



correctional services

Department:
Correctional Services
REPUBLIC OF SOUTH AFRICA

Private Bag X393, PRETORIA, 0001, 1077 Arcadia Street Forum East Building Hatfield, Pretoria, 0001, Tel (012) 420 0173/79, Fax 012 430 4539

DEPARTMENT OF CORRECTIONAL SERVICES

Closing date: 11 January 2019 @ 15h45

Note: • **Before you apply:** All costs associated with an application will be borne by the applicant. The Department of Correctional Services is an equal opportunity employer. The Department will take into consideration the objectives of Section 195 (1) (i) of the Constitution of the Republic of South Africa, 1996 (Act 108 of 1996) and the Employment Equity Act, 1998 (Act 55 of 1998) in filling of these vacancies. It is our intention to promote representivity in respect of race, gender and disability through the filling of these positions. In support of this strategy, applicants need to indicate race, gender and disability status on the application form/CV. Applicants who have retired from the Public Service with a specific determination that they cannot be re-appointed or have been declared medically unfit will not be considered.

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

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

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

Applications: For applications to be accepted, applications must be submitted on form Z83 (Public Service Application form), obtainable from any Public Service Department, and must be completed in full. Applications must be accompanied by a CV and certified copies of qualifications and ID NOT older than 3 months. Where an advertisement states that a valid Driver's Licence is required, then please submit a certified copy of your licence. Please send a separate and complete application for each post you apply for, stating the correct reference for each position you are interested in. Faxed and e-mailed applications will not be accepted • Candidates must comply with the minimum appointment requirements • CV's should be aligned to reflect one's degree of compliance with the above-mentioned requirements and responsibilities. Applications must reach DCS before the closing date and time. It is the sole responsibility of an applicant to ensure that their application reaches DCS before the stipulated closing date and time.

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

Gauteng Region: Postal Address: Head Recruitment, Private Bag X393, Pretoria, 0001
Contact person: Mr SS Masango / Ms. Annah Feni / Ms. Pinky
Makwarela at 012 420 0179/73
Physical Address: 1077 Forum East Building, Arcadia Street, Hatfield

APPOINTMENTS UNDER THE CORRECTIONAL SERVICES ACT

COR CENTRE HEAD LARGE: CENTRE COORDINATOR: STAFF SUPPORT (CB6)

Gauteng Region: Johannesburg Medium B (Ref: DCS/11/01)

Salary: R809 802 all-inclusive salary package

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

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

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

COR CENTRE HEAD LARGE: CENTRE COORDINATOR: CORRECTIONS (CB6)

Gauteng Region: Kgoši Mampuru II Local (Ref: DCS/11/02)

Salary: R809 802 all-inclusive salary package

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

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

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

COR CENTRE HEAD LARGE: HEAD CORRECTIONAL CENTRE (CB6)

Gauteng Region: Boksburg Juvenile (Ref: DCS/11/03)

Salary: R809 802 all-inclusive salary package

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

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

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

DEPUTY DIRECTOR: AREA COORDINATOR: CORRECTIONS (NCB4)

Gauteng Region: Baviaanspoort (Ref: DCS/11/04)

Salary:: R 719 493 all-inclusive salary package

Requirements: Recognised three (3) year degree/ National Diploma or equivalent qualification in Behavioural Sciences 7 year's relevant experience on supervisory post. These requirements are in accordance with the Occupational Specific Dispensation. Top secret security classification as an added advantage. Successful completion of Corrections Science Learnership/Basic Training. Valid driver's licence. Computer Literacy.

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

Responsibilities: Implement and monitor correctional, security and facility policies and procedures. Coordinates the collation and dissemination of security and correction information. Coordinates activities relating to critical DCS support structures such as the Parole Boards and Office of the Inspecting Judge within the management area. Promote corrections and security awareness. Manage the emergency support systems. Provision of early warning intelligence correction and security risk. Manage human resources, finance and assets

CENTRE COORDINATOR MED: CASE MANAGEMENT COMMITTEE (CB5)

Gauteng Region: Baviaanspoort Max (Ref: DCS/11/05), Zonderwater Med A (Ref: DCS/11/06)

Salary: R429 933 per annum

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

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

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

CENTRE COORDINATOR MED: CENTRE COORDINATOR: CORRECTIONS (CB5)

Gauteng Region: Boksburg Juvenile (Ref: DCS/11/07), Leeuwkop Max (Ref: DCS/11/08), Modderbee Nigel (Ref: DCS/11/09), Kgoši Mampuru II Local (Ref: DCS/11/10), Zonderwater Med B (Ref: DCS/11/11)X2

Salary: R429 933 per annum

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

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

Responsibilities: Ensure the development of correctional sentence plan and facilitate the implementation thereof. Execute correctional policies and procedures. Coordinate the collation and dissemination of correction information. Coordinate activities relating to rehabilitation, case management administration and unit management systems. Pro-mote corrections and security. Management of financial and human resources and assets.

CENTRE COORDINATOR MED: DH: SECURITY (CB5)
Gauteng Region: Kgoši Mampuru II Local (Ref: DCS/11/12)
12)
Salary: R429 933 per annum

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

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

Responsibilities: 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. Mann security systems. Supervise visits to offenders. Control security equipment. Search offenders entering and leaving the section. Management of Human and Finance resources and assets.

CENTRE COORDINATOR MED: CENTRE COORDINATOR: OPERATIONAL SUPPORT (CB5)
Gauteng Region: Leeuwkop Med A (Ref: DCS/11/13), Leeuwkop Max (Ref: DCS/11/14), Johannesburg Female (Ref: DCS/11/15), Boksburg Medium A (Ref: DCS/11/16), Baviaanspoort Max (Ref: DCS/11/17)
Salary: R429 933 per annum

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

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

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

CENTRE COORDINATOR MED: CENTRE COORDINATOR: STAFF SUPPORT

Gauteng Region: Zonderwater Med B (Ref: DCS/11/18)

Salary: R429 933 per annum

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

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

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

CENTRE COORDINATOR MED: DH: CASE/CENTRE MANAGEMENT ADMINISTRATION (CB5)

Gauteng Region: Zonderwater Med A (Ref: DCS/11/19)

Salary: R429 933 per annum

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

Competencies and attributes: Firearm skills and the use of relevant security technology. Strategic capability and Leadership, Policy development, Communication, Project and Programme management, transformation management, change management,, conflict management Stakeholder management, Problem solving, Analysis, Service Delivery Innovation, decision making, People Management and Empowerment, In depth understanding of safety and security within a correctional environment. Integrity and honesty, confidentiality, Good interpersonal relations, knowledge of the Correctional Services Act, Act 111 of 1998 as amended, Assertiveness, Resilience, Ability to network and diplomacy.

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

CENTRE COORDINATOR MED: HEAD SATELLITE (CB5)
Gauteng Region: Modderbee Comcor (Ref: DCS/11/20)
Salary: R429 933 per annum

Requirements: Recognised three (3) year degree/ National Diploma or equivalent qualification in Behavioural Sciences and 7 years relevant experience on supervisory post. These requirements are in accordance with the relevant Occupational Specific Dispensation. Top secret security classification as an added advantage. Successful completion of Corrections Science Learnership/Basic Training. Valid driver's licence.

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

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

SECURITY MANAGER: CENTRE COORDINATOR: OPERATIONAL SUPPORT (CB4)
Gauteng Region: Kgoši Mampuru II Odi Ref: DCS/11/21)
Salary: R360 060 per annum

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

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

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

SECURITY MANAGER: UNIT MANAGER (CB4)

Gauteng Region: Krugersdorp (Ref : DCS/11/22), Johannesburg Med A (Ref: DCS/11/23)X2, Johannesburg Female (Ref: DCS/11/24), Baviaanspoort Max (Ref: DCS/11/26), Boksburg Medium B (Ref: DCS/11/27)

Salary: R360 060 per annum

Requirements: Recognised three (3) year degree/ National Diploma or equivalent qualification in Behavioural Sciences and 7 years relevant experience on supervisory post. These requirements are in accordance with the relevant Occupational Specific Dispensation. Top secret security classification as an added advantage. Successful completion of Corrections Science Learner ship/Basic Training. Valid driver's licence.

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

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

SECURITY MANAGER: UNIT MANAGER (CB4)

Gauteng Region: Johannesburg Comcor (Ref : DCS/11/25)

Salary: R360 060 per annum

Requirements: Recognized 3 Year Degree/National Diploma or equivalent qualification in Behavioural Science and 7 years relevant experience on supervisory post. . These requirements are in accordance with the Occupational Speciation Dispensation. Top secret security classification as an added advantage. Successful completion of Corrections Science Learner-ship/Basic Training. Valid driver's license and Computer literacy.

Competencies and attributes:

Firearm skills and the use of relevant security technology. Communication, project and programme management, Transformation management, Change Management, Stakeholder management, problem solving, service delivery Innovation, decision making, people management and empowerment, In depth understanding of safety and security in a correctional environment. Integrity and honesty, Confidentiality, Good Interpersonal relations, knowledge of the Correctional Services Act, Act 111 of 1998, as amended. Assertiveness, Diplomacy and Tact, Resilient, Influence and impact, Computer literacy.

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

UNIT MANAGER SMALL: UNIT MANAGER (CB4)
Gauteng Region: Leeuwkop Max (Ref : DCS/11/28)X2
Salary: R360 060 per annum

Requirements: Recognised three (3) year degree/ National Diploma or equivalent qualification in Behavioural Sciences and 7 years relevant experience on supervisory post. These requirements are in accordance with the relevant Occupational Specific Dispensation. Top secret security classification as an added advantage. Successful completion of Corrections Science Learnership/Basic Training. Valid driver's licence.

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

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

SECURITY MANAGER: CASE MANAGEMENT COMMITTEE (CB4)

Gauteng Region: Modderbee Nigel Ref: DCS/11/29), Johannesburg Female (Ref: DCS/11/30), Johannesburg Med B (Ref: DCS/11/31)X2, Zonderwater Med B (Ref: DCS/11/32)
Salary: R360 060 per annum

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

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

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

SECURITY MANAGER: CENTRE COORDINATOR: STAFF SUPPORT (CB4)
Gauteng Region: Kgoši Mampuru II Comcor Ref: DCS/11/33), Modderbee Nigel (Ref : DCS/11/34)
Salary: R360 060 per annum

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

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

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

SECURITY MANAGER: DH: CASE/CENTRE MANAGEMENT ADMINISTRATION (CB4)
Gauteng Region: Johannesburg Female Ref: DCS/11/35)
Salary: R360 060 per annum

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

Competencies and attributes: Firearm skills and the use of relevant security technology. Strategic capability and Leadership, Policy development, Communication, Project and Programme management, transformation management, change management,, conflict management Stakeholder management, Problem solving, Analysis, Service Delivery Innovation, decision making, People Management and Empowerment, In depth understanding of safety and security within a correctional environment. Integrity and honesty, confidentiality, Good interpersonal relations, knowledge of the Correctional Services Act, Act 111 of 1998 as amended, Assertiveness, Resilience, Ability to network and diplomacy.

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

SECURITY MANAGER: CLUBS & MESS (CB4)
Gauteng Region: Johannesburg Med B (Ref: DCS/11/36)
Salary: R360 060 per annum

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

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

Responsibilities: Management of mess and financial outlets. Membership management (clubs and sub clubs). Promotion of sport and recreation. Financial management of club affairs. Management of human resources, finances and assets.

SECURITY MANAGER: DH: SECURITY (CB4)

Gauteng Region: Baviaanspoort Med (Ref : DCS/11/37, Leeuwkop Med C Ref: DCS/11/38), Modderbee Devon (Ref : DCS/11/39)

Salary: R360 060 per annum

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

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

Responsibilities: 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. Mann security systems. Supervise visits to offenders. Control security equipment. Search offenders entering and leaving the section. Management of Human and Finance resources and assets.

SECURITY MANAGER: INTERNAL SECURITY (CB4)

Gauteng Region: Modderbee (Ref : DCS/11/40), Johannesburg Med C (Ref : DCS/11/41)

Salary: R360 060 per annum

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

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

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

SECURITY MANAGER: NUTRITIONAL SERVICES (CB4)

Gauteng Region: Krugersdorp (Ref : DCS/11/199)

Salary: R360 060 per annum

Requirements: Recognized 3 Year Degree/National Diploma in Food Service Management/Food and Beverage Management or Recognized 4 Year B-Tech degree in Food Service Management/Food and Beverage Management. Seven (7) years relevant experience on supervisory post. **These requirements are in accordance with the Occupational Speciation Dispensation.** Successful completion of Corrections Science Learnership/Basic Training Valid driver's license and Computer literacy.

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

Responsibilities: Manage Nutritional Services, Food Service activities by ensuring quality standards and efficiency control of production processes. Implementation of hygiene and food safety standards as per R. 638. Monitor plate wastage and opinion surveys and ensure that production, serving and distribution of meals follow the prescribed prescripts. Ensure implementation of policies, procedures and guidelines and as well as the setting of goals within the department and involvement in short and long term plans of Food service and Food Service systems. Manage Human and Financial Resources and Assets. Management of Performance Management(PMDS).

SECURITY MANAGER: NUTRITIONAL SERVICES (CB4)

Gauteng Region: Modderbee Devon (Ref : DCS/11/42)

Salary: R360 060 per annum

Requirements: Recognized 3 Year Degree/National Diploma in Food Service Management/Food and Beverage Management or Recognized 4 Year B-Tech degree in Food Service Management/Food and Beverage Management. Seven (7) years relevant experience on supervisory post. **These requirements are in accordance with the Occupational Speciation Dispensation.** Successful completion of Corrections Science Learnership/Basic Training Valid driver's license and Computer literacy.

Competencies and attributes:

Leadership, managerial, negotiation, communication, analytical and report writing skills. People management & empowerment as well as problem solving and decision making. Specialized knowledge of all procedures and products used in the Food Service Unit, catering and understanding of all relevant food services Legislation governing Food including PFMA & Regulations. Project & Programme, Change and Stakeholder Management. Service Delivery Innovation, integrity, honesty, confidentiality, good interpersonal relations, assertiveness, diplomacy, Resilience, influence and impact.

Responsibilities: Manage Nutritional Service's – Food Service activities by ensuring quality standards and efficiency control of production processes. Implementation of hygiene and food safety standards as per R. 638. Monitor plate wastage and opinion surveys ensure that production, serving and distribution of meals follow the prescribed prescripts. Ensure implementation of policies, procedures and guidelines and as well as the setting of goals within the department and involvement in short and long term plans of Food service and Food Service systems. Manage Human and Financial Resources and Assets, Management of Performance Management.(PMDS).

REINTERGRATION MANAGER: DH: CASE MANAGEMENT COMMITTEE (CB4)

Gauteng Region: Leeuwkop Max (Ref : DCS/11/44)

Salary: R360 060 per annum

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

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

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

SECURITY MANAGER: PERSONNEL CONTROL (CB4)
Gauteng Region: Johannesburg Medium B (Ref : DCS/11/43)
Salary: R360 060 per annum

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

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

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

REINTEGRATION MANAGER: DH: SECURITY (CB4)
Gauteng Region: Leeuwkop Med B (Youth) (Ref : DCS/11/45)
Salary: R360 060 per annum

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

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

Responsibilities: 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. Mann security systems. Supervise visits to offenders. Control security equipment. Search offenders entering and leaving the section. Management of Human and Finance resources and assets.

REINTEGRATION MANAGER: DH: CORRECTION AND CARE (CB4)
Gauteng Region: Krugersdorp Comcor (Carletonville) (Ref : DCS/11/46)
Salary: R360 060 per annum

Requirements: Relevant B degree/National Diploma in Behavioural Sciences. Seven (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: Manage monitoring and supervision of parolees and probationers. Manage administration of all admissions and liberations. Render a safe and humane environment for employees, parolees, probationers and service providers. Maximize development and work opportunities. Facilitation of necessary programmes for parolees and probationers. Supervise the supervision committees and court officials. Build good relationships with the community/clusters by establishing proper communication channels. Supervision/training/assessment of subordinates. Ensure the promotion and marketing of non-custodial sentences to all stakeholders. Management of information and resources.

ASSISTANT DIRECTOR: MANAGER: FACILITIES & SECURITY (NCB3)

Gauteng Region: Zonderwater (Ref: DCS/11/47)

Salary: R370 866 per annum

Requirements: Recognised three (3) year degree/ National Diploma or equivalent qualification in Behavioural Sciences 7 year's relevant experience on supervisory post. These requirements are in accordance with the Occupational Specific Dispensation. Top secret security classification as an added advantage. Successful completion of Corrections Science Learnership/Basic Training. Valid driver's licence. Computer Literacy.

Competencies and attributes: Firearm skills and the use of relevant security technology. 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: Coordination of policy relating to building and maintenance projects. Communicate policy matters to the relevant role players. Assist in the planning of building maintenance projects. Ensure maintenance of buildings. Draw up strategies to improve identified sub standards services building in the region. Evaluations of service levels. Quality assessment of building/maintenance related activities for occupational safety hazards. Election of work safety committees. Management of the procurement of rented office accommodation. Improve standard of physical security in the management area. Manage emergency support team. Manage infrastructure for security service. Ensure service level standards for accommodation of inmates. Coordinate the separation of high risk offenders. Manage human resources, finances and assets.

ASSISTANT DIRECTOR: MANAGER: CORRECTIONS (NCB3)

Gauteng Region: Leeuwkop (Ref: DCS/11/48)

Salary: R370 866 per annum

Requirements: Recognised three (3) year degree/ National Diploma or equivalent qualification in Behavioural Sciences 7 year's relevant experience on supervisory post. These requirements are in accordance with the Occupational Specific Dispensation.

sation. Top secret security classification as an added advantage. Successful completion of Corrections Science Learner ship/Basic Training. Valid driver's licence. Computer Literacy.

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

Responsibilities: Implement and monitor correctional, security and facility policies and procedures. Coordinates the collation and dissemination of security and correction information. Coordinates activities relating to critical DCS support structures such as the Parole Boards and Office of the Inspecting Judge within the management area. Promote corrections and security awareness. Manage the emergency support systems. Provision of early warning intelligence correction and security risk. Manage human resources, finance and assets

SENIOR CORRECTIONAL POLICY ADMIN: MANAGER: CORRECTIONS (NCB2)

Gauteng Region: Boksburg (Ref : DCS/11/49)

Salary: R 311 997 per annum

Requirements: Recognised three (3) year degree/ National Diploma or equivalent qualification in Behavioural Sciences 7 year's relevant experience on supervisory post. These requirements are in accordance with the Occupational Specific Dispensation. Top secret security classification as an added advantage. Successful completion of Corrections Science Learner ship/Basic Training. Valid driver's licence. Computer Literacy.

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

Responsibilities: Implement and monitor correctional, security and facility policies and procedures. Coordinates the collation and dissemination of security and correction information. Coordinates activities relating to critical DCS support structures such as the Parole Boards and Office of the Inspecting Judge within the management area. Promote corrections and security awareness. Manage the emergency support systems. Provision of early warning intelligence correction and security risk. Manage human resources, finance and assets

SECRETARY: PAROLE BOARD

Gauteng Region: Krugersdorp (Ref : DCS/11/50), Zonderwater (Ref : DCS/11/51)

Salary: R 311 997 per annum

Requirements: Degree/ National Diploma in Behavioural Sciences or equivalent qualification and 5 years relevant experience in a production post. These requirements are in accordance with the Occupational Specific Dispensation. Top secret security classification as an added advantage. Successful completion of Corrections Science Learner ship/Basic Training. Valid driver's licence. Computer literate.

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

Responsibilities: Scheduling of meetings of the Board, Verification of information provided, Taking of minutes of sessions of the Board, Dealing with representations. Maintenance of safe custody, Manage human resources, finance and assets.

CLERK: PAROLE BOARD

Gauteng Region: Johannesburg Centre B (Ref : DCS/11/52)

Salary: R 135 405 per annum

Requirements: Grade 12. Computer literacy. Valid driver's licence. Experience in Boards/Committees will be an added advantage.

Competencies and attributes: Problem solving and decision making, facilitation skills, plan and organize, communication skills, time management, confidentiality, knowledge of the Public Finance Management Act, 1999 and Treasury Regulations, knowledge of Tender process, service delivery and client orientation, Integrity and honesty, assertiveness, Influence and impact and ability to network.

Responsibilities: Exercise control over profiles received from Case Management Committee Victim empowerment. Document control opening, closing addressing of mail. Deal with representations. Inform prisoner of the outcome of the discussion and Head of Prison if feedback is not received. Verify information provided to ensure that information provided on offenders, is correct. Assist with scheduling of meetings of the Board. Prepare venues for the meetings of the Board.

SPECIALISED CASE OFFICERS: CASE MANAGEMENT COMMITTEE (CB2:1-2) 92 POSTS

Gauteng Region: Baviaanspoort Max (Ref: DCS/11/53)X3, Baviaanspoort Medium (Ref: DCS/11/54)X3, Baviaanspoort Emthonjeni (Ref: DCS/11/55)X3, Boksburg Medium A (Ref: DCS/11/56)X3, Boksburg Juvenile (Ref: DCS/11/57)X3, Boksburg Heidelberg (Ref: DCS/11/58)X3, Johannesburg Medium B (Ref: DCS/11/59)X11, Johannesburg Medium C (Ref: DCS/11/60)X3, Johannesburg Female (Ref: DCS/11/61)X3, Krugersdorp (Ref: DCS/11/62)X3, Leeuwkop Max (Ref: DCS/11/63)X3, Leeuwkop Medium A (Ref: DCS/11/64)X7, Leeuwkop Medium B (Youth) (Ref: DCS/11/65)X3, Modderbee CC (Ref: DCS/11/66)X3, Modderbee Devon (Ref: DCS/11/67)X3, Modderbee Nigel (Ref: DCS/11/68)X3, Kgoši Mampuru II C-Max Ref: DCS/11/69)X3, Kgoši Mampuru II Central Ref: DCS/11/70)X11, Kgoši Mampuru II Female Ref: DCS/11/71) X3, Kgoši Mampuru II Atteridgville Ref: DCS/11/72)X3, Kgoši Mampuru II Odi Ref: DCS/11/73)X3, Zonderwater Medium A Ref: DCS/11/74)X3, Zonderwater Medium B Ref: DCS/11/75)X3

Salary: R228 474 per annum

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

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

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

APPOINTMENTS UNDER THE PUBLIC SERVICE ACT

DEPUTY DIRECTOR: AREA COORDINATOR: FINANCE AND SUPPLY CHAIN MANAGEMENT

Gauteng Region: Baviaanspoort (Ref: DCS/11/76)

Salary: R697 011 all-inclusive salary package

Requirements: Recognized and appropriate three year degree/diploma in Accounting or Financial Management with 3-5 years management experience in a financial management environment. Knowledge of BAS and LOGIS systems. Knowledge of PFMA, Treasury Regulations and LOGIS. Proven experience in a LOGIS environment. Computer Literacy A valid driver's license.

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

Responsibilities: Effective management of financial and supply chain management functions in management area. Implementation and monitoring of execution of duties in terms of the Public Finance Management Act, 1999 (PFMA). The candidate must assist the Area Commissioner in the execution of his duties in terms of the Public Finance Management Act, 1999 (PFMA). Ensuring optimal utilization of resources, Support with regard to the management area budgets. Management of human resource, finance and assets.

DEPUTY DIRECTOR: POLICY COORDINATOR: REGIONAL COMMISSIONER

Gauteng Region: Regional Office (Ref: DCS/11/77)

Salary:: R 697 011 all-inclusive salary package

Requirements: Recognised three (3) degree/diploma in the field of Administration /management with 3-5 years management experience. Computer Literacy, Valid driver's licence.

Competencies and attributes: Policy coordination. Communication, 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

Responsibilities: Manage and coordinate the formulation and analysis of policies. Provide advice and support to management and operational staff with regard to strategic planning. Operational planning and control. Management of processes of compliance in the Branch. Provide administrative support to the Chief Deputy Commissioner's office. Research and benchmark on issues pertaining to strategic management. Manage human resources, finance and assets.

ASSISTANT DIRECTOR: ADMINISTRATIVE SECRETARY: REGIONAL COMMISSIONER

Gauteng Region: Regional Office (Ref: DCS/11/78)

Salary: R356 289 per annum

Requirements: Recognised three (3) degree/diploma in the field of Administration /management with 3-5 years' experience in administration support services. Com-puter literacy. Valid driver's licence.

Competencies and attributes: Plan, organise, lead and control, client orientation and communication, policy development and analysis, report writing, diversity management, training and development, relationship building, service delivery innovation and creativity, project and programme management, conflict management, financial management, facilitation management, transformation management, change management, integrity and honesty, coaching and mentoring, good work ethics, confidentiality, interpersonal relations, people management and empowerment, openness and transparency, networking, influence and impact, applied strategic planning, time management, tact and diplomacy, willingness to travel, presentation skills, conceptual skills, computer skills, negotiation skills and conflict management skills.

Responsibilities: Ensure a smooth document flow system in the office of the Regional Commissioner. Ensure compliance by management areas with return dates. Ensure quality control over the documentation forwarded to the Regional Commissioner. Ensure convening of meetings, agenda preparation, minute taking and development of an action plan and reporting system on decisions taken in meetings. Ensure the financial and logistical management of the office including budgeting and costing processes. Ensure the drafting of routine letters and memos, receipt of correspondence and documentation and proactively acknowledging correspondence. Process content of in-coming and outgoing documentation. Ensure compliance with return dates. Ensure appropriate filing of documents. Ensure logistical provisioning for the office. Provide financial administration support to the Regional Commissioner in relation to the budgeting, expenditure and financial reporting on office spending on a monthly basis. Liaise with various stakeholders.

ASSISTANT DIRECTOR: ADMINISTRATIVE SECRETARY: AREA COMMISSIONER

Gauteng Region: Johannesburg (Ref: DCS/11/79)

Salary: R356 289 per annum

Requirements: Recognised three (3) degree/diploma in the field of Administration /management with 3-5 years' experience in administration support services. Com-puter literacy. Valid driver's licence.

Competencies and attributes: Plan, organise, lead and control, client orientation and communication, policy development and analysis, report writing, diversity management, training and development, relationship building, service delivery innovation and creativity, project and programme management, conflict management, financial management, facilitation management, transformation management, change management, integrity and honesty, coaching and mentoring, good work ethics, confidentiality, interpersonal relations, people management and empowerment, openness and transparency, networking, influence and impact, applied strategic planning, time management, tact and diplomacy, willingness to travel, presentation skills, conceptual skills, computer skills, negotiation skills and conflict management skills.

Responsibilities: Ensure a smooth document flow system in the office of the Area Commissioner. Ensure compliance by members with return dates. Ensure quality control over the documentation forwarded to the Area Commissioner. Ensure convening of meetings, agenda preparation, minute taking and development of an action plan and reporting system on decisions taken in meetings. Ensure the financial and logistical management of the office including budgeting and costing processes. Ensure the drafting of routine letters and memos, receipt of correspondence and documentation and proactively acknowledging correspondence. Process content of in-coming and outgoing documentation. Ensure compliance with return dates. Ensure appropriate filing of documents. Ensure logistical provisioning for the office. Provide financial administration support to the Area Commissioner in relation to the budgeting, expenditure and financial reporting on office spending on a monthly basis. Liaise with various stakeholders.

ASSISTANT DIRECTOR: FINANCIAL + MANAGEMENT ACCOUNTING**Gauteng Region: Leewukop (Ref: DCS/11/80)****Salary: R356 289 per annum**

Requirements: Recognized and appropriate three year degree/diploma in Accounting or Financial Management coupled with 3-5 years relevant experience •Sound communication skills •Computer Literacy • Knowledge of PFMA, Treasury Regulations and BAS •Proven experience in a BAS environment •A valid driver's license.

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

Responsibilities: Responsible for the coordination of the Management Area budget, MTEF and ENE inputs, consolidation of Management Area budget. Manage the coordination and submission of Management Area monthly In Year Monitoring (IYM) Management Accounting within the set due date. Responsible for allocation of Management Area budget. Manage the capturing of the Management Area budget, Manage the administration of Management Area cash and all revenue. Manage Management Area debt accounts as well as Management Area suspense accounts. Manage all functions pertaining to Financial Accounting; Manage the rendering of financial training, Management of human resources, finance and assets.

ASSISTANT DIRECTOR: INFORMATION TECHNOLOGY (IT)**Gauteng Region: Leewukop (Ref: DCS/11/81)****Salary: R356 289 per annum**

Requirements: Recognized and appropriate three year Degree/National diploma in Information Technology or equivalent qualification in Information Technology. 3 – 5 years relevant experience in supervisory Information Technology Infrastructure environment. Valid driver's license.

Competencies and attributes: Strong communication and report-writing skills, Good understanding of MS Windows 10 as well as the MS Office suite, Experienced in switch configuration, Good Understanding Information Technology policies and standards, Good Understanding of Networks Infrastructure management, Good Understanding Information Technology Audit and Governance, Procurement processes, Good Understanding Computer systems analysis, Good Understanding System administration, Good Understanding of access methods including cable modems, DSL, satellite, and wireless. Experience in VoIP/Video protocols their performance from the edge thru the core of the network, Experience in a wide range of data network access; from Analogue modems to Broadband technologies (Cable, DSL, Wireless, etc.), A working knowledge of current VoIP technologies and their implementations, Self-driven

Responsibilities: The effective management of department's LAN and WAN. The provision of support on the management of Transversal System. The provision of support with regards to the administration of Web Proxies. The provision of support with regards to the administration and management of VOIP and Video Conferencing. Team Leaders of human resource, finance and Management of IT Assets.

ASSISTANT DIRECTOR: SUPPLY CHAIN MANAGEMENT**Gauteng Region: Baviaanspoort (Ref: DCS/11/82), Boksburg (Ref : DCS/11/83)****Salary: R356 289 per annum**

Requirements: Degree/National Diploma in Supply Chain Management or equivalent qualification with 3-5 years' experience on supervisory post in a supply chain management environment. In depth knowledge LOGIS system. Computer literacy. Valid driver's licence.

Competencies and attributes: Communication, Project and programme management, Transformation management, Change Management, Stakeholder management, Problem solving, Analysis, Service Delivery Innovation, decision making, People Management and Empowerment, In depth understanding of safety and security in a correctional environment. Integrity and honesty, Confidentiality, Good Interpersonal relations, Understanding of Public Service policy and legislative framework. Assertiveness, Ability to network, Diplomacy and tact, Resilience, Influence and impact.

Responsibilities: Manage the procurement of assets, storage and distribution process in the management area. Operationalization of logistical policy in the Management area. The undertaking/management of logical inspections, management of stock and logistical investigations. Administration of tenders contracts and transport. Management of finance and human resources and assets.

SENIOR ADMINISTRATION OFFICER: HUMAN RESOURCE SUPPORT

Gauteng Region: Baviaanspoort (Ref: DCS/11/84)

Salary: R299 709 per annum

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

Financial management, Facilitation skills, Plan, organize, 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 Service 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, and Negotiation skills.

Responsibilities: Manage performance management function in the management area • Manage personnel awards and achievement bonuses • Manage personnel, finances and logistics.

SENIOR ADMINISTRATION OFFICER: UAMP: MUNICIPAL SERVICES: FACILITIES

Gauteng Region: Regional Office (Ref: DCS/11/85)

Salary: R299 709 per annum

Requirements: Recognized Degree/National Diploma in Property Management or equivalent qualification coupled with 3-5 years supervisory experience in a similar environment. Proven knowledge in Municipal Finance Act, Treasury Regulations. Computer literacy. Valid driver's license.

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

Responsibilities: Coordinate the maintenance of departmental property. Ensure effective risk and compliance management within the asset management unit. Implement sector policy and set norms and standards for the sector, which addresses infrastructure development. Implementation of infrastructure policy and delivery systems, sectoral norms and standards, mobilize and coordinate support. Support municipalities to prepare and implement their sector development plan. Verify sector information in Key Performance Indicator Reports as part of the National Monitoring System. Provide technical advice as required through the feasibility planning, design, tender and construction phases of a municipal infrastructure project. Management of human resources, finances and assets.

SENIOR ADMINISTRATION OFFICER: LEASES: FACILITIES

Gauteng Region: Regional Office (Ref: DCS/11/86)

Salary: R299 709 per annum

Requirements: Degree/National Diploma in Property Management/ Supply Chain Management or equivalent qualification coupled with 3-5 years' experience in a supervisory post. Computer literate. Valid driver's license.

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

Responsibilities: Coordinate the maintenance of departmental property. Ensure effective risk and compliance management within the asset management unit. Implement sector policy and set norms and standards for the sector, which addresses infrastructure development. Implementation of infrastructure policy and delivery systems, sectoral norms and standards, mobilize and coordinate support. Support municipalities to prepare and implement their sector development plan. Verify sector information in Key Performance Indicator Reports as part of the National Monitoring System. Provide technical advice as required through the feasibility planning, design, tender and construction phases of a municipal infrastructure project. Management of human resources, finances and assets.

SENIOR ADMINISTRATION OFFICER: CORRECTION ADMINISTRATION

Gauteng Region: Regional Office (Ref: DCS/11/87)

Salary: R299 709 per annum

Requirements: Recognized three year Degree/Diploma with relevant 3-5 years' experience. Dynamic and professional. Ability to plan and organize. Sound communication skills. Must be computer literate. Valid driver's licence.

Competencies and attributes: Communication, financial management, Plan, organise, lead and control, Project and Programme management, Change Management, Client orientation and Customer focus, Problem solving and analysis, Service Delivery innovation, Knowledge of the Correctional Services Act, Act 111 of 1998, decision making, people management and empowerment, integrity and honesty, Confidentiality, Good interpersonal relations, understanding of Public Service Policy and legislative framework, Assertiveness, Ability to network and Diplomacy.

Responsibilities: Undertake research into possible improvement/amendment of policy. Set standards for corrections. Ensure service delivery. Monitor performance in Corrections. Draw up strategies to improve performance in Corrections in the Region. Ensure service levels for Corrections. Market Corrections to be rendered in the Region. Plan activities. Render advice on Corrections in the Region. Manage infrastructure for Corrections. Manage finances and personnel.

SPAO: SUPERVISOR LOGISTICS

Gauteng Region: Krugersdorp (Ref: DCS/11/88)

Salary: R299 709 per annum

Requirements: Recognized three (3) year degree or national diploma in Supply Chain Management or equivalent qualification with 3-5 years in a supply chain management environment. Knowledge LOGIS system. Computer literacy. Valid driver's licence.

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

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

SPAO: GENERAL STOCK PROCUREMENT
Gauteng Region: Regional Office (Ref: DCS/11/89)
Salary: R299 709 per annum

Requirements: Recognized three (3) year degree or national diploma in Supply Chain Management or equivalent qualification with 3-5 years' experience in Supply Chain Management/ Purchasing Management, Logistics, Supply Chain Management, Stores and Inventory Management or any equivalent qualification. Two (2) years experience in Supply Chain Management. Knowledge of PAS 2.6 and LOGIS. Knowledge of PFMA and Treasury Regulations. Computer literacy. Valid driver's licence.

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

Responsibilities: The incumbent will be responsible for Managing sub-ordinates. The implementation of procurement policy in the region. The administration of tenders. The undertaking/management of procurement inspection. The under-taking of procurement investigations. The planning of activities. The management of procurement infrastructure. The controlling of finances.

PAO: LOGISTIC ADMINISTRATION

Gauteng Region: Johannesburg (Ref: DCS/11/90)X2, Leeuwkop (Ref: DCS/11/91), Kgoši Mampuru II (Ref: DCS/11/92)
Salary: R242 475 per annum

Recognized three (3) year degree or national diploma in Supply Chain Management or equivalent qualification with 2 years' experience in a comparable environment. Computer literacy. Valid driver's licence.

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

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

PAO: PROCUREMENT

Gauteng Region: Kgoši Mampuru II (Ref: DCS/11/93) , Modderbee (Ref: DCS/11/94), Leeuwkop (Ref: DCS/11/95)
Salary: R242 475 per annum

Requirement: Recognised and appropriate three year degree/diploma in Purchasing Management/ Logistics/Supply Chain Management or any equivalent qualification with at least 2 years' relevant experience. Relevant experience in Supply Chain Management or skills in Supply Chain Management or in LOGIS environment will be an added advantage. Computer literacy. Valid driver's licence.

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

Responsibilities: Placement of orders. Generate procurement advices. Conduct enquiries on orders and commitments placed. Maintain and update database of prospective suppliers. Administer quotations and bids

PAO: SECRETARIAT: TENDER COMMITTEE
Gauteng Region: Regional Office (Ref: DCS/11/96)
Salary: R242 475 per annum

Requirements: Recognized three (3) year degree or national diploma in Supply Chain Management or equivalent qualification with at least seven 2 years' relevant experience gained on Administration level. Valid driver's licence. Computer Literate.

Competencies and Attributes: Communication, project and programme management, transformation management, change management, stakeholder management, problem solving, analysis, service delivery Innovation, decision making, people management and empowerment, in depth understanding of Logis and Finance Management, integrity and honesty, confidentiality, good inter-personal relations, knowledge of the Correctional Services Act, Act 111 of 1998, as amended, assertiveness, ability to network and diplomacy.

Responsibilities: Administrate the bid box. Receive and register bids. Arrange bid committee meetings. Register bid/price quotations. Ensure availability of tender bulletin. Keep record of all bids issued. Get all approvals and drive all administration processes to get approval for bid documents. Liaison with people that bid. Monitor bid compliance. Report as and when required. Organise information meetings with people/organisations that want to bid. Ensure that bid specifications are accurate and cover all aspects. Ensure compliance to all Logistical and Financial policies regarding the bidding process. Assist investigators when investigations have been ordered into specific bids or bid processes. Keep record and ensure approval of Bid Committee Meetings. (Agendas, Minutes & Recording of Bid Meetings) Manage budget according to financial policies.

PAO: TRANSIT WAREHOUSE
Gauteng Region: Johannesburg (Ref: DCS/11/97), Zonderwater (Ref: DCS/11/98)
Salary: R242 475 per annum

Requirements: Recognised and appropriate three year degree/diploma in Purchasing Management/ Logistics/Supply Chain Management or any equivalent qualification with at least 2 years' relevant experience • Computer literacy • Knowledge of PFMA and Treasury Regulations • Knowledge of Supply Chain Management framework • The ability to utilize knowledge • A valid driver's license.

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

Responsibilities: Administrate the transit functions • Manage the planning of receipts with regard to stock/equipment • Manage and administer the safe keeping, storage and care of stock and equipment • Manage and check and update bin cards • Package and distribute/ dispatch items to sections • Manage the quality and quantity of items received/ delivered and distributed.

EMPLOYEES ASSISTANCE PRACTITIONER (EAP)
Gauteng Region: Boksburg (Ref: DCS/11/99), Johannesburg (Ref: DCS/11/100)
Salary: R299 709 per annum

Requirements: Recognized and appropriate three year degree/diploma in relation to the EAP work field and /or relevant experience in EAP • A postgraduate qualification in Social Work or Clinical Psychology will serve as a strong recommendation. Registration with the relevant regulatory body is mandatory • Computer literacy • Counselling, presentation and communication skills • Professionalism, ability to plan and organise • Valid driver's licence.

Competencies and attributes: Problem solving and decision making, facilitation skills, plan, organize, lead and control, project management, presentation skill, counselling skills, Ability to interpret policy/legislation Conflict management, coaching and mentoring, Understanding of Public Service policy and legislative framework, service delivery and client orientation, integrity and honesty, assertiveness, willingness to travel, influence and impact and ability to network.

Responsibilities: Render direct EAP services to members and their families in a manner that ensures confidentiality and strong code of ethics • Assessments, referrals and short-term problem solutions • Effective confidential record-keeping and data management • Implement programmed promotion, training and awareness activities. Prepare annual programmed budgets and evaluate the attainment of programmed objectives as well as providing feedback.

MANAGER: EDUCATION & TRAINING

Modderbee (Ref: DCS/11/101)

Salary: R391 677 per annum

Requirements: Degree/diploma in Education and 3-5 years relevant experience as supervisor. Post graduate degree will be an added advantage. Must be professional. Ability to plan and organise. Sound communication skills. Valid driver's license.

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 honesty, Assertiveness, Willingness to travel, Influence and impact, Applied strategic thinking, Ability to network

Responsibilities: Responsible for the administration of education and training. Manage budget of education and training. Advise the Area Commissioner. Responsible for personnel development within the Area. Responsible for the total establishment of the Area. Initiate policy with regard to sport and recreation, libraries and life skills programmes. Manage education and training system. Liaise with the external role players regarding education and recreation opportunity. Manage human resource, finances and assets.

EDUCATIONIST M+4 (TECHNICAL EDUCATIONIST)

Gauteng Region: Zonderwater Med B (Ref: DCS/11/102), Modderbee Devon (Ref: DCS/11/103), Boksburg Med A (Ref : DCS/11/104), : Leeuwkop Med B (Youth) (Ref: DCS/11/105), Leeuwkop Med C (Ref: DCS/11/106)

Salary: R262 896 per annum

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

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

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

ASSISTANT MANAGER: NURSING (PHC)

Gauteng Region: Modderbee (Ref: DCS/11/107)

Salary: R581 826 per annum

Requirements: Degree/ National Diploma in Nursing or an equivalent qualification that allows registration with the South African Nursing Council as a Professional Nurse plus eight (8) years relevant experience after registration, of which at least 3 years of the period referred to above must be appropriate/ recognisable experience at management level. Current registration with the South African Nursing Council as a Professional Nurse. Post basic qualification with a duration of at least 1 year in Curative Skills in Primary Health Care accredited with the SANC. These requirements are in accordance with the relevant Occupational Specific Dispensation. Computer literacy. Valid driver's licence.

Competencies and attributes: Policy coordination, Communication, Financial management, Project and programme management, Change Management, Client Orientation and Customer focus, Problem solving and analysis, Service Delivery Innovation, Decision making, People Management and Empowerment, Integrity and honesty, Confidentiality, Good Interpersonal relations, Understanding of Public Service policy and legislative framework. Assertiveness, Ability to network, Diplomacy and tact, Influence and impact.

Responsibilities: Provide direction and supervision in the implementation of the nursing plan (clinical practice/quality patient care) | Implement standards, practices, criteria and indicators for quality nursing (quality of practices). Practise nursing and healthcare in accordance with the relevant laws and regulations. Manage and utilise human, material and physical resources efficiently and effectively. Display a concern for patients, promoting and advocating proper treatment and care, including an awareness and willingness to respond to patients' needs, requirements and expectations (Batho Pele principles). Maintain the quality of nursing data and information and utilise it to advise, advance and evaluate the quality and cost-effectiveness of nursing care. Management of human and financial resources and assets.

OPERATIONAL MANAGER: NURSING (PHC)

Gauteng Region: Kgoši Mampuru II Local (Ref: DCS/11/108) Johannesburg Female (Ref: DCS/11/109), Johannesburg Medium B (Ref: DCS/11/110), Johannesburg Medium C (Ref: DCS/11/111), Johannesburg Medium A (Ref: DCS/11/112), Modderbee (Ref: DCS/11/113)X2, Baviaanspoort Emthonjeni (Ref: DCS/11/114), Zonderwater Med B (Ref: DCS/11/115)
Salary: R532 499 per annum

Requirements: Recognised three (3) year degree/diploma in Nursing or an equivalent qualification that allows registration with the South African Nursing Council as a Professional Nurse. A minimum of 7 years appropriate experience in nursing after registration as a Professional Nurse with the SANC. Current registration with the South African Nursing Council as a Professional Nurse. Post basic qualification with a duration of at least 1 year in Curative Skills in Primary Health Care accredited with the SANC. These requirements are in accordance with the relevant Occupational Specific Dispensation. Valid driver's licence. Computer literacy.

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

Responsibilities: Provide direction and supervision in the implementation of the nursing plan (clinical practice/quality patient care). Implement standards, practices, criteria and indicators for quality nursing. Practise nursing and healthcare in accordance with the relevant laws and regulations. Manage and utilise human, material and physical resources efficiently and effectively. Promoting and advocating proper treatment and care in line with Batho Pele principles. Maintain the quality of nursing data and information and utilise it to advice, advance and evaluate the quality and cost-effectiveness of nursing care.

CLINICAL NURSE PRACTITIONERS (PHC)

Gauteng Region: Kgoši Mampuru II C-Max (Ref: DCS/11/116)X2, Kgoši Mampuru II Local (Ref: DCS/11/117), Boksburg Medium A (Ref: DCS/11/118)X2, Krugersdorp (Ref: DCS/11/119)X2, Modderbee Devon (Ref: DCS/11/120)
Salary: R362 599 per annum

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

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

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

CLINICAL PSYCHOLOGIST GARDE 1

Gauteng Region: Leeuwkop Medium C (Ref: DCS/11/121), Boksburg Medium B (Ref: DCS/11/122)

Salary: R674 982 all-inclusive salary package

Requirements: Recognised Master's degree in Psychology and registration as Clinical or Counselling Psychologist with the Health Professional Council of South Africa. Computer literacy. Valid driver's licence. These requirements are in accordance with the relevant Occupational Specific Dispensation.

Competencies and Attributes: Problem solving and decision making, Facilitation skills, Plan, organize, lead and control, Project and program management, Facilitation skills, Presentation skill, Conflict management, Communication, Report writing. Time management, Confidentiality, Understanding of Public Service policy and legislative framework, Service de-livery and client orientation, Integrity and honesty, Assertiveness, Influence and impact and Ability to network.

Responsibilities: Render and coordinate psychological services to offenders. Liaise with internal and external organizations for the provision of psychological services. Management of assets.

PROFESSIONAL NURSES (GEN NURS)

Boksburg Med A (Ref : DCS/11/123), Krugersdorp (Ref: DCS/11/124), Modderbee Nigel (Ref: DCS/11/125),

Kgoši Mampuru II Odi (Ref: DCS/11/126)

Salary: R241 908 per annum

Requirements: Recognised three (3) year Degree/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 (SANC). These requirements are in accordance with the relevant Occupational Specific Dispensation.

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

Responsibilities: Provide direction and supervision in the implementation of the nursing plan. (Clinical practice/quality patient care). Implement standards, practices, criteria and indicators for quality nursing (quality of practice). Practice nursing and healthcare in accordance with the relevant law as and regulations. Utilise human, material and physical resources efficiently and effectively. Display a concern for patients, promoting and advocating proper treatment and care, including an awareness and willingness to respond to patients' needs, requirement and expectations (Batho Pele principles). Maintain a constructive working relationship with nursing and other stakeholders.

PHARMACY SUPERVISOR GRADE 1
Gauteng Region: Kgoši Mampuru II (Ref: DCS/11/127)
Salary: R780 612 all-inclusive salary package

Requirements: Recognised four (4) year degree in Pharmacy or equivalent qualification. Registration with the South African Pharmacy Council as a Pharmacist. A minimum of 5 years appropriate experience after registration as a Pharmacist with SAPC. Computer literate. Valid driver's license. These requirements are in accordance with the relevant Occupational Specific Dispensation.

Competencies and Attributes: Policy coordination, communication, financial management, project and programme management, change management, client orientation and customer focus, problem solving and analysis, service delivery innovation, decision making, people management and empowerment, integrity and honesty, confidentiality, good interpersonal relations, understanding of Public Service policy and legislative framework, assertiveness, ability to network and diplomacy

Responsibilities: To manage the "Correctional Centre Hospital Pharmacy" in accordance with the SA Pharmacy Council's "Guidelines for Good Pharmacy Practice in South Africa". Act as the custodian of medicines and related non-pharmaceutical supplies. Provide inputs with regard to policy on the effective management of the Correctional Centre hospital pharmacy/sub-provisioning depot. Including personnel administration, planning, working procedures and the initiating of research projects, in order to assist with continuously striving to improve the service rendered by the pharmacy. Is responsible for the organizing and smooth operation of the section(s) under his/her control and for the control of medicine distribution and consumption. Financial administration. Personnel management and administration. The management, control and supervision (checking) of the effective implementation and utilisation of the computerised pharmacy dispensing system. Handle or keep surveillance over/supervise and assist with the making up (dispensing), re-packing and labeling of medicines (mixtures, solutions, ointments, drops, powders) and medicine(s) prescribed per prescription. Logistical administration, as it relates to the cost-effective ordering / procurement, stocking, provisioning and distribution of medicines and related non-pharmaceutical supplies and equipment. Act as tutor / mentor for the accompaniment of "community service pharmacists" or "interns", as prescribed, or for the purposes of training of if and when applicable.

SOCIAL WORKER SUPERVISOR GRADE 1
Krugersdorp Comcor (Ref: DCS/11/128)
Salary: R363 507 per annum

Requirements: Recognised BA degree in Social Work and 7 years relevant experience in a Social work environment after registration with South African Council for Social Services Profession. Computer literacy and Valid driver's licence.

Competencies and attributes: Problem solving and decision making, facilitation skills, plan, organize, lead and control, project management, presentation skill, counselling skills, Ability to interpret policy/legislation Conflict management, coaching and mentoring, Understanding of Public Service policy and legislative framework, service delivery and client orientation, integrity and honesty, assertiveness, willingness to travel, influence and impact and ability to network.

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

SOCIAL WORKER GRADE 1
Gauteng Region: Krugersdorp (Ref: DCS/11/129)X3, Kgoši Mampuru II Atteridgeville (Ref: DCS/11/130),
Modderbee (Ref: DCS/11/131), Modderbee Devon (Ref: DCS/11/132), Zonderwater Med A (Ref: DCS/11/133)
Salary: R226 686 per annum

Requirements: BA degree in Social Work • Current Registration with the South African Council for Social Services
Valid driver's licence • Conversant with acts, policy/legislative matters and operating within the management areas •
Sound communication, negotiation, conflict and strategic management skills • Ability to co-ordinate and collaborate with internal and external stakeholders • Computer literacy.

Competencies and attributes: Problem solving and decision making, facilitation skills, plan, organize, lead and control, project management, presentation skill, counselling skills, Ability to interpret policy/legislation Conflict management, coaching and mentoring, Understanding of Public Service policy and legislative framework, service delivery and client orientation, integrity and honesty, assertiveness, willingness to travel, influence and impact and ability to network.

Responsibilities: Provide needs-based social work services to offenders through individual attention, group work and community work • Conduct research and social work administration • Conduct individual assessments • Market social work services • Monitor and evaluate social work interventions

NETWORK CONTROLLER (IT)

Gauteng Region: Boksburg (Ref: DCS/11/134), Baviaanspoort (Ref: DCS/11/135), Leeuwkop (Ref: DCS/11/136), Modderbee (Ref: DCS/11/137)

Salary: R242 475 per annum

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

Competencies and attributes: Report writing Problem solving skills Interpersonal relations punctuality Computer literacy Conflict resolution Communication skills Integrity and honest Friendly and adaptability Self-discipline Confident Ability to work under pressure Policy implementation Assertiveness Influence and impact

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

CLERK CLUBS

Gauteng Region: Boksburg (Ref: DCS/11/138)

Salary: R163 563 per annum

Requirements: Grade 12 and relevant experience in a comparable environment will be an added advantage. Computer literacy. Valid Driver's licence.

Competencies and attributes: Plan and organize, report writing. Punctuality, confidentiality, service delivery and client orientation, integrity and honesty, assertiveness, influence and ability to work under pressure.

Responsibilities: Receive Stock from suppliers. Stock taking at the different trading points. Bank cash collected from all trading points. Order stock. Update Pastel System. Pay creditors. Compile income statements, balance sheet reconciliation. Bank reconciliation. Maintain SARS payments. Attending/take minutes of Club meetings.

CLERK INVESTIGATION

Gauteng Region: Krugersdorp (Ref: DCS/11/139)

Salary: R163 563 per annum

Requirements: Grade 12 or equivalent qualification, 1 – 2 years' relevant experience in a comparable environment will be an added advantage. Computer literacy.

Competencies and attributes: Plan and organize, report writing. Punctuality, confidentiality, service delivery and client orientation, integrity and honesty, assertiveness, influence and ability to work under pressure.

Responsibilities: Investigate escapes. Investigate assaults. Investigate injury to prisoners. Investigate injury to staff.

CLERK MESS (CATERER)
Gauteng Region: Krugersdorp (Ref: DCS/11/140)
Salary: R163 563 per annum

Requirements: Grade 12 or equivalent qualification, 1 – 2 years' experience in the field of Food Service Aids, Computer literate. Driver's license.

Competencies and attributes: Problem solving and decision making. Ability to interpret policy/legislation, Report writing. Time management, Confidentiality, Coaching and mentoring, Understanding of Public Service policy and legislative framework, Service delivery and client orientation, Integrity and honesty, Assertiveness, Influence and impact, Ability to network.

Responsibilities: Preparation and serving of meals. Supervise cleaning of utensils, kitchens, serveries. Train inmates as caterers. Screening of inmates. Ensure hygienic food storage. Control of kitchen equipment. Supervise the unlocking of inmates. Ensure medical parades. Searching of kitchen for contraband. Management finances and assets.

CLERK PLACEMENT & TRANSFERS
Gauteng Region: Regional Office (Ref: DCS/11/141) X2
Salary: R163 563 per annum

Requirements: Grade 12 with 1 – 2 years' experience in Human Resource environment will be added advantage. Computer literacy. Valid driver's licence.

Competencies and Attributes: Plan and control. Report writing. Punctuality, Confidentiality, Understanding of Public Service policy and legislative framework, Service delivery and client orientation, Integrity and honesty, Assertiveness, Influence and impact, Ability to work under pressure

Responsibilities: Ensure the implementation of Human Resource policies such as consolidation of transfer statistics. Compilation of transfers/placements within our region and outside the region. Enquiries on transfers and placements. Making follow ups on transfers/placements. Adhering to the turnaround time of transfer policy. Communicate policy matters.

CLERK REGISTRATION & ARCHIVES
Gauteng Region: Regional Office (Ref: DCS/11/142), Boksburg (Ref: DCS/11/143)
Salary: R163 563 per annum

Requirements: Grade 12 with 1 – 2 years' experience in Registry and archives. Valid driver's licence Computer literacy.

Competencies and Attributes: Plan and organize, report writing. Punctuality, confidentiality, service delivery and client orientation, integrity and honesty, assertiveness, influence and ability to work under pressure.

Responsibilities: Manage archives and registry sections. Transfer records to archives. Withdraw records from archives and registry. Dispose of files. Control uniform filling system. Safe keeping of departmental files.

CLERK TRANSPORT
Gauteng Region: Boksburg (Ref: DCS/11/144)
Salary: R163 563 per annum

Requirements: Relevant B degree/National Diploma with 2 years' experience in a comparable environment or Grade 12 with 3 - 5 years' experience. Computer literacy. Valid driver's licence.

Competencies and attributes: Problem solving and decision-making skills, time management, confidentiality, Understanding of Public Service and legislative framework, service delivery and client orientation, integrity and honesty,. Assertiveness, influence and impact and ability to network.

Responsibilities: Undertake transport inspection, the commendation of transport inspection teams. Assist formulation strategies. Operate transport policy, assistance with implementation of national transport, the rendering of transport advice to functionaries, and the evaluation of proposed amendments. Undertake transport investigations, the investigation of irregularities in transport, the reporting on irregularities, plan activities, plan work session goals, and render advice to Area Commissioner's Office. Manage transport, evaluate losses incurred with vehicles. Make recommendation on re-requests; grant approval for the use of official vehicles.

ARTISAN CHIEF GRADE A
Gauteng Region: Baviaanspoort (Ref: DCS/11/145)
Salary: R365 646 per annum

Requirements: Appropriate/ (Accredited Artisan Trade Certificate/Diploma) trade test certificate with 10 years post qualification experience required as an artisan/artisan foreman. Valid driver's license. These requirements are in accordance with the relevant Occupational Specific Dispensation.

Competencies and attributes: Relationship building, Innovation & creativity, People management time management, Openness & transparency, Integrity & honesty, Coaching & mentoring, Confidentiality, Interpersonal relations, Network-ing, Tact and computer skills.

Responsibilities: Policy development and interpretation. Monitoring, evaluation and support service to workshop personnel. Economic analysis of work-shop performance. Research and development of new workshop projects. Monitor and evaluate adherence to set service level standards for production workshop. Interpret the relevant workshop policies, manuals and legislation for workshop personnel. Conduct compliance inspection workshop policies, manuals and legislation. Compiling financial budgets and estimates Evaluate financial expenditure and control at all workshop facilities. Understand and apply good human resources relations with subordinates and workshop personnel. Monitor and evaluate the credibility and effective management of the workshops costing system and its reports. Management of human and financial resources and assets.

ARTISAN FOREMAN GRADE A: PLUMBER

Gauteng Region: Baviaanspoort (Ref: DCS/11/146), Johannesburg (Ref: DCS/11/147)X2, Leeuwkop (Ref: DCS/11/148), Kgoši Mampuru II Central (Ref: DCS/11/149)X3, Modderbee (Ref: DCS/11/150)
Salary: R286 500 per annum

Requirements: Appropriate/ (Accredited Artisan Trade Certificate/Diploma) trade test certificate and 5 years' post qualification experience as an artisan. Experience in plumbing works will be an added advantage. Experience in wood / steel works will be an added advantage. Valid driver's licence. Computer literate. These requirements are in accordance with the relevant Occupational Specific Dispensation.

Competencies and Attributes: Relationship building, innovation and creativity, People management, Time management, Openness and transparency, Integrity and honesty, Coaching and mentoring, Confidentiality, Interpersonal relations, networking and tact.

Responsibilities: Training of offenders as well as apprentices. Execution of modern plumbing techniques and quality and maintenance. Management of resources. Execute work as per requisition/orders received from clients. Apply quality control to manufactured products. Execute basic workshop administration

ARTISAN FOREMAN GRADE A: ELECTRICIAN

Gauteng Region: Baviaanspoort (Ref: DCS/11/151), Boksburg (Ref: DCS/11/152), Johannesburg (Ref: DCS/11/153), Leeuwkop (Ref: DCS/11/154)X2, Kgoši Mampuru II Central (Ref: DCS/11/155)X3, Zonderwater (Ref: DCS/11/156)
Salary: R286 500 per annum

Requirements: Appropriate/ (Accredited Artisan Trade Certificate/Diploma) trade test certificate and 5 years' post qualification experience as an Artisan. Experience in electrical works will be an added advantage. Valid driver's licence. These requirements are in accordance with the relevant Occupational Specific Dispensation.

Competencies and attributes: Relationship building, innovation and creativity, people management time management, openness and transparency, integrity and honesty, coaching and mentoring, confidentiality, interpersonal relations, networking and tact.

Responsibility: Training of offenders as well as apprentices. Management of Administration Task; Training and Development of offenders; Control over workplaces and Tools; Inventory Control and Logistical Administration as well as Efficient Management of Resources and work orders and compliance with administration. Management of human and financial resources and assets.

ARTISAN FOREMAN GRADE A: WELDER

Gauteng Region: Baviaanspoort (Ref: DCS/11/157), Boksburg (Ref: DCS/11/158)X2, Leeuwkop (Ref: DCS/11/159)X3, Kgoši Mampuru II Central (Ref: DCS/11/160)X7

Salary: R286 500 per annum

Requirements: Appropriate/ (Accredited Artisan Trade Certificate/Diploma) trade test certificate and 5 years' post qualification experience as an artisan. Experience in welding/sheet metal worker/fitter and turner will be an added advantage. Valid driver's licence. Computer literate. These requirements are in accordance with the relevant Occupational Specific Dispensation.

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

Responsibility: Training of offenders as well as apprentices. Management of Administration Task; Training and Development of offenders; Control over workplaces and Tools; Inventory Control and Logistical Administration as well as Efficient Management of Resources and work orders and compliance with administration. Management of human and financial resources and assets.

ARTISAN FOREMAN GRADE A: WOOD MACHINIST

Gauteng Region: Boksburg (Ref: DCS/11/161)X2, Zonderwater (Ref: DCS/11/162)

Salary: R286 500 per annum

Requirements: Appropriate/ (Accredited Artisan Trade Certificate/Diploma) trade test certificate and 5 years' post qualification experience as an Artisan. Experience in all woodwork disciplines will added advantage. Valid driver's licence. These requirements are in accordance with the relevant Occupational Specific Dispensation.

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

Responsibility: Training of offenders as well as apprentices. Management of Administration Task; Training and Development of offenders; Control over workplaces and Tools; Inventory Control and Logistical Administration as well as Efficient Management of Resources and work orders and compliance with administration. Management of human and financial resources and assets.

ARTISAN FOREMAN GRADE A: CABINET MAKER

Gauteng Region: Boksburg (Ref: DCS/11/163), Kgoši Mampuru II Central (Ref: DCS/11/164)X4, Zonderwater (Ref: DCS/11/165)

Salary: R286 500 per annum

Requirements: Appropriate/ (Accredited Artisan Trade Certificate/Diploma) trade test certificate and 5 years' post qualification experience as an Artisan. Experience in all woodwork disciplines will added advantage. Valid driver's licence. These requirements are in accordance with the relevant Occupational Specific Dispensation.

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

Responsibility: Training of offenders as well as apprentices. Management of Administration Task; Training and Development of offenders; Control over workplaces and Tools; Inventory Control and Logistical Administration as well as Efficient Management of Resources and work orders and compliance with administration. Management of human and financial resources and assets.

ARTISAN FOREMAN GRADE A: BOILER MAKER**Gauteng Region: Boksburg (Ref: DCS/11/166)****Salary: R286 500 per annum**

Requirements: Appropriate/ (Accredited Artisan Trade Certificate/Diploma) trade test certificate and 5 years' post qualification experience as an Artisan. Experience in Boiler Maker / steel works will be an added advantage. Valid driver's licence. These requirements are in accordance with the relevant Occupational Specific Dispensation.

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

Responsibility: Training of offenders as well as apprentices. Management of Administration Task; Training and Development of offenders; Control over workplaces and Tools; Inventory Control and Logistical Administration as well as Efficient Management of Resources and work orders and compliance with administration. Management of human and financial resources and assets.

ARTISAN FOREMAN GRADE A: CARPENTER**Gauteng Region: Johannesburg Female (Ref: DCS/11/167), Zonderwater (Ref: DCS/11/168)****Salary: R286 500 per annum**

Requirements: Appropriate/ (Accredited Artisan Trade Certificate/Diploma) trade test certificate and 5 years' post qualification experience as an Artisan. Experience in all woodwork disciplines will added advantage. Valid driver's licence. These requirements are in accordance with the relevant Occupational Specific Dispensation.

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

Responsibility: Training of offenders as well as apprentices. Management of Administration Task; Training and Development of offenders; Control over workplaces and Tools; Inventory Control and Logistical Administration as well as Efficient Management of Resources and work orders and compliance with administration. Management of human and financial resources and assets.

ARTISAN FOREMAN GRADE A: BRICKLAYER**Gauteng Region: Leeuwkop (Ref: DCS/11/169), Zonderwater (Ref: DCS/11/170)****Salary: R286 500 per annum**

Requirements: Appropriate/ (Accredited Artisan Trade Certificate/Diploma) trade test certificate and 5 years' post qualification experience as an Artisan. Experience in bricklaying works will be an added advantage. Valid driver's licence. These requirements are in accordance with the relevant Occupational Specific Dispensation.

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

Responsibility: Training of offenders as well as apprentices. Management of Administration Task; Training and Development of offenders; Control over workplaces and Tools; Inventory Control and Logistical Administration as well as Efficient Management of Resources and work orders and compliance with administration. Management of human and financial resources and assets.

ARTISAN FOREMAN GRADE A: WOOD MACHINIST/CABINET MAKER

Gauteng Region: Leeuwkop (Ref: DCS/11/171)

Salary: R286 500 per annum

Requirements: Appropriate/ (Accredited Artisan Trade Certificate/Diploma) trade test certificate and 5 years' post qualification experience as an Artisan. Experience in all woodwork disciplines will added advantage. Valid driver's licence. These requirements are in accordance with the relevant Occupational Specific Dispensation.

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

Responsibility: Training of offenders as well as apprentices. Management of Administration Task; Training and Development of offenders; Control over workplaces and Tools; Inventory Control and Logistical Administration as well as Efficient Management of Resources and work orders and compliance with administration. Management of human and financial resources and assets.

ARTISAN FOREMAN GRADE A: SPRAYPAINTER/WOOD FINISHING

Gauteng Region: Leeuwkop (Ref: DCS/11/172)

Salary: R286 500 per annum

Requirements: Appropriate/ (Accredited Artisan Trade Certificate/Diploma) trade test certificate and 5 years' post qualification experience as an Artisan. Experience in all woodwork disciplines will added advantage will be an added advantage. Valid driver's licence. These requirements are in accordance with the relevant Occupational Specific Dispensation.

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

Responsibility: Training of offenders as well as apprentices. Management of Administration Task; Training and Development of offenders; Control over workplaces and Tools; Inventory Control and Logistical Administration as well as Efficient Management of Resources and work orders and compliance with administration. Management of human and financial resources and assets.

ARTISAN FOREMAN GRADE A: UPHOLSTERY/AUTO TRIMMER

Gauteng Region: Leeuwkop (Ref: DCS/11/173)

Salary: R286 500 per annum

Requirements: Appropriate/ (Accredited Artisan Trade Certificate/Diploma) trade test certificate and 5 years' post qualification experience as an Artisan. Experience in upholstery works will be an added advantage. Valid driver's licence. These requirements are in accordance with the relevant Occupational Specific Dispensation.

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

Responsibility: Training of offenders as well as apprentices. Management of Administration Task; Training and Development of offenders; Control over workplaces and Tools; Inventory Control and Logistical Administration as well as Efficient Management of Resources and work orders and compliance with administration. Management of human and financial resources and assets.

ARTISAN FOREMAN GRADE A: MOTOR MECHANIC
Gauteng Region: Kgoši Mampuru II Central (Ref: DCS/11/174)
Salary: R286 500 per annum

Requirements: Appropriate/ (Accredited Artisan Trade Certificate/Diploma) trade test certificate and 5 years' post qualification experience as an Artisan. Experience as qualified mechanic will be an added advantage. Valid driver's licence. These requirements are in accordance with the relevant Occupational Specific Dispensation.

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

Responsibility: Training of offenders as well as apprentices. Management of Administration Task; Training and Development of offenders; Control over workplaces and Tools; Inventory Control and Logistical Administration as well as Efficient Management of Resources and work orders and compliance with administration. Management of human and financial resources and assets.

ARTISAN FOREMAN GRADE A: PAINTER
Gauteng Region: Kgoši Mampuru II Central (Ref: DCS/11/175)X2
Salary: R286 500 per annum

Requirements: Appropriate/ (Accredited Artisan Trade Certificate/Diploma) trade test certificate and 5 years' post qualification experience as an Artisan. Experience as qualified painter will added advantage. Valid driver's licence. These requirements are in accordance with the relevant Occupational Specific Dispensation.

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

Responsibility: Training of offenders as well as apprentices. Management of Administration Task; Training and Development of offenders; Control over workplaces and Tools; Inventory Control and Logistical Administration as well as Efficient Management of Resources and work orders and compliance with administration. Management of human and financial resources and assets.

ARTISAN FOREMAN GRADE A: UPHOLSTERY
Gauteng Region: Kgoši Mampuru II Central (Ref: DCS/11/176)X3
Salary: R286 500 per annum

Requirements: Appropriate/ (Accredited Artisan Trade Certificate/Diploma) trade test certificate and 5 years' post qualification experience as an Artisan. Experience in upholstery works will be an added advantage. Valid driver's licence. These requirements are in accordance with the relevant Occupational Specific Dispensation.

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

Responsibility: Training of offenders as well as apprentices. Management of Administration Task; Training and Development of offenders; Control over workplaces and Tools; Inventory Control and Logistical Administration as well as Efficient Management of Resources and work orders and compliance with administration. Management of human and financial resources and assets.

ARTISAN FOREMAN GRADE A: SHEET METAL WORK
Gauteng Region: Kgoši Mampuru II Central (Ref: DCS/11/177)
Salary: R286 500 per annum

Requirements: Appropriate/ (Accredited Artisan Trade Certificate/Diploma) trade test certificate and 5 years' post qualification experience as an Artisan. Experience in steel works will be an added advantage. Valid driver's licence. These requirements are in accordance with the relevant Occupational Specific Dispensation.

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

Responsibility: Training of offenders as well as apprentices. Management of Administration Task; Training and Development of offenders; Control over workplaces and Tools; Inventory Control and Logistical Administration as well as Efficient Management of Resources and work orders and compliance with administration. Management of human and financial resources and assets.

ARTISAN FOREMAN GRADE A: FITTER AND TURNER
Gauteng Region: Kgoši Mampuru II Central (Ref: DCS/11/178)X2
Salary: R286 500 per annum

Requirements: Appropriate/ (Accredited Artisan Trade Certificate/Diploma) trade test certificate and 5 years' post qualification experience as an Artisan. Experience in steel works will be an added advantage. Valid driver's licence. These requirements are in accordance with the relevant Occupational Specific Dispensation.

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

Responsibility: Training of offenders as well as apprentices. Management of Administration Task; Training and Development of offenders; Control over workplaces and Tools; Inventory Control and Logistical Administration as well as Efficient Management of Resources and work orders and compliance with administration. Management of human and financial resources and assets.

ARTISAN FOREMAN GRADE A: PANEL BEATING
Gauteng Region: Kgoši Mampuru II (Ref: DCS/11/179)
Salary: R286 500 per annum

Requirements: Appropriate/ (Accredited Artisan Trade Certificate/Diploma) trade test certificate and 5 years' post qualification experience as an Artisan. Experience in bricklaying works will be an added advantage. Valid driver's licence. These requirements are in accordance with the relevant Occupational Specific Dispensation.

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

Responsibility: Training of offenders as well as apprentices. Management of Administration Task; Training and Development of offenders; Control over workplaces and Tools; Inventory Control and Logistical Administration as well as Efficient Management of Resources and work orders and compliance with administration. Management of human and financial resources and assets.

ARTISAN FOREMAN GRADE A: FURNISHER POLISHER**Gauteng Region: Zonderwater (Ref: DCS/11/180)****Salary: R286 500 per annum**

Requirements: Appropriate/ (Accredited Artisan Trade Certificate/Diploma) trade test certificate and 5 years' post qualification experience as an Artisan. Experience in wood works will be an added advantage. Valid driver's licence. These requirements are in accordance with the relevant Occupational Specific Dispensation.

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

Responsibility: Training of offenders as well as apprentices. Management of Administration Task; Training and Development of offenders; Control over workplaces and Tools; Inventory Control and Logistical Administration as well as Efficient Management of Resources and work orders and compliance with administration. Management of human and financial resources and assets.

ARTISAN PRODUCTION GRADE A: PLUMBER

Gauteng Region: Baviaanspoort (Ref: DCS/11/181)X2, Modderbee (Ref: DCS/11/182), Modderbee Devon (Ref: DCS/11/183), Johannesburg (Ref: DCS/11/184), Leeuwkop (Ref: DCS/11/185), Kgoši Mampuru II Central (Ref: DCS/11/186), Zonderwater (Ref: DCS/11/187/)X2, Boksburg (Ref: DCS/11/188)

Salary: R179 523 per annum

Requirements: An appropriate/ (Accredited Artisan Trade Certificate/Diploma) trade diploma/certificate underwritten by the Manpower Training Act (Red Seal). Valid driver's licence. These requirements are in accordance the relevant Occupational Specific Dispensation.

Competencies and Attributes: Relationship building, innovation and creativity, People management, Time management, Openness and transparency, Integrity and honesty, Coaching and mentoring, Confidentiality, Interpersonal relations, networking and tact.

Responsibilities: Training of prisoners as well as apprentices. Execution of modern plumbing techniques and quality and maintenance. Management of resources. Execute work as per requisition/orders received from clients. Apply quality control to manufactured products. Execute basic workshop administration

ARTISAN PRODUCTION GRADE A: BRICKLAYER**Gauteng Region: Boksburg (Ref: DCS/11/189)****Salary: R179 523 per annum**

Requirements: An appropriate/ (Accredited Artisan Trade Certificate/Diploma) trade diploma/certificate underwritten by the Manpower Training Act (Red Seal). Valid driver's licence. These requirements are in accordance the relevant Occupational Specific Dispensation.

Competencies and attributes: Relationship building, innovation and creativity, people management time management, openness and transparency, integrity and honesty, coaching and mentoring, confidentiality, interpersonal relations, networking and tact.

Responsibilities: Train offenders in the applicable trade. Execute work as per requisition/orders received from clients. Apply quality control to manufactured products. Costing of product and supply quotes. Execute basic workshop administration.

ARTISAN PRODUCTION GRADE A: ELECTRICIAN

Gauteng Region: Boksburg (Ref: DCS/11/190)

Salary: R179 523 per annum

Requirements: An appropriate/ (Accredited Artisan Trade Certificate/Diploma) trade diploma/certificate underwritten by the Manpower Training Act (Red Seal). Valid driver's licence. These requirements are in accordance the relevant Occupational Specific Dispensation.

Competencies and attributes: Relationship building, innovation and creativity, people management time management, openness and transparency, integrity and honesty, coaching and mentoring, confidentiality, interpersonal relations, networking and tact.

Responsibilities: Train offenders in the applicable trade. Execute work as per requisition/orders received from clients. Apply quality control to manufactured products. Costing of product and supply quotes. Execute basic workshop administration.

ARTISAN PRODUCTION GRADE A: WELDER

Gauteng Region: Johannesburg (Ref: DCS/11/191), Krugersdorp (Ref: DCS/11/192), Zonderwater (Ref: DCS/11/193)

Salary: R179 523 per annum

Requirements: An appropriate/ (Accredited Artisan Trade Certificate/Diploma) trade diploma/certificate underwritten by the Manpower Training Act (Red Seal). Valid driver's licence. These requirements are in accordance the relevant Occupational Specific Dispensation.

Competencies and attributes: Relationship building, innovation and creativity, people management time management, openness and transparency, integrity and honesty, coaching and mentoring, confidentiality, interpersonal relations, networking and tact.

Responsibilities: Train offenders in the applicable trade. Execute work as per requisition/orders received from clients. Apply quality control to manufactured products. Costing of product and supply quotes. Execute basic workshop administration.

ARTISAN PRODUCTION GRADE A: CARPENTER

Gauteng Region: Johannesburg (Ref: DCS/11/194)

Salary: R179 523 per annum

Requirements: An appropriate/ (Accredited Artisan Trade Certificate/Diploma) trade diploma/certificate underwritten by the Manpower Training Act (Red Seal). Valid driver's licence. These requirements are in accordance the relevant Occupational Specific Dispensation.

Competencies and attributes: Relationship building, innovation and creativity, people management time management, openness and transparency, integrity and honesty, coaching and mentoring, confidentiality, interpersonal relations, networking and tact.

Responsibilities: Train offenders in the applicable trade. Execute work as per requisition/orders received from clients. Apply quality control to manufactured products. Costing of product and supply quotes. Execute basic workshop administration.

ARTISAN PRODUCTION GRADE A: CABINET MAKER

Gauteng Region: Leeuwkop Med B (Youth) (Ref: DCS/11/195), Zonderwater (Ref: DCS/11/196)

Salary: R179 523 per annum

Requirements: An appropriate/ (Accredited Artisan Trade Certificate/Diploma) trade diploma/certificate underwritten by the Manpower Training Act (Red Seal). Valid driver's licence. These requirements are in accordance the relevant Occupational Specific Dispensation.

Competencies and attributes: Relationship building, innovation and creativity, people management time management, openness and transparency, integrity and honesty, coaching and mentoring, confidentiality, interpersonal relations, networking and tact.

Responsibilities: Train offenders in the applicable trade. Execute work as per requisition/orders received from clients. Apply quality control to manufactured products. Costing of product and supply quotes. Execute basic workshop administration.

ARTISAN FOREMAN GRADE A: FIITTER AND TURNER

Gauteng Region: Zonderwater Med A (Ref: DCS/11/197)

Salary: R286 500 per annum

Requirements: Appropriate/ (Accredited Artisan Trade Certificate/Diploma) trade test certificate and 5 years' post qualification experience as an Artisan. Experience in wood / steel works will be an added advantage. Valid driver's licence. These requirements are in accordance with the relevant Occupational Specific Dispensation.

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

Responsibility: Training of offenders as well as apprentices. Management of Administration Task; Training and Development of offenders; Control over workplaces and Tools; Inventory Control and Logistical Administration as well as Efficient Management of Resources and work orders and compliance with administration. Management of human and financial resources and assets.

DRIVER/MESSENGER: REGIONAL COMMISSIONER

Gauteng Region: Regional Office (Ref: DCS/11/198)

Salary: R163 563 per annum

Requirements: Grade 12. Valid driver's licence. Three (3) years' experience in driving. Completion of an Advanced driver's course will be an advantage.

Competencies and Attributes: Plan and organize, punctuality, Confidentiality, Understanding of Public Service policy and legislative framework, Service delivery and client orientation, Integrity and honesty, Assertiveness, advanced typing skills. Ability to work under pressure. Good interpersonal relations. Good communication and listening skills. Knowledge of Government regulations relating to Transport.

Responsibilities: Collect and deliver documents from the post office. Distribute documents in and outside of the Department. Maintain the vehicle allocated to the office of the Regional Commissioner/Chief Deputy Commissioner. Keep accurate record of all the official trips, complete the log book.