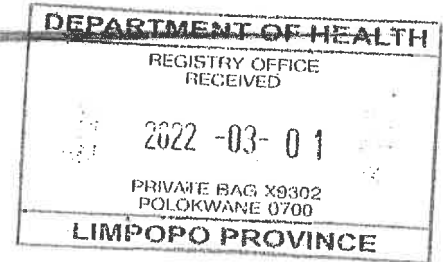




LIMPOPO
PROVINCIAL GOVERNMENT
REPUBLIC OF SOUTH AFRICA

**DEPARTMENT OF
HEALTH**



REF: S4/1/1
ENQ: MASELESELE LM
TEL: 015 293 6666

TO: ALL QUALIFYING APPLICANTS FOR ADMIN ASSISTANTS, GENERAL WORKERS
EPWP FOOD SERVICES, GENERAL WORKERS CLEANING SERVICES, EPWP U-
FILING ASSISTANTS & EPWP DATA CAPTURES POSITIONS.

DEPARTMENTAL CIRCULAR NO. 05 OF 2022

**ADVERTISEMENT OF 12 MONTHS POSITIONS FOR EXPANDED PUBLIC WORKS
PROGRAMME IN THE DEPARTMENT OF HEALTH**

1. Applicants are hereby invited from suitable qualified candidates for EPWP work opportunities
2. Applications should be submitted on Z83 obtainable from any government institutions and must be accompanied by certified copies of required qualifications, Identity document and comprehensive CV.
3. Applications should be addressed to the relevant center (Hospital) where the position is advertised and should be addressed to the relevant hospital as per the address list provided.
4. Applicants should complete separate application form where more than one position are applied for. Correspondence will be entered into with shortlisted candidates only. Faxed or emailed applications will not be considered.
5. Successful candidates will be expected to work eight (8) hours per day.
6. People with disabilities including foreign nationals with a 13-digit South African ID and Foreigners holding an Asylum seekers permit, work permit or has been given a refugee status" are encouraged to apply.
7. Applicants responding to this circular should quote circular number and position number as reference on the Z83 application form.
8. The closing date for the applications is 11 MARCH 2022


HEAD OF DEPARTMENT: HEALTH

18/02/2022
DATE

POSITION NO.1: GENERAL WORKERS FOOD SERVICES (265 POSITIONS)

MONTHLY STIPEND: R3000.00

CAPRICORN DISTRICT: (61)

HOSPITALS: Zebediela Hospital (6), Thabamoopo Hospital (5), Botlokwa Hospital (6), Seshego Hospital (8), Mankweng Hospital (8), Pietersburg Hospital (8), W.F.Knobel Hospital (8), Helen Franz Hospital (6), Lebowakgomo hospital (6)

MOPANI DISTRICT (53)

HOSPITALS: Nkhensani hospital (6), Letaba hospital (5), Dr CN Phatudi (7), Van Velden hospital (5), Kgapané hospital (7), Sekororo hospital (10), Maphutha L Malatji hospital (7), Evuxakeni hospital (6)

SEKHUKHUNE DISTRICT (45)

HOSPITALS: Dilokong hospital (7), Mecklenburg hospital (6), Groblersdal hospital (6), Jane Furse hospital (6), Matlala hospital (7), Philadelphia hospital (6), St Ritas hospital (7)

VHEMBE DISTRICT (53)

HOSPITALS: Elim hospital (6), Tshilidzini hospital (5), Malamulela hospital (6), Musina hospital (6), Donald Frazer hospital (10), Hayani hospital (7), Louis Trichardt hospital (6), Siloam hospital (7)

WATERBERG DISTRICT (53)

HOSPITALS: Warmbaths hospital (5), Witpoort hospital (6), Mokopane hospital (8), Thabazimbi hospital (6), Voortrekker hospital (6), FH Odendaal hospital (8), George Masebe hospital (6), Ellisrus Hospital (8)

REQUIREMENTS: (A) Qualifications and Competencies

- A minimum of Grade 12 and or ABET NQF level 4 certificate/ National Vocational certificate in Hospitality Management from TVET will be an added advantage

(B) Knowledge and Skills

- Knowledge of supplies, equipment, and/or services ordering and inventory control.
- Ability to follow routine verbal and written instructions.
- Ability to read and write.

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- Ability to understand and follow safety procedures.
- Ability to safely use cleaning equipment and supplies.
- Ability to lead and train students.
- Ability to lift and manipulate heavy objects.
- Knowledge of food service lines set-up and temperature requirements.
- Skill in cooking and preparing a variety of foods.
- Knowledge of food preparation and presentation methods, techniques, and quality standards.

KEY PERFORMANCE AREAS:

- Comply with HACCP on food handling and preparations to ensure food safety
- Ensure that daily activities are in-line with the Hazard Analysis Critical Control Point (HACCP)
- Pre-preparation and cooking of food for normal diet as per standardized recipes
- Pre-preparation and cooking of food for therapeutic diet as per standardized recipes
- Portion and serve (plating or bulk serving) and pack meal delivery carts according to the wards diet lists
- Pushes meal delivery carts wards to deliver food as per ward list
- Collect meal delivery carts from the wards after serving of each meal
- Places servings in blender to make foods for soft or liquid diets.
- Assist in packing of food into storerooms
- Packaging and labelling of therapeutic diets as per ward diet list
- Places items, such as eating utensils, and condiments on trays.
- Apportions and places food servings on plates and trays according to diet list
- Examines filled tray for completeness and places on cart, dumbwaiter, or conveyor belt.
- Washes dishes and cleans work area, tables, cabinets, and ovens.
- Collects, places and garbage and trash in designated containers.
- Emptying of waste bins at all times
- Clean, wash and maintain work areas, including floors, facilities, pots, pans, service ware, utensils, and equipment; collects and places garbage and trash in designated containers; as appropriate to the area of operation.
- Performs miscellaneous job-related duties as assigned.
- Handling of Dishwasher and clearing of equipment's and utensils before and after use.
- Supply clean cutlery and crockery during meal times
- Report any faults, breakages and illness in the Food Service Unit(FSU)
- Cleaning of the FSU and food trolleys according to the cleaning schedule and after every meal preparation and serving

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POST NO.2: ADMIN ASSISTANTS (400 POSITIONS)

MONTHLY STIPEND: R3000.00

REQUIREMENTS: (A) Qualifications and Competencies

- Grade 12 (tertiary qualification an added advantage)
- A minimum of an appropriate recognized qualification of NQF level 6 recognized by the South African Qualification (SAQA), will be an added advantage.

(B) Knowledge and Skills:

- Working experience as Data Capturer, patients record and administration in Health facilities
- Web District Health information system, Tier.Net Health Patient Registration System, community outreach information management system
- Ability to work at a fast pace, BUT with attention to detail and accuracy
- Excellent administrative and organizational skills
- Computer literacy
- Patient Records management
- Ability to speak, read and write English. Any other local language.

KEY PERFORMANCE AREAS:

- On time Data capturing verification and sending reports timeously to the relevant level
- Organize and manage all records and documents in prescribed formats soft copies and files..
- Retrieve necessary appropriate records and reports from the records room.
- Coordinate and collaborate with all the sections in managing records.
- Maintain databases appropriate to the various records, reports and documents.
- Perform general office assistant work such as:
 - Appointments scheduling and preparations for meetings
 - Taking minutes of meeting
 - Data capturing and preparation of all databases and monthly reporting
 - Preparation of schedules for applicants
 - Prepare submissions to various offices and follow up

CENTERS: HEAD OFFICE (10)

Pharmaceutical: (6)

Head office: (4)

TERTIARY HOSPITALS: (24)

Pietersburg Hospital: 12

Mankweng hospital: 12

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CENTRES: CAPRICORN DISTRICT (75)

Zebediela hospital (4), Thabamopo hospital (4), Botlokwa hospital (4), Seshego hospital (4), W.F Knobel (4), Helen Franz hospital (4); Lebowakgomo hospital (2),

District office (1), Sehlale clinic (1), Molepo clinic (1), Mankweng clinic (1), Botlokwa gateway clinic (1), Devrede clinic (1), Mapodu clinic (1), Krantzplaas clinic (1), Towerfontein clinic (1), Rethabile CHC (5), Capricorn district office (1), Ratshatsha clinic (2), Zeist clinic (1), Grootdraai clinic (1), Gideon clinic (1), Blouberg CHC (1), Alldays clinic (1), Sadu clinic (1), Burgerrecht clinic (1), Moetlane clinic (1), Chuene clinic (1), Boschplaats clinic (1), Ledwaba clinic (1), Unit B clinic (1), Mphahlele clinic (1), Sitypsteen clinic (1), Mafefe clinic (1), Ramokgopa clinic (1), Mohodi clinic (1), Persie clinic (1), Nthabiseng clinic (1), Molepo clinic (1), Soetfontein clinic (1), Sebayeng clinic (1), Buite clinic (1), Mashashane clinic (1), Goedgevonden clinic (1), Dr. MM Mphahlele (1), Dikgale clinic (1), Helena Franz gateway clinic (1), Molemole sub-district office (1), Polokwane sub-district office (1), Blouberg sub-district office (1), Lepelle-Nkumpi sub-district office (1).

CENTRES: MOPANI DISTRICT (75)

Nkhensani hospital (3), Letaba hospital (5), Dr CN Phatudi (3), Van Velden hospital (3), Kgapanne hospital (3), Sekororo hospital (3), Maphutha L Malatji hospital (3), Evuxakeni hospital (2)

Mopani District office (1), Nkomo clinic (1), Charlie Rhangani clinic (1), Modjadji V clinic (1), Mahale clinic (1), Nkowankowa CHC (1), Mawa clinic (1), Ooghoek clinic (1), Tzaneen clinic (1), Makgope clinic (1), Dzumeri CHC (1), Muyexe clinic (1), Makhuvu clinic (1), Loloka clinic (1), Lulekani clinic (1), Sekororo clinic (1), Kgapanne clinic (1), Duiwelskloof CHC (1), Lulekani CHC (1), Namakgale B clinic (1), Namakgale A clinic (1), Humulani clinic (1), Ben Farm clinic (1), Shivulani clinic (1), Giyani CHC (1), Mapayeni clinic (1), Zava clinic (1), Basani clinic (1), Kremetart clinic (1), Matshwi clinic (1), Maphalle clinic (1), Greater Letaba Sub district (1), Raphahlelo clinic (1), Senobela clinic (1), Mamaila clinic (1), Sekgopo clinic (1), Mariveni clinic (1), Carlota clinic (1), Dan clinic (1), khujwana clinic (1), Janyenye clinic (1), Motupa clinic (1), Maake Clinic (1), G. Giyani sub-district (1), G. Tzaneen sub-district (1), Sekororo clinic (1), Turkey clinic (1), Lorraine clinic (1), The Willows clinic (1), Muyexe clinic (1).

CENTRES: SEKHUKHUNE DISTRICT (75)

Ditlokong hospital (2), Mecklenburg hospital (2), Groblersdal hospital (2), Jane Furse hospital (2), Matlala hospital (2), Philadelphia hospital (3), St Ritas hospital (3).

Sekhukhune district office (2), Motsepe clinic (1), Phasha clinic (1), Zaaiplaas clinic (1), Jane Furse gateway (1), Ngoabe clinic (1), Groblersdal clinic (1), Mampana clinic (1), Philadelphia gateway (1), Vlaakplaatz clinic (1), Moutse west clinic (2), Makhuduthamaga PHC (1), Elandsdoorn clinic (1), Dikgalaopeng clinic (1), Magukubane clinic (1), Hlogotlou clinic (1), Matsepe clinic (1), Sephaku clinic (1), Motetema clinic (1), Kwarilaagte clinic (1), Rammapudu clinic (1), Matlala hospital gateway (1), Marulaneng clinic (1), Elandskraal clinic (1), Matlala clinic (1), Vlaakplaatz clinic (1), Mpharima clinic (1), Phaahlananoge clinic (1), Nchabeleng CHC (2), Mankotsane Clinic (1), Nkoana clinic (1), Paulos Masha clinic (1), Mohlaetsi Clinic (1), Fetakgomo PHC office (1), Nchabeleng clinic (1), Eerstegeluk clinic (1), Burghersfort CHC (2), Swaranang clinic (1), Motlolo clinic (1), HC Boschhoff clinic (1), Naboomkoppies

clinic (1), Selala clinic (1), Praktiseer clinic (1), Matsageng clinic (1), Ngwaabe clinic (1), Rietfontein clinic (1), Mamone clinic (1), Klipspruit clinic (1), Magalies clinic (1), Tshehlwaneng clinic (1), Modibong clinic (1), Phokoane clinic (1), Probeering clinic (1), Marishane clinic (1), Tswaing clinic (1).

CENTRES: VHEMBE DISTRICT (75)

Elim hospital (2), Tshilidzini hospital (2), Malamulela hospital (2), Musina hospital (2), Donald Frazer hospital (2), Hayani hospital (2), Louis Trichardt hospital (2), Siloam hospital (2)

Vhembe district office (1), Mphambo CHC (2), Kuruleni clinic (1), Bungeni clinic (1), Marseilles clinic (1), Mtiti clinic (1), Musina clinic (1), Matiyani clinic (1), Nance field clinic (1), Tiyan CHC (1), Madombidzha clinic (1), Mbokota clinic (1), Shingwedzi clinic (1), Manavhela clinic (1), Wayeni clinic (1), Manyima clinic (1), Phiphidi clinic (1), Mutale CHC (1), Masisi clinic (1), Kutama clinic (1), Watervaal clinic (1), Levubu clinic (1), Vleifontein clinic (1), Sterkstroom clinic (1), Thengwe clinic (1), Rabali clinic (1), Nkhensani clinic (1), Ha Mutsha clinic (1), Tlangelani clinic (1), Matavhela clinic (1), Mukhomi clinic (1), Tshikundamalema clinic (1), Madala clinic (1), Beaconsfield clinic (1), Madimbu clinic (1), Thohoyandou CHC (2), Helder water (1), Peni Nghotsa clinic (1), Nghezimane clinic (1), Nthlaveni E (1), Mulima clinic (1), Muwaweni clinic (1), Tshihungani clinic (1), Thondo Tshivase (1), Lambani Clinic (1), Mhinga clinic (1), Shigalo clinic (1), Sambandou (1), Magwedza (1), Tshilwavhusiku CHC (2), Makuleke (1), Dehoop clinic (1), Guyuni clinic (1), Khomela clinic (1), Manyima clinic (1), Mula clinic (1).

CENTRES: WATERBERG DISTRICT (66)

Warmbaths hospital (2), Witpoort hospital (2), Mokopane hospital (2), Thabazimbi hospital (2), Voortrekker hospital (2), FH Odendaal hospital (2), Modimolle MDR hospital (2), George Masebe hospital (2), Waterberg District office (1)

Pienars Rivier clinic (1), Bela-Bela clinic (1), Mookgophong CHC (2), Modimolle/Mookgophong PHC (1), Thabazimbi clinic (1), Ellisras clinic (1), Abbotspruit clinic (1), Marapong clinic (1), Vaal water clinic (1), Chalema clinic (1), Mahwelereng Zone 2 clinic (1), Bokwalakwa clinic (1), Mapela clinic (1), Jakkalskuil clinic (1), Bavaria clinic (1), Armoed clinic (1), Ga- Madiba clinic (1), Mamasefela clinic (1), Rebone clinic (1), Mahwelereng Zone 1 clinic (1), Weldevrede clinic (1), Mokopane gate way (1), Thabaleshoba CHC (2), Tiberius clinic (1), Segole clinic (1), Voortrekker gateway (1), Pholotsi clinic (1), Mosesetjane clinic (1), Rooiberg clinic (1), Phakgameng clinic (1), Phafola clinic (1), Manyoga (1), Chromite clinic (1), Roedtan clinic (1), Alma clinic (1), Mankuwe clinic (1), Sekgakgapeng (1), Tshamahansi (1), Shongwane (1), Selek (1), Marapong CHC (1), Northam (1), Settlers (1), Bakenberg (1), Makgobe (1), George Masebe Gateway (1), Belabela Town Clinic (1)

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POST NO.3: EPWP U-FILING ASSISTANTS (34 POSITIONS)

MONTHLY STIPEND: R3000.00

REQUIREMENTS: (A) Qualifications and Competencies

- Grade 12 (tertiary qualification an added advantage)
- A minimum of an appropriate recognized qualification of NQF level 6 recognized by the South African Qualification (SAQA), will be an added advantage.

(B) Knowledge and Skills:

- Working experience as Data Capturer, patients record and administration in Health facilities
- Web District Health information system, excel, community outreach information management system
- Computer literacy
- Patient Records management
- Ability to speak, read and write English. Any other local language.

KEY PERFORMANCE AREAS:

- On time Data capturing verification and sending reports timeously to the relevant level
- Organize and manage all records and documents in prescribed formats soft copies and files.
- Retrieve necessary appropriate records and reports from the records room.
- Coordinate and collaborate with all the sections in managing records.
- Maintain databases appropriate to the various records, reports and documents.

CENTERS:

HEAD OFFICE (4)

CAPRICORN DISTRICT: (6)

Capricorn district office (1), Molemole sub-district office (1), Blouberg sub-district office (1), Lepelle Nkumpi (1), Polokwane East (1), Polokwane west (1).

MOPANI DISTRICT: (6)

Mopani district office (1), Greater Giyani (1), Greater Letaba (1), Greater Tzaneen (1), Ba- Phalaborwa (1), Maruleng (1).

SEKHUKHUNE DISTRICT (6)

Sekhukhune district office (1), Ephraim Mogale sub-district (1), Fetakgomo PHC (1), Elias Motsoaledi sub-district (1), Makhuduthamaga sub-district (1), Tubatse PHC (1)

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VHEMBE DISTRICT: (6)

Vhembe district office (1), Collins Chabane sub-district (1), Makhado sub-district (1), Thulamela sub-district (2), Musina sub-district (1).

WATERBERG DISTRICT: (6)

Waterberg District Office (1); Bela-Bela sub-district (1), Modimolle Mookgophong (1), Lephalale sub-district (1), Mogalakwena sub-district (1), Thabazimbi (1).

POST NO.4: EPWP DATA CAPTURES (Web-based reporting): (15 POSITIONS)

MONTHLY STIPEND: R3000,00

REQUIREMENTS: (A) Qualifications and Competencies

- Grade 12 (tertiary qualification an added advantage)
- A minimum of an appropriate recognized qualification of NQF level 6 recognized by the South African Qualification (SAQA), will be an added advantage.

(B) Knowledge and Skills:

- Working experience as Data Capturer, patients record and administration in Health facilities
- Web District Health information system, excel, community outreach information management system
- Computer literacy
- Patient Records management
- Ability to speak, read and write English. Any other local language.

KEY PERFORMANCE AREAS:

- On time Data capturing verification and sending reports timeously to the relevant level
- Organize and manage all records and documents in prescribed formats soft copies and files.
- Retrieve necessary appropriate records and reports from the records room.
- Coordinate and collaborate with all the sections in managing records.

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WATERBERG DISTRICT (30)

HOSPITALS: Warmbaths hospital (4), Witpoort hospital (3), Mokopane hospital (5), Thabazimbi hospital (3), Voortrekker hospital (3), FH Odendaal hospital (3), George Masebe hospital (3), Ellisrus Hospital (3), Modimolle MDR (3).

REQUIREMENTS: (A) Qualifications and Competencies

- Grade 12 or NQF level 4
- Housekeeping, cleaning, Hygiene and Environmental aesthetic vocational certificate
- Appropriate competencies in cleaning services
- Previous experience in cleaning health facilities

(B) Knowledge and Skills:

- Knowledge of Batho Pele principles
- Waste management and infection control
- Customer care skills
- Good communication
- Operation of cleaning and garden equipment

KEY PERFORMANCE AREAS:

- Keeps utility and storage rooms in a clean and orderly condition.
- Keeps utility and storage rooms in clean and orderly condition.
- Expected to empty trash cans, replace the supplies in bathrooms and move items around as needed.
- Know how to use the proper cleaning supplies to avoid injuries.
- Clean facility surroundings
- Cut grass
- Follow all health and safety regulations
- Empty trash cans, replace the supplies in bathrooms and move items around as needed.
- Perform such duties within the scope of training as EPWP General Worker and also as directed by the department

END

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0 ADDRESS LIST

HOSPITAL	TEL NO	ADDRESS
Botlokwa Hospital	015 527 8000	Private Bag X 5404 DWARSRIVER 0812
Capricorn District	015 297 0157	Private Bag X 9530 POLOKWANE 0700
CN Phatudi Hospital	015 355 8000	Private Bag X 4056 TZANEEN 0850
College of Emergency Care	015 297 5316	P.O. BOX 55256 POLOKWANE 0700
Dilokong Hospital	013 214 7007	Private Bag X 9119 DRIEKOP 1129
Donald Fraser Hospital	015 963 1778	Private Bag X 1172 VHUFULI 0971
Emergency Medical Services	015 295 2312	Private Bag X 9553 POLOKWANE 0700
Elim Hospital	015 556 3201	Private Bag X 312 ELIM 0960
Ellisras Hospital	014 763 2227	Private Bag X 218 LEPHALALE 0555
Evuxakeni Hospital	015 812 1138	Private Bag X 9661 GIYANI 0826
F.H. Odendaal Hospital	014 717 5257	Private Bag X1007 MODIMOLLE 0510
George Masebe Hospital	015 423 6000	Private Bag X 2201 SUSWE 0612

Giyani Campus	015 812 0330	Private Bag X 9658 GIYANI 0826
Groblersdal Hospital	013 262 3024/5	Private Bag X 8604 GROBLERSDAL 0470
Hayani Hospital	015 963 1120	Private Bag X 2272 SIBASA 0970
Henele Franz Hospital	015 505 0750	Private Bag X 5002 SENWABARWANA 0790
Jane Furse Hospital	013 265 9400	Private Bag X 429 JANE FURSE 1085
Kgapane Hospital	015 328 3510	Private Bag X 742 GA-KGAPANE 0838
Lebowakgomo Hospital	015 632 6900	Private Bag X14 CHUENESPOORT 0745
Letaba Hospital	015 303 8200	Private Bag X1430 LETABA 0870
Limpopo College of Nursing	015 291 1120	Private Bag X 9538 POLOKWANE 0700
Louis Trichardt Hospital	015 516 0148	Private Bag X 2417 LOUIS TRICHARDT 0920
Malamulele Hospital	015 851 0026	Private Bag X 9245 MALAMULELE 0982
Malaria Control	015 307 3736	P.O. Box 33 TZANEEN 0850
Mankweng Hospital	015 286 1000	Private Bag X1117 SOVENGA 0727

Maphutha L Malatjie Hospital	015 769 1520	Private Bag X11020 NAMAKGALE 1391
Matlala Hospital	013 264 9602	Private Bag X 9624 MARBLE HALL 0453
Mecklenburg Hospital	015 615 0208	Private Bag X 1012 BURGERSFORT 1150
Messina Hospital	015 534 0446	P.O. Box 60 MESSINA 0900
Mokopane Hospital	015 483 4000	Private Bag X 2466 MOKOPANE 0600
Mopani District	015 811 6500	Private Bag X 628 GIYANI 0826
Nkhensani Hospital	015 811 7300	Private Bag X 9581 GIYANI 0826
Philadelphia Hospital	013 983 0112	P.O. Box 1 DENILTON 1030
Polokwane Hospital	015 287 5000	Private Bag X 9316 POLOKWANE 0700
Sekhukhune District	015 633 2300	Private Bag X 04 CHUENESPOORT 0745
Sekororo Hospital	015 383 9400	Private Bag X 404 TRICHARDTSDAL 0890
Seshego Hospital	015 223 5141	Private Bag X 4014 SESHEGO 0742
Siloam Hospital	015 973 0004	Private Bag X 2432 LOUIS TRICHARDT 0920

St. Rita's Hospital	013 298 1000	Private Bag X 1303 GLEN COWIE 1061
Thabamoopo Hospital	015 632 9000	Private Bag X 37 CHUENESPOORT 0745
Thabazimbi Hospital	014 777 1599	PO Box 79 THABAZIMBI 0380
Tshilidzini Hospital	015 964 1061	Private Bag X 924 SHAYANDIMA 0945
Thohoyandou Campus	015 964 1516	Private Bag X 919 SHAYANDIMA 0945
Van Velden Hospital	015 307 8800	Private Bag X 4014 TZANEEN 0850
Vhembe District	015 962 1000/6	Private Bag X 5009 THOHOYANDOU 0950
Voortrekker Hospital	015 409 1700	Private Bag x 2495 MOKOPANE 0600
Warmbaths Hospital	014 736 2121	Private Bag x1618 BELA-BELA 0480
Waterberg District	014 718 1700	Private Bag X1026 MODIMOLLE 0510
WF Knobel Hospital	015 221 1500	Private Bag x 544 LONSDALE 0710
Witpoort Hospital	014 769 0025	Private Bag x01 LEPHALALE 0555
Zebediela Hospital	015 662 0787	Private Bag x342 GOMPIES 0631