



correctional services

Department:
Correctional Services
REPUBLIC OF SOUTH AFRICA

DEPARTMENT OF CORRECTIONAL SERVICES
CLOSING DATE: 02 MAY 2022 @ 15H45

APPOINTMENTS UNDER THE PUBLIC SERVICE ACT

DEPUTY DIRECTOR: INSPECTORATE

- National Head Office: Directorate: Inspectorate [Ref: HO 2022/03/03]
Salary level: R744 255 all-inclusive package

Requirements: Degree or national diploma in Social Sciences or equivalent qualification. 3-5 years relevant experience on middle management level. Computer literacy. Valid driver's licence.

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

Responsibilities: Plan and coordinate inspection programmes. Manage, coordinate and quality control of inspection reports of national and regional inspectors. Execute comprehensive and high level inspections as directed by the Commissioner and the Director needing investigation. Management of inspection teams. Compilation and maintenance of inspection tools. Manage, train and develop staff (Regional and National). Management of human resources, finance and assets.

DEPUTY DIRECTOR: LEGAL ADMINISTRATION SUPPORT: CONTINGENT LIABILITY

- National Head Office: Directorate: Litigation [Ref: HO 2022/03/04]
Salary level: R744 255 all-inclusive package

Requirements: Relevant 3 years national diploma/degree in Law or equivalent qualification. 3-5 years management experience in the legal environment. Computer literacy. Valid driver's licence.

Competencies and attributes: Understanding of PFMA, DCS legislative and policy frameworks. Development and management of electronic databases and systems. Understanding of Public Service policies and legislative frameworks. Strategic capability and leadership. Service delivery innovation. Presentation and report writing skills. Conflict management. Problem solving and analysis. People management and empowerment. Project and programme management.

Responsibilities: Management/administration/handling of contingent liabilities, assets and motions against the Department. Provide reports on contingent liabilities, assets and motions. Planning of contingent liabilities, assets and motions activities. Oversee maintenance of registry and library services for Legal Services components. Management of human resources, finance and assets.

ASSISTANT DIRECTOR: INITIATOR [3 POSTS]

- National Head Office: Directorate: Code Enforcement [Ref: HO 2022/03/05]
Salary level: R477 090 per annum

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

Competencies and attributes: Financial management. Initiation, facilitation, presentation, conflict, problem solving and decision making skills. Knowledge of labour law. Report writing. Project management. Training and development. Change management. Plan, organize, lead and control. Time management. Confidentiality. Coaching and mentoring. Understanding of

public service policies and legislation framework. Service delivery and client orientation. Integrity and honesty. Assertiveness. Ability to network. Influence and impact. Applied strategic thinking. Willingness to travel.

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

**SURVEILLANCE OFFICER: COMMUNICABLE DISEASES
[18 MONTHS CONTRACT] [9 POSTS]**

- Eastern Cape Regional Office [Ref: EC 2022/03/01]; Free State and Northern Cape Regional Office [Ref: FSNC 2022/03/01][2 Posts]; Gauteng Regional Office [Ref: GP 2022/03/01]; Kwazulu Natal Regional Office [Ref: KZN 2022/03/01]; Limpopo, Mpumalanga and North West Regional Office [Ref: LMN 2022/03/01] [3 Posts]; Western Cape Regional Office [Ref: WC 2022/03/01]

Salary level: R477 090 per annum (*Plus 37% in lieu of benefits*)

Requirements: Appropriate bachelor's degree / national diploma in Health Systems Research, Public Health, Epidemiology or related Health Sciences. Current registration with the relevant statutory body. A minimum of 3-5 years' experience in epidemiology or disease surveillance. Computer literacy. Valid driver's licence.

Competencies and attributes: Knowledge of Public Finance Management Act (PFMA) and Treasury Regulations, Public Service Act and Public Service Regulations. Clear understanding of disease surveillance, health research monitoring and evaluation techniques. Good understanding of early warning system and outbreak investigation techniques. Good understanding and interpretation of laboratory results. Demonstrate ability to use health information/data for action. Analytical, statistical and good communication skills.

Responsibilities: Develop, implement and monitor norms, standards and policies pertaining to disease surveillance. Provide strategic information regarding trends in the pathogens of public health importance (e.g. COVID-19). Provide expert technical advice and assistance on the design, maintenance, analysis and interpretation of surveillance database. Monitor disease trends and distribution. Monitor the burden of a disease over time. Collaborate with the health care team and other public health experts on issues pertaining to disease surveillance. Determine risk factors for the disease and populations at greatest risk. Management and response to communicable disease outbreaks and subsequently advice on interventions required to curb morbidity and address public health needs and resource allocation. Maintain an effective communicable disease surveillance system. Manage and maintain data for all surveillance activities (collect, collate analyses and make line listings) and support Management Areas on the surveillance of all disease notifications. Support and sensitize health facilities regarding communicable disease surveillance. Organize programs to educate the inmates and officials on ways to prevent disease contamination and spread. Conduct facility visits to do records review. Conduct monthly feedback sessions. Provide weekly, monthly and quarterly reports. Management of human resources, finance and assets.

**PROFESSIONAL NURSE GRADE 1 (SPECIALTY NURSING): INFECTION PREVENTION AND CONTROL COORDINATOR
[18 MONTHS CONTRACT] [46 POSTS]**

- **Eastern Cape region:** East London [Ref: EC 2022/03/02]; Kirkwood [Ref: EC 2022/03/03]; Middledrift [Ref: EC 2022/03/04]; Sada [Ref: EC 2022/03/05]; St Albans [Ref: EC 2022/03/06]; Mthatha [Ref: EC 2022/03/07]
- **Free State and Northern Cape region:** Colesberg [Ref: FSNC 2022/03/02]; Goedemoed [Ref: FSNC 2022/03/03]; Groenpunt [Ref: FSNC 2022/03/04]; Grootvlei [Ref: FSNC 2022/03/05]; Kimberly [Ref: FSNC 2022/03/06]; Kroonstad [Ref: FSNC 2022/03/07]; Upington [Ref: FSNC 2022/03/08]
- **Gauteng region:** Baviaanspoort [Ref: GP 2022/03/02]; Boksburg [Ref: GP 2022/03/03]; Johannesburg [Ref: GP 2022/03/04]; Kgoši Mampuru II [Ref: GP 2022/03/05]; Krugersdorp [Ref: GP 2022/03/06]; Leeuwkop [Ref: GP 2022/03/07]; Modderbee [Ref: GP 2022/03/08]; Zonderwater [Ref: GP 2022/03/09]
- **Kwazulu Natal region:** Durban [Ref: KZN 2022/03/02]; Empangeni [Ref: KZN 2022/03/03]; Glencoe [Ref: KZN 2022/03/04]; Kokstad [Ref: KZN 2022/03/05]; Ncome [Ref: KZN 2022/03/06]; Pietermaritzburg [Ref: KZN 2022/03/07]; Waterval [Ref: KZN 2022/03/08]
- **Limpopo, Mpumalanga and North West region:** Barberton [Ref: LMN 2022/03/02]; Bethal [Ref: LMN 2022/03/03]; Klerksdorp [Ref: LMN 2022/03/04]; Polokwane [Ref: LMN 2022/03/05]; Rooigrond [Ref: LMN 2022/03/06]; Rustenburg [Ref: LMN 2022/03/07]; Thohoyandou [Ref: LMN 2022/03/08]; Witbank [Ref: LMN 2022/03/09]

- **Western Cape region:** Allandale [Ref: WC 2022/03/02]; Brandvlei [Ref: WC 2022/03/03]; Breede Rivier (Worcester) [Ref: WC 2022/03/04]; Drakenstein [Ref: WC 2022/03/05]; George [Ref: WC 2022/03/06]; Goodwood [Ref: WC 2022/03/07]; Helderstroom (Overberg) [Ref: WC 2022/03/08]; Malmesbury [Ref: WC 2022/03/09]; Pollsmoor [Ref: 2022/03/10]; Voorberg [Ref: WC 2022/03/11]

Salary level: R388 974 per annum (*Plus 37% in lieu of benefits*)

Requirements: Current registration with the South African Nursing Council (SANC) as a registered Nurse or equivalent NQF level 7 qualification. Certificate in Infection Control from an accredited institution. 3-5 years recognisable experience in nursing after registration as a professional Nurse with SANC. Computer literacy. Valid driver's licence.

Competencies and attributes: Stakeholder focuses and service delivery. Coaching. Communication. Decision making. Plan, organize, lead and control. Service delivery and client orientation. Integrity and honesty. Assertiveness. Ability to network. Influence and impact. Ability to improve systems and processes to facilitate continuous improvement. Ability to recognize the need for action, considering possible risks and taking responsibility for results. Lead and manage change. Teamwork. Willingness to travel. Ability to perform a technical function to required standards.

Responsibilities: Provide support to the Management Areas in managing the prevention, identification and control of infections. Plan, develop and implement an infection control programme for the Management Areas using basic infection control standards. Review environmental hygiene, cleanliness, the care of linen and waste management on a regular basis and document results. Notify the Department of Health timeously of diseases where applicable. Monitor the availability of appropriate disinfectants, sterilization methods and ensure that health care professionals and other officials understand the use of these items. Monitoring the implementation of and compliance with relevant IPC policies, guidelines and standard operating procedures. Monitor the implementation of the Food Services Acts, guidelines and regulations inclusive of the Hazard Analysis Critical Control Points (HACCP) and Food Safety Management Systems. Monitor compliance with the IPC controls (managerial, administrative, environmental and personal protective equipment). Ensure that there is a written quality improvement programme for infection control after a base line assessment and that evaluation and remedial measure are in place. Dissemination of Information, Education and Knowledge on IPC activities, measures and levels of prevention. Training of all relevant officials on IPC guidelines and standard operating procedures. Conduct infection prevention and control audits. Develop and monitor functional Surveillance System for nosocomial infections and antimicrobial resistance pathogens. Management of human resources, finance and assets.

APPOINTMENTS UNDER THE CORRECTIONAL SERVICES ACT

DEPUTY DIRECTOR: MANAGER: TRAINING COLLEGE [NCB4]

- Zonderwater Training College [Ref: HO 2022/03/06]
- Kroonstad Training College [Ref: HO 2022/03/07]

Salary level: R766 261 all-inclusive package

Requirements: Relevant NQF level 6 qualification in Behavioural Sciences. At least 7 years (combined) relevant experience on supervision and junior management production levels. Successful completion of the Correctional Science Learnership or Basic Training. Computer literate. Valid driver's licence.

Competencies and attributes: Sound experience in middle management. Knowledge of skills development and related policies, legislation and strategy. Understanding of basic accounting systems, policies, legislation of government. Ability to develop training or learning programmes. Facilitation, project management, communication, marketing, report writing, database management, generic management, analytical and negotiation skills. Assertiveness, decisiveness, customer service, orientation, tolerance, initiative, honesty and integrity. Exposure to and knowledge of managing projects and processes in conflict environments. Registered Assessor and Moderator in FET Certificate in Corrections Services NQF Level 4. Compile and marking of examinations and compile of mark sheets for moderations. Experience in managing multiple compliance framework environment. Managing of Training and development processes. Sound decision of planning, organizing, leading and coordinating.

Responsibilities: Manage the provision of basic training in Correction Services Learnership to newly appointed officials. Give the strategic direction at the college to all division in line with HRD policies. Liaise with the different stakeholders. Oversee the management of Mess operation. Ensure implementation, monitoring and evaluation of training in the colleges. Identify training needs and ensure the implementation of suitable training programs for trainers. Maintain discipline and ensure the sound Labour Relations within the training institutions in terms of laid down policies and procedures. Manage human resources, finance and assets.

SENIOR SECURITY OFFICER: TEAM LEADER [CB 2-1]

- National Head Office: Directorate: Security Standards [Ref: HO 2022/03/08]
Salary level: R246 279 per annum

Requirements: Grade 12 OR relevant RQV 6 qualification in Behavioural Sciences. Successful completion of the Correctional Science Learnership. 10 Years relevant experience gained at the entry level production post (CB 1) OR for a person with a RQV 6 qualification, no previous experience is required. Computer literacy. Valid driver's licence.

Competencies and attributes: Firearm skills and the use of relevant security technology. Problem solving, service delivery innovation. Knowledge of and the application of the Correctional Services Act, Act 111 of 1998, as amended, Control of Access To Public Premises And Vehicle Act, Minimum Physical Security Standards Document, Minimum Security Standards Document, Fire Arms Control Act, 2000 and other relevant legislation. People management and empowerment skills. Report writing and good communication skills. Ability to work under pressure. Planning and organizing, Analytical thinking, Co-ordination, Time management, policy implementation and interpersonal skills.

Responsibilities: Managing and supervision of security officials. Managing access control. Develop and ensure implementation of standard operating procedures (SOPs). Manage performance development of staff. Ensure the safety of Head office personnel, prominent visitors, and state assets in the facility. Report and investigate all security breaches. Manage security control room and security systems. Physical inspection of all security equipment and fire arms as prescribed. Liaise with internal and external stakeholders State Security Agency (SSA), SAPS, and Metro Police with regards to physical security. Manage and control keys of the building. Participate in organizational emergency preparedness and response activities in terms of the OHS Act. Attend to all personnel and clients requests / complaints in a prompt and professional manner. Manage human resources, finance and assets.

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

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

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

Applications: Applications must be submitted on form Z83 (Public Service Application form), obtainable from any Public Service Department, and must be completed in full. **Applications must be accompanied by a CV, copies of qualifications, identity document and valid driver's licence. Please Note: Only shortlisted candidates will be required to submit certified documents (not older than six months) on or before a day of interview.** Please send a separate and complete application for each post you apply for, stating the correct reference for each position you are interested in. **Faxed and emailed applications will not be accepted.**

• CV's should be aligned to reflect one's degree of compliance with the advert requirements and responsibilities. It is the sole responsibility of an applicant to ensure that their application reaches DCS before **02 MAY 2022 @ 15h45.**

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

EASTERN CAPE REGION: Department of Correctional Services, Head Recruitment, Private Bag X9013, East London, 5200 **OR hand deliver at:** Block E Ocean Terrance, Moore Street, Quigney, East London. **Contact persons:** Ms. Z Myataza/Ms. M Aarons M/Ms. N Grongqo N/ Ms. NS Mgugudo and N Ndongyela (043) 706 7866/82/83/88

FREE STATE AND NORTHERN CAPE REGION: Department of Correctional Services, Head Recruitment, Private Bag X20530, Bloemfontein, 9300 **OR hand deliver at:** 103 Zastron Street, Agrimed Building, Bloemfontein. Contact persons: Ms. Ndlovu NC, Ms. Mkuni NJ, Ms. Molutsoane N, Ms. MP Moreki-Rathaba at 051 404 0283.

GAUTENG REGION: Department of Correctional Services, Head Recruitment, Head Recruitment, Private Bag X393, Pretoria, 0001 **OR hand deliver at:** 1077 Forum East Building, Arcadia Street, Hatfield. Contact persons: Mr SS Masango/Ms Feni Annah /Ms Pinky Makwarela at 012 420 0179/73.

KWAZULU-NATAL REGION: Department of Correctional Services, Head Recruitment, Private Bag X 9126 Pietermaritzburg 3201 **or hand deliver at:** Regional Office, Eugene Marais Road, Napierville, Pietermaritzburg. **Contact persons:** Ms AL Mkhize 033 3557370 / Ms B Shange 033 355 7369 / Ms NI Mhlongo 033 355 7367 / Mr SB Khumalo 033 355 7368 / Ms GJ Mchunu 033 355 7386.

LIMPOPO, MPUMALANGA AND NORTH WEST (LMN) REGION: Department of Correctional Services, Head Recruitment, Private Bag X99, Pretoria 0001 **OR hand deliver at:** 198 Masada Building, Cnr. Johannes Ramokhoase (Proes) and Paul Kruger Street, Pretoria. Contact persons: Ms Portia Bungqu 012 306 2032/ Mr Brent Botha 012 306 2041/Ms Thandiwe Lekhuleni 012 306 2041/ Ms Petunia Nomvela 012 306 2033/ Mr Tshepo Ndlamini 012 306 2055.

WESTERN CAPE REGION: Department of Correctional Services, Head Recruitment, Private Bag X01, Edgemead, 7404 **OR hand deliver at:** Breede River Street, Monte Vista, Edgemead. Contact persons: Ms NA Mdladlamba at 021 550 6014/ 6060/6052.

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

