



correctional services

Department:
Correctional Services
REPUBLIC OF SOUTH AFRICA

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

DEPARTMENT OF CORRECTIONAL SERVICES

CLOSING DATE: 08th October 2021 @ 15H45

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

Please take note that correspondence will only be conducted with the shortlisted candidates. If you have not been contacted within six (06) months of the closing date of the advertisement, please accept that your application is unsuccessful. Please do not call the department to enquire about the progress of your application.

Applicants must note that further checks will be conducted once they are shortlisted and that their appointment is subject to positive outcomes on these checks, which include security clearance, security vetting, qualification verification, and criminal records verification. Appointment to some of these posts will be provisional, pending the issue of a security clearance. If you cannot get a security clearance, your appointment will be reconsidered/possibly terminated. Finger prints may be taken on the day of interview.

The Department of Correctional Services reserves the right not to fill any of these advertised posts.

Applications: Applications must be submitted on form Z83 (Public Service Application form), obtainable from any Public Service Department, and must be completed in full. **Applications must be accompanied by a CV, copies of qualifications, identity document and valid driver's licence. All copies attached must be certified a true copy of the original and not older than six (6) months.** Please send a separate and complete application for each post you apply for, stating the correct reference for each position you are interested in... Candidates must comply with the minimum appointment requirements. CV's should be aligned to reflect one's degree of compliance with the advert requirements and responsibilities. It is the sole responsibility of an applicant to ensure that their application reaches DCS **on or before 08th October 2021 @ 15h45.**

NB: APPLICANTS MUST PLEASE USE THE NEW Z83 APPLICATION FORM WHICH IS AVAILABLE FROM DPSA OR ANY GOVERNMENT DEPARTMENTS:

MUST CLEARLY INDICATE THE REFERENCE NUMBER AND POSITION YOU ARE APPLYING FOR ON YOUR APPLICATION FORM (Z83), AND POST YOUR COMPLETE APPLICATION TO THE ADDRESS AS INDICATED BELOW:

For full details (Competencies, attributes and responsibilities) on the advertised positions please visit our website at <http://www.dcs.gov.za> (search on vacancies). **Applications must be forwarded to:**

Free State/Northern Cape Region:

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

Contact person: Ms. Ndlovu NC, Ms. Mkuni NJ, Ms. Molutsoane N, Ms. MP Moreki-Rathaba at 051 404 0283

Physical Address: 103 Zastron Street, Agrimed Building, Bloemfontein

APPOINTMENTS UNDER THE CORRECTIONAL SERVICES ACT

DEPUTY DIRECTOR: AREA COORDINATOR: DEVELOPMENT & CARE

FS & NC: AC Upington (FS/NC 2021/09/01)

Salary: R 756 906.00 per annum (all-inclusive salary package)

Requirements: National Diploma/Degree in Behavioural Sciences and successful completion of Corrections Science Learnership/Basic Training. Seven (7) years relevant experience gained in a supervisory post. These requirements are in accordance with the relevant Occupational Specific Dispensation. Valid Driver's Licence. Computer literacy.

Competencies and attributes: Programme and project management, Project principles and methodologies, Research and development, Computer aided engineering applications, Knowledge of legal compliance, Technical report writing, Creating high performance culture, Technical consulting, Professional judgement. Decision making, Team leadership, Analytical skills, Creativity, Self-management, Financial management, Customer focus and responsiveness, Communication, Computer literacy, Planning and organization, Conflict management, Problem solving and analysis, People management, Change management and innovation.

Responsibilities: Ensuring effective medical care of offenders in the Management Area. Ensuring of adherence to nutritional and hygienic standards in the Management Area. Managing Social Work services in the Management Area. Managing educational and training in the management area. Managing spiritual care services to offenders in the management area. Management of agriculture. Management of production workshop. Management of human and finance resources and assets.

ASD: CENTRE COORDINATOR MED: CENTRE COORDINATOR CORRECTIONS (CB-5) [03 POSTS]

FS & NC Region: Groenpunt Maximum Correctional Centre (FS/NC 2021/09/02)

Upington Correctional Centre (FS/NC 2021/09/03)

Virginia Correctional Centre (FS/NC 2021/09/04)

Salary: R454 440 per annum

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

Competencies and attributes: Firearm skills and the use of relevant security technology. communication, project and programme management, transformation management, change management, stakeholder management, problem solving, analysis, service delivery innovation, decision making, people management and empowerment, in depth understanding of safety and security in a correctional environment. Integrity and honesty, confidentiality, good interpersonal relations, in depth 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 correction information. Coordinate activities relating to rehabilitation, case management administration and unit management systems. Promote corrections and security. Management of financial and human resources and assets.

ASD: CASE MANAGEMENT COMMITTEE (CB-5)

FS & NC Region: Grootvlei Maximum Correctional Centre (FS/NC 2021/09/05)

Salary: R 454 440.00 per annum

Requirements: Degree / National Diploma in Behavioural Sciences and proof of Successful completion of Corrections Science Learnership/ Basic Training. Seven (7) years (combined) relevant supervisory experience on production level of which three (3)

years must be on a supervisor post level (CB 4). These requirements are in accordance with the relevant Occupational Specific Dispensation. Top secret security classification, Valid Driver's License. Computer literate will be an added advantage.

Competencies and attributes: Firearm skills and the use of relevant security technology. Strategic capability and leadership, policy development and good communication skills. Sound project and programme management skills. Transformation, change and conflict management abilities. Stakeholder management skills. Problem solving, analysis and decision making skills. Service delivery innovation. People management and empowerment. In depth understanding of safety and security within a correctional environment. Integrity and honesty. Good interpersonal relations. Knowledge of the Correctional Services Act, Act 111 of 1998.

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

ASD: CENTRE COORDINATOR: OPERATIONAL SUPPORT (CB-5)
FS & NC Region: Kimberley Correctional Centre (FS/NC 2021/09/06)
Salary: R 454 440.00 per annum

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

Competencies and attributes: Firearm skills and the use of relevant security technology. Strategic capability and Leadership, Policy development, Communication, Project and programme management, Transformation management, Change Management, Conflict Management, Stakeholder Management, Problem solving, Analysis, Service Delivery Innovation, decision making, People Management and Empowerment, In depth understanding of safety and security within a correctional environment. Integrity and Honesty, Confidentiality, Good Interpersonal relations, knowledge of the Correctional Services Act, Act 111 of 1998 as amended, Assertiveness, Resilient, Ability to network, Diplomacy and tactful, Influence and impact.

Responsibilities: Management of all aspects of the correctional centre on a day to day basis through the implementation of Correctional Services Act, Act 111 of 1998 as amended, Manage the implementation of the imperatives of White Paper on Corrections. Management of case management administration, security, development and care, unit management and case management committees. Foster a working relationship with the Justice Cluster and the Community. Monitor, evaluate and take appropriate action in relation. Management of human resources, finance and assets.

ASD: CENTRE COORDINATOR STAFF SUPPORT (CB-5)
FS & NC Region: Goedemoed Correctional Centre (FS/NC 2021/09/07)
Groenpunt Maximum Correctional Centre (FS/NC 2021/09/08)
Grootvlei Maximum Correctional Centre (FS/NC 2021/09/09)
Virginia Correctional Centre (FS/NC 2021/09/10)
Salary: R454 440.00 per annum

Requirements: Degree / National Diploma in Behavioural Sciences and proof of Successful completion of Corrections Science Learnership/ Basic Training. Seven (7) years (combined) relevant supervisory experience on production level of which three (3) years must be on a supervisor post level (CB 4). These requirements are in accordance with the relevant Occupational Specific

Dispensation. Top secret security classification, Valid Driver's License. Computer literate will be an added advantage.

Competencies and attributes: Firearm skills and the use of relevant security technology. Communication, Project and programme management, Transformation management, Change Management, Stakeholder management, Problem solving, Analysis, Service Delivery Innovation, decision making, People Management and Empowerment, In depth understanding of safety and security in a correctional environment. Integrity and honesty, Confidentiality, Good Interpersonal relations, In depth knowledge of the Correctional Services Act, Act 111 of 1998, as amended. Assertiveness, Ability to network, Diplomacy and tact, Resilience, Influence and impact.

Responsibilities: Provide human resources and related functions to the correctional centre. Effective management of the registration activities. Ensure proper dissemination of information for the correctional centre. Management of duty register and leave arrangements. Management of human resources, finances and assets. Management of correctional centre through the implementation of correctional services act, Act 111 of 1998 as amended.

ASD: MANAGER: FACILITIES AND SECURITY (NCB-3)
FS & NC Region: AC Grootvlei (FS/NC 2021/09/11)
Salary: R 392 004.00 per annum

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

Competencies and attributes: Firearm skills and the use of relevant security technology. Project and programme management. Transformation management. Change Management. Stakeholder management. Problem solving. Analysis. Service Delivery Innovation. Decision making. People Management and Empowerment. In depth understanding of safety and security in a correctional environment Integrity and honesty. Confidentiality. Good Interpersonal relations. Knowledge of the Correctional Services Act, Act 111 of 1998, as amended. Assertive-ness. Ability to network. Diplomacy and tact. Resilience. Influence and impact.

Responsibilities: Coordination of policy relating to building and maintenance projects. Communicate policy matters to the relevant role players. Assist in the planning of building maintenance projects. Ensure maintenance of buildings. Draw up strategies to improve identified sub standards services building in the region. Evaluations of service levels. Quality assessment of building/maintenance related activities for occupational safety hazards. Election of work safety committees. Management of the procurement of rented office accommodation. Improve standard of physical security in the management area. Manage emergency support team. Manage infrastructure for security service. Ensure service level standards for accommodation of inmates. Coordinate the separation of high risk offenders. Manage human resources, finances and assets.

ASD (NCB-3) AREA COORDINATOR: CORRECTIONS
FS & NC Region: Colesberg (FS/NC 2021/09/12)
Salary: R392 004.00 per annum

Requirements: Relevant B degree/National Diploma and 7 years relevant experience on supervisory post. These requirements are in accordance with the relevant Occupational Specific Dispensation. Top secret security classification as an added advantage. Successful completion of Corrections Science Learner ship/Basic Training. Valid driver's license. Computer literacy.

Competencies and attributes: Firearm skills and the use of relevant security technology. communication, project and

programme management, transformation management, change management, stakeholder management, problem solving, analysis, service delivery innovation, decision making, people management and empowerment, in depth understanding of safety and security in a correctional environment. Integrity and honesty, confidentiality, good interpersonal relations, in depth knowledge of the Correctional Services Act, Act 111 of 1998, as amended, assertiveness, ability to network 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 correction information. Coordinate activities relating to rehabilitation, case management administration and unit management systems. Pro-mote corrections and security. Management of financial and human resources and assets.

ASD: MANAGER CORRECTIONS (NCB-3):
FS & NC Region: Grootvlei (FS/NC 2021/09/13)
Salary: R 392 004.00 per annum

Requirements: Degree/ National Diploma in Correctional Services Management or equivalent qualification and at least seven 7 years combined relevant experience on supervisory post and NCB2. These requirements are in accordance with the Occupational Specific Dispensation. Top secret security classification as an added ad-vantage. Successful completion of Corrections Science Learner ship/Basic Training. Valid driver's licence. Computer literate.

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

Responsibilities: Manage and process documentation to / from correctional centre and community corrections. Management of classified information. Management of policy documentation of DCS. Investigation of incidents. Management of human resources and assets.

SCO: UNIT MANAGER (CB-4) [10 Posts]
FS & NC REGION: Bizzah Makhate Medium B Correctional Centre (FS/NC 2021/09/14)
Bizzah Makhate Medium C Correctional Centre (FS/NC 2021/09/15)
Goedemoed Medium A x2 Correctional Centre (FS/NC 2021/09/16)
Goedemoed Medium B Correctional Centre (FS/NC 2021/09/17)
Grootvlei Maximum Correctional Centre (FS/NC 2021/09/18)
Tswelopele Correctional Centre (FS/NC 2021/09/19)
Vereeniging Correctional Centre x2 (FS/NC 2021/09/20)
Upington Correctional Centre (FS/NC 2021/09/21)
Salary: R380 583.00 per annum

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

Competencies and attributes: Firearm skills and the use of relevant security technology. Communication, Project and programme management, Transformation management, Change Management, Stakeholder management, Problem solving, Service Delivery Innovation, decision making, People Management and Empowerment, In depth understanding of safety and security in a correctional environment. Integrity and honesty, Confidentiality, Good Interpersonal relations, knowledge of the

Correctional Services Act, Act 111 of 1998, as amended. Assertiveness, Diplomacy and Tact, Resilient, Influence and impact, Computer literacy.

Responsibilities: Manage safe custody of offenders. Manage the process of representation of offenders. Develop measures for handling offender complains and requests. Facilitate the induction of new offenders. Implementation of unit management principles. Management of case files. Provision of infrastructural needs to enhance the implementation of unit management principles. Manage human resource, finance and assets.

SCO: UNIT MANAGER: PAROLEES & PROBATIONERS

Kimberley Community Corrections (FS/NC 2021/09/22)

Salary: R380 583.00 per annum

Requirements: National Diploma/Degree qualification in Behavioural Sciences and successful completion of Corrections Science Learnership/Basic Training. Seven (7) years relevant experience gained in a supervisory post in the Security stream. These requirements are in accordance with the Occupational Specific Dispensation. Valid driver's licence. Computer Literacy.

Competencies and attributes: Analytical skills. Report writing. Presentation skill. Problem solving and decision-making. Team leadership. Policy interpretation. Communication skills. Computer literacy. Facilitation skills. Conflict resolution. Basic fireman skills. Negotiation skills. Crowd control. Riot control. Mentoring and coaching. Influence and impact. Observation. Vigilant, cautious. Vivid. Confidentiality. Integrity and honest. accuracy, ability to work under pressure.

Responsibilities: Monitor parolee/ probationer movements. Maintenance of parolee/ probationer records. Searching of parolees/ probationers when required according to approved processes and procedures. Tracing of absconders as required. Monitor compliance to community service requirements. Counselling of cases when needed. Perform address confirmations. Management of information systems. Refer/handle violations as and when required. Network with community/family to assist with information/supervision etc. Ensure that prescribed programmes are attended.

SCO: CENTRE COORDINATOR: OPERATIONAL SUPPORT (CB-4)

FS & NC Region: Colesberg Correctional Centre (FS/NC 2021/09/23)

De Aar Correctional Centre (FS/NC 2021/09/24)

Salary: R 380 583.00 per annum

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

Competencies and attributes: Firearm skills and the use of relevant security technology. Strategic capability and Leadership, Policy development, Communication, Project and programme management, Transformation management, Change Management, Conflict Management, Stakeholder Management, Problem solving, Analysis, Service Delivery Innovation, decision making, People Management and Empowerment, In depth understanding of safety and security within a correctional environment. Integrity and Honesty, Confidentiality, Good Interpersonal relations, knowledge of the Correctional Services Act, Act 111 of 1998 as amended, Assertiveness, Resilient, Ability to network, Diplomacy and tactful, Influence and impact.

Responsibilities: Management of all aspects of the correctional centre on a day to day basis through the implementation of Correctional Services Act, Act 111 of 1998 as amended, Manage the implementation of the imperatives of White Paper on

Corrections. Management of case management administration, security, development and care, unit management and case management committees. Foster a working relationship with the Justice Cluster and the Community. Monitor, evaluate and take appropriate action in relation. Management of human resources, finance and assets.

DH: SECURITY MANAGER (CB-4)
FS & NC Region: Tswelopele Correctional Centre (FS/NC 2021/09/25)
Upington Correctional Centre (FS/NC 2021/09/26)
Salary: R 380 583.00 per annum

Requirements: Recognised 3 year Degree/Diploma with 7 years of relevant experience. Successful completion of Corrections Science Learnership/ Basic Training. Valid driver's license. Computer literacy.

Competencies and attributes: Firearm skills and the use of relevant security technology. Strategic capability and Leadership, Policy development, Communication, Project and Programme management, transformation management, change management, conflict management, Stakeholder management, Problem solving, Analysis, Service Delivery Innovation, decision making, People Management and Empowerment, In depth understanding of safety and security within a correctional environment. Integrity and honesty, confidentiality, Good interpersonal relations, knowledge of the Correctional Services Act, Act 111 of 1998 as amended, Assertiveness, Resilience, Ability to network, Diplomacy and tact, influence and impact.

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

DIVISIONAL HEAD: HUMAN RESOURCE MANAGEMENT [CB-4]
FS & NC Region: Grootvlei Medium Correctional Centre (FS/NC 2021/09/27)
Salary: R380 583.00 per annum

Requirements: Relevant National Diploma/ Degree in Human Resource Management or equivalent qualification and 7 years relevant experience gained on supervisory level. Successful completion of Corrections Science Learnership/Basic Training. These requirements are in accordance with the relevant Occupational Specific Dispensation. Computer literate. Valid driver's licence.

Competencies and attributes: Firearm competency and the use of relevant security equipment. Communication, Project and programme management, Transformation management, Change Management, Stakeholder management, Problem solving, Analysis, Service Delivery Innovation, decision making, People Management and Empowerment, In depth understanding of safety and security in a correctional environment. Integrity and honesty, Confidentiality, Good Interpersonal relations, In depth knowledge of the Correctional Services Act, Act 111 of 1998, as amended. Assertiveness, Ability to network, Diplomacy and tact, Resilience, Influence and impact.

Responsibilities: Provide human resources and related functions to the correctional centre. Effective management of the registration activities. Ensure proper dissemination of information for the correctional centre. Management of duty registers and

leave arrangements. Management of human resources, finances and assets. Management of correctional centre through the implementation of correctional services act, Act 111 of 1998 as amended.

SECURITY MANAGER (CB-4): AGRICULTURE (PLANT PRODUCTION)

FS & NC Region: Virginia Correctional Centre (FS/NC 2021/09/28)

Salary: R380 583.00 per annum

Requirements: National Diploma/Degree in Agriculture Management/ Plant Production or equivalent qualification. Successful completion of Corrections Science Learnership/Basic Training. Seven (7) years relevant experience gained in a supervisory post in the Security stream. These requirements are in accordance with the Occupational Specific Dispensation. Valid driver's licence. Computer Literacy.

Competencies and attributes: Analytical skills. Report writing. Presentation skill. Problem solving and decision-making. Team leadership. Policy interpretation. Communication skills. Computer literacy. Facilitation skills. Conflict resolution. Basic fireman skills. Negotiation skills. Crowd control. Riot control. Mentoring and coaching. Influence and impact. Observation. Vigilant, cautious. Vivid. Confidentiality. Integrity and honest. Accuracy. Ability to work under pressure.

Responsibilities: Quality assesses agricultural services. Develop/maintain agricultural services standards in the management area. Manage plant Production, agricultural labour, environment, agricultural equipment and occupational safety. Management of human resources, finances and assets.

SECRETARY: PAROLE BOARD[NCB-2] [2 POSTS]
FS & NC Region: Kimberley Management Area (FS/NC 2021/09/29)
FS & NC Region: Colesberg (FS/NC 2021/09/30)
Salary: R329 781.00 per annum

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

Competencies and attributes: Firearm competency and the use of relevant security equipment, Communication, Project and Programme management, Transformation management, Change Management, Stakeholder management, Problem solving Analysis, Service Delivery Innovation, Decision making, People Management and Empowerment, In depth understanding of safety and security in a correctional environment, Integrity and honesty, Confidentiality, Good Interpersonal relations, Knowledge of the Correctional Services Act, Act 111 of 1998, as amended. Assertiveness. Ability to network. Diplomacy and tactful. Resilient. Influence and impact.

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

SAO: COMMUNITY LIAISON OFFICER [NCB-2]
FS & NC Region: Regional Office (FS/NC 2021/09/31)
Salary: R329 781.00 per annum

Requirements: Recognised three (3) year Degree/ National Diploma or equivalent qualification in Behavioural Sciences and 5 years relevant experience on production post. These requirements are in accordance with the relevant Occupational Specific Dispensation. Top secret security classification as an added advantage. Successful completion of Corrections Science Learnership/Basic Training. Valid driver's licence.

Competencies and attributes: Firearm skills and the use of relevant security technology. Communication, Stakeholder 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 amend-ed. Assertiveness, Diplomacy and Tact, Resilient, Influence and impact, Computer literacy.

Responsibilities: Effective management of social reintegration of offenders. Marketing of the concept of community supervision. Identification of community service opportunities. Development of community service programs. Monitor community service operations.

AGRICULTURE TECHNICIAN: ANIMAL PRODUCTION [02 POSTS]
FS/NC Region: Grootvlei Medium Correctional Centre (FS/NC 2021/09/32)
R242 640.00 per annum

Requirements: Grade 12 plus Recognised degree/national diploma in Agriculture. Experience in Animal Production will be an added advantage. Computer literacy. A valid driver's licence.

Competencies and attributes: 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, assertiveness, ability to network and diplomacy.

Responsibilities: Quality assesses agricultural services. Develop/maintain agricultural services standards in the management area. Manage plant production, agricultural labour, environment, agricultural equipment and occupational safety. Manage the budget allocation. Train personnel, Manage personnel, finance and administration.

PAROLE BOARD CLERK: PROFILES & REPRESENTATION [NCB-1]
FS & NC Region: Kimberley Correctional Centre (FS/NC 2021/09/33)
Salary: R215 586.00 per annum

Requirements: Grade 12 coupled with 8 years relevant work experience. **OR** National Diploma/Degree with no experience. Successful completion of Corrections Science Learnership/ Basic Training. These requirements are in accordance with the relevant Occupational Specific Dispensation. Computer literate. Valid driver's licence.

Competencies and attributes: Problem solving and decision making, facilitation skills, plan and organize, communication skills, time management, confidentiality, 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: Exercise control over profiles received from Case Management Committee Victim empowerment. Document control opening, closing addressing of mail. Deal with representations. Inform offenders and Head of Correctional Centre on the outcome of the Committee meeting. Verification of offender's information. Assist with scheduling meetings of the Board. Prepare venues for the meetings of the Board.

FS & NC Region

APPOINTMENTS UNDER THE PUBLIC SERVICE ACT

MEDICAL OFFICER GRADE 1

FS & NC Region: Grootvlei Management Area (FS/NC 2021/09/34)

Salary R 821 205.00-R 840 942.00 (all-inclusive package)

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

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

CONSTRUCTION PROJECT MANAGER

FS & NC Region: Regional Office (FS/NC 2021/09/35)

Salary: R 718 059.00 per annum (all-inclusive package)

Requirements: National Higher Diploma (Built Environment field) with a minimum of 4 years and six months certified experience or B Tech (Build Environment field/ Civil Building) with a minimum of 4 years certified managerial experience or Honours degree in any Built Environment field with a minimum of 3 years' experience. Compulsory registration with the SACPCMP as a Professional Construction Project Manager on appointment will be an added advantage or Professional Registration with ECSA as a candidate or Equivalent. Valid driver's licence.

Competencies and attributes: Programme and project management, Project principles and methodologies, Research and development, Computer aided engineering applications, Knowledge of legal compliance, Technical report writing, Creating high performance culture, Technical consulting, Professional judgement. Decision making, Team leadership, Analytical skills, Creativity, Self-management, Financial management, Customer focus and responsiveness, Communication, Computer literacy, Planning and organization, Conflict management, Problem solving and analysis, People management, Change management and innovation.

Responsibilities: Manage and coordinate all aspects of projects. Project accounting and financial management, including the management of project budgets and resources. Office administration, including inputs with tender administration, liaison with service providers, clients and management and the maintenance of record management systems. Research and development, keeping up with new technologies and procedures and liaison with relevant bodies/councils on project management. Manage human re-sources, finance and assets.

DD: AREA COORDINATOR: CORPORATE SERVICES [02 POSTS]

FS & NC Region: Groenpunt Area Commissioner's Office (FS/NC 2021/09/36)

Goedemoed Area Commissioner's Office (FS/NC 2021/09/37)

Salary R 733 257.00 (all-inclusive package)

Requirements: Recognized and appropriate three year Degree/Diploma in Human Resource Management / Diploma in Correctional Services Management or equivalent qualification. 5 years management experience. Proven knowledge of Human Resource policies and procedures in the Public Services, Labour Relation Policies and Procedures in the Public Service, disciplinary procedure and code are essential, as are excellent verbal and written communication skills and strong leadership qualities. Negotiation skills and ability to organize are required. A valid driver's 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 Human Resources, finance and assets.

DEPUTY DIRECTOR: AREA COORDINATOR: FINANCE AND SUPPLY CHAIN MANAGEMENT

FS & NC Region: AC Groenpunt (FS/NC 2021/09/38)

Salary: R733 257.00 per annum (all-inclusive package)

Requirements: Recognized three year National Diploma/B-Degree in Accounting or Financial Management or equivalent qualification. 3-5 years management experience in a Financial Management environment. Knowledge of BAS and LOGIS systems. Proven experience in a LOGIS environment. Computer Literate. Valid driver's license.

Competencies and attributes: Financial management, Problem solving and decision making, Facilitation skills, Plan, organize, lead and control, Change Management, Project management, Presentation skill, Conflict management, Training skills, Communication skills, Time management, Confidentiality, Coaching and mentoring, In depth knowledge of Supply Chain Management, Proven knowledge of the Public Finance Management Act, 1999 and Treasury Regulations, relating to Financial Management and Accounting. Procurement Administration and Public Finance Administration, Service delivery and client orientation, Integrity and honesty, Assertiveness, Willingness to travel, Influence and impact, Applied strategic thinking, Ability to network. Ability to network, Diplomacy and tactful Influence and impact.

Responsibilities: Effective management of financial and supply chain management functions in Management Area. Implementation and monitoring of execution of duties in terms of the Public Finance Management Act, 1999 (PFMA). The candidate must assist the Area Commissioner in the execution of his duties in terms of the Public Finance Management Act, 1999 (PFMA). Ensuring optimal utilization of resources, Support with regard to the Management Area budgets. Management of human resource, finance and assets.

DEPUTY DIRECTOR: REGIONAL COORDINATOR: SUPPLY CHAIN MANAGEMENT

FS & NC Region: Regional Office (NC 2021/09/39)

Salary: R 733 257.00 (An all-inclusive package)

Requirements: Recognized and appropriate three year Degree or National Diploma in Supply Chain Management coupled with 3-5 years relevant experience. Sound communication skills. Knowledge of PFMA, Treasury Regulations and LOGIS. Proven experience in a LOGIS environment. Valid driver's licence. Computer literate.

Competencies and attributes: Financial management. Problem solving, Decision making skill. 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: The operationalization of national and regional supply chain management policy in the region. Identify and provide training to relevant personnel on supply chain management. Manage the maintenance and effective functioning of a Supply Chain Management System (LOGIS) as approved by National Treasury within the Gauteng Region e.g. analyzing of LOGIS reports in order to advise the Regional Head: Finance and SCM on precautionary measures. The management of assets and inventory within the Gauteng Region e.g. asset and inventory balancing, BAS /LOGIS reconciliation, balance scorecards etc. Management of departmental fleet within the Gauteng Region. Management of the procurement process and promotion of affirmative procurement. Audit and review of contracts. Effective risk management to ensure compliance with the risk management plan of DCS. Management of human resources, finance and assets.

CLINICAL PSYCHOLOGIST

FS & NC Region Tswelopele Correctional Centre (FS/NC 2021/09/40)

Salary: R713 361.00-R923 847.00 (all-inclusive package)

Requirements: Master's degree in Psychology and registration as Clinical or Counselling Psychologist with the Health Professional Council of South Africa. A minimum of three (3) years appropriate experience as Clinical Psychologist after registration with the Professional Council of South Africa. Computer literacy. Valid driver's licence. These requirements are in accordance with the relevant Occupational Specific Dispensation.

Competencies and Attributes: Problem solving and decision making, Facilitation skills, Plan, organize, lead and control, Project and program management, Facilitation skills, Presentation skill, Conflict management, Communication, Report writing. Time management, Confidentiality, Understanding of Public Service policy and legislative framework, Service de-livery and client orientation, Integrity and honesty, Assertiveness, Influence and impact and Ability to network.

Responsibilities: Render and coordinate psychological services to offenders. Liaise with internal and external organizations for the provision of psychological services. Management of assets.

ASSISTANT MANAGER: HEALTH CARE SERVICES

FS & NC Region: AC Goedemoed (FS/NC 2021/09/41)

Salary: R614 991.00 per annum

Requirements: Basic qualification accredited with the SANC in terms of Government Notice 425 (i.e. Diploma/ Degree in nursing) or equivalent qualification that allows registration with the SANC as a professional nurse plus a post-basic nursing qualification, with duration of at least 1 year, accredited with the SANC in terms of Government Notice No R212 in the relevant specialty. A minimum of 10 years appropriate/ recognizable experience in nursing after registration as Professional Nurse with the SANC in General Nursing. At least 6 years of the period referred to above must be appropriate/ recognizable experience after obtaining the 1 year post-basic qualification in the relevant specialty. At least 3 years of the period referred to above must be appropriate/ recognizable

experience at management level. These requirements are in accordance with the relevant Occupational Specific Dispensation. Valid driver's licence. Computer literacy.

Competencies and attributes: Policy coordination, Communication, Financial management, Project and programme management, Change Management, Client Orientation and Customer focus, Problem solving and analysis, Service Delivery Innovation, Decision making, People Management and Empowerment, Integrity and honesty, Confidentiality, Good Interpersonal relations, Understanding of Public Service policy and legislative framework. Assertiveness, Ability to network, Diplomacy and tact, Influence and impact.

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 healthcare in accordance with the relevant laws and regulations. Manage and utilize human, material and physical resources efficiently and effectively. Display a concern for patients, promoting and advocating proper treatment and care, including an awareness and willingness to respond to patients' needs, requirements and expectations (Batho Pele principles) .Maintain the quality of nursing data and information and utilize it to advise, advance and evaluate the quality and cost-effectiveness of nursing care. Management of human and financial resources and assets.

MANAGER: EDUCATION & TRAINING
FS & NC Region: AC Goedemoed (FS/NC 2021/09/42)
Salary: R418 137.00 per annum

Requirements: Diploma/Degree in Education and 3-5 years relevant experience gained on a supervisory post. Post graduate degree will be an added advantage. Computer literate. 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. Ability to plan and organise. Sound communication skills. Understanding of Public Service policy and legislative framework, Service delivery and client orientation, integrity and honest, Assertiveness, Willingness to travel, Influence and impact, Applied strategic thinking, Ability to network

Responsibilities: Responsible for the administration of education and training. Manage budget of education and training. Advise the Area Commissioner. Responsible for personnel 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 the external role players regarding education and recreation opportunity. Manage human resource, finances and assets.

OPERATIONAL MANAGER NURSING: HEALTH CARE SERVICES (PRIMARY HEALTH CARE) [03 Posts]
FS & NC Region: Goedemoed Medium B (FS/NC 2021/09/43)
Vereeniging Correctional Centre (FS/NC 2021/09/44)
Odendaalsrus Correctional Centre (FS/NC 2021/09/45)
Salary: R562 800.00 per annum

Requirements: Basic qualification accredited with the SANC in terms of Government Notice 425 (i.e. diploma/ degree in nursing) or equivalent qualification that allows registration with the SANC as a Professional Nurse plus a post-basic nursing qualification, with duration of at least 1 year, accredited with the SANC in terms of Government Notice No R 48 in the relevant specialty. A

minimum of 9 years appropriate/ recognizable nursing experience after registration as Professional Nurse with the SANC in General Nursing. At least 5 years of the period referred to above must be appropriate recognizable experience after obtaining the 1 year post-basic qualification in the relevant specialty. These requirements are in accordance with the relevant Occupational Specific Dispensation. Valid driver's licence. Computer literacy.

Competencies and Attributes: Conflict resolution. Report writing. Presentation skills. Problem solving and decision-making. Team leadership. Policy interpretation. Computer literacy. Facilitation skills. Analytical skills. Training skills. Confidentiality. Integrity and honesty. Time management. Assertiveness. Ability to network. Service delivery and client orientation. Friendly and adaptability. Confident and independent. Ability to work under pressure. 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 (quality of practices). Practice nursing and health care in accordance with the relevant laws and regulations. Display a concern for patients, promoting and advocating proper treatment and care including an awareness and willingness to respond to patient's needs, requirements and expectations (Batho Pele Principles). Maintain the quality of nursing data and information and utilize it to advice. Advance and evaluate the quality and cost-effectiveness of nursing care ensure that a comprehensive general nursing service is delivered to patients in a cost effective, efficient and equitable manner at a primary health care facility. Ensure compliance to professional and ethical practice. Ensure clinical nursing practice by the nursing team (unit) in accordance with the scope of practice and nursing standards as determined by the relevant health facility. Promote quality of nursing care as directed by the professional scope of practice and standards as determined by the relevant health facility. Management of human resources, finances and asset.

CLINICAL NURSE PRACTITIONER: PHC [03 Posts]
FS & NC Region: Tswelopele Correctional Centre (FS/NC 2021/09/46)
Vereeniging Correctional Centre (FS/NC 2021/09/47)
Ficksburg Correctional Centre (FS/NC 2021/09/48)
Salary: R 383 226.00 per annum

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

Competencies and attributes: Knowledge of nursing care process and procedures, nursing statures and other relevant legal frame works, including grievance procedure and disciplinary code and procedure, communication, report writing , liaison, coordination, facilitation, problem-solving , planning and organizing skills.

Responsibilities: Provide direction and supervision in the implementation of nursing plan, Implement standards, practices, criteria and indicators for quality nursing. Practice nursing and healthcare in accordance with relevant laws and regulations. Utilize human, material and physical resources efficiently and effectively. Display a concern for patients, promoting and advocating proper treatment and care, including as awareness to respond to patients' needs, requirement and expectations. Maintain a constructive working relationship with nursing and other stakeholders. Management of human and financial resources and assets.

SOCIAL WORK SUPERVISOR GRADE 1
FS/NC Region: Vereeniging Community Correction (FS/NC 2021/09/49)
Salary: R384 228.00 per annum

Requirements: National Diploma/ Degree in Social Work (e.g. Bachelor of Social Work) that allows professional registration with the SACSSP. A minimum of seven (7) years appropriate experience in Social Work after registration as Social Worker with the

SACSSP. Registration with the SACSSP as a Social Worker. These requirements are in accordance with the relevant Occupational Specific Dispensation. Valid driver's licence. Computer literacy.

Competencies and attributes: Policy coordination, communication, financial management, project management and programme management, change management, client orientation and customer focus, problem solving and analysis, service delivery innovation, decision making, people management and empowerment, integrity and honesty, confidentiality, good interpersonal relations, understanding of Public Service Policy and legislative framework, assertiveness, ability to network and diplomacy.

Responsibilities: Provide needs-based social work services to offenders through individual attention, group work and community work. Conduct research and social work administration. Conduct individual assessments. Market social work services. Monitor and evaluate social work interventions. Provide guidance to subordinates and ensure that the requirements of operational plans are complied with. Management of human resources, finances and assets.

CHIEF ARTISAN : GRADE A (PRODUCTION WORKSHOP)
FS&NC Region: Bizzah Makhate (FS/NC 2021/09/50)
Salary: R 368 487.00 per annum

Requirements: Appropriate Trade Test Certificate/ Building Environment qualification. Ten (10) years post qualification experience required as an Artisan/ Artisan Foreman. Valid Driver's license.

Competencies and attributes: Project Management, technical design and analysis knowledge, computer-aided technical applications, knowledge of legal compliance, technical report writing, technical consulting, production process, problem solving and analysis, decision making, team work, creativity, change management, financial management, Customer focus and responsiveness, communication, computer skills planning and organizing.

Responsibilities: Policy development and interpretation. Monitoring, evaluation and support service to workshop personnel. Economic analysis of work-shop performance. Research and development of new workshop projects. Monitor and evaluate adherence to set service level standards for production workshop. Interpret the relevant workshop policies, manuals and legislation for workshop personnel. Conduct compliance inspection workshop policies, manuals and legislation. Compiling financial budgets and estimates Evaluate financial expenditure and control at all workshop facilities. Understand and apply good human resources relations with subordinates and workshop personnel. Monitor and evaluate the credibility and effective management of the workshops costing system and its reports. Management of human and financial resources and assets.

ARTISAN FOREMAN GRADE A: PRODUCTION WORKSHOPS: WOOD [02 POSTS]
FS & NC Region: Bizzah Makhate Medium A: (FS/NC 2021/09/51)
Salary: R304 263.00 per annum

Requirements: Appropriate Trade test certificate and five (5) years post qualification experience as an Artisan. These requirements are in accordance with the relevant Occupational Specific Dispensation. Valid driver's licence. Computer literacy.

Competencies and attributes: Technical analysis knowledge. Computer Aided technical applications. Knowledge of legal compliance. Technical report writing. Production, process knowledge and skills. Problem solving and analysis. Decision making. Teamwork. Analytical skills. Creativity. Self-management. Customer Focus and responsiveness. Communication. Planning and organizing. These requirements are in accordance with the relevant Occupational Specific Dispensation.

Responsibilities: Design, production, maintenance, performance administrative and related function. Maintain and advance expertise. Management of assets.

ARTISAN FOREMAN GRADE A: PRODUCTION WORKSHOPS: STEEL [02 POSTS]

FS & NC Region: Bizzah Makhate Medium A(FS/NC 2021/09/52)

Salary: R304 263.00 per annum

Requirements: Appropriate Trade test certificate and five (5) years post qualification experience as an Artisan. These requirements are in accordance with the relevant Occupational Specific Dispensation. Valid driver's licence. Computer literacy.

Competencies and attributes: Technical analysis knowledge. Computer Aided technical applications. Knowledge of legal compliance. Technical report writing. Production, process knowledge and skills. Problem solving and analysis. Decision making. Teamwork. Analytical skills. Creativity. Self-management. Customer Focus and responsiveness. Communication. Planning and organizing. These requirements are in accordance with the relevant Occupational Specific Dispensation.

Responsibilities: Design, production, maintenance, performance administrative and related function. Maintain and advance expertise. Management of assets.

SENIOR ADMINISTRATION OFFICER: REGIONAL PERSAL CONTROLLER

FS & NC Region: Regional Office (FS/NC 2021/09/53)

Salary: R316 791.00 per annum

Requirements: National Diploma/ Degree in Human Resource Management or equivalent qualification. At least 3-5 years experience in Human Resources environment. Successful completion of PERSAL training course. Valid Driver's licence. 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/liason with stakeholders and Negotiation skills.

Responsibilities: Effective management of PERSAL in a region. Registration of supervisors and users on PERSAL and allocation of specific functions in relation to their jobs and levels. Monitor, evaluate and implement PERSAL transactions. Monitor changes to the system in line with SCC system. Maintenance of the post establishment on PERSAL. Facilitation of PERSAL training. Management of human resources, finances and assets.

SENIOR ADMINISTRATION OFFICER: PERSAL CONTROLLER

FS & NC Region: AC Grootvlei (FS/NC 2021/09/54)

Salary: R316 791.00 per annum

Requirements: Degree/ National Diploma in Human Resource Management or equivalent qualification and 3-5 years' experience in Human Resources environment. Successful completion of PERSAL training course. Valid Driver's licence. 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: Effective management of PERSAL in a management area. Registration of supervisors and users on PERSAL and allocation of specific functions in relation to their jobs and levels. Monitor, evaluate and implement PERSAL transactions. Monitor changes to the system in line with SCC system. Maintenance of the post establishment on PERSAL. Facilitation of PERSAL training. Management of human resources, finances and assets.

SAO: MANAGER HUMAN RESOURCES ADMINISTRATION
FS & NC Region: AC Groenpunt (FS/NC 2021/09/55)
Salary: R 316 791.00 per annum

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

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

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

SENIOR ADMINISTRATIVE OFFICER: PERSONNEL
FS & NC Region: AC Upington (FS/NC 2021/09/56)
Salary: R316 791.00 per annum

Requirements: Degree/ National Diploma in human Resource management or relevant field plus 3 - 5 years relevant experience. Successful completion of Persal course. Valid driver's license and Computer literacy.

Competencies and attributes: Financial Management, Plan, organize, lead and control, Presentation skill, Conflict management, Time management, Confidentiality, Coaching and mentoring, Understanding of Public Service policy and legislative framework including PFMA, Service delivery and client orientation, Integrity and honesty, Assertive-ness, Influence and impact, Communication skills, Decision making, Problem solving skills, Networking/liaison with stakeholders, Negotiation skills and Conflict management.

Responsibilities: Manage the implementation of human resource policies. Co-ordinate staff privileges. Ensure proper leave administration within the Management Area. Quality assessment of personnel services. Inspection of personnel administration. Ensure control over personnel documentation/files. Man-age personnel investigations. Render advice on HR related matters. Manage housing allowances. Ensure proper capturing of allowances on Persal. Manage transfers. Manage remuneration control. Manage effective disciplinary processes and record keeping. Manage of human and financial resources and assets.

SAO: SUPERVISOR FINANCIAL ACCOUNTING
FS & NC Region: AC Bizzah Makhate (FS/NC 2021/09/57)
Salary: R 316 791.00 per annum

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

Competencies and attributes: Plan and organize events properly, lead and control, client orientation & communication, policy analysis and interpretation, report writing, Good communication and presentation skills, Dynamic and professional, problem solving and decision making. Knowledge of the Public Finance Management Act, Treasury Regulations, BAS and Project Management. Good knowledge of Public Service Regulation. Knowledge of procurement administration and public finance administration , financial management, Integrity & honesty, good work ethics ,confidentiality, interpersonal relations, people management, accuracy, independent networking, influence and impact, computer skills

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

SAO: PROCUREMENT
FS & NC Region: AC Colesberg (FS/NC 2021/09/58)
Salary: R 316 791.00 per annum

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

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

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

SECTION HEAD: EDUCATIONIST
FS & NC Region: Tswelopele (FS/NC 2021/09/59)
Salary: R347 694.00 per annum

Requirements: Recognised four (4) year degree/national diploma in Education with 4 years teaching experience. Valid driver's

licence. Registration with the South African Council of Educators. These requirements are in accordance with the relevant Occupational Specific Dispensation. Computer literacy. Valid driver's licence.

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

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

EDUCATIONIST (M+4) (FORMAL EDUCATION)
FS & NC Region: Tswelopele Correctional Centre (FS/NC 2021/09/60)
Salary: R 283 683.00 per annum

Requirements: Recognised 4 year Degree or equivalent qualification in Education Specializing in Formal Education. Registration with the South African Council of Educators. These requirements are in accordance with the relevant Occupational Specific Dispensation. Computer literate. Valid driver's licence.

Competencies and attributes: Plan, organise, lead and control, client orientation and communication, policy implementation, report writing, diversity management, training and development, service delivery innovation and creativity, project management, conflict management, facilitation management integrity and honesty, knowledge and understanding of public service management frame-work, influence and impact, presentation skills, conceptual skills and conflict management skills.

Responsibilities: Implement educational programs 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. Management of resources.

SKILLS DEVELOPMENT EDUCATIONIST (M+4) (FITTING AND MACHINING)
FS & NC Region: Tswelopele Correctional Centre (FS/NC 2021/09/61)
Salary: R 283 683.00 per annum

Requirements: Recognised four (4) year Degree or equivalent qualification in Education Specializing in fitting and machining. Registration with the South African Council of Educators. These requirements are in accordance with the relevant Occupational Specific Dispensation. Computer literate. Valid driver's licence.

Competencies and attributes: Plan, organise, lead and control, client orientation and communication, policy implementation, report writing, diversity management, training and development, service delivery innovation and creativity, project management, conflict management, facilitation management integrity and honesty, knowledge and understanding of public service management frame-work, 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. Management of resources.

EDUCATIONISTS: M+4: AFRIKAANS & HISTORY
FS & NC Region: Groenpunt Youth Centre (FS/NC 2021/09/62)
Salary: R 283 683.00 per annum

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

Competencies and attributes: Plan and organize, lead and control orientation and communication, policy implementation, report writing, diversity management, training and development, service delivery innovation and creativity, project management, conflict management, facilitation management integrity and honesty, knowledge of the Correctional Service Act, 111 of 1998, as amended, influence and impact, presentation skills, conceptual skills and conflict management skills.

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

EDUCATIONISTS: M+4: FOUNDATION PHASE/AET
FS & NC Region: Groenpunt Youth Centre (FS/NC 2021/09/63)
Salary: R 283 683.00 per annum

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

Competencies and attributes: Plan and organize, lead and control orientation and communication, policy implementation, report writing, diversity management, training and development, service delivery innovation and creativity, project management, conflict management, facilitation management integrity and honesty, knowledge of the Correctional Service Act, 111 of 1998, as amended, influence and impact, presentation skills, conceptual skills and conflict management skills.

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

SKILLS DEVELOPMENT EDUCATIONISTS: M+4: ELECTRICAL
FS & NC Region: Groenpunt Youth Centre (FS/NC 2021/09/64)
Salary: R 283 683.00 per annum

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

Competencies and attributes: Plan and organize, lead and control orientation and communication, policy implementation, report writing, diversity management, training and development, service delivery innovation and creativity, project management, conflict

management, facilitation management integrity and honesty, knowledge of the Correctional Service Act, 111 of 1998, as amended, influence and impact, presentation skills, conceptual skills and conflict management skills.

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

EDUCATIONISTS: M+4: MATHEMATICS TVET
FS & NC Region: Groenpunt Correctional Centre (Ref: FS/NC 2021/09/65)
Salary: R 283 683. 00 per annum

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

Competencies and attributes: Plan and organize, lead and control orientation and communication, policy implementation, report writing, diversity management, training and development, service delivery innovation and creativity, project management, conflict management, facilitation management integrity and honesty, knowledge of the Correctional Service Act, 111 of 1998, as amended, influence and impact, presentation skills, conceptual skills and conflict management skills.

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

SKILL DEVELOPMENT EDUCATIONIST (M+4) (CHEMICAL ENGINEERING)
FS & NC Region: Groenpunt Correctional Centre (Ref: FS/NC 2021/09/66)
Salary: R 281 646. 00 per annum

Requirements: Recognised 4 year Degree or equivalent qualification in Education Specializing in Chemical Engineering. Registration with the South African Council of Educators. These requirements are in accordance with the relevant Occupational Specific Dispensation. Computer literate. Valid driver's licence.

Competencies and attributes: Plan, organise, lead and control, client orientation and communication, policy implementation, report writing, diversity management, training and development, service delivery innovation and creativity, project management, conflict management, facilitation management integrity and honesty, knowledge and understanding of public service management frame-work, influence and impact, presentation skills, conceptual skills and conflict management skills.

Responsibilities: Implement educational programs 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. Management of resources.

EDUCATIONIST (SKILLS DEVELOPMENT): M+4
FS & NC Region: Upington (FS/NC 2021/09/67)
Salary: R 283 683.00 per annum

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

Competencies and attributes: Plan, organise, lead and control, client orientation and communication, policy implementation, report writing, diversity management, training and development, service delivery innovation and creativity, project management, conflict management, facilitation management integrity and honesty, knowledge of the Correctional Services Act, Act 111 of 1998, as amended, influence and impact, presentation skills, conceptual skills and conflict management skills.

Responsibilities: Implement educational programmes for offenders. Implement educational policy at correctional facilities the Management Area. Adhere to set standards for education services in accordance with Government Education Departments. Assess educational services. Ensure service level standards for education and training.

STATE ACCOUNTANT: VOUCHER CONTROL [03 Posts]
FS & NC Region: Kimberley AC Finance (FS/NC 2021/09/68)
Bizzah Makhate AC Finance (FS/NC 2021/09/69)
Upington AC Finance (FS/NC 2021/09/70)
Salary: R257 508.00 per annum

Requirements: National Diploma/Degree in Accounting or Financial Management. At least two (2) years relevant experience in Government Financial systems. Proven financial experience. Good knowledge of Public Finance. The ability to perform under pressure. Valid driver's licence. Computer literacy (knowledge of BAS).

Competencies and attributes: Facilitation skills. Report writing. Presentation skills. Problem solving and decision-making. Interpersonal relations. Policy implementation. Computer literacy. Conflict resolution. Communication skills. Typing skills. Training skills. Confidentiality. Integrity and honesty. Friendly and adaptability. Confident and independent. Accuracy. Ability to work under pressure. Ability long hours.

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

AO: LOGISTIC ADMINISTRATION [03 POSTS]
FS/NC Region: AC Bizzah Makhate (FS/NC 2021/09/71)
AC Grootvlei (FS/NC 2021/09/72)
AC Kimberley (FS/NC 2021/09/73)
Salary: R257 508.00 per annum

Requirements: Recognized three (3) year degree or national diploma in Supply Chain Management or equivalent qualification with 2 years' experience in a comparable environment. Computer literacy. Valid driver's licence.

Competencies and attributes: Problem solving and decision-making skills, confidentiality, understanding of Public Service and legislative framework, service delivery and client orientation. Integrity and honesty, assertiveness, influence and impact and ability to network. Knowledge of Logistical Information System (LOGIS).

Responsibilities: Implementation of logistical policies in the Management Area. Monitor and control incoming and out-going stock. The administration of the warehouse, transit and fleet. Asset verification and logistical processes, asset and inventory balancing.

Reconciliation between BAS and LOGIS.

STATE ACCOUNTANT: BUDGETS
FS/NC Region: AC Kimberley (FS/NC 2021/09/74)
Salary: R257 508.00 per annum

Requirements: Recognized National Diploma/ Degree in Accounting /Financial Management or relevant qualification and 2-3 years relevant experience. Computer literate. Experience working on BAS will be advantageous. A valid driver's licence.

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: Execute management accounting policy in the management area in accordance with current procedures. Plan and execute management accounting functions/inspection. Undertake financial investigations. Provide advice on budget related matters. Ensure budget data integrity on BAS. Evaluate expenditure trends. Ensure that MTEF planning is in place. Budget management. Human resource management. Execute the responsibilities of officials as stipulated in Section 45 of the public finance management act. Management of human resources and assets.

ARTISAN PRODUCTION GRADE A: STEEL [03 POSTS]
FS/NC Region: Bizzah Makhate Medium A: (FS/NC 2021/09/75)
Salary: R190 653.00 per annum

Requirements: An appropriate (Accredited Artisan Trade Certificate/Diploma) trade diploma/certificate underwritten by the Manpower Training Act (Red Seal). These requirements are in accordance the relevant Occupational Specific Dispensation. Valid driver's licence.

Competencies and attributes: Relationship building, innovation and creativity, people management time management, openness and transparency, integrity and honesty, coaching and mentoring, confidentiality, interpersonal relations, networking and tact.

Responsibilities: Train offenders 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. Perform maintenance services.

ARTISAN PRODUCTION GRADE A: WOOD
FS/NC Region: Bizzah Makhate Medium A (FS/NC 2021/09/76)
Salary: R190 653.00 per annum

Requirements: An appropriate (Accredited Artisan Trade Certificate/Diploma) trade diploma/certificate underwritten by the Manpower Training Act (Red Seal). These requirements are in accordance the relevant Occupational Specific Dispensation. Valid driver's licence.

Competencies and attributes: Relationship building, innovation and creativity, people management time management, openness and transparency, integrity and honesty, coaching and mentoring, confidentiality, interpersonal relations, networking and tact.

Responsibilities: Train offenders 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. Perform maintenance services.

**CLERK PAROLE BOARD [2 POSTS]
FS & NC Region: AC Bizzah Makhate (FS/NC 2021/09/77)
Groenpunt (FS/NC 2021/09/78)
Salary: R173 703.00 per annum**

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

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

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

SOCIAL AUXILIARY WORKERS GRADE 1 (TWELVE MONTHS CONTRACT)[07 POSTS]

Salary: R148 215.00 per annum (Plus 37% in lieu of benefits)

Free State and Northern Cape Region:

Colesberg Community Corrections (2021/09/79)

Goldfields Community Corrections (FS/NC 2021/09/80)

Kimberley Community Corrections (FS/NC 2021/09/81)

Kuruman Community Corrections (2021/09/82)

Qwaqwa Community Corrections (2021/09/83)

Springbok Community Corrections (2021/09/84)

Vereeniging Community Corrections (FS/NC 2021/09/85)

Requirements: Registration with the SA Council for Social Service Professions (SACSSP) as a Social Auxiliary Worker. Computer literacy.

Competencies and attributes: Report writing, problem solving, interpersonal relations, conflict resolution and communication skills. Integrity and honesty. Friendly and adaptable. Self-discipline. Ability to work under pressure. Punctuality. Ability to network and willingness to travel.

Responsibilities: Keep updated on the Victim Offender Dialogue Programme and the objectives and targets as set out in the Strategic Plan and Operational Plan. Locate victims. Keep records on all attempts to locate victims. Orientation of victims with regard to the aims and benefits of the Victim Offender Dialogue programme. Facilitate contact between offender and victim.

Assessment of potential areas of conflict. Referral of identified areas of conflict to the Departmental social workers for further intervention. Provision of particulars of victims to Case Management Committee and Parole Boards. Establish database of available support structures in the community (NGO's, religious care organizations, etc). Orientation of NGO's community leaders and other stakeholders with regard to the aims and benefits of the Victim Offender Dialogue Programme. Orientate NGO's, community leaders and families of both the offender as well as the victim (s) regarding the benefits of the acceptance and reintegration of offenders into the communities. Handling monthly returns to Head Office with regard to performance on targets as contained in the Strategic Plan. Provision of needs to Head Community Corrections with regard to communication and travel.

FS & NC Region