LetterheadREGIONAL COMMISSIONER: CORRECTIONAL SERVICES: EASTERN CAPE; PRIVATE BAG X 9013, QUIGNEY, EAST LONDON 5200; TEL (043) 706 7866 FAX (043) 722 1056

**DEPARTMENT OF CORRECTIONAL SERVICES: EASTERN CAPE REGION**

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| **APPOINTMENTS UNDER THE CORRECTIONAL SERVICES ACT** |
| **COORDINATOR: AFTER CARE**  **Eastern Cape Region: Regional Office** **(Ref: EC: DCS: NC01/2020)**  **Salary: R** **756906.00 per annum All inclusive package**  **Requirements:** Grade 12 plusa recognised three year Degree/Diploma in behavioural science. Successful completion of the Corrections Science Learnership. 7 Years combined relevant experience on supervision and junior management production levels A valid driver’s licence.  **Competencies and Attributes:** Strategic capability and leadership, project and programme management, financial management, change management, Integrity & honesty, knowledge management, service delivery innovation & creativity, problem solving and analysis, people management and empowerment, client orientation and customer care, communication, honesty and integrity, good work ethics, confidentiality, interpersonal relations, time management, openness & transparency, good interpersonal relations, ability to influence and create impact, tact and diplomacy, willingness to travel & decision making and security awareness.  **Responsibilities:** Management of the placement policy of the Department. Management of the remission and review process of the Department. Development of parole policies. Administration of the Correctional Supervision and Parole Boards. Referral of identified cases to the Review Board. Making of transport, accommodation, venue and meal/refreshment arrangements for board Members. Maintenance of the Body of Knowledge of the Review Board. Distribution of Review Board decisions for implementation. Management of resources. |
| **APPOINTMENTS UNDER THE PUBLIC SERVICES ACT** |
| **MANAGER: LEGAL SERVICES (MR5)**  **Eastern Cape Region: St Albans Management Area (Area Commissioner's Office) (Ref: EC: DCS: PSA01/2020)**  **Salary: R373 389.00 per annum**  **Requirements:** Grade 12 plusLLB Degree or equivalent qualification and a minimum of 8 year's appropriate post qualification experience in a legal administration environment. Admitted as an Attorney/Advocate will be an added advantage. Valid driver’s license is essential. Computer literate. These requirements are in accordance with the relevant Occupational Specific Dispensation (OSD).  **Competencies and attributes**: Amend in line with posts above and info forwarded previously Policy coordination, communication, financial management, Plan, organize, lead and control, Project and Program 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. Excellent verbal and written communication skills. Good negotiation and conflict resolution skills, Service rendering and creditability.  **Responsibilities:** Initiation of policy amendments in DCS, Rendering of legal opinions on the activities of the Department, Providing of legal training Administrating of claims. Undertaking of hearing/trials administration, Administration of motion applications on the application of policy in the management area, Administration of motion application on the content of policy in the DCS, Maintenance of legal libraries. The rendering of advice to area managers with legal activities planning at management areas, Manage human resources, financial resources and assets.  **NB!!! THIS IS A RE-ADVERTISEMENT; PEOPLE WHO PREVIOUSLY APPLIED FOR POST OF MANAGER LEGAL SERVICES ARE ENCOURAGED TO RE-APPLY** |
| **Closing date: 09 October 2020 @ 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 representative 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 and CV. Applicants who are not citizens of South Africa or 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, criminal records verification and medical fitness. **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**. Take note that in certain posts competency based assessment will be conducted.  **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 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.  **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!!!!**  **1**. **The requirements of each position are in accordance with the Relevant Occupational Specific Dispensation.**  **2. As the Department is obliged to improve on its gender representative levels, people with disabilities are especially invited to**  **present their candidature. Employment Equity targets of the Department will be adhered to.**  **3**. **The post advertisement is also placed on the intranet under News: Post advertisements and it is available on the DCS**  **website: WWW.DCS.GOV.ZA Vacancies, for your convenience**.    **4.** **Indicate the reference number, Regional Office, Management Area and Correctional Centre and position you are applying for on**  **your application form (Z83).**  **EASTERN CAPE REGION:**  **Postal Address:** Head Recruitment, Private Bag X 9013, East London, 5200  **Contact person:** Ms. Z Myataza at **(**043) 706 7866  **Physical Address:** Department of Correctional Services**,** Block E, Ocean Terrace, Moore Street, Quigney, East London,5200  ***NO HAND DELIVERED APPLICATIONS WILL BE ACCEPTED***  **Contact persons:** Ms. Z Myataza at **(**043) 706 7866  Mr. HH Ndlela at (043 7067834) |