



## correctional services

Department:  
Correctional Services  
REPUBLIC OF SOUTH AFRICA

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### DEPARTMENT OF CORRECTIONAL SERVICES

*CLOSING DATE: 18 JANUARY 2019 @ 15H45*

#### APPOINTMENTS UNDER THE CORRECTIONAL SERVICES ACT

##### HEAD OF CORRECTIONAL CENTRE: MEDIUM [CB 5]

Limpopo, Mpumalanga and North West Region

Thohoyandou Management Area: Makhado Correctional Centre (Ref: LMN 2018/12/01)

**Salary: R429 933 per annum**

**Requirements:** Degree or national diploma in Behavioural Sciences and successful completion of the Corrections Science Learnership. Seven (7) years' relevant experience in a supervisory post. Top secret security classification. Computer literacy. Valid driver's licence.

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

**Responsibilities:** 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: CENTRE COORDINATOR: OPERATIONAL SUPPORT [CB5] [5 Posts]**

Limpopo, Mpumalanga and North West Region:

Bethal Management Area: Standerton Correctional Centre (Ref: LMN 2018/12/02)

Bethal Correctional Centre (Ref: LMN 2018/12/03)

Rooigrond Management Area: Medium B Correctional Centre (Ref: LMN 2018/12/04)

Thohoyandou Management Area: (Ref: LMN 2018/12/05)

Polokwane Management Area: (Ref: LMN 2018/12/06)

**Salary: R429 933 per annum**

**Requirements:** Relevant 3 year National Diploma/ Degree in Behavioural Sciences or equivalent qualification. 7 years relevant experience gained on supervisory level. Successful completion of Corrections Science Learnership/Basic Training. These requirements are in accordance with the relevant Occupational Specific Dispensation. Top secret security classification as an added advantage. Computer literate. 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:** 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 health care services. Management of resources.

**ASSISTANT DIRECTOR: CENTRE COORDINATOR: CORRECTIONS [CB5]**

Limpopo, Mpumalanga and North West Region:

Bethal Management Area: Standerton Correctional Centre (Ref: LMN 2018/12/07)

**Salary: R429 933 per annum**

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

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

**Responsibilities:** Ensure the development of correctional sentence plan and facilitate the implementation thereof. Execute correctional policies and procedures. Coordinate the collation and dissemination of correction information. Coordinate activities relating to rehabilitation, case management administration and unit management systems. Pro-mote corrections and security. Management of financial and human resources and assets.

**ASSISTANT DIRECTOR: CENTRE COORDINATOR: STAFF SUPPORT [CB5] [3 Posts]**

Limpopo, Mpumalanga and North West Region:

Klerksdorp Management Area: Klerksdorp Correctional Centre: (Ref: LMN 2018/12/08)

Witbank Management Area: Witbank Correctional Centre (Ref: LMN 2018/12/09)

Rustenburg Management Area: Mogwase Correctional Centre (Ref: LMN 2018/12/10)

**Salary: R429 933 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.

**ASSISTANT DIRECTOR: MANAGER: CORRECTIONS [NCB3] [2 Posts]**

Limpopo, Mpumalanga and North West Region:

Barberton Management Area: Area Commissioner's office (Ref: LMN 2018/12/11)

Thohoyandou Management Area: Area Commissioner's Office (Ref: LMN 2018/12/12)

**Salary: R370 866 per annum**

**Requirement:** Relevant 3 year National Diploma/Degree in behavioural science or equivalent qualification. 5 years relevant experience gained on a supervisory post (NCB2). Successful completion of Corrections Science Learner ship/Basic Training. These requirements are in accordance with the relevant Occupational Specific Dispensation. Top secret security classification. Computer literate. Valid driver's Licence.

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

**Responsibilities:** Processing of documentation to / from prisons and community corrections. Management of classified information. Management of policy documentation of DCS. Investigation of incidents. Management of resources.

**ASSISTANT DIRECTOR: INSPECTORATE [NCB3]**

Limpopo, Mpumalanga and North West Region:

Regional Office (Ref: LMN 2018/12/13)

**Salary: R370 866 per annum**

**Requirements:** Relevant National Diploma/ B degree and 3-5 years' experience on supervisory post. 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:** 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.

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**SECURITY MANAGER : UNIT MANAGER [CB4] [4 Posts]**

Limpopo, Mpumalanga and North West Region:

Polokwane Management Area: Modimolle Correctional Centre (Ref: LMN 2018/12/14)

Rooigrond Management Area: Medium A Correctional Centre (Ref: LMN 2018/12/15)

Klerksdorp Management Area: Potchefstroom Correctional Centre (Ref: LMN 2018/12/16)

Rustenburg Management Area: Losperfontein Correctional Centre (Ref: LMN 2018/12/17)

**Salary: R360 060 per annum**

**Requirements:** Relevant 3 year National Diploma/ Degree in Behavioural Sciences or equivalent qualification. 7 years relevant experience gained on supervisory level. Successful completion of Corrections Science Learnership/Basic Training. These requirements are in accordance with the relevant Occupational Specific Dispensation. Top secret security classification as an added advantage. Computer literate. Valid driver's licence.

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

**Responsibilities:** 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 health care services. Management of financial, human resources and assets.

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**CASE MANAGEMENT SUPERVISOR [CB4] [3 Posts]**

Limpopo, Mpumalanga and North West Region:

Barberton Management Area: Med B Correctional Centre (Ref: LMN 2018/12/18)

Rooigrond Management Area: Medium B Correctional Centre (Ref: LMN 2018/12/19)

Rustenburg Management Area: Medium A Correctional Centre (Ref: LMN 2018/12/20)

**Salary: R360 060 per annum**

**Requirements:** Relevant 3 year National Diploma/ Degree in Behavioural Sciences and 7 years relevant experience gained in a supervisory level. Successful completion of Corrections Science Learnership/Basic Training. Computer literate. Valid drivers' licence.

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

Influence and impact.

**Responsibilities:** Supervise and maintain security of the unit in a correctional centre. Supervision of offenders programmes. Management and review of case file. Provide support on the development of offenders. Chair in case review teams. Management of human resources, logistical administration and assets.

**UNIT MANAGER: PAROLEES AND PROBATIONERS [CB4] [3 Posts]**

Limpopo, Mpumalanga and North West Region:

Barberton Management Area: Bushbuckridge Community Corrections (Ref: LMN 2018/12/21)

Klerksdorp Management Area: Bothaville Community Corrections (Ref: LMN 2018/12/22);

Wolmaranstad Community Corrections (Ref: LMN 2018/12/23)

**Salary: R360 060 per annum**

**Requirements:** Relevant 3 year National Diploma/ Degree or equivalent qualification. 7 years relevant work experience gained on a supervisory post. Successful completion of Corrections Science Learnership/Basic Training. These requirements are in accordance with the Occupational Specific Dispensation. Computer literate. Valid drivers' 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, Resilience, Ability to net-work and diplomacy, Computer literacy.

**Responsibilities :** Monitor of Parolee/Probationer Movements, Maintenance of Parolee/Probationer Records, Searching of Parolee's/ Probationers when necessary according approved processes and procedures, Tracing of Absconders as required, Monitor compliance to community service requirements, Counselling of cases when needed, Address confirmations, Management of information system, Refer/handle violations as and when required, Network with community/family to assist with information/Supervision, etc. Ensure that pre-scribed programmes are attended.

**SECURITY MANAGER: CENTRE COORDINATOR: OPERATIONAL SUPPORT [CB4] (2 Posts)**

Limpopo, Mpumalanga and North West Region:

Bethal Management Area: Piet Retief Correctional Centre (Ref: LMN 2018/12/24); Volksrust Correctional Centre (Ref: LMN 2018/12/25)

**Salary: R360 060 per annum**

**Requirements:** Relevant 3 year National Diploma/ Degree in Behavioural Sciences or equivalent qualification. 7 years relevant experience gained on supervisory level. Successful completion of Corrections Science Learnership/Basic Training. These requirements are in accordance with the relevant Occupational Specific Dispensation. Top secret security classification as an added advantage. Computer literate. 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:** 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 health care services. Management of resources.

**SECURITY MANAGER: CENTRE COORDINATOR: STAFF SUPPORT [CB4] [2 posts]**

Limpopo, Mpumalanga and North West Region:

Bethal Management Area: Piet Retief Correctional Centre (Ref: LMN 2018/12/26); Volksrust Correctional Centre (Ref: LMN 2018/12/27)

**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: CENTRE COORDINATOR: CORRECTIONS [CB4]**

Limpopo, Mpumalanga and North West Region:

Bethal Management Area: Volksrust Correctional Centre (Ref: LMN 2018/12/28)

**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.

**SENIOR CORRECTIONAL OFFICER: RE-INTEGRATION MANAGER: HEAD SATELLITE [CB4] [2 Posts]**

Limpopo, Mpumalanga and North West Region:

Bethal Management Area: Volksrust Correctional Centre (Ref: LMN 2018/12/29); Bethal Correctional Centre (Ref: LMN 2018/12/30)

**Salary: R360 060 per annum**

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

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

**CASE MANAGEMENT COMMITTEE [CB4]**

Limpopo, Mpumalanga and North West Region:

Bethal Management Area: Bethal Correctional Centre (Ref: LMN 2018/12/31)

**Salary: R360 060 per annum**

**Requirements:** Degree/National diploma or equivalent qualification and 7 years relevant experience in a supervisory post. Successful completion of Corrections Science Learner ship/ Correctional Service 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. communication, project and programme management, transformation management, change management, stakeholder management, problem solving, analysis, service delivery Innovation, decision making, people management and empowerment, in depth understanding of safety and security in a correctional environment, integrity and honesty, confidentiality, good inter-personal relations,



knowledge of the Correctional Services Act, Act 111 of 1998, as amended, assertiveness, ability to network and diplomacy.

**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

**SECURITY MANAGER: NUTRITIONAL SERVICES [CB4] [2 Posts]**

Limpopo, Mpumalanga and North West Region:

Barberton Management Area: Town Youth Centre (Ref: LMN 2018/12/32)

Rustenburg Management Area: Losperfontein Correctional Centre (Ref: LMN 2018/12/33)

**Salary: R360 060 per annum**

**Requirements:** Relevant B degree/National Diploma plus 7 years' relevant experience gain on production level. Successful completion of Corrections Science Learner ship/Basic Training. These requirements are in accordance with the relevant Occupational Specific Dispensation. Valid drivers' licence. Ability to plan/organize.

**Competencies and attributes:** Firearm skills and the use of relevant security technology. communication, project and programme management, transformation management, change management, stakeholder management, problem solving, analysis, service delivery Innovation, decision making, people management and empowerment, in depth understanding of safety and security in a correctional environment, integrity and honesty, confidentiality, good inter-personal 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. Treatment of offenders. Manage human resource, finance and assets.

**SENIOR CORRECTIONAL OFFICER: AGRICULTURE: ANIMAL PRODUCTION [CB4]**

Limpopo, Mpumalanga and North West Region:

Thohoyandou Management Area: (Ref: LMN 2018/12/34)

**Salary: R 360 060.00 per annum**

**Requirements:** Degree/National Diploma in Agriculture or equivalent qualification with Animal Production. Seven (7) years relevant experience. Experience in Animal Production will be an added advantage. Successful completion of Corrections Science Learner ship/Basic Training. These requirements are in accordance with the relevant Occupational Specific Dispensation. Computer literate. A valid driver's licence.

**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 assess agricultural services. Develop/maintain agricultural services standards in the management area. Manage animal production, agricultural labour, environment, agricultural equipment and occupational safety. Management of human resources, finances and assets.

**SENIOR CORRECTIONAL OFFICER: DIVISIONAL HEAD: FINANCE [CB4] [3 Posts]**

Limpopo, Mpumalanga and North West Region:

Barberton Management Area: Town Youth Correctional Centre (Ref: LMN 2018/12/35); Nelspruit Correctional Centre (Ref: LMN 2018/12/36)

Rooigrond Management Area: (Ref: LMN 2018/12/37)

**Salary: R360 060 per annum**

**Requirements:** Recognized three year degree/diploma in Accounting or Financial Management with relevant experience. Proven knowledge of the Public Finance Act, 1999 and Treasury Regulations relating to financial management and accounting. Experience in Procurement Administration and Public Finance Administration at management level. Successful completion of Corrections Science Learner ship/Basic Training. These requirements are in accordance with the relevant Occupational Specific Dispensation.

**Competencies and attributes:** Financial management, Facilitation skills, Plan, organise, lead and control, Project management, Presentation skills, Conflict Management, Report writing, Time management, confidentiality, coaching and mentoring, understanding of Public Service Policy and legislative framework, Knowledge of the Correctional Services Act, Act 111 of 1998, Service delivery and Client orientation, Integrity and honesty, Assertiveness, Influence and impact, , Decision making, Problem solving skills, Networking/liaison with stakeholders and Negotiation skills. Excellent verbal and written communication skills. Strong leadership, qualities, initiative and drive

**Responsibilities:** Inspection of financial administration at the correctional centre, Ensuring the correct management of special function accounts, Ensuring control over all financial documentation, Ensure the correct management of ledgers, Ensuring of expenditure within the bounds of allocated funds, Investigation of irregularities in financial management at the correctional centre, Ensure the correct distribution of funds by Area Commissioners to lower level, The inclusion of approved new services/expansions in the budget, Submission of recommendations on the financing of activities. Ensure that financial requirements by individual sections are correctly reflected on the appropriate budgetary responsibilities/objectives and on the budgetary reports, Ensure optimum utilization of resources, support with regard to management of budgets within the framework of relevant legal directives and regulations.

**SECURITY MANAGER: PRODUCTION WORKSHOPS [CB4]**

Limpopo, Mpumalanga and North West Region:

Witbank Management Area : Witbank Correctional Centre (Ref: LMN 2018/12/38)

**Salary: R360 060 per annum**

**Requirements:** Relevant National Diploma/ Degree 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. Computer Literate. Valid driver's licence.

**Competencies and attributes:** Firearm skills and the use of relevant security technology. Communication, project and programme management, transformation management, change management 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.

**CLERK: CORRECTIONAL POLICY ADMINISTRATION [NCB1]**

Limpopo, Mpumalanga and North West Region:

Roosgrond: (Area Commissioner's Office): ((Ref: LMN 2018/12/39)

**Salary: R203 001 per annum**

**Requirements:** National Diploma/Degree. 5 years relevant work experience. Successful completion of Corrections Science Learner ship/ Basic Training. These requirements are in accordance with the relevant Occupational Specific Dispensation. Computer literate. Valid driver's licence.

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

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

**APPOINTMENTS UNDER THE PUBLIC SERVICE ACT**

**CHIEF CONSTRUCTION PROJECT MANAGER GRADE A**

Limpopo, Mpumalanga and North West Region:

Regional Office (Ref: LMN 2018/12/40)

**Salary: R991 281.00 all-inclusive salary package**

**Requirements:** National Higher Diploma in Built Environment field with a minimum of 6 years' experience as a registered professional Construction Project Manager with the SACPCMP, B-Tech in Built

Environment field with a minimum of 6 years' experience as a registered professional Construction Project Manager with the SACPCMP, Honours degree in any Built Environment field with a minimum of 6 Years' experience as a Registered Professional Construction Project Manager with the SACPCMP. Valid driver's licence. Compulsory registration with the SACPCMP as a Professional Construction Project Manager on appointment.

**Competencies and attributes:** Strategic capability, Problem solving and analysis, Decision making, Team Leadership, Creativity, Financial Management, Customer Focus, and responsiveness, Communication, Computer skills, People Management, Planning and Organising, Conflict Management Negotiation skills and Change management. Programme and project management, Project management skills, principles and methodologies, Project and professional judgement, Computer aided engineering and project

applications, Project design and analysis knowledge, Project operational communication, Process knowledge and skills, Maintenance skills and knowledge, Mobile equipment, Operating skills, Legal and operational compliance, Research and development, Creating high performance culture and Technical consulting.

**Responsibilities:** Perform final review and approvals or audits on project designs according to design principles or theory. Coordinate de-sign efforts and integration across disciplines to ensure seamless integration with the current technology. Manage the execution of project management strategy through the provision of appropriate structures, systems and resources. Set project standards, specifications and service levels according to the organisational objectives to ensure optimum operational availability. Monitor project management efficiencies according to organisational goals to direct or redirect project services for the attainment of organisational objectives. Ensure the availability and management of funds to meet the MTEF objectives within the project environment/ services. Manage the operational capital project portfolio for the operation to ensure effective resourcing according to organisational objectives. Manage the commercial added value of the discipline – related programmes and projects; Facilitate the compilation of innovation proposals to ensure validity and adherence to organisational principles. Allocate, monitor, control expenditure according to budget to ensure efficient cash flow management. Allocate and monitor and control resources. Compile risks logs (databases) and manages significant risk according to sound risk management practice and organisational requirements. Provide technical consulting services for the operation of project risks. Manage and implement knowledge sharing initiatives e.g. short – term assignments and secondments within and across operations, in support of individual development plans, operational requirements and return on investment. Continuously monitor the exchange and protection of information between operations and individuals to ensure the effective knowledge management according to the departmental objectives. Management of resources.

**MEDICAL OFFICER: GRADE 1 [4 Posts]**

Limpopo, Mpumalanga and North West Region:

Thohoyandou Management Area : Medium A (Ref: LMN 2018/12/41)

Witbank Management Area: Witbank Correctional Centre (Ref: LMN 2018/12/42)

Barberton Management Area: Maximum (Ref: LMN 2018/12/43)

Klerksdorp Management Area: Maximum (Ref: LMN 2018/12/44)

**Salary: R780 612.00 per annum (all inclusive salary package)**

**Requirements:** Recognised and appropriate MBChB degree coupled with traceable experience in a Health Services environment. Registration as Medical Practitioner with the Health Professions Council of South Africa. Public health experience will be an advantage. Computer literate. Valid driver's licence.

**Competencies and attributes:** Financial management, Communication, project and programme management, Transformation Management, change management, Stakeholder management, problem solving and analysis, service delivery innovation, decision making, people management and empowerment, evaluation skills, integrity and honesty, confidentiality, good interpersonal relations, understanding of Public Service policy and legislative framework, Knowledge of the Correctional Service Act, Act 111 of 1998, as amended., assertiveness, ability to network and diplomacy.

**Responsibilities:** Render basic personal healthcare services to offenders. Provide clinical care and relevant Primary Healthcare Programmes. Render Medico-legal Services. Maintain good medical practice. Adhere to medical standards. Write reports and keep records. Effectively utilise resources. Provide emergency medical care, including after hours. Refer patients to authorised and recognised healthcare providers. Provide training where necessary. Liaise with internal and external counterparts regarding healthcare delivery. Adhere to Departmental policies and orders, Implement policy. Implement the national drug policy, including adherence to essential drug list .Perform any other duties as prescribed by the Department of Correctional Services. Supervisory responsibility to medical practitioners in the region.

**DEPUTY DIRECTOR: AREA COORDINATOR: CORPORATE SERVICES [2 Posts]**

Limpopo, Mpumalanga and North West Region:

Bethal Management Area: Area Commissioner's Office (Ref: LMN 2018/12/45)

Rooigrond Management Area: Commissioner's Office (Ref: LMN 2018/12/46)

**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.

**PHARMACIST: GRADE 1 [2 Posts]**

Limpopo, Mpumalanga and North West Region:

Barberton Management Area: Area Commissioner's Office (Ref: LMN 2018/12/47)  
Rustenburg Management Area: Area Commissioner's Office (Ref: LMN 2018/12/48)  
**Salary: R655 980.00 per annum (all inclusive package)**

**Requirements:** Recognized 4 year Degree in Pharmacy or equivalent qualification. Registration with the South African Pharmacy Council as a Pharmacist. These requirements are in accordance with the Occupational Specific Dispensation. Computer literate. Valid driver's license.

**Competencies and attributes:** Policy coordination, 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 Services policy and legislative frame work, Assertiveness, Influence and impact, ability to network and sound communication skills.

**Responsibilities:** Manage the Pharmacy facility in terms of applicable legislations and policies. Perform pharmacy risk management. Networking with internal and external stakeholders. Issuing and control of medicines. Manage human resource, finance and assets.

**DEPUTY DIRECTOR: REGIONAL COORDINATOR: HEALTH CARE**  
Limpopo, Mpumalanga and North West Region:

Regional Office (Ref: LMN 2018/12/49)

**Salary: R697 011 per annum (all inclusive package)**

**Requirements:** recognised three (3) year degree or equivalent qualification in Behavioural Science or equivalent Qualification with 6-10 years middle management experience in Development and care Services or comparable Environment. Registration with the relevant South African Professional Body. Computer literate. Valid driver's licence.

**Competences and attributes.** Strategic capability and Leadership, Financial Management, Policy development, Communication. Project and Programme Management, Transformation Management, Change Management, Client Orientation and Customer focus, problem solving and Analysis, Service Delivery Innovation, Decision making, People Management and Empowerment, safety and security awareness. Integrity and honesty, Confidentiality, Good interpersonal relations, Understanding of Public Service Policy and legislative Framework, Assertiveness, Ability to network, Diplomacy and tact, Influence and impact.

**Responsibilities:** Effective management of compliance with policies, procedures, programmes, standards and applicable Legislation in respect of care and development services in the Region. Manage the provision of comprehensive HIV and AIDS Programmes and services to all offenders. Management of development and care related risks. Manage the provision of primary health and care and nutritional services to all offenders, awaiting trials detainees and babies of incarcerated mothers. Effective Management of compliance with policies, procedures, programmes, standards and applicable legislation in respect of care and development services. The provision of social work, psychological services, Formal Education, Skills Development, Sports Recreation Art and Culture, Production Workshop and Agriculture and Spiritual Care needs based programmes and services. Manage human resources, Finances and assets.

**DEPUTY DIRECTOR: REGIONAL COORDINATOR: HIV**

Limpopo, Mpumalanga and North West Region:

Regional Office (Ref: LMN 2018/12/50)

**Salary: R697 011 per annum (all inclusive package)**

**Requirements:** Recognised three (3 year) Diploma/ Degree in behavioural/ HIV/ AIDS/ Social Sciences. 3 - 5 years management experience. Computer literate. Driver's licence.

**Competences and attributes.** Project and programme management, financial management, change management, integrity and honesty, problem solving and analysis, client orientation and customer care, Ability to communicate effectively at all levels. Good communication skills, confidentiality, team work, time management, good interpersonal relations, willingness to travel, decision making, security awareness and coordination. Knowledge of HIV/ AIDS programmes and Legislation.

**Responsibilities:** Process documentation to and from management areas. Monitor and evaluate implementation of HIV/ AIDS policies in the region. Liaise and provide advice to stakeholders on the HIV/ AIDS policies and programmes, change all resources allocated to HIV/ AIDS, ensure continuous development of HIV/ AIDS personnel in the region.

**DEPUTY DIRECTOR: POLICY COORDINATOR**

Limpopo, Mpumalanga and North West Region:

Regional Office: (Ref: LMN 2018/12/51)

**Salary: R697 011 per annum (all inclusive package)**

**Requirements:** A recognized 3-year Degree/National Diploma in Public Administration/Human Resource Management. 3-5 years relevant experience at middle management level. Valid driver's licence. Computer literate.

**Competencies and attributes:** Policy coordination, Financial management, Communication, Facilitation skills, Project and programme management, Change management, Client orientation and Customer Focus, Problem Solving and Analysis, Service Delivery Innovation, Decision making, People Management and Empowerment, Integrity and honesty, Confidentiality, Good interpersonal relations, Understanding of Public Service Policy and legislative Framework, Assertiveness, Ability to network, Diplomacy and tact, Influence and impact.

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

**MANAGER: SPIRITUAL CARE (CHAPLAIN) [4 Posts]**

Limpopo, Mpumalanga and North West Region:

Thohoyandou Management Area: Area Commissioner's Office (Ref: LMN 2018/12/52)

Barberton Management Area: Area Commissioner's Office (Ref: LMN 2018/12/53)

Witbank Management Area: Area Commissioner's Office (Ref: LMN 2018/12/54)

Rooigrond Management Area: Area Commissioner's Office (Ref: LMN 2018/12/55)

**Salary: R697 011 all-inclusive salary package**

**Requirements:** Relevant National Diploma or Degree in Theology from an accredited theological institution or equivalent qualification. Ordination as a minister of religion/faith. 3-5 years middle management experience. Computer literate. 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 programs. Market spiritual care services and establish partner-ship 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 resources.

#### **PSYCHOLOGIST GRADE 1**

Limpopo, Mpumalanga and North West Region:

Barberton Management Area: Maximum (Ref: LMN 2018/12/56)

**Salary: R674 892 per annum**

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

**Competencies and attributes:** Problem solving and decision making, Facilitation skills, plan, organize, lead and control, Project and program management, Facilitation skills, Conflict management, Communication, Report writing. Time management, Confidentiality, Understanding of Public Services policy and legislative frame work, service delivery and client orientation, Integrity and honesty, Assertiveness, Influence and impact and ability to network.

**Responsibilities:** Render and coordinate Psychological services to offenders. Liaise with internal and external organizations for the provision of Psychological services. Management of human resources, finance and assets.

#### **OPERATIONAL MANAGER NURSING (PHC) [5Posts]**

Limpopo, Mpumalanga and North West Region:

Bethal Management Area: (Ref: LMN 2018/12/57)

Barberton Management Area: Maximum Correctional Centre (Ref: LMN 2018/12/58)

Klerksdorp Management Area: Klerksdorp Correctional Centre: (Ref: LMN 2018/12/59)

Polokwane Management Area: Polokwane Correctional Centre (Ref: LMN 2018/12/60)

Thohoyandou Management Area: (Ref: LMN 2018/12/61)

**Salary: R532 449.00 per annum**



**Requirements:** National Diploma/ Degree in Nursing or equivalent qualification. A minimum of 9 years appropriate experience in nursing after registration as a Professional Nurse with the SANC. At least 5 years of the period referred to above must be appropriate experience after obtaining the 1 year post-basic qualification in the relevant speciality. Current registration with the South African Nursing Council as a Professional Nurse. These requirements are in accordance with the relevant Occupational Specific Dispensation. Computer literate. Valid driver's licence.

**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 resources.

### **ASSISTANT MANAGER: HEALTH CARE SERVICES**

Limpopo, Mpumalanga and North West Region:

Rooigrond Management Area: (Ref: LMN 2018/12/62)

**Salary R581 826 per annum**

**Requirements:** National Diploma/Degree in Nursing or an equivalent qualification that allows registration with the South African Nursing Council as a Professional Nurse. 10 years relevant experience after registration as a Professional nurse with the SANC in General nursing. At least 6 years of the period referred to above must be appropriate experience after obtaining 1 year post basic qualification in the relevant speciality. At least three (3) years recognise experience at management level. Current registration with the South African Nursing Council as a Professional Nurse/PHC. These requirements are in accordance with the relevant Occupational Specific Dispensation Computer literate. 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 resources.

**DIVISIONAL HEAD: EDUCATIONIST [2 Posts]**

Limpopo, Mpumalanga and North West Region:

Witbank Management Area: Witbank Correctional Centre (Ref: LMN 2018/12/63)

Rustenburg Management Area : Losperfontein Correctional Centre (Ref: LMN 2018/12/64)

**Salary: R391 677 per annum**

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

**Competencies and attributes:** Plan, organise, lead and control, client orientation and communication, 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:** Responsible for the administration of education and training. Manage budget of education and training. Advise the area Commissioner. Responsible for personnel development within the area. Responsible for the total establishment of the area. Initiate policy with regard to sport and recreation, libraries and life skills programmes. Manage education and training system. Liaise with external role- players regarding education and recreation opportunities.

**CLINICAL NURSE PRACTITIONER GRADE 1 (PHC) [7 Posts]**

Limpopo, Mpumalanga and North West Region:

Bethal Management Area: Standerton Medium A Correctional Centre (Ref: LMN 2018/12/65)

Witbank Management Area: Witbank Correctional Centre (Ref: LMN 2018/12/66) **[2 Posts]**

Klerksdorp Management Area: Klerksdorp Correctional Centre (Ref: LMN 2018/12/67)

Barberton Management Area: Nelspruit(Ref: LMN 2018/12/68, Maximum (Ref: LMN 2018/12/69)and  
Medium B Correctional Centre (Ref: LMN 2018/12/70)

**Salary: R362 559.00 per annum**

**Requirements:** Diploma/Degree in Nursing or equivalent qualification. A minimum of 4 years relevant work experience after registration as a professional Nurse with South African Nursing Council. Post basic qualification with a duration of at least 1 year in curative skills in Primary Health Care accredited with South African Nursing Council. Current registration with the South African Council as a professional Nurse. These requirements are in accordance with the relevant Occupational Specific Dispensation. Computer literate. Valid drivers' licence

**Competencies and attributes:** Understanding of 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.

**Responsibilities:** Provide direction and supervision in the implementation of the nursing plan, 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 awareness to respond to patient's needs, requirement and expectations. Maintain a constructive working relationship with nursing and other stakeholders. Management of resources.

**ASSISTANT DIRECTOR: CONTROLLER REPRESENTATIONS**

Limpopo, Mpumalanga and North West Region:

Regional Office (Ref: LMN 2018/12/71)

**Salary: R356 289.00 per annum**

**Requirements** Recognised National diploma/ Degree in behavioral/ Social Sciences/ BA Degree with penology criminology as majors. 3 - 5 years supervisory experience. Computer literate. Driver's license.

**Competencies and attributes:** Financial Management; Problem solving and decision making skills; Facilitation skills; Plan, organize, lead and control; Change Management; Team leadership; Project Management; Presentation Skills; Conflict management; Report writing; Training and development. Time Management, Confidentiality; Coaching and mentoring; Understanding of Public Service policy and legislative framework; Service delivery and client orientation; Integrity and honesty; Assertiveness, Influence and impact, Communication skills, Decision making, Problem solving skills, Networking/liaison with stakeholders, negotiating skills and conflict management. Ability to network; Influence and impact; Applied strategic thinking; Willingness to travel.

**Responsibilities:** Monitoring of performance in prison administration. Drawing up of strategies to improve identified errors in administration. Evaluation of service levels for administration. Ensuring uniformity in dealing with inmate matters. Ensuring of uniform standards in terms of dealing with

complaints and requests by inmates. Receiving of presentations. Management of investigations into presentations. Referral of presentation received from the public. Management of resources.

**ASSISTANT DIRECTOR: OCCUPATIONAL HEALTH & SAFETY**

Limpopo, Mpumalanga and North West Region:

Regional Office (Ref: LMN 2018/12/72)

**Salary: R356 289.00 per annum**

**Requirements** Recognised National Diploma/ Degree in Occupational Health and Safety/ Natural Science. 3 - 5 years supervisory experience. Computer literate. Driver's licence.

**Competencies and attributes:** Financial Management; Problem solving and decision making skills; Facilitation skills; Plan, organize, lead and control; Change Management; Team leadership; Project Management; Presentation Skills; Conflict management; Report writing; Training and development. Time Management, Confidentiality; Coaching and mentoring; Understanding of Public Service policy and legislative framework; Service delivery and client orientation; Integrity and honesty; Assertiveness, Influence and impact, Communication skills, Decision making, Problem solving skills, Networking/liaison with stakeholders, negotiating skills and conflict management. Ability to network; Influence and impact; Applied strategic thinking; Willingness to travel.

**Responsibilities:** Facilitate the implementation of OHS as incorporated in the Integrated Employee Health Wellness (IEHW) policy and procedure. Monitor compliance in terms of OHS and COID Acts which are incorporated in the IEHW policy and procedure. Promote corporate culture of Safety, Health, Environment, Risk, Quality (SHERQ) in the Region. Facilitate the implementation of corrective measures in order to mitigate SHERQ risks. Implement OHS programmes that contribute to the employee health and wellness.

Monitor effective reporting and administration of COID and medical accounts claims. Management of resources.

**ASSISTANT DIRECTOR: MANAGER: HUMAN RESOURCE SUPPORT**

Limpopo, Mpumalanga and North West Region:

Bethal Management Area: Area Commissioner's Office (Ref: LMN 2018/12/73)

**Salary: R356 289.00 per annum**

**Requirements:** National Diploma/Degree in Human Resource Management or equivalent qualifications, plus 3- 5 years relevant work experience gained on a supervisory post. PERSAL training course, Computer literate. Valid driver's licence.

**Competencies and attributes:** Policy coordination, communication and negotiation skills, facilitation skills, financial management, project and programme management. Plan, organize, lead and control. Conflict and change management, client orientation and customer focus, service delivery innovation, time management and decision making, people management and empowerment, integrity and honesty, confidentiality and internal audits, coaching and mentoring, good interpersonal relations, understanding of Public Service policy and legislative framework, assertiveness and willingness to travel. Influence and impact, ability to network and diplomacy.

**Responsibilities:** Manage performance management functions in the management area. Manage

personnel awards and achievement bonuses. Effective confidential record keeping and data management. Management of resources.

**ASSISTANT DIRECTOR: MANAGER EMPLOYEE RELATIONS [2 Posts]**

Limpopo, Mpumalanga and North West Region:

Polokwane Management Area: (Area Commissioner's Office): (Ref: LMN 2018/12/74)

Witbank Management Area: (Area Commissioner's Office) : (Ref: LMN 2018/12/75)

**Salary: R356 289.00 per annum**

**Requirements:** National Diploma/Degree in Labour Law/ Labour Relations or equivalent qualification. 3-5 years supervisory experience in employee relations environment. Computer literate. Valid driver's licence.

**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/liason with stakeholders, Negotiation skills and Conflict management

**Responsibilities:** Co -manage 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 conciliation and arbitration hearings. Management of resources.

**ASSISTANT DIRECTOR: MANAGER: HUMAN RESOURCE ADMINISTRATION [2 Posts]**

Limpopo, Mpumalanga and North West Region:

Witbank Management Area: Area Commissioner's Office (Ref: LMN 2018/12/76)

Thohoyandou Management Area: Area Commissioner's Office (Ref: LMN 2018/12/77)

**Salary: R356 289.00 per annum**

**Requirements:** National Diploma/Degree in Human Resources Management or equivalent qualification plus 3-5 years relevant work experience gain on a supervisor post. Successful completion of Persal course. Computer literate. Valid driver's licence.

**Competencies and attributes:** Financial Management, Plan, organise, 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 skills, Decision making, Problem solving skills, Networking/ liaison with stakeholders, Negotiation Skills and Conflict management.

**Responsibilities:** Manage the implementation of human resource policies. Co-ordinate staff privileges. Ensure proper leave administration within the Regional Office. Quality assessment of personnel services. Inspection of personnel administration. Ensure control over personnel documentation/files. Manage

personnel investigation. Render advice on HR related matters. Manage housing allowances. Ensure proper capturing of allowances on PERSAL. Manage transfers. Manage remuneration

**ASSISTANT DIRECTOR: MANAGER: SPECIAL PROGRAMMES [2 Posts]**

Limpopo, Mpumalanga and North West Region:

Bethal Management Area: Area Commissioner's Office (Ref: LMN 2018/12/78)

Witbank Management Area: Area Commissioner's Office (Ref: LMN 2018/12/79)

**Salary: R356 289.00 per annum**

**Requirements.** National Diploma/ Degree or equivalent qualifications. 3-5 years relevant work experience gained on a supervisory post. Valid driver's licence. Computer literacy.

**Competencies and attributes:** Communication, Project and programme management, Transformation management, Change Management, Stakeholder management, Problem solving, Analysis, Service Delivery Innovation, decision making, People Management and Empowerment, In depth understanding of safety and security in a correctional environment. Integrity and honesty, Confidentiality, Good Inter-personal 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: FINANCIAL & MANAGEMENT ACCOUNTING**

Limpopo, Mpumalanga and North West Region:

Barberton Management Area: Area Commissioner's Office (Ref: LMN 2018/12/80)

**Salary: R356 289.00 per annum**

**Requirements:** National Diploma/Degree in Accounting or Financial Management. 3-5 years supervisory work' experience gained in a financial management environment. In depth knowledge of BAS. Computer Literate. Valid driver's licence.

**Competencies and attributes:** Communication, Project and programme management, Transformation management, Change Management, Stakeholder management, Problem solving, Analysis, Service Delivery Innovation, decision making, People Management and Empowerment, In depth understanding of safety and security in a correctional environment. Integrity and honesty, Confidentiality, Good Inter-personal relations, 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 resources.

**ASSISTANT DIRECTOR: MANAGER: SUPPLY CHAIN MANAGEMENT**

Limpopo, Mpumalanga and North West Region:

Barberton Management Area: Area Commissioner's Office (Ref: LMN 2018/12/81)

**Salary: R356 289.00 per annum**

**Requirement:** National Diploma/Degree in Supply Chain Management or equivalent qualification. 3-5 years' work experience gained on supervisory post in supply chain management environment. Computer literate. Valid driver's license.

**Competencies and attributes:** Communication, Project and Programme management, Transformation management, change Management, Stakeholder management 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.

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

**ASSISTANT DIRECTOR: MANAGER PRODUCTION WORKSHOP AND AGRICULTURE**

Limpopo, Mpumalanga and North West Region:

Thohoyandou Management Area: (Ref: LMN 2018/12/82)

**Salary: R356 289.00 per annum**

**Requirements:** Recognised 3year degree/national diploma in Agricultural Science or equivalent qualification with 3-5 years production workshop or agriculture environment. Sound experience in agricultural and production workshop management. Valid drivers' licence. Computer literacy.

**Competencies and attributes:** Financial management, Problem solving and decision making , Facilitation skill, Plan, organize, lead and control, Project management, Presentation skill, Conflict management , Training and development, Report writing, 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:** Promotion of self- sufficiency with regard to agricultural and workshop products. Coordinate the implementation workshop service. Maintain production workshops and service standards in the management area. Manage the implementation of Occupation Safety Act in the Agricultural environment (OSD Act). Management of human resources, finances and assets.

**ASSISTANT DIRECTOR: MANAGER: LEGAL ADMINISTRATION OFFICER: MR1-5 [3 Posts]**

Limpopo, Mpumalanga and North West Region:

Witbank Management Area: Area Commissioner's Office (Ref: LMN 2018/12/83)

Barberton Management Area: Area Commissioner's Office (Ref: LMN 2018/12/84)

**Salary: R186 828.00 – 504 987.00 per annum**

**Requirements:** Recognised LLB degree and/or experience in a legal administration environment. Admitted Attorney/Advocate will be recommended. Computer literate. Valid drivers' 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. Excellent verbal and written communication skills. Good negotiation and conflict resolution skills. Service rendering and creditability.

**Responsibilities:** The incumbent will provide legal advice to the Department. Initiate policy amendments in the Department. 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 Department on various forums.

### **SECTION HEAD: EDUCATIONIST**

Limpopo, Mpumalanga and North West Region:

Witbank Management Area: Witbank Correctional Centre (Ref: LMN 2018/12/85)

**Salary: R328 944 per annum**

**Requirements:** Recognized four (4) years degree in Education with 4 years teaching experience. Registration with the South African Council of Educators. These requirements are in accordance with the relevant Occupational Specific Dispensation for Educationists. Computer literate. Valid driver's licence

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

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

### **SENIOR ADMINISTRATION OFFICER: ADMINISTRATIVE ASSISTANT FACILITIES**

Limpopo, Mpumalanga and North West Region:

Regional Office: (Ref: LMN 2018/12/86)

**Salary: R299 709 per annum**

**Requirements:** Relevant 3 year National Diploma/Degree or equivalent qualification. 3-5 years' relevant work experience in administration support services. Computer literate. Valid driver's licence.

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

**Responsibilities:** Manage documentation in the office of the Regional Head and monitoring compliance thereof. Filing, quality control of documentation forwarded to the Regional Head. Coordinate meetings,



agenda preparation, minute taking and development of an action plan and reporting system on decisions taken in meetings. Financial and logistical management of the office including budgeting and costing processes. Drafting of routine letters and memos, receipt of correspondence and documentation and proactively acknowledging correspondence. Financial administration, expenditure and financial reporting of the office. Coordination of performance information. Coordination of reports in liaison with Department's oversight bodies. Liaise with various stakeholders in the LMN Region.

**SENIOR ADMINISTRATION OFFICER: PERSAL CONTROLLER [2 Posts]**

Limpopo, Mpumalanga and North West Region:

Polokwane Management Area: Area Commissioner's Office (Ref: LMN 2018/12/87)

Barberton Management Area: Area Commissioner's Office (Ref: LMN 2018/12/88)

**Salary: R299 709 per annum**

**Requirements:** National Diploma/ Degree in Human Resource Management or equivalent qualification. 3-5 years' relevant work experience in a Human Resources environment. Successful completion of PERSAL training course. Computer literate. Valid Drivers' licence.

**Competencies and Attributes:** Financial management, Facilitation skills, Plan, Organise, lead and control, project management, Presentation skills, 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/liasion with stakeholders and Negotiation skills.

**Responsibilities:** Effective management of PERSAL in the 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 and finances resources and assets. Ability to network.

**SENIOR ADMINISTRATION OFFICER: SYSTEM CONTROLLER**

Limpopo, Mpumalanga and North West Region:

Regional Office: (Ref: LMN 2018/12/89)

**Salary: R299 709 per annum**

**Requirements:** An appropriate National Diploma/Degree in Logistics/Accounting/Financial Management. At least 3-5 years' experience in the relevant field. Traceable experience on LOGIS as a system controller. Computer Literate. Valid Driver's Licence.

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

**Responsibilities:** Implementation of logistical policies in the 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: LOGISTICS [3 Posts]**

Limpopo, Mpumalanga and North West Region:

Barberton Management Area: Area Commissioner's Office (Ref: LMN 2018/12/90)

Polokwane Management Area: Area Commissioner's Office (Ref: LMN 2018/12/91)

Witbank Management Area: Area Commissioner's Office (Ref: LMN 2018/12/92)

**Salary: R299 709 per annum**

**Requirements:** National Diploma / Degree in Logistics or equivalent qualification. 3-5 years relevant experience in a similar environment. Knowledge of LOGIS. Computer literate. Valid driver's licence.

**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. 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 budget. Responsible for operational training within procurement management. Ensure compliance to the Legislative frameworks and public service policies. Management of resources.

**SENIOR PROVISIONING ADMIN OFFICER: PROCUREMENT ADMINISTRATION**

Limpopo, Mpumalanga and North West Region:

Rooigrond Management Area: (Ref: LMN 2018/12/93)

**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.

**SENIOR ADMINISTRATION OFFICER: EMPLOYEE ASSISTANCE PROGRAMME**

Limpopo, Mpumalanga and North West Region:

Rooigrond Management Area: Area Commissioner's Office (Ref: LMN 2018/12/94)

**Salary: R299 709 per annum**

**Requirements:** Recognized three year National Diploma/Degree in relation to the EAP work field and / or relevant 5 years' experience in EAP. A postgraduate qualification in Social Work or Clinical Psychology will serve as a strong recommendation. Registration with the relevant regulatory body is mandatory. Computer literate. Valid driver's licence.

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

**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 PROVISIONING ADMIN OFFICER: TRANSIT WAREHOUSE**

Limpopo, Mpumalanga and North West Region:

Witbank Management Area: (Ref: LMN 2018/12/95)

**Salary: R299 709 per annum**

**Requirements:** National Diploma/Degree in Purchasing Management/ Logistics/Supply Chain Management or any equivalent qualification. At least 3-5 years relevant experience in a similar environment. Computer literate. 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.

**STATE ACCOUNTANT: EXPENDITURE CONTROL**

Limpopo, Mpumalanga and North West Region:

Rooigrond Management Area: Area Commissioner's Office: (Ref: LMN 2018/12/96)

**Salary: R242 475 per annum**

**Requirements:** National Diploma / Degree in finance or equivalent qualification. 2 –3 years relevant work experience in finance environment. Computer literate (BAS). Valid driver's license.

**Competencies and Attributes:** Financial management, problem solving and decision making skills. Facilitation skills. Plan, organize, lead and control. Change management. Team leadership. Project management. Presentation skill. Conflict management. Report writing. Training and development. Time management. Confidentiality. Coaching and monitoring. Understanding of Public Service policy and legislative framework. Service delivery and client orientation. Integrity and honesty. Assertiveness. Ability to network. Influence and impact. Applied strategic thinking. Willingness to travel.

**Responsibilities:** Responsible for the management of State monies and petty cash. Responsible for payment of subsistence and travel foreign advances. Responsible for approving BAS Sundry payment advices, BAS journals, BAS Receipts, BAS Debt take-on and Telephone Registers. Responsible for checking for MMS and SMS kilometer claims for Motor Finance Scheme. Responsible for the correct issuing of receipts and the correct data capturing on BAS. Responsible for management of Z59 salary claims. Execute responsibilities of officials as stipulated in section 45 of the PFMA. Management of resources

**STATE ACCOUNTANT: FINANCIAL ACCOUNTING AND BOOKEEPING**

Limpopo, Mpumalanga and North West Region:

Regional Office (Ref: LMN 2018/12/97)

**Salary: R242 475 per annum**

**Requirements:** Recognized National Diploma/ Degree in Accounting or Financial Management coupled with 2-3 years relevant experience. Sound communication skills. Computer Literacy. Knowledge of PFMA, Treasury Regulations and BAS. Proven experience in a BAS environment. A valid driver's license.

**Competencies and attributes:** Financial management, , Facilitation skills, Plan, organise, lead and control, Project management, Presentation skills, Conflict Management, Report writing, Time management, confidentiality, coaching and mentoring, understanding of Public Service Policy and legislative framework, Knowledge of the Correctional Services Act, Act 111 of 1998, knowledge of the Public Finance Management Act, Treasury Regulations and BAS. 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:** Execute duties and accounting policy in the region and management areas in accordance with current procedures. Plan and execute management accounting functions/monitoring. Undertake financial investigations. Provide advice on financial issues. Execute the responsibilities of officials as stipulated in Section 45 of the Public Finance Management Act. Management of revenue accounts. Management of control / suspense accounts, management of debts accounts. Manage the settlement of payment due to the creditors within 30 days and management of losses. Monitor compliance with the financial management legislations, policies, procedures and related prescripts and

maintenance of BAS system.

**ADMINISTRATION OFFICER: CAREER MANAGEMENT**

Limpopo, Mpumalanga and North West Region:

Bethal Management Area: Area Commissioner's Office (Ref: LMN 2018/12/98)

**Salary: R242 475 per annum**

**Requirements:** National Diploma/Degree in Human Resources Management/Human Resource Development/ Organisational Development & Training Practices or equivalent qualification. 2-3 year relevant work experience in the field of training and development. Computer literate. Valid driver's licence.

**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.

**Responsibilities:** Apply HR development policies in the management area. Administrate training programmes. Administrate examinations. Undertake training research. Administrate in-service training programmes. Administrate self-development activities. Administrate bursaries/ study loans. Administrate infrastructural requirements for HR development.

**PERSONNEL: ADMINISTRATION OFFICER**

Limpopo, Mpumalanga and North West Region:

Bethal Management Area: Area Commissioner's Office (Ref: LMN 2018/12/99)

**Salary: R242 475per annum**

**Requirements:** National Diploma / Degree in Human Resource Management or equivalent qualification. 2-3 years relevant work experience. Knowledge of PERSAL. Computer literate. Valid driver's licence.

**Competencies and Attributes:** Financial management, Facilitation skills, Plan, Organise, lead and control, project management, Presentation skills, Conflict management, Report writing. Time management, Confidentiality, Understanding of Public Service policy and legislative framework, Service delivery and client orientation, Integrity and honesty, Assertiveness, Influence and Impact, Communication skills, Problem solving skills, Network and diplomacy.

**Responsibilities:** Maintenance of duty register. Ensure submission of human resources request to Divisional Head Personnel. Calculation of overtime worked. Management of leave in line with policies and capturing on PERSAL. Manage applications for promotions, PERSAL awards, achievements bonuses, remuneration control, housing subsidies, official accommodation, transfers, medical boards, appointments, termination of service and disciplinary matters.

**ADMINISTRATION OFFICER: RECRUITMENT AND PLACEMENT**

Limpopo, Mpumalanga and North West Region:

Barberton Management Area: Area Commissioner's Office (Ref: LMN 2018/12/100)

**Salary: R242 475 per annum**

**Requirements:** Recognized National Diploma/ Degrees in Human Resource. 2-3 years' experience of recruitment and placement. PERSAL training Course. Valid driver's license.

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

**Responsibilities:** Implementation of HR provisioning policy. Appointment of all new entry levels, interns, contract workers on PERSAL. Manage employee transfers in the Management Area. Ensure that all documents regarding appointment area correctly completed and signed. Compile shortlisting and appointment memorandum. Ensuring that indemnity certificate, SAP91 (finger-prints) are forward to Head office. Ensure that on assumption of duty the medical certificate is thoroughly checked. Verification of qualifications.

**ADMINISTRATION OFFICER: RECRUITMENT AND APPOINTMENT [2 Posts]**

Limpopo, Mpumalanga and North West Region:

Regional Office: HR Provisioning (Ref: LMN 2018/12/ 101)

**Salary: R242 475 per annum**

**Requirements:** National Diploma/ Degrees in Human Resource. 2-3 years' relevant experience in recruitment, appointment and placement. PERSAL training Course. Computer literacy. Valid driver's license.

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

**Responsibilities:** Implementation of policy on HR provisioning. Appointment of all new entry levels, interns, contract workers on PERSAL. Ensure that all documents regarding appointment are correctly completed and signed. Filing and keep records. Liaise with the Management Areas with regards recruitment and appointment. Ensure that on assumption of duty vetting has been conducted.

**ADMINISTRATION OFFICER: LOGISTICS ADMINISTRATION [8 Posts]**

Limpopo, Mpumalanga and North West Region:

Barberton Management Area: Area Commissioner's Office (Ref: LMN 2018/12/102)

Bethal Management Area: Area Commissioner's Office (Ref: LMN 2018/12/103)

Witbank Management Area: Area Commissioner's Office (Ref: LMN 2018/12/104) **[5 Posts]**

Polokwane Management Area: Area Commissioner's Office (Ref: LMN 2018/12/105)

**Salary: R242 475.00 per annum**

**Requirements:** National Diploma / Degree in Logistics or relevant qualification. 2-3 years' experience in Purchasing Management, Logistics, Supply Chain Management, Stores and Inventory Management. Relevant experience in supply chain management. Knowledge of PAS2.6/LOGIS. Knowledge of PFMA and Treasury Regulations. Computer literate.

**Competencies and attributes:** Plan, organise, lead and control, client orientation and 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 Regulations. 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:** Implement logistical policies in the Management Area. Check and control assets, including overall administration of logistic activities.

### **PROVISIONING ADMINISTRATION OFFICER: PROCUREMENT**

Limpopo, Mpumalanga and North West Region:

Bethal Management Area: Area Commissioner's Office (Ref: LMN 2018/12/106)

**Salary: R242 475 per annum**

**Requirement:** Relevant National Diploma/Degree in Purchasing Management/Logistics/Supply Chain Management or any equivalent qualification. 2-3 years relevant work experience in Supply Chain Management. Working experience on LOGIS will be an added advantage. Computer literate. Valid driver's licence.

**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:** Implementation and managing procurement. 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 budget. Responsible for operational training within procurement management. Ensure compliance to the Legislative frameworks and public service policies.

### **PROVISIONING ADMIN OFFICER: TRANSIT WAREHOUSE**

Limpopo, Mpumalanga and North West Region:

Witbank Management Area: Area Commissioner's Office (Ref: LMN 2018/12/107)

**Salary: R242 475 per annum**

**Requirements:** National Diploma/ Degree in Purchasing Management/Logistics/Supply Chain Management, Store and Inventory Management or any equivalent qualification. At least 2-3 years relevant work 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.

### **SOCIAL WORKER GRADE II [3 Posts]**

Limpopo, Mpumalanga and North West Region:

Barberton Management Area: Medium B Correctional Centre (Ref: LMN 2018/12/108); Town Youth Correctional Centre (Ref: LMN 2018/12/109)

Rustenburg Management Area: Losperfontein Correctional Centre (Ref: LMN 2018/12/110)

**Salary: R298 299.00 per annum**

**Requirements:** Recognised BA Degree in Social Work. Registration with the South African Council for Social Services. Ten (10) years' experience after registration with the South African Council for Social Services Professions. Computer literate. Valid driver's licence.

**Competencies and attributes:** Plan and organize, report writing, punctuality, confidentiality, understanding of Public Service policy and legislative frameworks, service delivery and client orientation, integrity and honesty, assertiveness, influence and impact, ability to work under pressure. Sound communication, negotiation, conflict and strategic management skills. Ability to coordinate and collaborate with internal and external stakeholders.

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

### **EDUCATIONIST (M+4) [3 Posts]**

Limpopo, Mpumalanga and North West Region:

Klerksdorp Management Area: Potchefstroom Correctional Centre (Ref: LMN 2018/12/111) and Klerksdorp Correctional Centre (Ref: LMN 2018/12/112)

Rooigrond Management Area: Zeerust Correctional Centre (Ref: LMN 2018/12/113)

**Salary: R262 896 per annum**

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



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

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

### **EDUCATIONIST (M+4) (HUMAN AND SOCIAL SCIENCE)**

Limpopo, Mpumalanga and North West Region:

Rustenburg Management Area: Rustenburg Correctional Centre (Ref: LMN 2018/12/114)

**Salary: R262 896 per annum**

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

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

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

### **EDUCATIONIST (M+4) (FET) (SPECIALIZING IN LIFE SCIENCE)**

Limpopo, Mpumalanga and North West Region:

Barberton Management Area: Youth Town Correctional Centre (Ref: LMN 2018/12/115)

**Salary: R262 896 per annum**

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

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

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

**EDUCATIONIST (M+4) (SPECIALIZING IN MATHS)**

Limpopo, Mpumalanga and North West Region:

Rooigrond Management Area: Medium A Correctional Centre (Ref: LMN 2018/12/116)

**Salary: R262 896 per annum**

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

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

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

**EDUCATIONIST (M+4) (AET): MATHEMATICS LITERACY [2 Posts]**

Limpopo, Mpumalanga and North West Region:

Rustenburg Management Area: Losperfontein Correctional Centre (Ref: LMN 2018/12/117)

Barberton Management Area: Maximum Correctional Centre (Ref: LMN 2018/12/118)

**Salary: R262 896 per annum**

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

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

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

**EDUCATIONIST (M+4): TECHNICAL & BUSINESS STUDIES [3 Posts]**

Limpopo, Mpumalanga and North West Region:

Barberton Management Area: Medium B Correctional Centre (Ref: LMN 2018/12/119)

Rustenburg Management Area: Losperfontein Correctional Centre (Ref: LMN 2018/12/120)

Rooigrond Management Area: Medium B (Ref: LMN 2018/12/121)

**Salary: R262 896 per annum**

**Requirements:** Recognised four (4) year National Diploma/ Degree in Education specializing in Technical and Business Studies. Registration of South African Council of Educators. These requirements are in accordance with the relevant Occupational Specific Dispensation for Educationists. Computer literate. Valid driver's licence.

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

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

**EDUCATIONIST (M+4) (FET): ENGLISH AND SEPEDI**

Limpopo, Mpumalanga and North West Region:

Barberton Management Area: Maximum Correctional Centre (Ref: LMN 2018/12/122)

**Salary: R262 896 per annum**

**Requirements:** Recognised four (4) year National Diploma/ Degree in Education specializing in English and Sepedi. Registration of South African Council of Educators. These requirements are in accordance with the relevant Occupational Specific Dispensation for Educationists. Computer literate. Valid driver's license.

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

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

**EDUCATIONIST M+4 (CAT AND TOURISM)**

Limpopo, Mpumalanga and North West Region:

Barberton Management Area: Town Youth Centre (Ref: LMN 2018/12/123)

**Salary: R262 896 per annum**

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

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

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

**SOCIAL WORKER: GRADE 1 [5 Posts]**

Limpopo, Mpumalanga and North West Region:

Klerksdorp Management Area: Christiana Correctional Centre (Ref: LMN 2018/12/124)

Rooigrond Management Area: Mafikeng Community Corrections (Ref: LMN 2018/12/125)

Rustenburg Management Area: Losperfontein Correctional Centre (Ref: LMN 2018/12/126); Brits Correctional Centre (Ref: LMN 2018/12/127)

Witbank Management Area: Witbank Correctional Centre (Ref: LMN 2018/12/128)

**Salary: R242 553.00 per annum**

**Requirements:** Recognised BA Degree in Social Work. Registration with the South African Council for Social Service Professions. These requirements are in accordance with the relevant Occupational Specific Dispensation. Computer literate. Valid drivers' licence.

**Competencies and attributes:** Problem solving and decision making, facilitation skills, Plan and organize, lead and control, project management, Presentation skills, counselling skills, ability to interpret policy/legislations, conflict management, coaching and mentoring, report writing, punctuality, confidentiality, understanding of Public Service policy and legislative frameworks, service delivery and client orientation, integrity and honesty, assertiveness, influence and impact, ability to work under pressure. Sound communication, negotiation and strategic management skills The ability to interpret policy/legislative matters and operate within the management area. The ability to coordinate and collaborate with internal and external stakeholder

**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.

**PROFESSIONAL NURSE: GENERAL NURSING: GRADE 1 [3 Posts]**

Limpopo, Mpumalanga and North West Region:

Bethal Management Area: Bethal Correctional Centre (Ref: LMN 2018/12/129); Volksrust Correctional Centre (Ref: LMN 2018/12/130)

Witbank Management Area: Witbank Correctional Centre (Ref: LMN 2018/12/131)

**Salary: R241 908.00 per annum**

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

**Competencies and Attributes:** Knowledge of nursing care process and procedures, nursing statures and other relevant legal frame works, including grievance procedure and disciplinary code and procedure, communication, report-writing, liaison, coordination, facilitation, problem-solving, planning and 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, requirement and expectations (Batho Pele principles). Maintain a constructive working relationship with nursing and other stakeholders.

#### **SWITCHBOARD OPERATOR**

Limpopo, Mpumalanga and North West Region:

Regional Office: (Ref: LMN 2018/12/132)

**Salary: R 136 800 per annum**

**Requirements:** Grade 12 and relevant work experience. Experience in the operation of the switchboard. Computer literate.

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

**Responsibilities:** Ensure a proper maintenance of the switchboard equipment. Handle telephone calls and redirect calls to other individuals. Keep an updated telephone list. Record and maintain the register for security related matters. Management of assets

#### **ARTISAN PRODUCTION GRADE A: ELECTRICIAN [3 Posts]**

Limpopo, Mpumalanga and North West Region:

Polokwane Management Area: Polokwane Correctional Centre (Ref: LMN 2018/12/133)

Thohoyandou Management Area: Area Commissioner's Office (Ref: LMN 2018/12/134) **[2 Posts]**

**Salary: R179 523 per annum**

**Requirements:** Appropriate/ (Accredited Artisan Trade Certificate/Diploma) Trade test certificate. These requirements are in accordance with the relevant Occupational Specific Dispensation. Computer

Literate. Valid driver's license.

**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.

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

### **ARTISAN PRODUCTION GRADE A: PLUMBER**

Limpopo, Mpumalanga and North West Region:

Polokwane Management Area: Polokwane Correctional Centre (Ref: LMN 2018/12/135)

**Salary: R179 523 per annum**

**Requirements:** Appropriate trade test Diploma/Certificate, underwritten by the Manpower Training Act (red seal). Experience as a qualified plumber, recognition will be given for relevant experience after completion of the trade diploma/certificate. These requirements are in accordance with the relevant Occupational Specific Dispensation. Computer literate. Valid driver's license.

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

**Responsibilities:** Train offenders in the applicable trade. Execute work as per requisition/orders received from clients. Apply quality control to manufactured products. Costing of product and supply quotes. Execute basic workshop administration.

### **ARTISAN PRODUCTION GRADE A: WELDER**

Limpopo, Mpumalanga and North West Region:

Thohoyandou Management Area: Area Commissioner's Office (Ref: LMN 2018/12/136)

**Salary: R179 523 per annum**

**Requirements:** Appropriate/ (Accredited Artisan Trade Certificate/Diploma) Trade test certificate. These requirements are in accordance with the relevant Occupational Specific Dispensation. Computer Literate. Valid driver's license.

**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.

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

### **ARTISAN PRODUCTION GRADE A: CABINET MAKER**

Limpopo, Mpumalanga and North West Region:

Thohoyandou Management Area: Area Commissioner's Office (Ref: LMN 2018/12/137)

**Salary: R179 523 per annum**

**Requirements:** Appropriate trade test Diploma/Certificate, underwritten by the Manpower Training Act (red seal). Experience as a qualified cabinet maker, recognition will be given for relevant experience after completion of the trade diploma/certificate. These requirements are in accordance with the relevant Occupational Specific Dispensation. Computer literate. Valid driver's license.

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

**Responsibilities:** Train offenders in the applicable trade. Execute work as per requisition/orders received from clients. Apply quality control to manufactured products. Costing of product and supply quotes. Execute basic workshop administration.

#### **ARTISAN PRODUCTION GRADE A: PAINTER**

Limpopo, Mpumalanga and North West Region:

Barberton Management Area: Medium B (Ref: LMN 2018/12/138)

**Salary: R179 523 per annum**

**Requirements:** An appropriate trade test Diploma/Certificate, underwritten by the Manpower Training Act (red seal) Experience as a qualified painter, recognition will be given for relevant experience after completion of the trade diploma/certificate. These requirements are in accordance with the relevant Occupational Specific Dispensation. Computer literacy. Valid driver's license.

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

**Responsibilities:** Train offenders in the applicable trade. Execute work as per requisition/orders received from clients. Apply quality control to manufactured products. Costing of product and supply quotes. Execute basic workshop administration.

#### **ARTISAN PRODUCTION GRADE A: BUILDER**

Limpopo, Mpumalanga and North West Region:

Barberton Management Area: Medium B (Ref: LMN 2018/12/139)

**Salary: R179 523 per annum**

**Requirements:** Appropriate trade test certificate, underwritten by the Manpower Training Act (Red Seal) in Building and 3 years post qualification experience as a Builder. Valid driver's licence. Computer literate. These requirements are in accordance with the relevant Occupational Specific Dispensation.

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

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

#### **ARTISAN PRODUCTION GRADE A: MECHANIC**

Limpopo, Mpumalanga and North West Region:

Barberton Management Area: Medium B (Ref: LMN 2018/12/140)

**Salary: R179 523 per annum**

**Requirements:** Appropriate/ (Accredited Artisan Trade Certificate/Diploma) trade test certificate and 3 years' post qualification experience as an Artisan. Experience in mechanical works will be an added advantage. Valid driver's licence. These requirements are in accordance with the relevant Occupational Specific Dispensation.

**Competencies and attributes:** Relationship building, Innovation & 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 FOREMAN GRADE A: PRODUCTION WORKSHOP**

Limpopo, Mpumalanga and North West Region:

Polokwane Management Area: Polokwane Correctional Centre (Ref: LMN 2018/12/141)

**Salary: R286 500 per annum**

**Requirements:** Appropriate trade test certificate and 5 years' post qualification experience as an artisan in the relevant field (maintenance and production workshop) (e.g. Electrician, Plumber, Welder,). These requirements are in accordance with the relevant Occupational Specific Dispensation. Valid driver's licence. Computer literate.

**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**

Limpopo, Mpumalanga and North West Region:

Klerksdorp Management Area: Klerksdorp Correctional Centre (Ref: LMN 2018/12/142)

**Salary: R179 523 per annum**

**Requirements:** An appropriate Trade test certificate, underwritten by the Manpower Training Act (Red Seal) and three (3) years' experience in asset maintenance, recognition will be given for relevant experience after completion of the trade test. Valid driver's licence.

**Competencies and Attributes:** Relationship building, Innovation and creativity, people management,



time management, Openness and transparency, Integrity and honesty, Coaching and mentoring, confidentiality, interpersonal relations, net-working, Tact and computer skills.

**Responsibilities:** Training of offender as well as apprentices. The quality assessment of building services. Maintenance of building works standard in the management Area. The management of maintenance project.

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

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

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

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

**Applications:** Applications must be submitted on form Z83 (Public Service Application form), obtainable from any Public Service Department, and must be completed in full. **Applications must be accompanied by a CV, certified copies of qualifications and copy of identity document. Where an advertisement states that a valid driver's licence is required, then please submit a certified copy of your licence. Please Note: All copies attached must be certified 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 the stipulated closing date and time.

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

**Limpopo/Mpumalanga/North West Region:**

**Postal Address** Head Recruitment, Department of Correctional Services, Private Bag X 99, Pretoria 0001

**Contact persons:** Mrs Portia Bungqu 012 306 2032

Mrs. Petunia Nomvela / Ms. Thandiwe Lekhuleni / Mr. Brent Botha at 012 306 2033/2034

**Physical Address:** 198 Masada Building, Cnr. Johannes Ramokhoase (Proes) and Paul Kruger Street, Pretoria