**DEPARTMENT OF CORRECTIONAL SERVICES**  
**CLOSING DATE: 14 JUNE 2019 @ 15H45**

**APPOINTMENTS UNDER THE PUBLIC SERVICE ACT**

<table>
<thead>
<tr>
<th>DEPUTY DIRECTOR: CONTRACT COMPLIANCE</th>
</tr>
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<tbody>
<tr>
<td><strong>Requirements:</strong> Recognised three (3) year degree or national diploma in Supply Chain Management. 3-5 years’ experience in a supervisory level. Valid driver’s licence. Computer literacy.</td>
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<thead>
<tr>
<th>DEPUTY DIRECTOR: ASSET MANAGEMENT</th>
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<tbody>
<tr>
<td><strong>Requirements:</strong> Recognised three (3) year degree or national diploma Logistics or relevant field. 3-5 years’ management experience in supply chain management. Valid driver’s licence. Computer literacy.</td>
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<tr>
<td><strong>Responsibilities:</strong> Manage the Sub-directorate Physical Asset Management. Formulate, develop and maintain a need based supply chain management system. Provide needs based information and support to management. Inform, guide and advise departmental employees on asset management matters to promote correct implementation of sound asset management practices. Management of human resources, finance and assets.</td>
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</table>
DEPUTY DIRECTOR: OFFENDER INFORMATION

- National Head Office: Directorate: Information Management (Ref: HO 2019/06/03)
- Salary: R733 257 all-inclusive package

Requirements: Recognized bachelor’s degree or national diploma in Information Management or equivalent. 3-5 years’ managerial experience in Information Management environment. In-depth knowledge of information management in both Correctional Centres and Community Corrections will be added an advantage. Computer literacy. Valid driver’s licence.


Responsibilities: Manage and develop information governance framework strategies of managing offender’s information. Manage the process of identification of business information needs and translation of these into business case. Oversee and ensure accurate of data and generation of statistical information. Manage the database of offender statistics. Manage the operational plan of the sub-directorate. Participate in systems development projects and ensure proper representation of business monitoring, evaluation and reporting responsibilities in information and technology communications solutions. Provide support to stakeholders regarding the management of data to enable the development and continuous enhancement of electronic and information systems. Management of data audits in the regions. Management of human resources, finance and assets.

DEPUTY DIRECTOR: POLICY COORDINATION

- National Head Office: Office of the CDC Human Resources (Ref: HO 2019/06/04)
- Salary: R733 257 all-inclusive package

Requirements: Recognised three (3) year degree or national diploma in Public Management or equivalent qualification. 3-5 years management experience in a similar environment. Computer literacy. Valid driver’s licence.


Responsibilities: Manage and coordinate the formulation and analysis of policies. Provide advice and support to management and operational staff with regard to strategic planning, operational planning and control. Management of processes of compliance in the branch. Provide administrative support to the Chief Deputy Commissioner’s office. Research and benchmark on issues pertaining to strategic management. Management of human resources, finance and assets.

DEPUTY DIRECTOR: STRATEGIC DEVELOPMENT AND MEDIA LIAISON

- National Head Office: Directorate: Public Education, Stakeholder Relations and Media Services (Ref: HO 2019/06/05)
- Salary: R733 257 all-inclusive package

Requirements: Recognized degree or national diploma in Public Relations/Corporate Communication/Journalism or equivalent qualification. Sound relevant experience preferably in media liaison and media services positions. 3-5 years relevant experience in management. Computer literacy. Valid driver’s licence.

interpersonal relations. Ability to influence and create impact. Tact and diplomacy. Willingness to travel, decision making and security awareness.

**Responsibilities:** Assist in effectively and economically managing the department’s needs for public education, stakeholder relations and media services, including strategic planning and operational planning. Financial and human resource management of the sub-directorate: Public Education and Media Liaison. Develop and implement policies, procedures, strategies and programmes for public education, media services and stakeholder relations. Assist with the establishment of effective mechanisms for overall communication impact assessment, inclusive of environmental scanning as well as media monitoring and daily media analysis. Build a comprehensive network of partners within and outside the department and government to ensure integration and improved impact of public education campaigns and media services. Give key support in the management of media campaigns. Write speeches and speakers’ notes. Handle media enquiries effectively and efficiently. Drive and coordinate the generation of good news to cater for various formats preferred by the media, inclusive of media statements, media briefings, features, audio and video clips, documentaries, live interviews, etc. Draft information fact sheets and “frequently asked questions” to support media relations activities. Ensure availability of updated press kits. Assist in briefing key branch managers to respond to media and provide necessary support and guidelines through communication and training of spokespersons. Management of human resources, finance and assets.

**DEPUTY DIRECTOR: INTERNAL COMMUNICATION**

- National Head Office: Directorate: Internal Communication and Media Production (Ref: HO 2019/06/06)

  Salary: R733 257 all-inclusive package

**Requirements:** A recognized degree or national diploma in Communications or equivalent qualification. 3-5 years management experience in a similar environment. Computer literate. Valid driver’s licence.


**Responsibilities:** Ensure sound administration of the sub-directorate Internal Communication. Assist with the development and implementation of internal communication strategies and internal communication plans / operational plans that guide communication with and between all internal audiences (officials, offenders, parolees, probationers and remand detainees). Develop, edit and publish the department’s national staff newsletter. Manage communication services to inmates. Ensure that the department’s intranet is modernized and that the content is continuously managed and updated. Manage a language editing service. Develop messages for the various internal audiences and package them for various channels/products, e.g. notices, newsletters, e-mails, intranet, sms, posters, pamphlets, leaflets, etc. Develop and maintain a DCS photo library and display selected photographs in an electronic photo gallery. Management of human resources, finance and assets.

**DEPUTY DIRECTOR: MEDIA PRODUCTION**

- National Head Office: Directorate: Internal Communication and Media Production (Ref: HO 2019/06/07)

  Salary: R733 257 all-inclusive package

**Requirements:** Recognised three (3) year degree or national diploma in Communications or equivalent relevant qualification. 3-5 years relevant experience in a communications environment. Computer literacy. Valid driver’s licence.


**Responsibilities:** Provide effective and efficient media production services to the Department of Correctional Services with the aim to portray a positive image of the department. Manage media production processes. Manage the production of cor-
DEPUTY DIRECTOR: REGULARITY AUDITING (RISK BASED AUDIT)
- National Head Office: Directorate: Internal Audit (Ref: HO 2019/06/08)
  Salary: R733 257 all-Inclusive package

Requirements: B. Comm/B. Compt. (with Accounting and Auditing as majors) or equivalent qualification. 3-5 years management experience in a similar environment. Registration with the Institute of Internal Auditors of South Africa. Computer literacy. Valid driver’s licence.


Responsibilities: Assist in the development of an annual operational and three (3) year strategic plan. Supervise, support and review audit engagements and assess audit results against engagements, objectives and scope. Determination of audit engagements resources and resource allocation. Perform high level and other audit engagements as and when necessary. Evaluate audit conclusions and recommendations. Compile draft and final audit reports. Perform follow-up on management action plans. Compile progress reports and where applicable attend entry and exit meetings to present the reports. Management of human resources, finance and assets.

DEPUTY DIRECTOR: RISK MANAGEMENT [2 POSTS]
- National Head Office: Directorate: Risk Management (Ref: HO 2019/06/09)
  Salary: R733 257 all-Inclusive package

Requirements: National diploma/degree in Risk Management/Auditing/Accounting/Economics. Five (5) years’ experience in Risk Management and Internal Auditing environment of which 3 must be on supervisory level (ASD). Computer literacy. Valid driver’s licence.


Responsibilities: Manage the co-ordination and monitoring of risk management programs. Develop, review and implement risk management strategies, policies and procedures and annual risk management plan. Manage, implement review and improve risk management framework. Facilitate the institutionalisation of risk management. Conduct risk management awareness. Manage the maintenance of risk management systems. Monitor the regional and branches progress on mitigations. Liaise with external stakeholders on risk management. Assist in the development of the risk management plans. Coordinate risk management meetings. Management of human resources, finance and assets.

ASSISTANT DIRECTOR: INSPECTION SERVICES
- National Head Office: Directorate: Inspectorate (Ref: HO 2019/06/10)
  Salary: R470 040 per annum

Requirements: Relevant degree or national diploma in Public Management or equivalent qualification. 3-5 years’ experience on supervisory post in a similar environment. Computer literate. Valid driver’s licence.

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

**OPERATIONAL MANAGER: COMMUNICABLE DISEASES**
- National Head Office: Directorate: Directorate: Health Care Services (Ref: HO 2019/06/11)
  - Salary: R444 276 per annum

**Requirements:** Four (4) year degree or national diploma in accordance with R425 in Nursing (basic R425 qualification) that allows registration with the South African Nursing Council (SANC) as a Professional Nurse. Current registration with SANC as a Professional Nurse. A minimum of seven (7) years appropriate/recognizable experience in nursing after registration as a Professional Nurse with the SANC in General Nursing. Computer literacy. Valid driver’s licence.


**Responsibilities:** Provide a comprehensive package for preventive, promotive, curative and rehabilitative services for communicable diseases. Provide direction and supervision for the implementation of programmes and services for communicable diseases (clinical practice/quality patient care). Implement standards, practices, criteria and indicators for quality nursing (quality of practice). Facilitate the practice nursing and health care in accordance with the laws and regulations relevant to nursing and health care. Utilize resources efficiently and effectively. Maintain a constructive working relationship with nursing and other stakeholders. Conduct operational support visits at different correctional facilities and management areas. Management of resources. Management of performance information. Management of human resources, finance and assets.

**ASSISTANT DIRECTOR: RISK MANAGEMENT [3 POSTS]**
- National Head Office: Directorate: Risk Management (Ref: HO 2019/06/12)
  - Salary: R376 596 per annum

**Requirements:** National diploma/degree in Risk Management/Auditing/Accounting or Economics. 3-5 years Risk Management experience or in a similar environment. Computer literate. Valid driver’s licence.


**Responsibilities:** Monitor and implement the risk management framework within DCS. Participate in the development and implementation of risk management framework. Conduct education and awareness on risk management. Monitor the application of risk management principles and environment. Monitor the regional progress reports. Liaise with external stakeholders on risk management. Coordinate regional risk management meetings. Monitor the capturing of data and maintenance of database on risk management information. Management of human resources, finance and assets.
### ASSISTANT DIRECTOR: ADMINISTRATIVE SECRETARY

- National Head Office: Office of the DC Chief Security Officer (Ref: HO 2019/06/13)

**Salary:** R376 596 per annum

**Requirements:** Recognised degree or national diploma in Public Management or equivalent qualification. 3-5 years’ supervisory experience in a similar environment. Computer literate. Valid driver’s licence.


**Responsibilities:** Ensure a smooth document flow system in the office of the Deputy Commissioner. Ensure compliance of return dates. Ensure quality control over the documentation forwarded to the Deputy Commissioner. Facilitate convening of meetings, minute taking and implementation of decisions taken at meetings. Ensure the drafting of routine letters and memoranda, receipt of correspondence and documentation and proactively acknowledging receipt of correspondence. Process content of incoming and outgoing documentation. Ensure appropriate filing of documents. Liaise with various stakeholders. Management of human resources, finance and assets.

### ASSISTANT DIRECTOR: REGULARITY AUDITING (RISK BASED AUDIT)

- National Head Office: Directorate: Internal Audit (Ref: HO 2019/06/14)

**Salary:** R376 596 per annum

**Requirements:** B. Comm/B. Compt. (with Accounting and Auditing as majors) or equivalent qualification or a 3 year National Diploma in Internal Auditing. 3-5 years’ experience in the auditing field. Registration with the Institute of Internal Auditors of South Africa will be an added advantage. Computer literate. Valid driver’s licence.


**Responsibilities:** Conduct audit planning and reporting activities according to established policies. Assist in developing budgets and timelines for upcoming audits. Develop audit procedures. Supervise audit team to ensure quality and on-time delivery. Evaluate performance of audit staff and provide appropriate feedback. Assist in risk assessment and mitigation activities. Identify staff technical developmental requirements and assist in organizing training programmes. Coordinate with team to review audit findings. Prepare reports with audit findings and recommendations. Evaluate and enhance internal controls to improve operational efficiency. Communicate audit status to management on a regular basis. Discuss with management audit observations, recommendations and actions to be taken. Prepare clear and complete audit work papers and store them in department repository. Analyse and resolve audit issues in a timely fashion. Management of human resources, finance and assets.

### ASSISTANT DIRECTOR: LANGUAGE SERVICES

- National Head Office: Directorate: Internal Communication and Media Production (Ref: HO 2019/06/15)

**Salary:** R376 596 per annum

**Requirements:** Recognised three (3) year degree or national diploma in Communications or equivalent. 3-5 years relevant experience in the communications environment. Computer literate. Valid driver’s licence.


**Responsibilities:** Language editing of documents, articles, texts for brochures, leaflets, etc. Ensure that the highest linguistic standards pertaining to the texts of marketing materials are maintained and provide advice in this regard. Proof reading of departmental publications for proper grammar and adherence to departmental style. Assist and guide writers (journalists and others) in improving their writing skills pertaining to English language. Assist with writing and/or rewriting of (headlines, captions, summaries, abstracts etc) information materials generated by authors with varying skills levels to ensure reader friendliness. Arrange for professional translations and proofreading of other South African languages when needed. Conduct research on language preferences and needs of the different target audiences of the department and provide advice to communications management. Management of human resources, finance and assets.

**ASSISTANT DIRECTOR: OFFENDER INFORMATION**
- National Head Office: Directorate: Information Management (Ref: HO 2019/06/16)

**Salary:** R376 596 per annum

**Requirements:** Recognized bachelor’s degree or national diploma in Information Management or equivalent. 3-5 years relevant experience in Information Management environment. In-depth knowledge of Information management in both Correctional Centres and Community Corrections will be added an advantage. Computer literacy. Valid driver’s licence.


**Responsibilities:** Implement the Information governance framework. Identify business information needs and translation into business case. Ensure compliance with information management policy and internal control measures. Maintain and update database of offender statistics. Monitor and conduct data audits in regions. Provide support to stakeholders regarding the management of data to enable the development and continuous enhancement of electronic and information systems. Manage human resources, finance and assets.

**ASSISTANT DIRECTOR: CLUSTER LIAISON**
- National Head Office: Directorate: Cluster and Parliamentary Liaison (Ref: HO 2019/06/17)

**Salary:** R376 596 per annum

**Requirements:** Recognised degree or national diploma in Public Relations. 3-5 years supervisory experience in a comparable environment. Computer literate. Valid driver’s licence.


**Responsibilities:** Alignment of departmental priorities with various clusters. Ensure alignment between the department strategic plan and cluster work programmes. Ensure effective attendance of cluster sub-structures and reporting by DCS representatives. Management of human resources, finance and assets.

**ASSISTANT DIRECTOR: MONITORING AND EVALUATION**
- National Head Office: Directorate: Spiritual Care (Ref: HO 2019/06/18)

**Salary:** R376 596 per annum

**Requirements:** A recognized degree or national diploma in Theology. Ordination as a Minister of religion/faith. 3-5 years’ experience as a Chaplain or supervisory experience in a similar environment. Computer literate. Valid driver’s licence.

Responsibilities: Policy design and development. Formulate policy and procedures to manage effective rendering of Spiritual care services. Programme management. Facilitate the development and maintain programmes for implementation of effective Spiritual Care Services. Monitoring and evaluation. Facilitate the development of mechanisms to monitor programme implementation and its impact. National standard setting. Facilitate the development of service level standards for the rendering of effective spiritual care services. Liaison with internal and external stakeholders. Facilitate internal and external training for Spiritual Care personnel. Management of human resources, finance and assets.

ASSISTANT DIRECTOR: COURSE INSTRUCTION
- National Head Office: Directorate: Core Curriculum (Ref: HO 2019/06/19)
  Salary: R376 596 per annum

Requirements: A recognized degree or national diploma in Human Resources Development or Human Resources Management. 3-5 years relevant experience. Registered assessor and moderator. Computer literate. Valid driver’s licence.


Responsibilities: Manage multiple compliance frameworks. Compile and marking of examinations. Compile mark sheets for moderations. Manage training and development processes. Manage implementation, monitoring and evaluation of training in colleges. Identify training needs and ensure the implementation of suitable training programs for trainers. Maintain discipline and ensure sound labour relations within the training institutions in terms of laid down policies and procedures. Management of human resources, finance and assets.

ASSISTANT DIRECTOR: TEAM ASSESSMENT
- National Head Office: Directorate: HR Support (Ref: HO 2019/06/20)
  Salary: R376 596 per annum

Requirements: Recognised three (3) years degree/national diploma in Human Resource Management or equivalent qualification and 3-5 years relevant experience in human resource environment (Performance Management). Computer literate. Valid driver’s licence.


ASSISTANT DIRECTOR: STANDARDS DEVELOPMENT
- National Head Office: Directorate: Training Standards (Ref: HO 2019/06/21)
Salary: R376 596 per annum

**Requirements:** Recognised three (3) year degree or national diploma in Human Resources Development/Human Resources Management. At least 3-5 Years’ relevant experience in Human Resource Development and Training. Computer literate. Valid driver’s licence.


**Responsibilities:** Manage training quality standards development within DCS. Development of training quality standards development policies/guidelines/strategies. Manage the development and maintenance of all unit standards/qualifications within the framework of SAQA. Manage access to unit standards by all relevant role players. Manage the establishment and functioning of standards generating bodies within the field of Corrections. Management of human resources, finance and assets.

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**DRIVER**

• Pretoria Office: National Commissioner (Ref: HO 2019/06/22)

Salary: R145 281 per annum

**Requirements:** Grade 12. Three (3) years’ experience in driving. Completion of an advanced driver’s course will be an advantage. Valid driver’s licence.


**Responsibilities:** Collect and deliver documents from the post office. Distribute documents in and outside of the Department. Maintain the vehicle allocated to the office of the National Commissioner. Keep accurate record of all official trips. Complete log book. Manage assets.

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**SENIOR ADMINISTRATION OFFICER: POST ADVERTISEMENT**

• National Head Office: Directorate: HR Administration and Utilization (Ref: HO 2019/06/23)

Salary: R316 791 per annum

**Requirements:** A recognized degree or national diploma in Human Resource Management. 3-5 years’ experience in a human resource environment. Computer literate. Valid driver’s licence.

**Competencies and attributes:** Knowledge of DCS recruitment and post advertisement policy and processes. Knowledge of Public Service Regulations with regard to advertisement, Basic Conditions of Employment Act and HR mandates. Information collection, analysis, interpretation, dissemination with regard to HR policies, acts and regulations. Policy development, analysis, monitoring, evaluation and implementation. Employment Equity Act. Networking/liaison with stakeholders. Problem solving skills. Human Resources Strategic Plan. Good communication skills. Knowledge of DCS Financial Policy regarding claims, expenditure, advances, payments, invoices, etc.

**Responsibilities:** Provision of support with the post advertisement process within DCS by assisting in the development and monitoring of policies on post advertisement. Compile and facilitate the development of adverts and grosslists. Compilation of statistical reports. Management of leave. Conduct performance assessment of staff. Determine the training needs of staff. Arrange training of staff. Manage the resolution of conflicts/grievances of staff. Management of human resources, finance and assets.

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**SENIOR ADMINISTRATION OFFICER: ADMINISTRATIVE SUPPORT**

• National Head Office: Office of the DC Communications (Ref: HO 2019/06/24)

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### SENIOR ADMINISTRATION OFFICER: DEVELOPMENT SUPPORT
- National Head Office: Directorate (Ref: HO 2019/06/27)

**Salary:** R316 791 per annum

**Requirements:** Recognised three (3) year degree or national diploma in Human Resource Development or equivalent qualification. 3-5 years’ experience in human resource development environment. Computer literate. Valid driver’s licence.

**Competencies and attributes:** Coordination and organising skills. Training skills. Human Resource Development skills. Analytical and innovative skills. Coaching and mentoring skills. Knowledge of applicable legislations, policies, and regulations. Communication skills. Interpersonal skills. Time management. Problem solving skills.

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### SENIOR PROVISIONING ADMINISTRATION OFFICER: LOGISTICAL LOSS CONTROL
- National Head Office: Directorate: Logistics (Ref: HO 2019/06/25)

**Salary:** R316 791 per annum

**Requirements:** Recognized degree or national diploma in Supply Chain Management or equivalent. 3-5 years’ experience in a supply chain management environment. Knowledge of LOGIS system. Computer literate. Valid driver’s licence.


**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 resources, finance and assets.

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### SENIOR STATE ACCOUNTANT: FINANCIAL STATEMENTS AND DEBT CONTROL
- National Head Office: Directorate: Financial Accounting (Ref: HO 2019/06/26)

**Salary:** R316 791 per annum

**Requirements:** Recognized degree or national diploma in Finance related field with Financial Accounting/Cost and Management Accounting as a major subject. At least 3-5 years’ experience in a production post. Computer literate. Valid driver’s licence.


**Responsibilities:** Control over debtor accounts (nationally). Request reports and gathering of information regarding financial statements. Responsibilities in accordance with the Public Finance Management Act (PFMA), Section 45. Provide information and statistics to management and office of the Auditor-General. Manage human resources, finance and assets.
**Responsibilities:** Coordinate and ensure the availability of required training materials and sub inventories. Coordinate and ensure the setting up of lecture halls. Coordinate the setting up equipment for presentations and events. Manage human resources, finance and assets.

**SENIOR STATE ACCOUNTANT: AUDIT QUERIES [2 POSTS]**
- National Head Office: Directorate: Internal Control and Compliance (Ref: HO 2019/06/28)
  
  **Salary:** R316 791 per annum

**Requirements:** Recognized degree or national diploma in Internal Auditing with Internal Control/Auditing/Financial Accounting as a major subject. A minimum of 3-5 years’ experience in an internal control or audit-related environment. Computer literate. Valid driver’s licence.

**Competencies and attributes:** Conflict resolution, written and verbal communication skills. Analytical and problem solving skills, team work. Understanding of public sector regulatory environment. Computer literacy. Mentoring and coaching skills. Confidentiality, integrity, honesty, time management and good interpersonal skills. Ability to work under pressure, service delivery and client orientation. Willingness to travel. Ability to improve business processes and to add value within the department.

**Responsibilities:** Coordination of request for information and audit communications from the Office of the Auditor-General South Africa. Maintaining of electronic register on audit requests. Liaising with management on audit requests, analysis and reporting on such information. Coordination of audit action plans for internal and external audits. Conduct pre-audits and internal control reviews using COSO framework to assist management in improving internal controls on financial, compliance, performance information systems and processes. Checking and processing of invoices on audit fees. General office administration. Execution of responsibilities stipulated in Section 45 of the PFMA. Management of human resources, finance and assets.

**ADMINISTRATION CLERK: MEDIA LIAISON**
- National Head Office: Directorate: Public Education, Stakeholder Relations and Media Services (Ref: HO 2019/06/29)
  
  **Salary:** R173 703 per annum

**Requirements:** Grade 12. Experience in a similar environment will be added an advantage. Computer literacy.


**Responsibilities:** Render general clerical support services. Provide supply chain clerical support services within the component. Provide personnel administration clerical support services within the component. Provide financial administration support services in the component. Management of finance and assets.

**SECRETARY**
- National Head Office: Office of the Chief Security Officer (Ref: HO 2019/06/30)
- National Head Office: Directorate: Risk Management (Ref: HO 2019/06/31)
  
  **Salary:** R173 703 per annum

**Requirements:** Grade 12 with typing as a subject or any other training course or qualification that will enable the person to perform the work satisfactorily. Computer literacy.

**Competencies and attributes:** Honesty and integrity. Attention to detail. Plan and organize. Punctuality and confidentiality. Service delivery and client orientation. Excellent communication skills (written and verbal). Ability to work under pressure. Ability to coordinate and organize work related tasks. Good telephone etiquette. High level of reliability. Ability to act with tact and discretion.

**Responsibilities:** Execute office and general administrative duties. Screen and answer telephone calls. Type correspondence.
Compile documentation and presentations. Ensure proper record management through effective filling systems. Manage electronic document tracking system. Maintain diary and manage appointments. Responsible for the management of document tracking system. Arrange and coordinate meetings, workshops etc. Facilitate the procurement of office equipment such as stationery. Perform all such tasks and duties related to the role. Make all transport arrangements for conferences, courses, meetings and hearings away from the office. Management of finance and assets.

**DEPUTY DIRECTOR: CASE FLOW MANAGEMENT [NCB 4]**

- National Head Office: Directorate: Remand Administration and Case Flow Management (Ref: HO 2019/06/32)

  **Salary:** R756 906 per annum

  **Requirements:** Relevant NQF level 6 qualification in Behavioural Science. At least 7 years (combined) relevant experience on supervision and junior management production levels. Successful completion of the Correctional Science Learnership or Basic Training. Computer literate. Valid driver’s licence.


  **Responsibilities:** Manage the implementation of the bail protocol. Manage the implementation of S49F. Manage the roll out of uniform for remand detainees. Information management as it relates to remand detainees (daily unlock – RD’s children and state patients, involuntary mental health care users), analyze statistics for the Criminal Justice System (CJS) role players. Manage information from the RD monitoring tool for the compilation of the APP report. Policy development, evaluation and monitoring of remand detention policies, programmes and case flow management procedures. Manage and facilitate the provision of training with the regions on relevant areas of remand detention such as: Bail protocol (in-service) S49F, RD Monitoring Tool. Manage human resources, finance and assets.

**ASSISTANT DIRECTOR: SECURITY EVALUATION [NCB 3]**

- National Head Office: Directorate: Security Management Services (Ref: HO 2019/06/33)

  **Salary:** R392 004 per annum

  **Requirements:** Relevant NQF 6 qualification in Behavioural Sciences. At least 5 years relevant experience in a supervisory post (NCB2). Successful completion of Correctional Science Learnership/Basic Training. Computer literate. Valid driver’s licence.


  **Responsibilities:** Development and maintenance of national standards, policy and procedures for security evaluation systems and processes. Establish and maintain a security evaluation system. Perform security analysis and inform management of risks and trends. Training of security staff. Liaise with role players. Manage human resources, finance and assets.

**ASSISTANT DIRECTOR: EXTERNAL SECURITY OPERATIONS [NCB 3]**

- National Head Office: Directorate: Security Management Services (Ref: HO 2019/06/34)

  **Salary:** R392 004 per annum

  **Requirements:** Relevant NQF 6 qualification in Behavioural Sciences. Successful completion of Correctional Services Learnership/Basic Training. At least 5 years relevant experience gained in a supervisory post (NCB2). Computer literate. Valid
**Responsibilities**: Develop and maintain policy and procedures of security operations in DCS. Develop security strategies to deal with security risks and trends. Manage security during special events. Training of security staff. Liaise with regions and other stakeholders. Manage human resources, finance and assets.

**ASSISTANT DIRECTOR: SECURITY SYSTEMS [NCB 3]**

- National Head Office: Directorate: Security Management Services (Ref: HO 2019/06/35)
  
  **Salary**: R392 004 per annum

**Requirements**: Relevant NQF 6 qualification in Behavioural Sciences. Successful completion of Correctional Services Learnership/Basic Training. At least 5 years relevant experience gained in a supervisory post (NCB2). Computer literate. Valid driver’s licence.


**Responsibilities**: Develop and maintain national standards, policy and procedures regarding security equipment, technology and systems in DCS. Drafting or compilation of specifications and/or amendments of specifications. Manage security technology, systems, and equipment projects. Training of security staff. Liaise with practice, provinces, management and other stakeholders. Manage human resources, finance and assets.

**SENIOR CORRECTIONAL OFFICER: OPERATIONAL SUPPORT [NCB 2]**

- National Head Office: Directorate: Corrections Administration (Ref: HO 2019/06/36)
  
  **Salary**: R329 781 per annum

**Requirements**: Degree or national diploma in Behavioural Sciences or equivalent qualification. At least 5 years relevant experience in a production post (NCB1). Successful completion of the Correctional Science Learnership. Computer literate. Valid driver’s licence.

**Competencies and attributes**: Conflict resolution and grievance handling skills. Confidentiality and integrity. Financial and human resource management. Planning and organizing skills. Communication, interpersonal and report writing skills.

**Responsibilities**: Implement and monitor corrections policy procedures, tools, standards and applicable legislation in relation to admission, detention and release management. Monitoring and down management of overcrowding utilizing frameworks, action plans and submission of reports to the relevant forum. Constant liaison with internal and external stakeholders. Deal with parliament, media, practice, NGO’s, politicians, individuals, Auditor General, Portfolio Committee on Correctional Services, SCOPA, other departments, other directorates and sub-directorates. Provide inputs for quarterly, midterm, annual reports and budget votes. Participate in the operational planning for the Directorate Correction Administration. Monitoring implementation of the new Correctional Service Act, 1998 (Act No 111 of 1998) as amended. Manage human resources, finance and assets.

**SENIOR SECURITY OFFICER: SAFETY AND SECURITY [CB 2-1]**
**National Head Office: Directorate: Security Standards** (Ref: HO 2019/06/37)

**Salary:** R242 640 per annum

**Requirements:** Grade 12 OR relevant RQV 6 qualification in Behavioural Science. Successful completion of the Correctional Science Learnership. 10 Years relevant experience gained at the entry level production post (CB 1) OR for a person with a RQV 6 qualification, no previous experience is required. Computer literate. Valid driver’s licence.


**Responsibilities:** Managing and supervision of security officials. Managing access control. Develop and ensure implementation of standard operating procedures (SOPs). Manage performance development of staff. Ensure the safety of Head office personnel, prominent visitors, and state assets in the facility. Report and investigate all security breaches. Manage security control room and security systems. Physical inspection of all security equipment and fire arms as prescribed. Liaise with internal and external stakeholders State Security Agency (SSA), SAPS, and Metro Police with regards to physical security. Manage and control keys of the building. Participate in organizational emergency preparedness and response activities in terms of the OHS Act. Attend to all personnel and clients requests / complaints in a prompt and professional manner. Manage human resources, finance and assets.

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

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

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

**Applications:** Applications must be submitted on form Z83 (Public Service Application form), obtainable from any Public Service Department, and must be completed in full. **Applications must be accompanied by a CV, copies of qualifications, identity document and valid driver’s licence. Please Note:** All copies attached must be certified a true copy of the original and not older than three months. Please send a separate and complete application for each post you apply for, stating the correct reference for each position you are interested in. **Faxed and e-mailed applications will not be accepted. • Candidates must comply with the minimum appointment requirements.**

• CV’s should be aligned to reflect one’s degree of compliance with the advert requirements and responsibilities. It is the sole responsibility of an applicant to ensure that their application reaches DCS before **14 JUNE 2019 @ 15h45.**

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

**NATIONAL HEAD OFFICE:** Department of Correctional Services, Post Advertisement Section, Private Bag X136, Pretoria, 0001

**OR hand deliver at:** 124 WF Nkomo Street, Poyntons Building, Cnr WF Nkomo and Sophie De Bruyn Street, Pretoria, 0001 (Previous: Cnr Church and Schubart Street). **Contact persons:** Mr TO Mokhele 012 307 2173/Mr Y Naidoo 012 307 2079/Ms M Marais 012 307 2079/Ms TP Balayi 012 305 8589.