



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: 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 have retired from the Public Service with a specific determination that they cannot be re-appointed or have been declared medically unfit will not be considered.

Please take note that correspondence will only be conducted with the shortlisted candidates. If you have not been contacted within three (3) months of the closing date of the advertisement, please accept that your application is unsuccessful. Please do not call the department to enquire about the progress of your application. Applicants must note that further checks will be conducted once they are shortlisted and that their appointment is subject to positive outcomes on these checks, which include security clearance, security vetting, qualification verification, and criminal records verification. Appointment to some of these posts will be provisional, pending the issue of a security clearance. If you cannot get a security clearance, your appointment will be reconsidered/possibly terminated. Finger prints may be taken on the day of interview.

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

Applications: Applications must be submitted on form Z83 (Public Service Application form), obtainable from any Public Service Department, and must be completed in full. **Applications must be accompanied by a CV, copies of qualifications, identity document and valid driver's licence. All copies attached must be certified a true copy of the original and not older than three months.** Please send a separate and complete application for each post you apply for, stating the correct reference for each position you are interested in. **Faxed and e-mailed applications will not be accepted** Candidates must comply with the minimum appointment requirements CV's should be aligned to reflect one's degree of compliance with the advert requirements and responsibilities. It is the sole responsibility of an applicant to ensure that their application reaches DCS before 25th January 2019 @ 15h45.

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

Free State/Northern Cape Region:

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

Contact person: Ms Mkuni NJ and Mr Jansen JS at 051 404 0270 or 051 4040283

Physical Address: 103 Zastron Street, Agrimed Building, Bloemfontein

APPOINTMENTS UNDER THE CORRECTIONAL SERVICES ACT

DEPUTY DIRECTOR (NCB-4): AREA COORDINATOR: CORRECTIONS

FS & NC Region: Grootvlei (Ref: FS/NC 2018/12/01)

Salary: R719 493 per annum (all-inclusive package)

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

Competencies and attributes: Firearm skills and the use of relevant security technology. Strategic capability and leadership, policy development, 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 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 tact, Resilience, Influence and impact.

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 and security risks. Manage human resources, finance and assets

HEAD OF COMMUNITY CORRECTIONS (CB5)

FS & NC Region: Kimberley Community Corrections (Ref: FS/NC 2018/12/02)

Salary: R429 933 per annum

Requirements: NQF 6 National Diploma/ Degree in Behavioural Sciences and successful completion of the Corrections Science Learnership/Basic Training. 7 years' relevant experience in a supervisory post (CB4). Top secret security classification. Computer literacy. Valid driver's licence.

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

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

ASD: CHAIRPERSON: CASE MANAGEMENT COMMITTEE (CB5) x3
FS & NC Region: Virginia (Ref: FS/NC 2018/12/03),
Upington (Ref: FS/NC 2018/12/04),
Tswelopele (Ref: FS/NC 2018/12/05)
Salary R429 933 per annum

Requirements: Degree / National Diploma in Behavioural sciences and Successful completion of Corrections science learnership. At least 7 Years (combined) relevant experience on supervisor and junior management production levels. These requirements are in accordance with the relevant Occupational Specific Dispensation. Top secret security classification, Valid Driver's License and 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, Assertiveness, Ability to network, Diplomacy and tactful.

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.

CENTRE COORDINATOR: CORRECTIONS (CB 5) x2
FS & NC Region: Groenpunt Med B (FS/NC 2018/12/06),
Virginia (FS/NC 2018/12/07)
Salary: R 429 933 per annum

Requirements: Degree/National diploma in Behavioural Sciences or an equivalent qualification and 7 years relevant experience in a supervisory post (CB 4). Successful completion of Corrections Science Learnership/ Correctional Service basic training. These requirements are in accordance with the relevant Occupational Specific Dispensation. Computer literate. Valid driver's licence.

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

Responsibilities: Ensure the development of correctional sentence plan and facilitate the implementation thereof. Execute correctional policies and procedures. Coordinates the collation and dissemination of correction information. Coordinates activities relating to rehabilitation programme, case management administration, case management committee and unit management systems. Promote corrections and security. Management of human resources, finances and assets.

ASD (NCB3) AREA COORDINATOR: CORRECTIONS
FS & NC Region: Colesberg (Ref: FS/NC2018/12/08),
Salary: R370 866 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(NCB3): MANAGER: FACILITIES AND SECURITY
FS & NC Region: Groenpunt (Ref: FS/NC 2018/12/09)
Salary: R 370 866 per annum

Requirements: Degree/National Diploma in Correctional Services Management or equivalent qualification coupled with seven (7) years relevant experience gained in a supervisory post (NCB2). These requirements are in accordance with the Occupational Specific Dispensation. Top secret security classification as an added advantage. 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. 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(NCB3): MANAGER: CORRECTIONS
FS & NC Region: Grootvlei (Ref: FS/NC 2018/12/10)
Salary: R 370 866.00 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.

HEAD OF CORRECTIONAL CENTRE (CB4) X2
FS & NC Region: Ladybrand (Ref: FS/NC 2018/12/11),
Senekal (FS/NC 2018/12/12),
Wepener (FS/NC 2018/12/13)
Salary: R 360 060 per annum

Requirements: Relevant B degree/National Diploma and 7 years relevant experience gained on supervisory level. These requirements are in accordance with the relevant Occupational Specific Dispensation. 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. Strategic capability and leadership, policy development and good communication skills. Sound project and programme management skills. Transformation, change and conflict management abilities. Stakeholder management skills. Problem solving, analysis and decision making skills. Service delivery innovation. People management and empowerment. In depth understanding of safety and security within a correctional environment. Integrity and honesty. Good interpersonal relations. Knowledge of the Correctional Services Act, Act 111 of 1998.

Responsibilities: Management of all aspects of the Correctional Centre on a day to day basis through the implementation of the Correctional Services Act, Act 111 of 1998. Manage the implementation of the imperatives of the White Paper on Corrections. Management of case management administration, security, development and care, unit management and case management committees. Foster a working relationship with the Justice Cluster and the community. Monitor, evaluate and take appropriate action in relation to outcomes on the risk trends. Management of performance information. Management of performance information. Manage human resources, finances and asset.

CENTRE COORDINATOR: STAFF SUPPORT X2
FS & NC Region: Bethlehem (Ref: FS/NC 2018/12/14),
Harrismith (Ref: FS/NC 2018/12/15)
Salary: R 360 060 per annum

Requirements: Degree/ National Diploma in Behavioural Sciences or equivalent qualification and successful completion of Corrections Science Learner ship/Basic Training. 7 years relevant experience on production post 3 years of which must supervisory experience. These requirements are in accordance with the Occupational Specific Dispensation. Top secret security classification as an added advantage. Valid driver's license. Computer literacy.

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

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

CENTRE COORDINATOR: OPERATIONAL SUPPORT x2
FS & NC Region: Groenpunt Youth (Ref: FS/NC 2018/12/16),
Sasolburg (Ref: FS/NC 2018/12/17)
Salary: R 360 060 per annum

Requirements: Degree/ National Diploma in Correctional Services Management or equivalent qualification coupled with (7) years combined 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 Learner ship/Basic Training. Valid driver's licence. Computer literate.

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

UNIT MANAGER (CB4) (SMALL) X4
FS & NC Region: x3 Upington (Ref : FS/NC 2018/12/18),
X1 Tswelopele (Ref: FS/NC 2018/12/19)
Salary: R360 060 per annum

Requirements: Recognised three (3) year degree/ National Diploma or equivalent qualification in Behavioural Sciences 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 license.

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.

CENTRE COORDINATOR CORRECTIONS (CB4)
FS & NC Region: Colesberg (Ref: FS/NC 2018/12/20)
Salary: R 360 060 per annum

Requirements: Degree/National diploma in Behavioural Sciences or an equivalent qualification and 7 years relevant experience in a supervisory post. Successful completion of Corrections Science Learnership/ Correctional Service basic training. These requirements are in accordance with the relevant Occupational Specific Dispensation. Computer literate. Valid driver's licence.

Competencies and attributes: Firearm skills and the use of relevant security technology. communication, project and programme management, transformation management, change management, stakeholder management, problem solving, analysis, service 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.

Responsibilities: Ensure the development of correctional sentence plan and facilitate the implementation thereof. Execute correctional policies and procedures. Coordinates the collation and dissemination of correction information. Coordinates activities relating to rehabilitation programme, case management administration, case management committee and unit management systems. Promote corrections and security. Management of human resources, finances and assets.

DH: SECURITY MANAGER (CB4)
FS & NC Region: Groenpunt Medium A (Ref : FS/NC 2018/12/21),
Salary: R 360 060 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 re-sources and assets.

SCO: NUTRITIONAL SERVICES:
FS & NC Region: Grootvlei Med A (Ref: FS/NC 2018/12/22)
Salary: R 360 060 per annum

Requirements: Degree/National Diploma in Food Management or an equivalent qualification and at least seven (7) years relevant experience gained on production level. Successful completion of Corrections Science Learnership/Basic Training. These requirements are in accordance with the relevant Occupational Specific Dispensation. Valid driver's licence. Ability to plan/organize.

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: Preparation of meals. Serving of meals. Cleaning of utensils, kitchens, serveries. Training of offenders as caterers. Screening of offenders. Control of security equipment (keys, batons, teargas, radios). Supervise the unlocking of offenders. Control of catering equipment (knives, crockery etc.). Ensure medical parades. Ensure cleaning of kitchen. Supervision of recreation activities. Dealing with problematic offenders. Searching of kitchen. Treatment of offenders. Manage human resources, finances and assets.

SECRETARY: PAROLE BOARD(NCB2)
FS & NC Region: Upington: Area Commissioner's Office (Ref: FS/NC 2018/12/23)
Salary: R311 997 per annum

Requirements: Recognised three (3) year National Diploma/ Degree in Behavioural Sciences. 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 skills and the use of relevant security technology, Communication, Project and Programme management, Transformation management, Change Management, Stakeholder management, Problem solving Analysis, Service Delivery Innovation, Decision making, People Management and Empowerment, In depth understanding of safety and security in a correctional environment, Integrity and honesty, Confidentiality, Good Interpersonal relations, Knowledge of the Correctional Services Act, Act 111 of 1998, as amended. Assertiveness. Ability to network. Diplomacy and tactful. Resilient. Influence and impact.

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

UNIT MANAGER (NCB2) (Small): AGRICULTURE X2
FS & NC Region: Groenpunt Medium A(Plant Production) (Ref : FS/NC 2018/12/24),
Grootvlei Medium B (Animal Production) (Ref: FS/NC 2018/12/25)
Salary: R311 997 per annum

Requirements: Degree/National Diploma in Agriculture and 7 years relevant experience. Experience in stock-management will be an added advantage. These requirements are in accordance with the relevant Occupational Specific Dispensation. Computer literacy. A valid driver's license.

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: Quality assessment of agricultural services. Develop/maintain agricultural services standards in the management area .Manage animal production, agricultural labour, environment, agricultural equipment and occupational safety. Manage human resources, finance and assets

APPOINTMENTS UNDER THE PUBLIC SERVICE ACT

MR-6 SENIOR LEGAL ADMINISTRATION OFFICER
FS & NC Region: Regional Office (Ref: FS/NC 2018/12/26)
Salary: R 448 269 – R 1 084 437 (all-inclusive package)

Requirements: Recognised B. Juris/ LLB Degree. Eight (8) years' experience post qualification legal experience. 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, delivery and client orientation, Integrity and honesty, Assertiveness, Willingness to travel, Influence and impact, Communication skills, Decision making, Problem solving skills, Networking/liaison with stakeholders, and Negotiation skills.

Responsibilities: Interpretation and Initiation of policy amendments in DCS. Rendering of legal advice activities of the Department. The rendering of ad hoc advice to area managers on legal procedures/administrative law. The training of personnel in legal procedures/administrative law. Adminstrating of claims against the DCS. Undertaking of hearing/trials administration. Administration of motion applications on the application of policy in the region. Administration of motion application on the content of policy in the DCS. Maintenance of legal libraries. Planning of activities. Management of personnel. Management of finance.

MEDICAL OFFICER GRADE 1 X2
FS & NC Region: Grootvlei Med A(Ref: FS/NC 2018/12/27),
Bizzah Makhate Med A (Ref: FS/NC 2018/12/28)
Salary R 780 612 -R 840 942 (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 utilise resources, provide emergency medical care including after hours, refer patients to authorised 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).

DD: AREA COORDINATOR: CORPORATE SERVICES
FS & NC Region: Upington Area Commissioner Office (Ref: FS/NC 2018/12/29)
Salary R 697 011.00 (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.

DD: REGIONAL COORDINATOR: EMPLOYEE RELATIONS + PERSONNEL DISCIPLINE
FS & NC Region: Regional Office (Ref: FS/NC 2018/12/30)
Salary: R 697 011.00 (all-inclusive package)

Requirements: Recognised three years B-Degree /National Diploma in Labour Law/Labour Relations or equivalent relevant qualification with 3-5 years' experience in entry middle management in a comparable environment. 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: The implementation of national policies. The co-ordination at Regional level of the Grievance procedure, Bargaining council resolutions, Disciplinary system, The formulation of regional police, The communication of feedback. The management of collective bargaining. Receiving of grievance from personnel. Evaluation of the merits of grievance. Assist management with negotiations. Drafting recommendations to management. Assist line functionaries of the DCS. The undertaking of employee relations research. Management of human and finance resources and assets.

DD: REGIONAL COORDINATOR: SUPPLY CHAIN MANAGEMENT

FS & NC Region: Regional Office (Ref: FS/NC 2018/12/31)

Salary: R697 011 (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. analysing 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.

CONSTRUCTION PROJECT MANAGER

FS & NC Region: Regional Office (FS/NC 2018/12/32)

Salary: R 679 338 per annum

Requirements: National Higher Diploma (Built Environment field) with a minimum of 4 years and six months certified experience or B Tech (Built 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.

PHARMACIST
FS & NC Region: Kimberley (Ref: FS/NC 2018/12/33)
Salary: R655 980 all-inclusive salary package

Requirements: Recognised 4 year degree in Pharmacy or equivalent qualification. Registration with the South African Pharmaceutical Council as pharmacists. Valid driver's licence. Computer Literacy

Competencies and Attributes: Computer literacy. Valid driver's licence. Knowledge of the Public health and pharmaceutical system will be a strong recommendation. Financial management experience. Problem solving and decision making. Facilitation skills. Plan, organise lead and control. Presentation skills. Conflict Management. Report writing. Confidentiality. Under-standing of the Public Service policy and legislative framework. Service delivery orientation. Integrity and honesty. Assertiveness.

Responsibilities: Manage the pharmacy facility in terms of applicable legislation, regulations and policies. Perform pharmacy risk management and networking (Internal and external) Issuing of control medicine. Manage Human resources, finance and assets. Ensure that medicines are stored as prescribed. Monitor stock levels. Order medicine as needed from appropriate suppliers. Knowledge and understanding of the financial framework and logistical systems in use in the Department. Report on any irregular prescriptions and expenditures when checking and reconciling are done. Ensure that the facility complies with the minimum requirements as determined by the Pharmaceutical Council of South Africa.

ASSISTANT MANAGER: HEALTH CARE SERVICES
FS & NC Region: Groenpunt Max (Ref: FS/NC 2018/12/34)
Salary: R581 826 per annum

Requirements: Degree/National Diploma in Nursing or an equivalent qualification that allows registration with the South African Nursing Council as a Professional Nurse plus eight (8) years relevant experience after registration, of which at least three (3) years on supervisory level. Current proof of registration with the South African Nursing Council as a Professional Nurse/PHC. Computer literacy. Valid driver's licence.

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

Responsibilities: Provide direction and supervision in the implementation of the nursing plan (clinical practice/quality patient care) Implement standards, practices, criteria and indicators for quality nursing (quality of practices). Practise nursing and healthcare in accordance with the relevant laws and regulations. Manage and utilise human, material and physical resources efficiently and effectively. Display a concern for patients, promoting and advocating proper treatment and care, including an awareness and willingness to respond to patients' needs, requirements and expectations (Batho Pele principles) .Maintain the quality of nursing data and information and utilise it to advise, advance and evaluate the quality and cost-effectiveness of nursing care. Management of human and financial resources and assets.

MANAGER: EDUCATION & TRAINING x2
FS & NC Region: x1 AC Groenpunt (Ref: FS/NC 2018/12/35),
x1 AC Upington (Ref: FS & NC: 2018/12/36)
Salary: R391 677 per annum

Requirements: Degree/diploma in Education and 3-5 years relevant experience as supervisor. Post graduate degree will be an added advantage. Must be professional. Ability to plan and organize. Sound communication skills. Valid driver's license.

Competencies and attributes: Financial management, Problem solving and decision making skills, Facilitation skills. Plan, organize, lead and control, Change Management, Team leadership, Project management, Presentation 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: 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.

ARTISAN CHIEF GRADE A
FS & NC Region: Groenpunt (Ref: FS/NC 2018/12/37),
Salary: R 365 646 per annum

Requirements: Appropriate/ (Accredited Artisan Trade Certificate/Diploma) trade test certificate with 10 years post qualification experience required as an artisan/artisan foreman. Valid driver's license. These requirements are in accordance with the relevant Occupational Specific Dispensation.

Competencies and attributes: Relationship building, Innovation & creativity, People management time management, Openness & transparency, Integrity & honesty, Coaching & mentoring, Confidentiality, Interpersonal relations, Networking, Tact and computer skills.

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.

SOCIAL WORK SUPERVISOR
FS & NC Region: Vereeniging (Ref: FS/NC 2018/12/38)
Salary: R363 507 per annum

Requirements: BA degree in Social Work and 7 years relevant experience in a Social work environment after registration with South African Council for Social Services Profession. Computer literacy and a Valid driver's licence.

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

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

CLINICAL NURSE PRACTITIONER: PHC x8
FS & NC Region: x1 Bizzah Med A (FS/NC 2018/12/39),
x1 Upington (FS/NC 2018/12/40),
x1 Springbok(FS/NC 2018/12/41),
x1 Colesberg (FS/NC 2018/12/42),
x1 Hopetown (FS/NC 2018/12/43),
x3 Tswelopele (FS/NC 2018/12/44)
Salary: R 362 559 per annum

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

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

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

ASD: WORKSTUDY
FS & NC Region: Regional Office (FS/NC 2018/12/45)
Salary: R 356 289 per annum

Requirements: Relevant B degree/National Diploma in Management Services (previously known as Organisation and Work Study). 3-5 years relevant experience on supervisory post.
Valid driver's licence. Computer literacy.

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 Interpersonal relations, Assertiveness, Ability to network, Diplomacy and tact, Resilience, Influence and impact.

Responsibilities: Ensure that the Department effects its core functions in terms of human and material resources cost-effectively by advising management on the structure of the Department as well as the sequencing of work processes. Ensure that the Department is structured cost-effectively, Study the creation, establishment and shifting of organizational components and advise management accordingly. Design and manage the control of official forms to ensure uniformity. Advise management on work layouts, office accommodation and working conditions. Advise management on purpose-fit equipment and the efficient use thereof. Evaluate the job weight of a post or group of posts. Research and prepare miscellaneous information required by management. Research the process to be followed in attaining policy/strategic objectives of the Department. Effectively schedule projects. Management of finance and human resources and assets.

ASD: ADMINISTRATIVE SECRETARY: DEPUTY REGIONAL COMMISSIONER
FS & NC Region: Regional Office (Ref: FS/NC 2018/12/46)
Salary: R 356 289 per annum

Requirements: RVQ13 (NQF6)/Degree/Diploma in Administration or equivalent qualification. At least three (3) to five (5) years' experience in administration support services. Computer literacy. Valid driver's licence.

Competencies and attributes: Plan, organise, lead and control, client orientation and communication, policy development and analysis, report writing, diversity management, training and development, relationship building, service delivery innovation and creativity, project and programme management, conflict management, financial management, facilitation management, transformation management, change management, integrity and honesty, coaching and mentoring, good work ethics, confidentiality, interpersonal relations, people management and empowerment, openness and transparency, networking, influence and impact, applied strategic planning, time management, tact and diplomacy, willingness to travel, presentation skills, conceptual skills, computer skills, negotiation skills and conflict management skills.

Responsibilities: Ensure a smooth document flow system in the office of the Deputy Regional Commissioner. Ensure compliance by members with return dates. Ensure quality control over the documentation forwarded to the Regional Commissioner/Area Commissioners. Ensure convening of meetings, agenda preparation, minute taking and development of an action plan and reporting system on decisions taken in meetings. Ensure the financial and logistical management of the office including budgeting and costing processes. Ensure the drafting of routine letters and memos, receipt of correspondence and documentation and proactively acknowledging correspondence. Process content of in-coming and outgoing documentation. Ensure compliance with return dates. Ensure appropriate filing of documents. Ensure logistical provisioning for the office. Provide financial administrative support to the Deputy Regional Commissioner in relation to the budgeting, expenditure and financial reporting on office spending on a monthly basis. Liaise with various stakeholders.

ASD MANAGER HR SUPPORT
FS & NC Region: AC Upington (FS/NC 2018/12/47)
Salary: 356 289 per annum

Requirements: Degree/National Diploma in Human Resource Management or an equivalent qualification With 3-5 years relevant experience in human resource environment. 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 Service Act, Delivery and client orientation, Integrity and Honesty, Assertiveness, Willingness to travel, Influence and impact, Communication skills, Decision making, Problem solving skills, Networking/liaison with stakeholders, and Negotiation skills.

Responsibilities: Manage performance management function in the management area • Manage personnel awards and achievement bonuses. Management of human resources, finances and assets.

ASD MANAGER SUPPLY CHAIN MANAGEMENT
FS & NC Region: AC Upington (FS/NC 2018/12/48)
Salary: R 356 289 per annum

Requirement: Degree/ National Diploma in Supply Chain Management or equivalent qualification with at least 3-5 years' experience on supervisory post. In depth knowledge of LOGIS system. 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 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: Management of procurement of assets, storage and distribution process in the management area. Operationalization of logistical policy in the management area. The management of stock and logistical investigation, administration of tenders contracts and transport. Management of human resources, finance and assets.

SENIOR ADMIN OFFICER: LEASES: FACILITIES
FS & NC Region: Regional Office (FS/NC 2018/12/49)
Salary: R 299 709 per annum

Requirements: Recognized three (3) years degree/ national diploma in in Property Management/ Supply Chain Management or an equivalent qualification with at least 3-5 years' experience in a similar environment. Proven knowledge in Municipal Finance Act, Treasury Regulations. Computer literate. Valid driver's license.

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, Willing-ness to travel, Ability to work under pressure.

Responsibilities: Coordinate the maintenance of accommodation infrastructure. Ensure the effective risk and compliance management within asset management unit. Manage the financial resources of programmes and projects in charge of in accordance to the PFMA. Identify and monitor financial risks in relation to the projects in the unit. Keep abreast with the latest trends. Liaison with internal and external stakeholders. Management of human resources, finances and assets.

SENIOR ADMIN OFFICER CLUBS
FS & NC Region: AC Goedemoed (FS/NC 2018/12/50)
Salary: R 299 709 per annum

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

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

Responsibilities: Management of clubs and financial outlets, membership management (clubs and sub clubs).Promotion of sport and recreation. Financial management of club affairs, Management of human resources, finances and assets. Ensure the implementation of policies and procedures governing clubs and canteens. Ensure the preparation of annual financial statements for audit purposes. Verification and monitoring of the income, Expenditure and investments of clubs. Manage human resources, finance and assets

SAO: PROCUREMENT
FS & NC Region: AC Goedemoed (FS/NC 2018/12/51)
Salary: R 299 709 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 adapt-ability. Self-discipline. Confident. Ability to work under pressure. Policy implementation. Assertiveness. Influence and impact. Ability to network

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

SENIOR STATE ACCOUNTANT X2
FS & NC Region: AC Grootvlei (Ref: FS/NC 2018/12/52),
AC UPINGTON (FS/NC 2018/12/53)
Salary: R 299 709 per annum

Requirements: Grade 12 and recognized three year Degree/Diploma in Accounting or Financial Management with relevant management experience in Government Financial Systems. Sound communication skills. Valid driver's licence. Must be computer literate. Dynamic and professional. Ability to plan and organize events properly. Knowledge of the Public Management Act, Treasury Regulations and BAS. Proven experience in a BAS environment. Proven experience in handling control accounts.

Competencies and Attributes: 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: Execute the responsibility of official as stipulated in Section 45 of Public Finance Management Act, Plan and execute financial accounting functions/inspection. Undertake financial investigations. Keep financial accounting system on standard. Compile training programmes. Ensure effective control over the collection and allocation of all revenue. Ensure financial data integrity on BAS. Manage all ledger and special functions accounts. Open, keep and control debt accounts. Submit applicable documents ensuring zero balances on the ledger for the month. Handle Z59 claims

SPAO: SUPERVISOR LOGISTICS
FS & NC Region: AC Bizzah Makhate (Ref: FS/NC 2018/12/54)
Salary: R299 709 per annum

Requirements: Recognized three (3) year degree or national diploma in Supply Chain Management or equivalent qualification with 3-5 years in a supply chain management environment. Knowledge LOGIS system. Computer literacy. Valid driver's licence.

Competencies and Attributes: Problem solving and decision making, Facilitation skills, Plan, organize, lead and control, Presentation skill, Conflict management, Training skills, Communication skills, Time management, Confidentiality, Coaching and mentoring, Knowledge of the Public Finance Management Act, 1999 and Treasury Regulations. Knowledge of Tender process. Service delivery and client orientation, Integrity and honesty, Assertiveness, Influence and impact and Ability to network.

Responsibilities: Implementation of logistical policies in the Management Area. Monitor and control incoming and out-going stock. Manage the administration of the warehouse, transit and fleet. Supervise the asset verification and logistical processes, asset reconciliations and inventory balancing. Supervise the reconciliation between BAS and LOGIS. Facilitate logistical training. Management of human resources, finance and assets.

SENIOR ADMINISTRATION OFFICER: HR UTILIZATION
FS & NC Region: AC Bizzah Makhate (Ref: FS/NC 2018/12/55)
Salary: R 299 709 per annum

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

Competencies and attributes: Plan, organise, lead and control, client orientation and communication, policy development and analysis, report writing, diversity management, training and development, relationship building, service delivery innovation and creativity, project and programme management, conflict management, financial management, facilitation management, transformation management, change management, integrity and honesty, coaching and mentoring, good work ethics, confidentiality, interpersonal relations, people management and empowerment, openness and transparency, networking, influence and impact, applied strategic planning, time management, tact and diplomacy, willingness to travel, presentation skills, conceptual skills, computer skills, negotiation skills and conflict management skills.

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

SAO: EMPLOYEES ASSISTANCE PRACTITIONER (EAP)
FS & NC Region: Upington (Ref: FS/NC 2018/12/56)
Salary: R299 709 per annum

Requirements: Recognized and appropriate three year degree/diploma in relation to the EAP work field and /or relevant experience in EAP. A postgraduate qualification in Social Work or Clinical Psychology will serve as a strong recommendation. Registration with the relevant regulatory body is mandatory. Computer literacy. Counselling, presentation and communication skills. Professionalism, ability to plan and organize. Valid driver's licence.

Competencies and attributes: Problem solving and decision making, facilitation skills, plan, organize, lead and control, project management, presentation skill, counselling skills, Ability to interpret policy/legislation Conflict management, coaching and mentoring, Understanding of Public Service policy and legislative framework, service delivery and client orientation, integrity and honesty, assertiveness, willingness to travel, influence and impact and ability to network.

Responsibilities: Render direct EAP services to members and their families in a manner that ensures confidentiality and strong code of ethics. Assessments, referrals and short-term problem solutions. Effective confidential record-keeping and data management. Implement programmed promotion, training and awareness activities. Prepare annual programmed budgets and evaluate the attainment of programmed objectives as well as providing feedback.

SAO: PERSAL CONTROLLER
FS & NC Region: Upington (Ref: FS/NC 2018/12/57)
Salary: R 299 709 per annum

Requirements: : Degree/ National Diploma in Human Resource Management or equivalent qualification and 5 years relevant experience in Human Resources environment and extensive experience in PERSAL Management. Successful completion of PERSAL Course. Thorough knowledge of the requirements applicable to the work sphere and that of Persal users. Supervisory skills. Ability to manage Persal function. Knowledge of Basic Conditions of Employment Act and Labour Relations. Communication skills. Corporate governance.

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 stake-holders and Negotiation skills.

Responsibilities: Effective management of PERSAL within the management area. . Registration of supervisors and users on PERSAL and allocation of specific functions in relation to their jobs and levels. Coordinate and manage PERSAL. Oversee PERSAL in the management area. Monitor the selective allocation of functions. Responsible for 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.

SENIOR ADMIN OFFICER SUPPLY CHAIN MANAGEMENT
FS & NC Region: AC Colesberg (Ref 2018/12/58)
Salary: R 299 709 per annum

Requirement: Recognized three (3) years degree/ national diploma in Supply Chain Management or equivalent qualification with at least 3-5 years' experience on supervisory post. In depth knowledge of LOGIS system. Valid driver's license. 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

Responsibility: Management of procurement of assets, storage and distribution process in the management area. Operationalization of logistical policy in the management area. The management of stock and logistical investigation, administration of tenders contracts and transport. Management of human resources, finance and assets.

ARTISAN FOREMAN GRADE A: PLUMBER x5
FS & NC Region: X1 Goedemoed (Ref: FS/NC 2018/12/59),
X1 Groenpunt (Ref: FS/NC 2018/12/60),
X1 Grootvlei (Ref: FS/NC 2018/12/61),
X1 Bizzah (Ref: FS/NC 2018/12/62),
X1 Kimberley (Ref: FS/NC 2018/12/63),
Salary: R286 500 per annum

Requirements: Appropriate/ (Accredited Artisan Trade Certificate/Diploma) trade test certificate and 5 years' post qualification experience as an Artisan. Experience in plumbing works will be an added advantage. Valid driver's licence. These requirements are in accordance with the relevant Occupational Specific Dispensation.

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

Responsibility : Safe custody of offenders; Management of Administration Task; Training and Development of offenders; Control over workplaces and Tools; Inventory Control and Logistical Administration as well as Efficient Management of Resources and work orders and compliance with administration. Management of human and financial resources and assets.

ARTISAN FOREMAN GRADE A: ELECTRICIAN x7
FS & NC Region: x2 Groenpunt (Ref: FS/NC 2018/12/64),
x1 Grootvlei (Ref: FS/NC 2018/12/65)
X2 Goedemoed (Ref: FS/NC 2018/12/66),
X1 Bizzah Makhate (Ref: FS/NC 2018/12/67),
x1 Kimberley (Ref: FS/NC 2018/12/68)
Salary: R286 500 per annum

Requirements: Appropriate/ (Accredited Artisan Trade Certificate/Diploma) trade test certificate and 5 years' post qualification experience as an Artisan. Experience in electrical works will be an added advantage. Valid driver's licence. These requirements are in accordance with the relevant Occupational Specific Dispensation.

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

Responsibility : Safe custody of offenders; Management of Administration Task; Training and Development of offenders; Control over workplaces and Tools; Inventory Control and Logistical Administration as well as Efficient Management of Resources and work orders and compliance with administration. Management of human and financial resources and assets.

ARTISAN FOREMAN GRADE A: WELDER x3
FS & NC Region: x1 Goedemoed (Ref: FS/NC 2018/12/69),
x1 Groenpunt (Ref: FS/NC 2018/12/70),
x1 Grootvlei (Ref: FS/NC 2018/12/71),
Salary: R286 500 per annum

Requirements: Appropriate/ (Accredited Artisan Trade Certificate/Diploma) trade test certificate and 5 years' post qualification experience as an Artisan. Experience in Welding works will be an added advantage. Valid driver's licence. These requirements are in accordance with the relevant Occupational Specific Dispensation.

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

Responsibility : Safe custody of offenders; Management of Administration Task; Training and Development of offenders; Control over workplaces and Tools; Inventory Control and Logistical Administration as well as Efficient Management of Resources and work orders and compliance with administration. Management of human and financial resources and assets.

ARTISAN FOREMAN GRADE A: BRICKLAYER x3
FS & NC Region: x1 Groenpunt (Ref: FS/NC 2018/12/72),
x2 Grootvlei (Ref: FS/NC 2018/12/73),
Salary: R 286 500 per annum

Requirements: Appropriate/ (Accredited Artisan Trade Certificate/Diploma) trade test certificate and 5 years' post qualification experience as an Artisan. Experience in Bricklaying works will be an added advantage. Valid driver's licence. These requirements are in accordance with the relevant Occupational Specific Dispensation.

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

Responsibility : Safe custody of offenders; Management of Administration Task; Training and Development of offenders; Control over workplaces and Tools; Inventory Control and Logistical Administration as well as Efficient Management of Resources and work orders and compliance with administration. Management of human and financial resources and assets.

ARTISAN FOREMAN GRADE A: CARPENTER
FS & NC Region: Grootvlei (Ref: FS/NC 2018/12/74)
Salary: R 286 500 per annum

Requirements: Appropriate/ (Accredited Artisan Trade Certificate/Diploma) trade test certificate and 5 years' post qualification experience as an Artisan. Experience in upholstery works will be an added advantage. Valid driver's licence. These requirements are in accordance with the relevant Occupational Specific Dispensation.

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

Responsibility : Safe custody of offenders; Management of Administration Task; Training and Development of offenders; Control over workplaces and Tools; Inventory Control and Logistical Administration as well as Efficient Management of Resources and work orders and compliance with administration. Management of human and financial resources and assets.

ARTISAN FOREMAN GRADE A: PAINTER
FS & NC Region: Grootvlei (Ref: FS/NC 2018/12/75)
Salary: R 286 500 per annum

Requirements: Appropriate/ (Accredited Artisan Trade Certificate/Diploma) trade test certificate and 5 years' post qualification experience as an Artisan. Experience in paint works will be an added advantage. Valid driver's licence. These requirements are in accordance with the relevant Occupational Specific Dispensation.

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

Responsibility : Safe custody of offenders; Management of Administration Task; Training and Development of offenders; Control over workplaces and Tools; Inventory Control and Logistical Administration as well as Efficient Management of Resources and work orders and compliance with administration. Management of human and financial resources and assets.

ARTISAN FOREMAN GRADE A: MECHANIC
FS & NC Region: Grootvlei (Ref: FS/NC 2018/12/76)
Salary: R 286 500 per annum

Requirements: Appropriate/ (Accredited Artisan Trade Certificate/Diploma) trade test certificate and 5 years' post qualification experience as an Artisan. Experience in electrical works will be an added advantage. Valid driver's licence. These requirements are in accordance with the relevant Occupational Specific Dispensation.

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

Responsibility : Safe custody of offenders; Management of Administration Task; Training and Development of offenders; Control over workplaces and Tools; Inventory Control and Logistical Administration as well as Efficient Management of Resources and work orders and compliance with administration. Management of human and financial resources and assets.

ARTISAN FOREMAN GRADE A: PRODUCTION WORKSHOP x3

FS & NC Region: Bizzah Makhate
x1 Welder (Ref: FS/NC 2018/12/77),
x1 Cabinet Maker (Ref: FS/NC 2018/12/78),
x1 Wood-machinist (Ref: FS/NC 2018/12/79),
Salary: R286 500 per annum

Requirements: Appropriate/ (Accredited Artisan Trade Certificate/Diploma) trade test certificate and 5 years' post qualification experience as an Artisan. Experience in relevant field will be an added advantage. Valid driver's licence. These requirements are in accordance with the relevant Occupational Specific Dispensation.

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

Responsibility : Safe custody of offenders; Management of Administration Task; Training and Development of offenders; Control over workplaces and Tools; Inventory Control and Logistical Administration as well as Efficient Management of Resources and work orders and compliance with administration. Management of human and financial resources and assets.

SECTION HEAD: EDUCATIONIST x2
FS & NC Region: x1 Kimberley (Ref: FS/NC 2018/12/80),
x1 Tswelopele (Ref: FS/NC 2018/12/81)
Salary: R267 651 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.

SECTION HEAD: SKILLS DEVELOPMENT
FS & NC Region: Tswelopele (Ref: FS/NC 2018/12/82)
Salary: R267 651 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, organise, 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 skills development services. Monitor performance in skills development services. Evaluate and ensure service levels. Undertake educational research. Investigate learner related complaints. Plan skills development activities. Manage human resources, finances and assets. Manage training requirements. Range training workshops.

EDUCATIONIST M+4 x10
FS & NC Region: x1 Bizzah Makhate Med C Female[AET] (Ref: FS/NC 2018/12/83)
x1 Groenpunt [English FAL] (Ref: FS/NC 2018/12/84)
x5 Tswelopele [x2 Mathematics & Physics] (Ref: FS/NC 2018/12/85),
[x1 Geography & Tourism] (Ref: FS/NC 2018/12/86),
[x1 Business Studies] (Ref: FS/NC 2018/12/87),
[x1 Setswana] (Ref FS/NC 2018/12/88)
x1 Goedemoed [AET] (Ref: FS/NC 2018/12/89)
x2 Upington [x1 AET] (Ref: FS/NC 2018/12/90),
[x1 Welding] (Ref: FS & NC 2018/12/91)
Salary Range : R262 896 per annum

Requirements: Grade 12 plus recognised four (4) year Degree/National Diploma in Education. Registration with the South African Council of Educators. These requirements are in accordance with the relevant Occupational Specific Dispensation. Computer literacy and Valid driver's licence will be an added advantage.

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, willingness to travel, presentation skills, conceptual skills, computer skills, 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.

SOCIAL WORKER GRADE 1 X3
FS/NC Region: Virginia (FS/NC 2018/92),
x2 Groenpunt (FS/NC 2018/12/93)
Salary: R 242 553 per annum

Requirements: BA Degree Social Work and registration with the South African Council of Social Service Professions. Computer literacy. Valid driver's licence.

Competencies and attributes: Conversancy with Acts policies and legislation pertaining to Social Work practice, understanding of Human Behavioural systems, Social Work environment, empowerment, confidentiality, time management, listening skills, good interpersonal skills, client orientation, good communication skills, empathy, tactfulness, integrity and honesty, report writing skills, adaptability and conflict management. Ability to coordinate, collaborate with internal and external stakeholders.

Responsibilities: Manage the provision of needs-based social work services to offenders within the Management Area. Conduct research and social work administration. Conduct individual assessments. Market social work services. Monitor and evaluate social work interventions. Provide guidance to subordinate and ensure that the requirements of the operational plans are complied with. Manage human re-sources, finances and assets.

AO: BASIC ACCOUNTING SYSTEM
FS & NC Region: AC Groenpunt (FS/NC 2018/12/94)
Salary: R 242 475 per annum

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

Competencies and attributes: Plan, organise, lead and control, client orientation & communication, policy analysis and interpretation, report writing, facilitation skills, presentation, problem solving and decision making Knowledge of the supply chain management framework (PFMA). Treasury Regulations relating to supply chain management. Good knowledge of Public Service Regulation. . Knowledge of procurement administration and public finance administration , financial management, Integrity & honesty, good work ethics ,confidentiality, interpersonal relations, people management, accuracy, independent networking, influence and impact, computer skills .

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

AO: LOGISTIC ADMINISTRATION X3
FS/NC Region: x3 AC Bizzah Makhate (FS/NC 2018/12/95)
Salary: R242 475 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 Bizzah Makhate (FS/NC 2018/12/96)
Salary: R 242 475 per annum

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

Competencies and attributes: Plan, organise, lead and control, client orientation & communication, policy analysis and interpretation, report writing, facilitation skills, presentation, problem solving and decision making Knowledge of the supply chain management framework (PFMA). Treasury Regulations relating to supply chain management. Good knowledge of Public Service Regulation. . Knowledge of procurement administration and public finance administration , financial management, Integrity & honesty, good work ethics ,confidentiality, interpersonal relations, people management, accuracy, independent networking, influence and impact, computer skills .

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

STATE ACCOUNTANT: VOUCHER CONTROL x3
FS & NC Region: AC Upington (FS/NC 2018/12/97) ,
x2 AC Colesberg (FS/NC 2018/12/98)
Salary: R 242 475 per annum

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

Competencies and attributes: Plan, organise, lead and control, client orientation & communication, policy analysis and interpretation, report writing, facilitation skills, presentation, problem solving and decision making Knowledge of the supply chain management framework (PFMA). Treasury Regulations relating to supply chain management. Good knowledge of Public Service Regulation. . Knowledge of procurement administration and public finance administration , financial management, Integrity & honesty, good work ethics ,confidentiality, interpersonal relations, people management, accuracy, independent networking, influence and impact, computer skills.

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

NETWORK CONTROLLER (IT)
FS/NC Region: AC COLESBERG (Ref: FS/NC 2018/12/99)
Salary: R 242 475 per annum

Requirements: Recognised Degree/National Diploma in IT with 2 years in a comparable environment. Valid driver's licence. Computer literacy

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

Responsibilities: Maintain access control and physical access to server rooms. Complete IT registers and inventories. Monitor performance of network connection. Perform software and hardware rollout projects. Provide first line helpdesk and desktop support. Install and upgrade software and hardware products. Provide technical advice and support to all the users. Enforce and monitor strict adherence to information and communication technology policies.

AO: PERSAL CONTROLLER
Free State and Northern Cape Region: AC Colesberg (Ref: FS/NC 2018/12/100)
Salary: 242 475 per annum

Requirements: : Degree/ National Diploma in Human Resource Management or equivalent qualification and 5 years relevant experience in Human Resources environment and extensive experience in PERSAL Management. Successful completion of PERSAL Course. Thorough knowledge of the requirements applicable to the work sphere and that of Persal users. Supervisory skills. Ability to manage Persal function. Knowledge of Basic Conditions of Employment Act and Labour Relations. Communication skills. Corporate governance.

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 stake-holders and Negotiation skills.

Responsibilities: Effective management of PERSAL within the management area. . Registration of supervisors and users on PERSAL and allocation of specific functions in relation to their jobs and levels. Coordinate and manage PERSAL. Oversee PERSAL in the management area. Monitor the selective allocation of functions. Responsible for 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 com-position and maintenance of Departmental Persal policy, manuals and procedures.

PROFESSIONAL NURSE : GENERAL NURSING: GRADE 1 X4
FS & NC Region: x1 Grootvlei (FS/NC 2018/12/101) ,
x1 Groenpunt Max (FS/NC 2018/12/102),
x1 Colesberg (FS/NC 2018/12/103),
x1 Bizzah Makhate Med A (FS/NC 2018/12/104)
Salary: R 241 908 per annum

Requirements: Degree/Diploma in Nursing or equivalent qualification that allows registration with the South African Nursing Council as a Professional Nurse. Current registration with the South African Nursing Council (SANC). These requirements are in accordance with the relevant Occupational Specific Dispensation.

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

Responsibilities: Provide direction and supervision in the implementation of the nursing plan. (Clinical practice/quality patient care). Implement standards, practices, criteria and indicators for quality nursing (quality of practice). Practice nursing and healthcare in accordance with the relevant law as and regulations. Utilise human, material and physical re-sources efficiently and effectively. Display a concern for patients, promoting and advocating proper treatment and care, including an awareness and willingness to respond to patients' needs, requirement and expectations (Batho Pele principles). Maintain a constructive working relationship with nursing and other stakeholders

ARTISAN PRODUCTION GRADE A: BRICKLAYER X4
FS/NC Region: x1 Goedemoed (Ref: FS/NC 2018/12/105),
x1 Groenpunt (Ref: FS/NC 2018/12/106),
x1 Grootvlei (Ref: FS/NC 2018/12/107),
x1 Bizzah Med A (Ref: FS/NC 2018/12/108)
Salary: R 179 523 per annum

Requirements: An appropriate trade test certificate underwritten by the Manpower Training Act (Red Seal), experience as a bricklayer will be an added advantage. Valid driver's licence. Computer literate. These requirements are in accordance with the relevant Occupational Specific Dispensation.

Competencies and attributes: Plan and organise, report writing, punctuality, understanding of Public Service policy and legislative framework, service delivery and client orientation, integrity and honesty, assertiveness, influence and impact, ability to work under pressure.

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

ARTISAN PRODUCTION GRADE A: PLUMBER X4
FS/NC Region: x2 Bizzah Med A (Ref: FS/NC 2018/12/109),
x2 Grootvlei (Ref: FS/NC 2018/12/110)
Salary: R 179 523 per annum

Requirements: An appropriate trade test certificate underwritten by the Manpower Training Act (Red Seal), experience as a Plumber will be an added advantage. Valid driver's licence. Computer literate. These requirements are in accordance with the relevant Occupational Specific Dispensation.

Competencies and attributes: Plan and organise, report writing, punctuality, understanding of Public Service policy and legislative framework, service delivery and client orientation, integrity and honesty, assertiveness, influence and impact, ability to work under pressure.

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

ADMIN CLERK: HEALTH CARE SERVICES
FS & NC Region: RC Office (FS/NC 2018/12/111)
Salary: R 163 563 per annum

Requirement: Grade 12 with relevant experience in comparable environment will be added advantaged. Valid driver's licence Computer knowledge.

Competencies and attributes: Plan and organize, Report writing. Punctuality, Confidentiality, Understanding of Public Service policy and legislative framework, Service delivery and client orientation, Integrity and honesty, Assertiveness, Influence and impact, Ability to work under pressure

Responsibilities: The undertaking of correspondence The technical preparation of documents The arrangement of meetings The management of documents The management of dairies Organization of workshop, sessions, seminars, etc.

SECRETARY OF THE DEPUTY REGIONAL COMMISSIONER
FS/NC Region: Regional Office (Ref: FS/NC 2018/12/112)
Salary: R 163 563 per annum

Requirements: Grade 12 or secretarial diploma/certificate and relevant experience as a secretary will be an added advantage. 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, 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. Re-cord 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.

SECRETARY OF THE AREA COMMISSIONER X2
FS/NC Region: x1 Bizzah Makhate (Ref: FS/NC 2018/12/113),
x1 Groenpunt (Ref: FS/NC 2018/12/114)
Salary: R 163 563 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 de-livery 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. Re-cord 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.

CLERK PERSONNEL
FS & NC Region: Groenpunt (FS/NC 2018/12/115)
Salary: R 163 563 per annum

Requirements: Grade 12 .Valid driver's license. Computer literate.

Competencies and Attributes: Plan and control. Report writing. Punctuality, Confidentiality, Understanding of Public Service policy and legislative frame-work, Service delivery and client orientation, Integrity and honesty, Assertiveness, Influence and impact, Ability to work under pressure.

Responsibilities: Ensure the implementation of Human Resource policies such as leave administration, state accommodation, Performance Management, Development System grievances, disciplinary procedure, and injury on Duty, transfers, and termination of services. Communicate policy matters. Arrange personnel meetings. Maintain post establishment. Management of assets.

AO: PROCUREMENT X2
FS & NC Region: x2 AC Groenpunt (FS/NC 2018/12/116)
Salary: R 163 563 per annum

Requirements: Grade 12 and relevant experience will be added advantage. Computer literacy

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: Placement of orders. Generate procurement advices. Conduct enquiries on orders and commitments placed. Maintain and update database of prospective suppliers. Administer quotations awarded.

CLERK : EMPLOYEE RELATIONS
FS & NC Region: Regional Office (Ref: FS/NC 2018/12/117)
Salary: R 163 563 per annum

Requirements: Grade 12 with relevant experience in comparable environment will be added advantage. Valid drivers' licence. Computer literacy.

Competencies and attributes: Problem solving and decision making skills, time management, confidentiality, Understanding of Public Services and legislative framework, service delivery and client orientation, integrity and honesty, assertiveness, influence and impact and ability to network.

Responsibilities: Correspondence to and from the Management Areas. Arrangement and administration of meetings. Planning and managing of activities for the Regional Coordinator: Employee Relations. Communication on behalf of the Regional Coordinator: Employee Relations. Handle Internal as well as External calls. Managing of classified information. Ensure that knowledge of classified issues to other persons is conveyed on a need to know basis only. Typing of documents for the Regional Coordinator: Employee Relations Logistical administration. Assist on the management of grievance procedure/ disciplinary system. Coordinating monthly statistics to the Regional Coordinator: Employee Relations

CLERK: CORRECTIONS ADMINISTRATION
FS & NC Region: AC Colesberg (Ref: FS/NC 2018/12/118)
Salary: R 163 563 per annum

Requirements: Grade 12 with relevant experience in comparable environment will be added advantaged. Valid driver's licence
Computer knowledge.

Competencies and Attributes: Plan and organize meetings, report writing. Punctuality, confidentiality, service delivery and client orientation, integrity and honesty, assertiveness, influence and ability to work under pressure.

Responsibilities: Correspondence to and from the Area Commissioner. Arrangement and administration of meetings. Planning and managing of activities for the Area Coordinator: Corrections. Communication on behalf of the Area Coordinator: Corrections. Handle Internal as well as External calls. Managing of classified information. Ensure that knowledge of classified issues to other persons is conveyed on a need to know basis only. Typing of documents for the Area Coordinator: Corrections Logistical administration. Coordinating monthly statistics the Area Coordinator: Corrections.