



FREE STATE PROVINCE

FREE STATE PROVINCIAL GOVERNMENT

Free State Provincial Government is an equal opportunity affirmative action employer. It is our intention to promote representativity (race, gender and disability) in the Province through the filling of these posts and candidates whose appointment/promotion/transfer will promote representativity will receive preference.

DEPARTMENT OF HEALTH

Directions to applicants Applications must be submitted on form Z.83, obtainable from any Public Service Department and must be accompanied by certified copies of qualifications (a transcript of results must be attached), driver's license, identity document and a C.V. (Separate application for every vacancy). Applicants are requested to complete the Z83 form properly and in full. Qualification certificates must not be copies of certified copies. Applications received after the closing date and those that do not comply with these instructions will not be considered. The onus is on the applicants to ensure that their applications are posted or hand delivered timeously. Candidates who possess foreign qualifications and/or short courses certificates must take it upon themselves to have their qualifications evaluated by the South African Qualifications Authority (SAQA), and must please attach proof of the level of their qualifications after evaluation on all applications. No e-mailed or faxed applications will be considered. Applicants are respectfully informed that if no notification of appointment is received within 4 months of the closing date, they must accept that their application was unsuccessful.

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

HEALTH HUMAN RESOURCE MANAGEMENT CIRCULAR NO**21**..... OF 2012

CLOSING DATE: 15 JUNE 2012

SENIOR SUPPLY CHAIN PRACTITIONER (MANAGEMENT OF LOSSES AND CLAIMS) REFERENCE NO: H/S/30

SALARY: R185 958.00 per annum

CENTRE: MANAGEMENT OF LOSSES AND CLAIMS: CORPORATE OFFICE, BLOEMFONTEIN

REQUIREMENTS:

Degree/National Diploma in Commerce or related subject. Experience in a supervisory position of at least 3 years, not less than salary level 7. Valid driver's license. Understanding of PFMA and Treasury Regulations. LOGIS/BAS Training. Ability to determine liabilities. At least 4-5 years experience in handling losses of the organization or in Supply Chain Management (SCM) environment. Good interpersonal, communication (written and oral) and organizational skills.

RECOMMENDATIONS:

Computer literacy (MS Word/Excel). Report writing skills. Accounting skills. Understanding BAS/LOGIS or related system is an added advantage. Good interpersonal, communication (written and oral) and organizational skills.

DUTIES:

Supervise the activities of the SCM Practitioners and Clerks to contribute to the rendering of professional SCM services. Supervise the implementation and maintenance of SCM practices in Management of Losses and Claims to contribute to the rendering of professional SCM services. Monitor and evaluate SCM policies, procedures and practices within Management of Losses and Claims Sub-directorate. Maintain database and draw relevant reports for the compilation of Annual Financial Statements. Compile monthly reports. Assist in investigating cases related to losses, claims, irregular or fruitless expenditure. Updating Loss Control register.

ENQUIRIES: Mr/Ms L.G. Monyatsi, Tel. no. (051) 4081500

APPLICATIONS TO: The Senior Manager: Human Resource Management, (**Attention: Me S. Dowd**), P.O. Box 227, Bloemfontein 9300.

SENIOR SUPPLY CHAIN PRACTITIONER REFERENCE NO: H/S/4

SALARY: R185 958.00 per annum

CENTRE: Universitas Academic Hospital, Bloemfontein

REQUIREMENTS:

Certificate/Diploma or Bachelor's Degree requiring a minimum period of study of three(3) years. 3-5 Years relevant training. LOGIS Certificate.

RECOMMENDATIONS:

BAS knowledge

DUTIES:

Ensure the development and maintenance of a preferential procurement database for the Department to ensure that quotations obtained comply with the Preferential Procurement Policy Framework Act and that potential suppliers are offered equal opportunities including identification of appropriate sources of procurement for the Institution. Develop, maintain and implement procedures regarding demand and acquisition management for the Institution to ensure compliance by the chief users and Cost Centre Managers with regard to the acquisition of goods works or services. Assist with the development and maintenance of the demand and acquisition management plan for the Institution. Implement sound supply chain management procedures to ensure the effective and efficient grant of quotations to service providers, for example: Apply quotation criteria and assist and

provide advice with the evaluation and adjudication of quotations to the quotation committee. Manage resources of the component to ensure effective and efficient service delivery to the Department.

ENQUIRIES: Me L Cason, Telephone number: 051 405 3662

APPLICATIONS TO: The Chief Executive Officer: Universitas Hospital, (**Attention: L Cason**), Private Bag X20660, Bloemfontein 9300.

SENIOR SUPPLY CHAIN PRACTITIONER
REFERENCE NO: H/S/31

SALARY: R185 958.00 per annum

CENTRE: UNIVERSITAS ACADEMIC HOSPITAL (SUPPLY CHAIN MANAGEMENT): BLOEMFONTEIN

REQUIREMENTS:

Degree or National Diploma in Commerce or equivalent. At least 3 years experience in Asset Management. Valid driver's license. LOGIS/BAS Training.

RECOMMENDATIONS:

Understanding of SCOA Charts, PFMA and Treasury Regulations will be an added advantage.

DUTIES:

Supervise the activities of the Asset Section to contribute to the rendering of a professional supply chain management service, like Personnel Development, performance and discipline. Ensure quality of work. Supervise the implementation and maintenance of Supply Chain Management (SCM) practices (including LOGIS transactions) concerning asset issues. Render a SCM advisory service to the institution pertaining to asset issues to ensure effective asset management. Monitor and evaluate SCM policies, procedures and practices. Approve and verify all documents and transactions on LOGIS for all asset transactions. Prepare reports on SCM issues and statistics. Execute an annual stock take in line with the SCM directives. Execute quarterly spot-checks on all assets issued to the chief users of the institution. Compile the asset reconciliation between LOGIS and BAS.

ENQUIRIES: Mr I.P. Pule, Tel. no. (051) 4053520

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

SENIOR STATE ACCOUNTANT
REFERENCE NO: H/S/7

SALARY: R185 958.00 per annum

CENTRE: UNIVERSITAS HOSPITAL, BLOEMFONTEIN: REVENUE OFFICE

REQUIREMENTS:

Grade 12 or equivalent. Degree with Accountancy. 4 – 5 Years' experience in Government Service. Extensive experience in: Revenue collection in Government Hospitals and BAS and Meditech.

RECOMMENDATIONS:

Be able to work under pressure and overtime at a given time.

DUTIES:

Billing of clients, ongoing follow ups of patient accounts, write offs and reprieve. Advising and Training of personnel in section about UPFS and prescripts.

Do refunds, assist and contribute in responding to Revenue Audit queries, cashier checks, control face value process and delegations involved.

Handle and distribute all incoming written communication.

Supervision and control of subordinates as allocated and handle all the personnel processes lik PDMS, Leave control, Maintaining discipline and handle grievances of subordinates reporting to this post.

ENQUIRIES: Mr Senokoane, Telephone number: (051) 405 3222

APPLICATIONS: The Chief Executive Officer, Universitas Hospital(**For attention: Me C H Cloete**), Private Bag x20660, Bloemfontein 9300.

SENIOR LABOUR RELATIONS ADVISOR
REFERENCE NO: H/L/3

SALARY: R185 958.00 per annum

CENTRE: FREE STATE PSYCHIATRIC COMPLEX: BLOEMFONTEIN

REQUIREMENTS:

An appropriate Bachelor's Degree or Diploma in Humanities with Labour Relations or Labour Law as one of the subjects. Appropriate experience in Labour Relations environment.

RECOMMENDATIONS:

A qualification in Labour Law or Labour Relations will be strongly recommended.

DUTIES:

Provide assistance and/or advice to Managers/Supervisors regarding the correct application of discipline related prescripts by advising Managers in respect of progressive disciplinary processes, advising the employer representatives and/or chairpersons of the hearing on procedural issues, conducting investigations and where necessary, represent the employer in disciplinary hearings. Facilitate and coordinate the resolution of grievances within Free State Psychiatric Complex. Coordinate meetings of the Institutional Union-Management Committee. Plan, coordinate and conduct information sessions for Managers/Supervisors and employees on labour relations in general (labour relations policies and collective agreements). Manage the material and human resources allocated to Employment Relations Sub-division.

ENQUIRIES: Mr S.S. Sekobile: Assistant Manager: Human Resource Division, Tel. no. (051) 4079275

APPLICATIONS TO: The Chief Executive Officer: Free State Psychiatric Complex, (**Attention: Me Z.A. Yawathe**), Private Bag X20607, Bloemfontein 9300.

TRAINING OFFICER
REFERENCE NO: FS 05/12

SALARY: R149 742.00 per annum

CENTRE: HUMAN RESOURCE DEVELOPMENT DIRECTORATE: CORPORATE OFFICE, BLOEMFONTEIN

REQUIREMENTS:

An appropriate recognized Senior Certificate, Bachelor's Degree/Diploma in Education Training and Development (ETD)/Human Resource Management (HRM). Valid driver's license. Computer literacy. 2 Years experience in the ETD environment.

RECOMMENDATIONS:

Knowledge of presentation/facilitation. Knowledge of ETD legislation. Ability to work independently. Strong negotiation and interpersonal skills.

DUTIES:

Coordinate transversal training for the Free State Department of Health. Participate in the development and implementation of WSP. Participate and coordinate other training and development related activities. Evaluate learning programmes to maintain quality. Submit monthly and quarterly reports.

ENQUIRIES: Me G.B. Gogo, Tel. no. (051) 4081615

APPLICATIONS TO: The Senior Manager: Human Resource Development, (Attention: Ms Z.A. Ngele, Tel. no. (051) 4081289/90), P.O. Box 227, Bloemfontein 9300.

PRINCIPAL NETWORK CONTROLLER

REFERENCE NO: H/N/7

SALARY: R149 742.00 per annum

CENTRE: BONGANI HOSPITAL, WELKOM

REQUIREMENTS:

Grade 12 (or equivalent) Certificate. Relevant tertiary qualification. 3 Years practical experience. Experience in Network WAN. LAN, WIN, LINUX, Novell and Desktop Support

RECOMMENDATIONS:

A+, N+, C.N.A, C.L.P, Linux+

DUTIES:

Monitor Helpdesk for incoming calls from end users.

Local Area Network troubleshooting and maintenance.

Operating System Installation and troubleshooting on mainly Windows 7, Suse Linux Enterprise Desktop 11 and Windows XP.

Render assistance to end users on MS Office 2003, MS Office 2007 and Open Office 3.

Troubleshoot both locally connected and network printers.

Render support services to end users of Meditech in Wards and administrative components.

Weekly and monthly reporting to the IT Manager on services rendered and system migrations.

Render standby services after regular working hours for users to the Meditech system required.

Perform research on software and hardware implementations as required by institution.

ENQUIRIES: Mr R Pieterse, Telephone number: (057) 916 8032

APPLICATIONS: The Chief Executive Officer, Bongani Regional Hospital: (For attention: Dr Molokomme), Private Bag X29, Welkom, 9460.

PRINCIPAL NETWORK CONTROLLER

REFERENCE NO: H/N/2

SALARY: R149 742.00 per annum

CENTRE: PELONOMI REGIONAL HOSPITAL, BLOEMFONTEIN

REQUIREMENTS:

A three year Bachelor's degree /National Diploma or equivalent Certificate in Information Communication Technology or OR Grade 12 (or equivalent) Certificate plus . A+ and or N+. with one year experience in an Information Communication Technology environment.

RECOMMENDATIONS:

Experience/Training in Novell, Linux, LAN, WAN as well as Desktop support in Novell environment; Knowledge of GroupWise. Good planning and organizational skills. Good interpersonal relations. Good communication skills (written and verbal). Ability to work under pressure.

DUTIES:

Monitor and evaluate IT software and systems to check whether the necessary software is installed on user's PC's (Anti-virus, Patches, User's necessary applications and software). Monitor the LAN and WAN to ensure business continuity. Support the Transversal systems to ensure minimal interruptions in the Department. Provide users access to shared resources, files and technical daily operations. Replace the failing components and devices that have reached end-of-life. Install new equipment and provide support to keep it in connectivity. Attend to logged calls timeously and efficiently.

ENQUIRIES: Mr M Mosala, Telephone number: (051) 405 1247

APPLICATIONS: The Chief Executive Officer, Pelonomi Regional Hospital: (For attention: Mr Mr L B Aaron), Private Bag X20581, Bloemfontein, 9300.

SUPPLY CHAIN PRACTITIONER

REFERENCE NO: H/T/2

SALARY: R149 742.00 per annum

CENTRE: ELIZABETH ROSS DISTRICT HOSPITAL: WITSIESHOEK

REQUIREMENTS:

Degree or National Diploma or equivalent qualification in Finance/Supply Chain Management (SCM) **plus** appropriate experience in a Financial/SCM environment. 3 Years relevant experience. Accounting skills. Grade 12 or equivalent. Computer literacy. LOGIS/BAS Certificate. Knowledge of PFMA, BBEE and Treasury Regulations.

RECOMMENDATIONS:

Supply Chain Management Courses. Good communication skills.

DUTIES:

Supervise and coordinate personnel in Supply Chain Management (SCM). Ensure that procurement is done according to delegations and prescripts. Monitor the implementation of all SCM practices to ensure compliance to National Prescripts, Provincial guidelines and departmental policies and guidelines with the Demand-, Acquisition and Contract Management Departments. Ensure stores and assets are well managed. Compile monthly and quarterly reports. LOGIS System Controller.

ENQUIRIES: Me M.B. Moloi, Tel. no. (058) 7184000

APPLICATIONS TO: The Chief Executive Officer: Elizabeth Ross District Hospital, (**Attention: Me M.J. Sepuru**), Private Bag X804, Witsieshoek 9870.

CHIEF ADMINISTRATION CLERK (AUXILIARY SERVICES)

REFERENCE NO: H/A/35

SALARY: R149 742.00 per annum

CENTRE: ELIZABETH ROSS DISTRICT HOSPITAL: WITSIESHOEK

REQUIREMENTS:

Senior (or equivalent) Certificate. Ability to organize, coordinate and manage service delivery. Work with a team and have good interpersonal relations. Computer literate.

RECOMMENDATIONS:

Written and verbal communication skills.

DUTIES:

Management of telephone account. Overall supervision of: Mortuary, Catering, Housekeeping, Laundry, Cleaning and Porters. Management of overtime and standby. Procurement of cleaning material. Protective clothing – serve as member of Health and Safety. Quality assurance. Management of time off. Management of discipline.

ENQUIRIES: Me M.B. Moloi, Tel. no. (058) 7184000

APPLICATIONS TO: The Chief Executive Officer: Elizabeth Ross District Hospital, (**Attention: Me M.J. Sepuru**), Private Bag X804, Witsieshoek 9870.

SENIOR COMMUNICATION OFFICER

REFERENCE NO: H/C/16

SALARY: R149 742.00

CENTRE: THABO MOFUTSANYANA DISTRICT

REQUIREMENTS:

An appropriate three-year tertiary qualification (Bachelor's Degree) in Social Science/Health Management. Experience in community work/development and health promotion. Knowledge of public health system. Ability and competence to coordinate community development structures. Valid driver's license. Computer literacy. Ability to integrate Batho Pele Principles in the programme. Written and verbal communication skills.

RECOMMENDATIONS:

Project Management experience. Presentation and facilitation skills. Good interpersonal relations. Knowledge and understanding of basic financial management. Research skills.

DUTIES:

Ensure coordination of Health Promotion initiatives according to Provincial Health Promotion Strategic Framework. Identify and facilitate the implementation of integrated community development interventions in partnership with the community and other relevant stakeholders. Monitor and evaluation of implementation.

ENQUIRIES: Mr N.A. Ramakau, Tel. no. (058) 7130515 / 7132996

APPLICATIONS TO: The District Manager: Thabo Mofutsanyana District, (**Attention: Me Van Zyl**), Private Bag X824, Witsieshoek 9870.

PERSONAL ASSISTANT

REFERENCE NO: H/P/34

SALARY: R149 742.00 per annum

CENTRE: PELONOMI REGIONAL HOSPITAL: BLOEMFONTEIN

REQUIREMENTS:

Diploma/Degree in Office Administration or Secretarial Diploma. 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 of the relevant legislation/policies/prescripts and procedures. Basic knowledge on financial administration.

DUTIES:

Provides a secretarial/receptionist support to the Chief Executive Officer (CEO). Records the engagements of the CEO. Performs advanced typing work. Receives telephone calls for the CEO, discretion is required to decide to whom the call should be forwarded. Compiles realistic schedules of appointments. Drafts documents as required. Does filing of documents for the CEO and the unit where required. Handles the procurement of standard items like stationery, refreshments, etc. for the activities of the CEO in the unit. Clarifies instructions and notes on behalf of the CEO. Ensure the safekeeping of all documentation in the office of the manager in line with relevant legislation and policies. Obtains the necessary signatures on documents. Coordinates logistical arrangements for meetings when required. Records minutes/decisions and communicates to relevant role players, follow-up on progress made.

ENQUIRIES: Mr B.E. Peens, Tel. no. (051) 4051603

APPLICATIONS TO: The Chief Executive Officer: Pelonomi Regional Hospital, (**Attention: Mr L.B. Aaron**), Private Bag X20581, Bloemfontein 9300.

STATE ACCOUNTANT
REFERENCE NO: H/S/32

SALARY: R149 742.00 per annum

CENTRE: UNIVERSITAS ACADEMIC HOSPITAL: BLOEMFONTEIN

REQUIREMENTS:

Degree or Diploma with Accounting. Minimum of 3 years experience in financial control and budgeting office. Computer literacy (Excel). Communication and interpersonal skills, problem solving skills, numeracy skills, literacy skills. Supervisory skills. Analytical skills. BAS Certificate. Planning and organizing. Team leadership. Commitment. Loyalty.

DUTIES:

Supervise the activities of State Accounting Clerks. Supervise the implementation and maintenance of Financial Management practices concerning Financial Administration processes in the department to contribute to the rendering of professional Financial Management service, e.g. budget capturing, fund shifting, authorize BAS payments within delegation, capture journals and request reports. Inform, guide and advice personnel on financial management matters to enhance the correct implementation of financial management practices and policies.

ENQUIRIES: Mr/Ms H.D. Mokotjo, Tel. no. (051) 4053939

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

SUPPLY CHAIN PRACTITIONER
REFERENCE NO: H/S/33

SALARY: R149 742.00 per annum

CENTRE: ASSET MANAGEMENT DIRECTORATE: CORPORATE OFFICE, BLOEMFONTEIN

REQUIREMENTS:

National Diploma/Degree in Commerce or related subject. Minimum Grade 12 with 3 years experience in Supply Chain Management (SCM). LOGIS/BAS Certificate. Ability to determine liabilities. Understanding of PFMA and Treasury Regulations. Knowledge of SCM Policies and Directives.

RECOMMENDATIONS:

Valid driver's license. Computer literacy (MS Word/Excel). Accounting skills. Good interpersonal, communication (written and oral) and organizational skills.

DUTIES:

Handle, investigate and finalize all losses within the Department. Assist in the development, implementation and monitoring of departmental policies and directives regarding Management of Losses. Ensuring effective and efficient utilization of resources within the Department. Promote proper implementation of Loss Control Policies and directives to ensure compliance. Filing and issuing of files.

ENQUIRIES: Mr/Ms L.G. Monyatsi, Tel. no. (051) 4081500

APPLICATIONS TO: The Senior Manager: Human Resource Management, (**Attention: Me S. Dowd**), P.O. Box 227, Bloemfontein 9300.

HUMAN RESOURCES OFFICER (2 POSTS)
REF. NO.: H/H/13

SALARY: R94 575.00 per annum

CENTRE: FREE STATE PSYCHIATRIC COMPLEX, BLOEMFONTEIN

REQUIREMENTS: Grade 12/ NQF equivalent. Computer skills.

RECOMMENDATIONS: Certificate or Diploma in Human Resource Management or studying towards such a qualification.

DUTIES:

Render administrative support in relation to the filling of post.

Process documentation in relation to service termination, housing allowances, state guarantees, occupational injuries and diseases, overtime claims, personal particulars and beneficiary documents.

Process all leave related applications.

Execute other related responsibilities as given from time to time by the immediate supervisor.

ENQUIRIES: Me Z A Yawathe, Tel. No. (051) 407 9354

APPLICATIONS TO: The Chief Executive Officer, Free State Psychiatric Complex(**Attention Me Z A Yawathe**), Private Bag X20607, BLOEMFONTEIN, 9300

HANDYMAN (2 Posts)
REFERENCE NO: H/H/11

SALARY: R101 007.00 per annum

CENTRE: ELIZABETH ROSS DISTRICT HOSPITAL: WITSIESHOEK

REQUIREMENTS:

Grade 10. 3-5 Years trade experience.

RECOMMENDATIONS:

Appropriate experience in general maintenance.

DUTIES:

Render basic 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.

ENQUIRIES: Mr N.A. Mashinini, Tel. no. (058) 7184000

APPLICATIONS TO: The Chief Executive Officer: Elizabeth Ross District Hospital, (**Attention: Me M.J. Sepuru**), Private Bag X804, Witsieshoek 9870.

SENIOR SECRETARY GRADE I
REFERENCE NO: H/S/34

SALARY: R101 007.00 per annum

CENTRE: DEPARTMENT OF OPTOMETRY: UNIVERSITAS ANNEX: BLOEMFONTEIN

REQUIREMENTS:

Grade 12 or equivalent qualification. Good communicator in speech and writing. Good organization skills. Good IT skills and be confident in using a range of software packages. Be able to work under pressure and be able to meet deadlines. Work requires willingness to work a flexible schedule and occasional overtime.

RECOMMENDATIONS:

Work well independently or as part of a team. An awareness of other cultures, particularly if the employer deals with external clients.

DUTIES:

Prepare correspondence, reports and materials for publications and presentations. Maintain Senior Manager's calendar. Prepare and maintain departmental expense report in the office. Create, transcribe and distribute meeting agendas and minutes. Answer telephones and handle in appropriate manner. Perform general clerical duties (photocopying, faxing, mailing, filing, supporting professional staff with administrative needs on students matters, etc.). Request quotations and/or orders for office supplies when necessary.

ENQUIRIES: Prof. T.A. Rasengane, Tel. no. (051) 4052587

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

HOUSEKEEPING SUPERVISOR
REFERENCE NO: H/H/12

SALARY: R101 007.00 per annum

CENTRE: ELIZABETH ROSS DISTRICT HOSPITAL: WITSIESHOEK

REQUIREMENTS:

ABET or Junior Certificate. 3-5 Years experience.

RECOMMENDATIONS:

Ability to work under pressure. Good interpersonal skills.

DUTIES:

Ensure a clean work environment and equipment to prevent infection. Keeping hospital inventory up to date. Ensure that portering service does the following: physical inspection of wheelchairs and stretchers, transporting of patients and goods/equipment as required, clean and disinfect wheelchairs and stretchers, transport of corpses to mortuary. Compliance to COHSASA requirement. Ensure that COHSASA standards are implemented. Supervision of staff. Ensure overall cleanliness in line with ministerial injunctions.

ENQUIRIES: Mr M.S.Mohale, Tel. no. (058) 7184000

APPLICATIONS TO: The Chief Executive Officer: Elizabeth Ross District Hospital, (**Attention: Me M.J. Sepuru**), Private Bag X804, Witsieshoek 9870.

CHIEF PORTER
REFERENCE NO: H/P/31

SALARY: R84 483.00 per annum

CENTRE: ELIZABETH ROSS DISTRICT HOSPITAL: WITSIESHOEK

REQUIREMENTS:

Junior Certificate.

RECOMMENDATIONS:

Ability to work under pressure. Good interpersonal skills.

DUTIES:

Transporting of patients and goods/equipment as required. Physical inspection of wheelchairs and stretchers. Clean and disinfect wheelchairs and stretchers. Transport of corpses to mortuary. Supervision of staff.

ENQUIRIES: Mr M.S.Mohale, Tel. no. (058) 7184000

APPLICATIONS TO: The Chief Executive Officer: Elizabeth Ross District Hospital, (**Attention: Me M.J. Sepuru**), Private Bag X804, Witsieshoek 9870.

SENIOR ADMINISTRATION CLERK GRADE I
REFERENCE NO: H/A/3

SALARY: R84 483.00 per annum

CENTRE: FREE STATE PSYCHIATRIC COMPLEX: BLOEMFONTEIN

REQUIREMENTS:

Matric Certificate (Grade 12) or equivalent. Valid Excel Certificate.

RECOMMENDATIONS:

Experience as a clerk. Good interpersonal relationships. Ability to work under pressure. Ability to interpret documents. Ability to attend to detail. Innovative skills.

DUTIES:

Office administration, including filing and typing. Capturing of Audit results. Taking of minutes for meetings. Compiling of relevant reports. Compiling of relevant statistics. Assist with Quality Assurance, Administration and Support.

ENQUIRIES: Me Rabe, Telephone number: 051 4079498

APPLICATIONS TO: The Chief Executive Officer: Free State Psychiatric Complex, (**Attention: Me A. Yawathe**), Private Bag X20607, Bloemfontein 9300.

SENIOR ADMINISTRATION CLERK GRADE I (2 Posts)

REFERENCE NO: H/A/37

SALARY: R84 483.00 per annum

CENTRE: ELIZABETH ROSS DISTRICT HOSPITAL: WITSIESHOEK

REQUIREMENTS:

Grade 12 or equivalent Certificate. Computer literacy.

RECOMMENDATIONS:

Ability to work under pressure. Experience in office administration. Good verbal and written communication skills. The ability to communicate freely and easily with other employees, the general public and clients.

DUTIES:

Registration of patients. (Applicants must be ready to work shifts.) Correct classification of patients. Safe record keeping. Cashier. Daily discharge and billing of patients' files.

ENQUIRIES: Me M.T. Molise, Tel. no. (

APPLICATIONS TO: The Chief Executive Officer: Elizabeth Ross District Hospital, (**Attention: Me M.J. Sepuru**), Private Bag X804, Witsieshoek 9870.

DRIVER (HEAVY MOTOR VEHICLE) GRADE 2

REFERENCE NO: H/D/9

SALARY: R84 483.00 per annum

CENTRE: FORENSIC PATHOLOGY SERVICES: BLOEMFONTEIN FACILITY

REQUIREMENTS:

Unendorsed and valid Code 10 driver's license. ABET. Competency to drive. Ability to read and write. Good written verbal communication skills. Very good interpersonal relations and listening skills.

RECOMMENDATIONS:

Valid Public Driver's Permit (PDP) will be an advantage. Knowledge and understanding of Batho Pele. Be able to maintain confidentiality.

DUTIES:

Assist with delivery and collecting of laundry. Assist with driving of vehicles to dealerships for services and repairs. Collect and sort mail from post office and distribute to intended recipients. Assist with sourcing of quotations for servicing and repair of vehicles. Washing vehicles and ensuring vehicles are clean at all times.

ENQUIRIES: Mr L.E. Lecoko, Tel. no. (051) 4129100

APPLICATIONS TO: The Senior Manager: Human Resource Management, (**Attention: Me S. Dowd**), P.O. Box 227, Bloemfontein 9300.

NURSING ASSISTANT GRADE 1-3

REFERENCE NO: H/N/6

SALARY: Nursing Assistant Grade 1 (NA1): R77 064.00 per annum

Nursing Assistant Grade 2 (NA2): R91 206.00 per annum

Nursing Assistant Grade 3 (NA3): R108 894.00 per annum

CENTRE: HUMAN RESOURCE DEVELOPMENT DIRECTORATE (CENTER OF EXCELLENCE – PELONOMI REGIONAL HOSPITAL): BLOEMFONTEIN

REQUIREMENTS:

Grade 12 (or equivalent) Certificate. Registration with the South African Nursing Council (SANC) as Nursing Assistant (Enrolled Nursing Assistant). Proof of current enrolment with the SANC (Receipt). Language skills and ability to communicate well with people at different levels and from different backgrounds. Appropriate experience as Enrolled Nursing Assistant. Highly responsible person.

EXPERIENCE:

Nursing Assistant Grade 1 (NA1): **None** after registration with the South African Nursing Council (SANC) as Nursing Assistant.

Nursing Assistant Grade 2 (NA2): A minimum of **10 years** appropriate/recognizable experience in nursing after registration with the SANC as Nursing Assistant.

Nursing Assistant Grade 3 (NA3): A minimum of **20 years** appropriate/recognizable experience in nursing after registration with the SANC as Nursing Assistant.

RECOMMENDATIONS:

Good telephone etiquette. Sound organization skills. High level of reliability. Basic written communication skills. Ability to act with tact and discretion and to work under pressure. Knowledge of filing and proper record keeping.

DUTIES:

Provide quality elementary nursing care services under the supervision of a Professional Nurse. Detailed Key Performance Areas can be obtained from the contact person. Assists with patient care. Observation of patients and report abnormalities. Carry out any other tasks/duties delegated to him/her.

ENQUIRIES: Me D. Mini, Tel. no. (051) 4051462

APPLICATIONS TO: The Senior Manager: Human Resource Management, (**Attention: Me S. Dowd**), P.O. Box 227, Bloemfontein 9300.

TRADESMAN (2 Posts)

REFERENCE NO: H/T/3

SALARY: R71 289.00 per annum

CENTRE: ELIZABETH ROSS DISTRICT HOSPITAL: WITSIESHOEK

REQUIREMENTS:

ABET qualifications.

RECOMMENDATIONS:

Appropriate experience in general maintenance.

DUTIES:

Exercise control over tools, supplies and other equipment. Render assistance to Artisans and Handyman. To assist with maintenance, cleaning and transporting materials.

ENQUIRIES: Mr N.A. Mashini, Tel. no. (058) 7184000

APPLICATIONS TO: The Chief Executive Officer: Elizabeth Ross District Hospital, (**Attention: Me M.J. Sepuru**), Private Bag X804, Witsieshoek 9870.

TRADESMAN AID II
REFERENCE NO: H/T/4

SALARY: R71 289.00 per annum

CENTRE: JOHN DANIEL NEWBERRY DISTRICT HOSPITAL: CLOCOLAN

REQUIREMENTS:

Grade 12 or equivalent Certificate.

RECOMMENDATIONS:

Code 8 driver's license. Good communication skills. Customer care and telephone etiquette. Painting and general maintenance skills. Previous maintenance experience.

DUTIES:

Maintain and repair buildings and equipment. Do the necessary inspections and corrections.

ENQUIRIES: Mr J.L. Pretorius, Tel. no. (051) 9430433

APPLICATIONS TO: The Chief Executive Officer: John Daniel Newsberry District Hospital, (**Attention: Me I. Cilliers**), Private Bag X07, Clocolan 9735.

TRADESMAN AID
REFERENCE NO: H/T/5

SALARY: R71 289.00 per annum

CENTRE: UNIVERSITAS ACADEMIC HOSPITAL (ELECTRICAL WORKSHOP): BLOEMFONTEIN

REQUIREMENTS:

Grade 10. Physical fit to perform duties.

RECOMMENDATIONS:

Technical skills. Ability to be trained to become multi skilled.

DUTIES:

Assist Artisans and Handyman with transporting material and tools. General cleaning duties in workshops.

ENQUIRIES: Mr/Ms H. Hayward, Tel. no. (051) 4053715

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

PRINCIPAL PORTER
REFERENCE NO: H/P/32

SALARY: R71 289.00 per annum

CENTRE: UNIVERSITAS ACADEMIC HOSPITAL: BLOEMFONTEIN

REQUIREMENTS:

Grade 8. Shifts (weekends, public holidays). Good human relations. Physically healthy/strong.

RECOMMENDATIONS:

One year appropriate experience. Be able to read and write. Bilingual.

DUTIES:

Transport patients to different wards and clinics. Assist with patients in wards. Deliver specimen. Loading in and out ambulance. Mortuary duties.

ENQUIRIES: Mrs M. Muller / Mrs S. Ngwenya, Tel. no. (051) 4053479 / 4053531

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

PRINCIPAL PORTER
REFERENCE NO: H/P/33

SALARY: R71 289.00 per annum

CENTRE: ELIZABETH ROSS DISTRICT HOSPITAL: WITSIESHOEK

REQUIREMENTS:

Junior Certificate.

RECOMMENDATIONS:

Ability to work under pressure. Good interpersonal skills.

DUTIES:

Transporting of patients and goods/equipment as required. Physical inspection of wheelchairs and stretchers. Clean and disinfect wheelchairs and stretchers. Transport of corpses to mortuary.

ENQUIRIES: Mr M.S. Mohale, Tel. no. (058) 7184000

APPLICATIONS TO: The Chief Executive Officer: Elizabeth Ross District Hospital, (**Attention: Me M.J. Sepuru**), Private Bag X804, Witsieshoek 9870.

CLEANER II (11 Posts)
REFERENCE NO: H/C/29

SALARY: R59 625.00 per annum

CENTRE: ELIZABETH ROSS DISTRICT HOSPITAL: WITSIESHOEK

REQUIREMENTS:

ABET Certificate.

RECOMMENDATIONS:

Appropriate experience.

DUTIES:

To execute general cleaning work. To clean offices and wards at the institution. To maintain cleaning equipment and cleaning thereof.

ENQUIRIES: Mr M.S. Mohale, Tel. no. (058) 7184000

APPLICATIONS TO: The Chief Executive Officer: Elizabeth Ross District Hospital, (**Attention: Me M.J. Sepuru**), Private Bag X804, Witsieshoek 9870.

DRIVER I
REFERENCE NO: H/D/10

SALARY: R59 625.00 per annum

CENTRE: ELIZABETH ROSS DISTRICT HOSPITAL: WITSIESHOEK

REQUIREMENTS:

Grade 10 Certificate. A valid code 8 driver's license. Valid Public Driving Permit (PDP).

RECOMMENDATIONS:

Be able to read and write. Appropriate driving experience.

DUTIES:

To ensure daily pre- and post vehicle check. To ensure mobility of personnel, goods and/or patients in all aspects of transport. To ensure a continuous and uninterrupted transport services at all times.

ENQUIRIES: Mr M.P. Mofokeng, Tel. no. (058) 7184000

APPLICATIONS TO: The Chief Executive Officer: Elizabeth Ross District Hospital, (**Attention: Me M.J. Sepuru**), Private Bag X804, Witsieshoek 9870.

GROUNDSMAN (3 Posts)
REFERENCE NO: H/G/1

SALARY: R55 350.00 per annum

CENTRE: ELIZABETH ROSS DISTRICT HOSPITAL: WITSIESHOEK

REQUIREMENTS:

ABET.

RECOMMENDATIONS:

Appropriate experience.

DUTIES:

To ensure that the hospital premises are clean. To sweep the floors in plant room on daily basis. Removal of all waste management from institution to municipality waste dumping area. To assist Artisan to execute maintenance duty in the hospital and clinics.

ENQUIRIES: Mr N.A. Mashinini, Tel. no. (058) 7184000

APPLICATIONS TO: The Chief Executive Officer: Elizabeth Ross District Hospital, (**Attention: Me M.J. Sepuru**), Private Bag X804, Witsieshoek 9870.

FOOD SERVICES AID I (4 Posts)
REFERENCE NO: H/F/7

SALARY: R55 350.00 per annum

CENTRE: ELIZABETH ROSS DISTRICT HOSPITAL: WITSIESHOEK

REQUIREMENTS:

ABET Certificate.

RECOMMENDATIONS:

Appropriate experience.

DUTIES:

Prepare and supply nutritious food to patients. Responsible for cleaning of equipment used to serve patients. Cleaning the kitchen. Collect and distribute food to patients.

ENQUIRIES: Mr M.S. Mohale, Tel. no. (058) 7184000

APPLICATIONS TO: The Chief Executive Officer: Elizabeth Ross District Hospital, (**Attention: Me M.J. Sepuru**), Private Bag X804, Witsieshoek 9870.

Advertisements approved by:

ME C M J BLOM
SENIOR MANAGER:
HUMAN RESOURCE MANAGEMENT

Date: **28 / 05 / 2012**