



## DEPARTMENT OF CORRECTIONAL SERVICES

Closing date: 27 March 2020 @ 15:45

**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 to take note 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. Please do not call the department to enquire about the progress of your application.**

Applicants must note that further checks will be conducted once they are shortlisted and that their appointment is subjected to positive outcomes on these checks, which include security clearance, security vetting and screening, 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:** 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, copies of qualifications, identity document and valid driver's license. Please note: All copies attached must be certified, be a true copy of the original and not older than (6) six months.** 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 advert requirements and responsibilities. It is the sole responsibility of an applicant to ensure that their application reaches DCS before **27 March 2020 at 15:45.**

**Indicate the reference number and position you are applying for on your application form (Z83) and post your complete application to the address as indicated below:**

For full details (Competencies, attributes and responsibilities) on the following positions. please visit our website at [www.dcs.gov.za](http://www.dcs.gov.za) (search on vacancies)

### **Western Cape Region**

**Postal Address:** Regional Coordinator Human Resource and Support, Private Bag x01, Edgemead, 7404

**Contact person:** Ms NA Mdladlamba at 021 550 6014/ 6060/ 6052

**Physical Address:** Breede River Street, Monte Vista, Edgemead

## APPOINTMENTS UNDER THE CORRECTIONAL SERVICES ACT

### **DEPUTY DIRECTOR (CB-6): HEAD OF CORRECTIONAL CENTRE**

- **Western Cape Region: Drakenstein (Maximum) (Ref: WC 2020/02/01)**

**Salary: R851 913 per annum (all-inclusive package)**

**Requirements:** Relevant RQV6 qualification in Behavioural Sciences and successful completion of Corrections Science Learnership/ Basic Training. Seven (7) years relevant experience gained in a supervisory post. These requirements are in accordance with the Occupational Specific Dispensation. Valid driver's licence. Computer Literacy.

**Competencies and attributes:** Firearm skills and the use of relevant security technology. communication, project and pro-gramme 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 inter-personal relations, 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 the Correctional Services Act, Act 111 of 1998 as amended. Manage the implementation of the imperatives of the 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 performance information. Manage human resources, finances and assets.

**ASSISTANT DIRECTOR (CB-5): CENTRE COORDINATOR: OPERATIONAL SUPPORT**

- **Western Cape Region: Drakenstein (Maximum) (Ref: WC 2020/02/02)**  
**Salary: R454 440 per annum**

**Requirements:** Relevant RQV6 qualification in Behavioural Sciences and successful completion of Corrections Science Learnership/Basic Training. Seven (7) years relevant experience gained in a supervisory post. These requirements are in accordance with the Occupational Specific Dispensation. Valid driver's licence. Computer Literacy.

**Competencies and attributes:** Firearm skills and the use of relevant security technology. communication, project and pro-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 inter-personal relations, knowledge of the Correctional Services Act, Act 111 of 1998, as amended, assertiveness, ability to network and diplomacy.

**Responsibility:** Execution of control regarding safe custody, physical care and treatment. Create secure environment conducive for rehabilitation. Execution of control regarding the establishment and rendering of security. Provide advice on departmental policy directives. Management of inmates' safe custody (internal and external security). Management of development and care and health care services. Management of human resources and assets.

## APPOINTMENTS UNDER THE PUBLIC SERVICES ACT

**ASD: MANAGER: FINANCIAL ACCOUNTING**

- **Western Cape Region: Regional Office (Ref: WC 2020/02/03)**  
**Salary: R376 596 per annum**

**Requirements:** Relevant degree or National Diploma in Financial Management or Accounting with at least 5 – 7 years' supervisory experience in a financial management environment. In depth knowledge of BAS. Computer Literacy, Valid driver's license.

**Competencies and attributes:** Financial management, Problem solving and decision making, Facilitation skills, Plan, organize, lead and control, Change Management, Project management, Presentation skill, Conflict management, Training skills, Communication skills, Time management, Confidentiality, Coaching and mentoring, Proven knowledge of the Public Finance Management Act, 1999 and Treasury Regulations, relating to Financial Management and Accounting. Public Finance Administration, Service delivery and client orientation, Integrity and honesty, Assertiveness, Influence and impact, and Ability to network.

**Responsibilities:** Effective management of financial control in the Region. Implementation and monitoring of execution of duties in terms of the Public Finance Management Act, 1999 (PFMA). Ensure adherence to financial policies and procedure. Ensure enforcement of financial discipline. Management of performance information. Management of human resources, finance and assets.

**SPAO: REGIONAL: LOGIS SYSTEM CONTROLLER**

- **Western Cape Region: Regional Office (Ref: WC/2020/02/04)**  
**Salary: R316 791 per annum**

**Requirements:** Relevant degree/ National Diploma plus 5 years' relevant experience in Supply Chain Management environment with a minimum of 4 years LOGIS experience; successfully completed LOGIS System Controller Course. LOGIS knowledge of Systems/Access Control and Store specific control file Management on LOGIS, Asset/Inventory Balancing and reconciliation; knowledge of LOGIS Web/LOGIS Mainframe/LOGIS Wiki and LOGIS PI Portal, BMC Remedy Action request system, LBIS, Balanced Score Card, Financial statements, MS Office; Valid driver's license.

**Competencies and attributes:** Financial management, Problem solving and decision making, Facilitation skills, Plan, organize, lead and control, Change Management, Project management, Presentation skill, Conflict management, Training skills, Communication skills, Time management, Confidentiality, Coaching and mentoring, Proven knowledge of the Public Finance Management Act, 1999 and Treasury Regulations, relating to Financial Management and Accounting. Public Finance Administration, Service delivery and client orientation, Integrity and honesty, Assertiveness, Influence and impact, and Ability to network.

**Responsibilities:** Perform all duties as Regional LOGIS System Controller, Manage LOGIS System Security regionally and issue monthly review reports, Manage LOGIS System Controllers at Management Area level and perform periodic reviews on LOGIS system security. Manage interim/annual closures on LOGIS. Manage daily/weekly/monthly and annual batch processing and report printing on LOGIS. Manage user support on LOGIS Web/LOGIS Mainframe/LOGIS Wiki and LOGIS PI Portal, BMC Remedy Action request system, LBIS, Balanced Score Card. Manage the data integrity of the department on LOGIS. Manage requests for audit information/requests concerning LOGIS. Manage the implementation of LOGIS release notes/LOGIS National Treasury workshop instructions in the department. Assist LOGIK with testing of new LOGIS functionality on user level. Manage the providing of information for preparation of

interim/annual Financial Statements inventory. Manage and ensure the availability of a LOGIS terminal emulator for printing. Manage and facilitate training on LOGIS. Analyse data downloads and provide advice to management with regard to current issues in respect of data integrity in the region, Monitor and evaluate adherence to policies and procedures throughout the region and take appropriate corrective actions where necessary.

**MANAGER: LEGAL SERVICES: LEGAL ADMIN OFFICER (MR4)**

- **Western Cape Region: Pollsmoor (Ref: WC 2020/02/05)**  
**Salary: R310 566 – R351 795 per annum**

**(Based on Qualifications and recognised experience as per relevant OSD)**

**Requirements:** Recognised LLB degree with at least five (5) years appropriate post qualification on legal experience. These requirements are in accordance with the relevant Occupational Specific Dispensation. Valid Driver's Licence. Computer literacy.

**Competencies and attributes:** Policy coordination, communication, financial management, Plan, organise, lead and control, Project and Programme management, Change Management, Client orientation and Customer focus, Problem solving and analysis, Service Delivery innovation, decision making, people management and empowerment, integrity and honesty, Confidentiality, Good interpersonal relations, understanding of Public Service Policy and legislative framework, Assertiveness, Ability to network and Diplomacy.

**Responsibilities:** The incumbent will provide legal advice to the DCS. Initiate policy amendments in the DCS. Draft memoranda on policy amendments. Draft legislation/legal documents. Receive request from functionaries for legal assistance. Furnish legal advice to personnel. Administer motion applications on the application of policy in the management areas. Maintain legal libraries. Manage finances. Conduct legal research and legal education. Represent the DCS on various forums.

**SENIOR STATE ACCOUNTING: BOOKKEEPING & ACCOUNTING**

- **Western Cape Region: Regional Office (Ref: WC 2020/02/06)**  
**Salary: R316 791 per annum**

**Requirements:** Relevant degree/National Diploma in Accounting/Financial Management/Economic Management Science/Bookkeeping. At least 5 years' experience in a financial management environment. In depth knowledge of BAS & LOGIS. Computer Literacy. Valid driver's license.

**Responsibility:** Effective management of financial control in the Region. Implementation and monitoring of execution of duties in terms of the Public Finance Management Act, 1999 (PFMA), Ensure adhere to financial policies and procedure, Ensure enforcement of financial discipline, Management of human resources, finance and assets.

**Competencies and attributes:** 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, Understanding of Public Service policy and legislative framework. Assertiveness, Ability to network, Diplomacy and tact, Resilience, Influence and impact.

**VETTING ADMINISTRATOR**

- **Western Cape Region: Regional Office (Ref: WC 2020/02/07)**  
**Salary: R257 508 per annum**

**Requirements:** NQF 4 (Grade 12) or NQF 5 (Diploma) in Administration/ Secretarial functions. 3-5 years' experience in rendering support/administrative services. Computer literate. Valid driver's licence.

**Competencies and attributes:** Knowledge of relevant legislations, policies and procedures. Problem solving and analysis. Self-management and motivation. Customer focus and responsiveness. Initiative, reliable and responsible. Interpersonal relations. Planning and organizing. Communication skills.

**Responsibilities:** Administration of the filing system for all documents within the department. Render administrative support services. Provide support to the Head of unit and the other staff regarding vetting operational meetings. Liaise regularly with NIA on vetting matters particularly in relation to administrative systems and processes. Management of human resources.