



correctional services

Department:
Correctional Services
REPUBLIC OF SOUTH AFRICA

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DEPARTMENT OF CORRECTIONAL SERVICES

APPOINTMENT UNDER THE CORRECTIONAL SERVICES ACT

Chief Deputy Commissioner: GITO (DDG: LEVEL 15)

- National Head Office: Pretoria: (Ref csa 1/8/1)
- **All inclusive package : R1 043 586 - R1 175 604 per annum**

Requirements: A recognized and appropriate 3-year degree/diploma, with 5 years proven Senior Management experience in Information Technology Management for this key management position. A post-graduate qualification in General Information Management and experience in an IT managerial capacity would be strongly recommended. Valid driver's license.

Responsibilities: Formulate and develop policies and procedures and practices regarding information technology management and customer relations management. Ensure effectiveness and operational efficiency through effective and efficient information management. Manage, administer and give technical support on the implementation and customization of National legislation on Information Management. Manage and coordinate the collection, collation, processing, analysis and dissemination of information in the Department of Correctional Services. Promote active liaison with relevant stakeholders and other Statutory Bodies. Management of personnel in the division. Financial administration in the division. The incumbent will manage Information Technology and related activities within the Department on a cost-effective basis. He/ She will align the departments IT strategy with the strategic direction and management plans of the department, considering both IT and business processes. The GITO will also manage the business agreement and service level agreements with SITA. Furthermore he/she will liaise with internal and external stakeholders and also handle the automatisation activities of the Department.

Deputy Regional Commissioner

- Eastern Cape Regional Office: Ref csa 1/8/2
- **Remuneration package: R845 448 – R1 026 009 per annum**

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. 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 Coordinators 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.

APPOINTMENT UNDER THE PUBLIC SERVICES ACT

Communication specialist

- National Head Office: Ref psa 1/8/3
- **Remuneration package: R830 502 – R1 007 865 per annum (Three year contract)**

Requirements: Recognized three year degree/diploma in Communication Services. At least 5 – 10 years specialized experience in communication and media. Must be computer literate. Project Management. Financial Management. Knowledge of the Public Service communication dynamics. General DCS Legislative framework. Excellent communication, research, analytical, leadership, ability to network and good interpersonal skills. Valid driver's licence.

Responsibilities: Render an integrated communication and liaison service. Provide media and liaison support to the National Commissioner. 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. Building the brand and image of DCS to the wider community.

Re – integration specialist

- National Head Office: Ref psa 1/8/4
- **Remuneration package: R830 502 – R1 007 865 per annum (Three year contract)**

Requirements: Recognized three year degree/diploma in Social Sciences. Experience and exposure in social reintegration processes. Must be computer literate. Understand Project Management. Knowledge of the Public Service social reintegration dynamics. General knowledge of DCS Legislative framework. Excellent communication, research, analytical, leadership, and the ability to network and good interpersonal skills. Valid driver's license.

Responsibilities: Assist and advise in the development, review and update of policies on social reintegration. Provide advice of the pre-release programs of inmates who are due for release. Provide guidance on supervision and monitoring of Parole Boards. Assist in the effectiveness of reintegration and in the release of parolees and inmates who completed their sentences. Contribute to the oversight of community liaison with regards to matters relating to parolees and probationers. Assist in ensuring provision of the integrated support system.

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 address as indicated:

National Head Office: Post Advertisement, Department of Correctional Services, Private Bag X136, Pretoria,

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: 15 August 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.