



## correctional services

Department:  
Correctional Services  
REPUBLIC OF SOUTH AFRICA

DEPARTMENT OF CORRECTIONAL SERVICES  
CLOSING DATE: 15 FEBRUARY 2019 @ 15H45

### APPOINTMENTS UNDER THE PUBLIC SERVICE ACT

#### MANAGER: SOCIAL WORK POLICY GRADE 1: SUPPORT

- National Head Office: Directorate: Social Work Services (Ref: HO 2019/01/01)  
**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:** Develop/facilitate the development of policies for rendering a social work service in departments. Manage a social work policy unit to ensure that the required legislating policies and procedures are developed through the efficient and effective utilisation of human resources. Keep up to date with new developments in the social work and management fields. Plan and ensure that social work policy research and development are undertaken. Undertake complex social work research. Perform and/or ensure that all the administrative functions required in the unit are performed. Management of human resources, finance and assets.

#### DEPUTY DIRECTOR: REMUNERATION CONTROL

- National Head Office: Directorate: HR Administration and Utilization (Ref: HO 2019/01/02)  
**Salary: R697 011 all-inclusive package**

**Requirements:** Recognised Degree or national diploma in Human Resources Management. 3-5 years' Management experience in Human Resources. Computer literacy. Valid driver's licence.

**Competencies and attributes:** HR mandates relating to HR remuneration. Basic Conditions of Employment Act. Service Benefits. DCS remuneration policy and processes. Remuneration manual. National Qualifications Policy as by SAQA & NQF. Relevant Persal functions. PFMA on remuneration control. Code of remuneration / PAS. Financial manual. Departmental Bargaining Chamber Resolutions with regard to HR remuneration. Employee Relations Act. Public Service Regulations. Listening skills. Problem solving. Networking / liaison with stakeholders. Decision making. Team leadership. Project management principles. HR Policies related to leave, performance assessment, discipline, grievances, skills development, occupational health & safety, employee wellness, remuneration & allowances, etc. Communication skills. DCS Financial Policy regarding claims, expenditure, advances, payments, invoices, etc. Applied strategic thinking. Relevant DCS Management Development Programmes.

**Responsibilities:** Management of HR remuneration processes within DCS. Development and monitoring of policies on HR remuneration. HR remuneration policy implementation support. HR remuneration research. Monitoring and control. Planning, organising, activating and control. Management of human resources, finance and assets.

#### DEPUTY DIRECTOR: RETENTION AND TERMINATIONS

- National Head Office: Directorate: HR Administration and Utilization (Ref: HO 2019/01/03)  
**Salary: R697 011 all-inclusive package**

**Requirements:** Recognised Degree or national diploma in HR/Public Administration or equivalent qualification. 3-5 years middle management experience. Computer literacy. Valid driver's licence.

**Competencies and attributes:** DCS termination policy and processes. HR mandates on terminations. Government Employee

Pension Fund Act. Basic Conditions of Employment Act. HR Mandates on retention. Personnel Provision Plan. Relevant Personal functions. Information collection, analysis, interpretation, dissemination with regard to HR policies, acts and regulations. Project management. Training. Policy development; analysis, monitoring, evaluation and implementation advice. Analytical thinking. Strategy development on retention. Listening skills. Conflict management. Problem solving skills. Decision making skills. Relevant DCS Management Development Programmes.

**Responsibilities:** Manage HR retention processes within DCS. Manage the termination of services within DCS. Develop policy and procedure and guidelines for the sub directorate. Management of human resources, finance and assets.

#### **DEPUTY DIRECTOR: JUNIOR AND MIDDLE MANAGEMENT TRAINING**

- National Head Office: Directorate: Functional and Management Training (Ref: HO 2019/01/04)

**Salary: R697 011 all-inclusive package**

**Requirements:** Degree or national diploma in Human Resources or equivalent qualification. 3-5 years relevant experience at management level. Registration as assessor and moderator. OD-ETDP will be an added advantage. Computer literacy. Valid driver's licence.

**Competencies and attributes:** Communication. Policy coordination. Financial management. Client orientation and customer focus. Problem solving and analysis. Decision making. People management and empowerment. Integrity. Honesty. Confidentiality. Good interpersonal relations. Understanding of public service policies and legislation framework. Ability to network. Diplomacy.

**Responsibilities:** Manage and coordinate junior and middle management training and development. Maintenance/implementation of policy formulation and development for junior and middle management. Conduct quality research and development for junior and middle management. Develop training manuals. Market management development programmes. Conduct benchmarks with other departments to ensure best practice. Liaise with internal and external stakeholders to enhance management training. Management of human resources, finance and assets.

#### **DEPUTY DIRECTOR: WOMEN EMPOWERMENT AND CAPACITY BUILDING**

- National Head Office: Directorate: Gender and Equity (Ref: HO 2019/01/05)

**Salary: R697 011 all-inclusive package**

**Requirements:** Recognised degree or national diploma in Gender and Development/Organisational Development/ Development Studies/Labour Relations/Legal Studies or equivalent qualification. 3-5 years management experience. Computer literacy. Valid driver's licence.

**Competencies and attributes:** Financial management. Problem solving and decision making. 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. 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 and willingness to travel.

**Responsibilities:** Provide training and facilitation services to employees in the gender mainstreaming and related policies including the management of sexual harassment policy in the workplace. Coordinate and monitor training on gender mainstreaming within DCS. Create and monitor awareness among DCS' staff on gender equality, harassment in the workplace and gender based violence. Monitor implementation of accelerated development program for women junior and middle managers in line with their Personal Development Plans (PDP's) towards meeting DCS' Equity Targets. Monitor provision of adequate resources and functioning of institutional mechanisms critical for the creation of an enabling environment for gender equality and women empowerment in the workplace. Monitoring and evaluating training impact and implementation. Assisting in ensuring the effective functioning of the directorate. Raise awareness on any gender related issue of National importance. Facilitating the timely execution of tasks of the Directorate Gender. Providing substance support for departmental processes such as strategic planning, annual reports, and progress as well as performance reports. Manage human resources, finances and assets.

#### **DEPUTY DIRECTOR: CURRICULUM MANAGEMENT**

- National Head Office: Directorate: Formal Education (Ref: HO 2019/01/06)

**Salary: R697 011 all-inclusive package**

**Requirements:** Recognised three year degree or national diploma in Human Resource Development or equivalent qualification. 3-5 years' management experience in curriculum management and administration. Exposure to and knowledge of Curriculum development matters within the education sphere especially within the GET and FET bands. Computer literacy. Valid driver's licence.

**Competencies and attributes:** Strategic planning, data analysis, facilitation and problem solving skills. 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 decisions. Change and diversity management skills. Good Interpersonal and strong analytical and communication capabilities.

**Responsibilities:** Oversee the development, implementation and monitoring of policies relating to the following: Effective management of curriculum related matters with regard to formal education of offenders. Research on curriculum developments within the broad education sphere with a view to application within a correctional setting. Facilitation of educator development on curriculum related matters. Liaison with various service providers on relevant learner teacher support material in line with new curriculum requirements. Identification and advice on appropriate curriculum that must be followed by various centres in both the GET and FET bands. Facilitation of procurement of relevant and appropriate learner and teacher support material in line with curriculum requirements. Networking with broad stakeholders on education related matters. Monitoring and evaluation of curriculum implementation. Management of human resources, finance and assets.

**DEPUTY DIRECTOR: PROGRAMMES AND SERVICES**

- National Head Office: Directorate: Formal Education (Ref: HO 2019/01/07)

**Salary: R697 011 all-inclusive package**

**Requirements:** Recognised Degree or Diploma in Education or equivalent qualification. 3-5 years management experience within education environment. Registration with SACE. Computer literacy. Valid driver's licence.

**Competencies and attributes:** Analytical thinking. Communication. Negotiation. Networking. Interpersonal skills. Listening skills. Financial management skills. Problem solving. Decision making. Self-management. Time management. Conflict management. Stress management. Project management. Monitoring skills. Evaluation skills. Mentoring. Implementation of performance standards. Report writing. Planning and coordination. Presentation or facilitation skills.

**Responsibilities:** Manage and coordinate the provision of market related and needs based formal education programmes. Monitor and evaluate the formal education programmes to ensure quality control and attainment of Service Level Standards. Manage and coordinate community participation in formal education programme, services and activities. Management of human resources, finance and assets.

**DEPUTY DIRECTOR: AGRICULTURE**

- National Head Office: Directorate: Production Workshops and Agriculture (Ref: HO 2019/01/08)

**Salary: R697 011 all-inclusive package**

**Requirements:** Recognised 3 year degree or national diploma in Agriculture field. 5 years' experience in farming activities. Computer literacy. Valid driver's licence.

**Competencies and attributes:** Communication. Facilitation skills. Planning and organisation. 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 tactful. Willingness to travel. Influence and impact. Applied strategic thinking. Ability to network. Reporting procedures. Administration procedures relating to the specific work environment including norms and standards.

**Responsibilities:** Policy formulation concerning agricultural operations. Optimise agricultural resources. Conduct economic analysis per project, activity and farm. The delivery of scientific support service to the sub-directorate Agriculture. Management of human resources, finance and assets.

**DEPUTY DIRECTOR: STRATEGIC PLANNING AND MANAGEMENT**

- National Head Office: Directorate: Strategic Planning, Management and Monitoring (Ref: HO 2019/01/09)  
**Salary: R697 011 all-inclusive package**

**Requirements:** A recognized degree or national diploma in the field of Public Management/Administration or Business management. 3-5 years middle management experience in strategic planning, performance monitoring and evaluation or similar environment. Computer literate. Valid driver's licence.

**Competencies and attributes:** Financial management. Problem solving and decision making. Team leadership. Project management. Presentation skills. Conflict management. Report writing. Training and development. Time management. Confidentiality. 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. Ability to work long hours and under pressure.

**Responsibilities:** Provide support in coordinating the development of strategic planning documents (strategic plans, annual performance plans and operational plans as required by legislation). Provide technical support to branches and regions on strategic activities. Facilitate capacity building of branches and regions on matters relating to strategic planning, annual performance planning and operations planning. Providing support in the development and review of departmental strategic planning related policies. Monitor and evaluate attainment of strategic objectives. Advise on the alignment of the managers' performance agreements with the strategic plans and annual performance plans. Ensure alignment between strategic plan, annual performance plans and programmes operational plans. Provide inputs into various plans required by the different departmental structures, and external stakeholders, especially AGSA, Presidency and National Treasury. Manage and coordinate audit queries within the area planning. Implement systems for effective strategic planning processes. Develop frameworks/templates/ guidelines. Manage human resources, finance and assets.

**ASSISTANT MANAGER: MATERNAL/CHILD AND YOUTH HEALTH**

- National Head Office: Directorate: Health Care Services (Ref: HO 2019/01/10)  
**Salary: R532 449 per annum**

**Requirements:** Recognised 3 year degree/national diploma in Nursing or equivalent qualification that allows registration with the South African Nursing Council as a Professional Nurse. Current registration with the South African Nursing Council as a Professional Nurse. A minimum of 8 years appropriate/recognizable experience in nursing after registration as Professional Nurse in General Nursing. At least 3 years of the period referred to above must be appropriate /recognizable experience at managing or coordinating mental health care users, maternal, child and youth health. Computer literacy. Valid driver's licence.

**Competencies and attributes:** Policy and procedure design and development. Programme management. Monitoring and evaluation. National standard setting. Resource management. Nursing statutes and other relevant legal frameworks. Communication. Interpersonal skills. Research. Liaison and networking. Coordination. Facilitation. Problem solving. Planning and organizing.

**Responsibilities:** Provide a comprehensive package for preventive, promotive, curative and rehabilitative services for the mentally ill, maternal, child and youth health care services. Provide direction and supervision for the implementation of programmes and services for mental health care users, maternal/child and youth health (clinical practice/quality patient care). Implement standards, practices, criteria and indicators for quality nursing (quality of practice). Facilitate practice nursing and health care in accordance with the laws and regulations relevant to nursing and health care. Utilize resources efficiently and effectively. Maintain a constructive working relationship with nursing and other stakeholders. Management of performance information. Management of human resources, finance and assets.

**ASSISTANT MANAGER: COMMUNICABLE DISEASES**

- National Head Office: Directorate: Health Care Services (Ref: HO 2019/01/11)  
**Salary: R532 449 per annum**

**Requirements:** Recognised degree or national diploma in Nursing or equivalent qualification that allows registration with

the South African Nursing Council as a Professional Nurse. Current registration with the South African Nursing Council as a Professional Nurse. A minimum of 8 years appropriate or recognizable experience in nursing after registration as a Professional Nurse in General Nursing. At least 3 years must be appropriate experience at managing or coordinating communicable diseases. Computer literacy. Valid driver's licence.

**Competencies and attributes:** Understanding of the PFMA, DCS legislative and policy frameworks. Policy and procedure design and development. Programme management. Monitoring and evaluation. National standard setting. Resource management. Knowledge of nursing statutes and other relevant legal frameworks. Communication skills. Service delivery innovation. Problem solving. Planning and organizing. Liaison and networking. Coordination. Facilitation skills. Confidentiality. Interpersonal skills.

**Responsibilities:** Provide a comprehensive package for preventive, promotive, curative and rehabilitative services for communicable diseases. Provide direction and supervision for the implementation of programmes and services for communicable diseases (clinical practice/quality patient care). Implement standards, practices criteria and indicators for quality nursing (quality of practice). Facilitate practice nursing and health care in accordance with the laws and regulations relevant to nursing and care. Maintain a constructive working relationship with nursing and other stakeholders. Management of human resources, finance and assets.

#### **SENIOR LEGAL ADMINISTRATION OFFICER [MR6]**

- National Head Office: Directorate: Litigation (Ref: HO 2019/01/12)  
**Salary: R448 269 - R1 084 437**

**Requirements:** LLB or 4 year Recognised legal qualification. At least 8 years post graduate legal experience. Computer literacy. Valid driver's licence.

**Competencies and attributes:** Excellent verbal and written communication skills. Good negotiation and conflict resolution skills. Service rendering and credibility. Presentation skills. Analytical thinking. Decision making skills. Planning and organizing skills. Conceptualization skills. Listening skills. Report writing skills.

**Responsibilities:** Administer legal advice to the DCS. Initiate policy amendments in the DCS. Draft memoranda on policy amendments. Draft legislation/legal documents. Receive request from functionaries for legal assistance. Furnish legal advice to personnel. Administer motion applications on the application of policy. Maintain legal libraries. Manage finances. Conduct legal research and legal education. Represent the DCS on various forums. Supervise Legal Administration Officers within the component. Management of human resources, finance and assets.

#### **ASSISTANT DIRECTOR: INITIATOR [2 POSTS]**

- National Head Office: Directorate: Code Enforcement (Ref: HO 2019/01/13)  
**Salary: R444 693 per annum**

**Requirements:** Degree or national diploma in Labour Relations or Personnel Management or equivalent qualification. 3-5 years supervisory experience in a similar environment. Computer literacy. Valid driver's licence.

**Competencies and attributes:** Financial management. Initiation, facilitation, presentation, conflict, problem solving and decision making skills. Knowledge of labour law. Report writing. Project management. Training and development. Change management. Plan, organize, lead and control. Time management. Confidentiality. Coaching and mentoring. Understanding of public service policies and legislation framework. Service delivery and client orientation. Integrity and honesty. Assertiveness. Ability to network. Influence and impact. Applied strategic thinking. Willingness to travel.

**Responsibilities:** Initiate in disciplinary hearings/arbitrations. Controlling and updating status reports. Compile and update reports. Analyze investigation reports. Consultation with witnesses. Conduct research. Formulation of charges. Obtain approval/mandate for prosecution. Serving notification and setting dates of hearing. Preparation of witnesses. Liaise with external law enforcement agencies such as the Directorate Special Operations (DSO), Special Investigation Unit (SIU) and Department of Justice. Update database. Maintain case files and system. Management of human resources, finance and assets.

#### **CLINICAL NURSE PRACTITIONER GRADE 1: PRIMARY HEALTH CARE**

- Kroonstad Training College (Ref: HO 2019/01/14)  
**Salary: R362 559 per annum**

**Requirements:** Diploma/degree in Nursing or equivalent qualification. A minimum of 4 years relevant work experience after registration as a professional Nurse with the South African Nursing Council. Post basic qualification with a duration of at least 1 year in curative skills in Primary Health Care accredited with the South African Nursing Council. Current registration with the South African Nursing Council as a Professional Nurse. Computer literacy. Valid driver's licence.

**Competencies and attributes:** Programme management. Monitoring and evaluation. National standard setting. Resource management. Knowledge of nursing statutes and other relevant legal frameworks. Communication skills. Service delivery innovation. Problem solving. Planning and organizing. Liaison and networking. Coordination. Facilitation skills. Confidentiality. Interpersonal skills. Understanding of the PFMA, DCS legislative and policy frameworks. Policy and procedure design and development.

**Responsibilities:** Provide direction and supervision in the implementation of the nursing plan. Implement standards, practices, criteria and indicators for quality nursing. Practice nursing and healthcare in accordance with relevant laws and regulations. Utilize human, material and physical resources efficiently and effectively. Display a concern for patients, promoting and advocating proper treatment and care, including an awareness to respond to patients' needs, requirements and expectations. Maintain a constructive working relationship with nursing and other stakeholders. Management of human resources, finance and assets.

#### **ASSISTANT DIRECTOR: INVESTIGATOR**

- National Head Office: Directorate: Departmental Investigation Unit (Ref: HO 2019/01/15)  
**Salary: R356 289 per annum**

**Requirements:** Relevant 3 year degree or national diploma or equivalent qualification. 3-5 years relevant supervisory experience. Computer literacy. Valid driver's licence.

**Competencies and attributes:** Investigation, facilitation, analytical, project management and presentation skills. Conflict management. Report writing. Time management. Confidentiality. Coaching and mentoring. Understanding of Public Service policy and legislative framework. Knowledge of Correctional Services Act. Delivery and client orientation. Integrity and honesty. Assertiveness. Willingness to travel. Influence and impact. Communication skills. Decision making. Problem solving skills. Networking/liaison with stakeholders. Negotiation skills. High level of confidentiality. Research and Interviewing skills.

**Responsibilities:** Conduct investigations on corruption, fraud, theft and serious maladministration cases. Keep the Lesedi Database updated with all actions carried out in investigations. Monitor the implementation of recommendations of investigation reports to Code Enforcement and regions. Assist in conducting training on anti-corruption awareness in the DCS. Management of human resources, finance and assets.

#### **ASSISTANT DIRECTOR: MONITORING AND EVALUATION**

- National Head Office: Directorate: Skills Development (Ref: HO 2019/01/16)  
**Salary: R356 289 per annum**

**Requirements:** Degree/national diploma in Education (Secondary Technical). 5 years relevant experience as supervisor. Computer literacy. Valid driver's licence.

**Competencies and attributes:** Negotiation and facilitation skills. People management. Strategic planning. Management, report writing and coordination skills. Transformation management. Communication and leadership skills. Programme coordination and development. Conflict management. Diversity management. Stakeholder relations management. Analytical thinking. Policy development, analysis, monitoring, evaluation and implementation advice. PFMA. Project management principles. White paper on corrections.

**Responsibilities:** Policy design and development. Monitoring and evaluation of education and skills development programmes. Manage administration of skills development performance information. Manage statistical data for the enhancement of offender's skills development. Set and monitor compliance to service level standards. Monitor and update the

Management Information System (MIS) related to provisioning of skills development services. Liaise with relevant stakeholders for the improvement and delivery of education and training programmes. Ensure the implementation of education and skills development programmes in accordance with prescribed policies and procedures. Management of human resources, finance and assets.

**ASSISTANT DIRECTOR: RETENTION AND TERMINATIONS POLICY**

- National Head Office: Directorate: HR Administration and Utilization (Ref: HO 2019/01/17)

**Salary: R356 289 per annum**

**Requirements:** Degree or national diploma in Human Resources/Public Administration or equivalent qualification. 3-5 years' experience as HR Practitioner. Computer literacy. Valid driver's licence.

**Competencies and attributes:** DCS termination policy and processes. HR mandates on terminations. Government Employee Pension Fund Act. Basic Conditions of Employment Act. HR Mandates on retention. Personnel Provisioning Plan. Relevant Persal functions. Information collection, analyses, interpretation, dissemination with regard to HR policies, acts and regulations. Project management. Training. Policy development: Analysis, monitoring, evaluation and implementation advice. Analytical thinking. Strategy development on retention. Listening skills. Conflict management. Problem solving skills. Decision making skills. Relevant DCS management development programmes.

**Responsibilities:** Facilitate and administer HR retention strategy and processes within DCS. Monitor and facilitate the effective and efficient termination of services within DCS. Monitor and administer the exit management program. Develop and maintain termination of service database. Management of human resources, finance and assets.

**ASSISTANT DIRECTOR: WORKSTUDY AND JOB EVALUATION**

- National Head Office: Directorate: HR Planning (Ref: HO 2019/01/18)

**Salary: R356 289 per annum**

**Requirements:** Degree or national diploma in Management Services or equivalent qualification. 3-5 years supervisory experience. Extensive organization and workstudy experience of all types of investigations. Knowledge of work study techniques. Computer literacy. Valid driver's licence.

**Competencies and attributes:** Financial management. Plan, organize, lead and control. Facilitation skills. Project management. Presentation skills. Conflict management skills. Report writing skills. Time management. Confidentiality. Coaching and mentoring. Understanding of public service policy and legislative framework. Knowledge of Correctional Services Act. Delivery and client orientation. Integrity and honesty. Assertiveness. Willingness to travel. Influence and impact. Communication skills. Decision-making and problem solving skills. Networking/liaison with stakeholders and negotiation skills.

**Responsibilities:** Management and maintenance of the organizational structure. Determine post establishment requirements. Coordinate the development and compilation of job descriptions and job profiling. Provide recommendations/proposals to management on work efficiency through the application of workstudy techniques such as business process re-engineering. Implement policies, regulations, practices and procedures. Conduct job evaluation. Position posts on the organizational structure. Management of human resources, finance and assets.

**ASSISTANT DIRECTOR: POLICY, PLANNING AND GENDER MAINSTREAMING**

- National Head Office: Directorate: Gender and Equity (Ref: HO 2019/01/19)

**Salary: R356 289 per annum**

**Requirements:** Degree or national diploma in Public Administration/Gender and Community Development Social Sciences or equivalent qualification. 3-5 supervisory experience in a similar environment. Exposure in implementing Employment Equity Plans/Gender Transformation. Computer literacy. 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 skills. 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 the development of gender and employment equity policies. Conduct policy audits on gender and equity. Facilitate coordination of policy implementation. Policy mainstreaming and empowerment. Monitor and evaluate policy implementation. Manage finances and programmes. Management of human resources, finance and assets.

**ASSISTANT DIRECTOR: ADMINISTRATIVE SECRETARY**

- National Head Office: DC Health Care Services (Ref: HO 2019/01/20)  
**Salary: R356 289 per annum**

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

**Competencies and attributes:** Financial management. Problem solving and decision-making skills. Facilitation skills. Plan, organize, lead and control. Team leadership. Project management. Presentation skills. Conflict management skills. 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 a smooth document flow system in the office of the Deputy Commissioner. Ensure compliance of return dates. Ensure quality control over the documentation forwarded to the Deputy Commissioner. Facilitate convening of meetings, minute taking and implementation of decisions taken at meetings. Ensure the drafting of routine letters and memoranda, receipt of correspondence and documentation and proactively acknowledging receipt of correspondence. Process content of incoming and outgoing documentation. Ensure appropriate filing of documents. Liaise with various stakeholders. Management of human resources, finance and assets.

**ASSISTANT DIRECTOR: CORPORATE SERVICES**

- Zonderwater Training College (Ref: HO 2019/01/21)  
**Salary: R356 289 per annum**

**Requirements:** Degree or national diploma in Human Resource Management or equivalent qualification. 3-5 years relevant experience in human resources environment. Successful completion of PERSAL training course. Computer literacy. Valid driver's licence.

**Competencies and attributes:** Financial management. Facilitation skills. Plan, organise, lead and control. Project management. Presentation skill. Conflict management. Report writing. Time management. Confidentiality. Coaching and mentoring. Understanding of Public Service policy and legislative framework. Knowledge of Correctional Services Act. 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.

**Responsibilities:** Control cost effective personnel administration and utilization. Coordinate the operation of personnel functions in the Management Area. Implement national human resources management policy in the Management Area. Manage remuneration control, housing subsidies, official accommodation, leave administration, transfer of personal and appointment staff. Management of human and resources and assets.

**SENIOR ADMINISTRATION OFFICER: SECRETARY: DEPARTMENTAL BARGAINING COUNCIL**

- National Head Office: Directorate: HR Employee Relations (Ref: HO 2019/01/22)  
**Salary: R299 709 per annum**

**Requirements:** Degree/national diploma in Labour Relations/Human Resources or equivalent qualification with 3-5 years relevant experience. Computer literacy. Valid driver's licence.

**Competencies and attributes:** Report writing. Problem solving skills. Interpersonal relations. Policy implementation. Conflict resolution. Communication skills. Integrity and honesty. Friendly and adaptability. Confident. Self-disciplined. Ability to work under pressure. Punctuality.

**Responsibilities:** Handle routine work within collective bargaining. Organize meetings. Handle correspondence. Maintain



records. Termination of union stop order deductions on PERSAL. Network with interest institutions such as Unions, PSCB, GPSSBC, CCMA, PSC, Public Protector and Portfolio Committee. Handle arrangements for travel and accommodation within the sub-directorate. Assist with the secretariat function for the Departmental Bargaining Chamber and Regional and Area Management Labour Relations Forum. Conduct research for Negotiation team. Management of human resources, finance and assets.

#### **SENIOR STATE ACCOUNTANT**

- National Head Office: Office of the CDC HR (Ref: HO 2019/01/23)  
**Salary: R299 709 per annum**

**Requirements:** Relevant bachelor's degree or national diploma in Cost and Management Accounting or equivalent qualification. 3-5 years' experience in a similar environment. Computer literacy. Valid driver's licence.

**Competencies and attributes:** Problem solving and decision making. Facilitation, presentation, training and communication skills. Plan, organize, lead and control. Project management. Conflict management. Time management. Confidentiality. Coaching and mentoring. Knowledge of the Public Finance Management Act and Treasury Regulations. Knowledge of tender process. Service delivery and client orientation. Integrity and honesty. Assertiveness. Influence and impact. Ability to network.

**Responsibilities:** Capturing of HR Branch budget at Head Office. Coordination and compilation of the Branch Medium-Term Expenditure Framework (MTEF) budget and the Estimates of National Expenditure (ENE). Capturing of inputs from the Branch for MTEF. Monitoring of expenditure. Render a support service by the Financial Control Office (FCO) in terms of giving financial and budgetary advice to the Directors within the Branch. Render an office support service to the branch. Ensure effective utilisation and control over resources of the office. Execute responsibilities of officials as stipulated in Section 45 of the PFMA. Management of human resources, finance and assets.

#### **SENIOR ADMINISTRATION OFFICER: PRACTITIONER SUPPORT SERVICES**

- National Head Office: Directorate: Employee Wellness (Ref: HO 2019/01/24)  
**Salary: R299 709 per annum**

**Requirements:** Recognised degree in Social Work or Clinical Psychology. 2-3 years' related experience. Registration with relevant professional bodies/council. (Social Work/Psychology). Computer literacy. Valid driver's licence.

**Competencies and attributes:** Knowledge of DCS Employee Assistance Programme (EAP) policy and processes. Knowledge of prescripts and regulations. Knowledge of HR mandates regarding EAP. Knowledge of collective agreements with regard to EAP. Knowledge of DPSA Circulars with regard to EAP. Social work practices. EAP intervention strategies. Counselling skills. Project management. Technical report writing. Knowledge of Public Service Regulations. Problem solving skills. Project management principles. DCS financial policy regarding claims, expenditure, advances, payments, invoices, etc. Applied strategic thinking. Communication skills.

**Responsibilities:** Regularly assess and identify the needs of employees and their families. Implement and provide therapeutic intervention. Ensure implementation of preventative and wellness programs. Programme administration. Management of human resources, finance and assets.

#### **SENIOR ADMINISTRATION OFFICER: EXTERNAL TRAINING**

- National Head Office: Directorate: Policy and External Training (Ref: HO 2019/01/25)  
**Salary: R299 709 per annum**

**Requirements:** Relevant degree or national diploma or equivalent qualification in a related field. 3-5 years' experience in the field of Human Resource Development or Education Training and Development, conducting research and policy development. Computer literacy. Valid driver's licence.

**Competencies and attributes:** Knowledge of skills development and related policies, legislation, strategies and programmes (Skills Development Act, SAQA Act, Skills Development Levies Act, National Skills Development Strategy, HRD Strategy, AS-

GISA). Knowledge of DCS policies, legislation and strategy (WPCSA, Correctional Services Act, DCS Strategic Plan, Code of Conduct). Understanding of basic accounting systems, policies and legislation of Government (PFMA, Supply Chain Management). Knowledge of HR policies and Legislation (BCEA, OCHSA, Labour Relations Act, Disciplinary Code and Procedure). Knowledge of HRD or Education, Training and Development Practice. Knowledge of policy development process. Ability to develop training or learning programmes. Facilitation and presentation. Project management. Communication and marketing. Report writing. Database management. Generic management. Analytical. Negotiation. Research and diversity management skills. Assertiveness. Decisiveness. Customer service orientation. Tolerant. Initiative. Honesty, integrity and emotional intelligence.

**Responsibilities:** Review and coordinate the HRD policies to all relevant national policies and applicable legislations. Coordinate, facilitate DCS/SASSETA Internship programmes and the placement of student interns. Coordinate the national internship statistics. Conduct monitoring and evaluation of internship programme at Regions and Branches. Management of human resources, finance and assets.

#### **SENIOR ADMINISTRATION OFFICER: PERSAL INFORMATION**

- National Head Office: Directorate: Persal Management (Ref: HO 2019/01/26)

**Salary: R299 709 per annum**

**Requirements:** Recognised degree or national diploma in Human Resource Management or related field. 3-5 years' experience in PERSAL and HR related fields. Successfully passed the PERSAL course. Experience in conducting inspections/audits. Computer literacy. Valid driver's licence.

**Competencies and attributes:** Good Communication skills. Excellent planning and organizing skills. Good liaison skills with other role players/ clients. Report writing skills. Project management. Analytical skills. Rational decision making skills. Interpersonal skills. Professionalism and integrity. Creativity and innovative thinking.

**Responsibilities:** Maintenance of PERSAL management information and marketing of PERSAL functionality: Improve and customise the existing data on MIS (Management Information System) to enhance the credibility of MIS information. Develop new reports on MIS. Market PERSAL to all clients (internal and external). Provide management information to clients. Populate requested information into documents of a professional nature. Provide inputs on Corporate Services for the Annual Report. Identify PERSAL management information needs. Provide timeous information on identified needs (Compensation Committee Meetings, RMC Quarterly reports, National PERSAL Steering Committee). Establish IT infrastructure for effective reporting on management information. Monitor compliance with PERSAL compliance certifications. Maintenance of the PERSAL web page: Ensure that information on the web page is updated monthly. Ensure that information on the web page is in line with policies, procedures and resolutions. Market the use of the web page amongst all role players. Liaise with IT on program amendments. Educate users/ officials on the use of the web page and the PERSAL portal. Management of human resources, finance and assets.

#### **SENIOR ADMINISTRATION OFFICER: PERSONNEL**

- Zonderwater Training College (Ref: HO 2019/01/27)

**Salary: R299 709 per annum**

**Requirements:** Recognised 3 year degree/national diploma in Human Resource Management or equivalent qualification and 3-5 years relevant experience in human resource environment. PERSAL knowledge. Computer literacy. Valid driver's licence.

**Competencies and attributes:** Financial management. Facilitation skills. Plan, organise, lead and control. Project management. Presentation skills. Conflict management. Report writing. Time management. Confidentiality. Understanding of public service policy and legislative framework. Service delivery and client orientation. Integrity and honesty. Assertiveness. Influence and Impact. Communication skills. Problem solving skills. Network and diplomacy. Service delivery and client orientation. Coaching and mentoring. Facilitation skills. Negotiation skills.

**Responsibilities:** Coordinate Persal control. Ensure that inventory is managed properly. Control salary adjustments. Coordinate the outcome of disciplinary hearings. Control of transfers/interdepartmental transfers control establishment. Management of human resources, finance and assets.

#### **SENIOR INTERNAL AUDITOR: RISK BASED AUDIT**

- National Head Office: Directorate: Internal Audit (Ref: HO 2019/01/28)

**Salary: R299 709 per annum**

**Requirements:** A Recognised degree/national diploma in Human Resource Management. 3-5 years' experience in a human resource environment. Computer literate. Valid driver's licence.

**Competencies and attributes:** B. Comm/B. Compt. (with Accounting and Auditing as majors) or a 3 year National Diploma in Internal Auditing. 3-5 years' experience in the auditing field. Registration with the Institute of Internal Auditors of South Africa will be an added advantage. Willingness to travel. Computer literacy. Valid driver's licence.

**Responsibilities:** 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 Practices of Internal Auditing and Generally Recognized Accounting Principles. Risk management. Human resources management practices and service delivery principles (Batho Pele). Ability to work in a team. Planning and organizing. Good written and verbal skills. Lateral and innovative thinking. Interpersonal relations. Problem solving skills. Time management. Application and interpretation of legislation and project management. Confidentiality, fairness, respect and honesty.

#### **CLERK: DEVELOPMENT ADMINISTRATION**

- Kroonstad Training College (Ref: HO 2019/01/29)

**Salary: R163 563 per annum**

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

**Competencies and attributes:** Financial management. Facilitation skills. Plan, Organise, lead and control. Project management. Presentation skills. Conflict management. Report writing. Time management. Confidentiality. Understanding of Public Service policy and legislative framework. Service delivery and client orientation. Integrity and honesty. Assertiveness. Influence and impact. Communication skills. Problem solving skills. Network and diplomacy.

**Responsibilities:** Prepare data base for Instructional Learning. Prepare data base for Experiential Learning. Consolidate training data, compiling and printing of reports. Evaluate training and give feedback. Training-related administration. Financial management. Management of finance and assets.

#### **FINANCE CLERK**

- Kroonstad Training College (Ref: HO 2019/01/30)

**Salary: R163 563 per annum**

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

**Competencies and attributes:** Good knowledge of the PFMA and Treasury Regulations. Good communication skills and interpersonal relations. Professional integrity and the ability to perform under pressure. Financial management. Facilitation skills. Plan, Organise, lead and control. Project management. Presentation skills. Conflict management. Report writing. Time management. Confidentiality. Understanding of public service policy and legislative framework. Service delivery and client orientation. Integrity and honesty. Assertiveness. Influence and Impact. Problem solving skills. Network and diplomacy.

**Responsibilities:** Control the accounting of state monies. Ensure proper administration and utilization of petty cash. Control BAS ledger accounts. Control the institution of various debt accounts. Capture BAS sundry payment advices, BAS journals, BAS debt take-ons and telephone registers for the financial control office. Control the correct issuing of receipts and correct data capturing on BAS. Control the filing of BAS documentation. Management of finance and assets.

#### **CLERK: PERSONNEL ADMINISTRATION**

- Kroonstad Training College (Ref: HO 2019/01/31)

**Salary: R163 563 per annum**

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

**Competencies and attributes:** Good knowledge of the PFMA and Treasury Regulations. Good communication skills and interpersonal relations. Professional integrity and the ability to perform under pressure. Financial management. Facilitation skills. Plan, Organise, lead and control. Project management. Presentation skills. Conflict management. Report writing. Time management. Confidentiality. Understanding of public service policy and legislative framework. Service delivery and client orientation. Integrity and honesty. Assertiveness. Influence and Impact. Problem solving skills. Network and diplomacy.

**REGISTRATION CLERK**

- Zonderwater Training College (Ref: HO 2019/01/32)  
**Salary: R163 563 per annum**

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

**Competencies and attributes:** Job knowledge. Good communication skills and interpersonal relations. Professional integrity and the ability to perform under pressure. Financial management. Facilitation skills. Plan, Organise, lead and control. Project management. Presentation skills. Conflict management. Report writing. Time management. Confidentiality. Understanding of public service policy and legislative framework. Service delivery and client orientation. Integrity and honesty. Assertiveness. Influence and Impact. Problem solving skills. Network and diplomacy. Understanding of the work in registry.

**Responsibilities:** Manage archives and registry sections. Transfer records to archives. Withdraw records from archives and registry. Dispose files. Control uniform filing system. Safe keeping of departmental files. General filing. Management of finance and assets.

**CONSUMER CLERK**

- Zonderwater Training College (Ref: HO 2019/01/33)  
**Salary: R163 563 per annum**

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

**Competencies and attributes:** Job knowledge. Good communication skills and interpersonal relations. Professional integrity and the ability to perform under pressure. Financial management. Facilitation skills. Plan, Organise, lead and control. Project management. Presentation skills. Conflict management. Report writing. Time management. Confidentiality. Understanding of public service policy and legislative framework. Service delivery and client orientation. Integrity and honesty. Assertiveness. Influence and Impact. Problem solving skills. Network and diplomacy. Understanding of the work in registry.

**Responsibilities:** Render administrative support to the component (Finance). Assist activity manager with the estimation of expenditures. Update of budget and expenditure of the component. Maintenance of the applicable PAS forms/registers. Exercising of control over the inventory of the component. Management of finance and assets.

**CLERK: STORES [2 POSTS]**

- Kroonstad Training College (Ref: HO 2019/01/34)  
**Salary: R163 563 per annum**

**Requirements:** Grade 12. Knowledge in LOGIS or related experience in a comparable environment will be added advantage. Computer literate.

**Competencies and attributes:** Knowledge of PFMA and Treasury Regulations. Knowledge of supply chain management framework. Communication skills. 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. Knowledge of government procurement processes. Assertiveness. Ability to network and diplomacy.

**Responsibilities:** Implement and manage supply chain management, transport, LOGIS and procurement policies. Assist with all LOGIS related problems, asset verifications and asset and inventory balancing. Responsible for LOGIS report management, transport management and transit management. Assist with the administration of bids and warehouse

management. Management of finance and assets.

#### **ADMINISTRATION CLERK**

- National Head Office: Directorate: Gender and Equity (Ref: HO 2019/01/35)  
**Salary: R163 563 per annum**

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

**Competencies and attributes:** Good communication skills and interpersonal relations. Professional integrity and the ability to perform under pressure. Financial management. Facilitation skills. Plan, Organise, lead and control. Project management. Presentation skills. Conflict management. Report writing. Time management. Confidentiality. Understanding of public service policy and legislative framework. Service delivery and client orientation. Integrity and honesty. Assertiveness. Influence and Impact. Problem solving skills. Network and diplomacy. Understanding of the work in registry.

**Responsibilities:** Answer and screen telephone calls. Type/compile memoranda and presentations. Execute office and general administrative duties. Manage electronic document tracking system. Maintain diary and manage appointments. Acknowledge receipt of documents. Record and issue minutes. Arrange meetings/conferences/workshops with relevant stakeholders upon request. Make all transport arrangements for conferences, courses, meetings and hearings away from the office. Ensure submission of travel claims. Management of finance and assets.

#### **SECRETARY [20 POSTS]**

- Zonderwater Training College (Ref: HO 2019/01/36)
  - National Head Office: Directorate: HR Support (Ref: HO 2019/01/37)
- National Head Office: Office of the Chief Financial Officer (Ref: HO 2019/01/38)
- National Head Office: Office of the Chief Operations Officer (Ref: HO 2019/01/39)
- National Head Office: Office of the CDC Community Corrections (Ref: HO 2019/01/40)
  - National Head Office: DC IT Applications Management (Ref: HO 2019/01/41)
    - National Head Office: DC Legal Services (Ref: HO 2019/01/42)
  - National Head Office: DC Remand Support Services (Ref: HO 2019/01/43)
- National Head Office: DC Financial and Management Accounting (Ref: HO 2019/01/44)
  - National Head Office: DC Intergovernmental Relations (Ref: HO 2019/01/45)
- National Head Office: DC Internal Control and Compliance (Ref: HO 2019/01/46)
  - National Head Office: DC IT Infrastructure (Ref: HO 2019/01/47)
- National Head Office: Directorate: Infrastructure and Telephony (Ref: HO 2019/01/48)
  - National Head Office: Directorate: Financial Accounting (Ref: HO 2019/01/49)
- National Head Office: Directorate: Management Accounting (Ref: HO 2019/01/50)
- National Head Office: Directorate: Project Management (Ref: HO 2019/01/51)
- National Head Office: Directorate: Procurement Administration (Ref: HO 2019/01/52)
- National Head Office: Directorate: Internal Communication and Media Production (Ref: HO 2019/01/53)
  - National Head Office: Directorate: Inspectorate (Ref: HO 2019/01/54)
  - National Head Office: Directorate: Administration (Ref: HO 2019/01/55)

**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.

#### **APPOINTMENTS UNDER THE CORRECTIONAL SERVICE ACT**

##### **ASSISTANT DIRECTOR: CORRECTIONAL POLICY ADMINISTRATOR: RESEARCH AND DESIGN [NCB 3]**

- National Head Office: Directorate: Correctional Programmes (Ref: HO 2019/01/56)  
**Salary: R370 868 per annum**

**Requirements:** Relevant NQF 6 qualification in Behavioural Sciences. At least 5 years relevant experience in a supervisory post (NCB2). Successful completion of Corrections Science Learnership/Basic Training. Computer literacy. Valid driver's licence.

**Competencies and attributes:** Knowledge and experience in research and programme development. Knowledge and experience in monitoring and evaluation tools. Knowledge and experience on personnel and financial management. Sound communication skills (verbal and written). Good administrative skills. Report writing skills. Analytical skills. Policy Interpretation skills. Good negotiation and conflict management skills.

**Responsibilities:** Research on programmes targeting offending behaviour. Benchmarking of correctional programmes targeting offending behaviour (nationally and internationally). Design, development and sourcing of programmes targeting offending behaviour for all categories of offenders including youth and females. Preparation for endorsement of internally developed correctional programmes. Orientation/Training of relevant officials on the implementation of the Correctional Programmes. Facilitate the implementation of policy and procedures. Networking with internal and external stakeholders and role players in relation to correctional programmes. Management of human resources, finances and assets.

##### **ASSISTANT DIRECTOR: CASE MANAGEMENT ADMINISTRATION [NCB 3]**

- National Head Office: Directorate: Correctional Programmes (Ref: HO 2019/01/57)  
**Salary: R370 866 per annum**

**Requirements:** Relevant NQF 6 qualification in Behavioural Sciences. At least 5 years relevant experience in a supervisory post (NCB2). Successful completion of Corrections Science Learnership/Basic Training. 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 skill. 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 honest. Assertiveness. Ability to network. Willingness to travel. Applied strategic thinking. Influence and impact.

**Responsibilities:** Review and implement existing systems and procedures of privileges for sentenced offenders. Convert Chapters of the B-Order into procedures. Develop procedures for Unit Management and Case Management Committees. Ensures placement of sentenced offenders in work opportunities. Develop Resource Provisioning and improvement measures for Unit Management. Implement Unit Management. Develop and implement a framework for a Structured Day Programme incorporating a 3 meal system. Management of human resources, finances and assets.

##### **SECURITY MANAGER [CB 4]**

- Dog Training Centre (Ref: HO 2019/01/58)
- Kroonstad Training College (Ref: HO 2019/01/59)
- Zonderwater Training College (Ref: HO 2019/01/60)  
**Salary: R360 060 per annum**

**Requirements:** Relevant NQF 6 qualification in Behavioural Sciences. 7 years relevant experience on supervisory post. Experience in working with external stakeholders and others organs of states shall be an added advantage. Successful completion of Corrections Science Learnership/Basic Training. Computer literacy. Valid driver's licence.

**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:** Access control to correctional centre's grounds. Manage internal security. Ensure that offenders are escorted to court, doctors and hospital safely. Ensure safe custody for 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. Ensure security equipment to staff. Patrol at the section (general accommodation areas, single cells, kitchens, hospitals and work sections. Escort offenders inside the centre, e.g. to different ODS's such as Social Workers, CMC, Psychological services and educationists. Manage security systems. Supervise visits to offenders. Control security equipment. Search offenders entering and leaving the section. Management of human resources, finances and assets.

#### **SENIOR CORRECTIONAL OFFICER: PLACEMENT POLICY**

- National Head Office: Directorate: Pre-Release Resettlement (Ref: HO 2019/01/61)  
**Salary: R311 997 per annum**

**Requirements:** Recognised degree or national diploma in Behavioural Sciences or equivalent qualification. 5 years' experience in Correctional Administration. Successful completion of Corrections Science Learnership/Basic Training. Computer literacy. Valid driver's licence.

**Competencies and attributes:** Conflict resolution. Report writing. Presentation skills. Problem solving. Team leadership. Facilitation skills. Analytical skills. Policy interpretation. Assertiveness. Plan and organize. Client orientation. Good communication skills. Integrity and honesty. Confidentiality. Interpersonal relations. Ability to work under pressure. Applied strategic thinking and willingness to travel. Service delivery. Client orientation. Confident and independent.

**Responsibilities:** Provide support regarding the development and maintenance of policy on day parole, parole, correctional supervision, release on medical grounds and correctional supervision. Assist with the monitoring and implementation of policy. Establish monitoring mechanism. Evaluate execution of policy. Assist with the updating of departmental orders. Revise orders, consult, and update. Document control. Maintenance of the documentation of the Sub-Directorate. Keep record of the issuing and return of documents. Management of human resources, finances and assets.

#### **SECURITY OFFICER [CB1-1]**

- Kroonstad Training College (Ref: HO 2019/01/62) [8 Posts]
- Zonderwater Training College (Ref: HO 2019/01/63) [3 Posts]
  - Dog Training Centre (Ref: HO 2019/01/64) [2 Posts]

**Salary: R151 053 per annum**

**Requirements:** Grade 12 and successful completion of the Correctional Science Learnership or Basic Training. No Previous experience required. Computer literacy.

**Competencies and attributes:** Computer literacy. Firearm competency. Communications skills. Interpersonal skills. Report writing skills Knowledge of relevant legislations. Knowledge of relevant policies, procedures, Minimum Security Standards for Correctional Centres. Corrections Science Learnership.

**Responsibilities:** Perform access control at the Correctional Centre or between areas within the Correctional Centre. Control movement internally and externally. Guarding of inmates internally and externally. Perform physical security inspections. Controlling stores and security equipment. Security control room. Management of finances 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 **15 FEBRUARY 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.

