



**DEPARTMENT OF CORRECTIONAL SERVICES: EASTERN CAPE REGION
APPOINTMENTS UNDER THE CORRECTIONAL SERVICES ACT.**

INSPECTION SERVICES: INSPECTORATE

Eastern Cape Region: Regional Office (Ref: EC- CSA 04)

Salary: R392 004.00 per annum

Requirements: Grade 12 plus Relevant B degree in Social Science or equivalent qualification. Under gone Correctional Services basic training. 3-5 years' experience on supervisory post on Agriculture / Animal Production/ Plant Production/ Horticulture. Valid driver's license. Computer literacy.

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: Assist in the planning and compilation of the annual inspection programme. Assist in the evaluation and identification of deviations from policy. Determine the extent to which internal control measures are effective in the prevention of deviations from policies and procedures. Submit reports on inspection findings to enable management to make informed decisions. Assist institutions that are being reconcilable with the practical operations. Assist in the development and maintenance of inspection tools. Assist with the proper management of finances and other resources allocated to the inspections section. Management of finance, human resources and assets.

INSPECTION SERVICES: INSPECTORATE

Eastern Cape Region: Regional Office (Ref: EC- CSA 05)

Salary: R392 004.00 per annum

Requirements: Grade 12 plus Relevant B degree in Social Science or equivalent qualification. Under gone Correctional Services basic training. 3-5 years' experience on supervisory post on Human Resource Environment. Valid driver's license. Computer literacy.

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: Assist on compilation of the directorate operational plan. Facilitate the annual inspection programme. Conducting of inspections in all management areas, Private Public Partnership (PPP) correctional centres, Conduct inspections in order to comply with the standards set to support management in dealing with the risk of non-compliance. Facilitate the development and continuous maintenance of inspection tools. Coordination and analysis of all inspection reports and bi-monthly regional certifications. Management of human resources, finance and assets

APPOINTMENTS UNDER THE PUBLIC SERVICE ACT

OPERATIONAL MANAGER: NURSING SERVICES (PHC)

Eastern Cape Region: St Albans Management Area (Port Elizabeth Correctional Centre) (Ref: EC- PSA 26)

Salary: R562 800.00 per annum

Requirements: Grade 12 plus Degree/diploma in Nursing or an equivalent qualification that allows registration with the South African Nursing Council (SANC) 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 5 years of the period referred to above must be appropriate experience after obtaining the 1 year post-basic qualification in the relevant speciality (Primary Health Care). Current registration with the South African Nursing Council as a Professional Nurse. Valid driver's licence. Computer literate 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 performance information. Management of human resources, finances and assets.

ARTISAN FOREMAN GRADE A: RADIO TECHNICIAN

Eastern Cape Region: St Albans Management Area (St Albans Med B) (Ref: EC- PSA 42)

Salary: R304 263.00 per annum

Requirements: Appropriate (Accredited Artisan Trade Certificate) trade test qualification with five (5) years' post qualification experience as an Radio Technician. Valid driver's licence. These requirements are in accordance with the relevant Occupational Specific Dispensation.

Competencies and Attributes: Relationship building, innovation & creativity, People management, Time management, Openness & transparency, Integrity & honesty, Coaching & mentoring, Confidentiality, Interpersonal relations, Networking, Tact and Computer skills. Basic knowledge of SCM procurement processes. Knowledge of OHS Act and compliance matters.

Responsibilities: The quality assessment of all radio services. Train apprentices. Responsible for service and repairs to all portable two way radios. Installation of new two way radios in state vehicles. Installation of base stations at Correctional Centres. Installation of repeater on the mountains. Handle quotations, work orders and general administrative work. Control over workplaces and tools. Ensure health & safety of all radio installations.

NB!!! THIS IS A RE- ADVERTISEMENT; PEOPLE WHO PREVIOUSLY APPLIED FOR POST OF RADIO TECHNICIAN ARE ENCOURAGED TO RE-APPLY

ARTISAN FOREMAN GRADE A: REFRIGERATOR

Eastern Cape Region: St Albans Management Area (St Albans Med B) (Ref: EC- PSA 43)

Salary: R304 263.00 per annum

Requirements: Appropriate/ (Accredited Artisan Trade Certificate) trade test qualification with 5 year's post qualification experience as an Refrigeration Technician. Valid driver's licence. These requirements are in accordance with the relevant Occupational Specific Dispensation.

Competencies and Attributes: Relationship building, innovation & creativity, People management, Time management, Openness & transparency, Integrity & honesty, Coaching & mentoring,

Confidentiality, Interpersonal relations, Networking, Tact and Computer skills. Basic knowledge of SCM procurement processes. Knowledge of OHS compliance matters.

Responsibilities: The quality assessment of all Heating, Ventilation & Air Conditioning and refrigeration services. Train offenders and apprentices. Responsible for all HVAC and industrial refrigeration work, service and repair to existing installations. Handle quotations, work orders and general administrative work. Control over workplaces and tools. Ensure health & safety of all refrigeration installations in the Region. Perform standby duties.

NB!!! THIS IS A RE- ADVERTISEMENT; PEOPLE WHO PREVIOUSLY APPLIED FOR POST OF REFRIFERATOR ARE ENCOURAGED TO RE-APPLY

ARTISAN FOREMAN GRADE A: ELECTRICIAN X3

Eastern Cape Region: St Albans Management Area (St Albans Med B) (Ref: EC- PSA 44)

Salary: R304 263.00 per annum

Requirements: Appropriate (Accredited Artisan Trade Certificate) trade test qualification with 5 year's post qualification experience as a qualified Artisan. Wireman's licence. 3 Phase installer. Valid driver's licence. These requirements are in accordance with the relevant Occupational Specific Dispensation.

Competencies and Attributes: Relationship building, innovation & creativity, People management, Time management, Openness & transparency, Integrity & honesty, Coaching & mentoring, Confidentiality, Interpersonal relations, Networking, Tact and Computer skills. Basic knowledge of SCM procurement processes. Knowledge of SANS 10142. Knowledge of OHS Act and compliance matters.

Responsibilities: The quality assessment of all electrical services in the Management area. Train offenders and apprentices. Responsible for electrical work, service and repair to existing electrical installations. Handle quotations, work orders and general administrative work. Control over workplaces and tools. Ensure health & safety of all electrical installations in the Management Area. Perform standby duties.

NB!!! THIS IS A RE- ADVERTISEMENT; PEOPLE WHO PREVIOUSLY APPLIED FOR POST OF ELECTRICIAN ARE ENCOURAGED TO RE-APPLY

ARTISAN PRODUCTION GRADE A: UPHOLSTERY

Eastern Cape Region: St Albans Management Area (St Albans Medium B Correctional Centre) (Ref: EC- PSA 75)

Salary: R190 653.00 per annum

Requirements: An appropriate (Accredited Artisan Trade Certificate) trade test qualification underwritten by the Manpower Training Act with 3 yrs post qualification exp as a qualified artisan. 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 honest, Coaching and mentoring, Confidentiality, Interpersonal relation & networking. Knowledge of OHS Act and compliance matters

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

NB!!! THIS IS A RE- ADVERTISEMENT; PEOPLE WHO PREVIOUSLY APPLIED FOR POST OF UPHOLSTERY ARE ENCOURAGED TO RE-APPLY

ARTISAN PRODUCTION GRADE A: WOOD MACHINIST/CABINET MAKER X2
Eastern Cape Region: St Albans Management Area (St Albans Medium B Correctional Centre)
(Ref: EC- PSA 76)

Salary: R190 653.00 per annum

Requirements: Appropriate (Accredited Artisan Trade Certificate) trade test qualification with 2 year's post qualification experience as a qualified artisan. 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. Knowledge of OHS Act and compliance matters

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

NB!!! THIS IS A RE- ADVERTISEMENT; PEOPLE WHO PREVIOUSLY APPLIED FOR POST OF UPHOLSTERY ARE ENCOURAGED TO RE-APPLY

ARTISAN PRODUCTION GRADE A: ELECTRICIAN
Eastern Cape Region: Kirkwood Management Area (Kirkwood Correctional Centre)
(Ref: EC- PSA 77)

Salary: R190 653.00 per annum

Requirements: An appropriate/ (Accredited Artisan Trade Certificate underwritten by the Manpower Training Act (Red Seal). 2 years experience as a qualified Electrician. 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, net-working and tact.

Responsibilities: Train offenders in the applicable trade. Execute work as per requisition/orders received from clients. Perform standby duties. Apply quality control to manufactured products. Costing of product and supply quotes. Execute basic workshop administration. Control over workplaces and tools. Ensure health & safety of all electrical installations in the Management Area. Perform standby duties.

Closing date: 07 February 2020 @ 15h45

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

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

Applicants must note that further checks will be conducted once they are shortlisted and that their appointment is subject to positive outcomes on these checks, which include security clearance, security vetting, qualification verification, and criminal records verification. **Appointment to some of these**

posts will be provisional, pending the issue of a security clearance. If you cannot get a security clearance, your appointment will be re-considered/possibly terminated. Finger prints may be taken on the day of interviews. Take note that in certain posts competency based assessment will be conducted.

THE DEPARTMENT OF CORRECTIONAL SERVICES RESERVES THE RIGHT NOT TO FILL ANY OF THESE ADVERTISED POSTS.

Applications: For applications to be accepted, applications must be submitted on form Z83 (Public Service Application form), obtainable from any Public Service Department, and must be completed in full. Applications must be accompanied by a CV and certified copies of qualifications and ID NOT older than 6 months. Where an advertisement states that a valid Driver's Licence is required, then please submit a certified copy of your licence. Please send a separate and complete application for each post you apply for, stating the correct reference for each position you are interested in.

Faxed and e-mailed applications will not be accepted: Candidates must comply with the minimum appointment requirements. CV's should be aligned to reflect one's degree of compliance with the above-mentioned requirements and responsibilities. Applications must reach DCS before the closing date and time. It is the sole responsibility of an applicant to ensure that their application reaches DCS before the stipulated closing date and time.

NB!!!!

- 1. The requirements of each position are in accordance with the Relevant Occupational Specific Dispensation.**
- 2. As the Department is obliged to improve on its gender representative levels, people with disabilities are especially invited to present their candidature. Employment Equity targets of the Department will be adhered to.**
- 3. The post advertisement is also placed on the intranet under News: Post advertisements and it is available on the → DCS website: WWW.DCS.GOV.ZA Vacancies, for your convenience.**
- 4. Indicate the reference number, Regional Office, Management Area and Correctional Centre and position you are applying for on your application form (Z83) and post your complete application to the following address:**

EASTERN CAPE REGION:

Postal Address : Head Recruitment, Private Bag X 9013, East London, 5200

Contact person : Ms. Z Myataza at (043) 706 7866

Physical Address: Department of Correctional Services, Block E, Ocean Terrace, Moore Street, Quigney, East London, 5200