



## correctional services

Department:  
Correctional Services  
REPUBLIC OF SOUTH AFRICA

### DEPARTMENT OF CORRECTIONAL SERVICES

**CIRCULAR 1 of 2022**

**Closing date: 2022/08/19 @ 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:** *Applications must be submitted on the new Z83 form (Public Service application form) obtainable from any Public Service department and must be completed in full. Only a comprehensive CV, identity document and/or drivers' licence should be attached to your application form. Only shortlisted candidates will be required to submit certified copies not older than 6 months of qualifications and other related documents on or before the day of the interview."*

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. ***It is the responsibility of all applicants to furnish all supporting documents to prove their level of qualifying e.g.*** where no Basic Training certificate issued: an affidavit or related source document from HR to confirm.

**Applications must reach DCS on or 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, Management Area and position you are applying for on your application form (Z83) and post your complete application to the relevant address as indicated below:

**KwaZulu/Natal Region:**

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

**Contact person:** Ms AL Mkhize 033 355 7370/ Ms Shange B 033 355 7369/ Ms GJ Mchunu at 033 355 7386/ Ms IN Mhlongo/ Mr SB Khumalo

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



# APPOINTMENTS IN TERMS OF CORRECTIONAL SERVICES ACT

## HEAD OF CORRECTIONAL CENTRE CORRECTIONS (CB 6)

KwaZulu/Natal Region: Pietermaritzburg Med A, Ref.: (CSA 2022/01/01)

**An all-inclusive package: R 864 693.00**

**Requirements:** Recognised 3-year Degree/National Diploma in Behavioural Sciences and successful completion of Corrections Science Learnership. 7 years' experience in a supervisory post. Top secret security classification. These requirements are in accordance with the relevant Occupation Specific Dispensation. Valid Driver's license. Computer literacy

**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 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.

## HEAD OF COMMUNITY CORRECTIONS (CB 6)

KwaZulu/Natal Region: Durban, Ref.: (CSA 2022/01/01 A)

**An all-inclusive package: R 864 693.00**

**Requirements:** Recognised Degree/National Diploma in Behavioural Sciences and successful completion of Corrections Science Learnership. Seven (7) years' experience in a supervisory post level. These requirements are in accordance with the relevant Occupational Specific Dispensation. Top secret security classification, Valid Driver's License. Computer literacy.

**Competencies and attributes:** Firearm skills and the use of relevant security technology. Strategic capability and leadership, policy development and good communication skills. Sound project and programme management skills. Transformation, change and conflict management abilities. Stakeholder management skills. Problem solving, analysis and decision-making skills. Service delivery innovation. People management and empowerment. In depth understanding of safety and security within a correctional environment. Integrity and honesty. Good interpersonal relations. Knowledge of the Correctional Services Act, Act 111 of 1998.

**Responsibilities:** Manage and oversee the operation of Community Corrections Satellite offices. Manage the monitoring and evaluation of implementation of Correctional plan. Effectively manage admissions of parolees and probationers. Ensure the provision of Social Work Services within the Community Corrections. Determine conditions of house arrest and supervision for persons serving sentence in the community. Manage the provisions of needs-based programmes and services to offenders and facilitate the social acceptance and effective reintegration into their communities. Participate in the case review team for community corrections. Manage and administer the coordination of finance and Human resource support services within the Community Corrections. Development of identity service programs. Manage human resources, finances and assets. Manage of information

## DEPUTY DIRECTOR: AREA COORDINATOR: DEVELOPMENT AND CARE (NCB 5)

KwaZulu/Natal Region: Ncome Management Area, Ref.: (CSA 2022/01/02)

**An all-inclusive package: R768 261.00**

**Requirements:** Degree/Diploma in Social Science/Health Education or equivalent qualification. Registration with relevant Professional Council and 7 years combined relevant experience on supervision and junior management levels: These requirements are in accordance with the relevant Occupational Specific Dispensation. Top secret security classification as an added advantage. Successful completion of Corrections Science Learnership/Basic Training. 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, Stake-holder 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, Diplomacy and tact, Resilience, Influence and impact.

**Responsibilities:** Ensuring effective medical care of offenders in the management area. Ensuring of adherence to nutritional and hygienic standards in the management area. Managing social work services in the management area. Managing educational and training in the management area. Managing spiritual care services to offenders in the management area. Management of agriculture. Management of production workshop. Management of human and finance resources and assets. Management of performance information.

**CENTRE COORDINATOR: CORRECTIONS (CB 5)**

KwaZulu/Natal Region: Ncome Med A, Ref.: (CSA 2022/01/03)

**R 461 256.00 per annum**

**Requirements:** Relevant B degree/National Diploma in behavioural sciences or equivalent and 7 year's relevant experience on supervisory post. 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. Computer literacy.

**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:** Ensure the development of correctional sentence plan and facilitate the implementation thereof. Execute correctional policies and procedures. Coordinate the collation and dissemination of correction information. Coordinate activities relating to rehabilitation programme, case management administration, case management committee and unit management systems. Promote corrections and security. Management of human resources, finances and assets. Manage performance information.

**HEAD OF CORRECTIONAL CENTRE (CB 5)**

KwaZulu/Natal Region: Kokstad Med, Ref.: (CSA 2022/01/04);

Durban Medium C, Ref.: (CSA 2022/01/05)

**R 461 256.00 per annum**

**Requirements:** Recognised Degree/National Diploma in Behavioural Sciences and successful completion of Corrections Science Learner-ship. Seven (7) years relevant experience on supervisory level. These requirements are in accordance with the relevant Occupational Specific Dispensation. Top secret security classification, Valid Driver's License. Computer literacy.

**Competencies and attributes:** Firearm skills and the use of relevant security technology. Strategic capability and leadership, policy development and good communication skills. Sound project and programme management skills. Transformation, change and conflict management abilities. Stakeholder management skills. Problem solving, analysis and decision-making skills. Service delivery innovation. People management and empowerment. In depth understanding of safety and security within a correctional environment. Integrity and honesty. Good interpersonal relations. Knowledge of the Correctional Services Act, Act 111 of 1998.

**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. 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.

**DIVISIONAL HEAD: CASE MANAGEMENT ADMINISTRATION (CB 5)**

KwaZulu/Natal Region: Durban Med A, Ref.: (CSA 2022/01/06)

**R 461 256.00 per annum**

**Requirements:** Relevant B degree/National Diploma in Behavioural or equivalent qualifications. 7 years relevant experience on supervisory post. These requirements are in accordance with the Occupational relevant Specific Dispensation. Top secret security classification

as an added advantage. Successful completion of Corrections Science Learnership/Basic Training. Valid driver's licence. Computer literacy.

**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:** Management of admission and release system. Supervision of offender movements, offender cash administration and offender bail/fine payments. Ensure continuity and consistency in case management administration. Management of human resources, finance and assets. Management of performance information

**CENTRE COORDINATOR: CASE MANAGEMENT COMMITTEE (CB 5)**

Kwa Zulu/Natal Region: Ncome Med B, Ref.: (CSA 2022/01/07); Pietermaritzburg Med A, Ref.: (CSA 2022/01/08); Qalakahusha, Ref.: (CSA 2022/01/09); Ebongweni, Ref.: (CSA 2022/01/10)

**R 461 256.00 per annum**

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

**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.

**Responsibility:** Planning of the activities of the Case Management Committee. Holding of meetings of the CMC. Management of sentence plans. Manage and Control of offender records. Management of human resources, logistical administration and assets. Manage performance information

**DIVISIONAL HEAD: SECURITY (CB-5)**

KwaZulu/Natal Region: Durban Med B, Ref.: (CSA 2022/01/11);

**R 461 256.00 per annum**

**Requirements:** Relevant B degree/National Diploma in Behavioural Sciences or equivalent. 7 years relevant experience gained on supervisory level. These requirements are in accordance with the relevant Occupational Specific Dispensation. Successful completion of Corrections Science Learnership/Basic Training. Valid driver's licence. Computer literacy.

**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 inter-personal relations, knowledge of the Correctional Services Act, Act 111 of 1998, as amended, assertiveness, ability to network and diplomacy.

**Responsibilities:** Oversee access control to correctional centre's grounds. Manage internal security. Ensure that offenders are escorted to court, doctors and hospital safely. Ensure safe custody of offenders. Ensure the guarding of offenders in external hospitals and at work teams. Control access of offenders to and from the unit and to the cells. Provision and control of security equipment to staff. Patrol at the section (general accommodation areas, single cells, kitchens, hospitals and work sections. Escort offenders inside the centre to Social Workers, CMC, Psychological Services and Educationists. Manage security systems. Supervise visits to offenders. Search offenders entering and leaving the section. Management of Human, Finance and Assets. Manage performance information.

**HEAD SATELLITE COMCOR (CB 5)**

KwaZulu/Natal Region: Empangeni, Ref.: (CSA 2022/01/12)

**R 461 256.00 per annum**

**Requirements:** Relevant B degree/National Diploma in Behavioural Sciences or equivalent. 7 years relevant experience gained on supervisory level. These requirements are in accordance with the relevant Occupational Specific Dispensation. Successful completion of Corrections Science Learner ship/Basic Training. Valid driver's licence. Computer literacy

**Competencies and attributes:** Firearm skills and the use of relevant security technology. Strategic capability and leadership, policy development and good communication skills. Sound project and programme management skills. Transformation, change and conflict management abilities. Stakeholder management skills. Problem solving, analysis and decision-making skills. Service delivery innovation. People management and empowerment. In depth understanding of safety and security within a correctional environment. Integrity and honesty. Good interpersonal relations. Knowledge of the Correctional Services Act, Act 111 of 1998.

**Responsibilities:** Manage monitoring services. Determine conditions of house arrest and supervision for persons serving sentence in the community. Participate in case review team for community corrections. Manage programs. Identify community service programs. Responsible for the facilities and equipment of the section. Implement disciplinary steps against offending staff. Management of performance information. Manage human resources, finances and assets. Manage performance information

#### **HEAD: COMMUNITY LIAISON (CB-5)**

KwaZulu/Natal Region: Durban, Ref.: (CSA 2022/01/13)

**R 461 256.00 per annum**

**Requirements:** Relevant B degree/National Diploma in Behavioural Sciences or equivalent. 7 years relevant experience gained on supervisory level. These requirements are in accordance with the relevant Occupational Specific Dispensation. Successful completion of Corrections Science Learner ship/Basic Training. Valid driver's licence. Computer literacy

**Competencies and attributes:** Firearm skills and the use of relevant security technology. Communication, Stakeholder management, Problem solving, Service Delivery Innovation, decision making, People Management and Empowerment, 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 amend-ed. Assertiveness, Diplomacy and Tact, Resilient, Influence and impact, Computer literacy.

**Responsibilities:** Effective management of social reintegration of offenders. Marketing of the concept of community supervision. Identification of community service opportunities. Development of community service programs. Monitor community service operations. Manage human resources, finances and assets. Manage performance information

#### **HEAD OF CORRECTIONAL CENTRE (CB 4)**

KwaZulu/Natal Region: Ingwavuma, Ref.: (CSA 2022/01/15);

Nongoma, Ref.: (CSA 2022/01/16)

**R386 292.00 per annum**

**Requirements:** Degree/ National Diploma in Behavioural Sciences or an equivalent qualification and successful completion of Corrections Science Learner ship/Basic Training. Combined 7 years relevant experience in a supervisory post or CB2. 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, in depth knowledge of the Correctional Services Act, Act 111 of 1998, as amended, assertiveness, ability to network and diplomacy.

**Responsibilities:** Manage operational support within Correctional Centre by ensuring effective implementation of security services, development and care and the provision of health services within the Correctional Centre. Manage implementation of the imperatives of white paper on Corrections. Manage Case Management Administration, Unit Management and Case Management Committees. Manage and administer the coordination of finance and Human resource services within the Correctional Centre. Management of all aspects of the Correctional centre on a day to day basis through the implementation of Correctional Services Act, 111 of 1998 as amended, Foster a working relationship with the Justice Cluster and the Community. Monitor, evaluate and take appropriate actions in relation to outcomes on the risk trends. Manage human resources, finances and assets. Manage performance information.

**CENTRE COORDINATOR: STAFF SUPPORT (CB 4)**

KwaZulu/Natal Region: Durban Medium A, Ref.: (CSA 2022/01/17); Greytown Ref.: (CSA 2022/01/18);  
Pomeroy, Ref.: (CSA 2022/01/19); Vryheid, Ref.: (CSA 2022/01/20);

**R 386 292.00 per annum**

**Requirements:** Relevant B degree/National Diploma in Behavioural or equivalent qualifications. 7 years relevant experience on supervisory post. These requirements are in accordance with the Occupational relevant Specific Dispensation. Top secret security classification as an added advantage. Successful completion of Corrections Science Learnership/Basic Training. Valid driver's licence. Computer literacy.

**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, Diplomacy and tact, Resilience, Influence and impact.

**Responsibilities:** Provide human resource support and related functions to the correctional centre. Effective management of the registration activities. Ensure proper dissemination of information for the correctional centre. Management of duty register and leave arrangements. Management of human resources, finances and assets. Management of correctional centre through the implementation of correctional services act, Act 111 of 1998 as amended. Manage performance information.

**SECURITY MANAGER: NUTRITIONAL SERVICE**

KwaZulu/Natal Region: Ncome Medium A, Ref.:(CSA 2022/01/21)

**R 386 292.00 per annum**

**Requirements:** Degree/National Diploma in Food Management or an equivalent qualification and at least seven (7) years relevant experience gained on supervisory level. Successful completion of Corrections Science Learnership/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:** Manage the preparation of meals, serving of meals, cleaning of utensils, kitchens, serveries. Training of prisoners as caterers. Screening of prisoners. Supervise the unlocking of inmates. Control of catering equipment (knives, crockery etc.). Ensure health and hygiene parades. Ensure cleaning of kitchen. Supervision of recreation activities. Oversee Searching within the kitchen. Treatment of inmates. Logistical administration. Management of human resources, finance and assets. Manage performance information

**SECURITY MANAGER: PRODUCTION WORKSHOPS (CB 4): TEXTILE**

KwaZulu/Natal Region: Pietermaritzburg Med A, Ref.: (CSA 2022/01/22);

Durban Female, Ref.: (CSA 2022/01/23)

**R 386 292.00 per annum**

**Requirements:** National Diploma/Degree Textile Industry or equivalent qualification. Seven (7) years relevant experience gained in a supervisory post. Successful completion of Corrections Science Learnership/Basic Training. Valid driver's licence Computer Literacy. These requirements are in accordance with the 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:** Training of offenders as well as apprentices. Execute work as per requisition/orders received from clients. Apply quality control to manufactured products. Costing of products as well as services and supply quotes. Execute basic workshop administration. Manage human resources, finances and assets. Manage performance information

**CENTRE COORDINATOR: CORRECTIONS (CB 4)**

KwaZulu/Natal Region: Kokstad Med, Ref.: (CSA 2022/01/24);  
Stanger, Ref.: (CSA 2022/01/25); Estcourt Ref.: (CSA 2022/01/26)

**R 386 292.00 per annum**

**Requirements:** Relevant B degree/National Diploma in Behavioural or equivalent qualifications. 7 years relevant experience on supervisory post. These requirements are in accordance with the Occupational relevant Specific Dispensation. Top secret security classification as an added ad-vantage. Successful completion of Corrections Science Learnership/Basic Training. Valid driver's licence. Computer literacy.

**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:** Ensure the development of correctional sentence plan and facilitate the implementation thereof. Execute correctional policies and procedures. Coordinate the collation and dissemination of correction information. Coordinate activities relating to rehabilitation programme, case management administration, case management committee and unit management systems. Promote corrections and security. Management of human resources, finances and assets. Manage performance information.

**SECURITY MANAGER: CASE MANAGEMENT ADMINISTRATION (CB 4)**

KwaZulu/Natal Region: Durban Female, Ref.: (CSA 2022/01/27);  
Ebongweni Max, Ref.: (CSA 2022/01/28)

**R 386 292.00 per annum**

**Requirements:** Relevant B degree/National Diploma in Behavioural or equivalent qualifications. 7 years relevant experience on supervisory post. These requirements are in accordance with the Occupational relevant Specific Dispensation. Top secret security classification as an added advantage. Successful completion of Corrections Science Learnership/Basic Training. Valid driver's licence. Computer literacy.

**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, Assertiveness, Resilience, Ability to network and diplomacy.

**Responsibilities:** Management of admission and release system. Supervision of offender movements, offender cash administration and offender bail/fine payments. Ensure continuity and consistency in case management administration. Management of human resources, finance and assets. Management of performance information.

**SECURITY MANAGER: CARE SERVICES (CB 4)**

KwaZulu/Natal Region: Ladysmith, Ref.: (CSA 2022/01/29)

**R 386 292.00 per annum**

**Requirements:** Relevant B degree/National Diploma in Behavioural or equivalent qualifications. 7 years relevant experience on supervisory post. These requirements are in accordance with the Occupational relevant Specific Dispensation. Top secret security classification as an added ad-vantage. Successful completion of Corrections Science Learnership/Basic Training. Valid driver's licence. Computer literacy.

**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:** Enhance coordination of policies and quality Assessment of services. Ensure service level standards for social work services. Plan activities. Manage infrastructure for social work services/psychological services and spiritual care programme interventions. Ensure the implementation of and compliance with Departmental legislation, policies and procedures relating to special categories

offenders. Ensure the implementation of Checklist for all special category offenders to ensure adequate service delivery. Report on the offender enrolment and participation (including special categories of offenders) in social work, psychological, Spiritual care, HIV/AIDS, Formal education, Skills Development and SRAC Programmes) , Ensure effective risk mitigation of risk management within the Care division. Ensure the implementation of need-based programmes in partnership with external service providers. Management of human resources, finance and assets. Manage performance information

**SECURITY MANAGER: CASE MANAGEMENT COMMITTEE (CB 4)**

KwaZulu/Natal Region: Durban Med C, Ref.: (CSA 2022/01/30); Estcourt, Ref.: (CSA 2022/01/31);  
Ncome Med A, Ref.: (CSA 2022/01/32); Qalakabusha, Ref.: (CSA 2022/01/33);  
Waterval Med A X 2, Ref.: (CSA 2022/01/34); Glencoe Ref.: (CSA 2022/01/35)  
**R 386 292.00 per annum**

**Requirements:** Relevant B degree/National Diploma in Behavioural or equivalent qualifications and 7 years relevant experience on supervisory post. These requirements are in accordance with the Occupational relevant Specific Dispensation. Top secret security classification as an added advantage. Successful completion of Corrections Science Learnership/Basic Training. Valid driver's licence. Computer literacy.

**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.

**Responsibility:** Planning of the activities of the Case Management Committee. Holding of meetings of the CMC. Management of sentence plans. Control of offender records. Management of human resources, finance and assets. Manage performance information.

**SECURITY MANAGER: INTERNAL SECURITY (CB 4)**

KwaZulu/Natal Region: Waterval Med A, Ref.: (CSA 2022/01/36);  
Greytown, Ref.: (CSA 2022/01/37); Sevontein, Ref.: (CSA 2022/01/38)  
**R 386 292.00 per annum**

**Requirements:** Relevant B degree/National Diploma in Behavioural or equivalent qualifications. 7 years relevant experience on supervisory post. These requirements are in accordance with the Occupational relevant Specific Dispensation. Top secret security classification as an added advantage. Successful completion of Corrections Science Learnership/Basic Training. Valid driver's licence. Computer literacy

**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:** Supervise access control to the correctional centre's grounds. Manage internal security. Supervise the movement and safe custody for offenders. Patrol at the section (general accommodation areas, single cells, kitchens, hospitals and work sections). Manage security systems. Supervise visits to offenders. Management of human resources and assets. Manage performance information

**SECURITY MANAGER: PAROLEES AND PROBATIONERS (CB 4)**

KwaZulu/Natal Region: Estcourt Comcor, Ref.: (CSA 2022/01/39);  
Ixopo, Ref.: (CSA 2022/01/40)  
**R 386 292.00 per annum**

**Requirements:** Relevant B degree/National Diploma in Behavioural or equivalent qualifications. Successful completion of Correctional Science Learnership. 7 years' relevant experience on supervisory post. These requirements are in accordance with the Occupational relevant Specific Dispensation. Computer literacy. Valid driver's license..

**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:** Management of monitoring services. Determining the conditions of house arrest and supervision for persons serving sentences in the community. Participate in case review team for community corrections. Management of programmes. Identification of community service programme. Logistical administration. Responsible for the facilities and equipment of the section. Allocation of staff to specific duties. Disciplinary action against offending staff. Manage performance information.

#### **UNIT MANAGER (CB 4)**

KwaZulu/Natal Region: Durban Juvenile, Ref.: (CSA 2022/01/42); Ebongweni, Ref.: (CSA 2022/01/43); Ekuseni, Ref.: (CSA 2022/01/44); Empangeni Med, Ref.: (CSA 2022/01/45); Glencoe X 2, Ref.: (CSA 2022/01/46); Ncome Med A, Ref.: (CSA 2022/01/47); Port Shepstone, Ref.: (CSA 2022/01/48); Qalakabusha, Ref.: (CSA 2022/01/49); Umzinto, Ref.: (CSA 2022/01/50); Sevontein, Ref.: (CSA 2022/01/51) X 2; Waterval Med A, Ref.: (CSA 2022/01/52); Waterval Med B X 2, Ref.: (CSA 2022/01/53); Ladysmith, Ref.: (CSA 2022/01/54); Durban Female X 3, Ref.: (CSA 2022/01/55); Durban Med C, Ref.: (CSA 2022/01/56)

**R 386 292.00 per annum**

**Requirements:** Relevant B degree/National Diploma in Behavioural or equivalent qualifications. 7 years relevant experience on supervisory post. 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, 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. Manage human resource, finance and assets. Manage performance information.

#### **SECTION HEAD: EDUCATIONIST: FORMAL EDUCATION**

KwaZulu-Natal Region: Ekuseni (Ref: CSA 2022/01/57),

**Salary R 354 666. 00 per annum**

**Requirements:** Recognised four (4) year Degree or equivalent qualification in Education and registration with the South African Council of Educators. Six (6) years relevant experience gained after registration with SACE. These requirements are in accordance with the relevant Occupational Specific Dispensation. Computer literacy. Valid driver's license.

**Competencies and attributes:** Plan, organise, lead and control, client orientation and communication, understanding of Public Service policy and Legislative framework, policy implementation, report writing, diversity management, training and development, service delivery innovation and creativity, project management, facilitation management, integrity and honesty, influence and impact, presentation skills, conceptual skills, conflict management, assertiveness and ability to work under pressure.

**Responsibilities:** Implement educational programmes for offenders. Implement educational policy at Correctional Facilities in the Management Area. Adhere to set standards for Education in accordance with Government Education Departments. Assess educational services. Ensure service level standards for education and training. Management of performance information. Manage human resources, finances and assets.

#### **SPECIALISED CASE OFFICER (CB 2 -1)**

KwaZulu/Natal Region: Ncome Med A, Ref.: (CSA 2022/01/59);

Sevontein X 2, Ref.: (CSA 2022/01/60)

**R 246 279.00 per annum**

**Requirements:** NQF level 6 qualification in Behavioural Science (in criminology, penology etc.) with no previous experience or Grade 12 with 10 years relevant experience gained at entry level production post of CB 1. Successful completion of the Corrections Science Learnership/ Basic Training. Computer literacy.

**Competencies and attributes:** Knowledge of financial controls. Supervisory skills. Counselling skills. Problem solving and analysis skills. Behaviour observation skills. Communication, listening and interpersonal skills. Organizational, negotiation and report writing skills.

**Responsibilities:** Ensure the Facilitation of the implementation of the offender's individual sentence plan to support individual offenders in their personal development. Ensure that the monitoring and evaluation reports on offender behaviour are provided. Provide safe custody services in the unit. Ensure that complaints and requests are registered and referred to relevant structures (such as Case Management Committee, Case Management Administration).

## APPOINTMENTS IN TERMS OF PUBLIC SERVICES ACT

### MEDICAL OFFICER GRADE 1-3

KwaZulu/Natal Region: Ebongweni Max, (Ref: PSA 2022/01/61);

Pietermaritzburg Med A (Ref: PSA 2022/01/62)

**R 833 523.00-R 1 106 037.00 (An all-inclusive package)**

**Requirements:** Recognised MBCHB Degree with traceable experience in a health services environment, registration as medical practitioner with the Health Professions Counsel of South Africa, public health experience will be an added advantage, good interpersonal relations, financial management, computer literacy, leadership skills, programme management and evaluation skills, valid driver's licence.

**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, 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, Diplomacy and tact, Resilience, Influence and impact.

**Responsibilities:** Render basic personal health care services to offenders, provide Clinical Care and relevant Primary Health Care programmes, render Medico – Legal services, maintain good medical practice, adhere to medical standards, write reports and keep records, effectively utilise resources, provide emergency medical care including after hours, refer patients to authorised and recognised health care providers, provide training when necessary, liaise with internal and external counterparts regarding healthcare delivery, adhere to departmental policies and orders, implement policy, implement the national drug policy including adherence to essential drug list, perform any other duties as prescribed by the Department of Correctional Services, supervisory responsibility to medical practitioners in the Region (sessional medical practitioners). Management of finances and assets. Management of performance information.

### DD: AREA COORDINATOR: CORPORATE SERVICES

KwaZulu/Natal Region: Kokstad Management Area, Ref.: (PSA 2022/01/63)

**An all-inclusive package: R 744 255.00**

**Requirements:** Recognized and appropriate three-year Degree/Diploma in Human Resource Management or equivalent qualification. 5 years management (Assistant Director) experience. as are excellent verbal and written communication skills and strong leadership qualities. Negotiation skills and ability to organize are required. A valid driver's licence.

**Competencies and attributes:** Policy coordination, Financial management, Communication, Facilitation skills, 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, Diplomacy and tact, Influence and impact.

**Responsibilities:** Effective management of human resources policies and procedures at management area level. Manage Human Resources Provisioning, Utilization, Development, Communication, Information Technology, Special Programmes (EAP, HIV/AIDS and Equity), Legal Services and Employee Relations in the management area. Management of Human Resources, finance and assets. Management of performance information.

**DD: FINANCIAL MANAGEMENT AND ACCOUNTING**

KwaZulu/Natal Region: Durban, Ref.: (PSA 2022/01/64)

**An all-inclusive package: R 744 255.00**

**Requirements:** Recognised three (3) year Degree/National Diploma in Financial Management or Accounting with 3-5 years' management (Assistant Director level) or equivalent) experience in a financial and management accounting environment. In-depth knowledge of BAS. Valid driver's licence. Computer literacy.

**Competencies and attributes:** Advanced financial management. Problem solving and decision making. Facilitation skills. Plan, organize, lead and control. Change management, project management, presentation, conflict management, training and communication skills. Time management. Confidentiality, coaching and mentoring skills. 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 the ability to network.

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

**DD: MANAGER: SUPPLY CHAIN MANAGEMENT**

KwaZulu/Natal Region: Durban Management Area, Ref.: (PSA 2022/01/65)

**An all-inclusive package: R 744 255.00**

**Requirements:** Recognised three (3) year Degree/National Diploma in Supply Chain Management or equivalent qualification. 3-5 years management (Assistant Director level or equivalent) experience . In-depth knowledge of LOGIS system. Valid driver's licence. Computer literacy.

**Competencies and attributes:** Financial management. Problem solving and decision making and facilitation skills. Plan, organize, lead and control. Change management, team leadership, project management, report writing, presentation and conflict management skills. Training and development. Time management. Confidentiality. Coaching and mentoring. Understanding of Public Service policy and legislative framework. Service delivery and client orientation. Integrity and honest. Assertiveness. Willingness to travel. Influence and impact. Applied strategic thinking. Ability to network.

**Responsibilities:** Management of procurement of assets, storage and distribution process in the management area. Operationalization of logistical policy in the management area. The management of stock and logistical investigation, administration of tenders contracts and transport. Management of performance information. Management of human resources, finance and assets

**DD: REGIONAL COORDINATOR: SUPPLY CHAIN MANAGEMENT**

KwaZulu/Natal Region: Regional Office, Ref.: (PSA 2022/01/66)

**An all-inclusive package: R 744 255.00**

**Requirements:** Recognized and appropriate three year Degree/ National Diploma in Supply Chain Management or equivalent qualification coupled with 3-5 years relevant experience gained at ASD level or equivalent, •Computer Literacy • Knowledge of PFMA, Treasury Regulations and LOGIS •Proven experience in a LOGIS environment •A valid driver's license.

**Competencies and attributes:** Financial management; Problem solving and decision making skills; Facilitation skills; Plan, organize, lead and control; Change Management; Team leadership; Project management; Presentation skills; Conflict management; Report writing; Training and development. Time management. Confidentiality; Coaching and mentoring; Understanding of Public Service policy and legislative framework; Service delivery and client orientation; integrity and honesty; Assertiveness; Ability to network; Influence and impact; Applied strategic thinking; Willingness to travel. Sound communication skills

**Responsibilities:** The operationalization of National and Regional Supply Chain Management policy in the Region, Identify and provide training to relevant personnel on Supply Chain Management, Manage the maintenance and effective functioning of a Supply Chain Management System (LOGIS) as approved by National Treasury e.g. analyzing of LOGIS reports in order to advise the Regional Head: Finance and SCM on precautionary measures, The management of assets and inventory within the Region e.g. asset and inventory balancing, BAS /LOGIS reconciliation, balance scorecards etc., Management of Departmental Fleet in the Region, Management of the procurement process and promotion of affirmative procurement, Audit and review of contracts, Effective risk management to ensure compliance with the risk management plan of DCS, Management of performance information. Management of human resources, finance and assets..

**DD: AREA COORDINATOR: FINANCE AND SUPPLY CHAIN MANAGEMENT (SR 11)**

KwaZulu/Natal Region: Ncome Management Area, Ref.: (PSA 2022/01/67)

**An all-inclusive package: R 744 255.00**

**Requirements:** An appropriate three-year Degree/ National Diploma in Accounting or Financial Management with 3-5 years' experience gained at ASD level in financial management environment. Knowledge of BAS and LOGIS systems. Computer Literacy, Valid driver's licence.

**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, In depth knowledge of Supply Chain Management, Proven knowledge of the Public Finance Management Act, 1999 and Treasury Regulations, relating to Financial Management and Accounting. Procurement Administration and Public Finance Administration, Service delivery and client orientation, Integrity and honesty, Assertiveness, Willingness to travel, Influence and impact, Applied strategic thinking, Ability to network. Ability to network, Diplomacy and tactful Influence and impact.

**Responsibilities:** Effective management of financial and supply chain management functions in management area. Coordinate Logistical services within the management area, Manage and Coordinate procurement of goods and services, Manage and coordinate financial accounting ensuring efficient voucher control, Basic accounting system, ledger dept activity. Manage the allocation budget within management area and expenditure control. Implementation and monitoring of execution of duties in terms of the Public Finance Management Act, 1999 (PFMA). Ensuring optimal utilization of resources, Support with regard to the management area budgets. Management of human resource, finance and assets. Management of performance information

**PSYCHOLOGIST GRADE 1**

KwaZulu/Natal Region: Durban Med B X 2, Ref.: (PSA 2022/01/68); Ebongweni, Ref.: (PSA 2022/01/69)

Empangeni, Ref.: (PSA 2022/01/70); Waterval Med A, Ref.: (PSA 2022/01/71)

**An all-inclusive package: R 724 062.00**

**Requirements:** Master's Degree in Psychology and registration as Clinical or Counselling Psychologist with the Health Professional Council of South Africa. A minimum of three (3) years appropriate experience as Clinical Psychologist after registration with the Professional Council of South Africa. These requirements are in accordance with the relevant Occupational Specific Dispensation. Computer literate. Valid driver's licence.

**Competencies and attributes:** Financial management; Problem solving and decision-making skills; Facilitation skills; Plan, organize, lead and control; Change Management; Team leadership; Project management; Presentation skills; Conflict management; Report writing; Training and development. Time management. Confidentiality; Coaching and mentoring; Understanding of Public Service policy and legislative framework; Service delivery and client orientation; integrity and honesty; Assertiveness; Ability to network; Influence and impact; Applied strategic thinking; Willingness to travel.

**Responsibilities:** Render and coordinate psychological services to offenders. Liaise with internal and external organizations for the provision of psychological services. Management of performance information. Management of human resources, finances and assets.

**ASSISTANT MANAGER: NURSING (PHC)**

KwaZulu/Natal Region: Glencoe Management Area, Ref.: (PSA 2022/01/72)

**R 624 216.00 per annum**

**Requirements:** Basic qualification accredited with the SANC in terms of Government Notice (i.e. Diploma/Degree in Nursing) or equivalent qualification that allows registration with the SANC as a professional Nurse. Post Basic qualification with a duration of at least 1 year in Curative Skills in Primary Health Care accredited with the SANC. A minimum of 10 years appropriate/ recognisable experience in nursing after registration as Professional Nurse with the SANC in General Nursing, at least 3 years of the period referred to above must be appropriate/ recognisable experience at managerial level.

**Competencies and Attributes:** Financial management; Problem solving and decision-making skills; Facilitation skills; Plan, organize, lead and control; Change Management; Team leadership; Project management; Presentation skills; Conflict management; Report writing; Training and development. Time management. Confidentiality; Coaching and mentoring; Understanding of Public Service policy and legislative

framework; Service delivery and client orientation; integrity and honesty; Assertiveness; Ability to network; Influence and impact; Applied strategic thinking; Willingness to travel.

**Responsibilities:** Ensure that a comprehensive nursing treatment and care service is delivered to patients in a cost effective, efficient and equitable manner by Nursing Department, including the overall management of nursing services (i.e. operational, HR and Finance of the nursing department). Ensure compliance to professional and ethical practice. Ensure that the clinical nursing practice by the nursing team in the facility is rendered in accordance with the scope of practice and nursing standards as determined by relevant health facility. Promote quality nursing care as directed by the professional scope of practice and standards as determined by the relevant health facility. Management of performance information. Management of human resources, finances and assets.

#### **OPERATIONAL MANAGER: NURSING (PHC)**

KwaZulu/Natal Region: Durban Med B, Ref.: (PSA 2022/01/73);  
Ladysmith, Ref.: (PSA 2022/01/74); Sevontein, Ref.: (PSA 2022/01/75); Glencoe, Ref.: (PSA 2022/01/76);  
Empangeni Ref.: (PSA 2022/01/77)

**R 571 242.00 per annum**

**Requirements:** Recognised three (3) year Degree/Diploma in Nursing or an equivalent qualification that allows registration with the South African Nursing Council as a Professional Nurse. A minimum of 9 years appropriate/recognisable experience in nursing after registration as a Professional Nurse with the SANC. At least 5 years of the period referred to above must be appropriate/recognisable experience after obtaining the 1-year post-basic qualification in the relevant speciality. Current registration with the South African Nursing Council as a Professional Nurse. Post basic qualification with a duration of at least 1 year in Curative Skills in Primary Health Care accredited with the SANC. These requirements are in accordance with the relevant Occupational Specific Dispensation. Valid driver's licence. Computer literate.

**Competencies and Attributes:** Demonstrate an in depth understanding of nursing legislation and related legal and ethical nursing practises and how this impacts on service delivery. Ensure clinical nursing practice by the nursing team (unit) in accordance with the scope of practice and nursing standards as determined by the relevant health facility. Promote quality of nursing care as directed by the professional scope of practice and standards as determined by the relevant health facility. Demonstrate an basic understanding of HR and financial policies and practices.

**Responsibilities:** Provide direction and supervision in the implementation of the nursing plan (clinical practice/ quality patient care). Implement standards, practices, criteria and indicators for quality nursing (quality of practices). Practice nursing and health care in accordance with the relevant laws and regulations. Display a concern for patients, promoting and advocating proper treatment and care including an awareness and willingness to respond to patient's needs, requirements and expectations (Batho Pele Principles). Maintain the quality of nursing data and information and utilize it to advice. Advance and evaluate the quality and cost-effectiveness of nursing care ensure that a comprehensive general nursing service is delivered to patients in a cost effective, efficient and equitable manner at a primary health care facility. Ensure compliance to professional and ethical practice. Ensure clinical nursing practice by the nursing team (unit) in accordance with the scope of practice and nursing standards as determined by the relevant health facility. Promote quality of nursing care as directed by the professional scope of practice and standards as determined by the relevant health facility. Management of performance information. Management of human resources, finances and asset.

#### **SOCIAL WORK SUPERVISOR GRADE 1**

KwaZulu/Natal Region: Durban Med C, Ref.: (PSA 2022/01/78)

**R 389 991.00 per annum**

**Requirements:** National Diploma/ Degree in Social Work (e.g. Bachelor of Social Work) that allows professional registration with the SACSSP. A minimum of seven (7) years appropriate experience in Social Work after registration as Social Worker with the SACSSP. Registration with the SACSSP as a Social Worker. 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, project management 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. Conversant with Acts, policies and legislation pertaining to social work practice. Understanding of human behaviour social systems, Social work intervention,

**Responsibilities:** Provide needs-based social work services to offenders through individual attention, group work and community work. Conduct research and social work administration. Conduct individual assessments. Market social work services. Monitor and evaluate social work interventions. Provide guidance to subordinates and ensure that the requirements of operational plans are complied with. Management of performance information. Management of human resources, finances and assets.

#### **CLINICAL NURSE PRACTITIONER GRADE 1**

KwaZulu/Natal Region: Durban Med A X 3, Ref.: (PSA 2022/01/79); Durban Med B X 3, Ref.: (PSA 2022/01/80); Durban Female, Ref.: (PSA 2022/01/81); Ncome Med B, Ref.: (PSA 2022/01/82); Sevontein, Ref.: (PSA 2022/01/83); Vryheid, Ref.: (PSA 2022/01/84); Waterval Med A, Ref.: (PSA 2022/01/85); Waterval Med B, Ref.: (PSA 2022/01/86); Ebongweni, Ref.: (PSA 2022/01/87) X 3; Qalabusha X 2, Ref.: (PSA 2022/01/88);  
**R 388 974.00 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 a 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:** Demonstrate an understanding of nursing legislation and related legal and ethical nursing practises within a primary health care environment. Perform a clinical nursing practice in accordance with the scope of practice and nursing standards as determined for a primary health care facility. Promote quality of nursing care as directed by the professional scope of practice and standards as determined for a primary health care facility.

**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. Note medical condition as instructed by doctors. Management of performance information. Manage human resources, finance and assets.

#### **SENIOR AGRICULTURAL ADVISOR**

KwaZulu/Natal Region: Ncome Management Area, Ref.: (PSA 2022/01/89)  
**R 382 245.00 per annum**

**Requirements:** Appropriate 4 year qualification in agriculture with 3 years appropriate experience. Computer skills. Valid Driver's License. Knowledge of extension methodology. Supervisory and management skills. Advanced communication/presentation skills. Knowledge of project planning and management.

**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, knowledge of the Correctional Services Act, Act 111 of 1998, as amended, assertiveness, ability to network and diplomacy.

**Responsibilities:** Render scientific and technical advice within the department to ensure sustainable development. Provide agricultural technical support to the department, provide advice and after care and also assist with planning. Promote sustainable production of Agricultural products. Conduct agricultural research in order to enhance service delivery. Perform administrative and related functions. Keep up to date with regard to the applicable prescripts, policies, procedures, technologies and new developments to be able to render an efficient and effective technical service. Manage human resources, finances and assets. Manage performance information.

#### **MANAGER: FINANCIAL + MANAGEMENT ACCOUNTING**

KwaZulu/Natal Region: Kokstad Management Area, Ref.: (PSA 2022/01/90)  
**R382 245.00 per annum**

**Requirements:** Relevant B Degree/National Diploma in Accounting Management/ Financial Management and 3-5 years' experience on supervisory post. Computer literacy. Valid driver's licence.

**Competencies and attributes:** Policy coordination, communication, financial management, 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:** Implement a financial accounting policy in the Management Area in accordance with the current procedures. Plan and execute financial accounting function/inspections. Undertake financial investigations. Keep financial accounting system on standards. Compile training programmes. Ensure effective control over the collection and allocation of the revenue. Ensure financial integrity of data on BAS. Manage Human Resource. Execute the responsibilities of officials as stipulated in Section 45 of the Public Finance Management Act. Manage debts and control accounts. Management of performance information.

**MANAGER: SUPPLY CHAIN MANAGEMENT**

KwaZulu/Natal Region: Kokstad Management Area, Ref.: (PSA 2022/01/91);

Ncome Management Area, Ref.: (PSA 2022/01/92)

**R382 245.00 per annum**

**Requirements:** Recognised three (3) year Degree/National Diploma in Supply Chain Management or equivalent qualification. 3-5 years' experience in a **supervisory post**. In-depth knowledge of LOGIS system. Valid driver's licence. Computer literacy.

**Competencies and attributes:** Financial management. Problem solving and decision making and facilitation skills. Plan, organize, lead and control. Change management, team leadership, project management, report writing, presentation and conflict management skills. Training and development. Time management. Confidentiality. Coaching and mentoring. Understanding of Public Service policy and legislative framework. Service delivery and client orientation. Integrity and honest. Assertiveness. Willingness to travel. Influence and impact. Applied strategic thinking. Ability to network.

**Responsibilities:** Management of procurement of assets, storage and distribution process in the management area. Operationalization of logistical policy in the management area. The management of stock and logistical investigation, administration of tenders contracts and transport. Management of human resources, finance and assets. Management of performance information.

**ASSISTANT DIRECTOR: MANAGER: FINANCIAL ACCOUNTING**

KwaZulu/Natal Region: Regional Office, Ref.: (PSA 2022/01/93)

**R382 245.00 per annum**

**Requirements:** Recognised three (3) year Degree/National Diploma in Financial Management or Accounting with 3-5 years' experience in a in financial systems or related. Knowledge of the Public Finance Management Act, Treasury Regulations, BAS and Project Management In-depth knowledge of BAS. Valid driver's licence. Computer literacy.

**Competencies and attributes:** Advanced financial management. Problem solving and decision making. Facilitation skills. Plan, organize, lead and control. Change management, project management, presentation, conflict management, training and communication skills. Time management. Confidentiality, coaching and mentoring skills. 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 the ability to network.

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

**ASSISTANT DIRECTOR: EMPLOYEE RELATIONS**

KwaZulu/Natal Region: Empangeni Management Area, Ref.: (PSA 2022/01/94);

Pietermaritzburg Management Area, Ref.: (PSA 2022/01/95); Waterval Management Area, Ref.: (PSA 2022/01/96)

**R 382 245.00 per annum**

**Requirements:** Recognised three (3) year Degree in Labour Law/Labour Relations or equivalent relevant qualification. At least 3-5 years Supervisory experience in the Employee Relations environment. Valid driver's licence. Computer literacy.

**Competencies and Attributes:** Financial management, Problem solving and decision-making. Facilitation skills. Plan, organise, lead and control. Change management. Team leadership. Project management. Presentation skill. Conflict management. Report writing. Computer literacy. Training and development. Training skills. Time management. Confidentiality. Coaching and mentoring. Understanding of Public Service policy and legislative framework. Service delivery and client orientation. Integrity and honest. Assertiveness. Ability to network.

Influence and impact. Applied strategic thinking. Willingness to travel.

**Responsibilities:** Co-manage the Department's Employee Relations Management Information System (ERMIS). Develop systems and procedures where by data pertaining to disciplinary hearings, appeals, suspensions, grievances and disputes are collected, monitor, analyse and interpreted in the Management Area, and corrective measures implemented. Develop management information report for DCS Regional Management. Co-manage employee grievances in the Management Area and assist with policy and procedure development. Act as custodian of the grievance procedure. Monitor compliance with the DCS grievance procedure. Facilitate conflict management individual and collective. Represent the Department/ Management Area in conciliation and arbitration hearings. Management of performance information. Manage human resources, finances and assets.

**SENIOR INTERNAL AUDITOR: INTERNAL AUDIT**

KwaZulu/Natal Region: Regional Office, Ref.: (PSA 2022/01/97)

**R 321 543.00 per annum**

**Requirements:** B. Comm / B. Compt (with Accounting and Auditing as majors) or a 3-year National Diploma in Internal Auditing and minimum three (3) years' experience in the auditing field. Registration with the Institute of Internal Auditors of South Africa. Willingness to travel extensively. Valid driver's licence.

**Competencies and attributes:** Knowledge of Public Finance Management Act (PFMA) and accompanying Treasury Regulations, Public Service Regulatory Framework (PSRF), Public Service Financial and other System/s, Standards for the Professional Practice of Internal Auditing and Generally Recognised Accounting Principles. Risk Management. Human resources management practices and service delivery principles (Batho Pele). Ability to work in a team. Planning and organising. Good written and verbal skills. Lateral and innovative thinking. Interpersonal relations. Problem solving skills. Time management. Project management. Application and interpretation of legislation. Confidentiality, fairness, respect and honesty.

**Responsibilities:** Plan allocated audit assignments. Conduct audit assignments in accordance with the audit programmes. Communicate audit results. Follow-up on the implementation of audits' recommendations and management action plans. Compile audit file. Management of resources.

**SENIOR ADMINISTRATION OFFICER: TRANSPORT**

KwaZulu/Natal Region: Ncome, Ref.: (PSA 2022/01/98)

**R 321 543.00 per annum**

**Requirements:** Degree/National Diploma in Fleet Management or an equivalent qualification. 3-5 years' experience in a relevant environment. Computer literate. A valid driver's licence.

**Competencies and Attributes:** Conflict resolution; Report writing; Presentation skills. Problem solving; Team leadership; Policy interpretation; Confidentiality; Integrity and honesty; Time management; Assertiveness; Ability to network; Service delivery and client orientation; adaptive; Confident and independent; Ability to work under pressure; Willingness to travel. Knowledge of the Public Finance Management Act, 1999 and Treasury Regulations

**Responsibilities:** Identify transport infrastructure needs. Ensure effective maintenance of fleet. Manage the transport policy and procedures in the Management Area. Ensure effective control over the utilization of vehicles. Conduct regular transport inspection and investigations. Management of human resources, finances and assets. Management of performance information.

**SENIOR STATE ACCOUNTANT: MANAGEMENT ACCOUNTING**

KwaZulu/Natal Region: Durban Management Area, Ref.: (PSA 2022/01/99)

**R 321 543.00 per annum**

**Requirements:** Recognized three-year degree / National Diploma in Accounting or Financial Management with at least 3-5 years relevant experience in Financial systems or related • Good communication and presentation skills • Valid driver's license. Must be computer literate. In depth knowledge of the Public Finance Management Act, Treasury Regulations, BAS and Project Management • .

**Competencies and attributes:** Plan, organise, lead and control, client orientation & communication, policy analysis and interpretation, report writing, facilitation skills, presentation, problem solving and decision making Knowledge of the supply chain management framework (PFMA). Treasury Regulations relating to supply chain management. Good knowledge of Public Service Regulation. . Knowledge of



procurement administration and public finance administration, financial management, Integrity & honesty, good work ethics, confidentiality, interpersonal relations, people management, accuracy, independent networking, influence and impact, computer skills.

**Responsibilities:** Implementation of financial accounting policy in the management area in accordance with current procedures • Planning and execution of management accounting functions / inspections • Undertaking of financial investigations. Keeping of financial accounting system on standard. Execute the responsibilities of officials as stipulated in Section 45 of the Public Finance Management Act. Ensure optimal utilisation of resources and support with regard to management of budgets within the framework of relevant legal directives and regulations. Perform budget control and ensure enforcement of financial discipline. Perform responsibilities for logistics and procurement management. Manage the allocation, maintenance, capturing and distribution of the budget for the management area. Render a support service from the Financial Control Office (FCO) in terms of giving financial and budgetary advice to the management area. Management of performance information.

#### **SENIOR LOGISTICS ADMINISTRATION OFFICER**

KwaZulu/Natal Region: Waterval Management Area, Ref.: (PSA 2022/01/100)

**R 321 543.00 per annum**

**Requirements:** Relevant B degree/National Diploma in Supply Chain Management or equivalent qualification and 3-5 years' work experience in a Supply Chain Management environment. Knowledge LOGIS system. Computer literate. Valid driver's licence.

**Competencies and attributes:** Problem solving and decision making, Facilitation skills, Plan, organize, lead and control, Presentation skill, Conflict management, Training skills, Communication skills, Time management, Confidentiality, Coaching and mentoring, Knowledge of the Public Finance Management Act, 1999 and Treasury Regulations, Knowledge of Tender process. Service delivery and client orientation, integrity and honesty, Assertiveness, influence and impact and ability to network.

**Responsibilities:** Implementation of logistical policies in the Management Area. Monitor and control incoming and out-going stock. Manage the administration of the warehouse, transit and fleet. Supervise the asset verification and logistical processes, asset and inventory balancing. Supervise the reconciliation between BAS and LOGIS. Facilitate logistical training. Management of human resources, finance and assets. Management of performance information

#### **ARTISAN FOREMAN GRADE A (BRICKLAYER)**

KwaZulu/Natal Region: Waterval Med A, Ref.: (PSA 2022/01/101)

**R 308 826.00 per annum**

**Requirements:** An appropriate trade test certificate underwritten by the Manpower Training Act (Appropriate Trade test Certificate//Red Seal) and Five (5) years post qualification experience as a Builder. 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:** Safe custody of offenders. Management of administration task. Training and development of offenders. Control over work-places and tools. Inventory control and logistical administration as well as efficient management of resources and work orders and compliance with administration. Management of performance information. Management of human and financial resources and assets.

#### **ARTISAN FOREMAN GRADE A (PAINTER)**

KwaZulu/Natal Region: Glencoe, Ref.: (PSA 2022/01/102); Waterval Med A, Ref.: (PSA 2022/01/103)

**R 308 826.00 per annum**

**Requirements:** An appropriate Trade Diploma/certificate underwritten under Manpower Training Act (Appropriate Trade test Certificate /Red Seal). Five (5) 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:** Safe custody of offenders. Management of administration task. Training and development of offenders. Control over work-places and tools. Inventory control and logistical administration as well as efficient management of resources and work orders and compliance with administration. Management of human and financial resources and assets.

**ARTISAN FOREMAN GRADE A (PLUMBER)**

KwaZulu/Natal Region: Qalakabusha, Ref.: (PSA 2022/01/104);

Estcourt, Ref.: (PSA 2022/01/105)

**R 308 826.00 per annum**

**Requirements:** An appropriate Trade Diploma/certificate underwritten under Manpower Training Act (Appropriate Trade test Certificate/Red Seal). Five (5) 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:** Safe custody of offenders. Management of administration task. Training and development of offenders. Control over work-places and tools. Inventory control and logistical administration as well as efficient management of resources and work orders and compliance with administration. Management of human and financial resources and assets.

**ARTISAN FOREMAN GRADE A (CARPENTER)**

KwaZulu/Natal Region: Ebongweni Max, Ref.: (PSA 2022/01/106)

**R 308 826.00 per annum**

**Requirements:** An appropriate Trade Diploma/certificate underwritten under Manpower Training Act (Appropriate Trade test Certificate/Red Seal). Five (5) 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:** Safe custody of offenders. Management of administration task. Training and development of offenders. Control over work-places and tools. Inventory control and logistical administration as well as efficient management of resources and work orders and compliance with administration. Management of human and financial resources and assets. Management of performance information.

**ARTISAN FOREMAN GRADE A (ELECTRICIAN)**

KwaZulu/Natal Region: Ebongweni Max, Ref.: (PSA 2022/01/107);

Estcourt, Ref.: (PSA 2022/01/108)

**R 308 826.00 per annum**

**Requirements:** An appropriate Trade Diploma/certificate underwritten under Manpower Training Act (Appropriate Trade test Certificate/Red Seal). Five (5) 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:** Safe custody of offenders. Management of administration task. Training and development of offenders. Control over work-places and tools. Inventory control and logistical administration as well as efficient management of resources and work orders and compliance with administration. Management of human and financial resources and assets. Management of performance information.

**ARTISAN FOREMAN GRADE A (WOOD MACHINIST)**

KwaZulu/Natal Region: Pietermaritzburg, Ref.: (PSA 2022/01/109)

**R 308 826.00 per annum**

**Requirements:** An appropriate Trade Diploma/certificate underwritten under Manpower Training Act (Appropriate Trade test Certificate/Red Seal). Five (5) 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:** Safe custody of offenders. Management of administration task. Training and development of offenders. Control over work-places and tools. Inventory control and logistical administration as well as efficient management of resources and work orders and compliance with administration. Management of human and financial resources and assets. Management of performance information.

#### **EDUCATIONIST M+4 (ISIZULU H/L & TOURISM)**

KwaZulu/Natal Region: Durban Juvenile, Ref.: (PSA 2022/01/110);

Durban Med C Ref.: (PSA 2022/01/110 A) (ABET)

**R 287 937.00 per annum**

**Requirements:** Recognised four (4) year Degree/National Diploma in Education. 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

#### **EDUCATIONIST M+4 (ENGINEERING STUDIES)**

KwaZulu/Natal Region: Ncome Med B, Ref.: (PSA 2022/01/111)

**R 287 937.00 per annum**

**Requirements:** Recognised four (4) year Degree/National Diploma in Education. 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. Management of performance information.

#### **EDUCATIONIST M+4 (CIVIL ENGINEERING)**

KwaZulu/Natal Region: Waterval Med A, Ref.: (PSA 2022/01/112)

**R 287 937.00 per annum**

**Requirements:** Recognised four (4) year Degree/National Diploma in Education. 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. Management of performance information.

**EDUCATIONIST M+4 (MATHS/ NATURAL SCIENCE/ PHYSICAL SCIENCE)**

KwaZulu/Natal Region: Durban Juvenile, Ref.: (PSA 2022/01/113);

Waterval Med A, Ref.: (PSA 2022/01/114)

**R 287 937.00 per annum**

**Requirements:** Recognised four (4) year Degree/National Diploma in Education. 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. Management of performance information.

**EDUCATIONIST M+4 (MATHS AND ENGLISH)**

KwaZulu/Natal Region: Qalakabusha, Ref.: (PSA 2022/01/115); Ncome Med A, Ref.: (PSA 2022/01/116)

**R 287 937.00 per annum**

**Requirements:** Recognised four (4) year Degree/National Diploma in Education. 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. Management of performance information.

**EDUCATIONIST M+4 (NATURAL SCIENCE/ LIFE SCIENCE/CAT)**

KwaZulu/Natal Region: Durban Juvenile, Ref.: (PSA 2022/01/117)

**R 287 937.00 per annum**

**Requirements:** Recognised four (4) year Degree/National Diploma in Education. 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. Management of performance information.

**PAO: LOGISTICS ADMINISTRATION**

KwaZulu/Natal Region: Pietermaritzburg Management Area, Ref.: (PSA 2022/01/118)

**R 261 372.00 per annum**

**Requirements:** Recognized three (3) year degree or National Diploma in Supply Chain Management or equivalent qualification at least 1-2 years' experience in a supply chain management environment. Knowledge of LOGIS system. Computer literacy. Valid driver's licence.

**Competencies and attributes:** Problem solving and decision making. Facilitation skills. Plan, organize, lead and control. Presentation skill. Conflict management. Training skills. Communication skills. Time management. Confidentiality. Coaching and mentoring. Knowledge of the Public Finance Management Act. 1999 and Treasury Regulations. Knowledge of Tender process. Service delivery and client orientation. Integrity and honesty. Assertiveness. Influence and impact and Ability to network. Knowledge of Logistical Information System (LOGIS).

**Responsibilities:** Implementation of logistical policies in the Management Area. Monitor and control incoming and outgoing stock. Manage the administration of the warehouse, transit and fleet. Supervise the asset verification and logistical processes, asset reconciliations and inventory balancing. Supervise the reconciliation between BAS and LOGIS. Facilitate logistical training. Management of human and financial resources and assets. Management of performance information.

**STATE ACCOUNTANT: BASIC ACCOUNTING SYSTEM (SR 7)**

KwaZulu/Natal Region: Pietermaritzburg Management Area, Ref.: (PSA 2022/01/120)

**R 261 372.00 per annum**

**Requirements:** Recognized three year degree/ National diploma in Accounting or Financial Management with at least 1 -2 years' experience in financial management. Knowledge of the PFMA, Treasury Regulations and BAS environment. Proven experience in handling control accounts. Computer literacy.

**Competencies and Attributes:** Plan, organise, lead and control, client orientation and communication. Policy analysis and interpretation, report writing, facilitation skills, presentation, problem solving and decision making, knowledge of the Supply Chain Management Framework (PFMA) and Treasury Regulations relating to supply chain management. Good knowledge of Public Service Regulations. Knowledge of procurement administration and public finance administration, financial management, integrity and honesty, good work ethics, confidentiality, interpersonal relations, people management, accuracy, independent networking, influence and impact, computer skills.

**Responsibilities:** Execute the responsibility of official as stipulated in Section 45 of Public Finance Management Act, Plan and execute financial accounting functions/inspection. Undertake financial investigations. Keep financial accounting system on standard. Compile training programmes. Ensure effective control over the collection and allocation of all revenue. Ensure financial data integrity on BAS. Manage all ledger and special functions accounts. Open, keep and control debt accounts. Submit applicable documents ensuring zero balances on the ledger for the month. Handle Z59 claims. Management of performance information.

**STATE ACCOUNTANT**

KwaZulu/Natal Region: Regional Office, Ref.: (PSA 2022/01/121)

**R261 372.00 per annum**

**Requirements:** Recognized three year degree/ National diploma in Accounting or Financial Management with at least 1 -2 years' experience in financial management. Knowledge of the PFMA, Treasury Regulations and BAS environment. Proven experience in handling control accounts. Computer literacy.

**Competencies and Attributes:** Plan, organise, lead and control, client orientation and communication. Policy analysis and interpretation, report writing, facilitation skills, presentation, problem solving and decision making, knowledge of the Supply Chain Management Framework (PFMA) and Treasury Regulations relating to supply chain management. Good knowledge of Public Service Regulations. Knowledge of procurement administration and public finance administration, financial management, integrity and honesty, good work ethics, confidentiality, interpersonal relations, people management, accuracy, independent networking, influence and impact, computer skills.

**Responsibilities:** Execute the responsibility of official as stipulated in Section 45 of Public Finance Management Act, Plan and execute financial accounting functions/inspection. Undertake financial investigations. Keep financial accounting system on standard. Compile training programmes. Ensure effective control over the collection and allocation of all revenue. Ensure financial data integrity on BAS. Manage all ledger and special functions accounts. Open, keep and control debt accounts. Submit applicable documents ensuring zero balances on the ledger for the month. Handle Z59 claims.

**STATE ACCOUNTANT: VOUCHER CONTROL**

KwaZulu/Natal Region: Kokstad Management Area, Ref.: (PSA 2022/01/122)

**R 261 372.00 per annum**

**Requirements:** Recognized three year degree/ National diploma in Accounting or Financial Management with at least 1 -2 years' experience in financial management environment. Knowledge of the PFMA, Treasury Regulations and BAS environment. Computer literacy

**Competencies and Attributes:** Plan, organise, lead and control, client orientation & communication, policy analysis and interpretation, report writing, facilitation skills, presentation, problem solving and decision making Knowledge of the supply chain management framework (PFMA). Treasury Regulations relating to supply chain management. Good knowledge of Public Service Regulation. Knowledge of procurement administration and public finance administration, financial management, Integrity & honesty, good work ethics, confidentiality, interpersonal relations, people management, accuracy, independent networking, influence and impact, computer skills

**Responsibilities:** Manage the infrastructure for finance related practices. Plan activities. Ensure the correctness of documentation before data capturing. Receiving and filing of all captured documentation in line with policy. Management of performance information.

**STATE ACCOUNTANT (SR 7)**

KwaZulu/Natal Region: Regional Head: Finance, Ref.: (PSA 2022/01/123)

**R 261 372.00 per annum**

**Requirements:** Recognized three year degree/ National diploma in Accounting or Financial Management with at least 1 -2 years' experience in financial management would be an added advantage. Understating of the PFMA, experience in handling control accounts. Computer literacy.

**Competencies and Attributes:** Plan, organise, lead and control, client orientation and communication. Policy analysis and interpretation, report writing, facilitation skills, presentation, problem solving and decision making, knowledge of the Supply Chain Management Framework (PFMA) and Treasury Regulations relating to supply chain management. Good knowledge of Public Service Regulations. Knowledge of procurement administration and public finance administration, financial management, integrity and honesty, good work ethics, confidentiality, interpersonal relations, people management, accuracy, independent networking, influence and impact, computer skills.

**Responsibilities:** Execute the responsibility of official as stipulated in Section 45 of Public Finance Management Act, Plan and execute financial accounting functions/inspection. Undertake financial investigations. Keep financial accounting system on standard. Compile training programmes. Ensure effective control over the collection and allocation of all revenue. Ensure financial data integrity on BAS. Manage all ledger and special functions accounts. Open, keep and control debt accounts. Submit applicable documents ensuring zero balances on the ledger for the month. Handle Z59 claims. Management of performance information.

**STATE ACCOUNTANT: BUDGETS**

KwaZulu/Natal Region: Regional Office, Ref.: (PSA 2022/01/124)

**R 261 372.00 per annum**

**Requirements:** An appropriate Degree/National Diploma in Accounting or Financial Management or equivalent qualifications. 1 -2 years' experience in financial systems will be an added advantage. Understanding of the Public Finance Management Act. Valid drivers' licence. Must be computer literate.

**Competencies and attributes:** Financial management, Facilitation skills, Plan, organise, lead and control, Project Manage-meet, Presentation skills, Conflict Management, Report writing, Time management, confidentiality, coaching and mentoring, understanding of Public Service Policy and legislative framework, Knowledge of the Correctional Services Act, Act 111 of 1998, knowledge of the Public Finance Management Act, Treasury Regulations and BAS. Service delivery and Client orientation, Integrity and honesty, Assertiveness, Influence and impact, Communication skills, Decision making, Problem solving skills, Networking/liaison with stakeholders and Negotiation skills. Project management and presentation skills.

**Responsibilities:** Provide financial management information and advice to activity managers. Responsible for submission of monthly year monitoring and ENE. Reporting of budgetary processes according to the National Treasury reporting requirements. Management of fund shifts and business plans. Provide financial training management accounting and BAS system. Management of MTEF submissions

and expenditure management. Provide administrative support to the region. Inventory control. Execute the responsibilities of officials as stipulated in Section 45 of the public finance management act. Management of human resources, finances and assets. Management of performance information.

#### STATE ACCOUNTANT

KwaZulu/Natal Region: Empangeni Management Area, Ref.: (PSA 2022/01/125)

**R 261 372.00 per annum**

**Requirements:** Recognized three-year degree/ National diploma in Accounting or Financial Management with at least 1 -2 years' experience in financial management. Understanding of the PFMA, Computer literacy.

**Competencies and Attributes:** Plan, organise, lead and control, client orientation and communication. Policy analysis and interpretation, report writing, facilitation skills, presentation, problem solving and decision making, knowledge of the Supply Chain Management Framework (PFMA) and Treasury Regulations relating to supply chain management. Good knowledge of Public Service Regulations. Knowledge of procurement administration and public finance administration, financial management, integrity and honesty, good work ethics, confidentiality, interpersonal relations, people management, accuracy, independent networking, influence and impact, computer skills.

**Responsibilities:** Execute the responsibility of official as stipulated in Section 45 of Public Finance Management Act, Plan and execute financial accounting functions/inspection. Undertake financial investigations. Keep financial accounting system on standard. Compile training programmes. Ensure effective control over the collection and allocation of all revenue. Ensure financial data integrity on BAS. Manage all ledger and special functions accounts. Open, keep and control debt accounts. Submit applicable documents ensuring zero balances on the ledger for the month. Handle Z59 claims. Management of performance information.

#### SOCIAL WORKER GRADE 1

KwaZulu/Natal Region: Nkandla: Ref: (PSA 2022/01/126); Durban Med B, Ref.: (PSA 2022/01/127); Waterval Med A, Ref.: (PSA 2022/01/128); Ebongweni, Ref.: (PSA 2022/01/129)

**R 261 456.00 per annum**

**Requirements:** BA Degree in Social Work and registration with the South African Council of Social Service Professions. Computer literacy. Valid driver's licence. These requirements are in accordance with the relevant Occupational Specific Dispensation

**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 resources, finances and assets. Management of performance information.

#### PROFESSIONAL NURSE GRADE 1

KwaZulu/Natal Region: Newcastle Ref.: (PSA 2022/01/130);  
Glencoe, Ref.: (PSA 2022/01/131); Qalabusha X 2, Ref.: (PSA 2022/01/132); Waterval Med A X 2, Ref.: (PSA 2022/01/133)

**R 260 760.00 per annum**

**Requirements:** Degree/Diploma in Nursing or an equivalent qualification that allows registration with the South African Nursing Council as a Professional Nurse. Current registration with the South African Nursing Council (SANC). These requirements are in accordance with the relevant Occupational Specific Dispensation. Valid Driver's licence and Computer literacy.

**Competencies and Attributes:** Knowledge of nursing care process and procedures, nursing statures and other relevant legal frame works, including grievance procedure and disciplinary code and procedure, communication, report writing, liaison, coordination, facilitation, problem-solving, planning and organising skills.

**Responsibilities:** Provide direction and supervision in the implementation of the nursing plan. (Clinical practice/quality patient care). Implement standards, practices, criteria and indicators for quality nursing (quality of practice). Practice nursing and healthcare in accordance with the relevant law as and regulations. Utilise human, material and physical resources efficiently and effectively. Display a concern for

patients, promoting and advocating proper treatment and care, including an awareness and willingness to respond to patients' needs and requirements. Maintain a constructive working relationship with nursing and other stakeholders. Management of performance information.

**SENIOR LOGISTICS CLERK: LOGISTICS ADMINISTRATION (SR 5)**

KwaZulu/Natal Region: Waterval Management Area, Ref.: (PSA 2022/01/135)

**R 176 310.00 per annum**

**Requirements:** Grade 12 with 1-2 years' experience in a comparable environment. Computer literacy. Valid driver's licence.

**Competencies and attributes:** Problem solving and decision-making skills, confidentiality, understanding of Public Service and legislative framework, service delivery and client orientation. Integrity and honesty, assertiveness, influence and impact and ability to network. Knowledge of Logistical Information System (LOGIS).

**Responsibilities:** Implementation of logistical policies in the Management Area. Monitor and control incoming and outgoing stock. The administration of the warehouse, transit and fleet. Asset verification and logistical processes, asset and inventory balancing. Reconciliation between BAS and LOGIS

**EDUCATIONIST M+4 (ECONOMICS)**

KwaZulu/Natal Region: Ekuseni, Ref.: (PSA 2022/01/136)

**R 287 937.00 per annum**

**Requirements:** Recognised four (4) year Degree/National Diploma in Education. 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. Management of performance information. Ensure service level standards for education and training.

**NETWORK CONTROLLER**

KwaZulu/Natal Region: Empangeni Management Area, Ref.: (PSA 2022/01/137);

Ncome Management Area, Ref.: (PSA 2022/01/138); Waterval Management Area, Ref.: (PSA 2022/01/139)

**R 261 372.00 per annum**

**Requirements:** Degree/ National Diploma in IT with 2 years' experience in a comparable environment. Valid driver's licence. Computer literacy.

**Competencies and attributes:** Problem solving and decision making, Ability to interpret policy/legislation, 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. Knowledge of suite products and network peripherals. Ability to work in a culturally diverse environment. Interpersonal and communication skills. Ability to work independently.

**Responsibilities:** Maintain access control and physical access to server rooms. Complete IT registers and inventories. Monitor performance of network connection. Perform software and hardware rollout projects. Provide first line helpdesk and desktop support. Install and upgrade software and hardware products. Provide technical advice and support to all the users. Enforce and monitor strict adherence to information and communication technology policies. Management of performance information. Management of human resources and assets.

**AO: LOGISTICS ADMINISTRATION**

KwaZulu/Natal Region: Pietermaritzburg Management Area, Ref.: (PSA 2022/01/140);

Durban Finance, Ref. :(PSA 2022/01/141);

**R 261 372.00 per annum**



**Requirements:** Recognized three (3) year degree or National Diploma in Supply Chain Management or equivalent qualification with 2-3 years' experience in a comparable environment. Computer literacy. Valid driver's licence.

**Competencies and attributes:** Problem solving and decision-making skills, confidentiality, understanding of Public Service and legislative framework, service delivery and client orientation. Integrity and honesty, assertiveness, influence and impact and ability to network. Knowledge of Logistical Information System (LOGIS).

**Responsibilities:** Implementation of logistical policies in the Management Area. Monitor and control incoming and outgoing stock. The administration of the warehouse, transit and fleet. Asset verification and logistical processes, asset and inventory balancing. Reconciliation between BAS and LOGIS.

**SENIOR ACCOUNTING CLERK: BUSINESS PLANS (SR 5)**

KwaZulu/Natal Region: Waterval Management Area, Ref.: (PSA 2022/01/142)

**R 176 310.00 per annum**

**Requirements:** Grade 12 with 1-2 years' experience in Financial Systems. Valid driver's licence.. Computer literacy.

**Competencies and attributes:** Plan, organise, lead and control, client orientation & communication, policy analysis and interpretation, report writing, facilitation skills, presentation, problem solving and decision-making Knowledge of the financial management framework (PFMA). Treasury Regulations relating to financial management and accounting. Good knowledge of Public Service Regulation. Knowledge of procurement administration and public finance administration, financial management, Integrity & honesty, good work ethics, confidentiality, interpersonal relations, people management, accuracy, independent networking, influence and impact, computer skills.

**Responsibilities:** Inspection of business plan in the Management Area. Communication of feedback on policy to the Regional Office for possible amendments. Rendering of advice to functionaries regarding procedures and policies. Planning and execution of financial management inspections in the Management Area. Ensuring control over all accounting/financial documentation. Reporting on the cost effectiveness of equipment/human resource in the Management Area. Formulation of strategies to improve on the standards of financial management. Ensure that business plans for individual sections exist and are correct. Ensure that the business plans for the MTEF period are in place. Identification of training requirements for financial personnel in the Management Area.

**ARTISAN PRODUCTION GRADE A (PAINTER)**

KwaZulu/Natal Region: Estcourt, Ref.: (PSA 2022/01/143)

**R 193 512.00 per annum**

**Requirements:** An appropriate trade test certificate underwritten by the Manpower Training Act (Appropriate Trade Test Certificate) (Red Seal) 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:** 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.

**ARTISAN PRODUCTION GRADE A (WELDER)**

KwaZulu/Natal Region: Estcourt, Ref.: (PSA 2022/01/144)

**R 193 512.00 per annum**

**Requirements:** An appropriate trade test certificate underwritten by the Manpower Training Act (Appropriate Trade Test Certificate) (Red Seal) 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:** 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.

**ARTISAN PRODUCTION GRADE A (ELECTRICIAN)**

KwaZulu/Natal Region: Estcourt, Ref.: (PSA 2022/01/145)

**R 193 512.00 per annum**

**Requirements:** An appropriate Trade test certificate underwritten by the Manpower Training Act (Appropriate Trade Test Certificate) (Red Seal) 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.

**ARTISAN PRODUCTION GRADE A (ASSET MAINTENANCE)**

KwaZulu/Natal Region: Durban Med C, Ref.: (PSA 2022/01/146); Pietermaritzburg, Ref.: (PSA 2022/01/147)

**R 193 512.00 per annum**

**Requirements:** An appropriate Trade test certificate underwritten by the Manpower Training Act (Appropriate Trade Test Certificate) (Red Seal) 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.

**ARTISAN PRODUCTION GRADE A: SPRAY PAINTER**

KwaZulu/Natal Region: Pietermaritzburg, Ref.: (PSA 2022/01/148)

**R 193 512.00 per annum**

**Requirements:** An appropriate Trade test certificate underwritten by the Manpower Training Act (Appropriate Trade Test Certificate) (Red Seal) 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.

**ARTISAN PRODUCTION GRADE A: WOOD MACHINIST**

KwaZulu/Natal Region: Pietermaritzburg Asset Maintenance, Ref.: (PSA 2022/01/149)

**R 193 512.00 per annum**

**Requirements:** An appropriate Trade test certificate underwritten by the Manpower Training Act (Appropriate Trade Test Certificate) (Red Seal) 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.