# DEPARTMENT OF CORRECTIONAL SERVICES

**CLOSING DATE:** 17 FEBRUARY 2020 @ 15H45

## APPOINTMENTS UNDER THE PUBLIC SERVICE ACT

### DEPUTY DIRECTOR: COORDINATOR INVESTIGATIONS
- National Head Office: Directorate: Departmental Investigation Unit (Ref: HO 2020/01/01)
  
  **Salary:** R869 007 all-inclusive package

**Requirements:** An undergraduate qualification (NQF Level 7) as recognised by SAQA in Social Science or equivalent qualification. 3-5 years management experience in an investigation environment. Computer literate. Valid driver’s licence.

**Required knowledge:** Knowledge of legislation and regulations pertaining to public service administration, specifically: Public Service Act and Regulations, PFMA, Treasury Regulations, DCS Act 111 of 1998 as amended and Anti-Corruption Strategy of government.


**Responsibilities:** Analyse and manage reported cases of corruption, fraud, theft and maladministration. Ensure that an electronic database is maintained and kept up to date. Monitor the implementation of recommendations of investigations forwarded to Code Enforcement and regions. Conduct investigations nationally and compile investigation reports on corruption, fraud, theft and maladministration. Liaise with regions in respect of cases handled by DIU. Perform all directorate administrative duties including management of human and financial resources and state assets.

### DEPUTY DIRECTOR: ACCOUNTING
- National Head Office: Directorate: Financial Accounting (Ref: HO 2020/01/02)

  **Salary:** R733 257 all-inclusive package

**Requirements:** A recognized degree or national diploma in Financial Accounting or Management Accounting. 3-5 years management experience in Financial Accounting. Computer literate. Valid driver’s licence.


**Responsibilities:** Manage the financial revenue, expenditure management and accounting Sub-directorate. Undertake revenue, expenditure management and accounting work as required. Manage the sub-directorate revenue, expenditure management and accounting. Manage human resources, finance and assets.

### DEPUTY DIRECTOR: REGULARITY AUDITING
- National Head Office: Directorate: Internal Audit (Ref: HO 2020/01/03)

  **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. Willingness to travel. Computer literate. Valid driver’s licence.
**Competencies and attributes:** Knowledge of Public Finance Management Act (PFMA) and accompanying Treasury Regulations, Public Service Regulatory Framework (PSRF), Public Service Act and related regulations, standards for the Professional Practices of Internal Auditing, Risk Management, Human resources management practices and service delivery principles (Batho Pele). Ability to work in a team. Project planning and management. Good written and verbal skills. Lateral and innovative thinking. Interpersonal relations. Problem solving, facilitation and coordination and leadership skills. Time management. Application and interpretation of legislation and project management. Confidentiality, fairness, respect and honesty.

**Responsibilities:** Assist in the development of an annual operational and 3 year strategic plan. Supervise, support and review audit engagements and assess audit results against engagements, objectives and scope. Determination of audit engagement 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. Manage human resources, finance and assets.

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<tr>
<th>DEPUTY DIRECTOR: POLICY COORDINATOR</th>
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<tr>
<td>National Head Office: Office of the CDC Remand Detention (Ref: HO 2020/01/04)</td>
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<tr>
<td><strong>Salary:</strong> R733 257 all-inclusive package</td>
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**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 literate. 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. Manage human resources, finance and assets.

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<tr>
<th>LEGAL ADMINISTRATION OFFICER [MR 1-5]</th>
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<tr>
<td>National Head Office: Directorate: Litigation (Ref: HO 2020/01/05)</td>
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<tr>
<td><strong>Salary:</strong> R198 411 - R912 504</td>
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**Requirements:** LLB or 4 year recognized legal qualification. At least 8 years’ appropriate post qualification legal experience. Computer literate. Valid driver’s licence.


**Responsibilities:** Initiation of policy amendments in DCS. Rendering of legal opinions on the activities of the department. Provide legal training. Administrating of claims against the DCS. Undertaking of hearing/trials administration. Administration of motion applications on the application of policy. Administration of motion application on the content of policy in the DCS. Maintenance of legal libraries. Planning of activities. Management of human resources, finance and assets.

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<thead>
<tr>
<th>ASSISTANT DIRECTOR: INVESTIGATORS [3 POSTS]</th>
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<tr>
<td>National Head Office: Directorate: Departmental Investigation Unit (Ref: HO 2020/01/06)</td>
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<tr>
<td><strong>Salary:</strong> R470 040 per annum</td>
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**Requirements:** An undergraduate qualification (NQF Level 7) as recognised by SAQA in Social Science or equivalent qualification. 3-5 years supervisory experience in an investigation environment. Computer literate. Valid driver’s licence.
Responsibilities: Analyse and investigate reported cases of corruption, fraud, theft and maladministration. Regularly maintain the electronic database on cases. Compile investigation reports on corruption, fraud, theft and maladministration. Monitor the implementation of recommendations forwarded to Code Enforcement and regions. Liaise with regions in respect of cases handled by DIU. Perform ad-hoc duties including management of human and financial resources and state assets.


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


ASSISTANT DIRECTOR: ADMINISTRATIVE SECRETARY

- National Head Office: Office of the DC Legal Services (Ref: HO 2020/01/07)
- National Head Office: Office of the DC Remand Support Services (Ref: HO 2020/01/08)
- National Head Office: Office of the CDC Community Corrections (Ref: HO 2020/01/09)
- National Head Office: Office of the CDC Human resources (Ref: HO 2020/01/10)

Salary: R376 596 per annum

Requirements: Recognized degree or national diploma in Labour Law/Labour Relations or equivalent relevant qualification. 3-5 years relevant experience in a supervisory position in the labour relations environment. Computer literacy. Valid driver’s licence.


(ER MIS), i.e. collect, analyze and interpret data pertaining to disciplinary hearings, appeals, suspensions, grievances and disputes. Assist with the development and implementation of remedial measures. Develop management information reports for DCS Top Management. Assist with negotiations and consultations in the Departmental Bargaining Chamber when required. Research recent case law and maintain a database of applicable case law to the DCS. Assist with representing the Department in dispute resolution. Provide advice and guidance to all levels of management and employees in the DCS. Assist with training in employee discipline and grievance management, including conflict and dispute resolution management. Manage human resources, finance and assets.

**ASSISTANT DIRECTOR: AGRICULTURE PLANNING**
- National Head Office: Directorate: Production Workshop and Agriculture (Ref: HO 2020/01/12)
  
  **Salary:** R376 596 per annum

**Requirements:** Recognised three (3) year degree/ national diploma in Agriculture Plant and or Animal Production or equivalent qualification. 3-5 years supervisory experience in the field of Agriculture Plant and or Animal Production. Sound knowledge of agricultural planning and production processes. Computer literate. Valid driver’s licence.


**Responsibilities:** Provide agricultural technical/advisory services at strategic and operational level. Policy design and development. Compile and control the execution of the operational plan. Oversee agricultural planning. Optimize the use of agricultural resources for enhancement of self-sufficiency and offender development. Conduct monitoring and evaluation of farms. Develop agriculture feasibility studies and business cases for implementation of agricultural expansion opportunities. Management of human resources, finance and assets.

**ASSISTANT DIRECTOR: LEADERSHIP AND DEVELOPMENT**
- National Head Office: Directorate: Functional and Management Training (Ref: HO 2020/01/13)
  
  **Salary:** R376 596 per annum

**Requirements:** Recognised degree or national diploma in Human Resource Development or equivalent qualification. 3-5 years’ supervisory experience in a similar environment. Ability to conduct or facilitate training courses. Computer literate. Valid driver’s licence.


**Responsibilities:** Facilitate the development of leadership training policy and monitor the implementation thereof. Facilitate the development learning material and curriculum. Monitor the process of leadership development within DCS. Facilitate and conduct leadership training. Management of human resources, finance and assets.

**ASSISTANT DIRECTOR: ADMINISTRATION CONTROLLER**
- National Head Office: Directorate: Persal Management (Ref: HO 2020/01/14)
  
  **Salary:** R376 596 per annum

**Requirements:** Recognized 3 year degree/national diploma in Human Resource Management or related field. At least 3-5 years supervisory experience working with PERSAL in HR environment. Must have a sound knowledge and understanding of the HR policies and procedures. Successfully passed the PERSAL course. Computer literate. Valid driver’s licence. **Shortlisted candidates will be subjected to post related competency test.**

**Competencies and attributes:** Good communication, planning and organizing skills. Excellent liaison skills with other role players. Creativity and innovative thinking. Analytical, presentation, negotiation, conflict management and diversity management.
### ASSISTANT DIRECTOR: POLICY ADMINISTRATION

- National Head Office: Directorate: Policy and External Training (Ref: HO 2020/01/15)

**Salary:** R376 596 per annum

**Requirements:** Relevant degree/ national diploma Human Resource Management /Development or equivalent qualification. 3-5 years’ experience in the field of Human Resource Development or Education Training & Development; conducting research and policy development. Computer literate. Valid driver’s licence.


**Responsibilities:** Review and coordinate the HRD policies to all relevant national policies and applicable legislations. Coordinate and facilitate DCS/SASSETA internship programmes and the placement of student interns. Coordinate the national internship statistics. Conduct monitoring and evaluation of internship programme at regions and branches. Management of human resources, finance and assets.

### ASSISTANT DIRECTOR: SERVICE TERMINATION

- National Head Office: Directorate: HR Administration and Utilization (Ref: HO 2020/01/16)

**Salary:** R376 596 per annum

**Requirements:** Degree or national diploma in Human Resources/Public Administration or equivalent qualification. 3-5 years’ experience as HR Practitioner. Computer literate. Valid driver’s licence.


**Responsibilities:** Facilitate and administer HR retention strategy and processes within DCS. Monitor and facilitate the effective and efficient termination of services within DCS. Monitor and administer the exit management program. Develop and maintain termination of service database. Management of human resources, finance and assets.
### ASSISTANT DIRECTOR: PERFORMANCE AUDIT

- **National Head Office: Directorate: Internal Auditing (Ref: HO 2020/01/17)**
  
  **Salary:** R376 596 per annum

**Requirements:** National diploma/degree in Internal Audit or equivalent. Completion of the General Internal Auditing (including IAT learnership – (three years) learnership from the IIA plus 2 year performance audit experience. Computer literate. Valid driver’s licence.

**Competencies and attributes:** Technical knowledge of Standards for Professional Practice of Internal Auditors (SPPIA). Knowledge of evaluation technique. Reporting and presentation skills. Creativity and receptiveness. Analytical and innovative skills. Project management. Coaching and mentoring skills. Knowledge of applicable legislations, policies, and regulations. Communication and report writing skills. Interviewing, interpersonal, time management and problem solving skills.

**Responsibilities:** Plan and conduct performance audit activities as per the operational plan. Conduct and monitor effective execution of performance audit activities/projects. Formulate audit findings. Conduct audit reporting and follow-up on audit projects. Administration of internal audit function. Management of human resources, finance and assets.

### SENIOR ADMINISTRATION OFFICER: DISCIPLINE MONITORING ADMINISTRATIVE SUPPORT

- **National Head Office: Directorate: Collective Bargaining (Ref: HO 2020/01/18)**
  
  **Salary:** R316 791 per annum

**Requirements:** Degree or national diploma in Labour Law/Labour Relations or equivalent qualification. At least 2-3 years relevant experience in labour relations environment. Computer literate. Valid driver’s licence.

**Competencies and attributes:** Good communication and report writing skills. Confidentiality. Good negotiation skills. Good interpersonal and conflict facilitation skills. Service delivery innovation. People management and empowerment. Integrity and honesty. Financial management.

**Responsibilities:** Administration of employee discipline in the DCS and assist with policy and procedure development. Assist with the administration of the department’s employee relations management information system (ER MIS). Assist with the development of management information reports for DCS top management. Act as custodian of the disciplinary procedure. Monitor compliance with the DCS disciplinary procedure. Assist with training of management and employees in the DCS ER MIS and in grievance management. Assist with the facilitation of conflict management – individual and collective. Assist with negotiations and consultations within the DCS bargaining chamber. Manage the administration and communication with the various councils with regard to external dispute resolution. Represent the department in conciliation and arbitration hearings. Provide advice and guidance to all levels of management and employees in the DCS. Management of human resources, finance and assets.

### SENIOR ADMINISTRATION OFFICER: OFFENDER INFORMATION

- **National Head Office: Directorate: Information Management (Ref: HO 2020/01/19)**
  
  **Salary:** R316 791 per annum

**Requirements:** Recognized national diploma in Information Management or equivalent. 2-3 years relevant experience in working with systems. Computer literate. Valid driver’s licence.

**Competencies and attributes:** Communication and project management skills. Ability to network. Report writing and managerial skills. Knowledge of relevant regulations, policies and procedures, resolutions and acts. Stakeholder management. Willingness to travel.

**Responsibilities:** Perform data audits on Core systems (Admission, Detention Release (A&R) and Community Corrections); promote data integrity and compliance with the certification of data protocols. Participate and facilitate User Requirement Specification sessions in coordination and cooperation with business and systems development when new relevant systems (within this functionality) are developed. Ensure that the user requirements of business for their requested system(s) are incorporated and reflected in the end product. Facilitate and participate in the implementation of the enhancements to the A&R and Community Correction Systems as well as the implementation of new relevant operational systems within this function. Perform required administrative duties; taking minutes at meetings, maintain sound document management in line with
DCS requirements. Conduct training of users on Community Correction System and relevant operational systems in relation to this functionality. Attend, investigate and resolve all calls/problems logged on Gestionnaire Libre de Parc Informatique (GLPI) system by Correctional Centres and Community Corrections’ officials. Management of human resources, finance and assets.

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<th>SENIOR ADMINISTRATION OFFICER: AUDITOR: REGULARITY AUDIT</th>
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<td>National Head Office: Directorate: Internal Auditing (Ref: HO 2020/01/20)</td>
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<tr>
<td>Salary: R316 791 per annum</td>
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**Requirements:** B. Comm/B. Compt. (with Accounting and Auditing as majors) or a 3 year National Diploma in Internal Auditing and 2-3 years’ experience in the auditing field. Registration with the Institute of Internal Auditors of South Africa will be an added advantage. Willingness to travel. Computer literate. Valid driver’s licence.


**Responsibilities:** Plan allocated audit assignments. Conduct audit assignments in accordance with the audit programmes. Communicate audit results. Follow-up on the implementation of audit recommendations. Compile audit file. Management of human resources, finance and assets.

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<th>SENIOR ADMINISTRATION OFFICER: QUALITY ASSURANCE SYSTEMS DEVELOPMENT</th>
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<td>National Head Office: Directorate: Training Standards (Ref: HO 2020/01/21)</td>
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<tr>
<td>Salary: R316 791 per annum</td>
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**Requirements:** Recognized degree/national diploma in HRD or equivalent qualification. 2-3 years’ experience in a similar environment. Computer literate. Valid driver’s licence.


**Responsibilities:** Consolidate the training needs. Ensure the arrangement of HLC and NLC. Compile the monthly statistical report. Assist with the monitoring of the implementation of WSP at the regions. Assist with the compilation of the of QMR report. Management of human resources, finance and assets.

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<th>SENIOR STATE ACCOUNTANT</th>
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<tr>
<td>National Head Office: Office of the CDC Finance (Ref: HO 2020/01/22)</td>
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<tr>
<td>Salary: R316 791 per annum</td>
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**Requirements:** Relevant bachelor’s degree or national diploma in Cost and Management Accounting or equivalent qualification. 2-3 years’ experience in a similar environment. Computer literate. Valid driver’s licence.


**Responsibilities:** Capturing of Finance Branch budget at Head Office. Coordination and compilation of the Branch Medium-Term Expenditure Framework (MTEF) budget and the Estimates of National Expenditure (ENE). Capturing of inputs from the Branch for MTEF. Monitoring of expenditure. Render a support service by the Financial Control Office (FCO) in terms of giving financial and budgetary advice to the Directors within the Branch. Render an office support service to the branch.
effective utilisation and control over resources of the office. Execute responsibilities of officials as stipulated in Section 45 of the PFMA. Management of human resources, finance and assets.

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<th>SENIOR PROVISIONING ADMINISTRATION OFFICER: FLEET MANAGEMENT</th>
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<td>• National Head Office: Directorate: Logistics (Ref: HO 2020/01/24)</td>
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<td><strong>Salary:</strong> R316 791 per annum</td>
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**Requirements:** Recognized national diploma/degree in Logistics or relevant qualification plus at least 2-3 years’ experience in the production post. Computer literate. Valid driver’s licence.


**Responsibilities:** Management support on transport functions and training. Presentation of the Transport management course. Compiling of training manuals and practical exercises. Assist managers with the understanding of transport management. Assist and provide advice on Transport issues to Management and other Role-players. Assist with the compilation of draft preliminary policy. Provide inputs with regard to recommendation and maintaining policy. Preparation of recommendations regarding the policy deviations. Assist with policy formulation and maintenance. Management of human resources, finance and assets.

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<tr>
<th>SENIOR ADMINISTRATION OFFICER: NATIONAL ARCHIVES</th>
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<tr>
<td>• National Head Office: Directorate: Information Management (Ref: HO 2020/01/25)</td>
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<tr>
<td><strong>Salary:</strong> R316 791 per annum</td>
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</table>

**Requirements:** Recognized degree or national diploma in Information Management or relevant qualification. At least 2-3 years’ experience in Records Management. Knowledge of National Archive Act. Computer literate. Valid driver’s licence.


**Responsibilities:** Implement and monitor information resources of the organization in terms of the broad policy guidelines contained in the National Archives Act of South Africa. Maintain complete information regarding the custody, storage, treatment, filing and disposal of all public records in our care. Overall management of Archives sections. Ensure the protection of Archives building. Perform admission of documentation and research on instructions pertaining to archives. Management of human resources, finance and assets.

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<tr>
<th>SENIOR ADMINISTRATION OFFICER: MAIN USER TECHNICAL SYSTEMS: BUILDING MANAGEMENT</th>
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<td>• National Head Office: Directorate: Facilities Management (Ref: HO 2020/01/26)</td>
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<tr>
<td><strong>Salary:</strong> R316 791 per annum</td>
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**Requirements:** Recognised national diploma/degree in Property Management or relevant qualification. At least 2-3 years’ experience in the relevant field. Conducting training will be an added advantage. Computer literate. Valid driver’s licence.


**Responsibilities:** Maintain the departmental building and update maintenance systems. Training of new and existing users of building and maintenance system. Reconciliation of maintenance and equipment reports. Inventory controller of building materials. Management of human resources, finance and assets.
SENIOR ADMINISTRATION OFFICER: GRAPHIC DESIGN

- National Head Office: Directorate: Internal Communication and Media Production (Ref: HO 2020/01/27)
  Salary: R316 791 per annum

Requirements: A recognized degree or national diploma in Communication or equivalent qualification. 2-3 years’ experience in graphic design or equivalent qualification. Computer literate. Valid driver’s licence.


Responsibilities: Produce high quality and effective designs (in its ability to convey the communication message) for media products, such as posters, brochures, newsletters, reports, presentations, etc. Render print media production services inclusive of design, layout, printing, assembling and installation of media products. Render electronic media production services such as innovative and effective power point presentations/multimedia products. Assess clients’ communication needs and match with departmental branding requirements and strategic direction of the department. Procure print services from external service providers at times. Assist with managing and maintaining equipment in the graphic design unit. Management of human resources, finance and assets.

SENIOR ADMINISTRATION OFFICER: AUDIO AND VIDEO PRODUCTION

- National Head Office: Directorate: Internal Communication and Media Production (Ref: HO 2020/01/28)
  Salary: R316 791 per annum

Requirements: Relevant degree or national diploma in Communications, Public Relations, Marketing, Journalism or related field. At least 2-3 years relevant experience in the post. Computer literate. Valid driver’s licence.

Competencies and attributes: Technical skills as a video camera person and video editor. Expertise/working knowledge of a variety of broadcast equipment. Strong ability to conceptualise audio-visual productions. Strong ability to execute all audio-visual production processes. High level of computer competency in audio-visual editing software (various). Communication skills, problem solving skills, listening skills, planning skills. Working knowledge of public service policies and legislative framework. Good interpersonal relations, ability to network, integrity and honesty, service delivery and client orientation, ability to make and implement decisions.

Responsibilities: Do professional audio-visual recordings of departmental programmes and events, electronically edit and produce programmes from footage gathered. Provide technical support and expertise for the development of corporate video materials. Regularly maintain the audio-visual equipment and stock and keep electronic and easily traceable records thereof. Provide support through the development and regular updating of a video library that ensures accessibility and easy retrieving. Provide support during the development, implementation and management of a distribution system of audio-visual products to target audiences and actual distribution tasks. Management of human resources, finance and assets.

VETTING ADMINISTRATORS [6 POSTS]

- National Head Office: Directorate: Security Standards (Ref: HO 2020/01/29)
  Salary: R257 508 per annum

Requirements: NQF 4 (Grade 12) or NQF 5 (Diploma) in Administration/Secretarial functions. 3-5 years’ experience in rendering support/administrative services. Computer literate. Valid driver’s licence.


Responsibilities: Administration of the filing system for all documents within the department. Render administrative support services. Provide support to the Head of unit and the other staff regarding vetting operational meetings. Liaise regularly with NIA on vetting matters particularly in relation to administrative systems and processes. Management of human resources.
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<tr>
<th>Title</th>
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<th>Experience Required</th>
<th>Competencies and Attributes</th>
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<tr>
<td><strong>CLERK: STORES</strong></td>
<td>Zonderwater Training College (Ref: HO 2020/01/34)</td>
<td>Grade 12</td>
<td>Knowledge in LOGIS or related experience in a comparable environment will be added advantage. Computer literate.</td>
<td></td>
<td>Ensure the implementation of HR policies such as leave administration, state accommodation, performance management, grievances, disciplinary procedure, injury on duty, transfers and termination of services. Communicate policy matters. Arrange personnel meetings. Update and maintain Z8, Z168 and compiling duty list. Compile G224. Capture and process PERSAL transaction. Process leave gratuities. Manage finance and assets.</td>
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**Responsibilities:** Implement and manage supply chain management, transport, LOGIS and procurement policies. Assist with all LOGIS related problems, asset verifications and asset and inventory balancing. Responsible for LOGIS report management, transport management and transit management. Assist with the administration of bids and warehouse management. Management of finance and assets.

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**SEXYICARY**

- National Head Office: Directorate: Pre-Release Resettlement (Ref: HO 2020/01/35)
- National Head Office: Directorate: Information Management (Ref: HO 2020/01/36)
- National Head Office: Directorate: Psychological Services (Ref: HO 2020/01/37)
- National Head Office: Directorate: Collective Bargaining (Ref: HO 2020/01/38)
- National Head Office: Directorate: Specialised Audit (Ref: HO 2020/01/39)
- National Head Office: Directorate: Legal Contract Management (Ref: HO 2020/01/40)
- National Head Office: Office of the DC HR Management (Ref: HO 2020/01/41)

**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 literate.

**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.

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**DRIVER**

- National Head Office: Office of the Chief Operations Commissioner (Ref: HO 2020/01/42)

**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 Chief Operations Commissioner. Keep accurate record of all official trips. Complete log book. Manage assets.

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**APPOINTMENTS UNDER THE CORRECTIONAL SERVICES ACT**

**DEPUTY DIRECTOR: BAVIAANSPOORT DOG TRAINING CENTRE [NCB4]**
### Baviaanspoort Dog Training College (Ref: HO 2020/01/43)  
**Salary:** R756 906 all-inclusive package

**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:** Coordination of attendance of courses and training interventions scheduled by the dog training centre. Alignment of training programmes with relevant unit standards and development of learning materials. Management of auxiliary support services. Manage administrative functions of the dog training centre. Manage human resources, finance and assets.

### ASSISTANT DIRECTOR: INTERNAL SECURITY OPERATIONS [NCB 3]  
- National Head Office: Directorate: Security Management Services (Ref: HO 2020/01/44)  
**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 Corrections Science Learnership/Basic Training. Computer literate. Valid driver’s licence.

**Competencies and attributes:** Must have leadership, analytical and networking skills. Planning and control. Communication skills (verbal and written). Policy development and analysis. Conflict management. Financial management. Problem solving skills. Confidentiality. Interpersonal relations. Time management.

**Responsibilities:** Development, maintenance and implementation monitoring of security standards, policies and policy procedures regulating security operations and procedures for the safe and secure custody of inmates in correctional centres. Close cooperation and liaison with internal and external stakeholders. Security operations with specific reference to aspect of specialization such as emergency responses, contingency planning and the utilization and operating of security equipment and systems by security staff. Functioning and management of the DCS dog and mounted units. Responsible for security planning for various national events and EST Operations and must be prepared to travel extensively and on short notice. Manage human resources, finance and assets.

### SENIOR CORRECTIONAL OFFICER: REPRESENTATION [NCB 2]  
- National Head Office: Directorate: Pre-Release Resettlement (Ref: HO 2020/01/45)  
**Salary:** R329 781 per annum

**Requirements:** Relevant degree or national diploma in Behavioural Sciences. At least 5 years relevant experience gained in a production post. Successful completion of the Correctional Science Learnership or Basic Training. Computer literate. Valid driver’s licence.


**Responsibilities:** Evaluation and analysis of all representations. Distribution of representations to regions. Preparing and submission of representations to National Commissioner/Minister. Trend analysis of complaints and request. Handle complaints/request received from the public with regard to offenders. Facilitate compliance pertaining to handling of complaints and requests. 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 six 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 17 February 2020 @ 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 TP Baloyi 012 305 8589.