



correctional services

Department:
Correctional Services
REPUBLIC OF SOUTH AFRICA

Kimberley New Correctional Centre, Department of Correctional Services

Appointments under the Public Service Act, 1994

Area Co-ordinator: Finance

Salary: R365 805 per annum (Level 11) (Ref. 60996/1)

Free State/Northern Cape Region (Kimberley)

Requirements: ● A recognised three-year degree/diploma in Accounting or Financial Management, with proven management experience ● Proven knowledge of the Public Finance Management Act, 1999, and Treasury Regulations relating to Financial Management and Accounting ● Knowledge of procurement and public finance administration at management level ● Excellent verbal and written communication skills ● Strong leadership qualities, initiative and drive.

Responsibilities: ● Ensure sound and fair procurement and financial management in the management area ● Assist the Area Commissioner in the execution of his duties, in terms of the Public Finance Management Act, 1999 (PFMA) ● Perform the duties of Chief Financial Officer in the management area by ensuring the optimal utilisation of resources ● Offer support with regards to the management of area's budget, within the framework of relevant legal directives and regulations ● Perform budget control ● Ensure the enforcement of financial discipline ● Hold responsibility for logistics and procurement.

Manager: Health Services

Salary: R238 305 - R268 218 per annum (based on recognition of relevant experience) (Ref. 60996/2)

Free State/Northern Cape Region (Kimberley)

Requirements: ● A Grade 12 and a recognised degree/diploma in Nursing or an equivalent qualification that allows for registration with the South African Nursing Council as a Professional Nurse ● Current registration with the South African Nursing Council as a Professional Nurse ● Knowledge of nursing care process and procedure, nursing statutes and other relevant legal frameworks ● Good communication, report writing, liaison, co-ordination, facilitation, problem-solving, planning and organising skills.

Responsibilities: ● Assist in planning/organising and monitoring the objectives of the relevant health services units ● Co-ordinate healthcare practices within the management area ● Provide direction and maintain standards in respect of the nursing plan (clinical practice/quality patient care) ● Implement standards, practices, criteria and indicators for quality nursing (quality of practice) ● Practise nursing and healthcare in accordance with the relevant laws and regulations ● Manage and utilise human, material and physical resources efficiently and effectively ● Display a concern for patients, promoting and advocating proper treatment and care, including an awareness of and willingness to respond to patients' needs, requirements and expectations (Batho Pele principles) ● Maintain the quality of nursing data and information and utilise the same to advise on, advance and evaluate the quality and cost-effectiveness of nursing care.

Manager: Psychological Services

Salary: R217 482 - R252 483 per annum, plus a scarce skills allowance equal to 10% of the annual salary (based on recognition of relevant experience) (Ref. 60996/3)

Free State/Northern Cape Region (Kimberley)

Requirements: ● Grade 12 and a recognised M-degree in Clinical/Counselling Psychology ● Registration as a Psychologist with the Health Professions Council of South Africa ● Professionalism and the ability to plan and organise ● Sound communication skills.

Responsibilities: ● Co-ordinate and render psychological services to offenders ● Write reports ● Liaise with internal stakeholders and external organisations ● Manage the necessary finances of the component.

Clinical Nurse Practitioner

Salary: R177 318 - R205 563 per annum (based on recognition of relevant experience) (Ref. 60996/5)

Free State/Northern Cape Region (Kimberley)

Requirements: ● Grade 12 and a recognised three-year degree/diploma in Nursing or equivalent qualification that allows for registration with the South African Nursing Council as a Clinical Nurse (post-Basic qualification in Clinical Assessment, Diagnosis, Treatment and Care) ● Current registration with the South African Nursing Council as a Clinical Nurse ● Knowledge of nursing care process and procedures, nursing statutes and other relevant legal frameworks, including grievance procedure and disciplinary code and procedure ● Communication, report writing, liaison, co-ordination, facilitation, problem-solving, planning and organising skills.

Responsibilities: ● Provide direction and supervision for the implementation of the nursing plan (clinical practice/quality patient care) ● Implement standards, practices, criteria and indicators for quality nursing (quality of practice) ● Practise nursing and healthcare in accordance with the laws and regulations relevant to nursing and healthcare ● Utilise human, material and physical resources efficiently and effectively ● Display a concern for patients, promoting and advocating proper treatment and care, including an awareness of and willingness to respond to patients' needs, requirements and expectations (Batho Pele principles) ● Maintain a constructive working relationship with nursing and other stakeholders ● Assist with regional and departmental projects in terms of medical research.

Social Worker (Grade I - II)

Salary: R106 368 - R147 234 per annum (based on recognition of relevant experience) (Ref. 60996/6)

Free State/Northern Cape Region (Kimberley)

Requirements: ● Grade 12 and a BA degree in Social Work ● Registration with the South African Council for Social Service Professions ● Conversance with acts, policies and legislation pertaining to social work practice ● The ability to interpret policy/legislative matters and operate within the management areas ● Sound communication, negotiation, conflict and strategic management skills ● The ability to co-ordinate and collaborate with internal and external stakeholders ● Computer literacy.

Responsibilities: ● Provide needs-based social work services to offenders through individual attention, group work, community work, research and social work administration ● Conduct individual assessments ● Market social work services ● Monitor and evaluate social work, intervention work, community work, research and social work administration.

Technical Educator

Salary: R94 326 - R117 501 per annum (Ref. 60996/7)

Free State/Northern Cape Region (Kimberley)

Requirements: ● Grade 12 and a recognised three-year degree/Secondary Teacher's diploma in Education ● Excellent communication and interpersonal relationship skills. Preference will be given to candidates with experience in teaching Grades 8-12 Mathematics and/or Science.

Responsibilities: ● Provide educational programmes to offenders ● Be responsible for administration tasks related to the education and training of offenders.

Technical Educator: Civil Engineering and Building Works

Salary: R94 326 - R117 501 per annum (Ref. 60996/8)

Free State/Northern Cape Region (Kimberley)

Requirements: ● Grade 12 and a recognised three-year degree/Secondary Teacher's diploma in Education ● Excellent communication and interpersonal relationship skills. Preference will be given to candidates with experience in teaching Grades 8-12 Mathematics and/or Science.

Responsibilities: ● Provide educational programmes to offenders ● Be responsible for administration tasks related to the education and training of offenders.

Section Head: Formal Education

Salary: R94 326 - R117 501 per annum (Ref. 60996/9)

Free State/Northern Cape Region (Kimberley)

Requirements: ● Grade 12 and a recognised three-year degree/Secondary Teacher's diploma in Education ● ABET registration with the SACE ● Excellent communication and interpersonal relationship skills.

Responsibilities: ● Provide educational programmes to offenders ● Be responsible for the administration of the formal education programmes ● Compile and provide reports relating to the formal education programmes.

Section Head: Nutritional Services (5 Posts)

Salary: R94 326 - R117 501 per annum (Ref. 60996/10)

Free State/Northern Cape Region (Kimberley)

Requirements: ● A recognised degree or diploma in Food Service Management or equivalent qualification ● Sound experience in a managerial position ● Sound knowledge of Government legislation, policies and procedures ● Computer literacy ● Good project management, communication, interpersonal, research, monitoring and evaluation skills.

Responsibilities: ● Prepare and serve meals ● Clean utensils, the kitchen and serveries ● Train and screen offenders ● Control security equipment ● Supervise the unlocking of offenders and control catering equipment ● Ensure compliance in terms of the health and safety legislation and procedures.

PAO: Supply Chain Management

Salary: R139 011 per annum (Level 7) (Ref. 60996/12)

Free State/Northern Cape Region (Kimberley)

Requirements: ● Grade 12 and a recognised three-year degree/diploma in Purchasing Management, Logistics, Supply Chain Management, Stores and Inventory Management or equivalent qualification ● Relevant experience in Supply Chain Management ● Computer literacy, including knowledge of PAS 2.6/LOGIS and BAS ● Knowledge of the PFMA and Treasury Regulations.

Responsibilities: ● Implement logistical policies in the management area ● Manage personnel (subordinates) ● Administer quotations and perform bid administration ● Check the capturing of official orders and requisitions ● Ensure the updating and maintenance of a database of possible suppliers ● Promote SMMEs ● Manage contracts ● Implement supply chain management in the management area ● Assist with the management of the PAS/LOGIS system ● Administer tenders ● Undertake procurement inspections.

Professional Nurse (General Nursing)

Salary: R95 313 - R177 318 per annum (PNA 1 - PNA 4) (based on recognition of relevant experience) (Ref. 60996/13)

Free State/Northern Cape Region (Kimberley)

Requirements: ● Grade 12 and a recognised three-year degree/diploma in Nursing or equivalent qualification that allows for registration with the South African Nursing Council as a Professional Nurse ● Current registration with the South African Nursing Council (SANC) ● Knowledge of nursing care process and procedures, nursing statutes and other relevant legal frameworks, including grievance procedure and disciplinary code and procedure ● Communication, report writing, liaison, co-ordination, facilitation, problem-solving, planning and organising skills.

Responsibilities: ● Provide direction and supervision in the implementation of the nursing plan (clinical practice/quality patient care) ● Implement standards, practices, criteria and indicators for quality nursing (quality of practice) ● Practise nursing and healthcare in accordance with the relevant laws and regulations ● Utilise human, material and physical resources efficiently and effectively ● Display a concern for patients, promoting and advocating proper treatment and care, including an awareness of and willingness to respond to patients' needs, requirements and expectations (Batho Pele principles) ● Maintain a constructive working relationship with nursing and other stakeholders ● Create and maintain a complete and accurate nursing record for individuals.

Senior State Accountant: Financial Accounting

Salary: R151 902 per annum (Level 8) (Ref. 60996/14)

Free State/Northern Cape Region (Kimberley)

Requirements: ● Grade 12 and a recognised degree/diploma in Accounting or Financial Management, with relevant management experience in Government Financial Systems ● Computer literacy ● The ability to plan and organise events properly ● Knowledge of the Public Finance Management Act, Treasury Regulations and BAS ● Sound communication and presentation skills ● Proven experience in a BAS environment.

Responsibilities: ● Implement financial accounting policy in the management area, in accordance with current procedures ● Plan and execute financial accounting inspections ● Undertake financial investigations ● Keep the financial accounting system up to standard ● Compile training programmes ● Ensure effective control over the collection and allocation of all revenue ● Ensure financial data integrity on BAS ● Execute the responsibilities of officials, as stipulated in Section 45 of the Public Finance Management Act ● Compile, co-ordinate and distribute MTEF allocation ● Load and balance budgets on BAS ● Undertake in-year monitoring and overall expenditure control ● Provide effective risk management to ensure compliance with the risk management plan of the Department of Correctional Services ● Effectively manage debtors ● Carry out the proper maintenance of control accounts and financial reporting.

ARTISANS

Required for appointment to the under-mentioned positions is an appropriate Trade Diploma or Certificate, underwritten by the Manpower Training Act (Red Seal).

Plumber

Salary: R113 022 per annum (Level 6) (Ref. 60996/15)

Free State/Northern Cape Region (Kimberley)

Recommendation: Extensive experience as a qualified Plumber. Recognition will be given for relevant experience after completion of the Trade Diploma/Trade Certificate.

Responsibilities: ● Train offenders and apprentices ● Be responsible for plumbing welding works detail plans ● Service and repair cold and warm water supply ● Handle quotations and general administrative work ● Execute water pressure, air flow and smoke tests.

Painter

Salary: R113 022 per annum (Level 6) (Ref. 60996/16)

Free State/Northern Cape Region (Kimberley)

Recommendation: Extensive experience as a qualified Painter. Recognition will be given for relevant experience after completion of the Trade Diploma/Trade Certificate.

Responsibilities: ● Train offenders and apprentices ● Execute modern paint techniques ● Be responsible for quality control and maintenance.

Electrician (2 Posts)

Salary: R113 022 per annum (Level 6) (Ref. 60996/17)

Free State/Northern Cape Region (Kimberley)

Recommendation: Extensive experience as a qualified Electrician. Recognition will be given for relevant experience after completion of the Trade Diploma/Trade Certificate.

Responsibilities: ● Train offenders and apprentices ● Inspect, repair, test and maintain the standby generator and electrical lighting and equipment ● Perform standby duties and maintain safety procedures ● Undertake minor electrical installations.

Welder

Salary: R113 022 per annum (Level 6) (Ref. 60996/18)

Free State/Northern Cape Region (Kimberley)

Recommendation: Extensive experience as a qualified Welder. Recognition will be given for relevant experience after completion of the Trade Diploma/Trade Certificate.

Responsibilities: ● Train offenders and apprentices ● Weld non-ferrous metal, different types of cast iron and other materials, eg Arc, CO₂, Argon Arc and gas welding, brazing and heat treatment materials.

Carpenter

Salary: R113 022 per annum (Level 6) (Ref. 60996/19)

Free State/Northern Cape Region (Kimberley)

Recommendation: Extensive experience as a qualified Carpenter, specifically in solid oak and board work. Recognition will be given for relevant experience after completion of the Trade Diploma/Trade Certificate.

Responsibilities: ● Train offenders and apprentices ● Carry out maintenance on woodwork machines ● Install furniture ● Design furniture ● Undertake quality control.

Bricklayer/Plasterer

Salary: R113 022 per annum (Level 6) (Ref. 60996/20)

Free State/Northern Cape Region (Kimberley)

Recommendation: Extensive experience as a qualified Bricklayer/Plasterer. Recognition will be given for relevant experience after completion of the Trade Diploma/Trade Certificate.

Responsibilities: ● Train offenders and apprentices ● Order, calculate, test and evaluate building materials, as well as drawings.

Motor Mechanic

Salary: R113 022 per annum (Level 6) (Ref. 60996/21)

Free State/Northern Cape Region (Kimberley)

Recommendation: Extensive experience as a qualified Motor Mechanic. Recognition will be given for relevant experience after completion of the Trade Diploma/Trade Certificate.

Responsibilities: ● Train offenders and apprentices ● Handle quotations and general administrative duties ● Maintain petrol vehicles and lawnmowers ● Conduct general faultfinding.

Applications: Applications must be submitted on form Z83 (Public Service Application form), obtainable from any Public Service Department, and must be accompanied by certified copies of qualifications and ID (not older than 3 months). Please send a separate and complete application for each post you apply for. Applicants who have retired from the Public Service with a specific determination that they cannot be re-appointed or have been declared medically unfit will not be considered.

NB: Please indicate the reference number, regional office, management area and position you are applying for on your application form (Z83) and post your complete application to the Head: Recruitment, Free State/Northern Cape Region, Private Bag X20530, Bloemfontein 9300.

Enquiries: Ms J Mhlo, tel. (051) 404-0268/70.

The Department of Correctional Services reserves the right to fill or withdraw the advertised posts. Applicants should make provision for their own accommodation.

Note: ● All costs incurred due to your application will be at your own expense ● Faxed and/or e-mailed applications will not be accepted ● Candidates must comply with the minimum appointment requirements ● CVs must be aligned to reflect one's degree of compliance with the above-mentioned requirements and duties.

Closing date: 27 September 2009 at 15:45.

The Department of Correctional Services is an Equal Opportunity Employer and the provisions of the Employment Equity Act will be taken into consideration in the filling of the advertised posts. It is our intention to promote representivity in respect of race, gender and disability through the filling of these positions. In support of this strategy, applicants need to indicate race, gender and disability status on their application forms/CVs.