

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

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.

CLOSING DATE : 20 April 2018
NOTE : 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.

MANAGEMENT ECHELON

POST 13/109 : **HEAD CLINICAL UNIT (MEDICAL) (PROVINCIAL PEDIATRICIAN): (REF NO: H/H/2)**

SALARY CENTRE : R1 550 331.00 OSD
REQUIREMENTS : Provincial Specialist Unit

Registration as a medical specialist pediatrician. A minimum of 3-5 years' experience post registration as a specialist. Working experience in clinical governance processes including death review processes. Computer literacy i.e (Ms Word, Excel, Power Point). Motor vehicle license. Recommendations: Ability to work independently and in a multi-disciplinary team context. Analytic thinking, independent decision making and problem solving skills. Responsive and pro-active with flexible approach. Good co-ordination and planning skills. Experience in root cause analysis processes or operational research.

DUTIES : Provide discipline specific oversight with reference to: an appropriate continuum of care throughout the health services from home to tertiary care, equity in the distribution of services and resources, integration of primary health care and hospital services with a shift of focus to primary health care, effective and appropriate access to the required levels of care, uniform systems, norms and standards at all levels and facilities throughout the province. Support monitor and guide clinical aspects of District clinical specialist teams. Manage alternative or interim models in areas where it is not possible to appoint a DCST members. Provide mentorship and support of the District clinical specialist teams as well as hospital based heads of clinical departments and units. Surveillance of discipline specific disease profile and health outcomes. Monitoring and evaluation of implementation of national and provincial programs/ policies and activities of district clinical specialist teams. Represent the province in national forums related to discipline/ domain. Represent specialist domain at corporate cluster level. Interact with training facilities as per agreement with the training facility.

ENQUIRIES APPLICATIONS : Dr M.G Schoon, Tel No: 051 408 1708/ 9
 Send To: Provincial Specialist Unit, P.O Box 227 Bloemfontein or hand deliver @entrance, Bophelo House, Cnr Charlotte Maxeke and Harvey Road Bloemfontein 9300

FOR ATTENTION : Dr Schoon

OTHER POSTS

- POST 13/110** : **DEPUTY DIRECTOR: REVENUE MANAGEMENT - (REF NO: H/D/1)**
- SALARY** : R657 558 per annum
CENTRE : Financial Accounting – Corporate Office
REQUIREMENTS : Bachelor Degree or National Diploma in accounting or financial management. 5 years relevant experience with At least 2 years on supervisory level. Recommendations: Experience in working with BAS. Knowledge and understanding of the PFMA and Treasury Regulations. Computer literacy in Microsoft Office and Excel.
- DUTIES** : Ensure efficient and effective management of revenue management sub-directorate. Identify and investigate current and new source of revenue. Ensure effective and efficient management of debt within the department. Ensure that control are in place to prevent or minimize the staff debt. Ensure that the relevant policies and procedures manuals are in place, reviewed and their implementation is monitored. Ensure that support to institutions and in-service training is done according to the needs. Management of assets and risk.
- ENQUIRIES** : Mr E.T Motloung: Tel No: 051 408 1785
APPLICATIONS : Send To: The Senior Manager Human Resource Management, P O Box 227, Bloemfontein, 9300 or hand deliver @ entrance, Bophelo House, Cnr Charlotte Maxeke and Harvey Road Bloemfontein.
- FOR ATTENTION** : Mr M J Mokgampanyane
- POST 13/111** : **ASSISTANT MANAGER NURSING: (REF NO: H/A/1)**
- SALARY** : R499 953 per annum
CENTRE : Mafube District Hospital
REQUIREMENTS : Registration with the SANC as Profession Nurse. A minimum of 8 years appropriate/ recognizable Recognizable experience in nursing after registration with the SANC as Professional Nurse in General Nursing. At least 3 years of the period referred to above must be appropriate/ recognizable experience at nursing management level. Recommendations: Computer Literacy. Driver's license
- DUTIES** : To provide strategic leadership within the Complex and ensuring that the facility operational plans are in place in Line with the institutional health plan. Providing professionals technical and management support for the provision of quality health care services to internal and external clients for the complex. Ensuring effective and efficient resource management. Monitoring the implementation of the Ministerial Injunctions within the complex. Monitoring and the evaluation of the services in the complex. Managing and mitigate clinical and non-clinical risks in the complex. Providing support and guidance in financial management and maintain cost effective nursing care for the complex. Providing multi-disciplinary team work and support to other managers in the complex. Analyzing utilizing and managing nursing information for decision making within the complex
- ENQUIRIES** : Mrs Makhalema, Tel No: 058 853 5402
APPLICATIONS : Send To: Tokollo Hospital Private Bag X8 Heilbron 9650
FOR ATTENTION : Ms Makoti
- POST 13/112** : **CHIEF MEDICAL ORTHOTIST PROSTHETIST GRADE 1 (3 POSTS): (REF NO: H/M/2)**
- SALARY** : R414 069 per annum
CENTRE : Bethlehem, Bloemfontein and Welkom – Orthotics and Prosthetic Centre Bloemfontein
REQUIREMENTS : Diploma/ Degree in Medical Orthotics Prosthetics. Registration with HPCSA as a Medical Orthotist Prosthetist, Driver's license. At least 5 years' experience as Senior Medical Orthotist Prosthetist in Public Sector. Recommendations: 10 years' experience in supervisory post as Senior Medical Orthotist Prosthetist. Good knowledge of operations in clinical and fabrications of the services. Knowledge of administration and management of resources (including finance, HR, asset, Health and Safety. Good communication, leadership and interpersonal skills.
- DUTIES** : Ensure that adequate accessible quality comprehensive and specialized Medical Orthotics services are rendered at Health care institution and the

community. Responsible for the day to day functioning of all designated sections/ satellite clinics. Develop guidelines and protocols in line with the national and provincial strategies and monitor the implementation thereof. Monitor proper utilization of allocated financial and physical resources. Manage human resource, supervision of workforce and ensure participation in continuous professional development programs. Coordinate the training of students. Coordinate and ensure the promotion and marketing of Medical Orthotics.

ENQUIRIES : Mr Mosikare Tel No: 051 408 1537
APPLICATIONS : send to: The Director HRM & Planning, PO Box 227, Bloemfontein or hand deliver @ entrance, Bophelo House, Cnr Charlotte Maxeke and Harvey Road Bloemfontein 9300
FOR ATTENTION : Ms L Adolph

POST 13/113 : **CHIEF RADIOGRAPHER: (REF NO: H/R/1)**

SALARY : R414 069 per annum OSD
CENTRE : Dihlabeng Regional Hospital Bethlehem
REQUIREMENTS : Registration with the Health Professions Council of South Africa (HPCSA), as a Diagnostic Radiographer. A minimum of 3 years appropriate experience as a Diagnostic Radiographer, proof of registration with HSPCSA. Recommendations: Ability to work with various imaging modalities including CT scanner. Preparedness to work after Hours and weekends. Experience in administration and supervision of staff. Good interpersonal skills.

DUTIES : Exercise clinical responsibility to ensure optimal service delivery. Ensure patient care during imaging for optimal diagnostic purpose of more advanced or specialized nature, apply the correct protocols to obtain optimal imaging. Practice radiation protection to minimize radiation dose to staff, patients and general public. Develop and implement quality system in line with national and international standards: Implement quality assurance programs for quality service delivery. Formulate, implement and monitor the execution of policies and protocols at institutional level. Management of resources to ensure optimal service delivery at institutional level. Supervision and evaluate of subordinates for efficient and effective service delivery, training of a more advance nature of subordinates, identify skills development needs, monitor proper utilization of equipment, stores and expenditure. To perform clerical duties when necessary. To perform management duties when requested.

ENQUIRIES : Me J.C.O Conner: Tel No: 058 307 1253
APPLICATIONS : Send To: Dihlabeng Regional Hospital, P O Box X3 Bethlehem 9700

POST 13/114 : **PROFESSIONAL NURSE PROGRAM MANAGER PNA 5 QUALITY ASSURANCE: (REF NO: H/P/5)**

SALARY : R394 665 per annum
CENTRE : Embekweni Hospital
REQUIREMENTS : Registration with the South African Nursing Council (SANC), as Professional Nurse a minimum of 3 years Appropriate/ recognizable experience in nursing after registration with the SANC as Professional Nurse in General Nursing. A post-basic nursing qualification, with a duration of at least 1 year accredited with the SANC. Recommendations: Driver's license, computer literate.

DUTIES : Support private and public facilities comply with standard that improve quality of patient care. Support and monitor the implementation of the Quality Assurance Policy and Strategy. Support and monitor the implementation of the infection Prevention and Control Policy, Manual and Guidelines. Support promotion of clinical governance to improve quality of Health care. Support other programs in the hospital.

ENQUIRIES : C.M Smith Tel No: 051 683 0168
APPLICATIONS : Send To: Ceo - Embekweni Hospital Private Bag X 32 Zastron 9958
FOR ATTENTION : P.Botha

POST 13/115 : **PNB 1 PROFESSIONAL NURSE GRADE 1 (SPECIALTY) (MATERNITY): (REF NO: H/P/3)**

SALARY : R340 431 per annum OSD
CENTRE : Dr J.S Moroka District Hospital
REQUIREMENTS : Registration with the South African Nursing Council (SANC) as Professional Nurse plus a post-basic nursing Qualification with a duration of at least 1 year,

accredited with SANC. A minimum of 4 years appropriate/ recognizable experience in Nursing after registration with SANC as a Professional Nurse. Recommendations: Good communication and interpersonal relation skills. Ability to work under pressure

DUTIES : Provide comprehensive nursing treatment and care to patients in a specialty unit in a cost effective, efficient and equitable manner. Act as shift leader in unit (where necessary). Provision of administrative services. Provision of clinical services, usage of machineries and equipment. Coordinate the provision of effective training and research for nursing services.

ENQUIRIES : Me Moroka M.M: Tel No: 058 873 9800

APPLICATIONS : Send To: The Chief Executive Officer Dr JS Moroka District Hospital Private Bag X 707 Selosesha Thaba Nchu 9783

FOR ATTENTION : Mr Molokoane

POST 13/116 : **ASSISTANT MANAGER HRM: (REF NO: H/A/4)**

SALARY : R334 545 per annum

CENTRE : HRM Practices B – Corporate Office

REQUIREMENTS : Grade 12 certificate/ NQF equivalent. National or Bachelors Degree requiring a minimum of three years. 3 years of experience in Human Resource related matters Recommendations: none

DUTIES : Manage and co-ordinate human resource administration matter within the department to contribute to rendering of a professional human resource management services. Conditions of services benefits (leave, housing, medical, injuries on duty, termination of service, long service, recognition, overtime, transfer, verification of qualification, secretarial functions at interviews, absorption, probationary periods etc). Performance Management. Address Human Resource management enquiries to ensure the correct implementation of human resource management practices. Ensure the successful of the implementation of department/ public service policies on matters related to human resource management to adhere to the relevant prescript/ legislation. Provide inputs on the development/ amendments of the human resource management policies/ practices. Prepare and consolidate reports on personnel administration issues. Inform, guide and advice department/ personnel on human resource administration matters to enhance the correct implementation of personnel administration practices/ policies. Management of human resources which include, inter alia: training and development of officials, performance management, work allocation, authorize transactions on persal according to delegations.

ENQUIRIES : Mr M.L Kamolane: Tel No: 051 408 1515

APPLICATIONS : Send To: The Senior Manager Human Resource Management, P O Box 227, Bloemfontein, 9300 or hand deliver @ entrance, Bophelo House, Cnr Charlotte Maxeke and Harvey Road Bloemfontein.

FOR ATTENTION : Mr M J Mokgampanyane

POST 13/117 : **HUMAN RESOURCE PRACTITIONER SENIOR: (REF NO: H/H/1)**

SALARY : R281 418 per annum

CENTRE : Human Resource Management Practices A

REQUIREMENTS : Grade 12 certificate/ NQF equivalent. Diploma or Bachelors Degree requiring a minimum of three years. 3 years' Experience in Human Resource related matters. Recommendations: None

DUTIES : Oversee the handling of appointments, promotions, grade progressions, confirming of probations, register SCC, PA60 for the payments of officials who are out of service. Supervision, training and advice on Human Resource related matters. Develop and review all policies, directives and circulars. Implement a database for the recruitment process in the Department. Prepare reports to clarify issues, make recommendation etc. Approved/ authorize the implementation of the Human Resource practices on Persal and update information manually and electronically to ensure that accurate information is maintained. Coordinate, liaise and address all enquiries regarding appointment, promotions, grade progressions, confirming of probation, registering of SCC and PA60s for the payment of officials who are out of service.

ENQUIRIES : Mr Makhema Tel No: 051 408 1882

APPLICATIONS : Send To: The Director HRM and Planning, P O Box 227, Bloemfontein or hand deliver @ entrance, Bophelo House, Cnr Charlotte Maxeke and Harvey Road Bloemfontein.

FOR ATTENTION : Mr M.J Mokgampanyane

POST 13/118 : **SENIOR STATE ACCOUNTANT (GOODS AND SERVICES): (REF NO: H/S/2)**

SALARY CENTRE REQUIREMENTS : R281 418 per annum
 : Financial Accounting – Corporate Office
 : B-Degree in Financial Management and LOGIS/BAS plus NQF 6, 5 years Financial Management experience Recommendations: Knowledge of PFMA, Treasury Regulations, LOGIS and BAS

DUTIES : Ensure that payments and journals are checked in terms of the norms and standards before capturing. Authorize payments and journal on BAS and LOGIS payments in line with relevant delegations. Ensure that petty cash payments are handled finalized within the set due dates. Ensure that all requests for handwritten cheques are evaluated first and finalized within the norms and standards. Handle payment queries. Ensure that all documents are readily available for the Auditor General. Ensure that all processed batches are properly filed according to the prescripts. Supervise two level sevens and assess their performance (PDMS). Control and monitor leave of subordinates. Perform ad hoc duties as requested by management.

ENQUIRIES APPLICATIONS : Mr S.P Letube - Tel No: 051 408 1799.
 : Send To: The Senior Manager: Human Resource Management, P O Box 227, Bloemfontein, or hand deliver @ entrance, Bophelo House, Cnr Charlotte Maxeke and Harvey Road Bloemfontein 9300

FOR ATTENTION : Mr M.J Mokgampanyane

POST 13/119 : **SENIOR STATE ACCOUNTANT (PATIENT DEBT): (REF NO: H/S/3)**

SALARY CENTRE REQUIREMENTS : R281 418 per annum
 : Financial Accounting – Corporate Office
 : Three years Bachelor Degree/ National Diploma in Financial Management and 4 years relevant experience. Recommendations: Experience in Revenue Debt management process within the Public Sector. Experience in Patient Billing System and knowledge of BAS.

DUTIES : Monitor the implementation of PFMA, Treasury regulations, Policies and Procedures. Revision and implementation of all Revenue Tariffs, Uploading of tariffs on the system (MEDITECH). Ensure the utilization of patient debt system by all hospital, request reports as per need per patient classifications. Monitor all contracts within the sub-directorate, and reports on all outstanding debt and assist hospitals in following up on the outstanding debt and ultimately eliminating the huge outstanding debt. Assist the Assistant Manager: Patient Debt Management in the formulation and revision of Policies, Circular and Procedures in line with the PFMA and Treasury Regulations. Attend to audit queries, identify and ensure (revenue related) training needs for the hospital and the sub-directorate.

ENQUIRIES APPLICATIONS : Ms Pumeza Zihlangu: Tel No: 051 408 1877
 : Send To: The Senior Manager: Human Resource Management P.O Box 227, Bloemfontein, or hand deliver @ entrance, Bophelo House, Cnr Charlotte Maxeke and Harvey Road Bloemfontein 9300

FOR ATTENTION : Mr M.J Mokgampanyane

POST 13/120 : **PERSONAL ASSISTANT: FINANCIAL ACCOUNTING: (REF NO: H/P/6)**

SALARY CENTRE REQUIREMENTS : R226 611 per annum
 : Financial Accounting – Corporate Office
 : Grade 12, Computer literacy and 3-5 years in rendering support service to Senior Management. Secretarial Diploma Office Management Recommendations: Ability to work under pressure. Good verbal and written communication skills. Good interpersonal skills. Sound organizational skills. Self –management and motivation. Ability to act with Tact and discretion.

DUTIES : Perform advance typing work. Record the engagements of the Director. Utilize discretion to decide whether to/ decline or refer to other employees request for meetings, based on the urgency of the matter. Coordinate with the Director regarding engagements. Rendering an administrative support and services.

This entails inter alia, in the following: ensure the effective flow of information and documents to and from the office of the Director. Ensure the safe keeping of all documents in the office of the Director is in line with relevant legislation and policies. Obtain inputs, collates and compile reports e.g progress reports, monthly reports and management reports. Scrutinize routine submission/ reports and make notes and or recommendations for the Manager. Collects, analyzes and collates information requested by the Director, ensures that travel arrangements are well coordinated. Provides support to the Director regarding meetings. Collects and compiles all documents for the Director to inform him on the contents. Records minutes/ decisions and communicate to relevant role players.

ENQUIRIES APPLICATIONS : Mr E.T Motloutng: Tel No: 051 408 1785
 : send to: The Senior Manager Human Resource Management P.O Box 227 Bloemfontein or hand deliver @ entrance, Bophelo House, Cnr Charlotte Maxeke and Harvey Road Bloemfontein 9300

FOR ATTENTION : Mr M.J Mokgampanyane

POST 13/121 : **PROFESSIONAL NURSE PNA 1-2-3: (2 POSTS) (REF NO: H/P/4)**

SALARY : PNA 1 – R226 083
 : PNA 2 – R278 052
 : PNA 3 – R340 431 OSD depends on years

CENTRE REQUIREMENTS : Embekweni Hospital, Zastron
 : Registration with the SANC as a Professional Nurse, with maternity Recommendations: None after registration with the SANC as a Professional Nurse

DUTIES : Provide holistic, quality nursing care to patients in all areas of the hospital, in a cost effective, efficient and equitable manner. Detailed key performance areas can be obtained from the contact person

ENQUIRIES APPLICATIONS : Mr Mlumbi: Tel No: 051 673 1267
 : Send To: Mr DA Mlumbi Private Bag X 32, Zastron 9958, Embekweni Hospital Private Bag X 5, Zastron 9958.

FOR ATTENTION : P Botha HR

POST 13/122 : **CLERK: (REF NO: H/C/1)**

SALARY : R152 862 per annum
CENTRE : Fezile Dabi Health District: Vivian Mangwane Clinic
REQUIREMENTS : Grade 12 Certificate/ Diploma in Administration. Ability to work with people and good communication skills Computer literacy Recommendations: None
DUTIES : Management of telephone account. Management of overtime. Procurement of cleaning material. Rendering clerical support With ordering and follow up progress. Rendering support with capturing of data where and when required

ENQUIRIES APPLICATIONS : Ms A Brits: Tel No: 016 970 9304
 : send to: The District Manager Fezile Dabi Health District Private Bag X 2005 Sasolburg 1947

FOR ATTENTION : Me A Brits

POST 13/123 : **STATE ACCOUNTING CLERK (SALARIES): (REF NO: H/S/4)**

SALARY : R152 862 per annum
CENTRE : Expenditure Management Sub-Directorate – Corporate Office
REQUIREMENTS : Grade 12 Recommendations: Knowledge of BAS and Persal, knowledge and understanding of the PFMA and Treasury Regulations. Computer literacy in Microsoft Office Suite. Learnership or Internship experience of more than six (6) months will be advantageous to the candidate.

DUTIES : Implement and administer Financial Accounting practices (BAS/ LOGIS Transactions) concerning financial processes in the Department to contribute to the rendering of a professional Financial Administration Services. Salaries (payment, deductions etc). Address Financial Administration enquiries to ensure the correct implementation of financial administration practices.

ENQUIRIES APPLICATIONS : Mr Sehola: Tel No: 051 408 1180
 : send to: The Senior Manager Human Resource Management, P O Box 227, Bloemfontein, 9300 or hand deliver @ entrance, Bophelo House, Cnr Charlotte Maxeke and Harvey Road Bloemfontein

FOR ATTENTION : Mr M.J Mokgampanyane

POST 13/124 : **STATE ACCOUNTING CLERK (TAX): (REF NO: H/S/5)**

SALARY : R152 862 per annum
CENTRE : Expenditure Management Sub-directorate – Corporate Office
REQUIREMENTS : Grade 12 Recommendations: Knowledge of BAS and Persal, knowledge and understanding of the PFMA and Treasury Regulations. Computer literacy in Microsoft Office Suite. Learnership or Internship experience of more than six (6) months will be advantageous to the candidate.

DUTIES : Implement and administer Financial Accounting practices (BAS/ LOGIS Transactions) concerning financial processes in the Department to contribute to the rendering of a professional Financial Administration Services. Tax (payment to SARS, calculation of Tax payable etc). Address Financial Administration enquiries to ensure the correct implementation of financial administration practices.

ENQUIRIES : Mr Sehola: Tel No: 051 408 1180
APPLICATIONS : send to: The Senior Manager Human Resource Management, P O Box 227, Bloemfontein, 9300 or hand deliver @ entrance, Bophelo House, Cnr Charlotte Maxeke and Harvey Road Bloemfontein

FOR ATTENTION : Mr M.J Mokgampanyane

POST 13/125 : **STATE ACCOUNTING CLERK: (REF NO: H/S/6)**

SALARY : R152 862 per annum
CENTRE : Expenditure Management Sub-directorate – Corporate Office
REQUIREMENTS : Grade 12 Recommendations: None
DUTIES : The implementation of records management processes through the following: the filling of documents for the department/ component to ensure easy access to and safekeeping of documents. The registration of incoming and outgoing mail to ensure that record of all items is kept. Operate and oversee the usage of the facsimile/ photocopy machine to ensure the prompt receipt/ copying and dispatching of documents.

ENQUIRIES : Mr Letube: Tel No: 051 408 1799
APPLICATIONS : send to: The Senior Manager Human Resource Management, P O Box 227, Bloemfontein, 9300 or hand deliver @ entrance, Bophelo House, Cnr Charlotte Maxeke and Harvey Road Bloemfontein.

FOR ATTENTION : Mr M.J Mokgampanyane

POST 13/126 : **ORTHOPAEDIC & PROSTHETICS TECHNICAL ASSISTANT: (REF NO: H/O/1)**

SALARY : R148 221 per annum
CENTRE : Orthotics & Prosthetics Centre Bloemfontein
REQUIREMENTS : Grade 12 (or equivalent) certification. Certificate of training. Registration with HPCSA Recommendations: Knowledge of leather work material, equipment and techniques

DUTIES : Evaluate, Manufacturing and fitting of surgical footwear. Do alterations on foot wear. Do specific Orthosis to fit in shoes. Maintenance and training. Do administration. Asset Management.

ENQUIRIES : Mr K.R Moathodi, Tel No: 051 432 2018
APPLICATIONS : Send To: Admin Officer Human Resource, Private Bag X20581, Block P, Pelonomi Hospital Bloemfontein 9300 or hand deliver @ Medical Orthotics & Prosthetics Centre Block P Pelonomi Hospital Dr Belcher Road Bloemfontein 9300

FOR ATTENTION : Me M Hlopho

POST 13/127 : **MEDICAL TECHNOLOGY ASSISTANT GR 1: REF NO: H/M/1**

SALARY : R148 221 per annum
CENTRE : Pelonomi Tertiary Hospital
REQUIREMENTS : Appropriate qualification or prescribed in service training (with duration of less than two years), that Allows for the required registration with the Health Professional Council of South Africa (HPCSA), where applicable in the Relevant profession. Registration with the HPCSA in the relevant profession where applicable. Recommendations: not applicable

DUTIES : Set service standard within frame work of the law to ensure quality care and customer satisfaction. To ensure personnel development by providing them with all necessary information and training. To maintain an open

communication with personnel and all customers. Quality control of ECG machines. Bookings of patients and handling telephone enquiries. Ensure that ECG request are attended to immediately and results are available immediately. Ordering of section consumables.

ENQUIRIES : Me T Khakhane: Tel No: 051 405 1748
APPLICATIONS : Send To: Pelonomi Tertiary Hospital Private Bag X20581 Bloemfontein 9300.
FOR ATTENTION : Me FM Letlhoo

POST 13/128 : **NURSING ASSISTANT: (REF NO: H/N/2)**

SALARY : R116 625 per annum
CENTRE : Dr J.S Moroka District Hospital
REQUIREMENTS : Registration with the South African Nursing Council (SANC) as Nursing Assistant (Enrolled Nursing Assist). Experience the level of appointment is subjected to your proof of appointment. Recommendations: Good communication and interpersonal relation skills. Ability to work under pressure.

DUTIES : Provide quality elementary nursing care services under the supervision of a Professional Nurse. Work as part of the multi-disciplinary team to ensure good nursing care.

ENQUIRIES : Me Moroka M.M: Tel No: 051 873 9800
APPLICATIONS : send to The Chief Executive Officer Dr J.S Moroka District Hospital Private Bag X 707, Seloseshsa 9783
FOR ATTENTION : Mr Molokoane

POST 13/129 : **TRADESMAN AID: (REF NO: H/T/1)**

SALARY : R90 234 per annum
CENTRE : Fezile Dabi Health District: Vivian Mangwane
REQUIREMENTS : Abet, Grade 10-12 certificate or equivalent qualification. Must be able to read and write Recommendations: None.

DUTIES : Assist handyman with maintenance such as inspection on all clinics equipment, repairs on equipment and workshop machinery, daily inspection, do maintenance on own accord under supervision and complete timesheet of work done, responsible for tools, equipment and materials in order to ensure safe and neat working environment.

ENQUIRIES : Mr RD Makgokolo: Tel No: 016 970 9371
APPLICATIONS : Send To: The District Manager, Fezile Dabi Health District Private Bag X 2005 Sasolburg 1947
FOR ATTENTION : Ms A Brits

POST 13/130 : **CLEANER: (REF NO: H/C/2)**

SALARY : R90 234 per annum
CENTRE : Fezile Dabi Health District: Vivian Mangwane
REQUIREMENTS : Abet, Grade 10-12 certificate or equivalent qualification. Ability to work with people and good communication skills Recommendations: none

DUTIES : To render comprehensive cleaning services. Render support services to different units within the clinics. Assist with any other duties as may be determined by the supervisor in charge.

ENQUIRIES : Mr RD Makgokolo: Tel No: 016 970 9371
APPLICATIONS : Send To: The District Manager Fezile Dabi Health District Private Bag X 2005 Sasolburg 1947
FOR ATTENTION : Mr RD Makgokolo

POST 13/131 : **CLEANER: (REF NO: H/C/3)**

SALARY : R90 234 per annum
CENTRE : Fezile Dabi Health District: Vivian Mangwane
REQUIREMENTS : Abet, Grade 10-12 certificate or equivalent qualification. Ability to work with people and good communication skills Recommendations: None

DUTIES : To render comprehensive cleaning services. Render support services to different units within the clinics. Assist with any other duties as may be determined by the supervisor in charge

ENQUIRIES : Mr RD Makgokolo: Tel No: 016 970 9371
APPLICATIONS : send to: The District Manager Fezile Dabi Health District Private Bag X 2005 Sasolburg 1947
FOR ATTENTION : Mr RD Makgokolo