



correctional services

Department:
Correctional Services
REPUBLIC OF SOUTH AFRICA

DEPARTMENT OF CORRECTIONAL SERVICES
CLOSING DATE: 01 MARCH 2019 @ 15H45

APPOINTMENTS UNDER THE PUBLIC SERVICE ACT

MANAGER: SOCIAL WORK POLICY GRADE 1: RESEARCH AND DEVELOPMENT

- National Head Office: Directorate: Social Work Services (Ref: HO 2019/02/01)
Salary: R755 598 all-inclusive package

Requirements: Registration with the South African Council for Social Service Professions as Social Worker. A minimum of 10 years appropriate experience in social work after registration as Social Worker with the SACSSP of which 5 years must be appropriate experience in social work policy development. Computer literacy. Valid driver's licence.

Competencies and attributes: Project management skills. Planning and organizing. Communication (written and verbal). Networking skills. Professional counselling skills. Policy analysis and development. Financial management. Presentation skills. People management skills. Ability to compile complex reports. Monitoring and evaluation skills.

Responsibilities: Development of policies and policy procedures for the provision of social work services. Conduct research on social work programmes. Design and develop needs-based therapeutic social work programmes. Monitor and evaluate delivery of needs-based services and programmes. Provide guidance and support to regions on programmes for presentation. Development of systems in the management of social work programmes. Conduct training on social work programmes. Review social work programmes. Performance information management. Analysis of performance data and reporting. Perform all related administrative functions. Management of human resources, finance and assets.

DEPUTY DIRECTOR: BUDGET

- National Head Office: Directorate: Management Accounting (Ref: HO 2019/02/02)
Salary: R697 011 all-inclusive package

Requirements: An appropriate degree/national diploma in Finance related field with financial accounting or management accounting as a major subject or equivalent qualification. At least 3-5 years management experience in similar field. Computer literacy. Valid driver's licence.

Competencies and attributes: PFMA. Treasury regulations. White paper on corrections (applicable sections). DCS strategic plan (applicable sections). Public service regulations. HRM policies/procedures. Financial administration procedures - Manual 3. Supply chain manuals. Procurement. GUFs. Ability to access and utilise information. Report writing and Presentation skills. Plan, organise, leadership and control. Managing interpersonal conflict and resolving problems. Liaison (internal and external). Analytical thinking, applying technology, problem analysis and productivity. Honesty, integrity and committed. Creativity, logical and innovative. Internal actualisation (self-starter), motivated and observant.

Responsibilities: Overall departmental budget and expenditure monitoring and control in order to prevent over and under spending of the budget. Co-ordinate, distribute and monitor budget allocations to regions and ensure the balancing of budget on BAS. Financial reporting which includes the following: Compile and consolidate in year monitoring reports; prepare appropriation statements to annual financial statements; compile monthly compensation model analysis to the compensation committee; prepare monthly and quarterly expenditure reports with variance analysis to management, regions, oversight bodies and relevant stakeholders. Facilitate and manage the processes of shifting of funds, departmental budget adjustment estimates as well as the request for rollover of funds from treasury. Compile consolidated revised annual cash flow projections of the department. Manage interrogation of deviations per month of actual figures against the anticipated monthly breakdown of revenue and expenditure and report/correct accordingly. Analyse expenditure reports and ensure that all misallocations are journalised accordingly. Ensure effective utilisation and control over resources of the sub-directorate. Perform secretariat functions of technical budget committee and cash flow monitoring forums. Management of human resources, finance and assets.

DEPUTY DIRECTOR: PROGRAMME DESIGN AND DEVELOPMENT

- National Head Office: Directorate: Spiritual Care (Ref: HO 2019/02/03)
Salary: R697 011 all-inclusive package

Requirements: Relevant degree/national diploma in Theoretical studies or equivalent qualification. At least 3-5 years managerial or junior management experience. Specialized knowledge of strategic planning, rehabilitation of offenders, restorative justice, religions and practices, prison ministry, victimology, LAN religious care system, behavioral modification techniques. Computer literacy. Valid driver's licence.

Competencies and attributes: Analytical skills. Strategic thinking. HR Management skills. Project management skills. Sound financial background. diversity management and negotiation skills.

Responsibilities: Manage, develop and review spiritual care policy, procedure, process and guidelines. Conduct research on spiritual care programs. Manage and design spiritual care programs. Manage and ensure data integrity of religious faith. Strategic planning. Community liaison service. Management of human resources, finance and assets.

ASSISTANT DIRECTOR: VETTING OFFICER

- National Head Office: Directorate: Security Standards (Ref: HO 2019/02/04)
Salary: R444 693 per annum

Requirements: A recognized degree or national diploma in Social Sciences/or related areas. 3-5 years security related experience. Short courses in the following areas: analysis, conflict management, listening and interviewing skills. Computer literacy. Valid driver's licence.

Competencies and attributes: Financial management. Problem solving and decision making skills. Facilitation skills. Plan, organise, 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 the 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: Conduct vetting fieldwork investigations. Provide inputs for the development and implementation of policies, guidelines, norms and standards in vetting investigations. Provide effective communication channels and systems between the Department and the State Security Agency (SSA) and other related agencies. Administer vetting files and reports. Manage human resources, finance and assets.

ASSISTANT DIRECTOR: ACCOUNTS AND FINANCIAL STATEMENTS

- National Head Office: Directorate: Financial Accounting (Ref: HO 2019/02/05)
Salary: R356 289 per annum

Requirements: Recognized degree or national diploma in Finance related field with Financial Accounting/Cost and Management Accounting as a major subject. At least 3-5 years working experience as a supervisor level. Computer literacy. Valid driver's licence.

Competencies and attributes: Knowledge of BAS clerical. Numeracy. Plan, organise, lead and control. Communication skills. Telephone etiquette. Conflict management. Report writing. Time management. Integrity and honesty. Assertiveness. Problem solving skills.

Responsibilities: Manage, train and supervise personnel. Control over ledger accounts and over revenue activities. Closure of months on BAS as well as the final closure of the financial year. Control over expenditure items and asset and liability items. Control over internal charges and inventory. Ensure control over debtor accounts and ensure the compilation and submission of annual financial statements. Management of human resources, finance and assets. Management of human resources, finance and assets.

ASSISTANT DIRECTOR: PERFORMANCE MONITORING

- National Head Office: Directorate: Strategic Planning, Management and Monitoring (Ref: HO 2019/02/06)
Salary: R356 289 per annum

Requirements: Recognised degree or national diploma in Public Management or equivalent qualification. 3-5 years supervisory experience in a strategic management environment. In depth understanding of the framework for strategic and annual plans. Knowledge of development of Business plans and reporting requirements. Computer literacy. Valid driver's licence.

Competencies and attributes: Analytical skills. Report writing and good communication skills. Knowledge of government policies, acts and regulations. Understanding of monitoring and evaluation in government. Financial management. Good interpersonal Relations. Approach to good governance. Understanding of MISS. Confidentiality. Applied Strategic thinking. Rational decision making skills. Planning and organising skills. Formal training in strategic planning and performance monitoring.

Responsibilities: Coordinate departmental performance within DCS. Monitoring and evaluation of departmental performance. Provision of support to branches and regions. Management of human resources, finance and assets.

ASSISTANT DIRECTOR: INSPECTION SERVICES

- National Head Office: Directorate: Inspectorate (Ref: HO 2019/02/07)
Salary: R356 289 per annum

Requirements: Relevant degree or national diploma in Public Management or equivalent qualification. 3-5 years' experience on supervisory post in a similar environment. Computer literacy. Valid driver's licence.

Competencies and attributes: Firearm skills and the use of relevant security technology. Communication. Project and programme management. Transformation management. Change Management. Stakeholder management. Problem solving. Analysis. Service Delivery Innovation. Decision making. People Management and Empowerment. In-depth understanding of safety and security in a correctional environment. Integrity and honesty. Confidentiality. Good Interpersonal relations. Knowledge of the Correctional Services Act. Act 111 of 1998 as amended. Assertiveness. Ability to network. Diplomacy and tact. Resilience. Influence and impact.

Responsibilities: Assist on compilation of the directorate operational plan. Facilitate the annual inspection programme. Conducting of inspections in all regions, Private Public Partnership (PPP) correctional centres, training colleges and head office and priorities mandated by the national commissioner. Conduct inspections in order to comply with the standards set to support management in dealing with the risk of non-compliance. Compilation of inspection reports to the national commissioner. Facilitate the development and continuous maintenance of inspection tools. Coordination and analysis of all inspection reports and bi-monthly regional certifications. Manage human resources, finance and assets.

ASSISTANT DIRECTOR: IT PROJECT MANAGEMENT

- National Head Office: Directorate: Applications Development and Support (Ref: HO 2019/02/08)
Salary: R356 289 per annum

Requirements: Recognized degree or national diploma in Information Technology or an equivalent. 4 years' experience in Information Technology. Computer literacy. Valid driver's licence.

Competencies and attributes: Project management. Must have a demonstrable MS Project experience. Good working knowledge of MS products (Word, Excel and PowerPoint). Financial management skills. Must be self-driven. Good organizational and communication skills. Articulate and systematic performers with good interpersonal skills. Ability to work under pressure.

Responsibilities: Registration of projects. Creation and maintenance of standards and procedures. Cost analysis of basic project costs. Setting up and administration of project initiation and other related workshops. Standard project administration duties when required and data repository creation and maintenance. Preparation of weekly and monthly management review reports. Coordination of staff training. Assist in managing the IT portfolio and programme project office. Liaise with customers for purposes of providing good services. Implement a project management methodology to cover end-to-end project life cycle. Contribute to business requirements specification exercises. Develop business cases,

allocate project management resources and balance resources for optimum management of projects. Keep abreast of tenders and projects that will impact the Branch: GITO. Ensure adequate documentation of all projects in the project office. Monitor project contracts. Play a key role in risk management. Identify staff training needs and arrange for training. Monitor changes and problems related to projects. Manage human resources, finance and assets.

ASSISTANT DIRECTOR: INTERNATIONAL CONFERENCES

- National Head Office: Directorate: International Relations (Ref: HO 2019/02/09)

Salary: R356 289 per annum

Requirements: Bachelor's degree or national diploma in Public Administration or equivalent qualification. 3-5 years' supervisory experience in the international relations environment. Computer literacy. Valid driver's licence.

Competencies and attributes: Financial management. Communication. Planning and organizing. Interpersonal relations. Time management. Problem solving and decision-making skills. Confidentiality. Understanding of public service policies and legislative framework. Service delivery and client orientation. Integrity and honesty. Assertiveness. Ability to handle pressure. Willingness to work beyond normal working hours. Diplomacy.

Responsibilities: Coordinate all international visits for the department (incoming and outgoing) including liaison with conference organisers and South African Embassies abroad. Provide logistical support for the hosting of international conferences and meetings. Administer the department's participation in conferences convened by international organisations. Ensure payment of subscriptions. Handle all matters relating to foreign nationals incarcerated in South Africa and rendering of consular services. Act as a nodal point between the department and the Department of International Relations on matters relating to facilitation of international travel. Administer international subsistence and travelling allowances and claims. Compilation of memoranda and other routine correspondence for approval by the executive authority on issues relating to international conferences and meetings. Work closely with the bookkeeping section of the Department of International Relations and cooperation in managing payments for international visits. Contribute to the management of international relations budget. Work with various embassies in South Africa in order to secure visas. Manage human resources, finance and assets.

SENIOR STATE ACCOUNTANT: BUDGET CONTROL [TRAINING COLLEGES]

- National Head Office: Directorate: Financial Accounting (Ref: HO 2019/02/10)

Salary: R299 709 per annum

Requirements: Recognized degree or national diploma in Finance related field with Financial Accounting/Cost and Management Accounting as a major subject. At least 3-5 years' experience in the production post. Computer literacy. Valid driver's licence.

Competencies and attributes: Financial training and strategic planning skills. Data analysis, communication, quality assurance, facilitation and problem solving skills. Knowledge of Public Financial Management Act (PFMA). Treasury regulations. Knowledge of white paper on corrections managerial skills. Ability to prioritise and manage multiple tasks. Innovative and creative. Knowledge and experience in monitoring and evaluation systems. Understanding of public service policy and legislative framework. Understanding of broader public service transformation processes. Good interpersonal relations. Ability to network. Integrity and honesty. Service delivery and client orientation. Ability to make and implement decision.

Responsibilities: Provision of financial planning. Provision of revenue and budget management. Management of the responsibilities of Section 45 of the PFMA. Manage and handle budget control services. Management of human resources, finance and assets. Management of human resources, finance and assets.

SENIOR STATE ACCOUNTANT: FINANCIAL DIRECTIVES AND TRAINING

- National Head Office: Directorate: Financial Accounting (Ref: HO 2019/02/11)

Salary: R299 709 per annum

Requirements: Recognized degree or national diploma in Finance related field with Financial Accounting/Cost and Management Accounting as a major subject. At least 2-3 years working experience in the relevant field.

Competencies and attributes: PFMA. Treasury regulations. White paper on corrections (applicable sections). DCS strategic

plan (applicable sections). Public service regulations. HRM policies/procedures. Financial administration procedures supply chain manuals - transport, procurement, and asset management. Ability to access and utilise information. Plan, organise, leadership and control. Managing interpersonal conflict and resolving problems. Analytical thinking, applying technology, problem analysis and productivity. Liaison (internal/external). Honesty, integrity and commitment. Judgement, loyalty and punctuality. Creativity and logical. Initiative and innovative. Internal actualisation (self-starter) and motivated.

Responsibilities: Sub-section management: Manage all the office administration. Function as activity controller for financial accounting. Act as relief of the office head financial training. Co-responsible to manage the payrolls for the directorate financial accounting. Responsibilities in accordance with the PFMA, section 45. Management and maintenance of delegation documents, financial administration procedure manual, financial circulars and director's notices: Maintain up-to-date delegation documents regarding the PFMA and treasury regulations. Maintain an up-to-date financial administration procedure manual. Manage the financial circular administration procedure. Manage the director's notice administration procedure. Manage human resources, finance and assets.

SENIOR ADMINISTRATIVE OFFICER: SYSTEM PROGRAMMER

- National Head Office: Directorate: IT Application Management (Ref: HO 2019/02/12)
Salary: R299 709 per annum

Requirements: Recognized degree or national diploma in Information Technology or equivalent qualification. 3-5 years relevant experience in IT environment. Computer literate. Valid driver's licence.

Competencies and attributes: Strong system programming. Ability to perform system testing. Knowledge of basic database concepts. Ability to take written requirements and specifications and codes them. Ability to provide system training, and have used any or various frameworks outside the core platform. Knows their way around the interface and error handling. Able to break up problem space and design solution as long as it is within the same platform/technology.

Responsibilities: Provide user and technical support on magic applications. Coding or adapting the programmes to new requirements, as necessary per specifications request. Writing detailed documentation for the operation of the programme. Testing sample data set to check the output from the programme functions as intended. Deploying programme changes into production according to application structure. Initiating possible solutions to anticipated problems on core business applications. Quality assurance and end user assistance. Document all changes to comply with the SDLC. Manage human resources, finance and assets.

NETWORK CONTROLLER: WIDE AREA NETWORK AND LOCAL AREA NETWORK (7 POSTS)

- National Head Office: Directorate: IT Infrastructure and Telephony (Ref: HO 2019/02/13)
Salary: R242 475 per annum

Requirements: A national diploma in Computer Science or an equivalent qualification. A+, N+, Security+ with 1 year experience in a network environment. Computer literate. Valid driver's licence.

Competencies and attributes: Good understanding of MS Windows 7 as well as the MS Office suite. Good understanding of Linux/Ubuntu and Open Office. Be able to function autonomously. Good customer relations. Communication and report-writing skills. Functional ability. Quick thinking. Diagnostic action research. Innovative and creative. Problem solving. Assertiveness.

Responsibilities: Perform back-ups. Monitor wide and local area networks. Detect and repair faults on LAN/WAN, PC's, peripherals, network points and software. Installation and maintenance of printing from transversal systems (e.g. LOGIS, PERSAL, BAS, and DCS business systems). Provide desktop support. Manage and maintain a virus free network. Liaise with users on requests/faults. Create/maintain inventory of all desktop. Install and support software/applications. Monitor IP telephony and video conferencing solutions. Management of human resources, finance and assets.

PROGRAMMER: SYSTEM DEVELOPMENT (3 POSTS)

- National Head Office: Directorate: Applications Development and Support (Ref: HO 2019/02/14)
Salary: R242 475 per annum

Requirements: Relevant degree or national diploma in Computer Science. Minimum 1 year experience as a developer.

Database knowledge will be added an advantage i.e. Oracle and MS SQL. Desirable two or more of the following programming languages are required: C/C++, Visual Basic, Java, XML and any BI reporting tool. Computer literate. Valid driver's licence.

Competencies and attributes: Programming knowledge. Problem solving skills. Flexibility and adaptability. Service delivery innovation. Communication skills. Client orientation and customer focus. Integrity and honesty. Confidentiality. Good interpersonal relations. Conflict management. Report writing. Training and development. Time management. Integrity and honesty. Assertiveness. Ability to network. Influence and impact. Willingness to travel.

Responsibilities: Maintain and customize existing application systems. Analyse and implement new requirements. Develop future application systems. Ensuring quality of delivered solution. Management of human resources, finance and assets.

ADMINISTRATIVE OFFICER: IT PROCUREMENT

- National Head Office: Directorate: IT Infrastructure and Telephony (Ref: HO 2019/02/15)

Salary: R242 475 per annum

Requirements: Recognized degree or national diploma in Computer Science and/or A+ and N+ with 2 years' experience in a network environment. Computer literate. Valid driver's licence.

Competencies and attributes: Strong communication and report-writing skills. Good understanding of MS Windows XP/7 as well as the MS Office suite. Good understanding of Linux/Ubuntu and Open Office. Be able to function autonomously. Self-driven. Be able to function autonomously. Good customer relations. Communication and report-writing skills. Functional ability. Quick thinking. Diagnostic action research. Innovative and creative. Problem solving. Assertiveness.

Responsibilities: The management of the IS storeroom. The facilitation of IS procurement process. Liaise with stakeholders/clients of IT pertaining to delivery, payments and distribution of equipment. Monitoring SLA for the suppliers as per SMS contract. Rendering administrative support to the IS management. Secretariat to the ITC committee. Assist with end users support. Management of human resources, finance and assets.

ADMINISTRATION CLERK: RESEARCH ANALYSIS

- National Head Office: Directorate: Research (Ref: HO 2019/02/16)

Salary: R163 563 per annum

Requirements: Grade 12. Experience in a similar environment will be added an advantage. Computer literacy.

Competencies and attributes: Honesty and integrity. Attention to detail. Plan and organize. Punctuality and confidentiality. Service delivery and client orientation. Excellent communication skills (written and verbal). Ability to work under pressure. Ability to coordinate and organize work related tasks. Good telephone etiquette. High level of reliability. Ability to act with tact and discretion.

Responsibilities: Documentation/information management. Data capturing, data analyses, report research findings and design research tools. Assist in conceptualizing and identifying departmental research projects. Assist in undertaking and administration of research projects. Assist in monitoring and evaluation of research projects. Assist in fostering collaborative partnership. Provide logistical administrative support. Ad-hoc tasks. Management of finance and assets.

SECRETARY

- National Head Office: Office of the DC Strategic Planning and Management (Ref: HO 2019/02/17)

Salary: R163 563 per annum

Requirements: Grade 12 with typing as a subject or any other training course or qualification that will enable the person to perform the work satisfactorily. Computer literacy.

Competencies and attributes: Honesty and integrity. Attention to detail. Plan and organize. Punctuality and confidentiality. Service delivery and client orientation. Excellent communication skills (written and verbal). Ability to work under pressure. Ability to coordinate and organize work related tasks. Good telephone etiquette. High level of reliability. Ability to act with tact and discretion.

Responsibilities: Execute office and general administrative duties. Screen and answer telephone calls. Type correspondence. Compile documentation and presentations. Ensure proper record management through effective filing systems. Manage electronic document tracking system. Maintain diary and manage appointments. Responsible for the management of document tracking system. Arrange and coordinate meetings, workshops etc. Facilitate the procurement of office equipment such as stationery. Perform all such tasks and duties related to the role. Make all transport arrangements for conferences, courses, meetings and hearings away from the office. Management of finance and assets.

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

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

Applications: Applications must be submitted on form Z83 (Public Service Application form), obtainable from any Public Service Department, and must be completed in full. **Applications must be accompanied by a CV, copies of qualifications, identity document and valid driver's licence. Please Note: All copies attached must be certified a true copy of the original and not older than three months.** Please send a separate and complete application for each post you apply for, stating the correct reference for each position you are interested in. **Faxed and e-mailed applications will not be accepted.** • Candidates must comply with the minimum appointment requirements.

• CV's should be aligned to reflect one's degree of compliance with the advert requirements and responsibilities. It is the sole responsibility of an applicant to ensure that their application reaches DCS before **01 MARCH 2019 @ 15h45.**

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

NATIONAL HEAD OFFICE: Department of Correctional Services, Post Advertisement Section, Private Bag X136, Pretoria, 0001
OR hand deliver at: 124 WF Nkomo Street, Poyntons Building, Cnr WF Nkomo and Sophie De Bruyn Street, Pretoria, 0001 (Previous: Cnr Church and Schubart Street). **Contact persons:** Mr TO Mokhele 012 307 2173/Mr Y Naidoo 012 307 2079/Ms M Marais 012 307 2079/Ms TP Baloyi 012 305 8589.

