



correctional services

Department:
Correctional Services
REPUBLIC OF SOUTH AFRICA

Private Bag X20530, Bloemfontein, 9300 Agrimed Building, 103 Zastron Street, Bloemfontein, 9300, Tel (051)4040 200,

DEPARTMENT OF CORRECTIONAL SERVICES

CLOSING DATE: 15 November 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. Please do not call the department to enquire about the progress of your application.

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 reconsidered/possibly terminated. Finger prints may be taken on the day of interview.

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. All copies attached must be certified a true copy of the original and not older than three months.** Please send a separate and complete application for each post you apply for, stating the correct reference for each position you are interested in. **Faxed and e-mailed applications will not be accepted.** Candidates must comply with the minimum appointment requirements. CV's should be aligned to reflect one's degree of compliance with the advert requirements and responsibilities. It is the sole responsibility of an applicant to ensure that their application reaches DCS **on or before 15 November 2019 @ 15h45.**

NB: Indicate the reference number and position you are applying for on your application form (Z83) and post your complete application to the address as indicated below:

For full details (Competencies, attributes and responsibilities) on the advertised positions please visit our website at www.dcs.gov.za (search on vacancies)

Free State/Northern Cape Region:

Postal Address: Head Recruitment, Private Bag X20530, Bloemfontein, 9300

Contact person: Ms. Ndlovu NC and Mr. Mfazwe ZJ at 051 404 0242 or 051 404 0252

Physical Address: 103 Zastron Street, Agrimed Building, Bloemfontein

APPOINTMENTS UNDER THE CORRECTIONAL SERVICES ACT

DEPUTY DIRECTOR: HEAD OF CORRECTIONAL CENTRE (CB-6) (2 Posts)
FS & NC Region: Bizzah Makhate Correctional Centre Medium B (FS/NC 2019/10/01)
Groenpunt Medium (FS/NC 2019/10/02)
Salary: R851 913.00 per annum (all-inclusive package)

Requirements: Degree/National Diploma in Behavioural Sciences and successful completion of Corrections Science Learnership. Seven (7) years (combined) relevant supervisory experience of which three (3) years must be on junior management level (CB 5). These requirements are in accordance with the relevant Occupational Specific Dispensation. Top secret security classification, Valid Driver's License. Computer literacy.

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: Management of all aspects of the Correctional Centre on a day to day basis through the implementation of the Correctional Services Act, Act 111 of 1998. Manage the implementation of the imperatives of the 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. Management of performance information. Manage human resources, finances and assets.

ASD: HEAD CORRECTIONAL CENTRE (CB-5)
FS & NC Region: Harrismith Correctional Centre (FS/NC 2019/10/03)
Salary: R454 440.00 per annum

Requirements: Degree/National Diploma in Behavioural Sciences and successful completion of Corrections Science Learnership. Seven (7) years (combined) relevant supervisory experience on production level of which three (3) years must be on a supervisor post level (CB 4). These requirements are in accordance with the relevant Occupational Specific Dispensation. Top secret security classification, Valid Driver's License. Computer literacy.

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: Management of all aspects of the Correctional Centre on a day to day basis through the implementation of the Correctional Services Act, Act 111 of 1998. Manage the implementation of the imperatives of the 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. Management of performance information. Manage human resources, finances and assets.

ASD: HEAD OF COMMUNITY CORRECTIONS (CB-5)
FS & NC Region: Bloemfontein Community Corrections (FS/NC 2019/10/04)
Salary: R454 440.00 per annum

Requirements: Degree/National Diploma in Behavioural Sciences and successful completion of Corrections Science Learnership. Seven (7) years (combined) relevant supervisory experience on production level of which three (3) years must be on a supervisor post level (CB 4). These requirements are in accordance with the relevant Occupational Specific Dispensation. Top secret security classification, Valid Driver's License. Computer literacy. These requirements are in accordance with the Occupational Specific Dispensation

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 services. Determine conditions of house arrest and supervision for persons serving sentence in the community. Participate in case review team for community corrections. Manage programs. Identify community service programs. Responsible for the facilities and equipment of the section. Implement disciplinary steps against offending staff. Management of performance information. Manage human resources, finances and assets.

ASD: CENTRE COORDINATOR: OPERATIONAL SUPPORT (CB-5) (2 Posts)
FS & NC Region: Goedemoed Medium A Correctional Centre (FS/NC 2019/10/05)
Goedemoed Medium B Correctional Centre (FS/NC 2019/10/06)
Salary: R 454 440.00 per annum

Requirements: Degree/National Diploma in Behavioural Sciences and successful completion of Corrections Science Learnership. Seven (7) years (combined) relevant supervisory experience on production level of which three (3) years must be on a supervisor post level (CB 4). These requirements are in accordance with the relevant Occupational Specific Dispensation. Top secret security classification, Valid Driver's License. Computer literacy. These requirements are in accordance with the Occupational Specific Dispensation

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, Resilient, Ability to network, Diplomacy and tactful, Influence and impact.

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. Management of human resources, finance and assets.

ASD: CENTRE COORDINATOR CORRECTIONS (CB-5) (2 Posts)
FS & NC Region: Goedemoed Medium A Correctional Centre (FS/NC 2019/10/07)
Goedemoed Medium B Correctional Centre (FS/NC 2019/10/08)
Salary: R 454 440.00 per annum

Requirements: Degree/National diploma in Behavioural Sciences or an equivalent qualification and Successful completion of Corrections Science Learnership/ Correctional Service basic training. Seven (7) years (combined) relevant supervisory experience on production level of which three (3) years must be on a supervisor post level (CB 4). These requirements are in accordance with the relevant Occupational Specific Dispensation. Computer literate. 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, 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: Ensure the development of correctional sentence plan and facilitate the implementation thereof. Execute correctional policies and procedures. Coordinates the collation and dissemination of correction information. Coordinates activities relating to rehabilitation programme, case management administration, case management committee and unit management systems. Promote corrections and security. Management of human resources, finances and assets.

ASD: CENTRE COORDINATOR: STAFF SUPPORT (CB-5)
FS & NC Region: Bizzah Makhate Medium B (FS/NC 2019/10/09)
Salary: R 454 440.00 per annum

Requirements: Degree/ National Diploma in Behavioural Sciences or equivalent qualification and successful completion of Corrections Science Learner ship/Basic Training. Seven (7) years (combined) relevant supervisory experience on production level of which three (3) years must be on a supervisor post level (CB 4).These requirements are in accordance with the Occupational Specific Dispensation. Top secret security classification as an added advantage. Valid driver's license. 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 registers and leaves 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.

ASD: CASE MANAGEMENT COMMITTEE (CB-5)
FS & NC Region: Groenpunt Max Correctional Centre (FS/NC 2019/10/10)
Salary: R 454 440.00 per annum

Requirements: Degree / National Diploma in Behavioural Sciences and proof of Successful completion of Corrections Science Learnership/ Basic Training. Seven (7) years (combined) relevant supervisory experience on production level of which three (3) years must be on a supervisor post level (CB 4). These requirements are in accordance with the relevant Occupational Specific Dispensation. Top secret security classification, Valid Driver's License. Computer literate will be an added advantage.

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.

Responsibility: Planning of the activities of the Case Management Committee. Holding of meetings of the CMC. Management of sentence plans. Control of prisoner records. Management of prisoners in assessment units, housing units, special care units and in pre-release units. Management of human resources, logistical administration and assets.

ASD: MANAGER: CORRECTIONS (NCB-3)
FS & NC Region: AC Grootvlei (FS/NC 2019/10/11)
Salary: R 392 004.00 per annum

Requirements: Degree/ National Diploma in Correctional Services Management or equivalent qualification and proof of Successful completion of Corrections Science Learnership/ Basic Training. Seven (7) years (combined) relevant supervisory experience on production level of which three (3) years must be on a supervisor post level (NCB 2). 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 literate.

Competencies and attributes: Firearm skills and the use of relevant security technology. communication, project and programme management, trans-formation 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: Manage and process documentation to / from correctional centre and community corrections. Management of classified information. Management of policy documentation of DCS. Investigation of incidents. Management of human resources and assets.

NB!!! THIS IS A RE-ADVERTISEMENT; PEOPLE WHO PREVIOUSLY APPLIED FOR POST OF HUMAN RESOURCE MANAGEMENT & SUPPORT- ARE REQUESTED TO RE-APPLY

ASD: MANAGER: FACILITIES AND SECURITY (NCB-3)
FS & NC Region: AC Bizzah Makhate (FS/NC 2019/10/12)
Salary: R 392 004.00 per annum

Requirements: Degree/National Diploma in Correctional Services Management or equivalent qualification and proof of Successful completion of Corrections Science Learnership/ Basic Training. Seven (7) years (combined) relevant supervisory experience on production level of which three (3) years must be on a supervisor post level (NCB 2). These requirements are in accordance with the Occupational Specific Dispensation. Top secret security classification as an added advantage. Valid driver's licence. Computer literate.

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. Assertive-ness. 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.

SCO: CENTRE COORDINATOR CORRECTIONS (CB-4)
FS & NC Region: Hennenman Correctional Centre (FS/NC 2019/10/13)
Salary: R 380 583.00 per annum

Requirements: Degree/National diploma in Behavioural Sciences or an equivalent qualification and proof of Successful completion of Corrections Science Learnership/ Basic Training. Seven (7) years relevant supervisory experience on production level. These requirements are in accordance with the relevant Occupational Specific Dispensation. Computer literate. 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, 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: Ensure the development of correctional sentence plan and facilitate the implementation thereof. Execute correctional policies and procedures. Coordinates the collation and dissemination of correction information. Coordinates activities relating to rehabilitation programme, case management administration, case management committee and unit management systems. Promote corrections and security. Management of human resources, finances and assets.

SCO: CENTRE COORDINATOR: OPERATIONAL SUPPORT (CB-4)
FS & NC Region: Odendaalsrus Correctional Centre (FS/NC 2019/10/14)
Salary: R 380 583.00 per annum

Requirements: Degree/ National Diploma in Correctional Services Management or equivalent qualification and proof of Successful completion of Corrections Science Learnership/ Basic Training. Seven (7) years relevant supervisory experience on production level. These requirements are in accordance with the relevant Occupational Specific Dispensation. Computer literate. Valid driver's licence. Top secret security classification as an added advantage.

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, Resilient, Ability to network, Diplomacy and tactful, Influence and impact.

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. Management of human resources, finance and assets

SCO: CENTRE COORDINATOR: STAFF SUPPORT (CB-4) (2 Posts)
FS & NC Region: Bizzah Makhate Medium C Correctional Centre (FS/NC 2019/10/15)
Colesberg Correctional Centre (FS/NC 2019/10/16)
Salary: R 380 583.00 per annum

Requirements: Degree/National Diploma in Behavioural Sciences or an equivalent qualification and proof of Successful completion of Corrections Science Learnership/ Basic Training. Seven (7) years relevant supervisory experience on production level. These requirements are in accordance with the relevant Occupational Specific Dispensation. Computer literate. Valid driver's licence. Top secret security classification as an added advantage.

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 registers and leaves 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.

SCO: HEAD OF CORRECTIONAL CENTRE (CB-4) (4 Posts)

FS & NC Region: Boshoff (FS/NC 2019/10/17)

Parys Correctional Centre (FS/NC 2019/10/18)

Victoria-West Correctional (FS/NC 2019/10/19)

Winburg Correctional Centre (FS/NC 2019/10/20)

Salary: R 380 583.00 per annum

Requirements: Degree/National Diploma and proof of Successful completion of Corrections Science Learnership/ Basic Training. Seven. Seven (7) years relevant supervisory experience on production level. These requirements are in accordance with the relevant Occupational Specific Dispensation. Computer literate. Valid driver's licence. Top secret security classification as an added advantage.

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: Management of all aspects of the Correctional Centre on a day to day basis through the implementation of the Correctional Services Act, Act 111 of 1998. Manage the implementation of the imperatives of the 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. Management of performance information. Management of performance information. Manage human resources, finances and assets.

SCO: SECURITY MANAGER: PRODUCTION WORKSHOP (CB-4)
FS & NC Region: Tswelopele Correctional Centre (FS/NC 2019/10/21)

Salary: R 380 583.00 per annum

Requirements: Degree/National Diploma and proof of Successful completion of Corrections Science Learnership/ Basic Training. Seven. Seven (7) years relevant supervisory experience on production level. These requirements are in accordance with the relevant Occupational Specific Dispensation. Computer literate. Valid driver's licence. Top secret security classification as an added advantage.

Competencies and attributes: Good communication skills, good interpersonal relations, Knowledge and understanding of workshop manual, workshop cost and price policy. Knowledge of the white paper on Corrections and all relevant legislation related to DCS production workshops. Knowledge and understanding of tender/contract development and evaluation, Occupation Health and Safety Act and PFMA.

Responsibilities: Policy development and interpretation. Monitoring, evaluation and support service to workshop personnel at the management area. Economic analysis of workshop performance. Research and development of new workshop projects. Monitor and evaluate adherence to set service level standards. Interpret relevant workshop policies, manuals and legislation applicable to work-shops and monitor implementation. Conduct compliance inspection as prescribed. Compile financial estimates and budgets, understand and apply good human resources relations with subordinates and workshop personnel. Monitor and evaluate the credibility and effectiveness of the workshop costing system and relevant reports. Management of human resources, finances and assets.

DH: SECURITY MANAGER (CB-4) (2 Posts)
FS & NC Region: Goedemoed Medium A Correctional Centre (FS/NC 2019/10/22)
Tswelopele Correctional Centre (FS/NC 2019/09/23)
Salary: R 380 583.00 per annum

Requirements: Degree/National Diploma and proof of Successful completion of Corrections Science Learnership/ Basic Training. Seven (7) years relevant supervisory experience on production level. These requirements are in accordance with the relevant Occupational Specific Dispensation. Computer literate. Valid driver's licence. Top secret security classification as an added advantage.

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, Diplomacy and influence and impact.

Responsibilities: Implement the policy to relevant role players. Supervise access control to correctional centre's grounds. Supervise the manning of watch towers. Supervise the escort of inmates to courts, doctors, hospitals etc. Qualities assess security services. Improve standard of physical security in the management area. Manage emergency support team. Manage infrastructure for security service. Communicate with the interest groups. Ensure service level standards for accommodation of inmates. Ensure the separation of high risk offenders. Management of financial and human re-sources and assets.

SCO: UNIT MANAGER (CB-4) (6 Posts)
FS & NC Region: Bizzah Makhate Medium C Correctional Centre (FS/NC 2019/10/24)
x3 Tswelopele Correctional Centre (FS/NC 2019/10/25)
Goedemoed Medium B Correctional Centre (FS/NC 2019/10/26)
Upington Correctional Centre (FS/NC 2019/10/27)
Salary: R380 583.00 per annum

Requirements: Degree/National Diploma and proof of Successful completion of Corrections Science Learnership/ Basic Training. Seven. Seven (7) years relevant supervisory experience on production level. These requirements are in accordance with the relevant Occupational Specific Dispensation. Computer literate. Valid driver's licence. Top secret security classification as an added advantage.

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.

SCO: CASE MANAGEMENT COMMITTEE (CB-4) (2 Posts)
FS & NC Region: Groenpunt Maximum (FS/NC 2019/10/28)
Colesberg Correctional Centre (FS/NC 2019/10/29)
Salary: R380 583.00 per annum

Requirements: Degree / National Diploma in Behavioural Sciences and proof of Successful completion of Corrections Science Learnership/ Basic Training. At least 7 Years relevant supervisory experience (CMC) on production level. These requirements are in accordance with the relevant Occupational Specific Dispensation. Top secret security classification, Valid Driver's License. Computer literate will be an added advantage.

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.

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.

SCO: DH: CASE MANAGEMENT ADMINISTRATION (CB-4) (3 Posts)
FS & NC Region: Groenpunt Maximum (FS/NC 2019/10/30)
Goedemoed Medium B (FS/NC 2019/10/31)
Bizzah Makhate Medium A (FS/NC 2019/10/32)
Salary: R380 583.00 per annum

Requirements: Degree/National Diploma and proof of Successful completion of Corrections Science Learnership/ Basic Training. Seven (7) years relevant supervisory experience on production level. These requirements are in accordance with the relevant Occupational Specific Dispensation. Computer literate. Valid driver's licence. Top secret security classification as an added advantage.

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.

SCO: DH: HUMAN RESOURCES MANAGEMENT (CB-4)
FS & NC Region: Upington Correctional Centre (Ref: FS/NC 2019/10/33)
Salary: R380 583.00 per annum

Requirements: Degree/National Diploma in Human Resource Management or equivalent qualification and proof of Successful completion of Corrections Science Learnership/ Basic Training. Seven (7) years relevant supervisory experience on production level. These requirements are in accordance with the relevant Occupational Specific Dispensation. Computer literate. Valid driver's licence. Top secret security classification as an added advantage.

Competencies and attributes: Firearm skills and the use of relevant security technology. Communication, Project and programme management, Transformation management, Change Management, Stake-holder 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.

Responsibilities: Communicate and monitor implementation of human resource policy matters, Manage administrative matters, Maintain post establishment and facilitation of training needs, Management of sports and recreation activities, Administrate performance of merit assessments, Manage leave and absenteeism. Management of human resources, finance and assets.

SCO: SECRETARY: PAROLE BOARD (NCB-2)
FS & NC Region: AC Colesberg (FS/NC 2019/10/34)
Salary: R329 781.00 per annum

Requirements: National Diploma/ Degree in Behavioural Sciences and proof of Successful completion of Corrections Science Learnership/ Basic Training. Seven (7) years relevant supervisory experience on production level. These requirements are in accordance with the relevant Occupational Specific Dispensation. Computer literate. Valid driver's licence. Top secret security classification as an added advantage.

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 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, taking of minutes of sessions of the board, dealing with representations, maintenance of safe custody, Manage human resources, finance and assets.

SCO: ADMINISTRATIVE ASSISTANT: SECURITY (NCB-2)
FS & NC Region: RC Office (FS/NC 2019/10/35)
Salary: R 329 781.00 per annum

Requirements: Degree/ National Diploma or equivalent qualification and successful completion of Correctional Science Learnership/Basic training. Seven (7) years relevant supervisory experience on production level. Computer literacy. Valid driver's license.

Competencies and attributes: Firearm skills and the use of relevant security technology. communication, project and programme management, trans-formation 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: Communicate policy matters to the relevant role players. Coordinate policy at regional level with regard to security classification, supervision of access control, patrol of the grounds of the centre. Control of security equipment. Quality assessment of security services including compliance with OHS Act. Ensure the standards of physical security in the region. Manage Emergency Support Teams (EST). Evaluate representation of interest groups on security matters. Ensure service levels for the accommodation of offenders. Manage finances and assets.

SPECIALISED CASE OFFICERS: (CB 2-1) (8 Posts)
FS & NC Region: Vereeniging Correctional Centre (FS/NC 2019/10/36)
x2 Groenpunt Max Correctional Centre (FS/NC 2019/10/37)
Groenpunt Medium Correctional Centre (FS/NC 2019/10/38)
Douglas Correctional Centre (FS/NC 2019/10/39)
Kimberley Correctional Centre (FS/NC 2019/10/40)
Tswelopele Correctional Centre (FS/NC 2019/10/41)
Kuruman Correctional Centre (FS/NC 2019/10/42)

Salary: R 242 640.00 per annum

Requirements: Degree 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 MANAGER NURSING: HEALTH CARE SERVICES **FS & NC Region: AC Kimberley (Ref: FS/NC 2019/10/43)** **Salary: R843 618.00 per annum (all-inclusive package)**

Requirements: Degree/diploma in Nursing or an equivalent qualification that allows registration with the South African Nursing Council as a Professional Nurse. A minimum of 9 years appropriate experience in nursing after registration as a Professional Nurse with the SANC in General Nursing. At least 4 years of this period referred to above must be appropriate recognizable experience at management level. Current registration with the South African Nursing Council as a Professional Nurse. Valid driver's licence. Computer literacy.

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.

Responsibility: Management of Health Care Services in the region. Monitor and evaluate the performance of PHC services in line with public health indicators, Set norms, standard, and targets with a view to report thereon and to initiate corrective action timeously at an appropriate level. Supervise and ensure the provision of quality comprehensive inmate health care through adequate nursing care. Coordinate, monitor and evaluate the implementation of PHC service and programs to the inmate population. Ensure analysis of health data, formulation and implementation of nursing guidelines, practices, standards and procedures. Management of performance information. Management of human and finance resources and assets.

DEPUTY DIRECTOR: SPIRITUAL CARE (CHAPLAIN) **FS & NC Region: AC Groenpunt (FS/NC 2019/10/44)** **Salary: R733 257.00 per annum (all-inclusive package)**

Requirements: Degree or National Diploma in Theology from an accredited theological institution or equivalent qualification. Ordination as a minister of religion/faith with 3-5 years middle management experience. 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 and diplomacy.

Responsibilities: Manage and coordinate spiritual care services. Implement, monitor and evaluate policies and procedures. Empower spiritual care personnel. Develop and present needs based spiritual care programs. Market spiritual care services and establish partner-ship with internal and external stakeholders. Provide and facilitate supportive services to personnel. Soundly manage finances in terms of the PFMA. Manage spiritual care infrastructure. Implement the moral renewal programme for offenders. Liaise with internal and external stakeholders to enhance social reintegration services. Management of human and finance resources and assets.

MEDICAL OFFICER GRADE 1
FS & NC Region: Kimberley (FS/NC 2019/10/45)
Salary: R 821 205.00-R 884 670 (all-inclusive package)

Requirements: MBCHB Degree with traceable experience in a health services environment, registration as medical practitioner with the Health Professions Counsel of South Africa, public health experience will be an added advantage, good interpersonal relations, financial management, computer literacy, leadership skills, programme management and evaluation skills, valid driver's licence.

Competencies and attributes: Financial management, problem solving and decision making, facilitation skills, plan, organize, plan, lead and control, project management, presentation skill, conflict management. Knowledge of nursing care process and procedure, nursing statues, other relevant legal frameworks, including grievance procedure, PMDS and disciplinary code and procedure. Training and development, report writing. Time management, confidentiality, coaching, and mentoring, under-standing of Public Service policy and legislative framework, service delivery, and client orientation, integrity and honesty, assertiveness, influence and impact. Ability to network. Good interpersonal relation. Financial management, Programme management and evaluation skills, leadership skills.

Responsibilities: Render basic personal health care services to offenders, provide Clinical Care and relevant Primary Health Care programmes, render Medico – Legal services, maintain good medical practice, adhere to medical standards, write reports and keep records, effectively utilize resources, provide emergency medical care including after hours, refer patients to authorized and recognized health care providers, provide training when necessary, liaise with internal and external counterparts regarding healthcare delivery, adhere to departmental policies and orders, implement policy, implement the national drug policy including adherence to essential drug list, perform any other duties as prescribed by the Department of Correctional Services, supervisory responsibility to medical practitioners in the Region (full time and sessional medical practitioners).

CLINICAL PSYCHOLOGIST
FS & NC Region Tswelopele (FS/NC 2019/10/46)
Salary: R512 967 (all-inclusive package)

Requirements: Master's degree in Psychology and registration as Clinical or Counselling Psychologist with the Health Professional Council of South Africa. A minimum of three (3) years appropriate experience as Clinical Psychologist after registration with the 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.

OPERATIONAL MANAGER NURSING: HEALTH CARE SERVICES (PHC) (3 Posts)
FS & NC Region: Kimberley Correctional Centre (FS/NC 2019/10/47)
Tswelopele Correctional Centre (FS/NC 2019/10/48)
Grootvlei Medium A Correctional Centre (FS/NC 2019/10/49)
Salary: R562 800.00 per annum

Requirements: Basic R425 qualification (i.e. Degree/Diploma in Nursing) or an equivalent qualification that allows registration with the South African Nursing Council as a Professional Nurse. A post-basic nursing qualification with duration of at least one (1) year accredited with the SANC in one of the specialities referred to in the relevant OSD. A minimum of nine (9) years appropriate experience in nursing after registration as a Professional Nurse with the SANC in general nursing. At least five (5) years of the period referred to above must be appropriate/recognisable experience in the specific speciality after obtaining the one (1) year post-basic qualification in the relevant speciality (Primary Health Care). Registration with the SANC as Professional Nurse. These requirements are in accordance with the relevant Occupational Specific Dispensation. Valid driver's licence and computer literacy will be an added advantage.

Competencies and Attributes: Understanding of the Public Service Policy and legislative Framework, Program Management, Confidentiality, time management, listening skills, interpersonal skills, client orientation, good communication skills, empathy, tactfulness, integrity and honesty, report writing skills, adaptability, conflict management. Ability to coordinate and collaborate with internal and external stakeholders. Demonstrate an in depth understanding of nursing legislation and related legal and ethical nursing practices and how this impacts on service delivery.

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). Practice nursing and health care in accordance with the relevant laws and regulations. Display a concern for patients, promoting and advocating proper treatment and care including an awareness and willingness to respond to patient's needs, requirements and expectations (Batho Pele Principles). Maintain the quality of nursing data and information and utilize it to advice. Advance and evaluate the quality and cost-effectiveness of nursing care ensure that a comprehensive general nursing service is delivered to patients in a cost effective, efficient and equitable manner at a primary health care facility. Ensure compliance to professional and ethical practice. Ensure clinical nursing practice by the nursing team (unit) in accordance with the scope of practice and nursing standards as determined by the relevant health facility. Promote quality of nursing care as directed by the professional scope of practice and standards as determined by the relevant health facility. Management of human resources, finances and asset.

MR-5 LEGAL ADMIN OFFICER (3 Posts)
FS & NC Region: Kimberley Management Area (FS/NC 2019/10/50)
Grootvlei Management Area (FS/NC 2019/10/51)
Bizzah Makhate Management Area (FS/NC 2019/10/52)
Salary: R 373 389.00 – R 502 893.00 per annum
(Based on Qualifications and recognised experience as per relevant OSD)

Requirements: LLB Degree and 8 years' appropriate post qualification experience gained in a legal administration environment. Admittance as an Attorney/Advocate will add advantage. Valid driver's licence. Excellent verbal and written communication skills. Good negotiation and conflict resolution skills. Computer literacy. Service rendering and creditability.

Competencies and attributes: Policy coordination, 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, 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: The incumbent will provide legal advice to the DCS. Initiate policy amendments in the DCS. Draft memoranda on policy amendments. Draft legislation/legal documents. Receive request from functionaries for legal assistance. Furnish legal advice to personnel. Administer motion applications on the application of policy in the management areas. Maintain legal libraries. Manage finances. Conduct legal research and legal education. Represent the DCS on various forums.

ASSISTANT MANAGER: HEALTH CARE SERVICES
FS & NC Region: Bizzah Makhate (FS/NC 2019/10/53)
Salary: R614 991.00 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 three (3) years on supervisory level. Current proof of registration with the South African Nursing Council as a Professional Nurse/PHC. 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.

DIVISIONAL HEAD: EDUCATION
FS & NC Region: Tswelopele Correctional (FS/NC 2019/10/54)
Salary: R418 356.00 per annum

Requirements: Four year degree in Education with 7 years relevant experience. Post graduate degree will be an added advantage.

Competencies and attributes: Financial management, plan, organize, lead and control, Presentation skill, conflict management, time management, confidentiality, coaching and mentoring, Understanding of Public Service policy and legislative framework including PFMA, service delivery and client orientation, integrity and honesty, assertiveness, influence and impact, communication skills, decision making, problem solving skills, networking/liaison with stakeholders, negotiation skills and conflict management.

Responsibilities: Implement educational programmes for offenders. Implementation of education policy at correctional facilities in the management area. Setting standard for education services in accordance with Government Education Department. The quality assessment of educational services. Ensuring service level standard for education and training. The management of finance and personnel.

SOCIAL WORK SUPERVISOR (3 Posts)
FS & NC REGION: Kimberley Correctional Centre (FS/NC 2019/10/55)
Bizzah Makhate (FS/NC 2019/10/56)
Upington (FS/NC 2019/10/57)
Salary: R384 228.00 per annum

Requirements: 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 a Valid driver's licence.

Competencies and Attributes: Conversant with Acts, policies and legislation pertaining to social work practice. Understanding of human behaviour social systems. Social work intervention, Empowerment, Confidentiality, Time management, listening skills, Interpersonal skills, Client orientation, Good communication skills, Empathy, Tactfulness, Integrity and honesty, Report writing skills, Adaptability, Conflict management. Ability to co-ordinate and collaborate with internal and external stakeholders.

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.

CLINICAL NURSE PRACTITIONER: PHC (9 Posts)
FS & NC Region: Bizzah Makhate Medium B Correctional Centre (FS/NC 2019/10/58)
Bizzah Makhate Youth (FS/NC 2019/10/59)
x2 Goedemoed Medium A Correctional Centre (FS/NC 2019/10/60)
x3 Tswelopele Correctional Centre (FS/NC 2019/10/61)
Kuruman Correctional Centre (FS/NC 2019/10/62)
Douglas Correctional Centre (FS/NC 2019/10/63)
Salary: R 383 226.00 per annum

Requirements: Degree/National Diploma with four years relevant Nursing experience after registration as a professional Nurse with the South African Nursing Council and post graduate qualification in Primary Health Care accredited with the Council. Current registration with the council as a professional Nurse. Valid driver's License. Computer literate. These requirements are in accordance with the Occupational Specific Dispensation.

Competencies and attributes: Knowledge of nursing care process and procedures, nursing statutes and other relevant legal frame works, 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 nursing plan, Implement standards, practices, criteria and indicators for quality nursing. Practice nursing and healthcare in accordance with relevant laws and regulations. Utilise human, material and physical resources efficiently and effectively. Display a concern for patients, promoting and advocating proper treatment and care, including as awareness to respond to patients' needs, requirement and expectations. Maintain a constructive working relationship with nursing and other stakeholders. Management of human and financial resources and assets.

ASD MANAGER FINANCIAL & MANAGEMENT ACCOUNTING (2 Posts)
FS & NC Region: AC Uppington (FS/NC 2019/10/64)
AC Goedemoed (FS/NC 2019/10/65)
Salary: R 376 596.00 per annum

Requirements: Degree/National diploma in Accounting or Financial Management coupled. 3-5 years relevant experience on supervisory post. Knowledge of PFMA, Treasury Regulations and BAS. Proven experience in a BAS environment. Computer literacy. 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: 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

ASD: MANAGER HUMAN RESOURCES DEVELOPMENT
FS & NC Region: AC Groenpunt (FS/NC 2019/10/66)
Salary: R 376 596.00 per annum

Requirements: Degree/National diploma in Human Resource Management or equivalent qualification. 3-5 years relevant experience on the supervisory in post in the field of HRD. Computer literacy. Valid driver's licence.

Competencies and attributes: Policy coordination, 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, 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: Training and development interventions at all levels. Compile the business plan for HRD. Conduct training needs analysis. Compilation of monthly training statistics and annual training reports. Deliver effective HRD administration. Management of learnership programmes and conducts assessment on learners on the Correctional Science Learnership NQF Level 4. Management of the internship programmes. Facilitation of HRD programmes in the Region. Programming and scheduling of training interventions. Evaluation of training as well as monitoring of training and logistical arrangement of training courses. Assist with the marketing of bursaries. Management of human resources, finance and assets

ASD: MANAGER: AGRICULTURE
FS & NC Region: AC Goedemoed (FS/NC 2019/10/67)
Salary: R376 596.00 per annum

Requirements: Relevant Degree/national diploma in Agricultural Science or equivalent qualification with 3-5 years' Supervisory experience in agriculture environment. Sound experience in agricultural and management. Valid drivers' licence. Computer literacy.

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: Promotion of self-sufficiency with regard to agricultural products. Coordinate the implementation of agriculture service. Maintain agricultural production and service standards in the management area. Manage the implementation of Occupation Safety Act in the Agricultural environment (OSD Act). Management of human resources, finances and assets.

SECTION HEAD: EDUCATIONIST
FS & NC Region: Groenpunt Youth (FS/NC 2019/10/68)
Salary: R349 152.00 per annum

Requirements: Four (4) year degree/national diploma in Education with 4 years teaching experience. Valid driver's licence. Registration with the South African Council of Educators. These requirements are in accordance with the relevant Occupational Specific Dispensation. Computer literacy. Valid driver's licence.

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

Responsibilities: Quality assessment of education services. Monitor performance in education services. Evaluate and ensure service levels. Undertake educational research. Investigate learner related complaints. Plan educational activities. Manage human resources, finances and assets. Manage training requirements. Range training workshops.

SAO: MANAGER HUMAN RESOURCES ADMINISTRATION
FS & NC Region: AC Colesberg (FS/NC 2019/10/69)
Salary: R 316 791.00 per annum

Requirements: Degree/National diploma in Human Resource Management or equivalent qualification and 3-5 years relevant experience. PERSAL knowledge, Valid driver's licence. Computer literate.

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

Responsibilities: The effective management of human resources practices. Ensure management of official accommodation. The exercising of control over the establishment. The management of PERSAL. Management of Human Resources, finances and assets.

SAO: CLUBS
FS & NC Region: AC Kimberley (FS/NC 2019/10/70)
Salary: R 316 791.00 per annum

Requirements: Degree/ national diploma in Management/Administration/Finance or equivalent qualification. 3-5 years relevant experience. A valid driver's license. Knowledge of the Companies act and the PFMA. Computer literate. Valid driver's licence.

Competencies and attributes: Financial Management, Plan, organize, lead and control, Conflict management Influence and impact, Understanding of Public Service policy and legislative framework including PFMA, Communication skills, Decision making Report writing, Presentation skill, Problem solving, Team leadership, Policy interpretation, Facilitation skills, Analytical skills, Mentoring and coaching, Confidentiality, Integrity and honesty, Time management, Assertiveness, Ability to network, Service delivery and client orientation, Adaptive, Confident and independent, Willingness to travel, Ability to work under pressure Negotiation skills

Responsibilities: Management of clubs 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. Ensure the implementation of policies and procedures governing clubs and canteens. Ensure the preparation of annual financial statements for audit purposes. Verification and monitoring of the income, Expenditure and investments of clubs. Manage human resources, finance and assets

SAO: PROCUREMENT ADMINISTRATION (2 Posts)
FS & NC Region: AC Kimberley (FS/NC 2019/10/71)
Vereeniging Correctional Centre (FS/NC 2019/10/72)
Salary: R 316 791.00 per annum

Requirements: Degree/ national diploma in Supply Chain Management or equivalent qualification with 3-5 years relevant experience in a supply chain management environment. Knowledge of LOGIS system. Computer Literacy will be an added advantage. Valid driver's licence.

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. Ability to network

Responsibilities: Assist end-user in the drafting of specifications. Arrange for the advertisement of tenders. Assist Bid Evaluation Committees in the evaluation of bids. Liaise with the GSSC on all goods and services, as well as payment of suppliers and services providers. Ensure compliance to all procurement-related legislation. Manage database of contracts. Manage human resource and assets.

SAO INVESTIGATIONS
FS & NC Region: AC Goedemoed (FS/NC 2019/10/73)
Salary: R 316 791.00 per annum

Requirements: Degree/National Diploma or equivalent qualification coupled with 3-5 years relevant experience Valid driver's license. Computer literacy.

Competencies and attributes: Relationship building, innovation and creativity, people management, time management, openness and transparency, integrity and honesty, coaching & mentoring, confidentiality, interpersonal relations, networking and computer skills. Assertiveness, Ability to network, Diplomacy and tact, Resilience, Influence and impact. Assertiveness, Ability to network, Diplomacy and tact, Resilience, Influence and impact.

Responsibilities: Investigate escapes, assaults and injuries to offenders. Investigate injuries to staff and prosecution of staff. Management of human resources, finances and assets.

SAO: PERSONNEL
FS & NC Region: AC Uppington (FS/NC 2019/10/74)
Salary: R 316 791 per annum

Requirements: Degree/ National Diploma in Human Resource Management and 3- 5 five years relevant supervisory experience in similar environment. Valid driver's license. Computer literate.

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

SENIOR STATE ACCOUNTANT: MANAGEMENT ACCOUNTING
FS & NC Region: AC Goedemoed (FS/NC 2019/10/75)
Salary: R 316 791.00 per annum

Requirements: Degree/ national diploma in Accounting or Financial Management with at least 3-5 years relevant experience in Government Financial systems., BAS and Project Management • Proven experience in a BAS environment.

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). Knowledge of the Public Finance Management Act, Treasury Regulations. 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: Implementation of financial accounting policy in the management area in accordance with current procedures • Planning and execution of management accounting functions / inspections • Undertaking of financial investigations. Keep financial accounting system on standard. Execute the responsibilities of officials as stipulated in Section 45 of the Public Finance Management Act. Ensure optimal utilization of resources and support with regard to management of budgets within the framework of relevant legal directives and regulations. Perform budget control and ensure enforcement of financial discipline. Perform responsibilities for logistics and procurement management. Manage the allocation, maintenance, capturing and distribution of the budget for the management area. Render a support service form the Financial Control Office (FCO) in terms of giving financial and budgetary advice to the management area.

SENIOR STATE ACCOUNTANT: FINANCIAL ACCOUNTING (2 Posts)
FS & NC Region: AC Groenpunt (FS/NC 2019/10/76)
AC Bizzah Makhate (FS/NC 2019/10/77)
Salary: R 316 791.00.00 per annum

Requirements: Degree/ national diploma in Accounting or Financial Management with at least 3-5 years relevant experience in Government Financial systems. Valid driver's license. Must be computer literate. Proven experience in a BAS environment.

Competencies and attributes: Plan and organize events properly, lead and control, client orientation & communication, policy analysis and interpretation, report writing, Good communication and presentation skills, Dynamic and professional, problem solving and decision making. Knowledge of the Public Finance Management Act, Treasury Regulations, BAS and Project 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: Implementation of financial accounting policy in the management area in accordance with current procedures • Planning and execution of management accounting functions / inspections • Undertaking of financial investigations. Keep financial accounting system on standard. Execute the responsibilities of officials as stipulated in Section 45 of the Public Finance Management Act. Ensure optimal utilization of resources and support with regard to management of budgets within the framework of relevant legal directives and regulations. Perform budget control and ensure enforcement of financial discipline. Perform responsibilities for logistics and procurement management. Manage the allocation, maintenance, capturing and distribution of the budget for the management area. Render a support service form the Financial Control Office (FCO) in terms of giving financial and budgetary advice to the management area.

ARTISAN FOREMAN GRADE A: PRODUCTION WORKSHOP (6 Posts)

FS & NC Region: Bizzah Makhate

Welder (FS/NC 2010/10/78)

Cabinet Maker (FS/NC 2019/10/79)

Sheet Metal (FS/NC 2019/10/80)

Spray Painter/ Polisher (FS/NC 2019/10/81)

Textile/Tailor Maker (FS/NC 2010/10/82)

Steel (FS/NC 2019/10/83)

Salary: R 304 263.00 per annum

Requirements: Appropriate/ (Accredited Artisan Trade Certificate/Diploma) trade test certificate and 5 years' post qualification experience as an Artisan. Experience in relevant field 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 : Safe custody of offenders; 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: PLUMBER (3 Posts)

FS & NC Region: Groenpunt (FS/NC 2019/10/84)

Kimberley (FS/NC 2019/10/85)

Bizzah Makhate (FS/NC 2019/10/86)

Salary: R 304 263.00 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. 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 : Safe custody of offenders; 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 (2 Posts)
FS & NC Region: Bizzah Makhate (FS/NC 2019/10/87)
Grootvlei (FS/NC 2019/10/88)
Salary: R 304 263.00 per annum

Requirements: Appropriate/ (Accredited Artisan Trade Certificate/Diploma) trade test certificate and 5 years' post qualification experience as an Artisan. Experience in paint 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 : Safe custody of offenders; 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: MECHANIC
FS & NC Region: Groenpunt (FS/NC 2019/10/89)
Salary: R 304 263.00 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 : Safe custody of offenders; 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
FS & NC Region: Bizzah Makhate (FS/NC 2019/10/90)
Salary: R 304 263.00 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 : Safe custody of offenders; 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
FS & NC Region: Bizzah Makhate (FS/NC 2019/10/91)
Salary: R 304 263.00 per annum

Requirements: Appropriate (Accredited Artisan Trade Certificate/Diploma) trade test certificate and 5 years' post qualification experience as an Artisan. Experience in Welding 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 : Safe custody of offenders; 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 (2 Posts)
FS & NC Region: Goedemoed Medium A (FS/NC 2019/10/92)
Bizzah Makhate (FS/NC 2019/10/93)
Salary: R 304 263.00 per annum

Requirements: Appropriate (Accredited Artisan Trade Certificate/Diploma) trade test certificate and 5 years' post qualification experience as an Artisan. Experience in Welding 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 : Safe custody of offenders; 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.

EDUCATIONISTS: M+4: BUSINESS STUDIES
FS & NC Region: Groenpunt Maximum (FS/NC 2019/10/94)
Salary: R 281 646. 00 per annum

Requirements: Four (4) year Degree/Diploma in Education *specializing in Business Studies*. Registration of South African Council of Educators. Computer literate. A valid driver's license. These requirements are in accordance with the relevant Occupational Specific Dispensation for Educationists.

Competencies and attributes: Plan and organize, lead and control 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, knowledge of the Correctional Service Act, 111 of 1998, as amended, influence and impact, presentation skills, conceptual skills and conflict management skills.

Responsibilities: Implement educational programmes for the offenders. Implement educational policy at correctional facilities in the Correctional Centre. Adhere to set standards for education services in accordance with Government Education Departments. Assess educational services. Ensure service level standards for education and training. Manage human resources, finances and assets.

EDUCATIONISTS: M+4: WELDING
FS & NC Region: Upington (FS/NC 2019/10/95)
Salary: R 281 646. 00 per annum

Requirements: Four (4) year Degree/Diploma in Education with registration with the South African Council of Educators coupled with 4 years relevant experience. Registration with the South African Council of Educators. Computer literacy. Valid driver's licence. These requirements are in accordance with the relevant Occupational Specific Dispensation. Computer literacy. Valid driver's licence.

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, knowledge of the Correctional Services Act, Act 111 of 1998, as amended, influence and impact, presentation skills, conceptual skills and conflict management skills.

Responsibilities: Implement educational programmes for offenders. Implement educational policy at correctional facilities 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.

EDUCATIONIST M+4 (SPECIALIZING IN MATHEMATICS AND PHYSICAL SCIENCE)
FS & NC Region: Tswelopele (FS/NC 2019/10/96)
Salary: R 281 646. 00 per annum

Requirements: Four (4) year Degree/Diploma in Education *specializing in Mathematics and Physical Science*. Registration of South African Council of Educators. Computer literate. A valid driver's license. These requirements are in accordance with the relevant Occupational Specific Dispensation for Educationists.

Competencies and attributes: Plan and organize, lead and control 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, knowledge of the Correctional Service Act, Act 111 of 1998, as amended, influence and impact, presentation skills, conceptual skills and conflict management skills.

Responsibilities: Implement educational programmes for the offenders. Implement educational policy at correctional facilities in the Correctional Centre. Adhere to set standards for education services in accordance with Government Education Departments. Assess educational services. Ensure service level standards for education and training. Manage human resources, finances and assets.

EDUCATIONISTS: M+4: CAT
FS & NC Region Tswelopele Correctional Centre (FS/NC 2019/10/97)
Salary: R 281 646. 00 per annum

Requirements: Four (4) year degree/national diploma in Education. 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.

EDUCATIONIST M+4 : AET (4 Posts)
FS & NC Region X2 Douglas: (FS/NC 2019/10/98)
Goedemoed Medium A (FS/NC 2019/10/99)
Upington (FS/NC 2019/10/100)
Salary: R 281 646. 00 per annum

Requirements: Four (4) year Degree in Education with Adult Basic Education and Training. Valid drivers' licence. Registration with the South African Council of Educators. Computer literacy. 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, 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 Correctional Centre. Adhere to set standards for education services in accordance with Government Education Departments. Assess educational services. Ensure service level standards for education and training. Manage human resources and assets.

SOCIAL WORKER GRADE 1
FS & NC Region: Bizzah Makhate Community Corrections (FS/NC 2019/10/101)
Salary: R 257 592.00 per annum

Requirements: Formal tertiary qualification in Social Work (e.g. Bachelor of Social Work) that allows professional registration with the SACSSP. Registration with the SACSSP as a Social Worker. These requirements are in accordance with the relevant OSD. Valid driver's license and computer literacy will be added advantage.

Competencies and attributes: Policy coordination, communication, financial management, project management 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: Provide needs-based social work services to offenders through individual attention, group work and community work. Conduct re-search 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 operational plans are complied with. Management of human resources, finances and assets.

AO: LOGISTIC ADMINISTRATION (2 Posts)
FS & NC Region: AC Grootvlei (FS/NC 2019/10/102)
AC Colesberg (FS/NC 2019/10/103)
Salary: R257 508.00 per annum

Requirements: 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: SUPERVISOR LOGISTICS
FS & NC Region: AC Kimberley (FS/NC 2019/10/104)
Salary: R257 508.00 per annum

Requirements: 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.

AO: PROCUREMENT ADMINISTRATION (2 Posts)
FS & NC Region: AC Grootvlei (FS/NC 2019/10/405)
AC Kimberley (FS/NC 2019/10/106)
Salary: R257 508.00 per annum

Requirements: Degree / National Diploma in Supply Chain Management or equivalent qualification with 1-2 years relevant experience in a supply chain management environment. Knowledge of LOGIS system. Computer Literate. Valid driver's licence.

Competencies and Attributes: Report writing. Problem solving skills. Interpersonal relations. Punctuality. Computer literacy. Conflict resolution. Communication skills. Integrity and honest. Friendly and adapt-ability. Self-discipline. Confident. Ability to work under pressure. Policy implementation. Assertiveness. Influence and impact. Ability to network

Responsibilities: Assist end-user in the drafting of specifications. Arrange for the advertisement of tenders. Assist Bid Evaluation Committees in the evaluation of bids. Liaise with the GSSC on all goods and services, as well as payment of suppliers and services providers. Ensure compliance to all procurement-related legislation. Manage database of contracts. Manage finance and human resource and assets.

STATE ACCOUNTANT: BUDGETS
FS & NC Region: AC Kimberley (FS/NC 2019/10/107)
Salary: R257 508.00 per annum

Requirements: Degree / Diploma Accounting or Financial Management with at least two years relevant experience in Government Financial systems Proven financial and experience. Good knowledge of Public Finance. The ability to perform under pressure. Computer literacy (knowledge of BAS)

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: Manage the infrastructure for finance related practice. Plan activities. Ensure the correctness of documentation before data capturing. Receiving and filing of all captured documentation in line with policy. Management of human resources and assets.

STATE ACCOUNTANT: VOUCHER CONTROL
FS & NC Region: AC Bizzah Makhate (FS/NC 2019/10/108)
Salary: R257 508.00 per annum

Requirements: Degree / Diploma Accounting or Financial Management with at least two years relevant experience in Government Financial systems Proven financial and experience. Good knowledge of Public Finance. The ability to perform under pressure. Computer literacy (knowledge of BAS)

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: Manage the infrastructure for finance related practice. Plan activities. Ensure the correctness of documentation before data capturing. Receiving and filing of all captured documentation in line with policy. Management of human resources and assets.

NETWORK CONTROLLER (IT)
FS & NC Region: AC Groenpunt (FS/NC 2019/10/109)
Salary: R 257 508.00 per annum

Requirements: 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.

PROFESSIONAL NURSE: GENERAL NURSING: GRADE 1 (15 Posts)
FS & NC Region: x2 Grootvlei Maximum Correctional Centre (FS/NC 2019/10/110)
Bizzah Makhate (FS/NC 2019/10/111)
De Aar (FS/NC 2019/10/112)
x 2 Goedemoed Medium A Correctional Centre (FS/NC 2019/10/113)
Edenburg Correctional Centre (FS/NC 2019/10/114)
Upington Correctional Centre (FS/NC 2019/10/115)
x 7 Tswelopele Correctional Centre (FS/NC 2019/10/116)
Salary: R 241 908.00 per annum

Requirements: 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 statures and other relevant legal frame works, including grievance procedure and disciplinary code and procedure, communication, report writing, liaison, coordination, facilitation, problem solving, planning and organizing 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. Utilize 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.

ARTISAN PRODUCTION GRADE A: PLUMBER (3 Posts)

FS & NC Region: Groenpunt (FS/NC 2019/10/117)

Tswelopele (FS/NC 2019/10/118)

Bizzah Makhate (FS/NC 2019/10/119)

Salary: R190 653.00 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 and apprentices. Be responsible for plumbing work, service and repair cold and warm water supply, handle quotations and general administrative work, execute water pressure, air flow and smoke tests.

ARTISAN PRODUCTION: GRADE A: PAINTER (4 Posts)

FS & NC Region: Groenpunt (FS/NC 2019/10/120)

Kimberley (FS/NC 2019/10/121)

X2 Tswelopele (FS/NC 2019/10/122)

Salary: R 190 653.00 per annum

Requirements: Appropriate trade test Diploma, Certificate, underwritten by the Manpower Training Act (Red Seal). Experience as qualified painter will add advantage. Recognition will be given for relevant experience after completion of the trade diploma/certificate. Valid driver's licence. These requirements are in accordance with the relevant Occupational Specific Dispensation.

Competencies and attributes: Team leadership, Technical Analysis knowledge, Computer Aided applications, Knowledge of legal complications, technical report writing, production process knowledge and skills, problem solving and analysis, decision making, teamwork, analytical skills, creativity, self management, customer focus and responsiveness, communication, computer skills, planning and organizing and conflict management.

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

ARTISAN PRODUCTION GRADE A: WOOD MECHANIST

FS & NC Region: Bizzah Makhate(FS/NC 2019/10/123)

Salary: R 190 653.00 per annum

Requirements: An appropriate trade test Diploma/Certificate, underwritten by the Manpower Training Act (red seal) Experience as a qualified boiler maker, recognition will be given for relevant experience after completion of the trade diploma/certificate. These requirements are in accordance with the relevant Occupational Specific Dispensation. Computer literacy.

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 : Safe custody of offenders; 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: CARPENTER

FS & NC Region: Tswelopele (FS/NC 2019/10/124)

Salary: R 190 653.00 per annum

Requirement: An appropriate Trade Diploma/certificate underwritten under Manpower Training Act (Red Seal). Experience in woodwork disciplines will add advantage. Recognition will be given for relevant experience after completion of the Trade diploma/certificate. Valid driver's license. These requirements are in accordance with the Occupational Specific Dispensation.

Competencies and attributes: Plan and organise, report writing, punctuality, 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: Training of offenders as well as apprentices. Execute work as per requisition/orders received from clients. Apply quality control to manufactured products. Costing of products and supply quotes. Execute basic workshop administration.

ARTISAN PRODUCTION GRADE A: BRICKLAYER

FS/NC Region: Tswelopele (FS/NC 2019/10/125)

Salary: R 190 653.00 per annum

Requirements: An appropriate trade test certificate underwritten by the Manpower Training Act (Red Seal), experience as a bricklayer 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: Plan and organise, report writing, punctuality, 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: Design, production, maintenance, performance administrative and related function. Maintain and advance expertise.

CLERK PERSONNEL (2 Posts)
FS & NC Region: AC Goedemoed (FS/NC 2019/10/126)
AC Kimberley (FS/NC 2019/10/127)
Salary: R173 703.00 per annum

Requirements: Grade 12 and relevant experience will be added advantage. Valid driver's license. Computer literate.

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 leave administration, state accommodation, Performance Management, Development System grievances, disciplinary procedure, and injury on Duty, transfers, and termination of services. Communicate policy matters. Arrange personnel meetings. Maintain post establishment. Management of assets.

CLERK PAROLE BOARD
FS & NC Region: AC Bizzah Makhate (2019/10/128)
Salary: R173 703.00 per annum

Requirements: Grade 12 and relevant experience will be added advantage. Computer literacy. A valid driver's license

Competencies and attributes: Plan and organise, client orientation and communication, policy analysis an interpretation, report writing, Knowledge of Public Service Regulations. Service Delivery Innovation, Understanding of safety and security in a correctional environment Knowledge of procurement administration and public finance administration, knowledge of the Correctional Services Act, Act 111 of 1998, as amended Integrity and honesty, confidentiality, interpersonal relations, accuracy, independent networking, influence and impact. Ability to work under pressure Diplomacy and tactful Resilient.

Responsibilities: Preparation of venues for meetings of the Board, Verification of offender information, Documentation control. Update offender database for the Board. Serve as the User Clerk for the Board.

AO: TRANSIT & WAREHOUSE (4 Posts)
FS & NC Region: x 2 AC Uppington (FS/NC 2019/10/129)
AC Goedemoed (FS/NC 2019/10/130)
AC Bizzah Makhate (FS/NC 2019/10/131)
Salary: R173 703.00 per annum

Requirements: Grade 12 and relevant experience will be added advantage. Computer literacy. 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. Management of Human Resources, finances and assets.

SWITCHBOARD OPERATOR
FS & NC Region: AC Groenpunt (FS/NC 2019/10/132)
Salary: R145 281.00 per annum

Requirements: Grade 12 or equivalent qualification. Experience in the operation of the switchboard. Good communication skills as well as a strong and friendly personality.

Competencies and attributes: Plan, organise, lead and control, client orientation, Punctuality, Confidentiality, understanding of Public Service Policy and Legislative framework, service delivery, report writing, Integrity and honesty, Assertiveness, typing skill. Ability to work under pressure.

Responsibilities: Ensure a proper maintenance of the switchboard equipment. Handle telephone calls and redirect calls to other individuals. Keep and updated telephone list. Record for and maintain the register for security related matters. Management of assets.