Appointments under the Correctional Services Act, Act No 111 of 1998

Deputy Commissioner: Personal Corrections

• National Head Office (Pretoria) (Ref. 14145/4)
Salary: R746 181 per annum (all-inclusive package)

Requirements: • Grade 12 and recognised three-year degree/diploma or equivalent qualification in Public Management/Social or Human Sciences (Psychology, Social Work, Criminology, Sociology, Counselling, etc.) • Minimum of six to ten years' senior management experience • Envisaged for this position is a person with the ability to develop strategies and gather and analyse information • Ability to work individually and in a team and be creative • Ability to work under extreme pressure • Monitoring, evaluation, data analysis, quality assurance, facilitation and problem solving skills • Negotiation, networking, analytical, communication, interpersonal, change management and project management skills • Ability to motivate and train others • Dynamism and professionalism • Good organising skills • Computer literacy • Thorough knowledge of programme management • Delivery innovated • Driver's licence and willingness to travel as required • Financial management • Service delivery innovation • Honesty and integrity.

Responsibilities: • Facilitate the implementation of policies and procedures • Facilitate the implementation of systems, tools, structures, program development and implementation • Monitor the effective downward management of overcrowding • Ensure effective compliance management • Prepare reports for appropriate authorities including Parliament • Ensure that the Chief Directorate: Personal Corrections is managed in accordance with the PFMA and other relevant legislation • Manage national strategies to improve service delivery, risk management of operational support • Personnel management (determination of performance objectives for staff, assessment of staff reporting to the incumbent, application of remedial steps to rectify deficiencies in staff and ensuring that all vacant positions are filled).

Correctional Medical Practitioner (Deputy Director Level)

• Eastern Cape Region (Mthatha Med) (Ref. 14145/25)
Salary range: R410 805 - R476 307 per annum
Salary: R410 805 per annum plus scarce skills allowance of 15% of the annual salary

Requirements: • Grade 12 and relevant recognised MBChB degree with traceable experience in a Health Services environment • Registration as Medical Practitioner with the Health Professions Council of South Africa • Public health experience will be an advantage • Good interpersonal relations • Financial management • Computer literacy • Leadership skills • Programme management and evaluation skills • Valid driver's licence.

Responsibilities: • Render basic personal health care services to offenders • Clinical Care and relevant Primary Health Care Programmes • Render medico-legal services • Maintain good medical practice • Adhere to medical standards • Write reports and keep records • Effectively utilise resources • Provide emergency medical care, including after hours • Refer patients to authorised and recognised healthcare providers • Provide training where necessary • Liaise with internal and external counterparts regarding healthcare delivery • Adhere to departmental policies and orders • Policy implementation • Implement the national drug policy, including adherence to essential drug list • Any other duties as prescribed by the Department of Correctional Services • Supervisory responsibility to medical practitioners in the region (full-time and sessional medical practitioners).

Deputy Director: Case Management

• National Head Office (Directorate: Correction Administration) (Ref. 14145/7)
Salary: R346 590 per annum

Requirements: • Grade 12 and recognised three-year degree/diploma in Social Sciences • Relevant experience with regard to Unit Management, Case Management Committees and the Case Management process • Computer literacy (MS Word, PowerPoint, Excel and Outlook) • Planning and organising skills • Basic negotiation, conflict resolution problem solving, decision-making and interpersonal skills • Time management skills • Ability to work with a team and chair meetings • Knowledge of management functions, e.g. leadership programme, operational security measures, implementation of policy and directives • Financial management skills (PFMA) • Sound communication skills • Knowledge of White Paper on Corrections, 2005, DCS Strategic Plan, Correctional Services Act 111 of 1998, Labour Relations Act, Basic Conditions of Employment Act, Access to Information Act • Knowledge of diversity • Valid driver's licence.

Responsibilities: • Participate in policy design, develop and formulate pertaining to behaviour management, unit management and participate management • Review and implement the privilege system for sentenced offenders • Convert chapters of the B-order into procedures • Review, monitor, evaluate, analyse and report on implementation of Unit Management and Case Management Committees • Review and implement disciplinary system for inmates • Monitor the performance of labour by offenders • Develop resource provisioning and improvement measures for unit management • Review, monitor and evaluate implementation of structured day programme, including the three meal system at Correctional Centres • Improve scheduling of visitation to offenders • Disseminate approved policy procedures • Perform financial, asset, and people management • Improve efficiency in the work environment by exploring alternative ideas within the parameters of existing policies • Implement policy and directives • Develop and interpret policy and directives • Ensure that work standards are achieved and maintained.

Regional Co-ordinator: Information Technology

• Limpopo/Mpumalanga/Limpopo (Regional Office) (Ref. 14145/26) • Free State/N Cape Region (Regional Office) (Ref. 14145/27) • KwaZulu-Natal Region (Regional Office) (Ref. 14145/28)
Salary: R346 590 per annum

Requirements: • Grade 12 and recognised three-year degree/diploma with relevant experience • Presentation, interpersonal, problem solving and communication skills • Computer literacy • Managerial skills • Analytical ability • Good communication skills (verbal, writing and listening) • Ability to plan and organise • Valid driver's licence • Knowledge and co-ordination of policies.

Responsibilities: • Co-ordinate policy • Manage computer hardware • Ensure sufficient computer hardware • Communicate policy on Information technology matters • Evaluate/consolidate comment on policy amendment • Quality assessment of services rendered by IT staff • Investigate requirements for computer software • Integrate software • Render customer assistance • Manage the training of incumbents • Manage operational and centre assistance • Render assistance on MIS functions • Manage IT data.

Manager Spiritual Care (Chaplains): Deputy Director: Spiritual Care

• Western Cape Region (Southern Cape) (George) (Ref. 14145/1) • Free State/Northern Cape Region (Grootvlei) (Ref. 14145/2) • KwaZulu-Natal Region (Ebongweni) (Ref. 14145/3)
Salary: R346 590 per annum

Requirements: • Grade 12 and recognised three-year degree or diploma in Theology from an accredited theological institution or equivalent qualification • Ordination as a minister of religion/faith • Sound management experience as a minister of religion/faith • Knowledge of correctional ministry, monitoring and evaluation instruments and implementation of new programmes, as well as development of programmes, spiritual care and departmental policies, procedures and relevant legislation • Ability to interact with different religions and faiths • Strategic and operational management and policy formulation and implementation skills • Communication and leadership skills • Computer literacy • Valid driver's licence.

Responsibilities: • Manage and co-ordinate spiritual care services • Implement, monitor and evaluate policies and procedures • Empower spiritual care personnel • Monitor and evaluate the presentation of needs-based spiritual care programmes • Develop and implement monitoring and evaluation mechanisms to improve delivery of spiritual care services • Market spiritual care services and establish partnerships with internal and external stakeholders • Provide and facilitate supportive services to personnel • Manage funds according to the PFMA • Manage spiritual care infrastructure • Implement the moral renewal programme for offenders • Liaise with internal and external stakeholders to enhance social reintegration services.

Deputy Director: Policy Co-ordination

• National Head Office (Directorate: Central Services) (Ref. 14145/5)
Salary: R346 590 per annum

Requirements: • Grade 12 and recognised three-year degree/diploma • Supervisory and management experience • Relevant experience in policy co-ordination • A valid driver's licence • Knowledge and understanding of policy and legislation • Knowledge of Public Service Act and Regulations • Project management skills • Computer literacy (MS Word, PowerPoint, Excel, Project) • Good communication skills • Analytical and decision-making skills • Knowledge of public finance and supply chain management • Knowledge of policy implementation processes and methods • Report writing, problem solving and presentation skills.

Responsibilities: • Provide advice and support to management and operational staff with regard to strategic planning, operational planning and control • Initiate and co-ordinate processes to develop a climate for the operationalisation of changes • Develop, facilitate, co-ordinate and maintain Department's operational planning process • Monitor and control deliverables within agreed objectives • Liaise with stakeholders • Manage processes of compliance • Facilitate and co-ordinate availability of policies within the Branch • Co-ordinate compliance with departmental policy procedures • Provide support to CDC's office • Arrange meetings • Prepare agendas/presentations • Record and follow up on management decisions • Provide executive management committee support • Draw up operational and action plans • Ensure risk management compliance.

Deputy Director: PERSAL Controller

• National Head Office (Directorate: PERSAL) (Ref. 14145/6)
Salary: R346 590 per annum

Requirement: • Grade 12 and recognised three-year degree/diploma in Human Resource Management or equivalent qualification with five years' experience in the management of PERSAL • Successful completion of PERSAL courses (Personnel, Salary, Establishment and Controller course) • Knowledge of PERSAL system • Knowledge of human resources business processes and policies applicable to the PERSAL environment • Computer literacy • Ability to work under pressure and meet deadlines • Creative and analytical thinking skills • Conflict management and negotiation skills •Report writing and presentation skills • Financial and people management skills.

Responsibilities: • Manage and control PERSAL, HR, and biometrics access security system(s) • Ensure orientation of users and effective use of the PERSAL, HR and biometrics access security system(s) • Monitor potential fraud cases and manage risks associated with PERSAL • Register users on the PERSAL system and monitor the selective allocation of functions • Register users on the biometrics access security systems and monitor the selective allocation of user rights • Ensure effective functioning of biometrics access security system and monitor access security violations • Create and maintain departmental codes on the departmental code file • Ensure effective management/maintenance and use of departmental MIS (Corporate Services) • Ensure effective management and provisioning of management information • Ensure effective management and control over post establishment on PERSAL • Ensure effective PERSAL auditing and monitor corrections of discrepancies identified • Ensure effective functioning of the PERSAL governance structures • Ensure effective implementation of PERSAL control measures and policy compliance monitoring tools • Evaluate, recommend, reject/approve requests for changes to be effected on the PERSAL system and/or biometrics access security system • Manage, control and ensure that the Department adheres to PERSAL directives • Ensure interaction between the PERSAL User Support and the regions • Act as PERSAL advisor in the Department • Monitor the work done by consultants/service providers on MIS/HR system(s) and biometrics access security system • Perform people and financial management • Ensure that the necessary infrastructure is in place in all correctional centres/sides.

Assistant Director: Workstudy Practitioner

• Western Cape Region (Regional Office) (Ref. 14145/8)
Salary: R174 243 per annum

Requirements: • Grade 12 and recognised three-year degree/diploma in Management Services • Extensive organisational workstudy experience of all types of investigations • Knowledge of workstudy techniques • Valid driver's licence • Trained as a Workstudy Practitioner • Trained in predetermined method time systems (MTM, PADS etc) • Negotiation, report writing, problem solving and presentation skills • An analytical thinker • Computer literacy.

Responsibilities: • Render advice to functionaries on the functions of the Department of Correctional Services • Implement functional descriptions per section and per management area • Liaise with relevant functionaries on the management of the post establishment • Undertake studies in post establishment requirements • Maintain time study database • Develop alternatives to dysfunctions in business process • Facilitate group dynamic processes aimed at improving business processes • Make recommendations on the improvement of working conditions • Render assistance to the Regional Commissioner with the gathering of ad hoc managerial information • Manage expenditure within the allocated budget • Communicate financial requirements to the Regional Head: Finance • Perform quantitative studies for addressing efficiency-related issues • Make recommendations to the Regional Head: Corporate Services on the utilisation of resources.

Assistant Director: Admin Secretary: DC: HRD, DC GITO and RC: Free State/Northern Cape Region

• National Head Office (Chief Directorate: Human Resource Development) (Ref. 14145/9) (DC: GITO) (Ref. 14145/226) • Free State/Northern Cape Region (Regional Commissioner) (Ref. 14145/227)
Salary: R174 243 per annum

Requirements: • Grade 12 and recognised three-year degree/diploma or relevant qualification and administrative support experience • Valid driver's licence • Computer literacy • Administrative support, planning, organising, and sound communication skills.

Responsibilities: • Ensure smooth administration of documentation in relation to both document flow system in the office and records management/filing system • Ensure documentation quality control in relation to documentation drafting and content, appropriate route lists • Develop administrative procedures for the branch and compliance by members with return dates required on tasks allocated • Ensure the drafting of routine letters/memorandums • Develop standard format letters for receipt of correspondence and documentation proactively • Acknowledge correspondence indicating referral to relevant person/process the content of incoming and outgoing documentation • Studying incoming documentation thoroughly and advising • Co-ordinate relevant documentation and ensure processing as single entity where relevant and indication of return dates and urgency/priority of content of document • Ensure compliance by components with return dates • Ensure compliance within the office with return date • Ensure that the reporting components comply with return dates • Ensure appropriate filing of documents • Manage and control inventory • Provide financial management support.

Assistant Director: Admin Secretary: DC Facilities and Security

• National Head Office (Pretoria) (Ref. 14145/10)
Salary: R174 243 per annum

Requirements: • Grade 12 and three-year degree/diploma in Correctional Services Management/Public Administration/Criminology with administrative support experience • Code 08 driver's licence • Environmental exposure • Presentation skills • Computer literacy • Administrative support skills • Negotiation skills.

Responsibilities: • Ensure smooth administration of documentation in relation to both document flow system in the Office of the DC and records management/filing system • Ensure documentation quality control in relation to documentation drafting and content, appropriate route lists, development of administrative procedures for the Chief Directorate, compliance by members of the Chief Directorate with return dates required on tasks allocated • Ensure the drafting of routine letters/memos, development of standard format letters for receipt of correspondence and documentation, proactively acknowledging correspondence and indicating referral to relevant person/process, typing of letters/memos on instruction of DC or office staff • Process content of incoming and outgoing documentation, through study of incoming documentation and advising the DC, co-ordinating relevant documentation and ensuring processing as single entity where relevant, indication of return dates and urgency/priority of content of document • Ensure compliance by Directorate with return dates and ensure compliance within the office with return dates • Ensure appropriate filing of documents, through return of documents to component of origin for filing, filing of documents required for current use in Office, opening of new files in accordance with filing system, keeping computerised register of filing system, and accessing documentation required by members of the Office • Responsible for the financial and logistical management of the office including monthly budgeting and costing processes, allocation of funds and amendment of estimates and acquisition of office equipment • Provide financial management support to the DC in relation to the Chief Directorate: Budgeting and Expenditure.

Assistant Director: Human Rights

• National Head Office (Directorate: Correction Administration) (Ref. 14145/11)
Salary: R174 243 per annum

Requirements: • Grade 12 and recognised three-year degree/diploma in Social Science and experience in Correction Administration • Knowledge of finance • Valid driver's licence • Computer literacy • Sound communication skills • Ability to work under pressure • General knowledge of the application of human rights in the South African context and legal-related concepts.

Responsibilities: • Policy formulation and co-ordination • Monitor human rights of offenders • Develop, evaluate and review policies on human rights • Liaise with internal and external stakeholders with regard to human rights • Assist with the management of finance for the Directorate • Analyse statistics • Manage overcrowding.

Assistant Director: Manager Social Work Services

• Western Cape Region (Breede Rivier) (Ref. 14145/29) (Pollsmoor) (Ref. 14145/30) • Limpopo/Mpumalanga/N West Region (Witbank) (Ref. 14145/31) • Eastern Cape Region (Kirkwood) (Ref. 14145/32)
Salary range: R217 483 - R252 483 per annum
Salary: R217 483 per annum

Requirements: • Grade 12 and BA degree in Social Work • Registration with the South African Council for Social Work Services • Valid driver's licence • Conversant with acts, policies and legislation pertaining to social work practices • Ability to interpret policy/legislative matters and operate within the management area • Sound communication, negotiation, conflict management and strategic management skills • Ability to co-ordinate and collaborate with internal and external stakeholders.

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 interventions.

Chief Psychologist

• Western Cape Region (Voorberg Med A) (Ref. 14145/33) • Eastern Cape Region (Middledrift) (Ref. 14145/34) • KwaZulu-Natal (Qalakabusha) (Ref. 14145/35)
Salary range: R217 482 - R252 483 per annum
Salary: R217 482 per annum plus scarce skills allowance equals to 10% of the annual salary

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

Responsibilities: • Co-ordinate and render psychological services to offenders • Report writing • Liaise with internal and external organisations.

Operational Manager: Nursing

• Eastern Cape Region (Kirkwood) (Ref. 14145/36) • Gauteng Region (Leeuwkop Med A) (Ref. 14145/37)
Salary range: R205 563 - R231 363 per annum
Salary: R205 563 per annum

Requirements: • Grade 12 and recognised three-year degree/diploma in Nursing or equivalent qualification that allows 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, including grievance procedure, 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) • Practice nursing and health care in accordance with the laws and regulations relevant to nursing and health care • Manage and utilise human, material and physical resources efficiently and effectively • Display a concern for patients, promoting and advocating proper treatment and care including awareness and willingness to respond to patients' needs, requirements and expectations (Batho Pele) • Maintain a constructive working relationship with nursing and other stakeholders • Maintain the quality of nursing data and information and utilise it to advise, advance and evaluate the quality and cost-effectiveness of nursing.

Assistant Director: Manager: Supply Chain Management

• Limpopo/Mpumalanga/North West Region (Witbank) (Ref. 14145/38) • Western Cape Region (Voorberg) (Ref. 14145/39)
Salary: R174 243 per annum

Requirements: • Grade 12 and recognised three-year degree/diploma with relevant experience in Supply Chain Management • Computer literacy • Valid driver's licence • Knowledge of the Public Finance Management Act, Treasury Regulations, PPPFA (Preferential Procurement Policy Framework Act), Procurement and Logistical procedures.

Responsibilities: • Manage subordinates • Implement supply chain management in the management area • Assist with management of the PAS/LOGIS system and asset management • Administer bids • Undertake procurement inspection.

Assistant Director: Programme Controller: Budget

• National Head Office (Directorate: Management Accounting) (Ref. 14145/40)
Salary: R174 243 per annum

Requirements: • Grade 12 and an appropriate three-year degree/diploma in Financial Management field preferably with cost and management accounting plus two years' relevant experience in budgeting • Computer literacy in Word, Excel and PowerPoint • Valid driver's licence is essential • Extensive knowledge of the Public Finance Management Act, Treasury Regulations, MTEF government budgeting process and other government financial policies and procedures • Knowledge of BAS, PERSAL and LOGIS • Strong leadership qualities, initiative and drive as well as verbal and written communication skills • Willingness to work abnormal hours.

Responsibilities: • Analyse and control the budget and expenditure and advise management on the best decision to take in line with the achievement of the departmental strategic objectives • Ensure economical, effective and efficient utilisation of budget allocated to the Department • Manage the master copy of the relevant programmes budget and ensure timely distribution, capturing and maintenance in the financial system • Ensure the alignment of departmental strategic and operational plans with the budget of the Department • Provide weekly and monthly actual and projected state of expenditure for the relevant programme • Monitor and ensure the correct allocation of expenditure against the departmental allocated budget • Advise on the re-prioritisation of funding on detecting planning deviations and report areas of risk to the relevant programme manager • Report relevant and critical financial management information to the management and external stakeholders • Ensure compliance with the PFMA, Treasury Regulations, departmental and Treasury Guidelines for the compilation and submission of the Medium-Term Expenditure Framework, Estimates of National Expenditure, cash flow projections, Adjustment Estimate budget submissions and Final Appropriation Statement • Compile policies and procedures on budget control and ensure that they are correctly implemented • Ensure effective utilisation and control of resources allocated to the Sub-Directorate: Budget Control.

Assistant Director: Management (Budget Planning)

• National Head Office (Directorate: Management Accounting) (Ref. 14145/41)
Salary: R174 243 per annum

Requirements: • Grade 12 and recognised three-year degree/diploma in Financial Management-related field, preferably with Cost and Management Accounting as a major subject • Sound experience in budgeting • Computer literacy (MS Word, Excel and PowerPoint) • Valid driver's licence • Extensive knowledge of the Public Finance Management Act and Treasury Regulations • Sound knowledge of government transversal and financial management information systems as well as government budgeting process • Strong leadership qualities, initiative and drive, as well as verbal and written communication skills.

Responsibilities: • Analyse and report relevant and critical financial management information to management and external stakeholders • Assist management with the costing and short-, medium- and long-term plans • Ensure that the departmental budget is aligned with the operational and strategic plans • Advise managers on the re-prioritisation budget to ensure that they are directed and utilised in the core business areas which will result in the best achievement of the departmental objectives • Ensure that the Department complies with the PFMA, Treasury Regulations and Treasury Guidelines for the compilation and submission of the Medium-Term Expenditure Framework (MTEF) budget and the Estimates of the National Expenditure (ENE) • Develop, implement and maintain budget policies and procedures • Manage staff members and other resources allocated to the Sub-Directorate.

Assistant Director: Financial and Management Accounting

• Western Cape Region (Breede Rivier) (Ref. 14145/42) (Pollsmoor) (Ref. 14145/43)
Salary: R174 243 per annum

Requirements: • Grade 12 and recognised three-year degree/diploma in Accounting/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 Administration and Public Finance Administration at management level • Sound communication skills • Strong leadership qualities, initiative and drive.

Responsibilities: The Department requires services of a person with extensive knowledge of, exposure to and experience in the finance and procurement management environment to: • Exercise control in the management area • As Area Co-ordinator: Finance, assist the Area Commissioner in the execution of his/her duties in terms of the Public Finance Management Act, 1999 (PFMA) • Ensure optimal utilisation of resources, support with regard to management of budgets within the framework of relevant legal directives, regulations, performing budget control and ensuring enforcement of financial discipline, performing responsibilities for logistics and procurement management.

Clinical Nurse Practitioner Grade 1

• Gauteng Region (Pretoria C-Max) (Ref. 14145/44) (Pretoria Central) (Ref. 14145/45) (Pretoria Odi) (Ref. 14145/46) (Modderbee) (Ref. 14145/47) • Limpopo/Mpumalanga/North West Region (Louis Trichardt) (Ref. 14145/48) (Middelburg) (Ref. 14145/49) • KwaZulu-Natal Region (Durban Med A) (Ref. 14145/50) (Durban Med B) (Ref. 14145/51) (Empangeni) (2) (Ref. 14145/52) (Glencoe) (Ref. 14145/53) (Ixopo) (Ref. 14145/54) (Nongoma) (Ref. 14145/55) (Ncome Med A) (Ref. 14145/56) • Eastern Cape Region (East London Med C) (Ref. 14145/57) (St Albans) (2) (Ref. 14145/58) (Butterworth) (Ref. 14145/59) (Mthatha) (Ref. 14145/60)
Salary range: R177 318 - R205 563 per annum
Salary: R177 318 per annum

Requirements: • Grade 12 and recognised three year degree/diploma in Nursing or equivalent qualification that allows 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, 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) • Practice nursing and health care in accordance with the laws and regulations relevant to nursing and health care • Utilise human, material and physical resources efficiently and effectively • Display a concern for patients, promoting and advocating proper treatment and care including awareness and willingness to respond to patients' needs, requirements and expectations (Batho Pele) • Maintain a constructive working relationship with nursing and other stakeholders.

Senior Pharmacist

• Eastern Cape Region (East London) (Ref. 14145/61) • KwaZulu-Natal Region (Ebongweni) (Ref. 14145/62)
Salary range: R145 920 - R169 410 per annum
Salary: R145 920 per annum plus scarce skills allowance equal to 15%

Requirements: • Grade 12 and recognised three-year degree/diploma in Pharmacy • Registration with the South African Pharmacy Council as a Pharmacist • Communication, resource management, and risk management skills.

Responsibilities: • Manage the pharmacy facility in terms of applicable legislation, regulations and policies • Manage resources (finance, human, information and equipment) • Perform risk management and networking (internal and external) • Facilitate health workers' education.

Manager: Legal Services: Legal Admin Officer (MR1 - 5)

• Western Cape (Voorberg) (Ref. 14145/63) • KwaZulu-Natal Region (Pietermaritzburg) (Ref. 14145/64) (Waterval) (Ref. 14145/65)
Salary range: R89 727 - R428 154 per annum
Recognition will be given on the basis of qualifications and experience.

Requirements: • Grade 12 and recognised LLB degree with traceable experience in a legal administration environment • An admitted Attorney/Advocate will be recommended • Valid driver's licence • Excellent verbal and written communication skills • Good negotiation and conflict resolution skills • Computer literacy • Service rendering and credibility.

Responsibilities: • Provide advice on legal matters within the management area • Perform research on applicable legislation/case law • Formulate legal opinions for submission • Draft formal legal opinions in specific format for State Attorney/State Law Advisor • Act as an internal appeal channel • Manage litigations issues • Provide legal advice to top management • Receive request from functionaries for legal assistance and provision thereof • Provide legal training • Handle legal administration • Represent the Department on various forums.

Senior Correctional Officer: Operational Support

• National Head Office (Directorate: Correction Administration) (Ref. 14145/13)
Salary: R145 920 per annum

Requirements: • Grade 12 and recognised three-year degree/diploma in Social Science with experience in Correction Administration • Knowledge of finance and logistics • Computer literacy • Sound communication skills • Ability to work under pressure.

Responsibilities: • Formulate and co-ordinate policy • Develop, evaluate and review policies regarding the admission and detention of offenders • Liaise with internal/external stakeholders with regard to the admission and detention of offenders • Assist with the management of finances and logistics for the directorate • Analyse statistics • Manage overcrowding • Participate in strategic planning of the Directorate.

Senior Correctional Officer: Driver/Bodyguard

• Office of the Commissioner (Pretoria) (Ref. 14145/12)
Salary: R145 920 per annum

Requirements: • Grade 12 • Valid driver's licence • Good communication skills • Good telephone etiquette • Advanced driving training and previous exposure to protocol training will be added advantage • Preparedness to work under pressure, overtime and abnormal hours.

Responsibilities: • Compile and update logbook • Complete monthly kilometre claims of the National Commissioner • Compile and update logbooks of official vehicles utilised in the Office of the Commissioner • Assist in monthly kilometre claims of the National Commissioner • Collect mail from the post office and distribute documents in and around Pretoria, in Parliament and other offices or Government Departments • Assist in the administration of the office supporting the ministry where necessary • Ensure proper maintenance and care of official vehicles.

Employee Assistance Practitioner

• Gauteng Region (Baviaanspoort) (Ref. 14145/14) (Boksburg) (Ref. 14145/15) (Johannesburg) (Ref. 14145/16) (Pretoria) (4) (Ref. 14145/17) • KwaZulu-Natal Region (Pietermaritzburg) (Ref. 14145/18) (Ebongweni) (Ref. 14145/19) • Eastern Cape Region (St Albans) (Ref. 14145/20) (Lusikisiki) (Ref. 14145/21) (Mthatha) (Ref. 14145/22) • Free State/Northern Cape Region (Kimberley) (Ref. 14145/23) (Groenpunt) (2) (Ref. 14145/24)
Salary: R145 920 per annum

Requirements: • Grade 12 and recognised three-year degree/diploma in relation to the EAP work field • Relevant experience in EAP • A postgraduate qualification in Social Work or Clinical Psychology will serve as a strong recommendation • Registration with the relevant regulatory body is mandatory • Computer literacy • Counselling, presentation and communication skills • Professionalism, ability to plan and organise • Valid driver's licence.

Responsibilities: • Render direct EAP services to members and their families in a manner that ensures confidentiality and strong code of ethics • Assessments, referrals and short-term problem solutions • Effective confidential record-keeping and data management • Implement programmed promotion, training and awareness activities • Prepare annual programmed budgets and evaluate the attainment of programmed objectives as well as providing feedback.

Senior State Accountant: Supervisor: Financial Accounting

• Limpopo/Mpumalanga/North West Region (Klerksdorp) (Ref. 14145/66) (Barberton) (Ref. 14145/67) (Thohoyandou) (Ref. 14145/68) (Witbank) (Ref. 14145/69)
Salary: R145 920 per annum

Requirements: • Grade 12 and recognised three-year diploma/degree in Commercial, Economical or Political Science • Sound experience in Government Financial Systems • Sound communication skills in English, plus one of the official languages • Valid driver's licence • Computer literacy • Dynamic and professional • Ability to plan and organise events properly • Knowledge of the Public Finance Management Act, Treasury Regulations and BAS • Project management skills • Presentation skills • Proven experience regarding financial training.

Responsibilities: • Co-responsible for the maintenance of the Human Resource Plan (databank) • Responsible for all external and internal financial orientation training • Determine the external and internal training needs of the personnel • Responsible for Pupil, Assistant and State Accountant training programmes • Manage all the office administration • Compile financial circulars when needed • Chief User for Financial Accounting • Responsible for inventory control in the management area.

Senior State Accountant: DH Finance

• Limpopo/Mpumalanga/North West Region (Thohoyandou) (Ref. 14145/70)
Salary: R145 920 per annum

Requirements: • Grade 12 and recognised three-year degree/diploma in Accounting or Financial Management with relevant experience • Proven knowledge of the Public Finance Management Act, 1999 and Treasury Regulations, relating to Financial Management and Accounting • Procurement administration and public finance administration at management level • Excellent verbal and written communication skills • Strong leadership qualities • Initiative and drive.

Responsibilities: The Department requires the services of a person with extensive knowledge of, exposure to and experience in the financial and procurement management environment to exercise control in this regard: As Head: Finance, the candidate must assist the Area Commissioner in the execution of his duties in terms of the Public Finance Management Act, 1999 PFMA). This includes performing the duties of Chief Financial Officer in the management area by: • Ensuring optimal utilisation of resources • Providing support with regard to the management of budgets within the framework of relevant legal directives and regulations • Performing budget control and ensuring enforcement of financial discipline • Performing responsibilities for logistics and procurement management.

Senior State Accountant: Supervisor: Management Accounting

• Gauteng Region (Boksburg) (Ref. 14145/71)
Salary: R145 920 per annum

Requirements: • Grade 12 and recognised three-year degree/diploma with relevant experience in Financial Management • Computer literacy • Valid driver's licence • Knowledge of the Public Finance Management Act, Treasury Regulations and BAS.

Responsibilities: • Provide financial management information and advice managers • Responsible for the submission of the monthly in-year management • Monitor and provide reports according to the National Treasury reporting requirements • Compile and submit adjustment estimates and the MTEF Budget • Maintain activity delimitation of the Department • Provide financial training with regard to Financial Management and Human Resource Management • Provide an administrative support function.

Senior State Accountant: Expenditure Control

• National Head Office: Directorate: Financial Accounting (Ref. 14145/72)
Salary: R145 920 per annum

Requirements: • Grade 12 and recognised three-year degree/diploma with Financial Accounting/Financial Management/Cost and Management Accounting as a major subject • Proven financial and management experience • Self-motivated, assertive, innovative and reliable • Knowledge of PFMA, Treasury Regulations and Basic Accounting System • Good communication and interpersonal relations skills • Ability to perform effectively under pressure • Computer literacy.

Responsibilities: • Control the accounting of state monies and petty cash of Head Office • Control over BAS ledger accounts and institution of various debt accounts, and payment of subsistence and travel advances for Head Office • Approve BAS sundry payment advices, BAS journals, BAS receipts, BAS debt take-on and telephone registers for Financial Control Office • Control the correct issuing of receipts and the correct data capturing on BAS • Check claims for Motor Finance Scheme for senior employees • Control over Z59 salary claims for Head Office • Handle monthly telephone list as prescribed in the procedure manual • Ensure that personnel in the section comply with the norms and standards of the Directorate: Financial Accounting • Manage, train and supervise personnel • Handle sensitive queries from clients • Act in higher positions on an ad hoc basis when necessary • Execute the responsibilities of officials as stipulated in terms of Section 45 of the PFMA.

Senior State Accountant: Accounting and Bookkeeping

• Limpopo/Mpumalanga/North West Region (Regional Office) (Ref. 14145/73)
Salary: R145 920 per annum

Requirements: • Grade 12 and recognised three-year degree/diploma with relevant experience in Financial Management • Valid driver's licence • Knowledge of the Public Finance Management Act, Treasury Regulations, Public Service Regulations and BAS • Good interpersonal and communication skills • Computer literacy.

Responsibilities: • Manage cash flow, fund requisition and bank reconciliation • Manage PMG accounts • Manage ledger accounts • Effective risk management to ensure compliance with the risk management plan of the Department • Ensure sound revenue management • Effective management of debtors • Proper maintenance of accounts and financial reporting • Manage external audit process • Manage losses and monthly returns • Handle monthly returns from areas to Head Office and distribution of financial circulars.

SPAO: PAS Training

• National Head Office (Directorate: Logistics) (Ref. 14145/74)
Salary: R145 920 per annum

Requirements: • Grade 12 and recognised three-year degree/diploma with relevant experience in the logistical sphere • Computer literacy • Valid driver's licence • Proven successful course presentation skills in LOGIS will be a recommendation • Hard-working, driven and committed • Knowledge of PFMA, Treasury Regulations, White Paper on Corrections, DCS Strategies, Public Service Regulations and HRD policies • Ability to plan according to a predetermined project plan and organise • Leadership, control, problem solving, interpersonal relations and diversity management skills.

Responsibilities: • Manage training plans and schedule training needs for LOGIS • Ensure that the infrastructure is available for LOGIS training facilities nationally • Manage human resources • Nominate and submit appointments of national trainers for LOGIS • Assist with the formulation and development/maintenance of training material with regard to LOGIS • Monitor and evaluate LOGIS training material • Assist and provide training information and advice to the ASD Logistical support • Assist with the alignment of LOGIS training with Departmental policies with regard to the budget needs • Manage/assist decentralised trainers with the utilisation of the LOGIS training database • Provide training with regard to LOGIS to top management/middle management.

PAO: Transit/Warehouse

• Gauteng Region (Zonderwater) (Ref. 14145/118) • Eastern Cape Region (Kirkwood) (Ref. 14145/119) (Lusikisiki) (Ref. 14145/120)
Salary: R117 501 per annum

Requirements: • Grade 12 and recognised three-year degree/diploma in Purchasing Management, Logistics, Supply Chain Management, Stores and Inventory Management or any equivalent qualification • Relevant experience in Supply Chain Management • Knowledge of PAS 2.6/LOGIS • Knowledge of PFMA and Treasury Regulations • Computer literacy will be an added advantage.

Responsibilities: • Be responsible for the implementation of logistical policies in the management area • Manage personnel • Check and control incoming and outgoing of stock • Ensure the quality and quantity of items delivered/received and distribution.

State Accountant: Budgets

• Gauteng Region (Krugersdorp) (Ref. 14145/76) • KwaZulu-Natal Region (Regional Office) (Ref. 14145/77) • Free State/Northern Cape Region (Regional Office) (Ref. 14145/78) (Kroonstad) (Ref. 14145/79) • Limpopo/Mpumalanga/North West Region (Thohoyandou) (Ref. 14145/80) (Rooigrond) (Ref. 14145/81) • Eastern Cape Region (St Albans) (Ref. 14145/82) (Regional Office) (Ref. 14145/83) • Salary: R117 501 per annum

Requirements: • Grade 12 and recognised three-year degree/diploma in Commercial, Economic or Political Science • Sound experience in Government Financial Systems • Sound communication skills • Valid driver's licence • Computer literacy • Dynamic and professional • Ability to plan and organise events properly • Knowledge of the Public Finance Management Act, Treasury Regulations and BAS • Project management and presentation skills.

Responsibilities: • Execute management accounting policy in the region in accordance with current procedures • Plan and execute management accounting inspection • Undertake financial investigations • Advise on budget-related matters • Ensure budget data integrity on BAS • Evaluate expenditure trends • Ensure that MTEF planning is in place • Budget management • Human Resource management • Execute the responsibilities of officials as stipulated in Section 45 of the Public Finance Management Act.

State Accountant: Voucher Control

• KwaZulu-Natal Region (Pietermaritzburg) (2) (Ref. 14145/84) • Free State/Northern Cape Region (Upington) (Ref. 14145/85) (Goedemoed) (Ref. 14145/86) • Limpopo/Mpumalanga/North West Region (Bethal) (Ref. 14145/87) (Polokwane) (Ref. 14145/88) • Western Cape Region (Pollsmoor) (Ref. 14145/89) • Eastern Cape Region (Mthatha) (Ref. 14145/90)
Salary: R117 501 per annum

Requirements: • Grade 12 and recognised three-year degree/diploma with Accounting and/or Management Accounting as a major subject • Proven financial and supervisory experience • Good knowledge of public finance • Ability to perform under pressure • Computer literacy (knowledge of BAS will be an added advantage).

Responsibilities: • Manage the infrastructure for financial-related practices • Plan activities • Manage the allocation, maintenance, capturing and distribution of budget for the management area • Render a support service by the Financial Control Office (FCO) in terms of giving financial and budgetary advice to the management area.

Artisan: Asset Maintenance

• Limpopo/Mpumalanga/North West Region (Potchefstroom) (Ref. 14145/91) • Eastern Cape Region (Kirkwood) (Ref. 14145/92) (East London) (Ref. 14145/93)
Salary: R117 501 per annum

Requirements: • Grade 12 and recognised three-year degree/diploma or Artisan Diploma • Experience in building administration • Computer literacy • Professionalism, ability to plan and organise • Good communication skills.

Responsibilities: • Manage asset maintenance at the correctional centre • Co-ordinate policy • Quality assess building services • Develop/maintain building work standards • Manage capital • Maintain projects, occupational safety, finances and personnel.

State Accountant: Basic Accounting Systems

• Free State/Northern Cape Region (Regional Office) (Ref. 14145/94) • Limpopo/Mpumalanga/North West Region (Witbank) (Ref. 14145/95) • Western Cape Region (Pollsmoor) (Ref. 14145/96) • Eastern Cape Region (East London) (Ref. 14145/97) (Mthatha) (Ref. 14145/98)
Salary: R117 501 per annum

Requirements: • Grade 12 and recognised three-year degree/diploma and recognisable experience in financial management • Computer literacy • Valid driver's licence • Knowledge of the Public Finance Management Act, Treasury Regulations and BAS.

Responsibilities: • Provide financial management information and advice to management • Responsible for the submission of the monthly in-year management, and monitoring reports according to the National Treasury reporting requirements • Provide financial training regard to financial Management Information System • Human Resource Management • Provide an administrative support function.

State Accountant: Supervisor: Financial Accounting

• Western Cape Region (Brandvlei) (Ref. 14145/121) • Free State/Northern Cape Region (Groenpunt) (Ref. 14145/122)
Salary: R117 501 per annum

Requirements: • Grade 12 and recognised three-year degree/diploma in Accounting or Financial Management with relevant management experience in Government Financial Systems • Sound communication skills • Valid driver's licence • Computer literacy • Dynamic and professional • Ability to plan and organise events properly • Knowledge of the Public Finance Management Act, Treasury Regulations and BAS • Proven experience in a BAS environment • Proven experience in handling control accounts.

Responsibilities: • Execute the responsibilities of officials as stipulated in Section 45 of the Public Finance Management Act • Plan and execute financial accounting functions/inspection • Undertake financial investigations • Keep financial accounting system on standard • Compile training programmes • Ensure effective control over the collection and allocation of all revenue • Ensure financial data integrity on BAS • Manage all ledger and special functions accounts for the management area • Open, keep and control debt accounts for the management area • Submit applicable documents in ensuring zero balances on the ledgers for the month • Handle Z59 claims.

PAO: Logistic Administration

• KwaZulu-Natal Region (Glencoe) (Ref. 14145/123) (Kokstad) (2) (Ref. 14145/124) • Free State/Northern Cape Region (Groenpunt) (Ref. 14145/125) • Gauteng Region (Boksburg) (Ref. 14145/126) • Limpopo/Mpumalanga/North West Region (Barberton (Ref. 14145/127) • Western Cape Region (Helderstroom) (Ref. 14145/128) • Eastern Cape Region (Middledrift) (2) (Ref. 14145/129) (Mthatha) (Ref. 14145/130)
Salary: R117 501 per annum

Requirements: • Grade 12 and 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 • Knowledge of PAS2.6/LOGIS • Knowledge of PFMA and Treasury Regulations • Computer literacy.

Responsibilities: • Implement logistical policies in the management area • Check and control assets, including overall administration of logistic activities.

Manager: Information Technology (IT)

• Western Cape Region (Voorberg) (Ref. 14145/131) • Eastern Cape (Regional Office) (Ref. 14145/132) • Gauteng Region (Boksburg) (Ref. 14145/133)
Salary: R117 501 per annum

Requirements: • Grade 12 and recognised three-year degree/diploma or equivalent qualification with relevant experience • Sound knowledge of suite products and network peripherals • Ability to work in a culturally diversified environment • Good technical report writing, good interpersonal and communication skills • Ability to work independently for long hours.

Responsibilities: • Display knowledge of and co-ordinate policies • Provide first-line helpdesk and desktop support • Provide technical advice and support to IT users • Manage computer hardware (printers included) • Manage and perform software and hardware rollout projects • Manage and perform the installation/integration of software • Manage and perform the configuration and setting up of computing and network equipment • Monitor performance of network connections • Quality assessment of services rendered by IT staff • Render customer assistance • Ensure that backups on sites are performed and restored • Manage data security • Plan activities • Manage finances and personnel.

State Accountant: Accounting and Bookkeeping

• Western Cape Region (Regional Office) (Ref. 14145/134)
Salary: R117 501 per annum

Requirements: • Grade 12 and recognised three-year degree/diploma with relevant experience in financial management • Valid driver's licence • Knowledge of the Public Finance Management Act, Treasury Regulations, Public Service Regulations and BAS • Good interpersonal and communication skills • Computer literacy.

Responsibilities: • Manage cash flow, fund requisition and bank reconciliation • Manage PMG accounts • Manage ledger accounts.

CO: Network Controller

• Free State/Northern Cape Region (Goedemoed) (Ref. 14145/135) (Grootvlei) (Ref. 14145/136) (Groenpunt) (Ref. 14145/137) • Limpopo/Mpumalanga/North West Region (Polokwane) (Ref. 14145/138) (Klerksdorp) (Ref. 14145/139) • Eastern Cape (Umtata) (Ref. 14145/140) • KwaZulu-Natal Region (Kokstad) (Ref. 14145/141)
Salary: R117 501 per annum

Requirements: • Grade 12 and recognised three-year degree/diploma or equivalent qualification with relevant experience • Sound knowledge of suite products and network peripherals • Good interpersonal and communication skills • Ability to work independently.

Responsibilities: • Manage computer hardware • Render customer assistance • Administrate application software • Ensure data integrity • Ensure security of IT facilities • Maintain access and control to server rooms • Complete registers • Maintain software • Ensure data security • Maintain inventories • Inspect networks and facilities • Undertake emergency repairs of equipment • Manage passwords on Local Area Networks (LAN) • Log calls for computer-related problems • Remove inactive users from applicable servers.

PAO: Procurement

• Western Cape (Malmesbury) (Ref. 14145/142) (Allandale) (Ref. 14145/143) • KwaZulu-Natal Region (Durban) (Ref. 14145/144) • Free State/Northern Cape Region (Goedemoed) (Ref. 14145/145) • Limpopo/Mpumalanga/North West Region (Carolina) (Ref. 14145/146) • Gauteng Region (Modderbee (Devon)) (Ref. 14145/147) • Eastern Cape Region (Sada) (Ref. 14145/148) (Kirkwood) (Ref. 14145/149) (St Albans) (2) (Ref. 14145/150)
Salary: R117 501 per annum

Requirements: • Grade 12 and recognised three-year degree/diploma and relevant experience in procurement • Knowledge of BAS/PAS/LOGIS systems • Computer literacy • Good understanding of procurement legislation and procedures.

Responsibilities: • Implement procurement policy and procedures in the management area • Invite and approve quotations and perform administration of bids • Check capturing of official orders and requisitions • Ensure the updating and maintenance of a database of possible suppliers • Promote SMMEs • Manage contracts.

State Accountant: DH Finance

• Limpopo/Mpumalanga/North West Region (Klerksdorp) (Ref. 14145/151)
Salary: R117 501 per annum

Requirements: • Grade 12 and recognised three-year degree/diploma with Accounting and/or Management Accounting as a major subject • Proven financial experience • Good knowledge of the Public Finance Management Act, Treasury Regulations and the Basic Accounting System • Experience in the compiling of Annual Financial Statements • Good communication skills and interpersonal relations • Professional person with integrity and ability to perform under pressure • Computer literacy.

Responsibilities: • Co-responsible for the maintenance of the Human Resource Plan • Responsible for all external and internal financial orientation training • Responsible for Pupil and Assistant Accountant training programmes • Function as Chief User for Financial Accounting • Manage the office.

Network Controller (11 Posts)

• National Head Office (Directorate: Customer Relations Management) (Ref. 14145/152)
Salary: R117 501 per annum

Requirements: • Grade 12 with two year experience in Information Technology or a National Diploma in Information Technology • Excellent communication, customer relations, good interpersonal relation and problem solving skills • Ability to work under pressure and meet deadlines.

Responsibilities: • Provide IT desktop and LAN support • Desktop and software installation • Configure and set up desktops/laptops, hardware, software audits and IT stocktaking • Assist with Information Technology service desk duties • Control and co-ordinate computer administration functions • Inventory control on IT-related equipment • Ensure effective functioning of each workstation by means of correct software and hardware installation and networking configurations • Solve LAN-related problems • Ensure effective and efficient daily user support • Update service desk on all activities on calls.

Secretary

• National Head Office (CDC Central Services) (Ref. 14145/163) (Project Manager: DC: Remand Detention Systems and Security) (Ref. 14145/164) (Director: Correctional Administration) (Ref. 14145/165) (Chief Financial Officer) (Ref. 14145/166) (Director: Pre-Release Resettlement) (Ref. 14145/167) (Director: Security and Infrastructure) (Ref. 14145/168) • Western Cape Region (Area Co-ordinator: Corporate Services: Regional Office) (Ref. 14145/169)
Salary: R94 326 per annum

Requirements: • Grade 12 and relevant experience as a Secretary • Sound communication and interpersonal skills • Computer literacy with excellent understanding of Windows 98/2000, MS Word, Excel, Outlook and PowerPoint • Ability to work under pressure and willingness to work overtime • Good telephone etiquette.

Responsibilities: • Answer and screen telephone calls • Type/compile memorandums and presentations • Execute office and general administrative duties • Manage electronic document tracking system • Acknowledge receipt of documents • Manage, maintain and update filing system • Maintain diary and manage appointments • Record and issue minutes • Arrange meetings/conferences/workshops with relevant stakeholders including private sector representatives upon request • Make all transport arrangements for conferences, courses, meetings and hearings away from the office • Ensure timely compilation and submission of travel claims.

Correctional Officer: Exchequer Control

• National Head Office (Directorate: Financial Accounting) (Ref. 14145/170)
Salary: R94 326 per annum

Requirements: • Grade 12 and recognised three-year degree/diploma with Financial Accounting/Cost and Management Accounting as a major subject or Senior Certificate with finance experience • Computer literacy • Knowledge of BAS system will be an added advantage • Ability to work independently and in a team • Good communication (verbal and written) skills • Ability to work under pressure and handle confidential matters.

Responsibilities: • Assist with the investigation and clearing of PMG accounts • Handle the procedure and process related to warrant vouchers • Assist with the administration of petty cash • Handle telephone queries, faxes and letters • Liaise with the following bodies/sections in the execution of his/her tasks: Regional Office and Office of the Auditor-General • Execute the responsibilities of officials as stipulated in Section 45 of the PFMA.

Correctional Officer: Ledger Control

• National Head Office (Directorate: Financial Accounting) (Ref. 14145/171)
Salary: R94 326 per annum

Requirements: • Grade 12 and recognised three-year degree/diploma with Financial Accounting/Cost and Management Accounting as a major subject or Senior Certificate with finance experience • Computer literacy • Knowledge of BAS system will be an added advantage • Ability to work independently and in a team • Good communication (verbal and written) skills • Ability to work under pressure and handle confidential matters.

Responsibilities: • Handle all aspects with regard to asset and liability accounts • Control over BAS input documents • Assist with clearance of asset and liability accounts • Handle telephone queries, faxes and letters • Liaise with the following bodies/sections in the execution of his/her tasks: Regional Office and Office of the Auditor-General • Execute the responsibilities of officials as stipulated in Section 45 of the Public Finance Management Act.

Correctional Officer: Deduction Control

• National Head Office (Directorate: Financial Accounting) (Ref. 14145/172)
Salary: R94 326 per annum

Requirements: • Grade 12 and recognised three-year degree/diploma with Financial Accounting/Cost and Management Accounting as a major subject or Senior Certificate with finance experience • Computer literacy • Knowledge of BAS system will be an added advantage • Ability to work independently and in a team • Good communication (verbal and written) skills • Ability to work under pressure and handle confidential matters.

Responsibilities: • Collect and sort out pay sheets and pay slips received and distribution thereof • Handle batching and lotting of documents for archiving purposes • Handle all queries regarding pay sheets and pay slips • Execute the responsibilities of officials as stipulated in Section 45 of the Public Finance Management Act.

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

• Gauteng Region (Pretoria Central) (Ref. 14145/190) (Modderbee) (Ref. 14145/191) (Baviaanspoort) (Ref. 14145/192) (Zonderwater Med A) (Ref. 14145/193) • Eastern Cape Region (East London) (Ref. 14145/194) (Mdantsane) (Ref. 14145/195) • KwaZulu-Natal Region (Ebongweni) (4) (Ref. 14145/196) (Durban) (Ref. 14145/197)
Salary: R94 326 per annum

Responsibilities: • Train prisoners and apprentices • Responsible for plumbing welding work detail plans • Service and repair cold and warm water supply • Handle quotations and general administrative work • Execute water pressure, air flow and smoke test.

Recommendation: Solid experience in all Plumbing disciplines.

Motor Mechanic

• Gauteng Region (Pretoria Central) (Ref. 14145/198)
Salary: R94 326 per annum

Responsibilities: • Train prisoners and apprentices • Handle quotations and general administrative duties • Maintain petrol vehicles and lawnmowers as well as do general faultfinding.

Recommendation: Solid experience in all Motor Mechanics disciplines.

Painter

• KwaZulu-Natal Region (Ebongweni) (2) (Ref. 14145/199)
Salary R94 326 per annum

Responsibilities: • Train prisoners and apprentices • Execute modern paint techniques • Responsible for quality control and maintenance.

Recommendation: Solid experience in all Painting disciplines.

Cabinet Maker/Wood Machinist

• Gauteng Region (Boksburg) (2) (Ref. 14145/200)
Salary: R94 326 per annum

Responsibilities: • Train offenders and apprentices and perform maintenance on woodwork machines as well as installing furniture • Design furniture and perform quality control.

Recommendation: • Appropriate experience in and knowledge of solid oak and board work • Experience in all Woodwork disciplines.

Welder

• Gauteng Region (Pretoria Central) (Ref. 14145/201) (Boksburg Med A) (Ref. 14145/202) • Eastern Cape Region (East London) (Ref. 14145/203) • KwaZulu-Natal Region (Ebongweni) (3) (Ref. 14145/204)
Salary: R94 326 per annum

Responsibilities: • Train prisoners and apprentices • Weld non-ferrous metal, different types of steel, cast iron and other materials • Arc, CO2, argon arc and gas welding, brazing and heat treatment of materials.

Recommendation: • Ability to read drawing and welding symbols.

Electrician

• Eastern Cape Region (East London) (Ref. 14145/205) • Gauteng Region (Boksburg Med A) (Ref. 14145/206) (Pretoria Central) (Ref. 14145/207) (Modderbee (Nigel)) (Ref. 14145/208) (Modderbee) (Ref. 14145/209) • KwaZulu-Natal Region (Ebongweni) (3) (Ref. 14145/210) (Pietermaritzburg) (Ref. 14145/211)
Salary: R94 326 per annum

Responsibilities: • Train prisoners as well as apprentices • Inspect, repair, test and maintain the standby generator and electric lighting and equipment • Perform standby duties and maintain safety procedures • Minor electrical installations.

Recommendation: • Experience in all Electrical disciplines.

Carpenter

• Gauteng Region (Johannesburg Med B) (Ref. 14145/212) (Zonderwater Med B) (Ref. 14145/213) • KwaZulu-Natal Region (Ebongweni) (3) (Ref. 14145/214)
Salary: R94 326 per annum

Responsibilities: • Train prisoners as well as apprentices • Perform maintenance on woodwork machines as well as installing furniture • Design furniture and perform quality control.

Recommendation: • Solid experience in all Carpentry disciplines.

Bricklayer

• KwaZulu-Natal Region (Ebongweni) (Ref. 14145/215)
Salary: R94 326 per annum

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

Recommendation: • Knowledge of and experience in the building industry.

Fitter and Turner

• Gauteng Region (Baviaanspoort) (Ref. 14145/216)
Salary: R94 326 per annum

Responsibilities: • Train offenders how to handle and correctly use tools and equipment • Elementary turning, fitting of parts, keyways and bearing and bushes • Training experience in the assembly, repair and maintenance of machinery and mechanical equipment • Identification of special procedures to be use • Conduct general pipe work, low and high pressure pipe system.

Recommendation: • Experience as a Fitter and Turner.

Appointments under the Public Service Act, Act No 103 of 1994

Pharmacist

• Eastern Cape Region (Mthatha) (Ref. 14145/75)
Salary range: R117 501 - R137 976 per annum
Salary: R117 501 per annum plus scarce skills allowance equal to 15%

Requirements: • Grade 12 and appropriate three-year degree or diploma in Pharmacy • Registration with the South African Pharmacy Council as a Pharmacist • Communication, resource management and risk management skills.

Responsibilities: • Manage the pharmacy facility in terms of applicable legislation, regulations and policies • Manage resources (finance, human, information and equipment) • Perform risk management and networking (internal and external) • Facilitate health workers' education.

Formal Education: Educationist

• Western Cape (Drakenstein Max) (Ref. 14145/173) (Drakenstein Med B) (Ref. 14145/174) • KwaZulu-Natal Region (Durban Youth) (Ref. 14145/175) (Glencoe) (3) (Ref. 14145/176) (Glencoe (Ladysmith)) (Ref. 14145/177) (Pietermaritzburg Med A) (Ref. 14145/178) (Waterval Med A) (Ref. 14145/179) (Waterval (Ekuseni)) (2) (Ref. 14145/180) • Gauteng Region (Baviaanspoort Med) (Ref. 14145/181) • Free State/Northern Cape Region (Upington) (Ref. 14145/182) • Limpopo/Mpumalanga/North West Region (Louis Trichardt) (Ref. 14145/183) (Zeerust) (Ref. 14145/184) • Eastern Cape Region (Mthatha) (Ref. 14145/185) (Middledrift) (Ref. 14145/186) (Middelburg) (Ref. 14145/187)
Salary: R94 326 per annum

Requirements: • Grade 12 and recognised three-year degree/Secondary Teacher's Diploma in Education • Preference will be given to candidates with experience in teaching Grade 8-12 • Mathematics and/or Science and also experience in choral music • Excellent communication as well as interpersonal relations skills.

Responsibilities: • Educate offenders • Responsible for administration tasks related to education and safe custody of offenders.

Educationist: Skills Development

• Eastern Cape Region (Patensie) (Ref. 14145/188)
Salary: R94 326 per annum

Requirements: • Grade 12 and recognised three-year degree/diploma in Human/Social Science • Experience in working with females, aged and disabled persons • Knowledge and understanding of Correctional Services setting • Proficiency in English and one of the indigenous languages will serve as a recommendation • Valid driver's licence • Good interpersonal and communication skills • Computer literacy.

Responsibilities: • Policy implementation • Programme design and management • Monitoring and evaluation • Networking • Financial management • Mainstreaming services for females, aged and disabled offenders within the Department of Correctional Services.

Technical Educationist (Metal and Wood Work)

• Free State/Northern Cape Region (Kimberley) (3) (Ref. 14145/189)
Salary: R94 326 per annum

Requirements: • Grade 12 and appropriate three-year diploma/degree in technical education, specialising in metal and wood work • Sound experience in metal and wood work • Computer literacy • Valid driver's licence.

Responsibilities: • Translate policies into activities by providing technical education programmes to offenders • Manage infrastructure • Identify special talents and mapping out a way for its development • Liaise with external institutions and individuals to enhance provisions of programmes • Keep data and evaluate the impact of programmes.

Professional Nurse Grade I (General Nursing)

• KwaZulu-Natal Region (Maphumulo) (Ref. 14145/153) (Eshowe) (2) (Ref. 14145/154) (Qalakabusha) (Ref. 14145/155) (Ebongweni) (6) (Ref. 14145/156) • Western Cape Region (Buffeljags) (Ref. 14145/157) • Limpopo/Mpumalanga/North West Region (Geluk) (Ref. 14145/158) (Standerton Med B) (Ref. 14145/159) (Ermelo) (2) (Ref. 14145/160) (Potchefstroom) (Ref. 14145/161) (Thohoyandou) (3) (Ref. 14145/162)
Salary range: R117 225 - R135 894 per annum (depending on the years of experience). Minimum salary: R117 225 per annum. Salary will be determined by appropriate/recognisable experience in nursing after registration as a Professional Nurse with SANC in General Nursing

Requirements: • Grade 12 and recognised three-year degree/diploma in Nursing or equivalent qualification that allows registration with the South African Nursing Council as a Professional Nurse • Current registration with the South African Nursing Council (SANC) as a Professional 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) • Practice nursing and health care in accordance with the laws and regulations relevant to nursing and health care • Utilise human, material and physical resources efficiently and effectively • Display a concern for patients, promoting and advocating proper treatment and care including awareness and willingness to respond to patients needs, requirements and expectations (Batho Pele) • Maintain a constructive working relationship with nursing and other stakeholders.

Social Worker

• Western Cape Region (Overberg Max (Helderstroom)) (Ref. 14145/99) (Cape Town Community Corrections) (Ref. 14145/100) (Prince Albert) (Ref. 14145/101) • KwaZulu-Natal Region (Glencoe) (Ref. 14145/102) (Umzimkhulu) (Ref. 14145/103) (Ncome Med A) (3) (Ref. 14145/104) (Pietermaritzburg Med B) (Ref. 14145/105) (Ixopo) (Ref. 14145/106) (Waterval Med A) (Ref. 14145/107) (Waterval Med B) (Ref. 14145/108) (Ekuseni) (2) (Ref. 14145/109) (Durban Youth) (Ref. 14145/110) • Gauteng Region (Zonderwater Med A and Med B) (Ref. 14145/111) (Baviaanspoort Medium) (Ref. 14145/112) • Free State/Northern Cape Region (Upington) (Ref. 14145/113) (Boksburg Community Corrections) (Ref. 14145/114) • Limpopo/Mpumalanga/North West Region (Potgietersrus) (Ref. 14145/115) (Modimolle) (Ref. 14145/116) (Witbank) (Ref. 14145/117)
Salary range: R117 501 - R137 976 per annum
Salary: R117 501 per annum

Requirements: • Grade 12 and four-year degree in Social Work • Registration with the South African Council for Social Service Professions • Valid driver's licence • Conversant with acts, policies and legislation pertaining to Social Work practice • Ability to interpret policy/legislative matters and operate within the management area • Sound communication, negotiation, conflict and problem management skills • Ability to co-ordinate and collaborate with internal and external stakeholders.

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 • Maintain record of social work interventions.

Switchboard Operator

• Western Cape Region (Malmesbury) (Ref. 14145/217) (Breede River) (Ref. 14145/218) • Eastern Cape (Mthatha) (Ref. 14145/219) (Mthatha (Lusikisiki)) (Ref. 14145/220) (East London) (Ref. 14145/221) • Gauteng Region (Baviaanspoort) (Ref. 14145/222) (Zonderwater) (Ref. 14145/223) • Limpopo/Mpumalanga/North West Region (Regional Office) (Ref. 14145/224) (Barberton) (Ref. 14145/225)
Salary: R54 879 per annum

Requirements: • Grade 12 and at least a Junior or equivalent Certificate • Experience in the operation of a switchboard • Good communication skills, telephone etiquette as well as a strong and friendly personality.

Responsibilities: • Ensure the proper maintenance of the switchboard equipment • Handle telephone calls and redirect calls to other individuals • Keep an updated telephone list • Record and maintain the register for security-related matters.

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 that three 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). Interested persons are required to post all applications to Basadzi Personnel, PO Box 394, Menlyn, 0063. **Enquiries: Contact Xoli Mashiane/Duduzile Ntuli, tel. (012) 348 1513/1515.**

The Department of Correctional Services reserves the right to fill or withdraw these advertised posts.

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

Closing date: 19 June 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 these 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 the application forms/CVs.

Please take note that correspondence will only be conducted with the short-listed candidates. If you have not been contacted within three (3) months of the closing date of the advertisement, please accept that your application was unsuccessful.

Applicants must note that further checks will be conducted once they are short-listed and that their appointment is subject to positive outcomes on these checks, which include security clearance, security vetting, qualification verification, and criminal records.