



DEPARTMENT OF CORRECTIONAL SERVICES

Closing date: 9TH SEPTEMBER 2022 @ 15:45

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 to take note 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 subjected to positive outcomes on these checks, which include security clearance, security vetting and screening, qualification verification, and criminal records verification. Appointment to some of these posts will be provisional, pending the issue of a security clearance. If you cannot get a security clearance, your appointment will be re-considered/possibly terminated. Finger prints may be taken on the day of interviews.

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

Applications: All Applications must be submitted on the **new** Z83 form, (**Public Service application form i.e effective 01 January 2021**) obtainable from any Public Service Department and must be completed in full. Only a comprehensive Curriculum Vitae, Identity Document and/or Driver's Licence should be attached to your application form. Only Shortlisted Candidates will be required to submit certified copies not older than six (6) months of qualifications and other related documents on or before the day of the Interviews. Should an application be received using the incorrect application for employment form, Z83 it will be disqualified. **Please note: Copies of Identity Document and/or Drivers Licence attached must be certified, to be a true copy of the original and not older than six (6) months.** Please send a separate and complete application for each post you apply for, stating the correct reference number for each position you are interested in. **Faxed and e-mailed applications will not be accepted.** • Candidates must comply with the minimum appointment requirements.

• **NB : Circular 19 of 2022 certifying documents /qualifications will be requested from only shortlisted candidates before interview process (applicants are not required to submit copies of qualifications and other relevant documents when applying) The relevant reference number must be quoted on the application form .In terms of the National Qualification Framework Amendment Act of 2019 ,it is an offence for any person to falsely or fraudulently claim to hold a qualification .Any person found to be misrepresenting their qualifications , work experience or facts in their CV's will be disqualified and reported to the appropriate authority. It is the sole responsibility of an applicant to ensure that their application reaches DCS before 9TH SEPTEMBER 2022 at 15:45.**

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:

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

Western Cape Region

Postal Address: Regional Coordinator Human Resource and Support, Private Bag x 01, Edgemoed, 7404
Contact person: Ms NA Mdladlamba / Ms A .Reddy at 021 550 6014/ 6052/ 6054/6059/6060
Physical Address: Breede River Street, Monte Vista, Edgemoed



APPOINTMENTS UNDER THE CORRECTIONAL SERVICES ACT

HEAD OF CORRECTIONAL CENTRE: (CB-6)

- **Western Cape Region: Breede River (Males) (Ref: WC 2022/08/01), Goodwood (Ref: WC 2022/08/02), Overberg (Maximum) (Ref: WC 2022/08/03)**
- **Salary: R864 693 per annum (all-inclusive package)**

Requirements: Matric/Grade 12, Recognised three (3) year degree/National Diploma or equivalent qualification in Behavioural Sciences, 7 years relevant experience on supervisory post. These requirements are in accordance with the Relevant Occupational Specific Dispensation Successful completion of Corrections Science Learnership/Basic Training. Valid driver's license. Computer literate.

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

Responsibilities: Manage operational support within Correctional Centre by ensuring effective implementation of security services, development and care and the provision of health services within the Correctional Centre. Manage implementation of the imperatives of white paper on Corrections. Manage Case Management Administration, Unit Management and Case Management Committees. Manage and administer the coordination of finance and Human resource services within the Correctional Centre. Management of all aspects of the Correctional centre on a day to day basis through the implementation of Correctional Services Act, 111 of 1998 as amended, Foster a working relationship with the Justice Cluster and the Community. Monitor, evaluate and take appropriate actions in relation to outcomes on the risk trends. Manage human resources, finances and assets. Management of performance information.

HEAD CORRECTIONAL CENTRE (CB5)

- **Western Cape Region: Breede River (Robertson) (Ref: WC 2022/08/04), Southern Cape (Mosselbay) (Ref: WC 2022/08/05), Voorberg (Van Rhynsdorp)(Ref: WC 2022/08/06), West Coast (Medium B) (Ref: WC 2022/08/07)**

Salary: R461 256 per annum

Requirements: Matric/Grade 12, Relevant RQV6 qualification in Behavioural Sciences and successful completion of Corrections Science Learnership/ Basic Training. Seven (7) years relevant experience gained in a supervisory post. These requirements are in accordance with the Occupational Specific Dispensation. Valid driver's licence. Computer Literate.

Competencies and attributes: Firearm skills and the use of relevant security technology. communication, project and programmemanagement, 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: Responsibilities: Manage operational support within Correctional Centre by ensuring effective implementation of security services, development and care and the provision of health services within the Correctional Centre. Manage implementation of the imperatives of white paper on Corrections. Manage Case Management Administration, Unit Management and Case Management Committees. Manage and administer the coordination of finance and Human resource services within the Correctional Centre. Management of all aspects of the Correctional centre on a day to day basis through the implementation of Correctional Services Act, 111 of 1998 as amended, Foster a working relationship with the Justice Cluster and the Community. Monitor, evaluate and take appropriate actions in relation to outcomes on the risk trends. Manage human resources, finances and assets. Management of performance information.

HEAD: SATELITE COMMUNITY CORRECTIONS (CB5)

- **Western Cape Region: Allandale (Paarl Community Corrections) (Ref: WC 2022/08/08) Oerberg (Caledon Community Corrections)(Ref: WC 2022/08/09), Southern Cape (George Community Corrections) (Ref: WC 2022/08/10)**

Salary: R461 256 per annum

Requirements: Matric/Grade 12, Relevant RQV6 qualification in Behavioural Sciences and successful completion of Corrections Science Learnership/ 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. Valid driver's licence. Computer Literate.

Competencies and attributes: Firearm skills and the use of relevant security technology. communication, project and pro-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: Manage the monitoring and evaluation of the implementation of Correctional plan. Manage and oversee the operation of Community Corrections Satellite offices. Effectively manage admissions of parolees and probationers. Ensure the provision of Social Work Services and Psychological services within Community Corrections. Determine conditions of house arrest and supervision for persons serving sentence in the community. Manage the provisions of needs based programmes and services to offenders and facilitate social acceptance and effective reintegration into their communities. Participate in the case review team for community corrections. Manage and administer the coordination of finance and Human resource support services within the Community Corrections. Development of identity service programs. Exercise control over human resources, finances and assets. Management of performance information.

CENTRE COORDINATOR: OPERATIONAL SUPPORT (CB5)

- **Western Cape Region: Allandale (Ref: WC 2022/08/11), Brandvlei (Medium) (Ref: WC 2022/08/12), Drakenstein (Medium B) (Ref: WC 2022/08/13)**

Salary: R461 256 per annum

Requirements: Matric/Grade 12, Relevant B degree/National Diploma in Behavioural Sciences or equivalent and 7 year's relevant experience on supervisory post. These requirements are in accordance with the Occupational relevant Specific Dispensation. Top secret security classification as an added advantage. Successful completion of Corrections Science Learnership/Basic Training. Valid driver's licence. Computer literate.

Competencies and attributes: Facilitation skills. Problem solving and decision-making. Plan, organise, lead and control. Change Management. Team leadership. Project management. Presentation skill. Conflict management. Report writing. Computer literacy. Firearm skills. Influence and impact. Confidentiality. Coaching and mentoring. Understanding of Correctional and Public Service policy and legislative framework. Service delivery and client orientation. Integrity and honest. Assertiveness. Ability to network. Time management. Influence and impact. Knowledge of the Correctional Services Act, Act 111 of 1998.

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

CENTRE COORDINATOR: CORRECTIONS (CB5)

- Western Cape Region: Allandale (Ref: 2022/08/14), Brandvlei (Maximum) (Ref: WC 2022/08/15), Drakenstein (Youth) (Ref: WC 2022/08/16), Goodwood (Ref: WC 2022/08/17), Pollsmoor (RDF)(Ref: WC 2022/08/18), Voorberg (Medium B) (Ref: WC 2022/08/19)

Salary: R461 256 per annum

Requirements: Matric/Grade 12, Relevant B degree/National Diploma in behavioural sciences or equivalent and 7 year's relevant experience on supervisory post. These requirements are in accordance with the relevant Occupational Specific Dispensation. Top secret security classification as an added advantage. Successful completion of Corrections Science Learnership/Basic Training. Valid driver's licence. Computer literate.

Competencies and attributes: Firearm skills and the use of relevant security technology. communication, project and programme management, transformation management, change management, stakeholder management, problem solving, analysis, service delivery innovation, decision making, people management and empowerment, in depth understanding of safety and security in a correctional environment. Integrity and honesty, confidentiality, good interpersonal relations, 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. Promote corrections and security. Management of financial and human resources and assets. Manage of performance information.

HEAD CORRECTIONAL CENTRE: (CB4)

- Western Cape Region: Drakenstein (Stellenbosch) (Ref: WC 2022/08/20)

Salary: R386 292 per annum

Requirements: Matric/Grade 12, Relevant RQV6 qualification in Behavioural Sciences and successful completion of Corrections Science Learnership/ Basic Training. Seven (7) years relevant experience gained in a supervisory post. These requirements are in accordance with the Occupational Specific Dispensation. Valid driver's licence. Computer Literate.

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

Responsibilities: Responsibilities: Manage operational support within Correctional Centre by ensuring effective implementation of security services, development and care and the provision of health services within the Correctional Centre. Manage implementation of the imperatives of white paper on Corrections. Manage Case Management Administration, Unit Management and Case Management Committees. Manage and administer the coordination of finance and Human resource services within the Correctional Centre. Management of all aspects of the Correctional centre on a day to day basis through the implementation of Correctional Services Act, 111 of 1998 as amended, Foster a working relationship with the Justice Cluster and the Community. Monitor, evaluate and take appropriate actions in relation to outcomes on the risk trends. Manage human resources, finances and assets. Management of performance information.

CENTRE COORDINATOR: OPERATIONAL SUPPORT (CB4)

- Western Cape Region: Allandale (Obiqua) (Ref: WC 2022/08/21), Allandale (Paardeberg) (Ref: WC 2022/08/22), Breede River (Worcester Females) (Ref: WC 2022/08/23), Breede River (Dwarsrivier) Ref: WC 2022/08/24, Breede River (Robertson) (Ref: WC 2022/08/25), Overberg (Caledon) (Ref: WC 2022/08/26)

Salary: R386 292 per annum

Requirements: Matric/Grade 12, Relevant B degree/National Diploma in Behavioural Sciences or equivalent and 7 year's relevant experience on supervisory post. These requirements are in accordance with the Occupational relevant Specific Dispensation. Top secret security classification as an added advantage. Successful completion of Corrections Science Learnership/Basic Training. Valid driver's licence. Computer literate.

Competencies and attributes: Firearm skills and the use of relevant security technology. Communication, project and programme man-

agement, 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: Execution of control regarding safe custody, physical care and treatment. Create a 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 and human resources and assets. Manage of performance information.

CENTRE COORDINATOR: STAFF SUPPORT: CB4

- **Western Cape Region: Allandale (Ref: WC 2022/08/27, Brandvlei (Maximum) (Ref: WC 2022/08/28), Breede River (Worcester Males) (Ref: WC 2022/08/29), Breede River (Robertson) (Ref: WC 2022/08/30, Breede River (Dwarsrivier) (Ref: WC 2022/08/31, Goodwood (Ref: WC 2022/08/32), Goodwood (Bellville Commcor) (Ref: WC 2022/08/33), Southern Cape (George) (Ref: WC 2022/08/34), Voorberg (Van Rhynsdorp) (Ref: WC 2022/08/35)**

- **Salary: R386 292 per annum**

Requirements: Matric/Grade 12, Relevant B degree/National Diploma in Behavioural Sciences or equivalent. 7 years relevant experience on supervisory post. These requirements are in accordance with the Occupational relevant Specific Dispensation. Top secret security classification as an added advantage. Successful completion of Corrections Science Learnership/Basic Training. Valid driver's licence. Computer literate.

Competencies and attributes: Firearm skills and the use of relevant security technology. Communication, Project and programme management, 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. Management of performance information.

CENTRE COORDINATOR: CORRECTIONS: (CB-4)

- **Western Cape Region: Breede River (Dwarsrivier) (Ref: WC 2022/08/36) X2, Voorberg (Van Rhynsdorp) (Ref: WC 2022/08/37), West Coast (Riebeeck West) (Ref: WC 2022/08/38)**

- **Salary: R386 292 per annum**

Requirements: Matric/Grade 12, Relevant B degree/National Diploma in Behavioural or equivalent qualifications. 7 years relevant experience on supervisory post. These requirements are in accordance with the relevant Occupational Specific Dispensation. Top secret security classification as an added advantage. Successful completion of Corrections Science Learnership/Basic Training. Valid driver's licence. Computer literate.

Competencies and attributes: Firearm skills and the use of relevant security technology. communication, project and programme management, transformation management, change management, stakeholder management, problem solving, analysis, service delivery innovation, decision making, people management and empowerment, in depth understanding of safety and security in a correctional environment. Integrity and honesty, confidentiality, good interpersonal relations, 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. Promote corrections and security. Management of financial and human resources and assets.. Management of performance information.

SECURITY MANAGER : CASE MANAGEMENT ADMINISTRATION: (CB4)

- **Western Cape Region: Breede River (Worcester Males) (Ref: WC 2022/08/39), Drakenstein (Maximum) (Ref: 2022/08/40)**

Pollsmoor (RDF) (Ref: WC 2022/08/41) X2, Pollsmoor Females (Ref: WC 2022/08/42), Pollsmoor (Medium B) (Ref: 2022/08/43), Pollsmoor (Medium C) (Ref: WC 2022/08/44)

Salary: R386 292 per annum

Requirements: Matric/Grade 12, Relevant B degree/National Diploma in Behavioural or equivalent qualifications. 7 years relevant experience on supervisory post. These requirements are in accordance with the Occupational relevant Specific Dispensation. Top secret security classification as an added advantage. Successful completion of Corrections Science Learnership/Basic Training. Valid driver's licence. Computer literate.

Competencies and attributes: Firearm skills and the use of relevant security technology. Strategic capability and Lead-reship, Policy development, Communication, Project and Programme management, transformation management, change management,, conflict management Stakeholder management, Problem solving, Analysis, Service Delivery Innovation, decision making, People Management and Empowerment, In depth understanding of safety and security within a correctional environment. Integrity and honesty, confidentiality, Good interpersonal relations, knowledge of the Correctional Services Act, Act 111 of 1998 as amended, Assertiveness, Resilience, Ability to network and diplomacy.

Responsibilities: Management of admission and release system. Supervision of offender movements, offender cash administration and offender bail/fine payments. Ensure continuity and consistency in case management administration. Management of human resources, finance and assets. Management of performance information.

SECURITY MANAGER (CB-4): CASE MANAGEMENT COMMITTEE

- **Western Cape region: Allandale (Hawequa) (Ref: WC 2022/08/45), Drakenstein (Maximum) (Ref: WC 2022/08/46), Pollsmoor (Female) (Ref: WC 2022/08/47), Pollsmoor (Medium C) (Ref: 2022/08/48), Southern Cape (Outshoorn Medium A) (Ref: WC 2022/08/49), Voorberg (Medium B) (Ref: WC 2022/08/50)**

Salary: R386 292 per annum

Requirements: Matric/Grade 12, National Diploma/Degree Qualification in Behavioural Sciences and successful completion of Corrections Science Learnership/ Basic Training. Seven (7) years relevant experience gained in a supervisory post in the Security stream. These requirements are in accordance with the Occupational Specific Dispensation. Valid driver's licence. Computer Literacy.

Competencies and attributes: Analytical skills. Report writing. Presentation skill. Problem solving and decision-making. Team leadership. Policy interpretation. Communication skills. Computer literacy. Facilitation skills. Conflict resolution. Basic fireman skills. Negotiation skills. Crowd control. Riot control. Mentoring and coaching. Influence and impact. Observation. Vigilant, cautious. Vivid. Confidentiality. Integrity and honest. Accuracy. Ability to work under pressure.

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.

UNIT MANAGER: (CB-4)

- **Western Cape Region: Brandvlei (Juvenile) (Ref: WC 2022/08/51), Drakenstein (Medium A) (Ref: WC 2022/08/52), Goodwood X 4 (Ref: WC 2022/08/53), Overberg X 2 (Ref: WC 2022/08/54), Pollsmoor (Medium A) X 3 (Ref: WC 2022/08/55), Pollsmoor (Medium C) (Ref: WC 2022/08/56), Pollsmoor (RDF) (Ref: WC 2022/08/57), Pollsmoor (Females) X 3 (Ref: WC 2022/08/58), Southern Cape (George) (Ref: WC 2022/08/59),Voorberg (Medium B) (Ref No: WC 2022/08/60), Voorberg (Van Rhynsdorp) X2 (Ref No: WC 2022/08/61), West Coast (Medium A) (Ref: WC 2022/08/62)**

Salary: R386 292 per annum

Requirements: Requirements: Matric/Grade 12, Relevant B degree/National Diploma in Behavioural or equivalent qualifications. 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 literate

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

Responsibilities: Manage the safe custody of offenders. Manage the process of representation of offenders. Develop measures for handling offender complaints and requests. Facilitate the induction of new offenders. Implementation of unit management principles. Management of case files. Provision of infrastructural needs to enhance the implementation of unit management principles. Manage human resource, finance and assets. Management of performance information.

REINTEGRATION MANAGER: MONITORING PAROLEES AND PROBATIONERS (CB4)

- **Western Cape Region: Goodwood (Bellville Community Corrections)(Ref: WC 2022/08/63), Pollsmoor (Mitchell's Plain) (Ref: WC 2022/08/64), Pollsmoor (Cape Town Community Corrections) (Ref: WC 2022/08/65)**

Salary: R386 292 per annum

Requirements: Matric/Grade 12, Relevant B degree/National Diploma in Behavioural Sciences or equivalent qualifications. Successful completion of Correctional Science Learnership. 7 years' relevant experience on supervisory post. These requirements are in accordance with the Occupational relevant Specific Dispensation. Computer literate. Valid driver's license.

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

Responsibilities: Management of monitoring services. Determining the conditions of house arrest and supervision for persons serving sentences in the community. Participate in case review team for community corrections. Management of programmes. Identification of community service programme. Logistical administration. Responsible for the facilities and equipment of the section. Allocation of staff to specific duties. Disciplinary action against offending staff. Manage performance information. Management of resources.

SECURITY MANAGER AWAITING TRIALS (CB-4)

- **Western Cape Region: Pollsmoor (Cape Town Community Corrections) (Ref: WC 2022/08/66)**

Salary: R386 292 per annum

Requirements: Matric/Grade 12, Relevant B degree/National Diploma in Behavioural or equivalent qualifications. 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 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, Resilience, Ability to network 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 prescribed programmes are attended. Management of human resources and assets. Management of performance information.

SECURITY MANAGER : SECURITY (CB4)

- **Western Cape Region: Drakenstein (Youth) (Ref: WC 2022/08/67), Drakenstein (Maximum) (Ref: WC 2022/08/68), Pollsmoor (RDF) (Ref: WC 2022/08/69)**

Salary: R386 292 per annum

Requirements: Matric/Grade 12, National Diploma/Degree Qualification in Behavioural Sciences and successful completion of Corrections Science Learnership/ Basic Training. Seven (7) years relevant experience gained in a supervisory post in the Security stream. The-

se requirements are in accordance with the Occupational Specific Dispensation. Valid driver's licence. Computer Literate.

Competencies and attributes: Analytical skills. Report writing. Presentation skill. Problem solving and decision-making. Team leadership. Policy interpretation. Communication skills. Computer literacy. Facilitation skills. Conflict resolution. Basic fireman skills. Negotiation skills. Crowd control. Riot control. Mentoring and coaching. Influence and impact. Observation. Vigilant, cautious. Vivid. Confidentiality. Integrity and honest. Accuracy. Ability to work under pressure.

Responsibilities: Manage security matters. Responsible for maintenance of existing security matters and the upgrading. Implement departmental policies. Advice management regarding security matters. Management of escorts to hospitals, courts and other destinations. Keep personnel up to date regarding security matters. Management of human resources, finances and assets. Manage of performance information.

SECURITY MANAGER: INTERNAL SECURITY(CB-4)

- **Western Cape Region: Pollsmoor (RDF) X2 (Ref: WC 2022/08/70), Pollsmoor (Medium A) (Ref: WC 2022/08/71), Pollsmoor (Medium C) (Ref: WC 2022/08/72)**

Salary: R386 292 per annum

Requirements: Matric/Grade 12, National Diploma/Degree Qualification in Behavioural Sciences and successful completion of Corrections Science Learnership/ Basic Training. Seven (7) years relevant experience gained in a supervisory post in the Security stream. These requirements are in accordance with the Occupational Specific Dispensation. Valid driver's licence. Computer Literate.

Competencies and attributes: Analytical skills. Report writing. Presentation skill. Problem solving and decision-making. Team leadership. Policy interpretation. Communication skills. Computer literacy. Facilitation skills. Conflict resolution. Basic fireman skills. Negotiation skills. Crowd control. Riot control. Mentoring and coaching. Influence and impact. Observation. Vigilant, cautious. Vivid. Confidentiality. Integrity and honest. Accuracy. Ability to work under pressure.

Responsibilities: Supervise access control to the correctional centre's grounds. Manage internal security. Supervise the movement and safe custody for offenders. Patrol at the section (general accommodation areas, single cells, kitchens, hospitals and work sections). Manage security systems. Supervise visits to offenders. Management of human re-sources and assets. Management of performance information.

SECURITY MANAGER: EXTERNAL SECURITY (CB-4)

- **Western Cape Region: Drakenstein (Maximum) (Ref: WC 2022/08/73), Pollsmoor (Medium A) (Ref: WC 2022/08/74)**

Salary: R386 292 per annum

Requirements: Matric/Grade 12, National Diploma/Degree qualification in Behavioural Sciences and successful completion of Corrections Science Learnership/Basic Training. Seven (7) years relevant experience gained in a supervisory post in the Security stream. These requirements are in accordance with the Occupational Specific Dispensation. Valid driver's licence. Computer Literate.

Competencies and attributes: Analytical skills. Report writing. Presentation skill. Problem solving and decision-making. Team leadership. Policy interpretation. Communication skills. Computer literacy. Facilitation skills. Conflict resolution. Basic fireman skills. Negotiation skills. Crowd control. Riot control. Mentoring and coaching. Influence and impact. Observation. Vigilant, cautious. Vivid. Confidentiality. Integrity and honest. Accuracy. Ability to work under pressure.

Responsibilities: Oversee external security matters. Responsible for maintenance of existing external security matters and the upgrading. Implement departmental policies. Advice management regarding external security matters. Management of escorts to hospitals, courts and other destinations. Keep personnel up to date regarding external security matters. Management of human resources, finances and assets. Management of performance information.

SECURITY MANAGER: AGRICULTURE (PLANT PRODUCTION) (CB-4):

- **Western Cape Region: Brandvlei (Medium) (Vegetable Production) (Ref: WC 2022/08/75), Drakenstein (Medium A) (Fodder Production) (Ref: WC 2022/08/76), Southern Cape (George) (Vegetable Production) (Ref: WC 2022/08/77)**

Salary: R386 292 per annum

Requirements: Matric/Grade 12, National Diploma/Degree Qualification in Agriculture Management/ Plant Production or equivalent qualification. Successful completion of Corrections Science Learnership/ Basic Training. Seven (7) years relevant experience gained in a supervisory post in the Security stream. These requirements are in accordance with the Occupational Specific Dispensation. Valid driver's licence. Computer Literate.

Competencies and attributes: Analytical skills. Report writing. Presentation skill. Problem solving and decision-making. Team

leadership. Policy interpretation. Communication skills. Computer literacy. Facilitation skills. Conflict resolution. Basic fireman skills. Negotiation skills. Crowd control. Riot control. Mentoring and coaching. Influence and impact. Observation. Vigilant, cautious. Vivid. Confidentiality. Integrity and honest. Accuracy. Ability to work under pressure.

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

SECURITY MANAGER: AGRICULTURE (ANIMAL PRODUCTION) (CB-4)

- **Western Cape Region: Brandvlei (Medium) (Dairy Productions) (Ref: WC 2022/08/78)**

• **Salary: R386 292 per annum**

Requirements: Matric/Grade 12, National Diploma/Degree Qualification in Agriculture Management/ Animal Production or equivalent qualification. Successful completion of Corrections Science Learnership/ Basic Training. Seven (7) years relevant experience gained in a supervisory post in the Security stream. Valid driver's licence. These requirements are in accordance with the Occupational Specific Dispensation. Valid driver's licence. Computer Literate.

Competencies and attributes: Analytical skills. Report writing. Presentation skill. Problem solving and decision-making. Team leadership. Policy interpretation. Communication skills. Computer literacy. Facilitation skills. Conflict resolution. Basic fireman skills. Negotiation skills. Crowd control. Riot control. Mentoring and coaching. Influence and impact. Observation. Vigilant, cautious. Vivid. Confidentiality. Integrity and honest. Accuracy. Ability to work under pressure.

Responsibilities: Quality assesses 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. Management of performance information.

SECURITY MANAGER: NUTRITIONAL SERVICES (CB-4)

- **Western Cape Region: Allandale (Ref: WC 2022/08/79), Voorberg (Medium B) (Ref: WC 2022/08/80)**

Salary: R386 292 per annum

Requirements: Matric/Grade 12, National Diploma/Degree Qualification in Food Service Management/Food and Beverage Management or equivalent qualification. Successful completion of Corrections Science Learnership/ Basic Training. Seven (7) years relevant experience gained in a supervisory post in the Security stream. These requirements are in accordance with the Occupational Specific Dispensation. Valid driver's licence. Computer Literate.

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

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

SECTION HEAD: FORMAL EDUCATION

- **Western Cape Region: Allandale (Hawequa) Ref: WC 2022/08/81), Drakenstein X 2 (Ref: WC 2022/08/82), Southern Cape (Oudtshoorn Medium A) (Ref: WC 2022/08/83)**

Salary: R354 666 per annum

Requirements: Matric/Grade 12, Recognised four (4) year Degree or equivalent qualification in Education with four (4) years teaching experience. Registration with the South African Council of Educators. These requirements are in accordance with the Occupational Specific Dispensation. 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.

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

EDUCATIONIST M+4: SKILLS DEVELOPMENT

- **Western Cape Region: Overberg (Agriculture) (Ref: WC 2022/08/84), West Coast (Medium A) (Technical Educator in Carpentry/Electrical/Wood Machinist) (Ref: WC 2022/08/85), Pollsmoor (Medium A) X2 (Ref: WC 2022/08/86)**

Salary: R287 937 per annum

Requirements: Matric/Grade 12, Relevant recognised four (4) year Degree/National Diploma in Education. Registration with the South African Council of Educators. These requirements are in accordance with the Occupational Specific Dispensation. Valid driver's licence. Computer Literate.

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

Responsibilities: Conduct 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 performance information.

EDUCATIONIST M+4

- **Western Cape Region: Brandvlei (Juvenile) (Ref: WC 2022/08/87), Overberg (Helderstroem) (Ref: WC 2022/08/88), Southern Cape (Mosselbay) (Ref: WC 2022/08/89)**

Salary: R287 937 per annum

Requirements: Matric/Grade 12, Recognised four (4) year Degree/National Diploma in Education specialising in Pure Mathematics & Geography. Registration with the South African Council of Educators. These requirements are in accordance with the Occupational Specific Dispensation. These requirements are in accordance with the Occupational Specific Dispensation. Valid driver's licence. Computer Literate.

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

Responsibilities: 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 performance information.

APPOINTMENTS UNDER THE PUBLIC SERVICES ACT

PSYCHOLOGIST GRADE 1

- **Western Cape Region: Drakenstein (Maximum) (Ref: WC 2022/08/90), Drakenstein Medium A (Ref: WC 2022/08/91), Overberg (Ref: WC 2022/08/92), West Coast (Ref: WC 2022/08/93)**

Salary: R724 062 per annum

Requirements: Matric/Grade 12, Recognised Master's Degree in Psychology and registration as Counselling or Clinical Psychologist with the Health Professional Council of South Africa. A minimum of 3 years appropriate experience as Clinical Psychologist after registra-

tion 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: Financial management, Problem solving and decision-making. Facilitation skills. Plan, organise, lead and control. Change management. Team leadership. Project management. Presentation skill. Conflict management. Report writing. Computer literacy. Training and development. Training skills. Time management. Confidentiality. Coaching and mentoring. Understanding of Public Service policy and legislative framework. Service delivery and client orientation. Integrity and honest. Assertiveness. Ability to network. Influence and impact. Applied strategic thinking. Willingness to travel.

Responsibilities: Render psychological services to Inmates, Parolees and Probationers. Co-ordinate the rendering of psychological services to Inmates, Parolees and Probationers. Liaise with internal and external organizations for the provision of psychological services. Management of performance information.

ASSISTANT DIRECTOR: SUPPLY CHAIN MANAGEMENT

- **Western Cape Region: Goodwood (Ref: WC 2022/08/94)**

Salary: R382 245 per annum

Requirements: Matric/Grade 12, Recognised three (3) year Degree/National Diploma in Supply Chain Management or equivalent qualification. 3-5 years' experience in a supervisory post. In-depth knowledge of LOGIS system. Valid driver's licence. Computer literate.

Competencies and attributes: Financial management. Problem solving and decision making and facilitation skills. Plan, organize, lead and control. Change management, team leadership, project management, report writing, presentation and conflict management skills. Training and development. Time management. Confidentiality. Coaching and mentoring. Understanding of Public Service policy and legislative framework. Service delivery and client orientation. Integrity and honest. Assertiveness. Willingness to travel. Influence and impact. Applied strategic thinking. Ability to network.

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

ASSISTANT DIRECTOR: AGRICULTURE

- **Western Cape Region: Voorberg (Ref: WC 2022/08/95)**

Salary: R382 245 per annum

Requirements: Matric/Grade 12, Degree/National Diploma in Agriculture Sciences or equivalent qualifications. 3-5 years experience gained in agricultural environment. Valid driver's licence. Computer literacy.

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

Responsibilities: Promotion of self sufficiency with regard to agriculture, Co-ordinate agriculture policy. Quality assessment of agriculture services. Develop/maintain agriculture production. Manage agriculture labour. Manage environment. Manage agricultural equipment. Manage occupational safety. Coordinate production workshops policy. Quality assessment of production workshop services. Develop/maintain workshop production standards in the Management Area. Management of human and finance resources and assets. Manage the implementation of Occupational Health and Safer Act (OHS Act) in agriculture.

ASSISTANT MANAGER: HEALTH CARE SERVICES (PNB-3)

- **Western Cape Region: Pollsmoor (Medium C) (Ref: Ref: WC 2022/08/96)**

Salary: R571 242 per annum

Requirements: Matric/Grade 12, Basic qualification accredited with the SANC in terms of Government Notice 425 (i.e. Diploma/ Degree in Nursing) or equivalent qualification that allows registration with the SANC as a professional nurse plus a post-basic nursing qualification, with duration of at least 1 year, accredited with the SANC in terms of Government Notice No R212 in the relevant speciality. A minimum of nine (9) years appropriate/ recognisable experience in nursing after registration as Professional Nurse with the SANC in General Nursing. At least five (5) years of the period referred to above must be appropriate/ recognisable experience after obtaining the 1 year

post-basic qualification in the relevant speciality. Valid driver's licence. Computer literacy.

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

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

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

- **Western Cape Region: Brandvlei (Ref: WC 2022/08/97), West Coast (Ref: WC 2022/08/98)**

Salary: R450 939 per annum

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

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

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

OPERATIONAL MANAGER NURSING GRADE 1: HEALTH CARE SERVICES (PN-B3) (GENERAL)

- **Western Cape Region: Pollsmoor (Medium C) (Ref: WC 2022/08/99)**

Salary: R450 939 per annum

Requirements: Basic R425 qualification (i.e. Degree/Diploma in Nursing) or an equivalent qualification that allows registration with the South African Nursing Council as a Professional Nurse plus a post-basic nursing qualification with duration of at least 1 year, accredited with the SANC in terms of Government Notice No R 48 in the relevant speciality. A minimum of nine (9) years appropriate experience/recognisable experiencing in nursing after registration as a Professional Nurse with the SANC in general nursing. Ate least five (5) years of te period referred to above must be appropriate/recognisable experience after obtaining the 1 year post-basic qualification in the relevant speciality. These requirements are in accordance with the relevant Occupational Specific Dispensation. Valid driver's licence and computer literate will be an added advantage.

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

Responsibilities: Provide direction and supervision in the implementation of the nursing plan (clinical practice/ quality patient

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

ASSISTANT DIRECTOR: FACILITIES AND SECURITY

- **Western Cape Region: Allandale (Ref: WC 2022/08/100), Breede river (Ref: WC 2022/08/101), Drakenstein (Ref: WC/2022/08/102), West Coast (Ref: WC 2022/08/103)**

Salary: R382 245 per annum

Requirements: Matric/Grade 12, National Diploma/ Degree in Behavioral Science or equivalent qualification. At least 3-5 years relevant experience gained on a supervisor posts. Valid driver's licence. Computer Literacy.

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

Responsibility: Implement the policy to relevant role players. Supervise access control to correctional centres grounds. Supervise the manning of watch towers. Assess security services. Improve standard of physical security in the management area. Manage emergency support team. Manage infrastructure for security service. Communicate with interest groups. Ensure service level standards for accommodation of inmates. Ensure the separation of high risk offenders. Management of human resources, finances and asset. Management of performance information.

SOCIAL WORK SUPERVISOR GRADE 1

- **Western Cape Region: Allandale (Ref: WC 2022/08/104), Pollsmoor (Mitchell's Plain) x 2 (Ref: WC 2022/08/105), Pollsmoor (Female) (Ref: WC 2022/08/106), Pollsmoor (RDF) (Ref: WC 2022/08/107), Southern Cape (Mosselbay Comcor) (Ref: WC 2022/08/108), Oudtshoorn Medium A (Ref: WC 2022/08/109), Voorberg (Medium B) (Ref: WC 2022/08/110), Voorberg (Van Rhynsdorp) (Ref: WC 2022/08/111), West Coast (Medium A) (Ref: WC 2022/08/112)**

Salary: R389 991 per annum

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

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

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

CLINICAL NURSE PRACTITIONER GRADE 1 (PHC)

- **Western Cape Region: Drakenstein (Maximum) (Ref: WC 2022/08/113) Overberg (Medium A) (Ref: WC 2022/08/114), Southern Cape (Oudtshoorn) (Ref: WC 2022/08/115), Voorberg (VanRhynsdorp) (Ref: WC 2022/08/116)**

Salary: R388 974.00 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. Valid driver's licence. Computer literate.

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. Management of performance information.

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

- **Western Cape Region: Pollsmoor (Medium A) (Ref: WC 2022/08/117), West Coast (Medium A) (Ref: WC 2022/08/118)**

Salary: R260 760 per annum

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

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

Responsibilities: Provide direction and supervision in the implementation of the nursing plan. (Clinical practice/quality patient care). Implement standards, practices, criteria and indicators for quality nursing (quality of practice). Practice nursing and healthcare in accordance with the relevant law as and regulations. Utilise human, material and physical resources efficiently and effectively. Display a concern for patients, promoting and advocating proper treatment and care, including an awareness and willingness to respond to patients' needs and requirements. Management of human resources, finances and assets. Management of performance information.

SENIOR PROVISIONING ADMINISTRATION OFFICER: GENERAL STOCK PROCUREMENT

- **Western Cape Region: Regional Office (Ref: WC 2022/08/119)**

Salary: R321 543 per annum

Requirements: Matric/Grade 12, National Diploma/Degree in Purchasing Management/ Logistics/ Supply Chain Management or any equivalent qualification with 3 years relevant work experience in Supply Chain Management. Valid driver's licence. Computer literate.

Competencies and Attributes:Facilitation skills. Report writing. Presentation skills. Problem solving and decision-making. Interpersonal relations. Policy implementation. Computer literacy. Conflict resolution. Communication skills. Typing skills. Training skills. Confidentiality. Integrity and hones. Friendly and adaptability. Confident and independent. Accuracy. Ability to work under pressure. Ability long hours.

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

SENIOR STATE ACCOUNTANT: FINANCIAL ACCOUNTING

- **Western Cape Region: Drakenstein (Ref: WC 2022/08/120), Regional Office (Ref: WC 2022/08/121), Voorberg (Ref: WC 2022/08/122)**

Salary: R321 543 per annum

Requirements: Matric/Grade 12, National Diploma/Degree in Accounting or Financial Management. At least 3 years' experience in a financial management environment. In depth knowledge of BAS & LOGIS. 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 Interpersonal relations, Understanding of Public Service policy and legislative framework. Assertiveness, Ability to network Diplomacy and tact, Resilience, Influence and impact.

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

SENIOR PROVISIONING ADMINISTRATION OFFICER: LOGISTICS ADMINISTRATION

- **Western Cape Region: Drakenstein X 2 (Ref: WC 2022/08/123), Voorberg (Ref: WC 2022/08/124), West Coast (Ref: 2022/08/125)**

Salary: R321 543 per annum

Requirements: Matric/Grade 12, Degree/National Diploma in Supply Chain Management or equivalent qualification. At least 3 years' experience in a Supply Chain Management environment. Valid driver's license. Computer literacy.

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

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

AGRICULTURE ADVISOR (ANIMAL PRODUCTION)

- **Western Cape Region: Voorberg (Beef Production) (Ref: WC 2022/08/126)**

• **Salary: R321 543 per annum**

Requirements: Appropriate 4 year qualification in agriculture/animal production, Valid driver's license (code B);

Computer literacy 3-5 years relevant experience gained in Agricultural environment. Valid driver's licence. Computer Literate.

Competencies and attributes: Analytical skills. Report writing. Presentation skill. Problem solving and decision-making. Team leadership. Policy interpretation. Communication skills. Computer literacy. Facilitation skills. Conflict resolution. Basic fireman skills. Negotiation skills. Crowd control. Riot control. Mentoring and coaching. Influence and impact. Observation. Vigilant, cautious. Vivid. Confidentiality. Integrity and honest. Accuracy. Ability to work under pressure.

Responsibilities: Render scientific and technical advice to internal and external clients to ensure sustainable development through application of efficient methods and utilization of resources like soil, water, veld, money, demonstrations of farming/production methods and present present/organise farmers days, information sessions. Provide technical support for organized agriculture and other agricultural stakeholders, provide advice and after care and also assist with planning, which would, promote the establishment of co-operatives, farmers; associations, interest groups,

Provide advice on various subject areas eg. industrial positioning, improvement of revenue, animal science, crop science etc.; and facilitate capacity building by developing the relevant training material, presenting courses and mentoring of Agricultural Advisors, farmers and other stakeholders. Provide technical support for Government funded projects (such as CASP, LRAD etc.) provide advice and after care and also assist with planning, which would mobilize groups to form entities or institutions, facilitate the development and implementation of business plans. Promote sustainable production of Agricultural products through gathering and analyzing relevant information in order to assist with identification of problem areas and prioritization thereof, facilitate the identification of real and perceived needs, establish structures to address the need identified. Involvement in research activities; Perform administrative and related functions which would entail keeping up to date with regard to the applicable prescripts, policies, procedures, technologies and new developments to be able to render an efficient and effective technical service. Management of performance information. Management of resources. Management of human resources, finances and assets.

ARTISAN FOREMAN GRADE A: PRODUCTION WORKSHOPS

- **Western Cape Region: Allandale (Painter) (Ref: WC 2022/08/127), Brandvlei (Carpenter) (Ref: WC: 2022/08/128), Drakenstein (Electrician) (Ref: WC 2022/08/129), Drakenstein (Wood Machinist/Cabinet Maker) (Ref: WC 2022/08/130), Drakenstein (Upholsterer/Textile Mechanic) (Ref: WC 2022/08/131), Drakenstein (SH Steel) (Ref: WC 2022/08/132), Goodwood (Carpenter) (Ref: WC 2022/08/133), Pollsmoor (Steel) (Ref: WC 2022/08/134), Pollsmoor (Wood) (Ref: WC 2022/08/135)**

Salary: R308 826 per annum

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

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

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

SOCIAL WORKER GRADE 1

- **Western Cape Region: Allandale (Obiqua) (Ref: WC 2022/08/136), Brandvlei (Medium) (Ref: WC 2022/08/137), Overberg (Medium) (Ref: WC 2022/08/138), Overberg (Maximum) (Ref: WC 2022/08/139), Overberg (Swellendam) (Ref: WC 2022/08/140), Voorberg (Van Rhynsdorp) (Ref: WC 2022/08/141), Pollsmoor (Medium A) (Ref: WC 2022/08/142), Pollsmoor (Medium B) X 2 (Ref: WC 2022/08/143), Southern Cape (Oudtshoorn Community Corrections) X 2 (Ref: WC 2022/08/144), Southern Cape (Mosselbay) (Ref: WC 2022/08/145), West Coast (Medium A) (Ref: WC 2022/08/146), Goodwood (Ref: WC 2022/08/147)**

Salary: R261 456 per annum

Requirements: Matric/Grade 12, Recognised BA Degree in Social Work and registration with the South African Council of Social Services Professions. These requirements are in accordance with the relevant Occupational Specific Dispensation. Computer literacy. Valid driver's licence.

Competencies and attributes: Facilitation skills. Report writing. Presentation skill. Problem solving and decision-making. Interpersonal relations. Policy implementation. Computer literacy. Conflict resolution. Communication skills. Typing skills. Training skills. Confidentiality. Integrity and honest. Friendly and adaptability. Confident and independent. Accuracy. Ability to work under pressure. Ability long hours.

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

PROVISIONING ADMINISTRATION OFFICER: LOGISTICS ADMINISTRATION

- **Western Cape Region: Goodwood (Ref: WC 2022/08/148), Breede River (Ref: WC 2022/08/149), Overberg X 3 (Ref: WC 2022/08/150), Southern Cape (Ref: 2022/08/151)**

Salary: R261 372 per annum

Requirements: Matric/Grade 12, Degree/National Diploma in Supply Chain Management or in a Supply Chain Management environment will be added advantage. Valid driver's licence. Computer literate.

Competencies and Attributes: Facilitation skills. Report writing. Presentation skills. Problem solving and decision-making. Interpersonal relations. Policy implementation. Computer literacy. Conflict resolution. Communication skills. Typing skills. Training skills. Confidentiality. Integrity and honest. Friendly and adaptability. Confident and independent. Accuracy. Ability to work under pressure. Ability long hours.

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

PROVISIONING ADMINISTRATION OFFICER: PROCUREMENT:

- **Western Cape Region: Brandvlei (Ref: WC 2022/08/152), Breede River (Ref: WC 2022/08/153), Drakenstein (Ref: WC 2022/08/154), Voorberg x 2 (Ref: WC 2022/08/155), West Coast (Ref: WC 2022/08/156)**

Salary: R261 372 per annum

Requirements: Matric/Grade 12, National Diploma/Degree in Purchasing Management/ Logistics/ Supply Chain Management or any equivalent qualification Working experience on LOGIS will be an added advantage. Valid driver's licence. Computer literate.

Competencies and Attributes: Facilitation skills. Report writing. Presentation skills. Problem solving and decision-making. Interpersonal relations. Policy implementation. Computer literacy. Conflict resolution. Communication skills. Typing skills. Training skills. Confidentiality. Integrity and honest. Friendly and adaptability. Confident and independent. Accuracy. Ability to work under pressure. Ability long hours.

Responsibilities: Assist end-user in the drafting of specifications. Arrange for the advertisement of tenders. Assist Bid evaluation Committees in the evaluation of Bids. Liaise with GSSC on all goods and services, as well as payment of suppliers and service providers.

Ensure compliance to all procurement-related legislation. Execute logistical policies in the Management Area. Monitor and control incoming and outgoing stock. Administration of the warehouse, transit and fleet. Asset verification and logistical processes, asset reconciliations and inventory balancing. Reconcile BAS and LOGIS. Conduct logistical training. Manage human resources, finance and assets. Management of performance information.

STATE ACCOUNTANT: BASIC ACCOUNTING SYSTEM

Western Cape Region: Goodwood (Ref: WC 2022/08/157)

Salary: R261 372 per annum

Requirements: Matric/Grade 12, National Diploma/ Degree in Accounting /Financial Management or relevant qualification Experience working on BAS will be advantageous. A valid driver's licence.

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

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

PROVISIONING ADMINISTRATIVE OFFICER: TRANSIT/WAREHOUSE

• **Western Cape Region: Voorberg (Ref: WC 2022/08/158)**

Salary: R261 372 per annum

Requirements: Matric/Grade 12, National Diploma/Degree in Purchasing Management/ Logistics/Supply Chain Management or any equivalent qualification A valid driver's licence. Computer literate.

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

Responsibilities: 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. Manage of performance information.

ARTISAN PRODUCTION GRADE A

- **Western Cape Region: Allandale X 2 (Ref: WC 2022/08/159), Brandvlei (Painter), (Ref: WC 2022/08/160), Drakenstein (Bricklayer) (Ref: WC 2022/08/161), Drakenstein (Upholsterer) (Ref: WC 2022/08/162), Drakenstein (Cabinet Maker) (Ref: WC 2022/08/163), Drakenstein (Sheet Metal/Boiler Maker) X 2 (Ref: WC 2022/08/164), Drakenstein (Carpenter) (Ref: WC 2022/08/165), Southern Cape (Bricklayer) (Ref: WC 2022/08/166), Southern Cape (Carpenter) (Ref: WC 2022/08/167), Pollsmoor (Painter) (Ref: WC 2022/08/168), Voorberg (Electrician) (Ref: WC 2022/08/169), Voorberg (Carpenter) (Ref: WC 2022/08/170), West Coast (Plumber) (Ref: WC 2022/08/171)**

Salary: R193 512 per annum

Requirements: An appropriate/ (Accredited Artisan Trade Certificate/Diploma) trade diploma/certificate underwritten by the Manpower Training Act (Red Seal). Valid driver's licence. These requirements are in accordance the relevant Occupational Specific Dispensation.

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

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. Perform maintenance services.

ACCOUNTING CLERK: VOUCHER CONTROL

- **Western Cape Region: Overberg X2 (Ref: WC 2022/08/172)**

Salary:(R176 310) per annum

Requirements: Matric/Grade 12 and Computer literate.

Competencies and attributes: Facilitation skills. Report writing. Presentation skills. Problem solving and decision-making. Interpersonal relations. Policy implementation. Computer literacy. Conflict resolution. Communication skills. Typing skills. Training skills. Confidentiality. Integrity and hones. Friendly and adaptability. Confident and independent. Accuracy. Ability to work under pressure. Ability long hours.

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

PROVISIONING CLERK: LOGISTICS ADMINISTRATION

- **Western Cape Region: Breede River (Ref: WC 2022/08/173), Drakenstein x 2 (Ref: WC 2022/08/174)**

Salary: R176 310 per annum

Requirements: Matric/Grade 12, Valid driver's licence. Computer literate.

Competencies and Attributes:Facilitation skills. Report wr+
+iting. Presentation skills. Problem solving and decision-making. Interpersonal relations. Policy implementation. Computer literacy. Conflict resolution. Communication skills. Typing skills. Training skills. Confidentiality. Integrity and hones. Friendly and adaptability. Confident and independent. Accuracy. Ability to work under pressure. Ability long hours.

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

