

FREE STATE PROVINCIAL GOVERNMENT VACANCY CIRCULAR 31/2010

TO ALL HEADS OF PROVINCIAL DEPARTMENTS

ADVERTISEMENT OF POSTS: DEPARTMENT OF HEALTH

The above-mentioned circular is attached for your information. The content thereof should be brought to the attention of all staff.

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



DEPARTMENT OF THE PREMIER

DATE:07/09/2010.....

Human Resource Advice, Co-ordination and Management Directorate

P.O. Box 517, Bloemfotein, 9301

Lebohang Building, Ground Floor, Cnr St Andrews and Markgraaf Streets, Bloemfotein

Tel: (051) 405 4370 Fax: (051) 405 4707

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health

Department of
Health
FREE STATE PROVINCE

TO ALL HEADS OF INSTITUTIONS AND
OFFICES OF THE DEPARTMENT OF HEALTH
IN THE FREE STATE

HEALTH HUMAN RESOURCE MANAGEMENT CIRCULAR NO. OF 2010
CLOSING DATE: 6 October 2010

Posts advertised in this circular are only applicable to serving public servants, and not external applications.

ADVERTISEMENT OF POSTS

- POST 1** : **Chief Clinical Technologist**
Ref. No.: H/C/26
- SALARY** : R161 970.00 per annum
- CENTRE** : Department Cardiothoracic Surgery: Universitas Academic Hospital: Bloemfontein
- REQUIREMENTS** : B.Tech Degree: Clinical Technology (Cardiology).
- RECOMMENDATIONS** : * Sonar experience (Echo's).
* Data capturing experience.
* Research experience.
- DUTIES** : * Research.
* Data capturing.
* Sonars – Echocardiography.
- ENQUIRIES** : Prof. F.E. Smit
Tel. No. (051) 4053861
- APPLICATIONS** : The Chief Executive Officer
Universitas Academic Hospital
(Attention: Me C.H. Cloete)
Private Bag X20660
BLOEMFONTEIN
9300
- POST 2** : **Senior Supply Chain Practitioner (3 posts)**
Ref. No.: H/S/37
- SALARY** : R161 970.00 per annum
- CENTRE** : Supply Chain Management Chief Directorate: Asset Management Directorate: Corporate Office, Bloemfontein
- REQUIREMENTS** : * Degree or National Diploma in Commerce.
* At least 5 years experience in Asset Management.
* Knowledge of BAS and LOGIS or related systems.
* Valid driver's license.
* LOGIS/BAS Training.
* 4-5 Years relevant experience in Asset Management.
- RECOMMENDATIONS** : Understanding of SCOA Charts, PFMA and Treasury Regulations will be an added advantage.
- DUTIES** : * Supervise the activities of the Supply Chain Management Clerks/Senior and officers to contribute to the rendering of a professional supply chain management service, for example:
o Personnel development

- o Performance and discipline
- o Ensure quality of work
- * Supervise the implementation and maintenance of Supply Chain Management practices (including LOGIS Transactions) concerning Logistics and Stores and maintenance of supply chain management processes in the department to contribute to the rendering of a professional Supply Chain Management service:
 - o Logistics (Ordering, Payments, Transit In, Transit Out, Warehouse, Quotations, e.g.)
 - o Assets (Disposals), Loss Control, Demands, Acquisitions
- * Render a Supply Chain Management advisory service to the Department by investigating, analyzing, benchmarking and interpreting legislation and prescripts and other Supply Chain related issues to promote an effective Supply Chain environment.
- * Promote effective Supply Chain Management by researching, analyzing, developing, monitoring and reviewing Departmental policies, strategies, guidelines, procedures and circulars to contribute to the consistent and effective application of Supply Chain practices.
- * Monitor and evaluate Supply Chain Management policies, procedures and practices.
- * Provide Supply Chain Information and Knowledge Management Services to the Department, for example:
 - o Maintain databases and draw relevant reports in relation to implementation of Supply Chain Management policies, procedures and practices.
 - o Manage the selection, generation and presentation of Supply Chain Management information, taking into account the strategic and operational management information requirements.
- * Approve and verify all documents and transactions on LOGIS/BAS according to delegations. (Authorization should happen on a higher level, preferable at Assistant Director or Control level 9.)
- * Prepare reports on supply chain management issues and statistics.
- * Compile monthly reconciliations and finalization of outstanding payments/submissions/recommendations.

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

APPLICATIONS : **Me R. Van Niekerk**
Department of Health
Bophelo House
Ground Floor, Block A (East)
C/o Charles & Harvey Road
BLOEMFONTEIN
9301
OR
P.O. Box 227
BLOEMFONTEIN
9300

POST 3 : **Senior Supply Chain Practitioner (3 Posts)**
Ref. No.: HIS/63

SALARY : R161 970.00 per annum

CENTRE : Supply Chain Management: Universitas Academic Hospital: Bloemfontein

REQUIREMENTS : * A recognized Degree/National Diploma in Public Finance or Social Sciences, with at least 3 years experience in Supply Chain Management.

* The incumbent should be functioning as a supervisor.

RECOMMENDATIONS : * Extensive knowledge and experience in managing of assets.

* Problem-solving skills, numeracy skills, analytical skills.

* Completion of LOGIS I will be an added advantage.

* Client oriented.

* Thorough knowledge and skills in computer with application of Word and Excel.

DUTIES : * Supervise the activities of the Supply Chain Management Clerks/Senior and officers to contribute to the rendering of a professional supply chain management service, for example:

- o Personnel development
- o Performance and discipline
- o Ensure quality of work
- * Supervise the implementation and maintenance of Supply Chain Management practices (including LOGIS transactions) concerning Logistics and Stores and maintenance of supply chain management processes in the department to contribute to the rendering of a professional Supply Chain Management service:
 - o Logistics (Ordering, Payments, Transit In, Transit Out, Warehouse, Quotations, etc.)
 - o Assets (Disposals), Loss Control, Demands, Acquisitions
- * Render a Supply Chain Management advisory service to the Department by investigating, analyzing, benchmarking and interpreting legislation and prescripts and other Supply Chain related issues to promote an effective Supply Chain environment.
- * Promote effective Supply Chain Management by researching, analyzing, developing, monitoring and reviewing departmental policies, strategies, guidelines, procedures and circulars to contribute to the consistent and effective application of Supply Chain practices.
- * Monitor and evaluate Supply Chain Management policies, procedures and practices.
- * Provide Supply Chain Information and Knowledge Management Services to the Department, for example:
 - o Maintain databases and draw relevant reports in relation to the implementation of Supply Chain Management policies, procedures and practices.
 - o Manage the selection, generation and presentation of Supply Chain Management information taking into account the strategic and operational management information requirements.
- * Approve and verify all documents and transactions on LOGIS/BAS according to delegations. (Authorization should happen on a higher level, preferable at Assistant Director or Control level 9.)
- * Prepare reports on Supply Chain Management issues and statistics.
- * Compile monthly reconciliations and finalization of outstanding payments/submissions/recommendations.

ENQUIRIES	:	Mr L.E. Semela Tel. No. (051) 4053548
APPLICATIONS	:	The Chief Executive Officer Universitas Academic Hospital (Attention: Me C.H. Cloete) Private Bag X20660 BLOEMFONTEIN 9300
POST 4	:	Senior Supply Chain Practitioner Ref. No.: H/S/38
SALARY	:	R161 970.00 per annum
CENTRE	:	Supply Chain Management Chief Directorate: Management of Losses and Claims Sub-directorate: Corporate Office, Bloemfontein
REQUIREMENTS	:	<ul style="list-style-type: none"> * Degree/National Diploma in Commerce subjects or at least 5 years experience in Assets/Losses. * Knowledge of BAS and LOGIS or related systems. * Valid driver's license. * Understanding of SCOA charts and PFMA and Treasury Regulations. * LOGIS/BAS Training. * 4-5 Years relevant experience in Asset Management/ Losses.
RECOMMENDATIONS	:	<ul style="list-style-type: none"> * Computer literacy. * Accounting skills.
DUTIES	:	* Supervise the activities of the Supply Chain Management Clerks/Senior and officers to contribute to the rendering of a professional supply chain management service, for example:

- o Personnel development
- o Performance and discipline
- o Ensure quality of work

* Supervise the implementation and maintenance of Supply Chain Management practices (including LOGIS Transactions) concerning Logistics and Stores and maintenance of supply chain management processes in the department to contribute to the rendering of a professional Supply Chain Management service:

- o Assets, Loss Control

* Render a Supply Chain Management advisory service to the Department by investigating, analyzing, benchmarking and interpreting legislation and prescripts and other Supply Chain related issues to promote an effective Supply Chain environment.

* Promote effective Supply Chain Management by researching, analyzing, developing, monitoring and reviewing Departmental policies, strategies, guidelines, procedures and circulars to contribute to the consistent and effective application of Supply Chain practices.

* Monitor and evaluate Supply Chain Management policies, procedures and practices.

* Provide Supply Chain Information and Knowledge Management Services to the Department, for example:

- o Maintain databases and draw relevant reports in relation to implementation of Supply Chain Management policies, procedures and practices.
- o Manage the selection, generation and presentation of Supply Chain Management information, taking into account the strategic and operational management information requirements.

* Prepare reports on supply chain management issues and statistics.

* Compile monthly reports.

ENQUIRIES : Mr L.G. Monyatsi
Tel. No. (051) 4081500

APPLICATIONS : **Mr L.G. Monyatsi**
Department of Health
Bophelo House
Ground Floor, Block A (East)
C/o Charles & Harvey Road
BLOEMFONTEIN
9301
OR
P.O. Box 227
BLOEMFONTEIN
9300

POST 5 : **Senior Supply Chain Practitioner**
Ref. No.:

SALARY : R161 970.00 per annum

CENTRE : Supply Chain Management Chief Directorate: Transport Sub-directorate: Corporate Office, Bloemfontein

REQUIREMENTS : *

- Appropriate degree/diploma or equivalent qualification.
- Computer skilled. Must be able to draw up and maintain spreadsheets on Excel.
- Code B driver's license.

RECOMMENDATIONS : Extensive experience in Transport Management.

DUTIES :

- * Registration and licensing of all vehicles (GFB and GHB vehicles).
- * Handling the Replacement Plan.
- * Handle submissions relating to purchasing of Departmental fleet or leasing of GMT fleet.
- * Provide inputs on development of policies relating to Subsidized, Departmental, GMT fleets and rental fleet.
- * Provide inputs on training and supports to TCO' and TO's as well as implementation of policies.
- * Oversee submission of monthly fleet reports-/GG fleet information.
- * Ensure that issue vouchers for private rental companies are issued according to policy.

- * Manage Transport Management Division:
 - o Ensure utilization of database and licensing procedures.
 - o Actively interact with tracking system – monitor and interpret reports and support Administration Officer in using the tracking system in order to ensure continuity of service in this regard.
 - o Check productivity of Operators in terms of their duty sheets.
 - o Sign trip authorities of users as Head of Office in the absence of Transport Control Officer.
 - o Ensure implementation of registers (Pool Fleet Issue, License (registration, renewal and users)) for correctness and proper use.
 - o Ensure handling of traffic fines.
 - o Follow up on the handling of accident reports of the Corporate Pool vehicles.
 - o Give inputs on budget issues and maintain fleet inventories.

ENQUIRIES : Mr T. Makhetha
Tel. No. (051) 4081333

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

POST 6 : **Chief Radiographer (Cathlab)**
Ref. No.: H/R/ 37

SALARY : R161 970.00 per annum

CENTRE : Universitas Hospital, Bloemfontein

REQUIREMENTS : * Registration with the Health Professions Council of South Africa as Radiographer.
* Experience in adult heart catheterization in laboratory radiography.
* Clinical knowledge to train students.
* Knowledge of treatment planning.
* Excellent interpersonal skills essential

DUTIES : * In-charge of sub-section as allocated.
* Treat patients according to the Batho Pele principals
* Effectively utilize the highly specialized and expensive apparatus.
* Participate in continual training of radiography students.
* Participate in continual training programs.
* Perform administrative responsibilities.
* PDMS evaluations

ENQUIRIES : Prof J D Marx
Tel. No. (051) 4053393

APPLICATIONS : The Chief Executive Officer
Universitas Hospital
(Attention: Me C Cloete)
Private Bag X20660
BLOEMFONTEIN
9300

POST 7 : **Chief Radiographer(Oncotherapy)**
Ref. No.: H/R/ 36

SALARY : R161 970.00 per annum

CENTRE : Universitas Hospital, Bloemfontein

REQUIREMENTS : * Registration with the Health Professions Council of South Africa as Radiographer.
* Extensive knowledge of Simulation and tomography (Oncotherapy).
* Clinical knowledge to train students.
* Knowledge of treatment planning.
* Excellent interpersonal skills essential

DUTIES : * In-charge of sub-section as allocated.
* Treat patients according to the Batho Pele principals
* Effectively utilize the highly specialized and expensive apparatus.
* Participate in continual training of radiography students.
* Participate in continual training programs.
* Perform administrative responsibilities.
* PDMS evaluations

ENQUIRIES : Me S C Rossouw
Tel. No. (051) 4053393

- APPLICATIONS** : The Chief Executive Officer
Universitas Hospital
(Attention: Me C Cloete)
Private Bag X20660
BLOEMFONTEIN
9300
- POST 8** : **Artisan Foreman**
Ref. No.: H/A/35
- SALARY** : R154 107.00 per annum
- CENTRE** : Supply Chain Management Chief Directorate: Asset Management Directorate: Corporate Office, Bloemfontein
- REQUIREMENTS** : *
- * N3 Mechanical Certificate or equivalent and must have completed an apprenticeship and/or hold proof of passing an official trade test under the provisions of section 13(2)(h) of the Manpower Training Act, 1981.
 - * Code B driver's license.
 - * Computer literacy.
- RECOMMENDATIONS** : Officials who has at least 3 years experience and has petrol or diesel mechanic will have an added advantage.
- DUTIES** : *
- * Inspection of all Government cars, Departmental and Emergency Medical Services vehicles.
 - * The candidate must be willing to travel on a regular basis.
 - * Maintain technical standards with regard to maintenance, utilization and repair of vehicles.
 - * Test the performance of vehicles, draw up inspection reports on accident damages or mechanical failure and specification for purchasing vehicles and provide information and advice regarding the technical aspects of vehicles.
 - * Provide recommendations on replacement of vehicles.
- ENQUIRIES** : Mr T. Makhetha
Tel. No. (051) 4081333
- APPLICATIONS** : The Senior Manager:
Human Resource Management
(Attention: Mr M.J. Mokgampanyane)
P.O. Box 227
BLOEMFONTEIN
9300
- POST 9** : **Artisan Foreman: Air Conditioning and Refrigeration**
Ref. No.: H/A/50
- SALARY** : R154 107.00 per annum (The salary will be determined by the qualifications and experience according to Occupational Specific Dispensation for Artisans.)
- CENTRE** : Universitas Academic Hospital: Bloemfontein
- REQUIREMENTS** : *
- * A complete apprenticeship and proof of passing a trade test in terms of the provisions of section 13(2) of the Manpower Training Act, 1981, as amended or a certificate/diploma issued under the provisions of Section 28 and 30 of the Manpower Training Act, 1981, as amended or a certificate issued under the repealed Section 27 of the Act referred to.
 - * N3 Certificate.
 - * Five years post-qualification experience as an Artisan.
 - * Valid driver's license.
- RECOMMENDATIONS** : Multi skilled, electrical knowledge (wiremen license) will be an advantage.
- DUTIES** : *
- * To perform and/or supervise technical design, production, operation and maintenance services.
 - * Supervise and monitor the completion of job requests.
 - * Supervise and mentor subordinates.
 - * Perform administrative functions.
 - * **Detailed key performance areas can be obtained from the contact person.**

- ENQUIRIES** : Mr H Hayward
Tel. No. (051 4053715)
- APPLICATIONS** : The Chief Executive Officer
Universitas Academic Hospital
(Attention: The Manager: Human Resources)
Private Bag X20660
BLOEMFONTEIN
9300
- POST 10** : **Artisan Foreman: Planning**
Ref. No.: H/A/51
- SALARY** : R154 107.00 per annum (The salary will be determined by the qualifications and experience according to Occupational Specific Dispensation for Artisans.)
- CENTRE** : Universitas Academic Hospital: Bloemfontein
- REQUIREMENTS** : *
- * A complete apprenticeship and proof of passing a trade test in terms of the provisions of section 13(2) of the Manpower Training Act, 1981, as amended or a certificate/diploma issued under the provisions of Section 28 and 30 of the Manpower Training Act, 1981, as amended or a certificate issued under the repealed Section 27 of the Act referred to.
 - * N3 Certificate.
 - * Five years post-qualification experience as an Artisan.
 - * Valid driver's license.
- DUTIES** : *
- * To perform and/or supervise technical design, production, operation and maintenance services.
 - * Supervise and monitor the completion of job requests.
 - * Supervise and mentor subordinates.
 - * Perform administrative functions.
 - * **Detailed key performance areas can be obtained from the contact person.**
- ENQUIRIES** : Mr H Hayward
Tel. No. (051 4053715)
- APPLICATIONS** : The Chief Executive Officer
Universitas Academic Hospital
(Attention: The Manager: Human Resources)
Private Bag X20660
BLOEMFONTEIN
9300
- POST 11** : **Supply Chain Practitioner (2 Posts)**
Ref. No.: H/S/39
- SALARY** : R130 425.00 per annum
- CENTRE** : Supply Chain Management Chief Directorate: Logistics Sub-directorate: Corporate Office, Bloemfontein
- REQUIREMENTS** : *
- * Grade 12 / NQF (or equivalent qualification).
 - * LOGIS / BAS Certificate.
 - * 3 Years relevant experience.
- DUTIES** : *
- * Supervise the activities of the Supply Chain Management Clerks to contribute to the rendering of a professional supply chain management service.
 - * Supervise the implementation and maintenance of Supply Chain Management practices (including LOGIS Transactions) concerning Logistics and Stores and maintenance of supply chain management processes in the department.
 - * Address supply chain management enquiries to ensure the correct implementation of supply chain management practices.
- ENQUIRIES** : Me L.C. Pretorius
Tel. No. (051) 4081534
- APPLICATIONS** : The Senior Manager:
Human Resource Management

(Attention: Mr M.J. Mokgampanyane)
P.O. Box 227
BLOEMFONTEIN
9300

- POST 12** : **Supply Chain Practitioner (3 posts)**
Ref. No.: H/S/40
- SALARY** : R130 425.00 per annum
- CENTRE** : Supply Chain Management Chief Directorate: Management of Losses and Claims Sub-directorate: Corporate Office, Bloemfontein
- REQUIREMENTS** : *
- * Grade 12 / NQF (or equivalent qualification).
 - * LOGIS / BAS Certificate.
 - * 3 Years relevant experience.
- RECOMMENDATIONS** : Valid driver's license.
- DUTIES** : *
- * Supervise the activities of the Supply Chain Management Clerks to contribute to the rendering of a professional supply chain management service, for example:
 - o Personnel development
 - o Performance and discipline
 - o Ensure quality of work
 - * Supervise the implementation and maintenance of Supply Chain Management practices (including LOGIS Transactions) concerning Logistics and Stores and maintenance of supply chain management processes in the department to contribute to the rendering of a professional Supply Chain Management Service:
 - o Loss Control
 - * Address supply chain management enquiries to ensure the correct implementation of supply chain management practices.
 - * Inform, guide and advice Department/personnel on supply policies.
- ENQUIRIES** : Mr L.G. Monyatsi
Tel. No. (051) 4081500
- APPLICATIONS** : **Mr L.G. Monyatsi**
Department of Health
Bophelo House
Ground Floor, Block A (East)
C/o Charles & Harvey Road
BLOEMFONTEIN
9301
OR
P.O. Box 227
BLOEMFONTEIN
9300
- POST 13** : **Supply Chain Practitioner: Acquisition**
Ref. No.: H/S/61 (Closing date for this post is 22 September 2010)
- SALARY** : R130 425.00 per annum
- CENTRE** : Bid Management: Corporate Office, Bloemfontein
- REQUIREMENTS** : *
- * Grade 12 or equivalent qualification.
 - * Appropriate experience in Supply Chain Management.
- RECOMMENDATIONS** : Knowledge of monitoring processes, Treasury Regulations, PFMA, Supply Chain Management Framework, Financial Management.
- DUTIES** : *
- * Compile DBAC pack.
 - * Handle the DBAC resolutions.
 - * Take minutes for DBAC.
 - * Follow on DBAC decision.
 - * Liaise with other committees for DBAC.
 - * Write awards letters.
 - * Liaise with Demand Section.
 - * Evaluate bids.
 - * Recommend bids and analyze offer received.
 - * Establish the evaluation committees and liaise with the end user/experts.
 - * Assign bids numbers and advertise bids.

- * Opening of the bid box and compile the list of the bids received.
- * Report to Provincial Treasury on the bids awarded for each month.

- ENQUIRIES** : Ms S. January
Tel. No. (051) 4081479
- APPLICATIONS** : The Manager:
Human Resources Provisioning Sub-directorate
(Attention: Mr M.J. Mokgampanyane)
P.O. Box 227
BLOEMFONTEIN
9300
- POST 14** : **Supply Chain Practitioner: Quotation Section**
Ref. No.: H/S/62 (Closing date for this post is 22 September 2010)
- SALARY** : R130 425.00 per annum
- CENTRE** : Bid Management: Corporate Office, Bloemfontein
- REQUIREMENTS** : * Grade 12 or equivalent qualification.
* Appropriate experience in Supply Chain Management.
- RECOMMENDATIONS** : Knowledge of monitoring processes, Treasury Regulations, PFMA, Supply Chain Management Framework, Financial Management.
- DUTIES** : * Control specifications of quotations.
* Allocate quotation number.
* Ensure the suppliers used are in the database.
* Ensure the use of suppliers on the rotation basis.
* Control closing times.
* Update quotation register.
* Open quotations box.
* Liaise with the end users.
* Assist with evaluation of the quotations.
* Take minutes of the evaluation committees.
* Prepare the submissions for recommended quotations.
* Submit monthly reports on commodities, procurement spend on quotations.
- ENQUIRIES** : Ms S. January
Tel. No. (051) 4081479
- APPLICATIONS** : The Manager:
Human Resources Provisioning Sub-directorate
(Attention: Mr M.J. Mokgampanyane)
P.O. Box 227
BLOEMFONTEIN
9300
- POST 15** : **Senior Occupational Therapist**
Ref. No.: H/O/8
- SALARY** : R130 425.00 per annum
- CENTRE** : Botshabelo District Hospital
- REQUIREMENTS** : * Registration with the Health Professions Council of South Africa (HPCSA) as Occupational Therapist.
* Appropriate experience.
- RECOMMENDATIONS** : * Computer literacy.
* Valid driver's license.
- DUTIES** : * Rendering of Occupational Therapy services in the hospital and within the broader community.
* Monitor services rendered by assistants and supervision of subordinates.
* Participate in the Quality Assurance Programs.
* Effective management of the Occupational Therapy Department.
- ENQUIRIES** : Mr K.J. Molise
Tel. No. (051) 5330353
- APPLICATIONS** : The Chief Executive Officer
Botshabelo District Hospital
(Attention: Mr K.J. Molise)

Private Bag X527
 BOTSHABELO
 9781

- POST 16** : **Personal Assistant**
Ref. No.: H/P/19
- SALARY** : R130 425.00 per annum
- CENTRE** : Department of Paediatrics & Child Health: Universitas Academic Hospital: Bloemfontein
- REQUIREMENTS** :
- * Secretarial Diploma or equivalent qualification.
 - * 3-5 Years experience in rendering a support service to Senior Management.
 - * Language skills and the ability to communicate well with people at different levels and from different backgrounds.
 - * Good telephone etiquette.
 - * Computer literacy.
 - * Sound organizational skills.
 - * Good people skills.
 - * Ability to act with tact and discretion.
 - * Ability to do research and analyze documents and situations.
 - * Good grooming and presentation.
 - * Self-management and motivation.
 - * Knowledge on the relevant legislation/policies/prescripts and procedures.
 - * Basic knowledge on financial administration.
- DUTIES** :
- * Provides a secretarial/receptionist support service to the Manager:
 - o Receives telephone calls in an environment where, in addition to the calls for the Senior Manager, discretion is required to decide to whom the call should be forwarded. The process the job incumbent should finalize some queries.
 - o Performs advanced typing work.
 - o Operates and ensures that office equipment, e.g. fax machines and photocopiers, are in good working order.
 - o Records the engagements of the Senior Manager.
 - o Utilizes discretion to decide whether to accept/decline or refer to other employees requests for meetings, based on the assessed importance and urgency of the matter.
 - o Coordinates with and sensitizes/advises the Manager regarding engagements.
 - o Compiles realistic schedules of appointments.
 - * Renders administrative support services:
 - o Ensures the effective flow of information and documents to and from the office of the Manager.
 - o Ensures the safekeeping of all documentation in the office of the Manager in line with relevant legislation and policies.
 - o Obtains inputs, collates and compile reports, e.g.:
 - Progress reports
 - Monthly reports
 - Management reports
 - o Scrutinizes routine submissions/reports and makes notes and/or recommendations for the Manager.
 - o Responds to enquiries received from internal and external stakeholders.
 - o Drafts documents as required.
 - o Does filing of documents for the Manager and the unit where required.
 - o Collects, analyzes and collates information requested by the Manager.
 - o Clarifies instructions and notes on behalf of the Manager.
 - o Ensures that travel arrangements are well coordinated.
 - o Prioritizes issues in the office of the Manager.
 - o Manages the leave register and telephone accounts for the unit.
 - o Handles the procurement of standard items like stationary, refreshments etc. for the activities of the Manager in the unit.
 - o Obtains the necessary signatures on documents like procurement advices and monthly salary reports.
 - * Provides support to the Manager regarding meetings:
 - o Scrutinizes documents to determine actions/information/ other documents required for meetings.
 - o Collects and compiles all necessary documents for the Manager to inform him/her on the contents.
 - o Records minutes/decisions and communicates to relevant role players, follow-up on progress made.
 - o Prepares briefing notes for the Manager as required.
 - o Coordinates logistical arrangements for meetings when required.
 - * Supports the Manager with the administration of the Manager's budget:
 - o Collects and coordinates all the documents that relate to the Manager's budget.

- o Assists the Manager in determining funding requirements for purposes of MTEF submissions.
- o Keeps record of expenditure commitments, monitors expenditure and alerts the Manager of possible over- and under-spending.
- o Checks and collates BAS reports to ensure that expenditure and alerts the Manager of possible over- and under-spending.
- o Identifies the need to move funds between items, consults with the Manager and compiles draft memos for this purpose.
- o Compares the MTEF allocation with the requested budget and informs the Manager of changes.

* Studies the relevant Public Service and departmental prescripts/policies and other documents and ensure that the application thereof is understood properly:

- o Remains up to date with regard to the prescripts/policies and procedures applicable to his/her work terrain to ensure efficient and effective support to the Manager.
- o Remains abreast with the procedures and processes that apply in the office of the Manager.

ENQUIRIES	:	Me M. Terblanche Tel. No. (051) 4053490
APPLICATIONS	:	The Chief Executive Officer Universitas Academic Hospital (Attention: Me M. Terblanche) Private Bag X20660 BLOEMFONTEIN 9300
POST 17	:	Social Worker Gr I – Gr III Ref. No.: H/C/26
SALARY	:	Salary Range: Grade 1: R130 467.00 per annum Salary Range: Grade 2: R160 455.00 per annum Salary Range: Grade 3: R196 446.00 per annum
CENTRE	:	Universitas Annex (Oncology Unit): Bloemfontein
REQUIREMENTS	:	<p><u>Social Worker Grade 1:</u> Registration with the South African Council for Social Service Professions (SACSSP) as Social Worker</p> <p><u>Social Worker Grade 2:</u> * Registration with the South African Council for Social Service Professions (SACSSP) as Social Worker. * A minimum of 10 years appropriate experience in Social Work after registration as Social Worker with the SACSSP.</p> <p><u>Social Worker Grade 3:</u> * Registration with the South African Council for Social Service Professions (SACSSP) as Social Worker. * A minimum of 20 years appropriate experience in Social Work after registration as Social Worker with the SACSSP.</p> <ul style="list-style-type: none"> • Degree/Diploma in Social Work. • Code 8 driver's license. <ul style="list-style-type: none"> • Conversant with acts, policies and legislation pertaining to social welfare services. <ul style="list-style-type: none"> • Willing to perform overtime and standby duties.
RECOMMENDATIONS	:	* Experience in hospital social work
DUTIES:	:	<ul style="list-style-type: none"> * Render a therapeutic service to patients and relatives in the Oncology Unit, Dermatology Clinic, Orthopedic Clinic and ward, Ophthalmology Clinic and ward, Hematology Ward. * Render a supportive and counseling service to staff in these wards.
ENQUIRIES	:	M.C. Alexander, Telephone number: (051) 4053346
APPLICATIONS	:	The Chief Executive Officer Universitas Academic Hospital (For attention: M.C. Alexander), Private Bag X20660 BLOEMFONTEIN

POST 18	:	State Accountant Ref. No.: H/S/59
SALARY	:	R130 425.00 per annum
CENTRE	:	Universitas Academic Hospital: Bloemfontein
REQUIREMENTS	:	<ul style="list-style-type: none"> * Grade 12 / NQF (or equivalent qualification). * LOGIS / BAS Certificate. * 3 Years relevant experience.
RECOMMENDATIONS	:	<ul style="list-style-type: none"> * Knowledge of LOGIS System. * Knowledge of the relevant Supply Chain Management Legislation/Directives. * Communication and interpersonal skills. * Problem solving skills. * Computer skills. * Numeracy skills. * Literacy skills. * Supervisory skills. * Analytical skills. * Commitment. * Integrity. * Professionalism. * Loyal. * Confidentiality. * Team leadership. * Planning and organizing. * Time management. * Creative and innovative. * Presentation skills. * Knowledge of LOGIS/BAS and PERSAL. * Knowledge of related policies, directives and legislation.
DUTIES	:	<ul style="list-style-type: none"> * Supervise the activities of the State Accounting Clerks to contribute to the rendering of a financial administration service, for example: <ul style="list-style-type: none"> o Personnel development o Performance and discipline o Ensure quality of work * Supervise the implementation and maintenance of Financial Management practices concerning Financial Administration processes in the department to contribute to the rendering of a professional Financial Management Service: <ul style="list-style-type: none"> o Salaries (Payments, Deductions, etc.) o Tax (payment to SARS, calculation of Tax payable, etc.) o Debt o Bookkeeping (Clear Ledger accounts, Capture BAS Payments, Journals and Reports) o Banking o Revenue (Cashier) o Budget (Capture Budget, Virement, Adjustment Budget on BAS, etc.) * Address financial management enquiries to ensure the correct implementation of financial management practices. * Inform, guide and advice Department/personnel on financial management matters to enhance the correct implementation of financial management practices and policies. * Approve transactions on LOGIS/BAS/PERSAL according to delegations. (Authorization should happen on a higher level, preferable at level 9.)
ENQUIRIES	:	Me H.D. Mokotjo Tel. No. (051) 4053939
APPLICATIONS	:	The Chief Executive Officer Universitas Academic Hospital (Attention: Me C.H. Cloete) Private Bag X20660 BLOEMFONTEIN 9300
POST 19	:	Medical Natural Scientist Ref. No.: H/M/29
SALARY	:	R130 425.00 per annum
CENTRE	:	Department of Cardiothoracic Surgery: Universitas Academic Hospital: Bloemfontein
REQUIREMENTS	:	Minimum Degree – B.Sc Physiology (Cardiology).

RECOMMENDATIONS	:	<ul style="list-style-type: none"> * B.Tech Clinical Technology (Perfusion) will be an asset. * Research experience. * Capturing of data.
DUTIES	:	<ul style="list-style-type: none"> * Cardiopulmonary bypass - adults/pediatrics/neonates. * Research. * Capturing of data.
ENQUIRIES	:	Prof. F.E. Smit Tel. No. (051) 4053861
APPLICATIONS	:	The Chief Executive Officer Universitas Academic Hospital (Attention: Me C.H. Cloete) Private Bag X20660 BLOEMFONTEIN 9300
POST 20	:	Clinical Technologist Ref. No.: H/C/27
SALARY	:	R105 645.00 per annum
CENTRE	:	Paediatric Cardiology: Universitas Academic Hospital: Bloemfontein
REQUIREMENTS	:	<ul style="list-style-type: none"> * National Diploma (Clinical Technology Cardiology). * Registration with the Health Professions Council of South Africa (HPCSA) in Cardiology. * Experience in Paediatric and Adult Cardiology, of which 1 year must be Paediatric Cardiology or ongoing.
RECOMMENDATIONS	:	One year experience in Paediatric Cardiology or ongoing training.
DUTIES	:	<ul style="list-style-type: none"> * Effective functioning of all paediatric cardiology categories: <ul style="list-style-type: none"> o Echocardiography perform, analysis, interpretation. o Heart catheterization – analytic of nature. o ECG's (holter, stress, routine). o Pacemaker (follow-up programming). o Transeosophageal echo's. * Overtime duty.
ENQUIRIES	:	Mr/Ms S.R. Pretorius Tel. No. (051) 4053241
APPLICATIONS	:	The Chief Executive Officer Universitas Academic Hospital (Attention: Me C.H. Cloete) Private Bag X20660 BLOEMFONTEIN 9300
POST 21	:	Supply Chain Clerk (3 Posts) Ref. No.: H/S/64
SALARY	:	R87 978.00 per annum
CENTRE	:	Supply Chain Management: Universitas Academic Hospital: Bloemfontein
REQUIREMENTS	:	<ul style="list-style-type: none"> * Grade 12, with Accounting as a subject. * Computer literacy (Excel and Word). * Experience in Supply Chain Management, including Asset Management.
RECOMMENDATIONS	:	<ul style="list-style-type: none"> * Proven experience in Supply Chain Management. * Knowledge of LOGIS I.
DUTIES	:	* Implement and administer Supply Chain Management practices (including LOGIS transactions) concerning Logistics and Stores and maintenance of Supply Chain Management processes in the department to contribute to the rendering of a professional Supply Chain Management service:

- o Logistics (Ordering, Payments, Transit In, Transit Out, Warehouse, Quotations, etc.)
- o Assets (Disposals)
- o Loss Control
- o Demands
- o Acquisitions

* Address Supply Chain Management enquiries to ensure the correct implementation of Supply Chain Management practices.

ENQUIRIES : Mr L.E. Semela
Tel. No. (051) 4053548

APPLICATIONS : The Chief Executive Officer
Universitas Academic Hospital
(Attention: Me C.H. Cloete)
Private Bag X20660
BLOEMFONTEIN
9300

POST 22 : **Supply Chain Clerk**
Ref. No.: H/S/41

SALARY : R87 978.00 per annum

CENTRE : Supply Chain Management Chief Directorate: Logistics Sub-directorate: Corporate Office,
Bloemfontein

REQUIREMENTS : Grade 12 / NQF equivalent.

DUTIES : * Implement and administer Supply Chain Management practices (including LOGIS Transactions) concerning Logistics, and Stores and maintenance of supply chain management processes in the department to contribute to the rendering of a professional Supply Chain Management Service.

* Address Supply Chain Management enquiries to ensure the correct implementation of supply chain management practices.

ENQUIRIES : Me L.C. Pretorius
Tel. No. (051) 4081534

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

POST 23 : **Supply Chain Clerk (7 posts)**
Ref. No.: H/S/42

SALARY : R87 978.00 per annum

CENTRE : Supply Chain Management Chief Directorate: Asset Management Directorate: Corporate Office, Bloemfontein

REQUIREMENTS : Grade 12 / NQF equivalent.

RECOMMENDATIONS : Valid driver's license.

DUTIES : * Implement and administer Supply Chain Management practices (including LOGIS Transactions) concerning Logistics, and Stores and maintenance of supply chain management processes in the department to contribute to the rendering of a professional Supply Chain Management Service.

* Address Supply Chain Management enquiries to ensure the correct implementation of supply chain management practices.

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

APPLICATIONS : **Me R. Van Niekerk**
Department of Health
Bophelo House
Ground Floor, Block A (East)
C/o Charles & Harvey Road
BLOEMFONTEIN
9301
OR
P.O. Box 227
BLOEMFONTEIN, 9300

POST 24	:	Human Resources Officer Ref. No.: H/H/15
SALARY	:	R87 978.00 per annum
CENTRE	:	Human Resource Management: Universitas Academic Hospital: Bloemfontein
REQUIREMENTS	:	<ul style="list-style-type: none"> * Senior Certificate/NQF (or equivalent qualification). * Computer literate.
RECOMMENDATIONS	:	<ul style="list-style-type: none"> * Ability to communicate issues in a tactful manner. * Problem solving skills. * Computer skills. * Numeracy skills. * Literacy skills. * Commitment. * Integrity. * Professionalism. * Loyal. * Confidentiality. * Ability to interpret and execute policy directives/procedures. * Knowledge of PERSAL.
DUTIES	:	<ul style="list-style-type: none"> * Implement and administer human resource administration practices (including PERSAL transactions) concerning conditions of service and service benefits and/or maintenance and provisioning of human resources in the department to contribute to the rendering of a professional Human Resource Management Service: <ul style="list-style-type: none"> o Conditions of Services (Leave, Housing, Medical, Injury on Duty, Terminations, Long Service Recognition, Overtime, Re-allocation, Pension, Allowances, etc.) o Performance Management o Recruitment and Selection (Advertisements, Appointments, Transfer, verification of qualifications, secretariat functions at interviews, absorptions, probationary periods, etc.) * Address human resource management enquiries to ensure the correct implementation of human resource management practices. * Human Resources matters which include the following: <ul style="list-style-type: none"> o Appointments; o Transfers; o Termination of Services; o Leave records; and o Overtime.
ENQUIRIES	:	Me M. Terblanche Tel. No. (051) 4053490
APPLICATIONS	:	The Chief Executive Officer Universitas Academic Hospital (Attention: Me C.H. Cloete) Private Bag X20660 BLOEMFONTEIN 9300
POST 25	:	Supply Chain Clerk Ref. No.: H/S/33
SALARY	:	R87 978.00 per annum
CENTRE	:	Supply Chain Management Chief Directorate: Transport Sub-directorate: Corporate Office, Bloemfontein
REQUIREMENTS	:	<ul style="list-style-type: none"> * Grade 12 or equivalent qualification. * Computer skilled. Must be able to draw up and maintain spreadsheets on Excel. * Code B driver's license.
RECOMMENDATIONS	:	Officials who have performed duties related to transport will have an added advantage.
DUTIES	:	<ul style="list-style-type: none"> * Consolidate and verify monthly fleet report pertaining to Government Motor transport and Departmental fleet. * Consolidate and verify utilization reports on permanent and general hire vehicles allocated by Government Motor Transport (GMT).

- * Submission of expenditure report 5 days after the closing of the month to initiate billing/payment of claims.
- * Coordinate daily rentals of Government Garage owned vehicles.
- * Maintain the asset register for allocated GMT fleet according to different Supply Chain Management (SCM) stores.

ENQUIRIES	:	Mr T. Makhetha Tel. No. (051) 4081333
APPLICATIONS	:	The Senior Manager: Human Resource Management (Attention: Mr M.J. Mokgampanyane) P.O. Box 227 BLOEMFONTEIN 9300
POST 26	:	Supply Chain Clerk Ref. No.: H/S/34
SALARY	:	R87 978.00 per annum
CENTRE	:	Supply Chain Management Chief Directorate: Transport Sub-directorate: Corporate Office, Bloemfontein
REQUIREMENTS	:	<ul style="list-style-type: none"> * Grade 12 (or equivalent qualification). * Computer skilled. Must be able to draw up and maintain spreadsheets on Excel. * Code B driver's license.
RECOMMENDATIONS	:	Officials who have performed duties related to transport will have an added advantage.
DUTIES	:	<ul style="list-style-type: none"> * Compile monthly subsidized fleet report and advice on under and over utilization. * Arrange Departmental Transport Committee files and distribution to members 3 days before the meeting. * Draw quotation on Service Provider's website. * Submit recommended application to the financial institution and follow up deliveries. * File all subsidized Motor Transport Contracts. * To handle bookings and allocation of Corporate Office pool fleet. * Handle traffic offences for Departmental fleet and tracing responsible driver from all institutions.
ENQUIRIES	:	Mr T. Makhetha Tel. No. (051) 4081333
APPLICATIONS	:	The Senior Manager: Human Resource Management (Attention: Mr M.J. Mokgampanyane) P.O. Box 227 BLOEMFONTEIN 9300
POST 27	:	State Accounting Clerk Ref. No.: H/S/60
SALARY	:	R87 978.00 per annum
CENTRE	:	Revenue: Universitas Academic Hospital: Bloemfontein
REQUIREMENTS	:	<ul style="list-style-type: none"> * Standard 10 with Accounting. * Grade 12 / NQF (or equivalent qualification).
RECOMMENDATIONS	:	<ul style="list-style-type: none"> * Computer literate. * Ability to communicate issues in a tactful manner. * Problem solving skills. * Computer skills. * Numeracy skills. * Literacy skills. * Commitment. * Integrity. * Professionalism. * Loyal.

- * Confidentiality.
 - * Ability to interpret and execute policy directives/procedures.
 - * Knowledge of LOGIS/BAS and PERSAL.
 - * Knowledge of related policies, directives and legislation.
- DUTIES** :
- * Implement and administer Financial Accounting practices (LOGIS/BAS transactions) concerning financial processes in the department to contribute to the rendering of a professional Financial Administration Service:
 - o Salaries (Payments, Deductions, etc.)
 - o Tax (payment to SARS, calculation of Tax payable, etc.)
 - o Debt
 - o Bookkeeping (Clear Ledger accounts, Capture BAS payments, Journals and Reports)
 - o Banking
 - o Revenue (Cashier)
 - o Budget (Capture budget, virement, adjustment budget on BAS, etc.)
 - * Address Financial Administration enquiries to ensure the correct implementation of financial administration practices.
 - * Manage outstanding patient accounts.
- ENQUIRIES** :
- | | | |
|------------------------|---|-----------------|
| Mr P. Senokoane | / | Me S.J. Strauss |
| Tel. No. (051) 4053222 | / | (051) 4053681 |
- APPLICATIONS** :
- The Chief Executive Officer
 Universitas Academic Hospital
(Attention: Me C.H. Cloete)
 Private Bag X20660
 BLOEMFONTEIN
 9300
- POST 28** :
- Supply Chain Clerk (7 posts)**
Ref. No.: H/S/42
- SALARY** :
- R87 978.00 per annum
- CENTRE** :
- Supply Chain Management Chief Directorate: Asset Management Directorate: Corporate Office, Bloemfontein
- REQUIREMENTS** :
- Grade 12 / NQF equivalent.
- RECOMMENDATIONS** :
- Valid driver's license.
- DUTIES** :
- * Implement and administer Supply Chain Management practices (including LOGIS Transactions) concerning Logistics, and Stores and maintenance of supply chain management processes in the department to contribute to the rendering of a professional Supply Chain Management Service.
 - * Address Supply Chain Management enquiries to ensure the correct implementation of supply chain management practices.
- ENQUIRIES** :
- Me R. Van Niekerk
 Tel. No. (051) 4081480
- APPLICATIONS** :
- Me R. Van Niekerk**
 Department of Health
 Bophelo House
 Ground Floor, Block A (East)
 C/o Charles & Harvey Road
 BLOEMFONTEIN
 9301
OR
 P.O. Box 227
 BLOEMFONTEIN
 9300
- POST 29** :
- Senior Administration Clerk Grade I**
Ref. No.: H/A/55
- SALARY** :
- R73 584.00 per annum
- CENTRE** :
- ARV Harrismith CHC, Harrismith: Local Area Matuti-A-Phofung
- REQUIREMENTS** :
- * Senior Certificate.
 - * Basic computer literacy and basic typing skills.
- RECOMMENDATIONS** :
- * Good interpersonal relations and communication skills.
 - * Completed course in Microsoft Word and Excel.

- * Proficiency in at least two of the official languages spoken in the Free State Province.
- DUTIES** :
- * Registration of patients.
 - * Booking of patients.
 - * Refer critical patients to Sister-in-Charge.
 - * Provide necessary information to the clients.
 - * Capture patient information on Meditech.
 - * Accumulate and keep records of patients' data.
 - * Render a general administrative support function in the section.
- ENQUIRIES** : T.L. Tsibuli and F.S. Malla
Tel. No. (058) 7132996/0515 x 239
- APPLICATIONS** : The District Manager:
Thabo Mofutsanyana District
(Attention: H. Van Zyl)
Private Bag X824
WITSIESHOEK
9870
- POST 30** : **Senior Housekeeping Supervisor**
Ref. No.: H/H/16
- SALARY** : R73 584.00 per annum
- CENTRE** : CSSD: Universitas Academic Hospital: Bloemfontein
- REQUIREMENTS** :
- * Standard 10 (Matric).
 - * Exposure of at least 2 years in a CSSD environment.
- RECOMMENDATIONS** :
- * Ability to work under pressure as determined by the demands of the institution.
 - * Minimum record of absenteeism.
 - * Good communication skills.
- DUTIES** :
- * Supervise support staff.
 - * Ordering of stock and control thereof.
 - * Ensuring that chemicals used for cleaning instruments are diluted proportionately.
 - * Perform audits in the department.
- ENQUIRIES** : Ms M.A. Ngubane
Tel. No. (051) 4053388
- APPLICATIONS** : The Chief Executive Officer
Universitas Academic Hospital
(Attention: Me C.H. Cloete)
Private Bag X20660
BLOEMFONTEIN
9300
- POST 31** : **Senior Administration Clerk Grade I (4 Posts)**
Ref. No.: H/A/62
- SALARY** : R73 584.00 per annum
- CENTRE** : Departments of Medical Physics, Internal Medicine, Paediatrics and Cardiothoracic Surgery:
Universitas Academic Hospital: Bloemfontein
- REQUIREMENTS** :
- * Senior Certificate (or equivalent qualification) with Typing as passed full subject.
 - * Experience in Dictaphone typing as well as typing of medical reports.
 - * Knowledge of Word, PowerPoint and Excel, as well as Meditech.
- RECOMMENDATIONS** : Previous experience in medical field.
- DUTIES** :
- * General typing of letters, data capturing, medical reports, theatre lists, etc.
 - * Deal with correspondence, general office duties and manage telephone, filing, etc.

- * Typing of patient reports as well as lectures.
 - * Assist in ordering and controlling of stock.
 - * Meditech.
- ENQUIRIES** : Me C.H. Cloete
Tel. No. (051) 4053431
- APPLICATIONS** : The Chief Executive Officer
Universitas Academic Hospital
(Attention: Me C.H. Cloete)
Private Bag X20660
BLOEMFONTEIN
9300
- POST 32** : **Senior Housekeeping Supervisor**
Ref. No.: H/H/53
- SALARY** : R73 584.00 per annum
- CENTRE** : Creche: Universitas Academic Hospital: Bloemfontein
- REQUIREMENTS** : Grade 12 or equivalent qualification.
- RECOMMENDATIONS** : *
- * Ability to work with children will be a strong recommendation.
 - * Ability to communicate in at least one African language used in the Free State additional to English and/or Afrikaans.
 - * Ability to work shifts and independently.
- DUTIES** : *
- * Ensuring a safe environment for children.
 - * Management of resources.
 - * Management and care of children for Universitas Hospital staff members.
- ENQUIRIES** : Ms M. Ralikonyane
Tel. No. (051) 4053407
- APPLICATIONS** : The Chief Executive Officer
Universitas Academic Hospital
(Attention: Me C.H. Cloete)
Private Bag X20660
BLOEMFONTEIN
9300
- POST 33** : **Senior Driver**
Ref. No.: H/D/3
- SALARY** : R73 584.00 per annum
- CENTRE** : Supply Chain Management Chief Directorate: Transport Sub-directorate: Corporate Office,
Bloemfontein
- REQUIREMENTS** : *
- * Grade 12 (or equivalent certificate).
 - * Code C1 driver's license with Public Driver's Permit (PDP).
- DUTIES** : *
- * Physical washing/cleaning (vacuum) on daily basis.
 - * Checking vehicles for any damages, scratches, dents and completion of vehicle check list prior use and after use.
 - * Keep track of vehicle trips and ensure the safeguarding of vehicle keys, logbooks and vehicle accessories.
 - * Taking vehicles for service, repairs and collection of vehicles.
 - * Messenger service and driver for Transport Office.
 - * Assist with all minor activities relating to vehicle, e.g. changing flat tyre and jump start vehicles with low battery.
- ENQUIRIES** : Mr T. Makhethe
Tel. No. (051) 4081333
- APPLICATIONS** : The Senior Manager;
Human Resource Management

(Attention: Mr M.J. Mokgampanyane)
P.O. Box 227
BLOEMFONTEIN
9300

- POST 34** : **Nursing Assistant Grade I – III (NA3)**
Ref. No.: H/N/7
- SALARY** : Nursing Assistant Gr. I: R67 122.00 per annum
Nursing Assistant Gr. II: R79 440.00 per annum
Nursing Assistant Gr. III: R94 848.00 per annum
- CENTRE** : Winburg District Hospital
- REQUIREMENTS** : *
- * Nursing Assistant Grade I:
 - o Qualification that allows registration with the South African Nursing Council (SANC) as Nursing Assistant (Enrolled Nursing Assistant).
 - * Nursing Assistant Grade II:
 - o Qualification that allows registration with the South African Nursing Council (SANC) as Nursing Assistant (Enrolled Nursing Assistant).
 - o A minimum of 10 years appropriate/recognizable experience in Nursing after registration with the SANC as Nursing Assistant.
 - * Nursing Assistant Grade III:
 - o Qualification that allows registration with the South African Nursing Council (SANC) as Nursing Assistant (Enrolled Nursing Assistant).
 - o A minimum of 20 years appropriate/recognizable experience in Nursing after registration with the SANC as Nursing Assistant.
- RECOMMENDATIONS** : *
- * Good communication skills.
 - * Good interpersonal relationships.
- DUTIES** : *
- * Provide quality basic nursing care services under the supervision of a Professional Nurse.
 - * Detailed key performance areas can be obtained from the contact person.
- ENQUIRIES** : Me T.M. Mofokeng
Tel. No. (051) 8810046
- APPLICATIONS** : The Chief Executive Officer
Winburg District Hospital
(Attention: Mr M.B. Katane)
Private Bag X2
WINBURG
9420
- POST 35** : **Senior Operator: MCSSD**
Ref. No.: H/O/7
- SALARY** : R51 936.00 per annum
- CENTRE** : MCSSD: Universitas Academic Hospital: Bloemfontein
- REQUIREMENTS** : *
- * Grade 10.
 - * Ability to perform bowie-dick, biological as well as chemical tests.
- DUTIES** : *
- * Operate autoclaves.
 - * Ability to read parameters of the autoclaves, e.g. temperature and pressure.
- ENQUIRIES** : Ms M.A. Ngubane
Tel. No. (051) 4053368
- APPLICATIONS** : The Chief Executive Officer
Universitas Academic Hospital
(Attention: Me C.H. Cloete)
Private Bag X20660
BLOEMFONTEIN, 9300
- POST 36** : **Driver (2 Posts)**
Ref. No.: H/D/8
- SALARY** : R51 936.00 per annum
- CENTRE** : Transport Section: Universitas Academic Hospital: Bloemfontein

REQUIREMENTS	:	<ul style="list-style-type: none"> * ABET literacy. * Driver's license (Codes EB / C1).
RECOMMENDATIONS	:	Ability to read and write.
DUTIES	:	<ul style="list-style-type: none"> * Transport patients and goods on a shift basis. * Transport patients by ambulance as per telephone from Emergency and Disaster Management. * Transport messengers for delivery of post and packages. * Deliver and pick-up quotations for goods and services from suppliers. * Transport Oncotherapy patients on a daily basis. * Do hourly trips to transport blood, records and X-rays.
ENQUIRIES	:	Me J. King Tel. No. (051) 4053752
APPLICATIONS	:	The Chief Executive Officer Universitas Academic Hospital (Attention: Me C.H. Cloete) Private Bag X20660 BLOEMFONTEIN 9300
POST 37	:	Senior Messenger Ref. No.: H/M/28
SALARY	:	R51 936.00 per annum
CENTRE	:	Technology Support: Central Registry: Corporate Office, Bloemfontein
REQUIREMENTS	:	<ul style="list-style-type: none"> * Matric / Grade 12. * Good interpersonal and communication skills. * Good knowledge of Registry functions. * Valid driver's license.
RECOMMENDATIONS	:	<ul style="list-style-type: none"> * Confidentiality is recommended. * Good communication skills. * Computer literate.
DUTIES	:	<ul style="list-style-type: none"> * Deliver mail and documents internal and external – Corporate Office. * Posting and collection of mail to and from Post Office. * Provide assistance in execution of Registry functions. * Keep record of delivered and received documents.
ENQUIRIES	:	Mr T. Makamole Tel. No. (051) 4081200
APPLICATIONS	:	The Senior Manager: Infrastructure & Technology Support (Attention: Mr T. Makamole) 2 nd Floor, Block A (East) Bophelo House P.O. Box 227 BLOEMFONTEIN 9300

- POST 38** : **Cleaner II**
Ref. No.: H/C/28
- SALARY** : R51 936.00 per annum
- CENTRE** : Botshabelo District Hospital
- REQUIREMENTS** : ABET Qualification.
- RECOMMENDATIONS** : * Knowledge of cleaning.
* Good interpersonal relations.
* Physical fitness.
- DUTIES** : Perform cleaning services of a routine nature by utilizing a variety of aids (dusters, brooms, vacuum cleaning, polishes, etc.).
- ENQUIRIES** : Mr D.J. Mananzi
Tel. No. (051) 5330227
- APPLICATIONS** : The Chief Executive Officer
Botshabelo District Hospital
(Attention: Me N.C. Mashiane)
Private Bag X527
BOTSHABELO
9781
- POST 39** : **Household Aid I (5 Posts)**
Ref. No.: H/H17
- SALARY** : R48 210.00 per annum
- CENTRE** : Ward: Universitas Academic Hospital: Bloemfontein
- REQUIREMENTS** : * Grade 10 (or equivalent).
* Must be able to read and write.
* Able to communicate in English and another African language spoken in the Free State.
- RECOMMENDATIONS** : * Hard working.
* Ability to work independently.
- DUTIES** : * Assist with serving of meals.
* Assist nurses with bed baths.
* To take requisitions for repair work to correct address.
* To take dispensing boxes to pharmacy during the day if there are new prescriptions.
- ENQUIRIES** : Me Nyangintsimbi
Tel. No. (051) 4053417 / 4053415
- APPLICATIONS** : The Chief Executive Officer
Universitas Academic Hospital
(Attention: Me C.H. Cloete)
Private Bag X20660
BLOEMFONTEIN
9300
- POST 40** : **General Worker**
Ref. No.: H/G/1
- SALARY** : R48 210.00 per annum
- CENTRE** : Technical Services: Universitas Academic Hospital: Bloemfontein

- REQUIREMENTS** : Grade 10.
- RECOMMENDATIONS** : Experience in a workshop environment will be an advantage.
- DUTIES** : *
- * Cleaning.
 - * Transport of materials.
 - * Assist an Artisan or Handyman.
- ENQUIRIES** : Mr L.H.F. Jacobs
Tel. No. (051) 4053967
- APPLICATIONS** : The Chief Executive Officer
Universitas Academic Hospital
(Attention: Mr L.H.F. Jacobs)
Private Bag X20660
BLOEMFONTEIN
9300

Advertisements approved by:

Me C M J Blom
SENIOR MANAGER:
HUMAN RESOURCE MANAGEMENT
Date: 6 September 2010