



correctional services

Department:
Correctional Services
REPUBLIC OF SOUTH AFRICA

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DEPARTMENT OF CORRECTIONAL SERVICES

APPOINTMENTS UNDER THE PUBLIC SERVICE ACT

DEPUTY DIRECTOR:COORDINATOR: EMPLOYEE RELATIONS AND PERSONNEL DISCIPLINE

- Eastern Cape Region (Regional Office East London Ref: **psa 1/6/1**)

Salary: R406 839 per annum (All inclusive package)

Requirements: Recognized three year degree/ national diploma in Labour Relations and management experience in negotiations in labour disputes. Experience in facilitating problem solving sessions. Valid driver's licence. Dynamism, ability to plan and organize. Sound communication skills.

Responsibilities: Implement employee relations and personnel discipline policy in the region. Manage collective bargaining, grievance procedures and the disciplinary system. Undertake employee relations and personnel discipline research. Plan activities, manage personnel and finances.

ADMINISTRATIVE SECRETARY

- National Head Office: Deputy Commissioner: (Personnel Well-being Ref: **psa 1/6/2**)
- Limpopo/Mpumalanga/North West Region (Rooigrond, Area Commissioner's Office

Ref: psa 1/6/3)

Salary: R206 982 per annum

Requirements: Recognised national diploma in Office Administration and extensive experience as a secretary. Good communication and inter-personal skills. Computer literate with excellent understanding of Windows, MS Word, Excel, Outlook and Power Point. Ability to work under pressure and willingness to work overtime.

Responsibilities: Answer and screen telephone calls. Type/compile memoranda and presentations. Execute office and general administrative duties. Manage electronic document tracking system. Acknowledge receipt of documents. Assist with the 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. Submission of travel claims for the relevant Senior Manager.

ASSISTANT DIRECTOR: SPORTS DEVELOPMENT

- National Head Office Pretoria (Directorate: Sports & Recreation Ref: **psa 1/6/4**)

Salary: R206 982 per annum

Requirements: Recognized and appropriate three year degree/national diploma in the relevant field and traceable supervisory experience in the relevant field. Initiative, self motivation and the ability to motivate others. Excellent communication skills, written/verbal. Ability to work with other individuals in a group setting. Project management skills and the ability to manage people, including groups. The capacity to work without close supervision. Negotiation skills and awareness of current sports issues. Must be computer literate. Excellent organization and administration skills. Ability to make decisions under pressure. Practical commitment to sport and an indepth knowledge of a range of sports. Ability to build up good working relationships with client groups and partner bodies. Valid driver's license is essential.

Responsibilities: Provide opportunities for participation in sport. Distribute information and organize sport related projects, classes, programmes, coaching, club development and training. Increase participation in sport of all kind. Address issues of health, crime and social inclusion, often working with external organizations. Work in partnership with government bodies to deliver government initiatives relating to sport.

ASSISTANT DIRECTOR: TRAINING, MONITORING & EVALUATION

- National Head Office (Directorate: Training Standards Ref: **psa 1/6/5**)

Salary: R206 982 per annum

Requirements: Recognized three year degree/diploma in Human Resource Development and or a completed certificate in occupationally directed education, training and development practices (NQF level 5). Experience in the field of human resource development or education will be an added advantage. Valid driver's licence. Relevant supervisory experience. Knowledge of skill development and related policies, legislation strategies and programmes. Knowledge of departmental policies, legislation and strategies. Understanding of basic accounting systems, policies and legislation. Ability to develop training or learning programmes. Computer literate. Facilitation, presentation, communication, marketing, reporting writing, analytical and negotiation skills. Ability to conduct action research.

Responsibilities: Conduct monitoring and evaluation of Human Resource Development policies and standards. Ensure adherence to the departmental fraud, risk management and compliances framework. Conduct monitoring and evaluation of all Correctional Service training programmes, interventions and utilization of resources. Liaison with relevant stakeholders.

ASSISTANT DIRECTOR: INSPECTION SERVICES

- Western Cape Region (Regional Office x 3 Ref: **psa 1/6/6**)

Salary: R206 982 per annum

Requirements: Recognized three year degree/national diploma and relevant experience in the inspection environment. Knowledge of PFMA, Treasury Regulations, White Paper on Corrections, Public Service Regulations, HRM policies and procedures, financial and logistical procedure manuals and transport procurement and asset management manuals.

Responsibilities: Planning and compilation of the annual inspection programme. Evaluation and identification of risks areas that must form part of the inspection programme. Determination of compliance with relevant legislation, policies and procedures through the conducting of inspections. Establishment of the causes for non-compliance and making recommendations for the rectification of deviations from policy. Determine the extent to which internal control measures are effective in the prevention of deviations from policies and procedures. Submission of reports on inspection findings to enable management to make informed decisions. Determination of whether the theoretical policy framework is reconciled with the practical operations. Assisting in the development and maintenance of inspection tools. Assisting with the proper management of finances and other resources allocated to the Inspectorate section.

LEGAL ADMINISTRATION OFFICER: MR5

- Limpopo/Mpumalanga/North West Region: (Rustenburg Ref: **psa 1/6/7**), (Polokwane Ref: **psa 1/6/8**)
Salary: R205 221 per annum

Requirements: Recognized LLB degree and at least eight years appropriate post legal qualification and legal experience. An admitted Attorney/Advocate will be recommended. Valid driver's license is essential. Excellent verbal and written communication skills. Good negotiation and conflict resolution skills. Computer literate. Service rendering and credibility.

Responsibilities: The incumbent will administer legal advice to Correctional Services. Initiation of policy amendments in the department. Drafting of memoranda on policy amendments. Drafting of legislation/legal documents. The receiving of requests from functionaries for legal assistance. Furnishing of legal advice to personnel. Provide legal training. Dealing with claims against the department. Handling of arbitrations and labour related issues. Administration of motion applications on the implementation of policy in the management areas.

SENIOR ADMINISTRATION OFFICER: MEDIA LIAISON

- National Head Office (Directorate: Public Education, Stakeholder Relations & Media Service)
Ref: psa 1/6/9
Salary: R174 117 per annum

Requirements: A three year tertiary qualification in Communication/Journalism/Public Relations and/or at least five years of experience in communications, particularly in journalism or media liaison. Demonstrable high competency levels in story/feature writing and editing. A qualification and/or competency in project management will be an added advantage. Above average computer literacy. High competency levels in audio recording and editing will be an added advantage. A valid driver's licence.

Responsibilities: Write, edit and disseminate good news. Research and draft media alerts, releases, speeches, features, opinion pieces and letters to the editor. Develop and maintain an up to date and comprehensive media directory. Build productive and sustainable media networks to improve Correctional Services media coverage. Assist in ensuring effective media monitoring and rapid response system through effective coordination of internal networks and in partnership with GCIS. Mobilise media coverage of departmental events and provide all requisite media support services like media kits, setting up interviews, fact sheets, etc. Assist in ensuring effective delivery of media liaison and general communication services in support of the leadership, branches and regions.

SENIOR ADMINISTRATION OFFICER: PERSAL CONTROLLER

- Limpopo/Mpumalanga/North West Region (Witbank Ref: **psa 1/6/10**), (Rooigrond Ref: **psa 1/6/11**)
 - Eastern Cape Region (Regional Office Ref: **psa 1/6/12**)
Salary: R174 117 per annum

Requirements: Recognized three year degree/national diploma and/or five years relevant experience in Human Resource/PERSAL environment. PERSAL training and valid driver's license will be essential. Analytic ability, environmental exposure, presentation, negotiation, evaluation and planning skills. Must be computer literate.

Responsibilities: Management of PERSAL in their respective components. Ensure that all PERSAL users and supervisors in the management area are properly trained and ensure continuous training as and when enhancements are affected. Registration of supervisors and users and allocation of specific functions in relation to their jobs and levels. Monitoring the interactions between the users and supervisors. Authorisation of the suspended file transactions and verification with source documents. Evaluation and recommendations to the PERSAL controller and monitor changes to the system in line with the SCC system. Maintain post establishment on PERSAL (including aspects such as employment out of adjustment). Human Resource Utilization (promotions, movements, transfers, relocations, translation in rank, demotion and service termination). Service benefits eg. salary payment, allowance, medical assistance, remunerated overtime, rewards for performance, housing assistance and bursaries. The planning of activities and the management of personnel and finance.

SENIOR ADMINISTRATION OFFICER: APPOINTMENTS

- National Head Office (Directorate: HR Admin and Utilization) Ref: **psa 1/6/13)**

Salary: R174 117 per annum

Requirements: Recognized three year degree/national diploma and/or relevant experience in an HR environment. Computer literate, especially indepth knowledge of MS Word, MS Excel, Powerpoint presentation and Outlook. Must be able to function in a pressurised environment and meet deadlines. Accuracy and attention to detail. Good communication skills. Ability to plan and organize.

Responsibilities: Provide management support of HR appointment processes at national level. Assist in the development and monitoring of policies and procedures on appointments. Conduct verifications on source documents. Compiling and issuing of appointment letters. Management of contract appointments and interns. Logistical and financial administration. Management of appointments at private prisons. Handling of parliamentary and portfolio committee enquiries. Provide quarterly reports to management. Compile and verify statistics for the annual report. Represent the department in conciliation and arbitrations. Management of subordinates. Compile monthly certifications for the component HR Appointments.

SENIOR STATE ACCOUNTANT: FINANCIAL MANAGEMENT

- Eastern Cape Region (Mthatha Ref: **psa 1/6/14)**

Salary: R174 117per annum.

Requirements: Three year degree/national diploma in Accounting or Financial Management and/or relevant experience in financial systems. Good communication and presentation skills. Must be computer literate. Valid driver's license. Ability to organize and plan. Knowledge of the PFMA, Treasury Regulations and BAS.

Responsibilities: Provide financial management information and advice to managers. Responsible for the submission of the monthly in-year management, monitoring and reporting according to the National Treasury reporting requirements. Compilation and submission of the adjustment estimates, the MTEF and the budget. Maintenance of the activity delimitation of the department. Provide financial training with regard to financial management. Provide administrative support to the Directorate.

SENIOR ADMINISTRATION OFFICER: TENDER ADMINISTRATION

- Western Cape Region (Regional Office Ref: **psa 1/6/15)**

Salary: R 174 117 per annum

Requirements: Recognised and appropriate three year degree/national diploma in the field of procurement/logistics and/or five years experience. Knowledge of BEE. Computer literate. Valid driver's licence. Knowledge of the Supply Chain procurement policy. Good communication skills.

Responsibilities: Handle all bid-related enquiries. Compile and follow up on all BEE returns. Manage office, IT equipment and assets. Assist and provide advice on procurement policy to other role players. Register bids/price quotations. Liaise with internal and external stake holders. Arrange and attend adjudication bid committee meetings. Adhere to legislation, policy, procedures and delegated powers. Ensure that recommendations are checked by two other officials before submission to the bid committee. Ensure that the appropriate preference point system is utilised in the evaluation of bids as prescribed by the Preferential Procurement Regulations, 2001.

ADMINISTRATION OFFICER: REGISTRATION

- Eastern Cape Region (Regional Office Ref: **psa 1/6/16)**
- Limpopo/Mpumalanga/North West Region (Regional Office Ref: **psa 1/6/17)**

Salary: R140 208 per annum

Requirements: Recognised degree/national diploma and/or two years experience in the field of public records and archives or similar environment. Valid driver's licence. Knowledge of registry and archives. Knowledge of departmental policies, legislation, strategies and programs. Knowledge of records management policies and legislation. Experience in public administration. Ability to develop training or learning programmes. Computer literate.

Responsibilities: Manage archives and registry sections. Transfer records to archives. Withdraw records from archives and registry. Dispose of files. Control uniform filling system. Safe keeping of departmental files.

PROVISIONING ADMINISTRATION OFFICER: LOGISTICS

- Western Cape Region (Pollsmoor X 5 Ref: **psa 1/6/18**), Drakenstein X 5 Ref: **psa 1/6/19**), Voorberg X 4 Ref: **psa 1/6/20**), Overberg X 5 Ref: **psa 1/6/21**), Malmesbury X 2 Ref: **psa 1/6/22**), Breede River X 2 Ref: **psa 1/6/23**), George X 3 Ref: **psa 1/6/24**), Goodwood X 4 Ref: **psa 1/6/25**), Allandale X 2 Ref: **psa 1/6/26**), Brandvlei X 2 Ref: **psa 1/6/27**)

Salary: R140 208 per annum

Requirements: Recognised national diploma/degree and/or two years relevant experience. Computer literate. Valid driver's license. Experience and training in the related field will be an added advantage. Knowledge of the PFMA and Treasury Regulations. Knowledge of the supply chain management framework and Logis.

Responsibilities: Assist with the compilation of the logistical training plan. Implement logistical policies in the Management Area. Check and control assets. Ensure proper logistical administration in the Management Area.

ADMINISTRATION OFFICER: PLACEMENT

- National Head Office (Directorate: HR Admin & Utilization Ref: **psa 1/6/28**)

Salary: R140 208 per annum

Requirements: Recognised degree/national diploma in HR Management and/or two years relevant experience. Must be computer literate. Administrative support skills. Good verbal and communication skills.

Responsibilities: Administering of Interdepartmental Transfers. Compile and consolidate the statistics of transfers and secondments on a quarterly basis. Drafting and typing of routine letters and memoranda. Process the content of incoming and outgoing documentation through perusing of incoming documentation to ensure appropriate filing of documents. Making photocopies and faxing of documents. Assist with the ordering of stationery and other office equipment. Responsible for administering of community service officials and placement of Bursary Holders.

ADMINISTRATIVE OFFICER: PERFORMANCE MANAGEMENT & DEVELOPMENT SYSTEMS

- National Head Office (Directorate: HR Support Ref: **psa 1/6/29**)

Salary: R140 208 per annum

Requirements: Recognised degree/national diploma and/or relevant experience. Good communication skills (verbal and written) as well as interpersonal skills. Ability to liaise with team members and the public. Computer literate especially with MS Word, MS Excel, Power-Point and Outlook. Must be self driven, innovative, creative with flair in dealing with people. The ability to work under pressure with accuracy and attention to detail.

Responsibilities: Render administrative service in the Sub-Directorate: Performance Management. Manage the office filing system and assist with annual team assessment model results (validation and verification of assessment packages). Assist with logistical arrangements. Render auxiliary services i.e. photocopying, faxing and emails, etc. relating to team assessments, logistics, PMDS for deputy directors, administration and performance management.

STATE ACCOUNTANT: MANAGEMENT ACCOUNTING

- Western Cape Region (Allandale Ref: **psa 1/6/30**)

Salary: R 140 208 per annum

Requirements: Recognised degree/national diploma in accounting/financial management field. Knowledge of the PFMA and treasury regulations relating to financial and management accounting. Knowledge of procurement administration on management area level. Good communication skills. Valid driver's license.

Responsibilities: Exercise financial control in the management area. Assist management in the execution of financial management of the management area as well as budget allocated to management in line with the PFMA. Ensure optimal utilisation of resources. Support the management of budgets within the framework of relevant legal directives and regulations. Ensure financial discipline.

HR OFFICER: SECONDMENTS

- National Head Office (Directorate: HR Admin & Utilization Ref: **psa 1/6/31**)

Salary: R113 568 per annum

Requirements: Grade 12 and relevant experience. Computer literate. Administrative support skills. Good verbal and communication skills.

Responsibilities: Administration of Interdepartmental Transfers. Compile and consolidate the statistics of transfers and secondments on a quarterly basis. Drafting and typing of routine letters and memoranda. Making photocopies and faxing of documents. Assist with the ordering of stationery and other office equipment.

CLERK: RECRUITMENT

- Western Cape Region (Regional Office Ref: **psa 1/6/32**)
- Eastern Cape Region (Regional Office Ref: **psa 1/6/33**)

Salary: R113 568 per annum

Requirements: Grade 12 and three/five years relevant experience in Human Resource Management environment. Sound communication skills. Must be computer literate.

Responsibilities: Assist in the interview and selection process. Assess suitable candidates against the requirements set out in the job description. Schedule interviews with prospective candidates. Administer and manage information. Gather adhoc information as required by the section. Prepare adhoc documents on the request/direction of personnel from the section. Maintain confidentiality on personnel information on a need to know basis. Secure storage of memorandums. Exercise control over the inventory of the office. Present short listed candidates to selection panels. Organize dates and arrange with panel members. Organize and prepare venues. Control personnel information. Compile appointment and short list memorandums. Compile approval of the short list and interview panel memorandum. Control documentation. Retrieve mail from the registration office. Retrieve incoming faxes. Register incoming/outgoing mail. Plan and organize activities. Give overall guidance on HR matters to panel members. Issue regret letters for all unsuccessful candidates.

CLERK: REGISTRATION

- Limpopo/Mpumalanga/North West Region (Regional Office Ref: **psa 1/6/34**), (Rooigrond Ref: **psa 1/6/35**), (Thohoyandou Ref: **psa 1/6/36**)
- Kwazulu Natal Region (Regional Office X 2 Ref: **psa 1/6/37**)

Salary: R113 568 per annum

Requirements: Grade 12 and three/five years experience in similar environment. Have good interpersonal skills and be able to liaise with all levels in the organization. Good communication skills. Should place a high premium on confidentiality. High level of integrity. Valid driver's licence.

Responsibilities: Receiving and opening of post. Filing and distribution of documents to sections. Handle the administration within the Registration and Archives offices.

SECRETARY

- Head Office (Deputy Minister`s Office **Ref: psa 1/6/38**), (Directorate: HR Admin & Utilization **Ref: psa 1/6/39**)
 - Eastern Cape Region (**Regional Commissioner Ref: psa 1/6/40**)
- Western Cape Region (Regional Head Finance **Ref: psa 1/6/41**) , Area Coordinator: Finance Pollsmoor **Ref: psa 1/6/42**, Area Commissioner: Breede River **Ref: psa 1/6/43**),
 - Area Commissioner: Helderstroom **Ref: psa 1/6/44** (Area Commissioner: Southern Cape **Ref: psa 1/6/45**)

Salary: R113 568 per annum

Requirements: Grade 12 and three/five years relevant experience as a secretary. Good communication and inter-personal skills. Computer literate with excellence understanding of Windows, MS Word, Excel, Outlook and Power Point. Ability to work under pressure and willingness to work overtime.

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. Assist with 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. Ensuring submission of travel claims for the Directors etc.

MESSENGER/DRIVER

- Western Cape Region (Regional Commissioner`s office **Ref: psa 1/6/46**)

Salary: R94 575 per annum

Requirements: Grade 12 and two years relevant experience. Valid driver`s license. Good communication skills. Knowledge and identification of explosives. Good telephone etiquette. Basic VIP training. Advanced driving training and exposure to protocol training will be an added advantage. Willing to work overtime and abnormal hours.

Responsibilities: Safety and security, compilation and updating of the logbook and completion of monthly kilometre claims for the Regional Commissioner. Coordinate kilometre claims of SMS members under the supervision of the Regional Commissioner and submit for payment. Compile Subsistence and Travelling allowance claims and make arrangements and bookings for air travel for the Regional Commissioner. Undertake logistical, personnel and financial administration. Execute tasks assigned by the Regional Commissioner on a day-to-day basis.

APPOINTMENT UNDER CORRECTIONAL SERVICES ACT

DEPUTY COMMISSIONER: LEGAL & SPECIAL OPERATIONS

- National Head Office: Pretoria **Ref: csa 1/6/47**
Remuneration Package: R845 448 – R1 026 009 per annum
(all inclusive package)

Requirements: LLB Degree. At least three/five years senior management experience. Experience in labour and constitutional law. Practical experience in conducting and/or monitoring litigation for or against the department. Practical experience in writing, legal opinions, supervising legal administration offices and providing verbal legal advice to Executive Management is a recommendation. Ability to conduct legal research and to keep up to date with court decisions is a recommendation. Exposure to/experience in working with labour cases (essential). Experience in risk management and the ability to ensure justice is achieved within the corporate environment. Exposure to and

practical experience in litigation and court processes. Ability to communicate assertively and confidently at all levels. Exposure to and experience in legal drafting. Integrity and willingness to undergo security clearance . Experience and competency in the field of labour and administration law. Experience in public service management will be an added advantage. Excellent people management, office administration, planning/organizing, analytical and problem solving skills. Ability to negotiate settlements, argue and manage conflicts amicably. Ability to work independently, yet function as part of a team. Ability to work under pressure and meet deadlines. Proven ability to analyze, conceptualize and apply policy. Sound knowledge of and practical experience in applying Civil Procedure, the Labour Relations Act and the promotion of Administrative Justice Act. Knowledge of the Public Service Act and Regulations, Public Finance Management Act, Promotion of Access to Information Act, Treasury Regulations and other relevant legislation. Computer literate. Valid driver's licence.

Responsibilities: Provide strategic leadership to the legal services, investigative and sanction units of the department. Build and manage a core of personnel to conduct investigation on corruptions. Manage and ensure the effectiveness of sanctions against malpractices and transgression against departmental policies. Ensure that the chief directorate is managed in accordance with the PFMA and other applicable laws and regulations. Ensure that the disciplinary code of the department is effective and applicable to the departments conditions. Prepare reports on the chief directorate's functioning for the appropriate authorities, including parliament.

NB: Candidates who have previously applied for this vacancy need not re-apply.

DEPUTY COMMISSIONER: CHEIF AUDIT EXECUTIVE

- National Head Office: Pretoria **Ref: csa 1/6/48)**
Remuneration Package: R845 448 – R1 026 009 per annum
(all inclusive package)

Requirements: Recognised degree/diploma in internal audit or related field. Five/Seven years senior management experience in Internal Audit environment. Five/Seven years senior management experience in Internal Audit environment. Registration with institute of Internal Audit Standards. PFMA – compilation of budget, estimation, expenditure and reporting. Knowledge of applicable legislation, policies and regulations. Applied strategic thinking, communication skills. Presentation skills. Extensive report writing skills. Management planning, organising, leading and control. Decision making skills. Conflict management. Service delivery orientated. Strategic capability and leadership.

Responsibilities: Conduct support, performances and special audits. Conduct financial and operations audits. Perform information services (IS) related operations. Execution of any delegated authority with the statutory prescripts and in line with the Standards for the professional practice set by the Institute of Internal Auditors. Perform audits relating to IMS. Civics and departmental change related operations. Ensure quality assurance to internal audit activities. Facilitate risk management with the department. Management of resources.

NB: Candidates who have previously applied for this vacancy need not re-apply.

ASSISTANT DIRECTOR: HEAD CORRECTIONAL CENTRE

- Western Cape Region (Knysna **Ref: csa 1/6/49)**

Salary R249 771per annum

Requirements: Grade 12 and recognised three year degree/diploma and at least seven years combined relevant experience gained in a supervisory and Junior Management level. Good communication skills. Drivers license essential.

Responsibilities: The management of operational support, corrections, staff support, human resource and budget programmes. Manage offender behaviour and ensure relevant, effective rehabilitation programmes in line with the White Paper on Corrections. Ensure effective Operational planning and target setting as well as the execution thereof. Manage assets, human resources and finances in line with the approved operational plan for the Centre.

HEAD: COMMUNITY CORRECTIONS

- Western Cape Region (Breede River **Ref: csa 1/6/50)**

Salary: R249 771 per annum

Requirements: Recognised three year degree/national diploma and at least seven years combined relevant experience on supervisory and Junior management levels. Good communication skills. Driver's license essential.

Responsibilities: Management of monitoring services. Determine the conditions of house arrest and supervision for persons serving sentences in the community. Take action against offenders who violate parole/community service conditions. Participate in Case Review Team for Community Corrections. Management of programs. Identification of Community Service programmes. Undertake logistical, personnel and financial administration. Allocate staff to specific duties. Responsible for the facilities and equipment of the section. Apply disciplinary procedures against staff.

CENTRE COORDINATOR: CORRECTIONS

- Western Cape Region (Helderstroom Maximum Ref: **csa 1/6/51**)
- Kwazulu Natal Region (Durban Medium A Ref: **csa 1/6/52**), Waterval Medium A Ref: **csa 1/6/53**), Ncome Medium B Ref: **csa 1/6/54**)

Salary: R249 771 per annum

Requirements: Recognised three year degree/national diploma and at least seven years experience gained in a supervisory post. Valid driver's license. Good communication skills and ability to plan/organise. Good communication skills.

Responsibilities: Management of classified information. Control access and use of classified/secret information. Ensure that only vetted officials obtain access to security files/information. Ensure effective control over the movement and placement of offenders as well as offender related administration. Manage policy documentation. Establish and maintain a library of DCS policies and directives. Promote security awareness and investigate incidents. Manage emergency support unit. Logistical, personnel and finance management.

ASSISTANT DIRECTOR: MANAGER CORRECTIONS

- Gauteng Region (Boksburg Ref: **csa 1/6/55**)
- Western Cape Region (Overberg Ref: **csa 1/6/56**), (Malmesbury Ref: **csa 1/6/57**),
 - (Pollsmoor Ref: **csa 1/6/58**), (Allandale Ref: **csa 1/6/59**)

Salary R215 454 per annum

Requirements: Recognised three year degree/national diploma and five years relevant supervisory experience. Analytical ability. Sound communication skills (written and verbal). Ability to plan and organise. Computer literate. Valid driver's license.

Responsibilities: Manage case management administration and unit management in the management area. Manage centre administration with regard to the admission and release of offenders. Exercise control over the movement between correctional centres/management areas. Ensure effective utilization of available offender accommodation. Monitor correctional programmes. Management of personnel, assets and finance.

UNIT MANAGER

- Eastern Cape Region (Middledrift x 2 Ref: **csa 1/6/60**)
- Western Cape Region (Dwarsrivier Ref: **csa 1/6/61**)
- Kwa Zulu Natal Region (Durban Medium C Ref: **csa 1/6/62**), Durban Medium A Ref: **csa 1/6/63**),
(Umzinto Ref: **csa 1/6/64**)

Salary: R209 178 per annum

Requirements: Recognized and appropriate three year degree/national diploma and at least seven years experience gained in a supervisory post. Sound communication skills (written and verbal). A valid driver's license is essential. Knowledge of the PFMA and Treasury Regulations. Completion of Basic Training/Correctional Services Learnership.

Responsibilities: The implementation of unit management within the unit. Ensure the training of staff pertaining to unit management principles. Implementation of procedures to improve the level of communication between the different units, Head of Correctional Centre, CMC and other role-players. Management of Prisoner Development Staff (PDS). Implementation of structured day program for the unit which includes the roistering of programs in conjunction with the PDS. Implementation of the three meal system as part of the structured day program. Ensure that case files are opened for all offenders and that sentence plans are compiled in conjunction with the CMC. Structured day programs must make provision for the content of sentence plans. Compilation of case notes and the recording thereof on the case files. Assessment of offenders in conjunction with the CMC. Registering of structural needs to enhance the implementation of unit management. Management of financial, personnel and logistical related matters.

UNIT MANAGER : COMMUNITY CORRECTIONS

Eastern Cape Region (Grahamstown Ref: csa 1/6/65)

- Western Cape Region (Mitchells Plain Ref: csa 1/6/66)

Salary: R209 178 per annum

Requirements: Relevant degree/national diploma. At least seven years experience gained in a supervisory post.

Responsibilities: Visiting cases, noting behaviour, submitting of recommendations for up/down classification of cases, gathering information on the whereabouts of absconders, noting complaints/requests and visiting work areas. Counselling of grieved cases until professional help is available, reporting suicidal/homicidal tendencies to the DH Social Work. Ensure data integrity and responsible for the equipment used by the component. Determining of duty rosters/leave arrangements, allocation of staff to specific duties, merit assessment of staff, disciplinary action against offending staff and personnel development/counselling of staff. Budgeting for funds and accountable for expenditure in terms of the component.

HEAD CORRECTIONAL CENTRE

- Eastern Cape Region (Sterkspruit Ref: csa 1/6/67), (Idutywa Ref: csa 1/6/68)
- Kwazulu Natal Region (Greytown Ref: csa 1/6/69)

Salary R209 178 per annum

Requirements: Recognized three year degree/national diploma. At least seven years experience gained in a supervisory post. Sound Communication skills. Valid driver's licence. Must be computer literate. Completion of Basic Training/Correctional Services Learnership. Analytical ability, sound communication, ability to plan and organizing skills.

Responsibilities: The management of operational support and corrections. Management of staff support, human resource and budget programmes. Work with the prediction of future criminal behaviour and formulate policies.

SECTION HEAD: CASE MANAGEMENT SUPERVISOR: GRADE II

- Western Cape Region (Pollsmoor Med A Ref: csa 1/6/70), Pollsmoor Maximum Ref: csa 1/6/71), (Van Rhynsdorp Ref: csa 1/6/72), (Warmbokveld Ref: csa 1/6/73), (Oudtshoorn Ref: csa 1/6/74)

Salary: R170 850 per annum

Requirements: Grade 12 or relevant three years degree/national diploma with at least five years relevant experience on production level. Ability to plan/organise. Valid driver's license.

Responsibilities: Admission and release of offenders. Control over offender's movements. Administration of offender's cash. Maintain offenders' files/records. Administration of fines/bail payments. Administration of offender labour maintenance. Enhance safe custody by personnel. Manage offender privileges.

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 that you are applying for on your application form (Z83) and post your complete application to the relevant addresses as indicated:

National Head Office: Post Advertisement, Department of Correctional Services, Private Bag X136, Pretoria, 0001 (Mr Leon Strydom (012 307 2523) / Mr Herlin Ince (012 307 2170) / Mrs Pravitha Moodley (012 307 2211)

Free State/Northern Cape Region: Head Recruitment, Private Bag X20530, Bloemfontein, 9300 (Ms J Mholo: 051 404 0268 / 051 4040270)

Eastern Cape Region: Head Recruitment, Private Bag X9013, East London, 5200 (Mr ZP Mwehle: 043 706 7923)

Gauteng Region: Head Recruitment, Private Bag X393, Pretoria, 0001 (Mr SS Masango: 012 420 0174/ Ms L Moeketsane (012 4200179)

Limpopo/Mpumalanga/North West Region: Head Recruitment, Private Bag X142, Pretoria, 0001: (Ms G Maphosa: 012 306 2034)

Western Cape Region: Head Recruitment, Private Bag X01, Edgemoed, 7404: (Ms M Sanders: 021 550 6059)

KwaZulu/Natal Region: Head Recruitment, Private Bag X9126, Pietermaritzburg, 3200 (Mr N Langer / Y Rupram: 033 355 7370)

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

Note: • All advertised Director Level Posts, must be addressed to the National Head Office. All cost 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: 01 July 2011 at 15h45.

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/CV's

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.