



## correctional services

Department:  
Correctional Services  
REPUBLIC OF SOUTH AFRICA

Private Bag X136, PRETORIA, 0001 Poyntons Building, C/O  
Church and Schubart Street, PRETORIA  
Tel (012) 307 2540, Fax (012) 324 6534

### RE: EXTERNAL ADVERTISEMENT OF VARIOUS POSTS: DEPARTMENT OF CORRECTIONAL SERVICES

#### APPOINTMENTS UNDER THE CORRECTIONAL SERVICES ACT

##### Deputy Commissioner: Communications

National Head Office: Pretoria: Ref csa 1/7/2

Remuneration package: R845 448 – R1 026 009 per annum

**Requirements:** Grade 12 and recognised three year degree/diploma in Communication Services. At least 5 – 10 years managerial experience. Must be computer literate. Project Management. Financial Management. Knowledge of the Public Service policy and legislative framework, DCS White Paper on Corrections and Public Service Act Regulations. Excellent communication, research, analytical, leadership, ability to network and good interpersonal skills. Valid driver's licence.

**Responsibilities:** Render an integrated communication and liaison services. Provide media and liaison support to the Minister and the Department. Develop departmental communication policies. Provide appropriate communication support for the departments strategic objectives, programmes and projects. Render strategic communication and networking service to all the department's stakeholders. Ensure effective corporate communication services. Ensure effective external liaison and communication services

##### Deputy Commissioner: Application Development

National Head Office: Pretoria: Ref csa 1/7/3

Remuneration package: R845 448 – R1 026 009 per annum

**Requirements:** Bachelor's or Master's Degree in Computer Science, Information Systems, or other related field. Or equivalent work experience. 10 years of IT and business or industry work experience, with at least 3 years of leadership experience in managing multiple, large, cross-functional teams or projects, and influencing senior level management and key stakeholders. Programming Languages. Application Lifecycle Management. Distributed application architecture. Web application development. Service Oriented Architectures. Microsoft technologies. Database Management Systems. Integration technologies. Unified Communications and Mobility technologies. Project management. Quick thinking. Diagnostic Action Research. Strategic and Conceptual Orientation. Innovative thinking. Problem solving. Self-driven. Interpersonal Understanding. Networking. Departmental Knowledge. Change management. Adaptability. Time management skills. Analytical skills.

**Responsibilities:** Manage the Application Development functions. Manage the provisioning of consultation services to customers and critical business problems. Manage the defining of business processes. Researching and identify enabling technologies based on user requirements. Manage business analysis including defining system scope and objectives and business case justification. Define service levels with the Application Vendors and SITA. Manage the Application Vendors as per agreed Service Level Standards. Manage systems development and integration needs of the Integrated Justice Cluster (IJS) and other Government entities. Direct Strategy and philosophies in order to coordinate the medium and long term planning for the Chief Directorate. Scan the external and internal environment with the view to identify new opportunities which could translate into business value and optimize business processes. Manage the formulation of strategic guidelines for best practice directives, standards, departmental policies, procedures and governance. Manage the provision and availability of resources in order to ensure the effectiveness in the Chief Directorate. Define and reach consensus on departmental KPIs, measurement of performance and corrective action. Manage the establishment of policies, procedures, operational standards, methodologies and directives for all developments and operations. Manage the establishment of plans for operations or projects to satisfy the needs to achieve the required outcomes. Control and ensure that best practice standards and principles are maintained. Apply international best practice standards for systems security in the design, development and maintenance of applications and data. Manage the development, implementation and monitoring of applicable policies. Manage the development of relevant and unique application policies. Manage the implementation of policies. Manage Human Resource and Finance.

##### Deputy Commissioner: Infrastructure and Operations

National Head Office: Pretoria Ref csa 1/7/4

Remuneration package: R845 448 – R1 026 009 per annum

**Requirements:** Bachelor's or Master's Degree in Computer Science, Information Systems, or other related field. Or equivalent work experience. 10 or more years of IT and business or industry work experience including architecture design and deployment, systems lifecycle management and infrastructure planning and operations. 5 years of leadership experience in managing multiple, large, cross functional teams or projects. Expert in design and deployment of virtual infrastructures including the supporting networking, storage, backup and management. Knowledge of data centre networking including VLANs, trunking, spanned subnets, unified fabric. Knowledge of data centre storage including storage arrays, FC switches, ISCSI, multi-pathing, thin provisioning, data replication and snap shooting. Demonstrate experience of designing and deploying Windows Server 2008 in large-scale data centre environments. Solid understanding of hosting common workloads on virtual infrastructures such as web servers, file & print servers and SQL servers. Windows configuration, customization and management within domain and workgroup environments. Group Policy design and implementation, including testing, for server management. Troubleshooting of server and network deployments and configurations. Project management. Quick thinking. Diagnostic Action Research. Strategic

and Conceptual Orientation. Innovative thinking. Problem solving. Self-driven. Interpersonal Understanding. Networking. Departmental knowledge. Change management. Adaptability. Time management skills. Analytical skills

**Responsibilities:** Oversee infrastructure management functions within the Department. Install and accredit solutions and changes by assessing technical requirements and developing relevant infrastructure solutions. Plan and manage performance and capacity of IT resources to ensure that cost-justifiable capacity and performance are available to process agreed workloads. Develop, maintain and test IT continuity plans by utilising offsite backup storage and providing periodic continuity plan training. Establish and maintain IT security roles and responsibilities, policies, standards, and procedures. Perform security monitoring and periodic testing and implement corrective actions for identified security weaknesses or incidents. Manage operations by defining operating policies and procedures for effective management of scheduled processing, protecting sensitive output, monitoring infrastructure performance and ensuring preventive maintenance of hardware. Plan and integrate risk management procedures for equipment and systems. Manage the IT infrastructure vendors and SITA to ensure successful fulfilment of Service Level Agreements. Manage the formulation of security and infrastructure Direct Strategy and philosophies in order to coordinate the medium and long term planning for the Chief Directorate. Scan the external and internal environment with the view to identify new opportunities which could translate into business value and optimize business processes. Manage the formulation of strategic guidelines for best practice directives, standards, departmental policies, procedures and governance. Set appropriate objectives and targets to meet the IT and DCS vision. architecture plan. Manage infrastructure and integration needs of the Integrated Justice Cluster (IJS) and other Government entities. Control and ensure that best practice standards and principles are maintained. Manage the development, implementation and monitoring of applicable policies. Manage Human Resource and Finance.

##### Deputy Director: Policy Coordination

National Head Office: Pretoria Ref csa 1/7/5

Salary: R406 839 per annum

**Requirements:** Grade 12 and recognised and appropriate three year degree or diploma Information Technology. Relevant experience in the Information and Communication Technology environment. Excellent analytical skills in the following areas: Computer Literate with understanding of MS Office ( MS Word, MS Project, MS Excel etc.), presentation, planning, organizing, research, strategic thinking, conflict management, problem solving, negotiation, written and verbal communication. Exposure to business analysis and project management foundation courses. Must have good interpersonal skills, have the ability to work under pressure and be willing to work extended hours when required. Valid driver's licence.

**Responsibilities:** Ensuring continuity of work of high level bodies and achievement of objectives. Preparation of electronic documents at strategic level for approval by the GITO. Integrating documents and preparing submissions and reports at strategic level. Drafting content and creating electronic Power Point presentations, Project charts on issues as determined by the GITO. Advising in relation to quality control on policies. Providing executive summaries and advice on documentation and processes from the department. Liaising with internal and external stakeholders in relation to content preparation and coordination of process. Coordinating interaction between the offices of the National Commissioner and other Branches. Processing and disposing of all relevant correspondence received in the office of the GITO. Providing staff officer function to the GITO in relation to key responsibility areas and managerial responsibilities in relation to resource searching, documentation processing, briefing of the GITO on operational plan delivery within the Branch, providing policy and managerial advice to the GITO. Heading the Office of the GITO by ensuring a system of office management, ensure preparation of office schedule, ensuring management of personnel functions, handling of notices, preparation of agenda and ensuring minute taking of regular office meetings, following up on management decisions and supervising staff within the office including in-service training of administrative staff.

**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 can not 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  
Enquiries: Jennifer Malotane (012 305 8505) or Freddah Baloyi (012 307 2152)

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

**Note:** 9 All cost incurred due to your application will be at your own expense 9 Faxed and e-mailed applications will not be accepted 9 Candidates must comply with the minimum appointment requirements 9 CVs should be aligned to reflect one's degree of compliance with the above-mentioned requirements and duties.

**Closing date:** 22 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