



DEPARTMENT OF CORRECTIONAL SERVICES

Closing date: 2021/10/22 @ 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 the latest application 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 6 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. • 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. Applicants are requested not to send more than 1 application per post.

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:

KwaZulu/Natal Region:

Postal Address: Head Recruitment, Private Bag X 9126, Pietermaritzburg, 3201

Contact person: Ms GJ Mchunu at 033 355 7386/ Ms B Shange at 033 355 7369/ Ms AL Mkhize at 033 355 7370/ Ms IN Mhlongo 033 355 7367/ Mr SB Khumalo 033 355 7368

Physical Address: 1 Eugene Marais Road, Napierville, Pietermaritzburg



APPOINTMENTS UNDER THE CORRECTIONAL SERVICES ACT

DEPUTY DIRECTOR (CB-6): HEAD OF CORRECTIONAL CENTRE
Kwa Zulu Natal Region: Durban Medium A, Ref.: (CSA 2021/10/01),
Ncome Medium A (CSA 2021/10/02)

Salary: R851 913.00 (An all-inclusive 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, 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.

SECRETARY: PAROLE BOARD (NCB-2)
Kwa Zulu Natal Region: Glencoe (CSA 2021/10/03), Ncome (CSA 2021/10/04),
Waterval (CSA 2021/10/05)

Salary: R329 781.00 per annum

Requirements: Relevant NQF 6 qualification in Behavioural Sciences or equivalent qualification and 5 years relevant experience gained in a production post. Successful completion of Corrections Science Learnership/Basic Training. Top secret security classification as an added advantage. Computer literate. Valid drivers' licence.

Competencies and attributes: Firearm competency and the use of relevant security equipment, 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 tactful. Resilient. Influence and impact.

Responsibilities: Scheduling meetings of the board, Effective administration of the Parole Board meetings including minutes taking, verification of information provided, dealing with representations, and maintenance of safe custody, Manage human resources, finance and assets.
