



correctional services

Department:
Correctional Services
REPUBLIC OF SOUTH AFRICA

Chief Deputy Commissioner: Central Services

• National Head Office: Pretoria

Salary: R921 054 per annum (all-inclusive package) (Ref: 1)

Requirements: • Grade 12 and relevant three-year degree or diploma • Minimum of seven (7) years' managerial experience • Relevant experience • Must be computer literate • Strategic, leadership and management skills • Sound communication skills • Knowledge of the Public Finance Management Act and Correctional Services Act, No 111 of 1998.

Responsibilities: • Provide leadership and manage Central Services in order to deliver on the strategic plan • Initiate, consolidate and evaluate policy in relation to Communication Services, Information Communication Technology, Policy Co-ordination and Research, Legal and Special Operations and Intergovernmental Relations • Manage relevant strategies in accordance with the departmental mission and formulation of overall strategies and objectives in line with the Departmental Strategic Plan • Manage the development of the DCS inputs into Integrated Governance, specifically the JCPS, Social Sector and IRPS Clusters • Manage DCS participation in JCPS, Social Sector and IRPS Projects and ensure integration of Apex Projects and other cluster priorities into DCS operational planning • Ensure financial management and internal control within the Branch • Responsible for the effective, efficient, economic and transparent use of financial and other resources • Prevent any unauthorised expenditure, irregular expenditure and fruitless and wasteful expenditure and any under collection of revenue due • Manage the safekeeping of assets and manage liabilities within Central Services • Ensure that the Department complies with legal requirements of the Public Finance Management Act • Ensure compliance with the correctional Services Act, No 111 of 1998 and any applicable legislation • Contribute to the achievements of the mission of the Department as regulated within the laws • Provide administrative support functions to ensure that the strategic direction of the Department is research-driven • Manage the Chief Directorate: Policy and Procedure Co-ordination, Directorate: Intergovernmental Relations, Chief Directorate: Communication Services, GITO function and Legal and Special Operations • Provide legal support to the Department • Investigate corruption, fraud and serious maladministration • Enforce Disciplinary Code • Co-ordinate activities of the Integrated Justice System (IJS) Research Co-ordination Committee • Provide support to sourcing of international best practices in corrections • Promote effective communication • Enhance productive media and stakeholder relations • Improve Information Communication Technology (ICT) resource utilisation • Improve information management in the Department of Correctional Services • Ensure centralised database and information system for monitoring of performance information on relevant output and outcome indicators for Communication, LSO, GITO, Policy Co-ordination and Research and Intergovernmental Relations • Monitor delivery against performance indicators and service delivery targets in operations strategy • Ensure effective, efficient and economic management of Central Services to realise policy outcomes • Perform effective budgeting, expenditure monitoring and financial management • Manage the Branch • Develop policy and procedures within Central Service • Ensure an effective communication system to members of the Central Services Branch • Manage risk within Central Services • Manage HR provisioning and training • Manage performance and assessment in Central Services.

Director: Policy and External Training

• National Head Office: Pretoria

Salary: R615 633 per annum (all-inclusive package) (Ref: 2)

Requirements: • Grade 12 and recognised three-year degree or diploma in Human Resource Development, Human Science, Human Resource, Administration or equivalent qualification in related field • Experience in the field of HRD/Management, or Education, Training and Development • A valid driver's licence • Minimum of five (5) years' managerial experience • Knowledge of skills development and related policies, legislation, strategies and programmes • Understanding of basic accounting systems, policies and legislation • Knowledge of HR policies and legislation • Experience in Public Administration • Ability to develop training or learning programmes • Computer literacy • Facilitation, presentation, communication, marketing, report writing, analytical thinking, research, programme designing, motivation/coaching, negotiation and database management skills.

Responsibilities: • Develop and co-ordinate Human Resource Development policy and procedures • Update, review, maintain and monitor the implementation of HRD policy and procedures in line with the White Paper on Corrections • Promote national and international partnerships in HRD in the context of Corrections • Provide financial assistance to meet skills requirements of the Department of Correctional Services • Co-ordinate and manage external training interventions • Co-ordinate and manage learnerships and internships • Manage risks and fraud-related activities within the Directorate.

Director: Functional Management and Training

• National Head Office: Pretoria

Salary: R615 633 per annum (all-inclusive package) (Ref: 3)

Requirements: • Grade 12 and recognised three-year degree or diploma in Social or Behavioural Sciences with traceable managerial experience • Sound knowledge of all legislature influencing ETD • Ability to fulfil a leadership role in the determination and implementation of Human Resource Development policy and strategy that are informed by the Department of Correctional Services' strategy • Presentation, research, interpersonal and problem solving skills are essential • Excellent verbal and written communication skills • Computer literacy • A valid driver's licence • Extensive knowledge of and experience in the field of education, training and development, quality assurance, skills development facilitation and management of learning institutions.

Responsibilities: • Provide visionary leadership for education and training and development • Manage quality assurance system • Develop unit standard and maintain ETQA tools • Monitor stakeholders' consultations • Manage orientation and induction process.

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 following address: **P.O. Box 698, Saxonwold, 2132.**

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

Note: All costs incurred due to your application will be at your 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: 29 May 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 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.



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