



## DEPARTMENT OF CORRECTIONAL SERVICES

Closing date: 2019/03/08 @ 15h45

**Note:** • **Before you apply:** All costs associated with an application will be borne by the applicant. The Department of Correctional Services is an equal opportunity employer. The Department will take into consideration the objectives of Section 195 (1) (i) of the Constitution of the Republic of South Africa, 1996 (Act 108 of 1996) and the Employment Equity Act, 1998 (Act 55 of 1998) in filling of these vacancies. 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 form/CV. 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.

Please take note that correspondence will only be conducted with the shortlisted candidates. If you have not been contacted within three (3) months of the closing date of the advertisement, please accept that your application is unsuccessful.

Applicants must note that further checks will be conducted once they are shortlisted and that their appointment is subject to positive outcomes on these checks, which include security clearance, security vetting, qualification verification, and criminal records verification. Appointment to some of these posts will be provisional, pending the issue of a security clearance. If you cannot get a security clearance, your appointment will be re-considered/possibly terminated. Finger prints may be taken on the day of interviews.

**The Department of Correctional Services reserves the right not to fill any of these advertised posts.**

**Applications:** For applications to be accepted, applications must be submitted on form Z83 (Public Service Application form), obtainable from any Public Service Department, and must be completed in full. Applications must be accompanied by a CV and certified copies of qualifications and ID NOT older than 3 months. Where an advertisement states that a valid Driver's Licence is required, then please submit a certified copy of your licence.

Please send a separate and complete application for each post you apply for, stating the correct reference for each position you are interested in. Faxed and e-mailed applications will not be accepted • Candidates must comply with the minimum appointment requirements • CV's should be aligned to reflect one's degree of compliance with the above-mentioned requirements and responsibilities.

Applications must reach DCS before the closing date and time. It is the sole responsibility of an applicant to ensure that their application reaches DCS before the stipulated closing date and time.

**NB: Indicate the reference number, Regional Office or Management Area and position you are applying for on your application form (Z83) and post your complete application to the relevant addresses as indicated below:**

**KwaZulu/Natal Region:**

**Postal Address:** Head Recruitment, Private Bag X 9126, Pietermaritzburg, 3200

**Contact person:** Mrs GJ Mchunu at 033 355 7386/ Mr SM Dlamini at 033 355 7367/Ms SN Zikalala at 033 355 7368

**Physical Address:** 1 Eugene Marais Road, Napierville, Pietermaritzburg



### APPOINTMENTS UNDER THE CORRECTIONAL SERVICES ACT

**DD: HEAD CORRECTIONAL CENTRE (Large)**

**KwaZulu-Natal Region: Ncome Medium A(Ref: KZN 2019/02/01)**

**An all Inclusive Package: R 809 802.00**

**Requirements:** Degree / National Diploma in Behavioural Sciences and Successful completion of Corrections Science Learnership. At least 7 Years (combined) relevant experience on supervisory and junior management production levels. These requirements are in accordance with the relevant Occupational Specific Dispensation. Top secret security classification, Valid Driver's License and Computer literate will be an added advantage.

**Competencies and attributes:** Firearm skills and the use of relevant security technology. Strategic capability and Leadership, Policy development, Communication, Project and programme management, Transformation management, Change Management, Conflict Management, Stakeholder Management, Problem solving, Analysis, Service Delivery Innovation, decision making, People Management and Empowerment, In depth understanding of safety and security within a correctional environment. Integrity and honesty, Confidentiality, Good Interpersonal relations, knowledge of the Correctional Services Act, Act 111 of 1998 as amended.

**Responsibility:** Management of all aspects of the correctional centre on a day to day basis through the implementation of Correctional Services Act, Act 111 of 1998 as amended, Manage the implementation of the imperatives of White Paper on Corrections. Management of case management ad-ministration, security, development and care, unit management and case management committees. Foster a working

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relationship with the Justice Cluster and the Community. Monitor, evaluate and take appropriate action in relation to outcomes on the risk trends. Manage human resources, finances and assets.

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**ASD: HEAD: CORRECTIONAL CENTRE (Medium)**  
**KwaZulu-Natal Region: Ladysmith CC (Ref: KZN 2019/02/02)**  
**Salary: R 429 933.00 per annum**

**Requirements:** Recognised 3 year degree/diploma and 7 years relevant experience in a junior management post. Successful completion of Correctional Science Learnership / Basic training. Computer literacy. Valid driver's licence.

**Competencies and attributes:** Firearm skills and the use of relevant security technology. communication, project and programme management, transformation management, change management, stakeholder management, problem solving, analysis, service delivery innovation, decision making, people management and empowerment, in depth understanding of safety and security in a correctional environment. Integrity and honesty confidentiality, good interpersonal relations, in depth knowledge of the Correctional Services Act, Act 111 of 1998, as amended, assertiveness, ability to network and diplomacy.

**Responsibilities:** Management of all aspects of the correctional centre on a day to day basis through the implementation of Correctional Services Act, Act 111 of 1998 as amended, manage the implementation of the imperatives of White Paper on Corrections. Management of case management administration, security, development and care, unit management and case management committees. Foster a working relationship with the Justice Cluster and the Community. Monitor, evaluate and take appropriate action in relation to outcomes on the risk trends. Management of financial and human resources and assets.

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**SCO: MANAGER: INTERNAL SECURITY**  
**KwaZulu-Natal Region: Estcourt (Ref: KZN 2019/02/03)**  
**Salary: R 360 060.00 per annum**

**Requirements:** Degree/ National Diploma in Correctional Services Management or an equivalent qualification and successful completion of Corrections Science Learnership/Basic Training. Seven (7) years relevant experience in a supervisory post. These requirements are in accordance with the Occupational Specific Dispensation. Top secret security classification as an added advantage. Valid driver's licence. Computer literate.

**Competencies and attributes:** Firearm skills and the use of relevant security technology. communication, project and programme management, transformation management, change management, stakeholder management, problem solving, analysis, service delivery innovation, decision making, people management and empowerment, in depth understanding of safety and security in a correctional environment, integrity and honesty, confidentiality, good interpersonal relations, knowledge of the Correctional Services Act, Act 111 of 1998, as amended, assertiveness, ability to network and diplomacy.

**Responsibilities:** Manage safe custody of offenders. Manage the process of representation of offenders. Develop measures for handling offender complaints and requests. Facilitate the induction of new offenders. Implementation of unit management principles. Management of case files. Provision of infrastructural needs to enhance the implementation of unit management principles. Management of human resources finances and assets.

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**SCO: MANAGER: EXTERNAL SECURITY**  
**KwaZulu-Natal Region: Estcourt (Ref: KZN 2019/02/04)**  
**Salary: R 360 060.00 per annum**

**Requirements:** Degree/ National Diploma in Correctional Services Management or an equivalent qualification and successful completion of Corrections Science Learnership/Basic Training. Seven (7) years relevant experience in a supervisory post. These requirements are in accordance with the Occupational Specific Dispensation. Top secret security classification as an added advantage. Valid driver's licence. Computer literate.

**Competencies and attributes:** Firearm skills and the use of relevant security technology. communication, project and programme management, transformation management, change management, stakeholder management, problem solving, analysis, service delivery innovation, decision making, people management and empowerment, in depth understanding of safety and security in a correctional environment, integrity and honesty, confidentiality, good interpersonal relations, knowledge of the Correctional Services Act, Act 111 of 1998, as amended, assertiveness, ability to network and diplomacy.

**Responsibilities:** Manage security matters. Responsible for maintenance of existing security matters and the upgrading. Implement departmental policy. Advise management regarding security matters. Management of escorts to hospitals courts and other destinations. Keep personnel up to date regarding security matters. Management of human resources, finances and assets.

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**UNIT MANAGER**  
**KwaZulu-Natal Region: Estcourt X2 (Ref: KZN 2019/02/05)**  
**Salary: R 360 060.00 per annum**

**Requirements:** Degree/ National Diploma in Correctional Services Management or an equivalent qualification and successful completion of Corrections Science Learner ship/Basic Training. Seven (7) years relevant experience in a supervisory post. These requirements are in accordance with the Occupational Specific Dispensation. Top secret security classification as an added advantage. Valid driver's licence. Computer literate.

**Competencies and attributes:** Firearm skills and the use of relevant security technology. communication, project and programme management, transformation management, change management, stakeholder management, problem solving, analysis, service delivery Innovation, decision making, people management and empowerment, in depth understanding of safety and security in a correctional environment, integrity and honesty, confidentiality, good interpersonal relations, knowledge of the Correctional Services Act, Act 111 of 1998, as amended, assertiveness, ability to network and diplomacy.

**Responsibilities:** Manage safe custody of offenders. Manage the process of representation of offenders. Develop measures for handling offender complaints and requests. Facilitate the induction of new offenders. Implementation of unit management principles. Management of case files. Provision of infrastructural needs to enhance the implementation of unit management principles. Management of human resources finances and assets.

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**SCO: NUTRITIONAL SERVICES**  
**KwaZulu-Natal Region: Estcourt (Ref: KZN 2019/02/06)**  
**Salary: R 360 060.00 per annum**

**Requirements:** Degree/National Diploma in Food Management or an equivalent qualification and at least seven (7) years relevant experience gained on production level. Successful completion of Corrections Science Learner ship/Basic Training. These requirements are in accordance with the relevant Occupational Specific Dispensation. Valid driver's licence. Ability to plan/organize.

**Competencies and attributes:** Firearm skills and the use of relevant security technology. communication, project and programme management, trans-formation management, change management, stakeholder management, problem solving, analysis, service delivery Innovation, decision making, people management and empowerment, in depth understanding of safety and security in a correctional environment, integrity and honesty, confidentiality, good interpersonal relations, knowledge of the Correctional Services Act, Act 111 of 1998, as amended, assertiveness, ability to network and diplomacy.

**Responsibilities:** Preparation of meals. Serving of meals. Cleaning of utensils, kitchens, serveries. Training of offenders as caterers. Screening of offenders. Control of security equipment (keys, batons, teargas, radios). Supervise the unlocking of offenders. Control of catering equipment (knives, crockery etc.). Ensure medical parades. Ensure cleaning of kitchen. Supervision of recreation activities. Dealing with problematic offenders. Searching of kitchen. Treatment of offenders. Manage human resources, finances and assets.

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**UNIT MANAGER: PAROLEES AND PROBATIONERS**  
**KwaZulu-Natal Region: Estcourt Comcor**  
**(Ref: KZN 2019/02/07)**  
**Salary: R 360 060.00 per annum**

**Requirements:** Degree/ National Diploma in Behavioural Sciences or equivalent qualification and 7 years relevant experience in a supervisory post in the Security stream. These requirements are in accordance with the relevant Occupational Specific Dispensation. Top secret security classification as an added advantage. Successful completion of Corrections Science Learner ship/Basic Training. Valid driver's licence.

**Competencies and attributes:** Firearm skills and the use of relevant security technology. Communication, Project and programme management, Transformation management, Change Management, Stakeholder management, Problem solving, Service Delivery Innovation, decision making, People Management and Empowerment, In depth understanding of safety and security in a correctional environment. Integrity and honesty, Confidentiality, Good Interpersonal relations, knowledge of the Correctional Services Act, Act 111 of 1998, as amended. Assertiveness, Diplomacy and Tact, Resilient, Influence and impact, Computer literacy.

**Responsibilities:** Manage monitoring services. Oversee implementation of court sentences. Ensure the implementation of community corrections policies and procedures. Participate in case review team for community corrections. Facilitate the provision of social work and community service programmes. Management of human resources, finances and assets.

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## APPOINTMENTS UNDER THE PUBLIC SERVICE ACT

### CLINICAL NURSE PRACTITIONER GR 1

KwaZulu-Natal Region: Estcourt (Ref: KZN 2019/02/08)

Salary: R 362 559.00 per annum

**Requirements:** Degree/Diploma in Nursing or an equivalent qualification that allows registration with the South African Nursing Council as a Professional. A minimum of 4 years appropriate/recognisable nursing experience after registration as a Professional Nurse with the SANC in General Nursing. Post basic qualification with duration of at least 1 year in Curative skills in Primary Health Care accredited with the SANC. Current registration with the South African Nursing Council as a Professional Nurse. Valid driver's licence. Computer literate. These requirements are in accordance with the relevant Occupational Specific Dispensation.

**Competencies and attributes:** Financial management, Problem solving and decision making, facilitation skills, plan, organize, lead and control, Project Management, Presentation skill, Conflict Management. Knowledge of nursing care process and procedure, nursing statutes and other relevant legal frameworks, including grievances procedure and disciplinary code and procedure. Training and development, Report writing. Time management, Confidentiality, Coaching and mentoring, Understanding of Public Service policy and legislative framework, Service delivery and client orientation, integrity and honesty, Assertiveness, Influence and impact. Ability to network.

**Responsibilities:** Supervise the routine examination of offenders and treatment of minor ailments according to scope of practice. Supervise the assistance of immobile offender patients. Supervise the administration of medicine and other treatments. Supervise first aid and emergency series. Supervise sterilisation of equipment's/facilities. Supervise the updating of offenders/s records. Counsel offender patients. Supervise medicine control maintain safe custody by nursing personnel. Identify offenders for medicines. Not medical condition as instructed by doctors. Manage human resources, finance and assets.

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### EDUCATIONIST M+4 (History & English)

KwaZulu/Natal Region: Durban Youth Centre (Ref: KZN 2019/02/09)

Salary: R262 896.00 per annum

**Requirements:** Recognised four (4) year degree/national diploma in Education. Valid driver's licence. Registration with the South African Council of Educators. Computer literacy. Valid Driver's License. These requirements are in accordance with the relevant Occupational Specific Dispensation.

**Competencies and attributes:** Plan, organise, lead and control, client orientation and communication, policy implementation, report writing, diversity management, training and development, service delivery innovation and creativity, project management, conflict management, facilitation management integrity and honesty, coaching and mentoring, good work ethics, confidentiality, interpersonal relations, openness and transparency, networking, influence and impact, presentation skills, conceptual skills, and conflict management skills.

**Responsibilities:** Implement educational programmes for offenders. Implement educational policy at correctional facilities in the Management Area. Adhere to set standards for education services in accordance with Government Education Departments. As-sess educational services. Ensure service level standards for education and training.

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### EDUCATIONIST M+4 (Economics, CAT & Business Studies)

KwaZulu/Natal Region: Ekuseni (Ref: KZN 2019/02/10)

Salary: R262 896.00 per annum

**Requirements:** Recognised four (4) year degree/national diploma in Education. Valid driver's licence. Registration with the South African Council of Educators. Computer literacy. Valid Driver's License. These requirements are in accordance with the relevant Occupational Specific Dispensation.

**Competencies and attributes:** Plan, organise, lead and control, client orientation and communication, policy implementation, report writing, diversity management, training and development, service delivery innovation and creativity, project management, conflict management, facilitation management integrity and honesty, coaching and mentoring, good work ethics, confidentiality, interpersonal relations, openness and transparency, networking, influence and impact, presentation skills, conceptual skills, and conflict management skills.

**Responsibilities:** Implement educational programmes for offenders. Implement educational policy at correctional facilities in the

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Management Area. Adhere to set standards for education services in accordance with Government Education Departments. Assess educational services. Ensure service level standards for education and training.

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**EDUCATIONIST M+4 (Geography & English)**  
**KwaZulu/Natal Region: Qalakabusha (Ref: KZN 2019/02/11)**  
**Salary: R262 896.00 per annum**

**Requirements:** Recognised four (4) year degree/national diploma in Education. Valid driver's licence. Registration with the South African Council of Educators. Computer literacy. Valid Driver's License. These requirements are in accordance with the relevant Occupational Specific Dispensation.

**Competencies and attributes:** Plan, organise, lead and control, client orientation and communication, policy implementation, report writing, diversity management, training and development, service delivery innovation and creativity, project management, conflict management, facilitation management integrity and honesty, coaching and mentoring, good work ethics, confidentiality, interpersonal relations, openness and transparency, networking, influence and impact, presentation skills, conceptual skills, and conflict management skills.

**Responsibilities:** Implement educational programmes for offenders. Implement educational policy at correctional facilities in the Management Area. Adhere to set standards for education services in accordance with Government Education Departments. Assess educational services. Ensure service level standards for education and training.

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**EDUCATIONIST M+4 (Maths & English)**  
**KwaZulu/Natal Region: Qalakabusha (Ref: KZN 2019/02/12)**  
**Salary: R262 896.00 per annum**

**Requirements:** Recognised four (4) year degree/national diploma in Education. Valid driver's licence. Registration with the South African Council of Educators. Computer literacy. Valid Driver's License. These requirements are in accordance with the relevant Occupational Specific Dispensation.

**Competencies and attributes:** Plan, organise, lead and control, client orientation and communication, policy implementation, report writing, diversity management, training and development, service delivery innovation and creativity, project management, conflict management, facilitation management integrity and honesty, coaching and mentoring, good work ethics, confidentiality, interpersonal relations, openness and transparency, networking, influence and impact, presentation skills, conceptual skills, and conflict management skills.

**Responsibilities:** Implement educational programmes for offenders. Implement educational policy at correctional facilities in the Management Area. Adhere to set standards for education services in accordance with Government Education Departments. Assess educational services. Ensure service level standards for education and training.

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**EDUCATIONIST M+4 (Maths & English)**  
**KwaZulu/Natal Region: Waterval Med B (Ref: KZN 2019/02/13)**  
**Salary: R262 896.00 per annum**

**Requirements:** Recognised four (4) year degree/national diploma in Education. Valid driver's licence. Registration with the South African Council of Educators. Computer literacy. Valid Driver's License. These requirements are in accordance with the relevant Occupational Specific Dispensation.

**Competencies and attributes:** Plan, organise, lead and control, client orientation and communication, policy implementation, report writing, diversity management, training and development, service delivery innovation and creativity, project management, conflict management, facilitation management integrity and honesty, coaching and mentoring, good work ethics, confidentiality, interpersonal relations, openness and transparency, networking, influence and impact, presentation skills, conceptual skills, and conflict management skills.

**Responsibilities:** Implement educational programmes for offenders. Implement educational policy at correctional facilities in the Management Area. Adhere to set standards for education services in accordance with Government Education Departments. Assess educational services. Ensure service level standards for education and training.

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**EDUCATIONIST M+4 (Life Science & Physical Science)**  
**KwaZulu/Natal Region: Ekuseni (Ref: KZN 2019/02/14)**  
**Salary: R262 896.00 per annum**

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**Requirements:** Recognised four (4) year degree/national diploma in Education. Valid driver's licence. Registration with the South African Council of Educators. Computer literacy. Valid Driver's License. These requirements are in accordance with the relevant Occupational Specific Dispensation.

**Competencies and attributes:** Plan, organise, lead and control, client orientation and communication, policy implementation, report writing, diversity management, training and development, service delivery innovation and creativity, project management, conflict management, facilitation management integrity and honesty, coaching and mentoring, good work ethics, confidentiality, interpersonal relations, openness and transparency, networking, influence and impact, presentation skills, conceptual skills, and conflict management skills.

**Responsibilities:** Implement educational programmes for offenders. Implement educational policy at correctional facilities in the Management Area. Adhere to set standards for education services in accordance with Government Education Departments. Assess educational services. Ensure service level standards for education and training.

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**SOCIAL WORKER GRADE 1**

**KwaZulu/Natal Region: Durban Med B X2 (Ref: KZN 2019/02/15)**

**Salary R 242 553.00 per annum**

**Requirements:** BA Degree Social Work and registration with the South African Council of Social Service Professions. Computer literacy. Valid driver's licence.

**Competencies and attributes:** Conversancy with Acts policies and legislation pertaining to Social Work practice, understanding of Human Behavioural systems, Social Work environment, empowerment, confidentiality, time management, listening skills, good interpersonal skills, client orientation, good communication skills, empathy, tactfulness, integrity and honesty, report writing skills, adaptability and conflict management. Ability to coordinate, collaborate with internal and external stakeholders.

**Responsibilities:** Manage the provision of needs-based social work services to offenders within the Management Area. Conduct research and social work administration. Conduct individual assessments. Market social work services. Monitor and evaluate social work interventions. Provide guidance to subordinate and ensure that the requirements of the operational plans are complied with. Manage human re-sources, finances and assets.

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**ARTISAN PRODUCTION GRADE A: PLUMBER**

**KwaZulu/Natal Region: Estcourt x2 (Ref: KZN 2019/02/16)**

**Salary R 179 523.00 per annum**

**Requirements:** Matric/Grade 12. An appropriate Trade test certificate underwritten by the Manpower Training Act (Red Seal) or a relevant Diploma. Three (3) years' experience after completion of the trade test will add advantage. These requirements are in accordance with the relevant Occupational Specific Dispensation. Valid driver's licence.

**Competencies and Attributes:** Relationship building, Innovation & creativity, People management time management, Openness & transparency, Integrity & honesty, Coaching & mentoring, Confidentiality, Interpersonal relations, Networking, Tact and computer skills.

**Responsibilities:** Training of offenders as well as apprentices. Execute work as per requisition/orders received from clients. Apply quality control to manufactured products. Costing of product and supply quotes. Execute basic workshop administration

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**ARTISAN PRODUCTION GRADE A: ELECTRICIAN**

**KwaZulu/Natal Region: Estcourt (Ref: KZN 2019/02/17)**

**Salary R 179 523.00 per annum**

**Requirements:** Matric/Grade 12. Appropriate trade test certificate, underwritten by the Manpower Training Act (Red Seal) in Building and 3 years post qualification experience as an Electrician. Valid driver's licence. Computer literate. These requirements are in accordance with the relevant Occupational Specific Dispensation.

**Competencies and attributes:** Plan and organise, report writing, punctuality, understanding of Public Service policy and legislative framework, service delivery and client orientation, integrity and honesty, assertiveness, influence and impact, ability to work under pressure.

**Responsibilities:** Design, production, maintenance, performance administrative and related function. Maintain and advance expertise.

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**ARTISAN PRODUCTION GRADE A: BUILDER**

**KwaZulu/Natal Region: Estcourt (Ref: KZN 2019/02/18)**

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**Salary R 179 523.00 per annum**

**Requirements:** An appropriate Trade Diploma/certificate underwritten under Manpower Training Act (Red Seal). Three (3) years' relevant experience after completion of the Trade diploma/certificate will add advantage. Valid driver's license. These requirements are in accordance with the Occupational Specific Dispensation

**Competencies and Attributes:** Relationship building, innovation & creativity, People management, Time management, Openness & transparency, Integrity & honesty, Coaching & mentoring, Confidentiality, Interpersonal relations, Networking, Tact and Computer skills.

**Responsibilities:** Management of administration task. Training and development of offenders. Control over work-places and tools. Inventory control and logistical administration, work orders and compliance with administration

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**ARTISAN PRODUCTION GRADE A: WELDER**  
**KwaZulu/Natal Region: Estcourt (Ref: KZN 2019/02/19)**  
**Salary R 179 523.00 per annum**

**Requirements:** An appropriate trade test certificate underwritten by the Manpower Training Act (Red Seal) and four (4) years post qualification experience as an Electrician. Valid driver's licence. Computer literate. These requirements are in accordance with the relevant Occupational Specific Dispensation.

**Competencies and attributes:** Plan and organise, report writing, punctuality, understanding of Public Service policy and legislative framework, service delivery and client orientation, integrity and honesty, assertiveness, influence and impact, ability to work under pressure.

**Responsibilities:** Design, production, maintenance, performance administrative and related function. Maintain and advance expertise.

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