of District Health System (DHS) policies. Knowledge of financial and human resource management applicable to the Public Service. Proven experience in the provision and management of health services. Note: The persons appointed to these positions will be subjected to security clearance and the signing of a performance agreement and an employment contract. Applicants may be subjected to a competency assessment test. Applications should be submitted on form Z83 (available from any state department) together with a concise CV with the latest three referee reports accompanied by certified copies of qualifications.

DUTIES : This is a senior management position in the Department and responsibilities will primarily involve the following duties: Manage the implementation of the full package of district health services (including district hospital and sub-acute services) within the district, in line with the Departmental Comprehensive Service Plan (CSP). Manage the implementation of health programmes within the district. Ensure that quality of care is maintained and improved in the district. Responsible as budget holder and financial manager for the district. Responsible for human resource management in the district. Co-ordinate the rendering of professional support services (including information management) within the district. Manage key partnerships within the district, especially with local government, universities and non profit organisations (NPOs).

ENQUIRIES : Dr J Cupido, tel. no. (021) 483-3567.

NOTE : It will be expected of candidates to be available for selection interviews on a date, time and place as determined by the Department.

POST 01/130 : **DIRECTOR: DHS: SUB-STRUCTURE OFFICE, METRO DISTRICT HEALTH SERVICES (3 POSTS)**

SALARY : Remuneration package: R502 725 per annum (a portion of the package can be structured according to the individual's personal needs.)

CENTRE : Post A: Sub-structure Southern/ Western: Retreat (1 post)
 Post B: Sub-structure Klipfontein/Mitchells Plain: Mitchells Plain (1 post)
 Post C: Sub-structure Eastern/ Khayelitsha: Khayelitsha (1 post)

<u>REQUIREMENTS</u>	:	Applications are invited from persons who have an appropriate degree in a health related field and managerial experience in district health services. The following will serve as recommendations: A postgraduate degree in health management or public health. Knowledge, understanding of District Health System (DHS) policies. Knowledge of financial and human resource management applicable to the Public Service. Proven experience in the provision and management of health services. Note: The persons appointed to these positions will be subjected to security clearance and the signing of a performance agreement and an employment contract. Applicants may be subjected to a competency assessment test. Applications should be submitted on form Z83 (available from any state department) together with a concise CV with the latest three referee reports accompanied by certified copies of qualifications.
<u>DUTIES</u>	:	This is a senior management position in the Department and responsibilities will primarily involve the following duties: Manage the implementation of the full package of district health services (including district hospital and sub-acute services) within two sub-districts in the Metro, in line with the Departmental Comprehensive Service Plan (CSP). Manage the implementation of health programmes within two sub-districts in the Metro. Ensure that quality of care is maintained and improved in the two sub-districts. Responsible as budget holder and financial manager for two sub-districts in the Metro. Responsible for human resource management in two sub-districts in the Metro. Co-ordinate the rendering of professional support services (including information management) within two sub-districts in the Metro. Manage key partnerships within two sub-districts in the Metro, especially with local government, universities and non profit organisations (NPOs).
<u>ENQUIRIES</u>	:	Dr J Cupido, tel. no. (021) 483-3567.
<u>NOTE</u>	:	It will be expected of candidates to be available for selection interviews on a date, time and place as determined by the Department.

OTHER POST

<u>POST 01/131</u>	:	<u>ADMINISTRATIVE ASSISTANT</u> Directorate: Nursing Services
<u>SALARY</u>	:	R85 362 per annum.
<u>CENTRE</u>	:	Head Office, Cape Town
<u>REQUIREMENTS</u>	:	Secretarial diploma or equivalent qualification. Extensive experience in rendering a support service to senior management. The following will serve as recommendations: Excellent verbal and written communication skills. Good planning and organisational skills, including office management. Computer and facsimile literate. Strong interpersonal skills. Ability to function independently. Ability to work in a team environment. Ability to handle conflict. Show ability to be innovative and creative. Responsible, reliable and diligent.
<u>DUTIES</u>	:	Provide a receptionist support service to management for e.g. records the engagements of the manager by taking into account his/her work schedule based on the importance/urgency of matters; compiling realistic schedules of appointments and the co-ordination of travel arrangements; responsible for operation and maintenance of office equipment and other procurement issues. Rendering a secretarial service to the manager, for e.g. perform advanced typing, utilises discretion to decide whether to accept or decline or refer other employees requests for meetings, based on the assessed importance and urgency of the matter. Renders administrative support services through the managing of the information, for e.g. compiling and scrutinising reports or routine submissions, responding to internal and external enquiries. Perform secretariat functions for e.g. taking of minutes, communicating of decisions to relevant role-players and follow-up on progress made. Supports the manager with the administration of the manager's budget, for e.g. assists manager in determining funding

requirements for purposes of MTEF submissions, check and correlates BAS reports to ensure that expenditure is allocated correctly. Study the relevant Public Service and departmental prescripts or policies and other documents to ensure effective and efficient support to manager.

ENQUIRIES : Mr T Mabuda, tel. no. (021) 483-6118.
NOTE : It will be expected of candidates to be available for selection interviews on a date, time and place as determined by the Department. Kindly note that excess personnel will receive preference.

DEPARTMENT OF LOCAL GOVERNMENT AND HOUSING

In accordance with the Employment Equity plan of the Department of Local Government and Housing it is the intention to achieve equity in the workplace with the filling of this posts through the promotion of equal opportunities and fair employment.

APPLICATIONS : The Director: Human Resource Management and Administration, Private Bag X9083, CAPE TOWN, 8000
FOR ATTENTION : Ms S Marthinus
CLOSING DATE : 18 January 2008
NOTE : Applications must be submitted on form Z.83, obtainable from any Public Service Department and must be accompanied by a recent updated CV with three referee reports (not older than three months), certified copies of all qualifications and identity document. Failure to submit the requested documents will result in the application not being considered. Applicants' educational qualifications will be verified. It will be expected of candidates to be available for selection interviews on a date, time and place as determined by the Department. The post number and name of the post must be indicated on your application. No application will be considered without it. No faxes, e-mail or late applications will be accepted. Candidates may be subjected to the following: (i) competency assessment (ii) security clearance, which may include a lie detector test. Any previous government service and reason for leaving must be declared. *Correspondence will be limited to short-listed candidates only.* Do you want to help create integrated and sustainable human settlements in the Western Cape? The Department has formed a team to implement Isidima with a compelling communication strategy underpinning its mandate.

MANAGEMENT ECHELON

POST 01/132 : **HEAD: CUSTOMER RELATIONS AND COMMUNICATION (REF NO L173/07)**
 Component: Directorate: Customer Relations and Communication

SALARY : R502 725 – R541 284 (negotiable) per annum. This is a flexible remuneration package, which includes a basic salary, 13th cheque, car allowance, medical assistance and pension fund contributions. (This package can, within applicable rules, be structured according to the individual's needs).

CENTRE : Cape Town
REQUIREMENTS : Minimum Qualifications: Applications are invited from persons in possession of an appropriate tertiary qualification and proven extensive managerial experience. Candidates in possession of an appropriate post-graduate qualification will receive preference. Specific qualifying requirements: • understanding of relevant policies, legislation and its relationship with national and local governments, civil society and other stakeholders • knowledge and experience of strategic communication • knowledge of integrated human settlements, housing development and the rental housing sector • strategic leadership, management, communication (verbal and written), analytical and advanced project management skills • the ability to develop partnerships, to provide vision, set organisational direction and to inspire others as part of a team to deliver on the organisational mandate • a track record of leading

	change management initiatives and applying innovative thinking • proficiency in financial and human resource management • computer literacy • a valid Code B (manual) driver's licence. This appointment is subject to the conclusion of an annually renewable performance agreement in terms of which the future incentives of the person appointed to this position will be determined. Candidates will be required to disclose their financial interests in accordance with the prescribed regulation and form.
<u>DUTIES</u>	: Key Performance Areas: • ensure strategic and effective communication and liaison services for and in the Department in alignment with the national and provincial strategies for integrated and sustainable human settlements • build the Department's image through effective and proactive and measurable media liaison • manage, monitor and analyse media exposure • develop, manage and implement good relations with the media • manage, write and edit speeches for the Department • plan, co-ordinate, manage and/or write the Department's supplements and reports • leverage activities and projects of the Department in the media • render a comprehensive helpdesk service to clients • render an administrative and technical support service to the Rental Housing Tribunal • be actively involved in the strategic planning processes of the Department • provide strategic and effective communication with the Ministry, local governments, social partners and communities • identify gaps in legislation/policies regarding rental housing and seek solutions thereto • manage staff, monitor and exercise control over the budget and expenditure for the Directorate and ensure the effective utilization of financial resources.
<u>ENQUIRIES</u>	: Ms S Majiet at (021) 483-2587.

OTHER POST

<u>POST 01/133</u>	: <u>ASSISTANT DIRECTOR: FORMAL SETTLEMENT DEVELOPMENT (3-YEAR CONTRACT POST) (REF NO L175/07)</u> Component: Directorate: Human Settlement Development Sub-directorate: Settlement Development
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<u>SALARY CENTRE REQUIREMENTS</u>	: R157 686 per annum, (Plus 37% for Service Benefits) : Cape Town : The formal qualification requirement for this post is an appropriate B. degree (or equivalent qualification) plus appropriate experience OR a Senior (or equivalent) Certificate plus extensive appropriate experience. The following will serve as recommendations: • knowledge of applicable policies, legislation, guidelines, standards, procedures and best practice in the public service • knowledge of human resources as well as financial management • knowledge of labour relations legislation and regulations • policy formulation skills • dispute resolution/conflict management skills • must be innovative, pragmatic, creative, assertive and self motivated • computer literacy in MS Office and GroupWise • a valid Code B (manual) driver's licence • good written and verbal communication skills in at least two of the official languages of the Western Cape.
<u>DUTIES</u>	: The successful candidate will be responsible for the following duties: • interpret and implement various policies and regulations pertaining to the Rural Areas Act • draft submissions, reports and other relevant documentation • co-ordinate the administration of the Rural Areas Act (Act 9 of 1987) • management and facilitation of applications made in terms of Act 9 and the Transformation Act (transfer of property, township registrations, subdivisions) • liaise with local authorities, developers and consultants regarding the transfer of property • continuously contribute to strategic direction for policy formulation or revision • contribute to the Annual Report on the activities of the Sub-directorate • establishment and management of the Transformation Committees and Forum on Act 9, rural areas • collecting, analysing and interpretation of information/data relating to rural areas • supervision and

ENQUIRIES

development of staff • exercise control over the budget and ensure the effective utilisation of financial resources.
: Mr A Mboweni at (021) 483-3227.