



## DEPARTMENT OF CORRECTIONAL SERVICES

**Closing date: 19 October 2018**

**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.

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

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

**Applications:** For applications to be accepted, applications must be submitted on form Z83 (Public Service Application form), obtainable from any Public Service Department, and must be completed in full. Applications must be accompanied by a CV and certified copies of qualifications and ID NOT older than 3 months. Where an advertisement states that a valid Driver's Licence is required, then please submit a certified copy of your licence. Please send a separate and complete application for each post you apply for, stating the correct reference for each position you are interested in. **Faxed and e-mailed applications will not be accepted** • Candidates must comply with the minimum appointment requirements • CV's should be aligned to reflect one's degree of compliance with the above-mentioned requirements and responsibilities. Applications must reach DCS before the closing date and time. It is the sole responsibility of an applicant to ensure that their application reaches DCS before the stipulated closing date and time.

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

For full details (Competencies, attributes and responsibilities) on the following positions please visit our website at [www.dcs.gov.za](http://www.dcs.gov.za) (search on vacancies)

### **Western Cape Region**

**Postal Address:** Regional Coordinator Human Resource and Support, Private Bag x01, Edgemead, 7404

**Contact person:** Ms NA Mdladlamba at 021 550 6014

Mr DJ Pieterse at 021 550 6052

**Physical Address:** Breede River Street, Monte Vista, Edgemead

## APPOINTMENTS UNDER THE CORRECTIONAL SERVICES ACT

### DEPUTY DIRECTOR (CB-6): HEAD OF CORRECTIONAL CENTRE

- **Western Cape Region: Voorberg (Medium B) (Ref: WC 2018/09/01), Brandvlei (Maximum) (Ref: WC 2018/09/02), Overberg (Helderstroom Maximum) (Ref: WC 2018/09/03), Goodwood (Ref: WC 2018/09/04)**

**Salary: R809 802 per annum (all-inclusive package)**

**Requirements:** Degree/National Diploma in Behavioural Sciences and successful completion of Corrections Science Learner-ship. 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 and good communication skills. Sound project and programme management skills. Transformation, change and conflict management abilities. Stakeholder management skills. Problem solving, analysis and decision making skills. Service delivery innovation. People management and empowerment. In depth understanding of safety and security within a correctional environment. Integrity and honesty. Good interpersonal relations. Knowledge of the Correctional Services Act, Act 111 of 1998.

**Responsibilities:** Management of all aspects of the Correctional Centre on a day to day basis through the implementation of the Correctional Services Act, Act 111 of 1998. Manage the implementation of the imperatives of the White Paper on Corrections.

Management of case management administration, security, development and care, unit management and case management committees. Foster a working relationship with the Justice Cluster and the community. Monitor, evaluate and take appropriate action in relation to outcomes on the risk trends. Management of performance information. Manage human resources, finances and assets.

**DEPUTY DIRECTOR (NCB-4): REGIONAL COORDINATOR: SOCIAL RE-INTEGRATION**

- **Western Cape Region: Regional Commissioner's Office (Ref: WC 2018/09/05)**  
**Salary: R719 493 per annum (all-inclusive package)**

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

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

**Responsibilities:** 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.

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

- **Western Cape Region: Goodwood (Ref: WC 2018/09/06)**  
**Salary: R719 493 per annum (all-inclusive package)**

**Requirements:** Degree/National Diploma in Behavioural Sciences and successful completion of Corrections Science Learner-ship. Seven (7) years relevant experience gained in a supervisory posts. 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, Stake-holder 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.

**DEPUTY DIRECTOR (CB-6): CENTRE COORDINATOR: HEAD SATELLITE: SOCIAL RE-INTEGRATION**

- **Western Cape Region: Pollsmoor (Mitchells Plain Community Corrections) (Ref: WC 2018/09/07)**  
**Salary: R809 802 per annum (all-inclusive package)**

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

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

**Responsibilities:** 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.

**DEPUTY DIRECTOR (NCB-4): REGIONAL INSPECTORATE**

- **Western Cape Region: Regional Office (Ref: WC 2018/09/08)**  
**Salary: R719 493 per annum (all-inclusive package)**

**Requirements:** Degree/National Diploma in Behavioural Sciences and successful completion of Corrections Science Learner-ship.

Seven (7) years (combined) relevant experience gained on supervisor and junior management production levels (NCB3). 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:** Policy coordination, communication, financial management, Plan, organise, lead and control, Project and Programme management, Change Management, Client orientation and Customer focus, Problem solving and analysis, Service Delivery innovation, decision making, people management and empowerment, integrity and honesty, Confidentiality, Good interpersonal relations, understanding of Public Service Policy and legislative framework, Assertiveness, Ability to network and Diplomacy.

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

**ASSISTANT DIRECTOR (CB-5): HEAD CORRECTIONAL CENTRE**

- **Western Cape Region: Southern Cape (Mossel Bay) (Ref: WC 2018/09/09), Allandale (Paardeberg) (Ref: WC 2018/09/10), Allandale (Obiqua) (Ref: WC 2018/09/11)**  
**Salary: R429 933 per annum**

**Requirements:** Degree/National Diploma in Behavioural Sciences and successful completion of Corrections Science Learner-ship. Seven (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. Computer literacy.

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

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

**ASSISTANT DIRECTOR (CB-5): CENTRE COORDINATOR: OPERATIONAL SUPPORT**

- **Western Cape Region: Voorberg (Medium B) (Ref: WC 2018/09/12), Breede River (Worcester Males) (Ref: WC 2018/09/13)**  
**Salary: R429 933 per annum**

**Requirements:** Degree/National Diploma in Behavioural Sciences and successful completion of Corrections Science Learner-ship. Seven (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. 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, Ability to network, Diplomacy and tactful.

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

**ASSISTANT DIRECTOR (CB5): CENTRE COORDINATOR: CORRECTIONS**

- **Western Cape Region: Breede River (Worcester Males) (Ref: WC 2018/09/14), Brandvlei (Juvenile) (Ref: WC 2018/09/15), Drakenstein (Medium B) (Ref: WC 2018/09/16), Drakenstein (Maximum) Ref: WC 2018/09/17)**  
**Salary R429 933 per annum**

**Requirements:** Degree/National Diploma in Behavioural Sciences and successful completion of Corrections Science Learner-ship.

Seven (7) years relevant experience gained in a supervisory posts. 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. Computer literate, 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,

**Responsibility:** 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. Manage human resources, finance and assets.

**ASSISTANT DIRECTOR (CB5): RE-INTEGRATION MANAGER: CASE MANAGEMENT COMMITTEE**

- **Western Cape Region: Voorberg (Medium B) (Ref: WC 2018/09/18)**  
**Salary: R429 933 per annum**

**Requirements:** Degree/National Diploma in Behavioural Science or equivalent qualification and successful completion of Correctional Science Learner-ship. Seven (7) years relevant experience gained in production post. 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, knowledge of the Correctional Services Act, Act 111 of 1998, as amended, assertiveness, ability to network and diplomacy.

**Responsibility:** Planning of the activities of the Case Management Committee. Holding of meetings of the CMC. Management of sentence plans. Control of offender records. Management of human resources, logistical administration and assets.

**ASSISTANT DIRECTOR (CB-5): CHAIRPERSON: CASE MANAGEMENT COMMITTEE**

- **Western Cape Region: Pollsmoor x2 (Medium A) (Ref: WC 2018/09/19), Voorberg (Medium B) (Ref : WC 2018/09/20)**  
**Salary: R429 933 per annum**

**Requirements:** Degree/National Diploma in Behavioral Sciences. Seven (7) years relevant experience gained in a supervisory post. Successful completion of Corrections Science Learner-ship/Basic Training. These requirements are in accordance with the relevant Occupational Specific Dispensation. Computer literacy. Valid driver's licence.

**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.

**ASSISTANT DIRECTOR (CB-5): CENTRE COORDINATOR: HEAD SATELLITE: SOCIAL RE-INTEGRATION**

- **Western Cape Region: Southern Cape (George Community Corrections) (Ref: WC 2018/09/21) , Breede Rivier (Worcester Community Corrections) (Ref: WC 2018 /09/22)**  
**Salary: R429 933 per annum**

**Requirements:** Degree/National Diploma in Behavioural Sciences and successful completion of Corrections science learner-ship. 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 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.

**ASSISTANT DIRECTOR (CB-5): MANAGER: AGRICULTURE**

- **Western Cape Region: Voorberg (Medium A) (Ref: WC 2018/09/23), Drakenstein (Medium A) (Ref: WC 2018/09/24)**  
**Salary: R429 933 per annum**

**Requirements:** Degree/National Diploma in Agriculture Sciences or equivalent qualifications and successful completion on Corrections Science Learner-ship. Seven (7) years relevant experience gained in supervisory post. These requirements are in accordance with the relevant Occupational Specific Dispensation. Valid driver's licence. Computer literacy.

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

**Responsibilities:** Co-ordinate agriculture policy. Quality assessment of agriculture services. Develop/maintain agriculture production. Manage agriculture labour. Manage environment. Manage agricultural equipment. Manage occupational safety. Coordinate production workshops policy. Quality assessment of production workshop services. Develop/maintain workshop production standards in the Management Area. Manage workshop production. Manage workshop. Management of human and finance resources and assets.

**ASSISTANT DIRECTOR (NCB-3): REGIONAL INSPECTORATE**

- **Western Cape Region: Regional Office (Ref: WC 2018/09/25)**  
**Salary: R370 866 per annum**

**Requirements:** Degree/National Diploma in Behavioural Sciences and successful completion of Corrections Science Learner-ship. At least Five (5) years relevant experience gained in a supervisory post (NCB2). 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:** Policy coordination, communication, financial management, Plan, organise, lead and control, Project and Programme management, Change Management, Client orientation and Customer focus, Problem solving and analysis, Service Delivery innovation, decision making, people management and empowerment, integrity and honesty, Confidentiality, Good interpersonal relations, understanding of Public Service Policy and legislative framework, Assertiveness, Ability to network and Diplomacy.

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

**SECURITY MANAGER (CB-4) HEAD SATELLITE, SOCIAL REINTEGRATION**

- **Western Cape Region: Voorberg (Vredendal Community Corrections) (Ref: WC 20180/09/26)**  
**Salary: R 360 060.00 per annum**

**Requirements:** Degree/National Diploma in Behavioural Sciences and successful completion of Corrections Science Learner-ship. 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 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.

**SECURITY MANAGER (CB-4): CENTRE CO-ORDINATOR: OPERATIONAL SUPPORT**

- **Western Cape Region: Allandale (Hawequa) (Ref: WC 2018/09/27), Breede River (Dwarsrivier) (Ref: WC 2018/09/28), Brandvlei (Medium) (Ref: WC 2018/09/29)**  
**Salary: R 360 060.00 per annum**

**Requirements:** Degree/National Diploma in Behavioural Sciences or equivalent qualification. Seven (7) years relevant experience gained in 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 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, 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.

**SECURITY MANAGER (CB-4): CENTRE COORDINATOR: CORRECTIONS**

- **Western Cape Region: West Coast (Riebeeck West) (Ref: WC 2018/09/30), Southern Cape (Mossel Bay) (Ref: WC 2018/09/31), Drakenstein (Medium B) (Ref: WC 2018/09/32), Allandale (Paardeberg) (Ref: WC 2018/09/33), Allandale (Hawequa) (Ref: 2018/09/34), Breede River (Dwarsrivier) (Ref: WC 2018/09/35)**  
**Salary: R360 060 per annum**

**Requirements:** Degree/National Diploma in Behavioural Sciences and successful completion of Corrections Science Learner-ship. 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. Computer literate, 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,

**Responsibility:** 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. Manage human resources, finance and assets.

**SECURITY MANAGER (CB-4): DIVISION HEAD: CASE MANAGEMENT ADMINISTRATION**

- **Western Cape Region: Goodwood (Ref: WC 2018/09/36), Southern Cape (Knysna) (Ref: WC 2018/09/37), Southern Cape (Oudtshoorn Medium A) (Ref: WC 2018/09/38), Brandvlei (Maximum) (Ref: WC 2018/09/39), Breede River (Robertson) (Ref: WC 2018/09/40)**  
**Salary: R360 060 per annum**

**Requirements:** Degree/National Diploma in Behavioural Sciences and successful completion of Corrections Science Learner-ship. 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 within a correctional environment. Integrity and honesty, confidentiality, Good interpersonal relations, knowledge of the Correctional Services Act, Act 111 of 1998as amended, Assertiveness, Resilience, Ability to network and diplomacy.

**Responsibilities:** Management of admission and release system. Supervise offender movements, offender cash administration and

offender bail / fine payments. Ensure continuity and consistency in case management administration. Management of human resources, finance and assets.

**SECURITY MANAGER (CB-4): UNIT MANAGER**

- Western Cape Region: Overberg (Helderstroom Medium) (Ref: WC 2018/09/41), Voorberg (Medium B) X3 (Ref: WC 2018/09/42), Voorberg (Van Rhynsdorp) X2 (Ref: WC 2018/09/43), Goodwood X3 (Ref: WC 2018/09/44), Pollsmoor (Medium C) (Ref: WC 2018/09/45), Pollsmoor (Medium A) X2 (Ref: WC 2018/09/46), Southern Cape (George) (Ref: WC 2018/09/47), Southern Cape (Uniondale) (Ref: WC 2018/09/48), West Coast (Malmesbury Medium A) X4 (Ref: WC 2018/09/49), Allandale (Ref: WC 2018/09/50), Breede River (Robertson) (Ref: WC 2018/09/51), Drakenstein (Medium B) (Ref: WC 2018/09/52)  
Salary: R360 060 per annum

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

**Competencies and attributes:** Firearm skills and the use of relevant security technology. 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:** Manage safe custody of offenders. Manage the process of representation of offenders. Develop measures for handling offender complaints and requests. Facilitate the induction of new offenders. Implementation of unit management principles. Management of case files. Provision of infrastructural needs to enhance the implementation of unit management principles. Management of human resources finances and assets.

**SECURITY MANAGER (CB-4): CENTRE COORDINATOR: STAFF SUPPORT**

- Western Cape Region: Overberg (Caledon Community Corrections), (Ref: WC 2018/09/53), Pollsmoor (Medium A) (Ref: WC 2018/09/54), Pollsmoor (Medium C) (Ref: WC 2018/09/55), Pollsmoor (Mitchell's Plain Community Corrections), Ref: WC 2018/09/56, Allandale (Ref: WC 2018/09/57), Drakenstein (Maximum) (Ref: WC 2018/09/58), Breede River (Warmbokkeveld) (Ref: WC 2018/09/59)  
Salary: R360 060 per annum

**Requirements:** Degree/National Diploma in Behavioural Sciences or equivalent qualification and successful completion of Corrections Science Learner-ship/Basic Training. Seven (7) years relevant experience gained in a supervisory post. These requirements are in accordance with the Occupational Specific Dispensation. Top secret security classification as an added advantage. Valid driver's licence. Computer literacy.

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

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

**SECURITY MANAGER: (CB-4): DIVISIONAL HEAD: SECURITY**

- Western Cape Region: Drakenstein (Medium B) (Ref: WC 2018/09/60), Drakenstein (Medium A) (Ref: WC 2018/09/61), Pollsmoor (Medium C) (Ref: WC 2018/09/62)  
Salary: R360 060 per annum

**Requirements:** Degree/National Diploma in Behavioural Sciences and successful completion of Corrections Science Learner-ship. 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. 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:** Manage security matters. Responsible for maintenance of existing security matters and the upgrading. Implement

departmental policies. Advice management regarding security matters. Management of escorts to hospitals, courts and other destinations. Keep personnel up to date regarding security matters. Management of human resources, finances and assets.

**SECURITY MANAGER (CB-4): EXTERNAL SECURITY**

- **Western Cape Region: Pollsmoor (Medium A) (Ref: WC 2018/09/63), Brandvlei (Maximum) (Ref: WC 2018/09/64), Drakenstein (Maximum) (Ref: WC 2018/09/65)**  
**Salary: R360 060 per annum**

**Requirements:** Degree/National Diploma in Behavioural Sciences and successful completion of Corrections Science Learner-ship. 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. 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 security matters. Responsible for maintenance of existing security matters and the upgrading. Implement departmental policies. Advice management regarding security matters. Management of escorts to hospitals, courts and other destinations. Keep personnel up to date regarding security matters. Management of human resources, finances and assets.

**SECURITY MANAGER (CB-4): DIVISIONAL HEAD: CARE SERVICES**

- **Western Cape Region: Pollsmoor (Medium A) (Ref: WC 2018/09/66), Overberg (Helderstroom Medium) (Ref: WC 2018/09/67)**  
**Salary: R360 060 per annum**

**Requirements:** Degree/diploma in Social Work Services or Psychological services. Professional registration with the council for social workers of HPCSA. Seven (7) years relevant experience gained in Social/Psychological work supervisory level. These requirements are in accordance with the relevant Occupational Specific Dispensation. Valid Driver's Licence. Computer literacy.

**Competencies and attributes:** Firearm skills and the use of relevant security technology. Team Leadership, 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 1998as amended, Assertiveness, Resilience, Ability to network and diplomacy.

**Responsibilities:** Enhance coordination of policies a d quality Assessment of services. Ensure service level standards for social work services. Plan activities. Manage infrastructure for social work services/psychological services and spiritual care programme interventions. Manage finance and personnel. Ensure the implementation of and compliance with Departmental legislation, policies and procedures relating to special categories offenders. Ensure the implementation of Checklist for all special category offenders to ensure adequate service delivery. Report on the offender enrolment and participation (including special categories of offenders) in social work, psychological, Spiritual care, HIV,AIDS, Formal education , Skill Development and SRAC Programmes) , Ensure effective risk mitigation of risk management within the Care division. Ensure the implementation of need based programmes in partnership with external service providers.

**SECURITY MANAGER (CB-4): UNIT MANAGER: PAROLEES AND PROBATIONERS**

- **Western Cape Region: Southern Cape (Mossel bay) (Ref: WC 2018/09/68), Southern Cape (Oudtshoorn Community Corrections) (Ref: WC 2018/09/69), Southern Cape (Knysna) (Ref: WC 2018/09/70), Pollsmoor (Mitchells Plain) (Ref: WC 2018/09/71)**  
**Salary: R360 060 per annum**

**Requirements:** Degree/National Diploma in Behavioural Sciences and successful completion of Corrections Science Learner-ship. Seven (7) years (combined) 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 Licence. 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 and 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 and diplomacy.

**Responsibilities:** Monitor parolee/ probationer movements. Maintenance of parolee/ probationer records. Searching of parolees/probationers when required according to approved processes and procedures. Tracing of absconders as required. Monitor



compliance to community service requirements. Counselling of cases when needed. Perform address confirmations. Management of information systems. Refer/handle violations as and when required. Network with community/family to assist with information/supervision etc. Ensure that prescribed programmes are attended.

**SECURITY MANAGER (CB4): UNIT MANAGER: AWAITING TRIALS**

- **Western Cape Region: Pollsmoor (Cape Town Community Corrections) X2 (Ref: WC2018/09/72), Pollsmoor (Mitchells Plain) (Ref: WC 2018/09/73)**  
**Salary: R360 060 per annum**

**Requirements:** Degree/National Diploma in Behavioural Sciences and Successful completion of Corrections Science Learner-ship. 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 Licence. Computer literacy.

**Competencies and attributes:** Firearm skills and the use of relevant security technology. Communication, project and programme management, transformation management, change management and stakeholder management. Problem solving, service delivery innovation and decision making skills. People management and empowerment. In depth understanding of safety and security in a correctional environment. Integrity and honesty. Confidentiality and good interpersonal relations. Knowledge of the Correctional Services Act, Act 111 of 1998, as amended. Assertiveness, diplomacy and tact. Resilient. Influence and impact.

**Responsibilities:** Implement unit management principles. Ensure training of staff pertaining to unit management principles. Implement procedures to improve level of communication between the different units, Head of Centre, Case Management Committees and other role players. Management of inmate's and staff development. Implement structured day programmes. Ensure that case files are opened for all offenders and that sentence plans are compiled in conjunction with the Case Management Committee. Compile case notes and recording on the case files. Assess offenders in conjunction with the CMC. Registering of structural needs to enhance the implementation of unit management. Management of information and resources.

**SECURITY MANAGER (CB4): NUTRITIONAL SERVICES**

- **Western Cape Region: Pollsmoor (Medium A) (Ref: WC 2018/09/74), Goodwood (Ref: WC 2018/08/75)**  
**Salary: R360 060 per annum**

**Requirements:** Degree/National Diploma in Food Management or an equivalent qualification. Seven (7) years relevant experience gained on production level. Successful completion of Corrections Science Learner-ship/Basic Training. These requirements are in accordance with the relevant Occupational Specific Dispensation. 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:** 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.

**SECURITY MANAGER (CB4): AGRICULTURE (ANIMAL PRODUCTION)**

- **Western Cape Region: Voorberg (Medium A) (Ref: WC 2018/09/76), Drakenstein (Medium A) (Ref: WC 2018/09/77)**  
**Salary: R360 060 per annum**

**Requirements:** Degree/National Diploma in Agriculture or equivalent qualification with Animal Production. Seven (7) years relevant experience gained in a supervisory post These requirements are in accordance with the relevant Occupational Specific Dispensation. Experience in Plant Production will be an added advantage. A valid driver's licence. Computer Literate.

**Competencies and attributes:** Conflict resolution, report writing, presentation skills, 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, ability to work under pressure.

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

**SECURITY MANAGER (CB4): AGRICULTURE (PLANT PRODUCTION)**

- **Western Cape Region: Voorberg (Medium A) (Ref: WC 2018/09/78)**

**Salary: R360 060 per annum**

**Requirements:** Degree/National Diploma in Agriculture or equivalent qualification with Plant Production. Seven (7) years relevant experience gained in a supervisory post. The experience in Animal Production will be an added advantage. A valid driver's licence. Computer Literate.

**Competencies and attributes:** Conflict resolution, report writing, presentation skills, 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, ability to work under pressure.

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

**SECTION HEAD: FORMAL EDUCATION**

- **Western Cape Region: Pollsmoor Med C (Ref: WC 2018/09/79), Breede River (Warmbokkeveld) (Ref: WC 2018/09/80) Brandvlei (Youth) (Ref: WC 2018/09/81), Drakenstein (Medium A) (Ref: WC 2018/09/82)**

**Salary: R328 944 per annum**

**Requirements:** Recognised four (4) year Degree or equivalent qualification in Education and registration with the South African Council of Educators. Seven (7) years relevant experience gained after registration with SACE. 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, understanding of Public Service policy and Legislative framework, policy implementation, report writing, diversity management, training and development, service delivery innovation and creativity, project management, facilitation management, integrity and honesty, influence and impact, presentation skills, conceptual skills, conflict management, assertiveness and ability to work under pressure.

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

**SECTION HEAD: EDUCATIONIST: SKILLS DEVELOPMENT**

- **Western Cape Region: West Coast (Malmesbury Medium A) (Ref: WC 2018/09/83)**

**Salary: R328 944 per annum**

**Requirements:** Recognised four (4) year Degree or equivalent qualification in Education (Technical Skills) and registration with the South African Council of Educators. Seven (7) years relevant experience gained after registration with SACE. These requirements are in accordance with the relevant Occupational Specific Dispensation. Computer literacy. Valid driver's licence.

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

**Responsibilities:** Implement educational programmes for offenders. Implement educational policy at correctional facilities 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. Manage Human Resources, Finances and Assets.

**EDUCATIONIST M+4: SKILLS DEVELOPMENT**

- **Western Cape Region: Allandale (Obiqua) (Ref: WC 2018/09/84)**

**Salary: R262 896 per annum**

**Requirements:** Degree/National Diploma in Education (Technical Skills). Registration with the South African Council of Educators. Six (6) years relevant experience gained after registration with SACE. These requirements are in accordance with the relevant Occupational Specific Dispensation. Computer literacy and Valid driver's licence.

**Competencies and attributes:** Plan, organise, lead and control, Client orientation and communication, Policy implementation, Report writing, diversity management, training and development, service delivery innovation and creativity, project management, conflict management, facilitation management, integrity and honesty, 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.

**SECURITY MANAGER (CB4): SECTION HEAD: PRODUCTION WORKSHOPS**

- **Western Cape Region: West Coast (Malmesbury Medium A) (Ref: WC 2018/09/85), Breede River (Worcester Female) (Ref: WC2018/09/86)**  
**Salary: R360 060 per annum**

**Requirements:** Degree/National Diploma or equivalent qualification in textile industry. 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 as an added advantage. Successful completion of Corrections Science Learner-ship/Basic Training. Valid driver's licence. Computer Literacy.

**Competencies and attributes:** Firearm skills and the use of relevant security technology. Communication, project and programme management, transformation management, change management and stakeholder management. Problem solving, service delivery innovation and decision making skills. People management and empowerment. In depth understanding of safety and security in a correctional environment. Integrity and honesty. Confidentiality and good interpersonal relations. Knowledge of the Correctional Services Act, Act 111 of 1998, as amended. Assertiveness, diplomacy and tact. Resilient. Influence and impact.

**Responsibilities:** Training of offenders as well as apprentices. Execute work as per requisition/orders received from clients. Apply quality control to manufactured products. Costing of products as well as services and supply quotes. Execute basic workshop administration. Manage human resources, finances and assets.

**SENIOR CORRECTIONAL POLICY ADMINISTRATOR: SECRETARY PAROLE BOARD (NCB-2)**

- **Western Cape Region: Pollsmoor (Ref: WC 2018/09/87), West Coast (Malmesbury) (Ref: WC 2018/09/88)**  
**Salary: R311 997 per annum**

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

**Competencies and attributes:** Firearm skills and the use of relevant security technology. Communication, Stakeholder management, Problem solving, Service Delivery Innovation, decision making, People Management and Empowerment, understanding of safety and security in a correctional environment. Integrity and honesty, Confidentiality, Good Interpersonal relations, knowledge of the Correctional Services Act, Act 111 of 1998, as amended. Assertiveness, Diplomacy and Tact, Resilient, Influence and impact, Computer literacy.

**Responsibilities:** Effective administration of the Parole Board meetings including minutes taking. Supervise verification offender information prior to the meetings. Inform offenders of the decision of the board. Supervise representations activities. Supervise safe custody of offenders during Board meetings. Management of human resources, finance and assets.

**CORRECTIONAL POLICY ADMINISTRATOR GRADE 3: CORRECTIONAL ADMINISTRATION (NCB 1-1)**

- **Western Cape Region: Regional Office (Ref: WC 2018/09/89)**  
**Salary: R135 405 per annum**

**Requirements:** Grade 12, and successful completion of the Correctional Science Learner-ship. Valid Driver's License and computer literacy will be an added advantage.

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

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

**CORRECTIONAL POLICY ADMINISTRATOR GRADE 3: AFTER CARE (NCB 1-1)**

- **Western Cape Region: Regional Office (Ref: WC 2018/09/90)**  
**Salary: R135 405 per annum**

**Requirements:** Grade 12, and successful completion of the Correctional Science Learner-ship. Valid Driver's License and computer literacy will be an added advantage.

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

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

**CORRECTIONAL POLICY ADMINISTRATOR GRADE 3: CLERK PAROLE BOARD (NCB 1-1)**

- **Western Cape Region: Breede River (Worcester) (Ref: WC 2018/09/91), Brandvlei (Ref: WC 2018/09/92)**  
**Salary: R135 405 per annum**

**Requirements:** Grade 12, and successful completion of the Correctional Science Learner-ship. Valid Driver's License and computer literacy will be an added advantage.

**Competencies and attributes:** Firearm skills and the use of relevant security / technology. Communication, Problem solving, Analysis, Service Delivery Innovation, decision making, 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, and Resilience.

**Responsibilities:** Preparation of venues for meetings of the Board, Verification of offender information, Documentation control. Update offender database for the Board. Serve as the User Clerk for the Board. Effective administration of the Parole Board meetings including minutes taking. Administer the verification of the offender information prior to the meetings. Inform offenders of the decision of the board. Supervise representations activities. Supervise safe custody of offenders during Board meetings. Management of human resources, finance and assets.

## APPOINTMENTS UNDER THE PUBLIC SERVICES ACT

**DEPUTY DIRECTOR: MANAGER: SPIRITUAL CARE (CHAPLAIN)**

- **Western Cape Region: Pollsmoor (Ref: WC 2018/09/93), Voorberg (Ref: WC 2018/09/94), Overberg (Helderstroom) (Ref: WC 2018/09/95), Breede River (Ref: WC 2018/09/96)**  
**Salary: R697 011 per annum (all-inclusive package)**

**Requirements:** B-degree/National Diploma in Theology from an accredited theological institution or equivalent qualification. Ordination as a minister of religion/faith. At least 3-5 years relevant experience in middle management. Computer literacy, Valid driver's licence.

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

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

**DEPUTY DIRECTOR: AREA COORDINATOR: FINANCE**

- **Western Cape Region: Goodwood (Ref: WC 2018/09/97), Drakenstein (Ref: WC 2018/09/98)**  
**Salary: R697 011 per annum (all-inclusive package)**

**Requirements:** Recognized Degree/National Diploma in Accounting or Financial Management coupled with 3-5 years relevant experience in middle management. Knowledge of BAS and LOGIS systems. Computer literacy. Valid driver's licence.

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

**Responsibilities:** Effective management of financial and supply chain management functions in management area. Implementation and monitoring of execution of duties in terms of the Public Finance Management Act, 1999 (PFMA), the candidate must assist the Area Commissioner in the execution of his duties in terms of the Public Finance Management Act, 1999 (PFMA). Ensuring optimal utilization of resources and support with regard to the management area budgets. This includes by ensuring optimal utilization of resources, support with regard to the management of regional budgets within the framework of relevant legal directives and regulations, performing budget control and ensuring enforcement of financial discipline, performing responsibilities for logistics and procurement management of human resource, finance and assets.

**DEPUTY DIRECTOR: AREA COORDINATOR: DEVELOPMENT & CARE**

- **Western Cape Region: Brandvlei (Ref: WC 2018/09/99)**  
**R 697 011 per annum (all inclusive package)**

**Requirements:** Recognized three (3) year degree/diploma or equivalent qualification in Social Science/Health Education. Registration with Professional Council and seven (7) years combined relevant experience on supervision and junior management production levels. 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 licence. Computer literacy.

**Competencies and attributes:** Policy coordination, communication, 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, tactful influence and impact.

**Responsibilities:** Operate Human Resource policy in the Management Area, Quality assessment of personnel services, Manage remuneration control, Manage housing subsidies, official accommodation and leave. Exercise control over the establishment, Manage Persal. Management of human and finance resources and assets.

**DEPUTY DIRECTOR: AREA COORDINATOR: CORPORATE SERVICES**

- **Western Cape Region: Goodwood (Ref: WC 2018/09/100), Breede River (Ref: WC 2018/09/101)**  
**Salary: R697 011 per annum (all inclusive package)**

**Requirement:** Recognize B-Degree/National Diploma in Human Resource Management or equivalent qualification. At least 3-5 years' experience in entry middle management in Corporate Services/Human Resource Management environment. Knowledge of Persal System. 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 and diplomacy.

**Responsibilities:** The incumbent will be accountable for managing Human Resource Provisioning, Utilization, development, special programmes (EAP, HIV/AIDS, Equity and Employee wellness programmes), Employee Relations, and Legal Services in the management area. Ensure compliance to HR policies, procedures, standards and applicable legislative Implementation of the 7-day establishment. Coordinate and monitor improvement of provision, maintenance and the management systems. The incumbent will also be responsible for budget management of human resources as well as strategic issues. Improve performance and career management systems. Improve Human Resource development programmes and services. Performance management and monitoring is also a key responsibility.

**DEPUTY DIRECTOR : REGIONAL COORDINATOR SPECIAL PROGRAMMES**

- **Western Cape Region: Regional Office (Ref : WC 2018/09/102)**  
**Salary : R697 011 per annum (all-inclusive package)**

**Requirement:** Recognize B-Degree/National Diploma in Human Resource Management or equivalent qualification. At least 3-5 years' experience in entry middle management in Corporate Services/Human Resource Management environment. Knowledge of Persal System. 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 and diplomacy.

**Responsibilities:** The incumbent will be accountable for managing Human Resource Provisioning, Utilization, development, special programmes (EAP, HIV/AIDS, Equity and Employee wellness programmes), Employee Relations, and Legal Services in the management area. The incumbent will also be responsible for budget management of human resources as well as strategic issues. Performance management and monitoring is also a key responsibility.

**DEPUTY DIRECTOR: HUMAN RESOURCE ADMINISTRATION**

- **Western Cape Region: Pollsmoor (Ref: WC 2018/09/103)**  
**Salary: R697 011 per annum (all-inclusive package)**

**Requirement:** Recognize B-Degree/National Diploma in Administration or equivalent qualification. At least 3-5 years' experience in entry middle management in Human Resource Management environment. Knowledge of Persal System. Valid driver's licence. Computer literacy.

**Competencies and attributes:** Policy coordination, communication, 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, tactful influence and impact.

**Responsibilities:** Operate Human Resource policy in the Management Area, Quality assessment of personnel services, Manage remuneration control, Manage housing subsidies, official accommodation and leave. Exercise control over the establishment, Manage Persal. Management of human and finance resources and assets.

#### PSYCHOLOGIST GRADE 1

- Western Cape Region: Allandale (Hawequa) (Ref: WC 2018/09/104)  
Salary : R674 892 per annum

**Requirements:** Recognised M-degree in Counselling or Clinical Psychology and registration with the Health Professional Council of South Africa as Counselling or clinical Psychologist. Computer literate. Valid driver's licence.

**Competencies and Attributes:** Financial management, problem solving and decision making, facilitation skill, plan, organize, lead and control, presentation skill, conflict management, report writing, confidentiality, understanding of Public service policy and legislations framework, service delivery and client orientation, integrity and honesty, assertiveness, influence and impact, networking .

**Responsibilities:** Render psychological services to offenders. Co-ordinate the rendering of psychological services to offenders. Liaise with internal and external organizations.

#### ASSISTANT DIRECTOR: MANAGER SPECIAL PROGRAMMES

- Western Cape Region: Breede River (Ref: WC 2018/09/105), Allandale (Ref: WC 2018/09/106)  
Salary: R356 289 per annum

**Requirements.** Degree/National Diploma in Social Science or relevant qualification to this field. At least 3-5 years relevant experience on supervisory level. Valid driver's licence. Computer literacy.

**Competencies and attributes:** Communication, Project and programme management, Transformation 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, Understanding of Public Service policy and legislative framework. Assertiveness, Ability to network, Diplomacy and tact, Resilience, Influence and impact.

**Responsibility:** Manage special program policies of the DCS in the region. The management of EAP programs. The management of equity affairs in the region. The management of the sports policy in the region. Management of human and financial resources and assets.

#### ASSISTANT DIRECTOR: MANAGER: EDUCATION & TRAINING

- Western Cape Region: Allandale (Ref: WC 2018/09/107)  
Salary R391 677 per annum

**Requirements:** REQV 15 in Education coupled with eight (08) years teaching experience. Registration with the South African Council of Educators. Valid driver's licence. Computer literacy. These requirements are in accordance with the relevant Occupational Specific Dispensation. Computer literacy. Valid driver's licence.

**Competencies and attributes:** Interpersonal skills, Good knowledge in correctional centre processes. Plan, organise, lead and control, problem solving and decision making, safety and security awareness. Presentation, conflict management and report writing skills. Transformation and change management skills. Tact, resilience and confidentiality, coaching and mentoring skills and ability to work under pressure. Service delivery

**Responsibilities:** Implement education and training policy. Management of quality assessment of educational services. Effective management of education and training service levels. Management of infrastructure for education and training. Planning of education and training activities. Management of human resources, finance and assets.

#### ASSISTANT DIRECTOR: INFORMATION TECHNOLOGY

- Western Cape Region: Southern Cape (George) (Ref: WC 2018/09/108)  
Salary: R334 545 per annum

**Requirements:** Degree/National Diploma in Information Technology/ Computer Science or an equivalent qualification. At least 3-5 years management experience in a similar environment .Traceable experience as a network controller. Computer literacy. 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: Manage physical access to server rooms, Maintenance of the server and ensure that registers are completed. Call Log-in registers. Back up register, equipment removal register, asset register, Maintenance of the Software. Manage Data security. Planning of new Networks. Manage System hygiene on desktops. Setting of standards for minimum requirement for server rooms. Manage Human resource, Finance and Resources.

**ASSISTANT DIRECTOR: MANAGER: FACILITIES AND SECURITY**

- **Western Cape Region: Voorberg (Ref: WC 2018/09/109), Allandale (Ref: WC 2018/09/110)**  
**Salary: R370 866 per annum**

**Requirements:** Degree/National Diploma in behavioural sciences and Successful completion of Corrections science learnership. At least seven (7) years relevant experience gained in a relevant supervisory post. These requirements are in accordance with the relevant Occupational Specific Dispensation. Top secret security classification, Successful completion of Corrections Learnership. Valid Driver's Licence. Computer literacy.

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

**Responsibility:** Implement the policy to relevant role players. Supervise access control to correctional centres grounds. Supervise the manning of watch towers. Supervise the escort of inmates to courts. Doctors. Hospital etc. Assess security services. Improve standard of physical security in the management area. Manage emergency support team. Manage infrastructure for security service. Communicate with interest groups. Ensure service level standards for accommodation of inmates. Ensure the separation of high risk offenders.

**ASSISTANT MANAGER: HEALTH CARE SERVICES (PNB-4)**

- **Western Cape Region: West Coast (Malmesbury) (Ref: WC2018/09/111), Brandvlei (Ref: WC2018/09/112)**  
**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: LEGAL SERVICES: LEGAL ADMIN OFFICER (MR4)**

- **Western Cape Region: Southern Cape (George) (Ref: WC 2018/09/113), Allandale (Ref: WC 2018/09/114)**  
**Salary: R292 434 – R322 823 per annum**  
**(Based on Qualifications and recognised experience as per relevant OSD)**

**Requirements:** Recognised LLB degree with at least five (5) years appropriate post qualification on legal experience. These requirements are in accordance with the relevant Occupational Specific Dispensation. Valid Driver's Licence. Computer literacy.

**Competencies and attributes:** Policy coordination, communication, financial management, Plan, organise, lead and control, Project and Programme management, Change Management, Client orientation and Customer focus, Problem solving and analysis, Service Delivery innovation, decision making, people management and empowerment, integrity and honesty, Confidentiality, Good interpersonal relations, understanding of Public Service Policy and legislative framework, Assertiveness, Ability to network and Diplomacy.

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

**SENIOR ADMINISTRATION OFFICER: MANAGER EMPLOYEE (LABOUR) RELATIONS**

- **Western Cape Region: Voorberg (Ref: WC 2018/09/115), Goodwood (Ref: WC2018/09/116)**  
**Salary: R299 709 per annum**

**Requirements:** Degree/National Diploma in Labour Law/Labour Relations or equivalent relevant qualification. At least five (5) years experience. Valid driver's licence and computer literate.

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

**Responsibilities:** Co-manager the Department's Employee Relations Management Information System (ERMIS). Develop systems and procedures where by data pertaining to disciplinary hearings, appeals, suspensions, grievances and disputes are collected, monitor, analyse and interpreted in the Management Area, and corrective measures implemented. Develop management information report for DCS Regional Management. Co-manage employee grievances in the management area and assist with policy and procedure development. Act as custodian of the grievance procedure. Monitor compliance with the DCS grievance procedure. Facilitate conflict management individual and collective. Represent the Department/Management Area in consolation and arbitration hearings. Management of human resources finance and assets.

**SENIOR ADMINISTRATION OFFICER: EMPLOYEE ASSISTANT PRACTITIONER**

- **Western Cape Region: Pollsmoor (Ref: WC 2018/09/117), Voorberg (Ref: WC 2018/09/118), Brandvlei (Ref: WC 2018/09/119)**  
**Salary: R299 709 per annum**

**Requirements:** Recognised three (3) year degree/national diploma in Social Sciences. At least 3-5 years relevant experience in ER environment. Understanding and adherence of Public Service policies and legislative frameworks. Knowledge of Persal System. Computer literacy. Valid driver's licence.

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

**Responsibilities:** 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.

**SENIOR ADMINISTRATION OFFICER: HUMAN RESOURCE DEVELOPMENT**

- **Western Cape Region: Brandvlei (Ref: WC 2018/09/120), Breede Rivier (Ref: WC 2018/09/121)**  
**Salary: R299 709 per annum**

**Requirements:** Recognized three (3) year degree/national diploma in Human Resource Management or HRD. At least 3-5 years relevant experience in the field of HRD. Good communication skills. Computer literacy. Valid driver's licence.

**Competencies and attributes:** Policy coordination, communication, financial management, Plan, organise, lead and control, Project and Programme management, Change Management, Client orientation and Customer focus, Problem solving and analysis, Service Delivery innovation, decision making, people management and empowerment, integrity and honesty, Confidentiality, Good interpersonal relations, understanding of Public Service Policy and legislative framework, Assertiveness, Ability to network and Diplomacy.

**Responsibilities:** Training and development interventions at all levels. Compile the business plan for HRD. Conduct training needs analysis. Compilation of monthly training statistics and annual training reports. Deliver effective HRD administration. Management of learner-ship programmes and conducts assessment on learners on the Correctional Science Learner-ship NQF Level 4. Management of the internship programmes. Facilitation of HRD programmes in the Region. Programming and scheduling of training interventions. Evaluation of training as well as monitoring of training and logistical arrangement of training courses. Assist with the marketing of bursaries.

**SENIOR ADMINISTRATION OFFICER: REGIONAL PERSAL CONTROLLER**

- **Western Cape Region: Regional Office (Ref: WC 2018/09/122)**  
**Salary: R299 709 per annum**

**Requirements:** Recognised three (3) year degree/national diploma in Human Resource Management or equivalent qualification. At least 3-5 years experience in Human Resources environment. Successful completion of PERSAL training course. Valid Driver's licence. Computer literacy.



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

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

**SENIOR ADMINISTRATION OFFICER: ASSISTANT PERSAL CONTROLLER**

- **Western Cape Region: Voorberg (Ref: WC 2018/09/123), West Coast (Ref: WC 2018/09/124)**  
**Salary: R299 709 per annum**

**Requirements:** Recognised three (3) year degree/national diploma in Human Resource Management or equivalent qualification. At least 3-5 years' experience in Human Resources environment. Successful completion of PERSAL training course. Valid Driver's licence. Computer literacy.

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

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

**SENIOR ADMINISTRATION OFFICER: COORDINATOR: INFORMATION TECHNOLOGY**

- **Western Cape Region: Regional Office (Ref: WC2018/09/125)**  
**Salary: R299 709 per annum**

**Requirements:** Degree/National Diploma in Information Technology/Computer Science or an equivalent qualification. At least 3-5 years' experience as a network controller. Computer literacy. Valid driver's license.

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

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

**SAO: CLUBS AND MESS**

- **Western Cape Region: Overberg (Ref: WC 2018/09/126)**  
**Salary : R299 709 per annum**

**Requirements:** Degree/National diploma in Financial Management/Accounting or equivalent. At least 3-5 years relevant experience in a comparable environment. Valid driver's licence. Must be computer literate.

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

**Responsibilities:** Management of mess 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.

**SENIOR STATE ACCOUNTANT: MANAGER: FINANCIAL & MANAGEMENT ACCOUNTING**

- **Western Cape Region: Allandale (Ref: WC2018/09/127), Overberg (Helderstroom) (Ref: WC2018/09/128), Goodwood (Ref: WC2018/09/129)**  
**Salary: R299, 709.00 per annum**

**Requirements:** Recognized degree/national diploma in Accounting or Financial Management. At least 3-5 years' experience in a

financial management environment. In depth knowledge of BAS & LOGIS. Computer Literacy, Valid driver's licence.

**Competencies and attributes:** Communication, Project and programme management, Transformation management, Change Management, Stakeholder management, Problem solving, Analysis, Service Delivery Innovation, decision making, People Management and Empowerment, In depth understanding of safety and security in a correctional environment. Integrity and honesty, Confidentiality, Good Interpersonal relations, Understanding of Public Service policy and legislative framework. Assertiveness, Ability to network Diplomacy and tact, Resilience, Influence and impact.

**Responsibility :** Effective management of financial control in the management area., Implementation and monitoring of execution of duties in terms of the Public Finance Management Act, 1999 (PFMA), Ensure adhere to financial policies and procedure, Ensure enforcement of financial discipline, Management of human resources, finance and assets.

**SENIOR ADMINISTRATION OFFICER: SYSTEM CONTROLLER**

- **Western Cape Region: Regional Office (Ref: WC 2018/09/130)**  
**Salary: R299 709 per annum**

**Requirements:** An appropriate Degree/Diploma in Logistics/Commerce. At least 3-5 years' experience in the relevant field. Traceable experience on LOGIS as a system controller. Computer Literate. Valid Driver's Licence. Knowledge of the Public Management Act, Treasury Regulations.

**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 Region for the benefit of the Management area. Maintain, Monitor and Control system updates. Manage the administration of LOGIS System and USERS. Supervision of suspense transactions and request of all relevant reports. Consolidating the monthly system certification reports for submission to the relevant stakeholders. Monitor the correct classification of ICN numbers .Monitor and ensure successful financial year end closure .Ensure the reconciliation between BAS and LOGIS. Facilitate LOGIS system training. Management of human and financial resources and assets.

**SENIOR ADMINISTRATION OFFICER: FINANCIAL PLANNING**

- **Western Cape Region: Regional Office (Ref: WC2018/09/131)**  
**Salary: R299 709 per annum**

**Requirements:** Recognized degree/national diploma in Accounting or Financial Management. At least 3-5 years' experience in a financial management environment. In depth knowledge of BAS. Computer Literacy. Valid driver's licence.

**Competencies and attributes:** Communication, Project and programme management, Transformation management, Change Management, Stakeholder management, Problem solving, Analysis, Service Delivery Innovation, decision making, People Management and Empowerment, In depth understanding of safety and security in a correctional environment. Integrity and honesty, Confidentiality, Good Interpersonal relations, Understanding of Public Service policy and legislative framework. Assertiveness, Ability to network, Diplomacy and tact, Resilience, Influence and impact.

**Responsibility:** Effective management of financial control in the Region. Implementation and monitoring of execution of duties in terms of the Public Finance Management Act, 1999 (PFMA), Ensure adherence to financial policies and procedure, Ensure enforcement of financial discipline. Ensure accurate distribution, capturing and balancing if the budget. Planning sessions for MTEF and ENE. Monitor Spending plans and expenditure, revenue control. Management of human resources, finance and assets.

**SENIOR ADMINISTRATION OFFICER: TRANSPORT CONTROLLER**

- **Western Cape Region: Goodwood (Ref: WC2018/009/132)**  
**Salary: R299 709 per annum**

**Requirements:** Recognised three (3) year degree/diploma coupled with 3-5 years experience in Fleet Management. Must be Computer Literate. Valid driver's licence. Good knowledge of Excel. Good communication skills (verbal and written).

**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, Willingness to travel, Influence and impact and Ability to network .

**Responsibilities:** Manage the transport policy in the Management Area/ Region. Undertake/ manage transport inspection. Undertake transport investigations. Manage transport. Attend required management meetings for Management of transport infrastructure.

**SPAO: LOGISTICS ADMINISTRATION**

- **Western Cape Region: Brandvlei (Ref: WC2018/09/133), Drakenstein (Ref: WC 2018/09/134), Goodwood (Ref: WC 2018/09/135)**  
**Salary: R299 709 per annum**

**Requirements:** Degree/National Diploma in Supply Chain Management or equivalent qualification. At least 3-5 years' experience in a Supply Chain Management environment. Knowledge of LOGIS system. Computer literacy. Valid driver's licence. Knowledge of the Public Management Act, Treasury Regulations.

**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 outgoing stock. Manage the administration of the warehouse, transit and fleet. Supervise the asset verification and logistical processes, asset reconciliations and inventory balancing. Supervise the reconciliation between BAS and LOGIS. Facilitate logistical training. Management of human and financial resources and assets.

#### SPA0: PROCUREMENT ADMINISTRATION

- **Western Cape Region: Southern Cape (George) (Ref: WC 2018/09/136), Allandale (Ref: WC 2018/09/137)**  
**Salary: R299 709 per annum**

**Requirements:** Degree/National diploma in Procurement/Logistic Management or equivalent qualification. At least 3-5 years relevant experience in a similar environment. Valid driver's licence. Computer literate. Knowledge of LOGIS system. Knowledge of the Public Management Act, Treasury Regulations.

**Competencies and attributes:** Problem solving and decision making, Facilitation skills, Plan, organize, lead and control, Project management, 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:** Manage subordinates. Implementation and managing procurement. Roll out LOGIS and procurement policies. Conducting of procurement and LOGIS inspections. Handling and finalization of all inspection and audit queries within procurement and LOGIS. Assist with the administration of BIDS. Handling of procurement and acquisition plans. Responsible for operational training within procurement management environment. Responsible for maintaining Stakeholder relations. Ensure compliance to the Legislative frameworks and Public Service Policies. Management of Finances and Assets.

#### CHIEF ARTISAN GRADE A: PRODUCTION WORKSHOPS

- **Western Cape Region: Drakenstein (Ref: WC 2018/09/138)**  
**Salary: R365 646 per annum**

**Requirements:** Appropriate trade test certificate and ten (10) years post qualification experience as an Artisan or Artisan Foreman. Valid driver's licence. Computer literate. These requirements are in accordance with the relevant Occupational Specific Dispensation.

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

**Responsibility:** The quality assessment of building services. The development/maintenance of building works standards in the Management area. The management of capital projects. The management of maintenance projects. The undertaking of short-/ medium-/ long-term planning of maintenance activities in the management area. The ensuring of adherence to the strategic, maintenance objectives of the DCS in the management area. Management of human and financial resources and assets.

#### ARTISAN FOREMAN GRADE A: ASSET MAINTENANCE

- **Western Cape Region: West Coast (Malmesbury (Ref: WC 2018/09/139),  
Overberg (Helderstroom) (Ref: WC 2018/09/140), Drakenstein X2 (Ref: WC 2018/09/141),  
Brandvlei (Electrician) (Ref: WC 2018/09/142), Allandale (Ref: WC 2018/09/143),  
Goodwood (Welder) (Ref: WC 2018/09/144), Pollsmoor (Plumber) (Ref: WC 2018/09/145),  
Pollsmoor (Carpenter) (Ref: WC 2018/09/146), Pollsmoor (Painter) (Ref: WC 2018/09/147),  
Pollsmoor (Radio Technician) (Ref: WC 2018/09/148)**  
**Salary: R286 500 per annum**

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

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

**Responsibility:** The quality assessment of building services. The development/maintenance of building works standards in the Management area. The management of capital projects. The management of maintenance projects. The undertaking of short-/ medium-/ long-term planning of maintenance activities in the management area. The ensuring of adherence to the strategic, maintenance objectives of the DCS in the management area. Management of human and financial resources and assets.

**ARTISAN FOREMAN GRADE A: PRODUCTION WORKSHOPS**

- **Western Cape Region: Drakenstein (Ref: WC 2018/09/149)**  
**Salary: R286 500 per annum**

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

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

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

**ARTISAN PRODUCTION GRADE A: SKILLS DEVELOPMENT**

- **Western Cape Region: Drakenstein (Medium A) (Ref: WC 2018/09/150)**  
**Salary: R179 523 per annum**

**Requirements:** Appropriate trade test certificate as an Artisan. (Skill development and training) (e.g. Carpenter, Painter). Valid driver's licence. Computer literate. 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.

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

**ARTISAN PRODUCTION: GRADE A: ASSET MAINTENANCE**

- **Western Cape Region: Breede River (Ref: WC 2018/09/151), Pollsmoor x3 (Plumbers) (Ref: WC 2018/09/152), Pollsmoor X2 (Electricians) Ref: WC 2018/09/153), Pollsmoor (Carpenter) (Ref: WC 2018/09/154), Pollsmoor (Painter) (Ref: WC 2018/09/155), Southern Cape (George) (Ref: WC 2018/09/156) (Painter), Allandale X2 (Ref: WC 2018/09/157), Drakenstein x2 (Ref: WC 2018/09/158), Drakenstein (Stellenbosch) (Ref: WC 2018/09/159), Brandvlei (Electrician) (Ref: WC 2018/09/160) Goodwood X2 (Ref: WC 2018/09/161)**  
**Salary: R179 523.00 per annum**

**Requirements:** Appropriate trade test certificate as an Artisan. Valid driver's licence. Computer literate. These requirements are in accordance with the relevant Occupational Specific Dispensation.

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

**Responsibility:** The quality assessment of building services. The development/maintenance of building works standards in the Management area. The management of capital projects. The management of maintenance projects. The undertaking of short-/ medium-/ long-term planning of maintenance activities in the management area. The ensuring of adherence to the strategic, maintenance objectives of the DCS in the management area. Management of human and financial resources and assets.

**ARTISAN PRODUCTION: GRADE A: PRODUCTION WORKSHOPS**

- **Western Cape Region: Drakenstein x4 (Ref: WC 2018/09/162), Pollsmoor (Wood polisher) (Ref: WC 2018/09/163), Pollsmoor (Fitter & Turner) (Ref: WC 2018/09/164)**  
**Salary: 179 523.00 per annum**

**Requirements:** Appropriate trade test certificate (e.g. welder, locksmith, painter, bricklayer, electrician, upholstery, fitter & turner, plumber, carpenter) Valid driver's licence. Computer literate. These requirements are in accordance with the relevant Occupational Specific Dispensation.

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

and organizing and conflict management.

**Responsibility:** The quality assessment of building services. The development/maintenance of building works standards in the Management area. The management of capital projects. The management of maintenance projects. The undertaking of short-/ medium-/ long-term planning of maintenance activities in the management area. The ensuring of adherence to the strategic, maintenance objectives of the DCS in the management area. Management of human and financial resources and assets.

**OPERATIONAL MANAGER NURSING: HEALTH CARE SERVICES (PN-B3) (PRIMARY HEALTH CARE)**

- **Western Cape Region: Overberg (Helderstroom Medium) (Ref: WC 2018/09/165), Overberg (Helderstroom Maximum) (Ref: WC 2018/09/166), Pollsmoor (Medium B) (Ref: WC 2018/09/167), Pollsmoor (Maximum RDF) (Ref: WC 2018/09/168), Pollsmoor (Medium C) (Ref: WC 2018/09/169), Southern Cape (George) (Ref: WC 2018/09/170)**
- **Salary: R532 449 per annum**

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

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

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

**OPERATIONAL MANAGER NURSING GRADE 1: HEALTH CARE SERVICES (PN-A5) (GENERAL)**

- **Western Cape Region: Voorberg (Medium A) (Ref: WC 2018/09/171)**
- Salary: R420 318 per annum**

**Requirements:** Basic R425 qualification (i.e. Degree/Diploma in Nursing) or an equivalent qualification that allows registration with the South African Nursing Council as a Professional Nurse. A minimum of seven (7) years appropriate experience/recognisable experiencing in nursing after registration as a Professional Nurse with the SANC in general nursing. Registration with the SANC as Professional Nurse. These requirements are in accordance with the relevant Occupational Specific Dispensation. Valid driver's licence and computer literacy will be an added advantage.

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

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

nursing care as directed by the professional scope of practice and standards as determined by the relevant health facility. Management of human resources, finances and asset.

#### CLINICAL NURSE PRACTITIONER (PN-B1) (PRIMARY HEALTH CARE)

- **Western Cape Region: Pollsmoor (Female) (Ref: WC 2018/09/172), Pollsmoor X3 (Maximum RDF) (Ref: WC 2018/09/173), Pollsmoor x2 (Medium) (Ref: WC 2018/09/174)**  
**Salary: R362 559 per annum**

**Requirements:** Basic R425 qualification (i.e. Degree/Diploma in Nursing) or an equivalent qualification that allows registration with the SANC as a Professional Nurse. Post basic qualification with a duration of at least one (1) year in Curative skills in Primary Health Care accredited with the SANC. Registration with the SANC as a Professional Nurse. A minimum of four (4) years appropriate/recognisable nursing experience after registration as Professional Nurse with the SANC in general nursing. These requirements are in accordance with the relevant Occupational Specific Dispensation. Valid driver's licence and computer literacy will be an added advantage.

**Competencies and attributes:** Financial management, Problem solving and decision making, facilitation skills, plan, organize, lead and control, Project Management, Presentation skill, Conflict Management. Knowledge of nursing care process and procedure, nursing statutes and other relevant legal frameworks, including grievances procedure and disciplinary code and procedure. Training and development, Report writing. Time management, Confidentiality, Coaching and mentoring, Understanding of Public Service policy and legislative framework, Service delivery and client orientation, integrity and honesty, Assertiveness, Influence and impact. Ability to network.

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

#### PROFESSIONAL NURSE GRADE 1 (PN-A2) (GENERAL NURSING)

- **Western Cape Region: Pollsmoor (Medium B) (Ref: WC 2018/09/175), Pollsmoor (Medium C) (Ref: WC 2018/09/176), Pollsmoor x2 (Maximum RDF) (Ref: WC 2018/09/177), Pollsmoor (Medium A) (Ref: WC 2018/09/178)**  
**Salary: R241 908 per annum**

**Requirements:** Basic R425 qualification (i.e. Degree/Diploma in Nursing) or an equivalent qualification that allows registration with the SANC as a Professional Nurse. Registration with the SANC as Professional Nurse. These requirements are in accordance with the relevant Occupational Specific Dispensation. Valid driver's licence and computer literacy will be an added advantage.

**Competencies and Attributes:** Knowledge of nursing care process and procedures, nursing statutes and other relevant legal frameworks, 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 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 and requirements. Management of human resources, finances and assets.

#### SOCIAL WORK SUPERVISOR GRADE 1

- **Western Cape Region: Pollsmoor (Medium A) (Ref: WC 2018/09/179), West Coast (Malmesbury) (Ref: WC 2018/09/180), Goodwood (Ref: WC 2018/09/181)**  
**Salary: R363 507 per annum**

**Requirements:** Formal tertiary qualification in Social Work (e.g. Bachelor of Social Work) that allows professional registration with the SACSSP. A minimum of seven (7) years appropriate experience in Social Work after registration as Social Worker with the SACSSP. Registration with the SACSSP as a Social Worker. These requirements are in accordance with the relevant OSD. Valid driver's license and computer literacy will be added advantage.

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

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

### SOCIAL WORKER GRADE 1

- Western Cape Region: Southern Cape (Uniondale) (Ref: WC 2018/09/182), Southern Cape (Mossel Bay Community Corrections) (Ref: WC 2018/09/183), Brandvlei (Medium) (Ref: WC 2018/09/184)  
Salary: R242 553 per annum

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

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

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

### NETWORK CONTROLLER: INFORMATION TECHNOLOGY

- Western Cape Region: Voorberg (Ref: WC 2018/09/185), Southern Cape (George) (Ref: WC 2018/09/186), Overberg (Ref: WC2018/09/187)  
Salary: R242 475 per annum

**Requirements:** Degree/National Diploma in Information Technology (IT). At least 1-2 years' experience in a comparable environment. Valid driver's licence. Computer literacy.

**Competencies and attributes:** Problem solving and decision making, Ability to interpret policy/legislation, Report writing. Time management, Confidentiality, Coaching and mentoring, Understanding of Public Service policy and legislative framework, Service delivery and client orientation, Integrity and honesty, Assertiveness, Influence and impact, Ability to network. Knowledge of suite products and network peripherals. Ability to work in a culturally di-verse environment. Interpersonal and communication skills. Ability to work independently.

**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. Management of human resources and assets

### STATE ACCOUNTANT: ACCOUNTING AND BOOKKEEPING

- Western Cape Region: Regional Office (Ref: WC 2018/09/188)  
Salary: 242 475 per annum

**Requirements:** Recognised three (3) year degree/national diploma and recognisable experience in Financial Management. Computer literate. Valid driver's licence. Knowledge of the Public Finance Management act and Treasury Regulations and 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 cash flow, fund requisition and bank reconciliation. Manage PMG accounts. Manage ledger accounts. Consolidate monthly training statistics. Open, keep and control debt files and accounts.

### STATE ACCOUNTANT: VOUCHER CONTROL

- Western Cape Region: Overberg (Helderstroom) (Ref: WC 2018/09/189), Brandvlei (Ref: WC 2018/09/190)  
Salary: R242 475 per annum

**Requirements:** Degree/Diploma Accounting or Financial Management. At least 1-2 years relevant experience in Government Financial systems. Proven financial 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 practises. 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.

**PAO: LOGISTICS ADMINISTRATION**

- **Western Cape Region: Pollsmoor (Ref: WC 2018/09/191), Overberg (Helderstroom) X3 (Ref: WC 2018/09/192), Voorberg X2 (Ref: WC 2018/09/193), Drakenstein (Ref: WC 2018/09/194), Breede River (Ref: WC 2018/09/195)**  
**Salary: R242 475 per annum**

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

**Competencies and Attributes:** Problem solving and decision making, Plan, organize, 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, Willingness to travel.

**Responsibilities** Execute logistical policies in the Management Area. Monitor and control incoming and outgoing stock. Administration of the warehouse, transit and fleet. Assets verification and logistical processes, asset reconciliations and inventory balancing. Reconcile BAS and LOGIS. Conduct logistical training. Manage human resources, finance and assets.

**PAO: TRANSIT WAREHOUSE**

- **Western Cape Region: Voorberg (Ref: WC 2018/09/196), Breede River (Ref: WC 2018/09/197), Goodwood (Ref: WC 2018/09/198)**  
**Salary: R242 475 per annum**

**Requirements:** Degree/diploma in Purchasing Management/Logistics/Supply Chain Management, Store and Inventory Management or any equivalent qualification. At least 1-2 years relevant experience. Computer literate. A valid driver's license.

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

**Responsibilities:** Administrate the transit functions. Manage the planning of receipts with regard to stock/equipment. Manage and administer the safe keeping, storage and care of stock and equipment. Manage and check and update bin cards. Package and distribute/ dispatch items to sections. Manage the quality and quantity of items received/delivered and distributed. Management of Human Resources, finances and assets.

**ADMINISTRATIVE CLERK: CLUBS**

- **Western Cape region: Brandvlei (Ref: WC 2018/09/199), Drakenstein (Ref: WC 2018/09/200), Goodwood (Ref: WC 2018/09/201)**  
**Salary: R163 563 per annum**

**Requirements:** Grade 12 and relevant experience in a comparable environment will be an added advantage. Computer literacy. Valid Driver's licence.

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

**Responsibilities:** Receiving of stock from suppliers. Stock taking at different trading points, banking of cash collected from all trading points. Ordering of stock, updating of Pastel system, Payment of creditors, compiling of income statements, balance sheet, bank reconciliation, etc. Maintain SARS payments, attending of club meetings, management of assets.

**ADMINISTRATIVE CLERK: HR ADMINISTRATION**

- **Western Cape Region: Brandvlei X2 (Ref: WC 2018/09/202), Regional Office x2 (Ref: WC: 2018/09/203), Overberg (Ref: WC 2018/09/204)**  
**Salary: R163 563 per annum**

**Requirements:** Grade 12 and 1-2 years experience in Human Resource environment. Computer literate. Valid driver's license will be an added advantage.

**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.

**ADMINISTRATIVE CLERK: BUDGETS**

- **Western Cape: Pollsmoor (Finance) (Ref: WC 2018/09/205)**  
**Salary: R163 563 per annum**

**Requirements:** Grade 12 with Mathematics/Accounting and relevant finance experience will be an added advantage. Computer literate.

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

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

**ADMINISTRATIVE CLERK: COORDINATOR: CARE**

- **Western Cape Region: Regional Office (Ref: WC 2018/09/206)**  
**Salary: R163 563 per annum**

**Requirements:** Grade 12 and relevant experience in a comparable environment will be an added advantage. Clerical experience will be an added advantage. Computer literate. Valid Driver's licence.

**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:** Opening, closing, addressing of mail. Filing of documents & Care of classified documents. Receiving and forwarding of documents from the components. Requisitioning of supplies & Obtaining of quotations. Exercising of inventory control. Arranging transport and booking of accommodation. Arranging Work sessions/ workshops for the Directorate. Arranging for the shifting/reallocation of funds & Distribution of funds. Processing of claims of staff. Maintenance of duty registers. Processing of leave applications.

**SECRETARY**

- **Western Cape Region: Regional Office (Regional Commissioner) (Ref: WC 2018/09/207),  
Regional Office (Deputy Regional Commissioner) (Ref: WC 2018/09/208), Allandale (Ref: WC 2018/09/209),  
Breede River (Ref: WC 2018/09/210), Drakenstein (Ref: WC 2018/09/211)**  
**Salary: R163 563 per annum**

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

**Competencies and Attributes:** Plan and organize, punctuality, confidentiality, understanding of Public Service policy and legislative framework, service delivery and client orientation, integrity and honesty, assertiveness, influence and impact, ability to work under pressure and Telephone etiquette.

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

**TYPIST**

- **Western Cape Region: Southern Cape (Ref: WC 2018/09/212)**  
**Salary R115 437 per annum**

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

**Competencies and Attributes:** Plan and organize, punctuality, Confidentiality, Understanding of Public Service policy and legislative framework, Service delivery and client orientation, Integrity and honesty, Assertiveness, advanced typing skills. Ability to work under

pressure.

**Responsibilities:** Ensure proper planning based on the different types of programmes. Ensure proper layouts as prescribed in accordance with DCS directives. Type letters and memoranda. Check typing work undertaken and rectify where necessary.