



correctional services

Department:
Correctional Services
REPUBLIC OF SOUTH AFRICA

Switchboard Operator X 5, Gauteng Region: Baviaanspoort (Ref: psa 1/9/408), Johannesburg (Ref: psa 1/9/409), Modderbee Devon (Ref: psa 1/9/410), Zonderwater (Ref: psa 1/9/411), Limpopo, Mpumalanga & North West Region: Regional Office (Ref: psa 1/9/412), Barberton (Ref: psa 1/9/413), Witbank (Ref: psa 1/9/414), Western Cape Region: Pollsmoor (Ref: psa 1/9/414), Malmesbury (Ref: psa 1/9/415), Worcester (Ref: psa 1/9/416), Goodwood (Ref: psa 1/9/417), Salary: 71 196 per annum

Requirements: Experience in the operation of switchboard. Good communication skills as well as a strong and friendly personality.
Responsibilities: Ensure the proper maintenance of the switchboard equipments. Handle telephone calls and redirect calls to other individuals. Keep an updated telephone list. Record and maintain the register for security related matter.

Typist X 19, Eastern Cape Region: Sada (Ref: psa 1/9/418), Kirkwood (Ref: psa 1/9/419), East London (Ref: psa 1/9/420), National Head Office: Directorate: HR A & Utilization X 3: (Ref: psa 1/9/421) (6 months contract), Gauteng Region: Modderbee Nigel (Ref: psa 1/9/422), Zonderwater X 2 (Ref: psa 1/9/423), Free State/N Cape Region: Regional Office (Ref: psa 1/9/424), Area Commissioner's Office X 2 (Ref: psa 1/9/425), Limpopo, Mpumalanga & North West Region: Regional Office (Ref: psa 1/9/426), Rooigrond (Ref: psa 1/9/427), Polokwane X 4 (Ref: psa 1/9/428), Witbank X 2 (Ref: psa 1/9/429), Western Cape Region: Drakenstein (Ref: psa 1/9/430), Pollsmoor (Ref: psa 1/9/431), Allendale (Ref: psa 1/9/432), Goodwood (Ref: psa 1/9/433), Vooerberg x2 (Ref: psa 1/9/434), Worcester x2, (Ref: psa 1/9/435) Malmesbury x2 (Ref: psa 1/9/436), Salary: R 71 196 per annum
Requirements: Grade 12 with typing as a subject. Type plus or minus 55 words per minute. Successful completion of a word processing course. Practical experience in Windows 98/2000, MS Word, Power Point, Excel and Outlook
Responsibilities: Plan depending on the kind of typing, the layout thereof in accordance with the directives. Type letters, memorandums, data etc. Check typing and correct if necessary.

Deputy Regional Commissioner, Limpopo, Mpumalanga and North West Region: (Ref: csa 1/9/437),
Remuneration package: R845 448 – R1 026 009

Requirements: Recognized and appropriate three year degree /diploma, with traceable managerial experience. Sound knowledge of the South African Correctional System. An understanding of the legal mandate. Strategic capability and leadership. Ability to communicate effectively at all levels. Diversity management and conflict resolution skills. Good human relations skills. Knowledge of Government's PFMA. Postgraduate qualifications in Social Sciences will be an advantage. Computer literacy and valid driver's license.
Responsibilities: The overall mission will be to perform delegated responsibilities in support of, and take instructions from the Regional Commissioner as she/he leads the region. The end goal is to ensure that offenders who leave the correctional system have appropriate attitudes and competencies to successfully integrate into society as law abiding and productive citizens. In particular, the person must: Oversee the efficacy of the Regional Co-ordinators as they work with management areas. Continually evaluate the capacity needs of the region and act appropriately on such information. Manage administrative issues related to the requests or needs of offenders. Perform other relevant functions, as delegated by the Regional Commissioner.

Deputy Commissioner: Area Commissioner, Gauteng Region: Johannesburg Management Area: (Ref: csa 1/9/438),
Remuneration package: R845 448 – R1 026 009

Requirements: Recognized and appropriate three year degree/diploma in Management/Administration coupled with management experience. An understanding of the legal mandate. Strategic capability and leadership. The ability to communicate effectively at all levels. Diversity management and conflict resolution skills. Good human relations skills. Knowledge of Government's PFMA. The ability to develop and motivate others and to communicate effectively. Good leadership, analytical and interpersonal skills are essential. Must be Computer Literate. Valid driver's licence.
Responsibilities: Management of corrections and security by providing operational and staff support at the correctional centres. Management of development and care ensuring effective medical care, hygienic standards, social work services, education and training, spiritual care, agriculture and production workshops. Management of corporate services ensuring effective personnel administration and utilization, performance management and sound labour relations within the relevant legal mandates while striving to promote the image of DCS. Management of finances ensuring effective inspections, budgeting, planning and logistical activities e.g. investigations, tenders, contracts and transport. Management of community corrections ensuring effective monitoring services, programs and community liaison.

Director: Area Coordinator: Corporate Services, Gauteng Region: Johannesburg Management Area (Ref: csa 1/9/439),
Remuneration package: R 697 533 – R 833 988

Requirements: Recognized and appropriate three year degree /diploma in Human Resource Management plus traceable management experience. Proven knowledge of Human Resource policies and procedures in the public service, labour relation policies, disciplinary procedure and code, are essential. Excellent verbal and written communication skills and strong leadership qualities. Negotiation skills and ability to organise are required. Valid drivers licence. Computer license.
Responsibilities: Candidate must have extensive knowledge and experience in the field of human resource to ensure that personnel are administered. Be responsible for performance management, manage special personnel enhancement and support programmes in the management area. Administer legal and employee relations to top management.

Director: Information Technology Security Manager, National Head Office: Chief Directorate GITO (Ref: csa 1/9/440),
Remuneration package: R 697 533 – R 833 988

Requirements: Bachelor's Degree in Computer Science, Information Systems, or other related field. Relevant experience in the Information and Communication Technology environment. About 7 years of IT work experience with a broad range of exposure to all aspects of business planning, systems analysis and application development. Experience with managing team(s) and project(s) for information security management. Computer literate with understanding of MS Office (MS Word, MS Project, MS Excel etc.), presentation, planning, organizing, research, conflict management, problem solving, negotiation, written and verbal communication.
Responsibilities: Manage the development and delivery of IT security standards, best practices, architecture and systems to ensure information system security across the department. Implement processes and methods for auditing and addressing non-compliance to information security standards; facilitate migration of non-compliant environments to compliant environments. Conduct studies within and outside the department to ensure compliance with standards and currency with industry security norms. Manage and participate in the planning and implementation of security administration for all IT projects. Lead the evaluation and selection of security applications and systems. Make recommendations and assists in the implementation of changes to strengthen security measures. Play an active role in the protection of the department's intellectual capital where stakeholders access applications and databases. Work very closely with the department's Chief Security Officer (CSO) and other business security components.

Director: Area Commissioner , Limpopo, Mpumalanga and North West Region: Thohoyandou (Ref: csa 1/9/441),
Remuneration package: R 697 533 – R 833 988

Requirements: Recognized and appropriate three year degree/diploma in Management/Administration coupled with management experience. An understanding of the legal mandate. Strategic capability and leadership. The ability to communicate effectively at all levels. Diversity management and conflict resolution skills. Good human relations skills. Knowledge of Government's PFMA. The ability to develop and motivate others and to communicate effectively. Good leadership, analytical and interpersonal skills are essential. Must be Computer Literate. Valid driver's licence.
Responsibilities: Management of corrections and security by providing operational and staff support at the correctional centres. Management of development and care ensuring effective medical care, hygienic standards, social work services, education and training, spiritual care, agriculture and production workshops. Management of corporate services ensuring effective personnel administration and utilization, performance management and sound labour relations within the relevant legal mandates while striving to promote the image of DCS. Management of finances ensuring effective inspections, budgeting, planning and logistical activities e.g. investigations, tenders, contracts and transport. Management of community corrections ensuring effective monitoring services, programs and community liaison.

Director: Head Correctional Centre, Western Cape Region: Pollsmoor Maximum (Ref: csa 1/9/442),
Remuneration package: R 697 533 – R 833 988

Requirements: Recognized three year degree/diploma in Correctional Administration, penology/ criminology or diploma in Correctional Services Management. A valid driver's licence. A minimum of 5 years managerial experience. Knowledge of skills development and related policies, legislations, strategies and programs. Knowledge of DCS policies, legislation and strategies. Experience in Public Administration. Computer literate. Negotiations and counselling skills. Analytical thinking. Problem solving skills. Behaviour observation, listening and communication skills. Time management skills. Diversity and conflict management skills.
Responsibilities: Manage operational support services. Manage internal security by ensuring that the standby list is available, there is sufficient security in the centre and searching is done continuously according to the register, etc. Manage external security by ensuring that admissions and releases are conducted, the property store is secured, the reconciliation of offenders cash is undertaken and that fines and bail payments are made. Ensure that social work, moral interventions, behaviour, monitoring and offender programs (targeting offender behaviour) are managed according to procedures in different units by unit managers. Profile sentence planning by compiling assessment risk. Profile individual correctional sentences. Manage staff support services. Manage Human Resource Functions at the centre. Manage activities of the case management committee. Ensure that a consistency of activities within the centre is developed and regular sittings takes place.

Director: Area Coordinator: Corrections, Western Cape region: Pollsmoor (Ref: csa 1/9/443)
Remuneration package: R 697 533 – R 833 988

Requirements: Recognized three year degree/diploma and traceable management experience. Exposure to and knowledge of the SA Correctional System and criminal Justice System. Knowledge of the statutory environment for Public Service. Strong co-ordination, project management and analytical skills. Strategic capability and leadership. Change and diversity management skills. A creative, innovative thinker, adaptable to new situations. Good interpersonal and strong analytical and communication capabilities.
Responsibilities: Oversee the development, implementation and monitoring of policies relating to offenders' personal corrections, which mainly include development and management of correctional programmes, development of policies and systems necessary for effective management of Correctional Centres with emphasis on the correction of offending behaviour, social reintegration, restoration, humane treatment, as well as promotion of social ownership of corrections. Planning and developing accommodation facilities, including upgrading and maintenance of existing facilities. Managing security in Correctional Centres, which includes ensuring safety and security of officials, offenders and the public.

Deputy Director: Head Correctional Centre X 4, Limpopo, Mpumalanga and North West Region: Rustenburg (Ref: csa 1/9/444), Polokwane (Ref: csa 1/9/445), Klerksdorp (Potch) (Ref: csa 1/9/446), Potchefstroom (Ref: csa 1/9/447), Salary: R504 816 per annum

Requirements: Recognized three year degree/diploma and relevant experience on supervisory level and offender administration. Valid driver's license. Good communication skills. Knowledge and understanding of the PFMA, Regulations and Labour Relations Act. Ability to plan/organize.
Responsibilities: Management of operational support, corrections, staff support, human resource and budget programmes. Work with the prediction of future criminal offending behavior. Implementation of policies.

Deputy Director: Case Management, National Head Office: Directorate Correction Administration (Ref: csa 1/9/448), Salary: R 448 521 per annum

Requirements: Recognized three year degree/diploma with relevant skills. 5 Years experience as an Assistant Director with at least three years dealing with Case Flow Management in terms of Implementation of Unit Management and Case Management Committees. Knowledge of PFMA, Batho Pele principles, Conflict resolution and Project management. Ability to work with a team and chair meetings. Policy development, stress management, negotiation, problem solving, self management, planning and goal setting skills. Communication and report writing skills. Ability to work under pressure Knowledge of management functions e.g. (leadership programme, operational security measures, implementation of policy and directives, marketing and promoting strategies pertaining to the functioning of the Unit Management, Privileges for sentenced and unsentenced offenders and Case Management Committees. Must be computer literate. Valid driver's licence.
Responsibilities: Participate in policy design, development and formulation pertaining to Behaviour Management, Unit Management and participative management. Review and implement existing systems and procedures of privileges for sentenced and unsentenced offenders. Develop procedure provisioning and improvement measures for Unit Management. Review and disseminate framework on Structured Day Programme. Improve scheduling of visitation to offenders. Disseminate approved policy to Regions. Analyze and report on implementation of Unit Management. Monitor the implementation of Unit Management including Structured Day Programme incorporating a 3 Meal System at all Correctional Centres. Financial, asset and Human Resource Management.

Deputy Director: Correctional Centres, National Head Office: Directorate: Correctional Programmes (Ref: csa 1/9/449),
Salary: R 448 521 per annum

Requirements: Recognized three year degree / diploma in Human Science/ Correctional Service Management. Knowledge and experience (at least seven years) in monitoring and evaluation. Knowledge and experience (at least seven years) in analysing/interpretation of statistical information. Knowledge and experience (seven years) in personnel management. Knowledge and experience in financial management. Proven Computer literacy. Sound communication skills (verbal and written). Good administrative skills. Valid driver's license. Successfully completion of Correctional Science Leadership (basic training).
Responsibilities: Visit regions to monitor the implementation of Correctional Programmes. Monitor compliance of regions with relevant policies and policy procedures. Ensure guidance to the regions on the implementation of Correctional Programmes. Evaluate the statistical information on the implementation of correctional programmes. Ensure the compilation of strategic documents e.g. operational plan for the Directorate. Coordinate amendments to correctional programmes informed by the outcomes of M&E in the regions. Ensure the implementation of amendments to correctional programmes. Compile monthly, quarterly and annual reports. Manage financial and human resources in the Directorate.

Assistant Director: Centre Coordinator Operational Support X 5, Eastern Cape Region: East London Med A (Ref: csa 1/9/450), Mthatha (Ref: csa 1/9/451), Limpopo, Mpumalanga and North West Region: Bethal (Ref: csa 1/9/452), Polokwane (Ref: csa 1/9/453), Klerksdorp (Ref: csa 1/9/454) Western Cape: Drakenstein Med B (Ref: csa 1/9/455), Salary: R 266 754 per annum

Requirements: Recognized three year degree/diploma and relevant experience. Interpersonal skills in dealing with requests by offering assistance with troublesome offenders and counselling agitated/suicidal inmates. Fire fighting and first aid skills. Good knowledge of medical, social work, education, psychological and religious activities in a prison environment. Good interpersonal and negotiation skills. Strategic planning ability. Must be computer literate. Valid driver's license.
Responsibilities: Execute control regarding functions which include safe custody, physical care, treatment and community re-integration of offenders. Execute control regarding establishment and rendering of security. Advice the head correctional centre regarding policy directives. Manage safe custody (internal and external security). Manage development and care, asset maintenance and health care services.

Assistant Director: Head of Correctional Centre X 2, Western Cape Region: Pollsmoor Medium C (Ref: csa 1/9/456), Eastern Cape Region: King Williams Town (Ref: csa 1/9/457), Salary R266 754 per annum

Requirements: Grade 12 and recognised 3 year degree/diploma and at least five (5) years relevant experience on supervisory level. Good communication skills. Drivers license essential. Computer literacy.
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. Manage assets, Human Resources and finances in line with the approved Operational Plan for the Centre.

Assistant Director: HIV/AIDS, Western Cape Region: Pollsmoor Maximum (Ref: csa 1/9/458), Salary R 266 754 per annum

Requirements: Recognized and appropriate three-year degree/diploma in a Social Science, Health or equivalent qualification with relevant experience in HIV/AIDS programme management. Certificate in HIV/ Aids related field will be an added advantage. Valid driver's license. Must be computer literate. Experience in financial management. Experience in management related functions. Sound communication skills. Be willing to travel extensively. Policy formulation, monitoring and evaluation. Programme design, development and coordination. Project management. Liaison, networking and capacity building/training skills.
Responsibilities: Monitor and evaluate implementation of comprehensive HIV/AIDS programmes and services for offenders at management area and correctional centre level. Monitor and evaluate implementation of relevant HIV/AIDS policies and procedures. Provide statistical data and other relevant information to the regional office as well as reports.

Assistant Director: Centre Coordinator Staff Support X 3, Limpopo, Mpumalanga and North West Region: Rustenburg (Ref: csa 1/9/459), Bethal (Ref: csa 1/9/460), Barberton (Ref: csa 1/9/461), Salary: R266 754 per annum

Requirements: Recognized three year degree/diploma and relevant experience. Analytical ability. Good communication skills. Professionalism and ability to plan/organize.
Responsibilities: Supervise work undertaken by the personnel clerk. Act as labour relations officer for the Correctional Centre. Supervise the work undertaken by the registration clerk. Act as information officer for the correctional centre. Manage logistical administration. Responsible for the equipment used by the component. Manage financial administration. Budget for funds and be accountable for expenditure in terms of the component. Manage merit assessment of staff. Act as loss control officer for the correctional centre. Supervise utility staff.

Assistant Director: Centre Coordinator Corrections X 2, Free State/N Cape Region: Upington (Ref: csa 1/9/462), Limpopo, Mpumalanga and North West Region: Polokwane (Ref: csa 1/9/463), Salary: R 266 754 per annum

Requirements: Recognized three year degree/diploma with relevant experience in offender administration. Analytical ability. Sound communication skills. Ability to plan and organize. Valid driver's license. Computer literate. Completion of basic training/correctional service learner ship.
Responsibilities: Ensure effective case management administration. Implement unit management in the correctional centre. Manage centre administration regarding, The admission and release of inmates. Control over movement of offenders in The correctional centre. Effective utilization of available inmate's accommodation. Manage correctional programmes. Manage personnel. Logistics and finance.

Assistant Director Security Manager: DH: Case Management Administration X 2, Gauteng Region: Johannesburg Centre B (Ref: csa1/9/464), Western Cape: Worcester Male (Ref: csa 1/9/465), Salary: R 266 754 per annum

Requirements: Recognised three-year degree or diploma with at least five years relevant experience at production level. Valid drivers licence. Ability to plan/organise. Sound communication skills.
Responsibilities: Admit and release prisoners. Control prisoner's movement. Administer prisoner's cash. Maintain prisoner's records. Administer fine/bail payments. Administer prison labour. Maintenance of safe custody by personnel.

Assistant Director: Case Management Administration, National Head Office: Directorate : Correction Administration (Ref: csa 1/9/466),
Salary: R230 106 per annum

Requirements: Recognized three years degree/diploma in Human Science. 5 years experience as a junior manager. Must have communication and report writing skills. Analytical and interpreting skills. Must be computer literate. Must be creative in improving efficiency in the work environment by exploring alternative ideas within the parameters of existing policies. Knowledge of operational security measures. Knowledge of Financial Management in the Public Sector. Ability to work under pressure
Responsibilities: Review and implement existing systems and procedures relating to Case Management Administration and Case Management Committees. Develop procedures for Unit Management and Case Management Committees. Develop procedure provisioning and improvement measures for Unit Management. Review and disseminate framework on Structured Day Programme. Improve scheduling of visitation to offenders. Disseminate approved policy to Regions. Analyse and report on implementation of Unit Management. Monitor the implementation of Unit Management including Structured Day Programme incorporating a 3 Meal System at all Correctional Centres. Financial, asset and Human Resource Management. Financial, asset and Human Resource Management.

Assistant Director: Operational Support , National Head Office: Directorate : Correction Administration (Ref: csa 1/9/467),
Salary: R230 106 per annum

Requirements: Recognized three years degree/diploma in Human Science, 5 Years experience in junior management. Valid Drivers Licence. Managerial skills, Project Management and Analytical skills, Computer literate, Communication and report writing skills. Ability to work under pressure. Knowledge of Financial Management in the Public Sector.
Responsibilities: Management of Correction Administration regarding the admission, detention and release of offenders. Review Policies and Procedures regarding the following: Case Management Administration which includes amongst others: Rehabilitation Path. Admission of offenders, periodical imprisonment, transfers of offenders, Appeals, Reviews, Fingerprints, Photo's, Illegal foreign nationals, Identity Documents for offenders. Legal visits, Visits to correctional Centres, Disciplinary system. Segregation, Mechanical Restraints, Hunger strikes, Fines and Bails, awaiting trial Detainees. Investigations, Special Remission of sentence. Ensure interpretation and compliance regarding the above policy procedures. Monitor and Evaluate the implementation of the abovementioned Policies and Procedures. Monitoring compliance with due dates in the Directorate. Dealing with enquiries from Regions, Parliament, Media, NGO's, Politicians, Portfolio Committees, Provinces and Other Departments. Provide inputs for Annual Report, Budget Vote, and Motions against the Department. Financial and Logistical Management. Human Resource Management.

INSTRUCTIONS: 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 relevant addresses as indicated: National Head Office: Post Advertisement, Department of Correctional Services, Private Bag X136, Pretoria, 0001: Ms J Malotane / Ms F Balozi: 012 307 2643 / 2231, **Hand delivery:** 126 Corner Church and Schubart Street, Poyntons Building, **Eastern Cape Region:** Head Recruitment, Private Bag X9013, East London, 5200: Ms N Holiday: 043 706 7866 **Hand delivery:** Ocean Terrace, Department of Correctional Services, Block E, Moore Street, Quigney, **East London, Gauteng Region:** Head Recruitment, Private Bag X393, Pretoria, 0001: Mr Masango SS (012 420 0174) / Mr. Tshivhambani T.N: 012 4200179. **Free State/Northern Cape Region:** Head Recruitment, Private Bag X20530, **Bloemfontein**, 9300: Ms Mhlozi J: 051 404 0277/051 4040270, **Limpopo/Mpumalanga/North West Region:** Head Recruitment (Ms Mphosa G), Private Bag X142, Pretoria, 0001: Ms Nohwela MP: 012 306 2032 / 4. **Hand delivery:** KwaZulu and Paul Kruger, Masada Building Pretoria. **Western Cape Region:** Head Recruitment, Private Bag X01, Edgemead, 7404: Ms Sanders M: 021 550 6059. **Western Cape Region:** Head Recruitment, Private Bag X9126, Pietermaritzburg, 3200: Mr N Langer / Y Rupram: 033 355 7370. **Hand delivery:** 1 Eugene Marais Road, Napierville, Pietermaritzburg. Department of Correctional Services reserves the right to fill or withdraw these advertised posts. **Note:** 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: 04 November 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 application and its outcomes on these checks, which include security clearance, security vetting, qualification verification, and criminal records.