



**DEPARTMENT OF CORRECTIONAL SERVICES**

**APPOINTMENTS UNDER THE CORRECTIONAL SERVICES ACT**

**DEPUTY DIRECTOR: HEAD CORRECTIONAL CENTRE X2**

**Eastern Cape Region: Amathole Management Area (Middledrift Correctional Centre)(Ref: CSA 1/2018) St Albans Management Area (St Albans Medium B) (Ref: CSA 2/2018)**

**Salary: R809 802 All-inclusive package**

**Requirements:** Grade 12 and Degree / National Diploma in Behavioural Sciences and successful completion of Corrections Science Learnership. 7 years' experience in a supervisory post. 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, 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,

**Responsibility:** 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 to outcomes on the risk trends. Management of performance information. Manage human resources, finances and assets.

**AREA COORDINATOR: CORRECTIONS X3**

**Eastern Cape Region: Amathole Management Area (Area Commissioner's Office) (Ref: CSA 3/2018 ), Mthatha Management Area (Area Commissioner's Office) (Ref: CSA 4/2018), Kirkwood Management Area (Area Commissioner's Office) (Ref: CSA 5/2018 )**

**Salary: R719 493 All-inclusive package**

**Requirements:** Grade 12 and Recognised three (3) year degree/National Diploma or equivalent qualification in Behavioural Science, 7 years relevant experience on supervisory post. Successful completion of Corrections Science Learnership/Basic Training. Valid driver's licence. Computer literacy.

**Competencies and attributes:** Firearm skills and the use of relevant security technology. communication, project and programme management, transformation management, change management, stakeholder management, problem solving, analysis, service delivery innovation, decision making, people management and empowerment, In depth understanding of safety and security in a correctional environment. integrity and honesty, confidentiality, good Interpersonal relations, knowledge of the Correctional Services Act, Act 111 of 1998, as amended, assertiveness, ability to network and diplomacy.

**Responsibilities:** Implement and monitor correctional, security and facility policies and

procedures. Coordinate the collation and dissemination of security and correction information. Coordinate activities relating to critical DCS support structures such as the Parole Boards and Office of the Inspecting Judge within the management area. Promote corrections and security awareness. Manage the emergency support systems. Provision of early warning intelligence correction and security risks. Manage human resources, finance and assets.

**ASSISTANT DIRECTOR: HEAD CORRECTIONAL CENTRE X 2**

**Eastern Cape Region: Amathole Management Area (Grahamstown Correctional Centre) (Ref: CSA 6/2018), (Fort Beaufort Correctional Centre) (Ref: CSA 7/2018)**

**Salary: R429 933 per annum**

**Requirements:** Grade 12 and Degree / National Diploma in Behavioural Sciences and successful completion of Corrections Science Learnership. 7 years' experience in a supervisory post. 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, 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,

**Responsibility:** 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 to outcomes on the risk trends. Management of performance information. Manage human resources, finances and assets.

**CENTRE COORDINATOR: CASE MANAGEMENT COMMITTEE**

**Eastern Cape Region: Mthatha Management Area (Mthatha Medium) (Ref: CSA 8/2018)**

**Salary: R429 933 per annum**

**Relevant:** Grade 12 and Degree/ND in Behaviour Science or equivalent qualifications 7 years relevant experience on supervisory post. 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, transformation management, change management, stakeholder management, problem solving, analysis, service de-livery 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.

**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 performance information. Management of human resources, logistical administration and assets.

**INSPECTION SERVICES: INSPECTORATE**

**Eastern Cape Region: Regional Office (Ref: CSA 9/2018)**

**Salary: R370 866 per annum**

**Requirements:** Grade 12 and Relevant B degree/national diploma and 3-5 years' experience on supervisory post Financial and logistical procedure manuals and transport procurement and asset management manuals. Valid driver's licence. 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.

#### **CENTRE COORDINATOR: CORRECTIONS X2**

**Eastern Cape Region: Amathole Management Area (Grahamstown Correctional Centre) (Ref: CSA 10/2018 ), St Albans Management Area (Patensie Correctional Centre) (Ref: CSA 11/2018 )**

**Salary: R360 060 per annum**

**Requirements:** Grade 12 and Degree / National Diploma in Behavioural Sciences and successful completion of Corrections Science Learnership. 7 Years relevant experience gained in a supervisory post. Top secret security classification, Valid driver's license. Computer literate.

**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. Coordinate the collation and dissemination of corrections information. Coordinate activities relating to rehabilitation, case management administration and unit management systems. Promote corrections and security activities. Management of performance information. Management of financial and human resources and assets.

#### **CENTRE COORDINATOR: CASE MANAGEMENT COMMITTEE**

**Eastern Cape Region: Amathole Management Area (Grahamstown Correctional Centre) (Ref: CSA 12/2018)**

**Salary: R360 060 per annum**

**Requirements:** Grade 12 and Degree / National Diploma in Behavioural Sciences and successful completion of Corrections Science Learnership. 7 Years relevant experience gained in a supervisory post. Top secret security classification, Valid driver's license. Computer literate.

**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.

**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 performance information. Management of human resources, logistical administration and assets.

#### **HEAD SATELLITE COMMCOR X2**

**Eastern Cape Region: Amathole Management Area (Middledrift COMMCOR) (Ref: CSA**

**13/2018), Kirkwood Management Area (Kirkwood COMMCOR) (Ref: CSA 14/2018)**

**Salary: R360 060 per annum**

**Requirements:** Grade 12 and Degree / National Diploma in Behavioural Sciences and successful completion of Corrections Science Learnership. 7 Years relevant experience gained in a supervisory post. Top secret security classification, Valid driver's license. Computer literate.

**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.

**Responsibilities:** Manage monitoring services. Oversee implementation of court sentences. Ensure the implementation of community corrections policies and procedures. Participate in case review team for community corrections. Facilitate the provision of social work and Community service programmes. Management of performance information. Manage human resources, finance and assets.

**SECURITY MANAGER: DH: CASE MANAGEMENT ADMINISTRATION**

**EASTERN CAPE Region: Kirkwood Management Area: Kirkwood Correctional Centre  
(Ref: CSA 15/2018)**

**Salary: R360 060 per annum**

**Requirements:** Grade 12 and Relevant B degree/National Diploma and 7 years relevant experience in a supervisory level. These requirements are in accordance with the Occupational relevant Specific Dispensation. Top secret security classification as an added advantage. Successful completion of Corrections Science Learnership/Basic Training. Valid driver's licence. Computer literacy.

**Competencies and attributes:** Firearm skills and the use of relevant security technology. communication, project and programme management, transformation management, change management, stakeholder management, problem solving, analysis, service delivery Innovation, decision making, people management and empowerment, in depth understanding of safety and security in a correctional environment, integrity and honesty, confidentiality, good inter-personal relations, knowledge of the Correctional Services Act, Act 111 of 1998, as amended, assertiveness, ability to network and diplomacy.

**Responsibilities:** Manage admission and release of inmates. Control inmate's movement. Administrate inmate's cash. Maintain inmate's records. Administrate fine/bail payments. Administrate inmates labour. Maintain safe custody by personnel. Manage intimate's privileges. Management of financial and human resources and assets.

**SECURITY MANAGER: DIVISIONAL HEAD SECURITY**

**Eastern Cape Region: Mthatha Management Area (Mthatha Medium) (Ref: CSA 16/2018 )**

**Salary: R360 060 per annum**

**Requirements:** Grade 12 and Recognised Degree / National Diploma in Behavioural sciences and Successful completion of Corrections science learner ship/ Basic Training. 7 Years relevant experience on supervisory post in a similar environment. These requirements are in accordance with the relevant Occupational Specific Dispensation. Top secret security classification, Valid Driver's License and 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 inter-personal relations, knowledge of the Correctional Services Act, Act 111 of 1998, as amended, assertiveness,

ability to network and diplomacy.

**Responsibilities:** Monitor access control to correctional centre's grounds. Manage internal security. Ensure that offenders are escorted to court, doctors and hospital safely. Ensure the safe custody for offenders. Ensure the guarding of offenders in external hospitals and at work teams. Control access of offenders to and from the unit and to the cells. Ensure control and allocation of security equipment to staff. Patrol at the section (general accommodation areas, single cells, kitchens, hospitals and work sections. Escort offenders inside the centre to, e.g. to Social Workers, CMC, Psychological services and educationists. Mann security systems. Supervise visits to offenders. Search offenders entering and leaving the section. Management of resources.

#### **UNIT MANAGER X 5**

**Eastern Cape Region: Kirkwood Management Area: Kirkwood Correctional Centre X2 (Ref: CSA 17/2018 ), St Albans Management Area (St Albans Med B)X2 (Ref: CSA 18/2018), St Albans Maximum (Ref: CSA 19/2018 )**

**Salary: R360 060 per annum**

**Requirements:** Grade 12 and Degree / National Diploma in Behavioural Sciences and successful completion of Corrections Science Learnership. 7 Years relevant experience gained in a supervisory post in the security stream. Top secret security classification, Valid driver's license. Computer literate.

**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. Management of performance information. Manage human resource, finance and assets.

#### **CENTRE COORDINATOR: OPERATIONAL SUPPORT**

**Eastern Cape Region: Sada Management Area (Middleburg Correctional Centre) (Ref: CSA 20/2018)**

**Salary: R360 060 per annum**

**Requirements:** Grade 12 and Degree / National Diploma in Behavioural Sciences and successful completion of Corrections Science Learnership. 7 Years relevant experience gained in a supervisory post. Top secret security classification. Valid driver's licence. Computer literate.

**Competencies and attributes:** Firearm skills and the use of relevant security technology. communication, project and programme management, transformation management, change management, stakeholder management, problem solving, analysis, service delivery Innovation, decision making, people management and empowerment, in depth understanding of safety and security in a correctional environment, integrity and honesty, confidentiality, good interpersonal relations, knowledge of the Correctional Services Act, Act 111 of 1998, as amended, assertiveness, ability to network and diplomacy.

**Responsibilities:** Execution of control regarding safe custody, physical care and treatment. Create a secure environment conducive for rehabilitation. Execution of control regarding the establishment and rendering of security. Provide advice on departmental policy directives. Management of inmates' safe custody (internal and external security). Management of development and care and health care services. Management of performance information. Management of human resources and assets.

#### **CENTRE COORDINATOR: STAFF SUPPORT X5**

**Eastern Cape Region: Sada Management Area (Middleburg Correctional Centre) (Ref: CSA**

**21/2018), Butterworth Correctional Centre (Ref: CSA 22/2018), St Albans Management Area (Med A Correctional Centre) (Ref: CSA 23/2018), Mthatha Management Area (Mthatha Medium Correctional centre) (Ref: CSA 24/2018), Mthatha Remand (Ref: CSA 25/2018)**

**Salary: R360 060 per annum**

**Requirements:** Grade 12 and Degree / National Diploma in Behavioural Sciences and successful completion of Corrections Science Learnership. 7 Years relevant experience gained in a supervisory post. Top secret security classification, Valid driver's license. Computer literate.

**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 resource and related functions to the correctional centre. Effective management of the registration activities. Ensure proper dissemination of information for the correctional centre. Manage duty register and leave arrangements. Management of performance information. Management of human resources finances and assets.

#### **HEAD CORRECTIONAL CENTRE**

**Eastern Cape Region: Sada Management Area: Lady Frere Correctional Centre (Ref: CSA 26/2018)**

**Salary: R360 060 per annum**

**Requirements:** Grade 12 and Degree / National Diploma in Behavioural Sciences and successful completion of Corrections Science Learnership. 7 Years relevant experience gained in a supervisory post. Top secret security classification, Valid driver's license. Computer literate..

**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.

**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 to outcomes on the risk trends. Management of performance information. Manage human resources, finances and assets.

#### **MANAGER CORRECTIONS NCB 2**

**Eastern Cape Region: St Albans Management Area (Area Commissioners Office) (Ref: CSA 27/2018 )**

**Salary: R311 997 per annum**

**Requirements:** Grade 12 and Degree / National Diploma in Behavioural Sciences and successful completion of Corrections Science Learnership. 7 Years relevant experience gained in a supervisory post. These requirements are in accordance with the Occupational Specific Dispensation. Top secret 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, 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.

**Responsibility:** Manage and process documentation to and from prisons and community corrections. Management of classified information. Management of policy documentation of DCS. Investigation of incidents. Management of human resources and assets.

#### **SECRETARY PAROLE BOARD X2**

**Eastern Cape Region: Sada Management Area (Cradock Parole Board) (Ref: CSA 28/2018 ),  
(Sada Parole Board ) (Ref: CSA 29/2018)**

**Salary: R311 997 per annum**

**Requirements:** Grade 12 and Relevant NQF 6 qualification in Behavioural Science. 5 years relevant experience gained in a production post. Successful completion of Corrections Science Learnership Programme/Basic Training. Valid driver's licence. Computer literate.

**Competencies and attributes:** Firearm skills and the use of relevant security technology. Communication, stakeholders management, Problem solving, Service Delivery Innovation, decision making. People Management and Empowerment, 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. Computer literacy.

**Responsibility:** Scheduling of meetings of the Board, 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.

#### **APPOINTMENTS UNDER THE PUBLIC SERVICE ACT**

##### **REGIONAL COORDINATOR: SPECIAL PROGRAMMES**

**Eastern Cape Region: Regional Office (Ref: PSA 1/2018)**

**Salary: An all-inclusive package of R 697 011 per annum**

**Requirements:** Grade 12 and Relevant B degree/ND in Human Resource Management with 3-5 years experience in middle management in comparable environment. Valid driver's licence. Computer literacy.

**Competencies and attributes:** Policy coordination, Financial management, Communication, Facilitation skills, 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 Legislation Framework, Assertiveness, Ability to network, Diplomacy and tact influence and impact.

**Responsibilities:** Promotion of the code of conduct of the Department, Coordination of all EAP operations in the region. Promotion of gender sensitivity in the Region. Ensuring of the gainful employment of disabled. Ensuring of the alignment of DCS policies, Policy coordination of sports, Management of sport event in the region, Maintenance of performance plans of subordinates. Assessment of subordinates, Ensure compliance with DCS HR policies /directives Budgeting of funds. Compliance business plans. Accountable for the sport and recreation.

##### **REGIONAL COORDINATOR: HUMAN RESOURCE MANAGEMENT & SUPPORT**

**Eastern Cape Region: Regional Office (Ref: PSA 2/2018 )**

**Salary: An all-inclusive package of R 697 011 per annum**

**Requirements:** Grade 12 and a recognized 3 year degree or diploma in HR Management / Administration plus 3-5 years experience on Middle Management level. Exposure in a strategic management environment will be advantageous. Sound knowledge of Human Resources, HR Policies and related matters. Strategic capability, analytical and negotiation skills. Knowledge of the disciplinary procedure code and relevant legislation. Excellent skills in the following areas. Decision making, problem solving, and communication (verbal and

written), networking, conflict management, negotiation, policy implementation Knowledge of the following policies: All HR Policies related to leave, performance assessment, recruitment, transfers, service benefits, service terminations etc. In-depth knowledge of the following legal mandates: PFMA, Employment Equity Act, Employee Relations, Basic Conditions of Employment Act, Occupational Health and Safety Act would be an advantage.

**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.

**Responsibility:** Control cost effective personnel administration and utilization. Co-ordinate the operation for personnel functions in the Region. Facilitate the implementation of policy within the framework of national policy; manage strategies in accordance with the departmental mission. Formulate overall strategies and objectives. Manage the Directorate towards effective HR Provisioning within the Region. Conduct research in order to provide inputs to Head Office for the development and refinement of National HR policies and procedures on Service Termination, Remuneration Control, Service Benefits, Transfers, Appointment and recruitment, allowances etc. Provide effective HR Administration functions to all Regional Office Personnel.

**SENIOR LEGAL ADMINISTRATION OFFICER (MR 6)**  
**Eastern Cape Region: Regional Office (Ref: PSA 3/2018)**  
**Salary: R448 269-R 1 084 437 (all-inclusive package).**

**Requirements:** Grade 12 plus LLB Degree or equivalent qualification and 8 years post graduate legal experience. Valid driver's licence. Computer literacy.

**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 skills, Conflict management, Report writing ,Computer literate, Training and development ,Time management ,Confidentiality, Coaching and mentoring, Understanding of Public Services policy and legislative framework, Services delivery and client orientation, Integrity and honest, Assertiveness, Ability to network.

**Responsibility:** Initiation of policy amendments in DCS, Rendering of legal opinions on the activities of the Department, Providing of legal training, Administration of claims against the DCS, Undertaking of hearing/trials administration, Administration of motion applications on the application of policy in the management area, Administration of motion application on the content of policy in the DCS, Maintenance of legal libraries , handling of arbitration cases, Planning of activities, Management of Resources.



**AREA COORDINATOR: CORPORATE SERVICES**

**Eastern Cape Region: Sada Management Area (Area Commissioners Office) (Ref: PSA 4/2018)**

**Salary: An all-inclusive package of R 697 011 per annum**

**Requirements:** Grade 12 and a recognized 3 year degree or diploma in HR Management / Administration plus proven experience on Middle Management level. Exposure a strategic management environment will be advantageous. Sound knowledge of Human Resources, HR Policies and related matters. Strategic capability, analytical and negotiation skills. Knowledge of the disciplinary procedure code and relevant legislation. Excellent skills in the following areas. Decision making, problem, problem solving, and communication (verbal and written), networking, conflict management, negotiation, policy development Knowledge of the following policies: All HR Policies related to leave, performance assessment, recruitment, transfers benefits service terminations etc. In-depth knowledge of the following legal mandates: PFMA, Employment Equity Act, Employee relations act, Basic conditions of employment act, Occupational Health and Safety Act would be an advantage. A valid drivers licence.

**Competencies and Attributes:** Policy coordination, Financial management, Communication, Facilitation skills, 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:** Effective coordination of human resources policies and procedures at Management Area level. Coordinate Human Resources Provisioning, Utilization, Development, Communication, Information Technology, Special programmes (EAP, HIV/AIDS, and Equity), Legal Services and Employee Relations in the management area. Management of performance information. Management of human resources, finance and assets.

**PHARMACIST GRADE 1**

**Eastern Cape Region: East London Management Area (Ref: PSA 5/2018 )**

**Salary: An all-inclusive package of R655 980 per annum**

**Requirements:** Grade 12 and Four (4) year Degree in Pharmacy or equivalent qualification. Registration with the South African Pharmacy Council as a Pharmacist. Computer literate. Valid driver's licence. These requirements are in accordance with the relevant Occupational Specific Dispensation.

**Competencies and Attributes:** Financial management, Problem Solving and decision making, Facilitation skills, Plan organise lead and control, Knowledge of the Public Health and Pharmaceutical system, Presentation skills, Conflict management, Report writing, confidentiality, Understanding of Public Service Policy and Legislative Framework, Service delivery and Client orientation, Integrity and honesty, Assertiveness, Influence and impact, Ability to network.

**Responsibilities:** Manage the pharmacy facility in terms of applicable legislation, regulations and policies, Perform pharmacy risk management and networking (internal and stakeholders), Issuing and control of medicines. Manage human resource, finance and assets.

**OPERATIONAL MANAGER: NURSING SERVICES (PHC) X 3**

**Eastern Cape Region: East London Management Area (Mdantsane Correctional Centre)  
(Ref: PSA 6/2018), St Albans Management Area (St Albans Med B)X2 (Ref: PSA 7/2018 )**

**Salary: R532 449 per annum**

**Requirements:** Grade 12 and 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.

**ASSISTANT MANAGER: HEALTH CARE SERVICES (GENERAL)**

**Eastern Cape Region: Kirkwood Management Area (Area Commissioners Office) (Ref: PSA 8/2018)**

**Salary: R532 449 per annum**

**Requirements:** Grade 12 and Degree/National Diploma in Nursing or an equivalent qualification that allows registration with the South African Nursing Council as a Professional Nurse. A minimum of 7 years appropriate experience in nursing after registration as a Professional Nurse with the SANC. Valid driver's license. Computer literate.

**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:** 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. Practise nursing and healthcare in accordance with the

relevant laws and regulations. Promoting and advocating proper treatment and care in line with Batho Pele principles. Maintain the quality of nursing data and information and utilise it to advice, advance and evaluate the quality and cost-effectiveness of nursing care. Coordinate Programs for HIV/AIDS. Manage rendering of Nutritional Services in the Management Area Management of human resources Finances and assets.

#### **MANAGER: EDUCATION & TRAINING**

**Eastern Cape Region: Kirkwood Management Area: Area Commissioners Office, (Ref: PSA 9/2018)**

**Salary: R391 677 per annum**

**Requirements:** Grade 12 and Degree/ND in Education and 5 years relevant experience as supervisor. Post graduate degree will be an added advantage. Must be professional. Ability to plan and organise. Sound communication skills. Valid driver's licence.

**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.

**Responsibility:** Responsible for the administration of education and training. Manage budget of education and training. Advise the Area Commissioner. Responsible for personal development within the Area. Responsible for the total establishment of the Area. Initiate policy with regard to sport and recreation, libraries and life skills programmes. Manage education and training system. Liaise with external role players regarding education and recreation opportunity. Manage human resource, finances and assets.

#### **CLINICAL NURSE PRACTITIONER X4**

**Eastern Cape Region: Amathole Management Area: Middledrift Correctional Centre X2 (Ref: PSA 10/2018), Grahamstown Correctional Centre (Ref PSA 11/2018), Sada Management Area (Sada Correctional Centre) (Ref: PSA 12/2018)**

**Salary: R362 559 per annum**

**Requirements:** Grade 12 and Degree/Diploma in Nursing or an equivalent qualification that allows registration with the South African Nursing Council as a Professional. A minimum of 4 years appropriate/recognisable nursing experience after registration as a Professional Nurse with the SANC in General Nursing. Post Basic qualification with duration of at least 1 year in Curative skills in Primary Health Care accredited with the SANC. Current registration with the South African Nursing Council as a Professional Nurse. Valid driver's licence. Computer literate. These requirements are in accordance with the relevant Occupational Specific Dispensation.

**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 skills, Conflict management, Report writing, Computer literate, Training and development, Time management, Confidentiality, Coaching and mentoring, Understanding of Public Services policy and legislative framework, Services delivery and client orientation, Integrity and honest, Assertiveness, Ability to network.

**Responsibilities:** Supervise the routine examination of offenders and treatment of minor ailments according to scope of practise. Supervise the assistance of immobile offender patients. Supervise the administration of medicine and other treatments. Supervise first aid and emergency series. Supervise sterilisation of equipment facilities. Supervise the updating of offenders/s records. Counsel offender patients. Supervise medicine control maintain safe custody by nursing personnel. Identify offenders for medicine. Not medical condition as instructed by doctors. Manage human resources finance and assets.

**ASSISTANT DIRECTOR: TECHNICIAN FACILITIES**  
**Eastern Cape Region: Regional Office (Ref: PSA 13/2018)**  
**Salary: R356 289 per annum**

**Requirements:** Grade 12 and N Diploma in engineering or equivalent. Trade certificate in either electrical as 3 phase installer or master electrician or Trade test in millwright with 3 years' post trade qualification. Driver's licence

**Competence and Attribute:** Knowledge of installation rules; Kitchen equipment; Fire fighting equipment; Boilers; Hot water generating system; Heat pumps; Knowledge of electrical installation and fault finding; Management of artisans in different trades; Knowledge of OHS ACT

**Responsibilities:** Manage maintenance of infrastructure in the region more especially mechanical and electrical installation. Conduct fault finding and recommend or perform remedial action. Lead own resource projects; Manage and develop artisans in the region; Ensure compliance of facilities with OHS ACT.

**MANAGER: LOGISTICS**  
**Eastern Cape Region: Regional Office (Ref: PSA 14/2018)**  
**Salary: R356 289 per annum**

**Requirements:** Grade 12 and Degree / National Diploma in Supply Chain Management or equivalent qualification with 3 – 5 years' experience in Supply Chain Management/ Purchasing Management, Logistics, Supply Chain Management, Stores and Inventory Management or any equivalent qualification. Knowledge of PAS 2.6 and LOGIS. Knowledge of PFMA and Treasury Regulations. Computer literacy. Valid driver's licence.

**Competencies and attributes:** Plan, organize, 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 frame work (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.

**Responsibility:** The incumbent will be responsible for the implementation of logistical policies in the Management Areas. Manage personnel. Check and control incoming and outgoing stock. Ensure the quality and quantity of item delivered, received and distributed. 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. Submit statistics on operational training to management and monitoring and report thereon. Evaluate logistical training.

**MANAGER: FACILITIES AND SECURITY**  
**Eastern Cape Region: Kirkwood Management Area (Ref: PSA 15/2018)**  
**Salary: R356 289 per annum**

**Requirements:** Grade 12 and Degree/National Diploma in building related disciplines/Security or equivalent qualification with years supervisory experience. Driver's license. Computer literacy.

**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:** Implement the policies to relevant role players. Supervise access control to correctional centre grounds. Supervise the manning of watch towers. Supervise the escort of inmates to courts, doctor's rooms/hospital etc. Assess security services. Improve standard of physical security in the management area. Manage Emergency Support Team. Manage

infrastructure for security service. Communicate with interest groups. Ensure service standards for accommodation of inmates. Ensure the separation of high risk offenders. Management of human resources, finances and assets.

**MANAGER: SUPPLY CHAIN X2**

**Eastern Cape Region: Kirkwood Management Area (Area Commissioners Office) (Ref: PSA 16/2018); Sada Management Area (Area Commissioners Office) Ref: PSA 17/2018)**

**Salary: R356 289 per annum**

**Requirements:** Grade 12 and Degree/ ND in Supply Chain Management or equivalent qualification with 3-5 years experience in a supervisory post in a Supply Chain Management environment. In depth knowledge LOGIS system. Computer literate. Valid driver's license.

**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.

**Responsibility:** Manage the procurement of assets, storage and distribution process in the management area. Operationalisation of logistical policy in the Management Area. The undertaking/ management of logistical inspections, management of stock and logistical investigations. Administration of tenders contracts and transport. Management of human resources finances and assets.

**MANAGER: HUMAN RESOURCE SUPPORT**

**Eastern Cape Region: Kirkwood Management Area (Area Commissioner's Office) (Ref: PSA 18/2018)**

**Salary: R356 289 per annum**

**Requirements:** Grade 12 and Degree/National Diploma in Human Resource Management or equivalent qualifications and 3- 5 years supervisory experience in a similar environment. PERSAL training course, Valid driver's licence. Computer literate.

**Competencies and attributes:** Policy coordination, communication and negotiation skills, facilitation skills, financial management, project and programme management. Plan, organize, lead and control. Conflict and change management, client orientation and customer focus, service delivery innovation, time management and decision making, people management and empowerment, integrity and honesty, confidentiality and internal audits, coaching and mentoring, good interpersonal relations, understanding of Public Service policy and legislative framework, assertiveness and willingness to travel. Influence and impact, ability to network and diplomacy.

**Responsibilities:** Manage performance management functions in the management area. Manage personnel awards and achievement bonuses. Effective confidential record keeping and data management. Management of performance information. Manage human, resources, finance and assets.

**SECTION HEAD: EDUCATIONIST X 2**

**Eastern Cape Region: Kirkwood Management Area (Ref: PSA 19/2018); St Albans Maximum (Ref: PSA 20/2018)**

**Salary R328 944 per annum.**

**Requirements:** Grade 12 and Recognised four (4) year Degree or equivalent qualification in Education and registration with the South African Council of Educators. Six years relevant experience gained after registration with SACE. These requirements are in accordance with the relevant Occupational Specific Dispensation. Computer literate. Valid driver's license.

**Competencies and attributes:** Plan, organise, lead and control, client orientation and communication, understanding of Public Service policy and Legislative framework, policy implementation, report writing, diversity management, training and development, service delivery innovation and creativity, project management, facilitation management, integrity and honesty, influence and impact, presentation skills, conceptual skills, conflict management, assertiveness and

ability to work under pressure.

**Responsibilities:** Implement educational programmes for offenders. Implement educational policy at Correctional Facilities in the Management Area. Adhere to set standards for Education in accordance with Government Education Departments. Assess educational services. Ensure service level standards for education and training. Management of performance information. Manage human resources, finances and assets.

#### **LEGAL ADMINISTRATION OFFICER**

**Eastern Cape Region: Amathole Management Area (Area Commissioners Office)  
(Ref: PSA 21/2018)**

**Salary: R242 064 - R504 987 (MR3 - MR5) per annum (depending on experience)**

**Requirements:** Grade 12 and LLB or equivalent degree with a minimum of two (2) to eight (8) years appropriate post qualification legal experience. An admitted attorney/advocate will be an advantage. Valid driver's licence. Computer literacy.

**Competencies and attributes:** Policy coordination, communication, financial management, Plan, organize, 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. Excellent verbal and written communication skills. Good negotiation and conflict resolution skills, Service rendering and credit-ability.

**Responsibilities:** The incumbent will administer legal advice to DCS. Initiation of policy amendments in DCS. Drafting of memoranda on policy amendments. Drafting of legislation/legal documents. The receiving of requests from functionaries for legal assistance. Furnishing of legal advice to personnel. Provide legal training. Administrating of claims against DCS. Handling of arbitrations and labour related issues. Administration of motion applications on the application of policy in the Management Areas. Maintenance of legal libraries. Planning of activities. Management of personnel and finances. Legal research and legal education. Representation of DCS on various forums.

#### **EMPLOYEE RELATIONS**

**Eastern Cape Region: Sada Management Area (Area Commissioners Office) (Ref: PSA 22/2018),**

**Salary: R299 709 per annum**

**Requirements:** Grade 12 and Recognized three year degree/National in Labour Relations or equivalent qualification with 3-5 years supervisory experience in labour relations environment. Computer literacy. Valid driver's licence.

**Competencies and attributes:** Conflict resolution, Report writing, Presentation skill, Problem solving, Team leadership, Policy interpretation, Computer literacy, Competencies, 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.

**Responsibilities:** Ensure that the Department's Employee Relations Management Information System (ERMIS) is properly coordinated. Implement systems and procedures whereby data pertaining to disciplinary hearings, appeals, suspensions, grievances and disputes are collected, monitored, analysed and interpreted in the Management Area and corrective measures are implemented. Develop management information report for DCS Regional Management. Manage employee grievances in the management area and provide inputs with regard to policy and procedure development. Act as custodian of the grievance procedure. Monitor compliance in line with the grievance procedure. Facilitate conflict management both individual and collective. Represent the Department/Management Area in conciliation and arbitration hearings. Management of human resources, finances and assets.

#### **SENIOR ADMINISTRATION OFFICER: TRANSPORT MANAGER**

**Eastern Cape Region: Regional Officer (Ref: PSA 23/2018 )**

**Salary: R299 709 per annum**

**Requirements:** Grade 12 and Recognized three (3) year degree/ ND in Fleet Management or equivalent qualification with 5 years' experience in a relevant environment. 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:** Identify transport infrastructure needs. Ensure effective maintenance of fleet. Manage the transport policy and procedures in the Regional office/Management Area. Ensure effective control over the utilization of vehicles. Conduct regular transport inspection and investigations. Management of human resources, finance and assets.

**SENIOR ADMINISTRATION OFFICER: SYSTEM CONTROLLER**

**Eastern Cape Region: Regional Office (Ref: PSA 24/2018 )**

**Salary: R299 709 per annum**

**Requirements:** Grade 12 and recognized three year degree/diploma with relevant experience in procurement. Knowledge of BAS/PAS/WAT/LOGIS systems. Knowledge of logistical legislation and prescripts. Sound communication skills. Must be computer literate. 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:** Provide guidance and support to personnel in the Region on BAS/PAS/WAT/LOGIS systems. Train logistic personnel in the Region. Logistical inspections in the Region. Ensure Data integrity of information applicable to financial statements. Obtain information from the systems for return purpose.

**SENIOR ADMINISTRATION OFFICER: PERSAL CONTROLLER**

**Eastern Cape Region: Regional Office (Ref: PSA 25/2018)**

**Salary: R299 709 per annum**

**Requirements:** Grade 12 and Recognised three (3) year degree or diploma in Human Resource Management and 3-5 years' experience in Human Resource environment. Successful completion of PERSAL Course. Valid Drivers' license. Computer literacy.

**Competencies and attributes:** Financial management, Facilitation skills, Plan, organize, lead and control, Project management, Presentation skill, Conflict management, Report writing. Time management, Confidentiality, Coaching and mentoring, Understanding of Public Service policy and legislative framework, Knowledge of Correctional Service Act, Service delivery and client orientation, Integrity and honesty, Assertiveness, Influence and impact, Communication skills, Decision making, Problem solving skills, Networking/liaison with stakeholders and Negotiation skills.

**Responsibilities:** Management of PERSAL within the management area. Monitor the selective allocation of functions. Coordinate the creation and maintenance of departmental codes on the departmental code file. Evaluate and recommend/reject requested changes on the PERSAL systems. Manage and control PERSAL notices and messages and bring important issues to the attention of Management. Monitor effective use of the PERSAL system. Ensure interaction between the PERSAL User Support and the Department. Responsible for the composition and maintenance of Departmental Persal policy, manuals and procedures. Management of resources.

**NB: SHORT-LISTED CANDIDATES MAY BE SUBJECTED TO A PERSAL TEST AS PART OF THE INTERVIEW PROCESS.**

**SENIOR ADMINISTRATION OFFICER: PROCUREMENT X2**

**Eastern Cape Region: Amathole Management Area (Area Commissioners Office) (Ref: PSA 26/2018 ), Sada Management Area (Area Commissioners Office) (Ref: PSA 27/2018 )**

**Salary: R299 709 per annum**

**Requirements:** Grade 12 and Recognised three (3) years degree/ND in Supply Chain Management or equivalent 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 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 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.

**SENIOR ADMINISTRATION OFFICER: HUMAN RESOURCE DEVELOPMENT X2**

**Eastern Cape Region: St Albans Management Area (Area Commissioners Office) (Ref: PSA 28/2018), Mthatha Management Area (Area Commissioners Office) (Ref: PSA 29/2018)**

**Salary: R299 709 per annum**

**Requirements:** Grade 12 and Recognized three year /degree diploma in Human Resource Manager or HRD plus 4 years relevant experience in the field of HRD. Good communication skills. Computer literacy. Valid driver's licence.

**Competencies and attributes:** Policy coordination, communication, financial management, plan organise, lead and control, Project and Programme. Change management, Client orientation and Customers 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 reports. Deliver effective HRD administration. Management of learnership programmes and conducts assessment of 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.

**SENIOR ADMINISTRATION OFFICER: LOGISTIC ADMINISTRATION**

**Eastern Cape Region: Amathole Management Area (Area Commissioners Office) (Ref: PSA 30/2018)**

**Salary: R299 709 per annum**

**Requirements:** Grade 12 and Degree/ND in Logistics/ 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. Monitoring and control incoming and outgoing 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 and financial resources and assets.

**SENIOR ADMINISTRATION OFFICER: ADMIN SECRETARY**

**Eastern Cape Region: Mthatha Management Area (Area Commissioners Office (Ref: PSA 31/2018)**

**Salary: R299 709 per annum**

**Requirements:** Grade 12 and Degree/National Diploma in Public Administration with 3-5 years relevant experience in a comparable environment. Valid driver's licence. Computer literate.

**Competencies and attributes:** Conflict resolution, Report writing, Presentation skill, Problem solving, Team leadership, Policy interpretation, Computer literacy, Competencies, 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.

**Responsibilities:** Answer and screen telephone calls. Compile memoranda and presentations. Execute office and general administrative duties. Manage electronic document tracking system. Maintain diary and manage appointments. Acknowledge receipt of documents. Record and issue minutes. Arrange meetings/conferences/ workshops with relevant stakeholders upon request. Make all transport arrangements for conferences, courses, meetings and hearings away from the office. Ensure submission of travel claims. Management of assets

**MANAGER: HUMAN RESOURCE UTILISATION**

**Eastern Cape Region: Mthatha Management Area (Area Commissioner's Office) (Ref: PSA 32/2018)**

**Salary: R356 289 per annum**

**Requirements:** Grade 12 and Degree/ND in Human Resource Management or equivalent qualifications and 3-5 years relevant experience in Human Resources environment. Successful completion of PERSAL training course. Valid driver's licence. Computer literate.

**Competencies and attributes:** Financial management, facilitation skills, plan, organise, lead and control, project management, presentation skill, conflict management, report writing. Time management, confidentiality, coaching and mentoring, understanding of Public Service policy and legislative framework, knowledge of Correctional Services Act, service delivery and client orientation, integrity and honesty, assertiveness, influence and impact, communication skills, decision making, problem solving skills, networking liaison with stakeholders and negotiation skill.

**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. Manage remuneration control, housing subsidies, official accommodation, leave administration, transfer of personal and appointment staff. Management of human and resources and assets.

**ARTISAN FOREMAN GRADE A: PLUMBER X2**

**Eastern Cape Region: East London Management Area (East London Medium A) (Ref: PSA 33/2018); St Albans Management Area (St Albans Med B) (Ref: PSA 34/2018)**

**Salary: R286 500 per annum**

**Requirements:** Grade 12 and An appropriate/(Accredited Artisan Trade Certificate /Diploma)trade diploma or certificate underwritten by the Manpower Training Act (Red Seal) coupled with relevant experience. 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 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.

**EDUCATIONIST M+4**

**Abet**

**Eastern Cape Region: Mthatha Management Area (Mthatha Medium Correctional Centre) (Ref: PSA 35/2018)**

**Salary: R262 896 per annum**

**Requirements:** Grade 12 and Recognised four (4) year degree/national diploma in Education. Valid driver's licence. Registration with the South African Council of Educators. Computer literate. 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**

**(Maths)**

**Eastern Cape Region: East London Management Area (Mdantsane Correctional Centre) (Ref: PSA 36/2018)**

**Salary: R262 896 per annum**

**Requirements:** Grade 12 and Recognised four (4) year degree/national diploma in Education. Valid driver's licence. Registration with the South African Council of Educators. Computer literate. 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.

**ADMINISTRATION OFFICER: REGISTRATION**

**Eastern Cape Region: Mthatha Management Area (Area Commissioner's Office) (Ref: PSA 37/2018)**

**Salary: R242 475 per annum**

**Requirements:** Grade 12 and recognized degree/national diploma and 2-3 years relevant experience in the field of public records and archives or similar environment. Valid driver's license. Knowledge of registry and archives. Knowledge of departmental policies, legislation, strategies and programs. Knowledge of records management policies and legislation. Experience in public administration. Ability to develop training or learning programmes. Computer literate.

**Competencies and Attributes:** Plan and organize, client orientation and communication, policy

analysis an interpretation, report writing, Knowledge of Public Service Regulations. Knowledge of procurement administration and public finance administration, Integrity and honesty, confidentiality, interpersonal relations, accuracy, independent networking, influence and impact. Ability to work under pressure.

**Responsibilities:** Manage archives and registry sections. Transfer records to archives. Withdraw records from archives and registry. Dispose of files. Control uniform filling system. Safe keeping of departmental files. General filing. Management of assets

#### **ADMINISTRATION OFFICER: BUDGET**

**Eastern Cape Region: Regional Office (Ref: PSA 38/2018 )**

**Salary: R242 475 per annum**

**Requirements:** Grade 12 and Degree/ND in Accounting or Financial Management with at least 2-3 years relevant experience in Government Financial System Proven financial. Good knowledge of Public Finance. The ability to perform under pressure. Computer literacy.

**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:** Execution of financial management policies. The management of budget. The rendering of general activities, the management of BAS. Management of resources and assets.

#### **IT NETWORK CONTROLLER**

**Eastern Cape Region: East London Management Area ( Area Commissioners Office) (Ref: PSA 39/2018)**

**Salary: R242 475 per annum**

**Requirements:** Grade 12 and Recognized degree /National Diploma in Information Technology/Computer Science or an equivalent qualification. With 1-3 years experience in a network controller. Communication and report-writing skills, problem solving and decision making, Interpersonal relations, be able to function autonomously. Self-driven, able to work under pressure, time management and accuracy and confidentiality. Valid driver's license.

**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 with the Co-ordination of policy, Assist with the installation of computer hard-ware. Quality assessment of services rendered by IT staff, Assist with the Integration of software, Rendering of customer assistance, Perform tasks to ensure data security, Management of human resources, finances and assets.

#### **ADMINISTRATION OFFICER: ACCOUNTING & BOOKKEEPING**

**Eastern Cape Region: Regional Office (Ref: PSA 40/2018)**

**Salary: R242 475 per annum**

**Requirements:** Grade 12 and Recognised and appropriate three (3) year degree/ ND: Commercial/ Economic Management Science/Bookkeeping and 2-3 years relevant experience in finance environment. Knowledge of PFMA and treasury regulations. Proven knowledge of the BAS and PERSAL system. Computer literate. Valid driver's licence.

**Competencies and Attributes:** Strong communication skills. Dynamic and professional. Event planning, organisational, project management and business planning skills. Knowledge of the PFMA and treasury regulations.

**Responsibilities:** Provide financial management information and advice to managers. Responsible for submission of monthly year monitoring and reporting according to the national treasury reporting

requirements. Provide financial training with regard to the financial management information system. Human resource management. Provide administrative support to the Region. Inventory Control. Execute responsibilities of officials as stipulated in section 45 of the PFMA.

**ADMINISTRATION OFFICER: PERSONNEL X3**

**Eastern Cape Region: Kirkwood Management Area: Area Commissioners Office(Ref: PSA 41/2018); Regional Office (Ref: PSA 42/2018); St Albans Management Area: Area Commissioners Office (Ref: PSA 43/2018 )**

**Salary: R242 475 per annum**

**Requirements:** Grade 12 and Recognised degree/ ND in Human Resource Management or equivalent qualification. 2-3 years in relevant experience in human resource environment. Valid driver's licence Computer literacy. Knowledge of PERSAL.

**Competencies and Attributes:** Financial management, Facilitation skills, Plan, Organise, lead and control, project management, Presentation skills, Conflict management, Report writing. Time management, Confidentiality, Understanding of Public Service policy and legislative framework, Service delivery and client orientation, Integrity and honesty, Assertiveness, Influence and Impact, Communication skills, Problem solving skills, Network and diplomacy.

**Responsibilities:** Management of PERSAL, promotions, Persal awards, achievements bonuses, remuneration control, housing subsidies, official accommodation, leave, transfers, medical boards, appointments, termination of service and disciplinary matters. Management of resources.

**AO: TRANSIT/WAREHOUSE**

**Eastern Cape Region: Kirkwood Management Area (Ref: PSA 44/2018)**

**Salary: R242 475 per annum**

**Requirements:** Grade 12 and Recognised and appropriate three year degree/diploma in Purchasing Management/ Logistics/Supply Chain Management or any equivalent qualification with at least 2-3 years relevant experience. Computer literacy. Knowledge of PFMA and Treasury Regulations. Knowledge of Supply Chain Management framework. The ability to utilize knowledge. 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.

**PROFESSIONAL NURSE (GENERAL NURSING)**

**Eastern Cape Region: Sada Management Area (Cradock Correctional Centre) (Ref: PSA 45/2018)**

**Salary: R 241 908 per annum**

**Requirements:** Grade 12 and Recognised three (3) year 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 (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 organising skills.

**Responsibilities:** Provide direction and supervision in the implementation of the nursing plan.

(Clinical practice/qualify patient care). Implemented standards, practises, criteria and indicators for quality nursing (quality of practise). Practise nursing and healthcare in accordance with the relevant law as and regulations. 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, requirement and expectations (Batho Pele principles). Maintain a constructive working relationship with nursing and other stake holders.

**AO: PERSONNEL ADMINISTRATION**

**Eastern Cape Region: Kirkwood Management Area (Ref: PSA 46/2018)**

**Salary: R196 407 per annum**

**Requirements:** Grade 12 and Recognized three year degree/ND in Human Resource Management and 1-2 years relevant experience. Valid driver's licence. Ability to plan /organize. Good communication skills. Ability to work independently. Computer literate. Knowledge of PERSAL.

**Competencies and attributes:** Financial management, Facilitation skills, Plan, Organise, lead and control, project management, Presentation skills, Conflict management, Report writing. Time management, Confidentiality, Understanding of Public Service policy and legislative framework, Service delivery and client orientation, Integrity and honesty, Assertiveness, Influence and Impact, Communication skills, Problem solving skills, Network and diplomacy.

**Responsibilities:** Management of PERSAL, promotions, Persal awards, achievements bonuses, remuneration control, housing subsidies, official accommodation, leave, transfers, medical boards, appointments, termination of service and disciplinary matters.

**CLERK: LOGISTICAL ADMINISTRATION X2**

**Eastern Cape Region: Mthatha Management Area (Area Commissioner's Office) (Ref: PSA 47/2018)**

**Salary: R163 563 per annum**

**Requirements:** Grade 12 or equivalent qualification. Computer literate. Valid driver's licence. Knowledge of PAS2.6/ LOGIS would be an added advantage.

**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 Regulations. 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:** Implement logistical policies in the Management Area. Check and control asset, including overall administration of logistic activities. Management of resources.

**SECRETARY: DIRECTOR**

**RH: CORPORATE SERVICES**

**Eastern Cape Region: Regional Office (Ref: PSA 48/2018)**

**Salary: R163 563 per annum**

**Requirements:** Grade 12 or secretarial diploma/certificate and relevant experience as a secretary will be an added advantage. Computer literate.

**Competencies and Attributes:** Plan and organize, 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 and telephone etiquette.

**Responsibilities:** Answer and screen telephone calls. Compile memoranda and presentations. Execute office and general administrative duties. Manage electronic document tracking system. Maintain diary and manage appointments. Acknowledge receipt of documents. Record and issue minutes. Arrange meetings/conferences /workshops with relevant stakeholders upon request. Make all transport arrangements for conferences,

courses, meetings and hearings away from the office. Ensure submission of travel claims.

**CLERK: WORKSHOP AND AGRICULTURE**  
**Eastern Cape Region: Regional Office (Ref: PSA 49/2018)**  
**Salary: R163 563 per annum**

**Requirements:** Grade 12 with at least 1-2 years relevant. Computer literacy. Knowledge of plant production as well as animal production. The ability to utilize Technical Knowledge. 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 Environmental Health and Agricultural Administration. Good knowledge of Public Service Regulation. Knowledge of procurement administration, Integrity & honesty, good work ethics, confidentiality, interpersonal relations, people management, accuracy, independent networking, influence and impact, computer skills

**Responsibilities:** Assist with the Co-ordination of relevant policies. Coordinate the Administration of Agricultural processes. Manage the planning and procurement of Agricultural Stock/equipment. Collect and compile statistics. Manage of project specific Agricultural records.

**TYPIST**

**Eastern Cape Region: Sada Management Area: Area Commissioners Office (Ref: PSA 50/2018)**

**Salary: R115 437 per annum**

**Requirements:** Grade 12 with typing as a subject. Ability to type approximately 55 words per minute. Successful completion of a word processing course. Computer literacy.

**Competencies and Attributes:** Plan and organize, punctuality, confidentiality, understanding of Public Service policy and legislative framework, Service delivery and client orientation, integrity and honesty, assertiveness, advanced typing skills. 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.

**Closing date: 25 January 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 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 3 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. 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](http://WWW.DCS.GOV.ZA) Vacancies, for your convenience.**
  - 3. 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