



DEPARTMENT OF CORRECTIONAL SERVICES

Closing date: 2020/09/25 @ 15h45

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. Applicants who have exited DCS through retirement, ill-health and dismissal will not be considered

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

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

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

Applications: For applications to be accepted, applications must be submitted on form Z83 (Public Service Application form), obtainable from any Public Service Department, and must be completed in full. Applications must be accompanied by a CV and certified copies of qualifications and ID NOT older than 6 months. Where an advertisement states that a valid Driver's Licence is required, then please submit a certified copy of your licence.

Please send a separate and complete application for each post you apply for, stating the correct reference for each position you are interested in. **Due to Covid-19 related reasons only emailed or posted applications will be accepted** • Candidates must comply with the minimum appointment requirements • CV's should be aligned to reflect one's degree of compliance with the above-mentioned requirements and responsibilities.

Applications must reach DCS before the closing date and time. It is the sole responsibility of an applicant to ensure that their application reaches DCS before the stipulated closing date and time. **Applicants are requested not to send more than 1 application per post.**

NB: For more information on requirements and responsibilities of positions of this advert, please refer to: www.dcs.gov.za. Indicate the reference number, regional office, Management Area and position you are applying for on your application form (Z83) and post your complete application to the relevant addresses as indicated below:

KwaZulu/Natal Region:

Email Address: KZNHRM@dcs.gov.za

Postal Address: Head Recruitment, Private Bag X 9126, Pietermaritzburg, 3201

Contact person: Mrs GJ Mchunu at 033 355 7386/ Ms B Shange at 033 355 7369/Ms AL Mkhize at 033 355 7370

Physical Address: 1 Eugene Marais Road, Napierville, Pietermaritzburg



APPOINTMENTS UNDER THE CORRECTIONAL SERVICES ACT

DEPUTY DIRECTOR (CB-6): HEAD OF CORRECTIONAL CENTRE
Kwa Zulu Natal Region: Ncome Medium B, Ref.: (CSA 2020/09/01)
Salary: R851 913.00 (An all-inclusive package)

Requirements: Relevant RQV6 qualification in Behavioural Sciences and successful completion of Corrections Science Learnership/ Basic Training. At least 7 Years (combined) relevant experience on a (CB5) and Junior Management Supervisory levels. 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 correc-

tional 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: 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 as amended. 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 re-sources, finances and assets.

HEAD: CORRECTIONAL CENTRE (MEDIUM) (CB 5)

Kwa Zulu Natal Region: Ekuseni, Ref. : (CSA 2020/09/03)

Estcourt, Ref.: (CSA 2020/09/04), New Hanover, Ref.: (CSA 2020/09/05)

Salary: R454 440.00 per annum

Requirements: Recognised 3 year degree/diploma and 7 years (combined) relevant experience in a junior management post. Successful completion of Correctional Science Learnership / Basic training. 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 interpersonal relations, in depth knowledge of the Correctional Services Act, Act 111 of 1998, as amended, assertiveness, ability to network and diplomacy.

Responsibilities: Management of all aspects of the correctional centre on a day to day basis through the implementation of Correctional Services Act, Act 111 of 1998 as amended, manage the implementation of the imperatives of White Paper on Corrections. Management of case management administration, security, development and care, unit management and case management committees. Foster a working relationship with the Justice Cluster and the Community. Monitor, evaluate and take appropriate action in relation to outcomes on the risk trends. Management of financial and human resources and assets.

CHAIRPERSON: CASE MANAGEMENT COMMITTEE (CB5)

KwaZulu-Natal Region: Estcourt, Ref.: (CSA 2020/09/06) X2;

Pietermaritzburg Med B, Ref.: (CSA 2020/09/07)

Qalakabusha, Ref.: (CSA 2020/09/08)

Salary: R454 440.00 per annum

Requirements: Grade 12 plus an RVQ 13 qualification in Correctional Services Management and successful completion of the Corrections Science Learnership. Seven (7) years' relevant experience in a supervisory post and CB4. 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: Planning of the activities of the case management committee. Holding the meetings of the Case Management Committee. Management of sentence plans. Control of offender records. Management of offenders in assessment units. Management of Offenders in housing units. Management of offenders in special care units. Management of offenders in pre-release units. Management of resources.

CENTRE COORDINATOR: CORRECTIONS (CB-5)
KwaZulu-Natal Region: Durban Youth Centre, Ref.: (CSA 2020/09/11);
Umzinto, Ref.: (CSA 2020/09/12);
Salary: R454 440.00 per annum

Requirements: Degree/National diploma in Behavioural Sciences or an equivalent qualification and 7 years relevant experience in a supervisory post and CB4. 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. 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 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. Management of human resources, finances and assets.

HEAD: COMMUNITY CORRECTIONS [CB 5]
KwaZulu-Natal Region: Empangeni, Ref.: (CSA 2020/09/13)
Salary: R454 440.00 per annum

Requirements: Degree or national diploma in Behavioural Sciences and successful completion of the Corrections Science Learnership. Seven (7) years' (combined) relevant experience in a supervisory post and CB4. 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: Manage monitoring services. Determine conditions of house arrest and supervision for persons serving sentence in the community. Participate in case review team for community corrections. Manage programs. Identify community service programs. Responsible for the facilities and equipment of the section. Implement disciplinary steps against offending staff. Management of performance information. Manage human resources, finances and assets.

CENTRE COORDINATOR: AGRICULTURE (CB-5)
KwaZulu-Natal Region: Sevontein Ref.: (CSA 2020/09/14),
Waterval Medium A, Ref.: (CSA 2020/09/15),
Salary: R454 440.00 per annum

Requirements: Degree/National Diploma in Agriculture or equivalent qualification. Seven (7) years' (combined) relevant experience in a supervisory post and CB4. Experience in Animal Production will be an added advantage. 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.

ASD: INSPECTORATE (NCB 3)
KwaZulu-Natal Region: Regional Office, Ref.: (CSA 2020/09/18);
Salary: R392 004.00 per annum

Requirements: Relevant Degree/National Diploma in Correctional Services Management or equivalent qualification coupled with seven 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.

MANAGER: FACILITIES & SECURITY (NCB-3)
KwaZulu-Natal Region: Glencoe, Ref.: (CSA 2020/09/19);
Ncome, Ref.: (CSA 2020/09/20); Waterval, Ref.: (CSA 2020/09/21)
Salary: R392 004.00 per annum

Requirements: Degree/National Diploma in Correctional Services Management or equivalent qualification coupled with 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. 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. 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. Assertive-ness. Ability to network. Diplomacy and tact. Resilience. Influence and impact.

Responsibilities: Coordination of policy relating to building and maintenance projects. Communicate policy matters to the relevant role players. Assist in the planning of building maintenance projects. Ensure maintenance of buildings. Draw up strategies to improve identified sub standards services building in the region. Evaluations of service levels. Quality assessment of building/maintenance related activities for occupational safety hazards. Election of work safety committees. Management of the procurement of rented office accommodation. Improve standard of physical security in the management area. Manage emergency support team. Manage infrastructure for security service. Ensure service level standards for accommodation of inmates. Coordinate the separation of high risk offenders. Manage human resources, finances and assets.

ASSISTANT DIRECTOR: CONTROLLER: REPRESENTATION (NCB 3)
KwaZulu Natal Region: Regional Office Ref.: (CSA 2020/09/22)
Salary: R 392 004.00 per annum

Requirements: National Diploma in Correctional Management, or BA Degree with penology and criminology as majors, or any recognized diploma/ certificate in security management. Seven (7) years' relevant experience in a supervisory post. Driver's license. Computer literacy.

Competencies and attributes: The incumbent must be dynamic and professional. Must have the planning and organising abilities. Sound communication skills, Project and programme management, Transformation management, Change Management, Stakeholder management, Problem solving, Service Delivery Innovation, decision making, People Management and Empowerment, ability to network, 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.

Responsibilities: The quality assessment of centre administration in the region. Ensuring uniformity in dealing with inmate matters. Administering presentations. Planning of activities. Management of finances and management of resources.

SCO: CENTRE COORDINATOR: OPERATIONAL SUPPORT

KwaZulu-Natal Region: Ekuseni, Ref.: (CSA 2020/09/23);

Salary: R 380 583.00 per annum

Requirements: Degree/ National Diploma in Correctional Services Management or equivalent qualification coupled with (7) years combined relevant experience on supervisory post and CB2. These requirements are in accordance with the Occupational Specific Dispensation. Top secret security classification as an added advantage. Successful completion of Corrections Science Learner ship/Basic Training. Valid driver's licence. Computer literate.

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

Responsibilities: Management of all aspects of the correctional centre on a day to day basis through the implementation of Correctional Services Act, Act 111 of 1998 as amended, Manage the implementation of the imperatives of White Paper on Corrections. Management of case management administration, security, development and care, unit management and case management committees. Foster a working relationship with the Justice Cluster and the Community. Monitor, evaluate and take appropriate action in relation. Management of human resources, finance and assets.

HEAD OF CORRECTIONAL CENTRE (CB 4)

KwaZulu-Natal Region: Ingwavuma, Ref.: (CSA 2020/09/24);

Ixopo, Ref.: (CSA 2020/09/25); Nkandla Ref.: (CSA 2020/09/26);

Salary: R 380 583.00 per annum

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

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

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

HEAD SATELITE COMCOR

KwaZulu-Natal Region: Sevontein, Ref.: (CSA 2020/09/27);

Salary: R 380 583.00 per annum

Requirements: Recognised three (3) year Degree/ National Diploma or equivalent qualification in Behavioural Sciences and 7 years relevant experience on supervisory post or CB2. 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.

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 monitoring services. Oversee implementation of court sentences. Ensure the implementation of community corrections policies and procedures. Participate in case review team for community

SECURITY MANAGER: DH SECURITY (CB 4)

**KwaZulu-Natal Region: Durban Med C, Ref.: (CSA 2020/09/28);
Durban Female (CSA 2020/09/29); Eshowe (CSA 2020/09/30); Greytown (CSA 2020/09/31);
Pietermaritzburg Medium A, Ref.: (CSA 2020/09/32);
New Hanover (CSA 2020/09/33); Sevontein (CSA 2020/09/34);
Salary: R 380 583.00 per annum**

Requirements: Relevant B degree/National Diploma and 7 years relevant experience gained on supervisory level. These requirements are in accordance with the relevant Occupational Specific Dispensation. Successful completion of Corrections Science Learnership/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 inter-personal relations, knowledge of the Correctional Services Act, Act 111 of 1998, as amended, assertiveness, ability to network and diplomacy.

Responsibilities: Access control to correctional centre's grounds. Manage internal security. Ensure that offenders are escorted to court, doctors and hospital safely. Ensure safe custody for offenders. Ensure the guarding of offenders in external hospitals and at work teams. Control access of offenders to and from the unit and to the cells. Ensure security equipment to staff. Patrol at the section (general accommodation areas, single cells, kitchens, hospitals and work sections. Escort of-fenders inside the centre, e.g. to different ODS's such as Social Workers, CMC, Psychological services and educationists. Mann security systems. Supervise visits to offenders. Control security equipment.

SECURITY MANAGER: DH: CARE SERVICES (CB 4)

**KwaZulu-Natal Region: New Hanover, Ref.: (CSA 2020/09/35)
Salary: R 380 583.00 per annum**

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

SCO: MANAGER: INTERNAL SECURITY
KwaZulu-Natal Region: Estcourt, Ref.: (CSA 2020/09/36)
Sevontein, Ref.: (CSA 2020/09/37)
Salary: R 380 583.00 per annum

Requirements: Degree/ National Diploma in Correctional Services Management or an equivalent qualification and successful completion of Corrections Science Learnership/Basic Training. Seven (7) years relevant experience in a supervisory post or CB2. These requirements are in accordance with the Occupational Specific Dispensation. Top secret security classification as an added advantage. Valid driver's licence. Computer literate.

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

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

SECURITY MANAGER: DH: CASE MANAGEMENT ADMINISTRATION (CB 4)
KwaZulu-Natal Region: Pietermaritzburg Medium A, Ref.: (CSA 2020/09/40);
Kokstad Med, Ref.: (CSA 2020/09/41); Ncome Medium B, Ref.: (CSA 2020/09/42);
Salary: R 380 583.00 per annum

Requirements: Recognized three year Degree/Diploma/equivalent qualification in Behavioural Sciences with 7 years relevant experience on a supervisory level or CB2. Top secret security classification as an added advantage. Successful completion of Corrections Science Learnership/Basic Training. 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 1998as amended, Assertiveness, Resilience, Ability to network and diplomacy.

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

DH: CARE SERVICES (CB 4)
KwaZulu-Natal Region: Greytown, Ref.: (CSA 2020/09/42B)
Salary: R 380 583.00 per annum

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

SCO: CC - STAFF SUPPORT (CB 4)
KwaZulu-Natal Region: Vryheid (CSA 2020/09/43)
Salary: R 380 583.00 per annum

Requirements: Degree/ National Diploma in Behavioural Sciences or equivalent qualification and successful completion of Corrections Science Learner ship/Basic Training. 7 years relevant experience on production 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 registers 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: CASE MANAGEMENT COMMITTEE

KwaZulu-Natal Region: Durban Youth Centre, Ref.: (CSA 2020/09/38);
Durban Medium B, Ref: (CSA 2020/09/44); Ebongweni, Ref.: (CSA 2019/09/45); Estcourt, Ref.: (CSA 2020/09/46);
Kokstad Med, Ref.: (CSA 2020/09/47); Pietermaritzburg Medium A, Ref.: (CSA 2020/09/48);
Pietermaritzburg Medium B, Ref.: (CSA 2020/09/49);Umzinto, Ref.: (CSA 2020/09/50);
Waterval Medium A, Ref.: (CSA 2020/09/51) X2;
Salary: R 380 583.00 per annum

Requirements: Degree/ National Diploma in Behavioural Science or equivalent qualification and successful completion of Correctional Science Learnership. 7 years' relevant experience gained in production post. Computer literacy. 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, analysis, service delivery Innovation, decision making, people management and empowerment, in depth understanding of safety and security in a correctional environment, integrity and honesty, confidentiality, good interpersonal relations, knowledge of the Correctional Services Act, Act 111 of 1998, as amended, assertiveness, ability to network and diplomacy.

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

SCO: CENTRE COORDINATOR: CORRECTIONS (CB 4)

KwaZulu-Natal Region: Pietermaritzburg Medium B, Ref.: (CSA 2020/09/52);
Melmoth, Ref.: (CSA 2020/09/53); Mtunzini CC, Ref.: (CSA 2020/09/54); Stanger, Ref.: (CSA 2020/09/55);
R 380 583.00 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 interpersonal relations, 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. Coordinates the collation and dissemination of correction information. Coordinates activities relating to rehabilitation programme, case management administration, case management committee and unit management systems. Promote corrections and security. Manage human resources, finance and assets.

SECURITY MANAGER: ASSET MAINTENANCE
KwaZulu-Natal Region: Waterval Medium A, Ref: (CSA 2020/09/56)
Salary: R 380 583.00 per annum

Requirements: Degree/ National Diploma in Behavioural Sciences or an equivalent qualification and successful completion of Corrections Science Learner ship/Basic Training. 7 years relevant experience in a supervisory post or CB2. These requirements are in accordance with the Occupational Specific Dispensation. Top secret security classification as an added advantage. Valid driver's licence. Computer literate

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

Responsibilities: Manage safe custody of offenders. Manage the process of supervision of offenders. Develop measures for handling offender complaints and requests. Facilitate the induction of new offenders. Implementation of unit management principles. Provision of infrastructural needs to enhance the implementation of unit management principles. Management of human resources finances and assets.

SECURITY MANAGER: PRODUCTION WORKSHOP (CB 4)
KwaZulu-Natal Region: Durban Female, Ref: (CSA 2020/09/57);
Pietermaritzburg Medium A, Ref: (CSA 2020/09/58) X 2
Salary: R 380 583.00 per annum

Requirements: Degree/ National Diploma in Behavioural Sciences or an equivalent qualification and successful completion of Corrections Science Learner ship/Basic Training. 7 years relevant experience in a supervisory post or CB2. These requirements are in accordance with the Occupational Specific Dispensation. Top secret security classification as an added advantage. Valid driver's licence. Computer literate.

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

Responsibilities: Manage safe custody of offenders. Manage the process of supervision of offenders. Develop measures for handling offender complaints and requests. Facilitate the induction of new offenders. Implementation of unit management principles. Provision of infrastructural needs to enhance the implementation of unit management principles. Management of human resources finances and assets.

SCO: CC: OPERATIONAL SUPPORT

**KwaZulu-Natal Region: Ekuseni Correctional Centre, Ref: (CSA 2020/09/59);
Waterval Medium A, Ref: (CSA 2020/09/60); Ladysmith, Ref.: (CSA 2020/09/61)
Salary: R 380 583.00 per annum**

Requirements: Degree/ National Diploma in Correctional Services Management or equivalent qualification coupled with (7) years combined relevant experience on supervisory post and CB2. These requirements are in accordance with the Occupational Specific Dispensation. Top secret security classification as an added ad-vantage. 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. Strategic capability and Leadership, Policy development, Communication, Project and programme management, Transformation management, Change Management, Conflict Management, Stakeholder Management, Problem solving, Analysis, Service Delivery Innovation, decision making, People Management and Empowerment, In depth understanding of safety and security within a correctional environment. Integrity and Honesty, Confidentiality, Good Interpersonal relations, knowledge of the Correctional Services Act, Act 111 of 1998 as amended, Assertiveness, Resilient, Ability to network, Diplomacy and tactful, Influence and impact.

Responsibilities: Management of all aspects of the correctional centre on a day to day basis through the implementation of Correctional Services Act, Act 111 of 1998 as amended, Manage the implementation of the imperatives of White Paper on Corrections. Management of case management administration, security, development and care, unit management and case management committees. Foster a working relationship with the Justice Cluster and the Community. Monitor, evaluate and take appropriate action in relation. Management of human resources, finance and assets.

UNIT MANAGER

**KwaZulu-Natal Region: Durban Med A, Ref: (CSA 2020/09/62);
Durban Med C, Ref: (CSA 2020/09/63);
Durban Juvenile, Ref: (CSA 2020/09/64) X2; Ebongweni, Ref: (CSA 2020/09/65);
Pietermaritzburg Medium A, Ref: (CSA 2020/09/66);
Sevontein, Ref: (CSA 2020/09/67)
Salary: R 380 583.00 per annum**

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

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

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

UNIT MANAGER: PAROLEES AND PROBATIONERS
KwaZulu-Natal Region: Durban Comcor, Ref.: (CSA 2020/09/68)
Salary: R 380 583.00 per annum

Requirements: Degree/ National Diploma in Behavioural Sciences or equivalent qualification and 7 years relevant experience in a supervisory post in the Security stream. 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.

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 monitoring services. Oversee implementation of court sentences. Ensure the implementation of community corrections policies and procedures. Participate in case review team for community corrections. Facilitate the provision of social work and community service programmes. Management of human resources, finances and assets.

SCO: NUTRITIONAL SERVICES
KwaZulu-Natal Region: Durban Medium A, Ref. :(CSA 2020/09/69),
Durban Medium C, Ref. :(CSA 2020/09/70)
Durban Female, Ref. :(CSA 2020/09/71)
Durban Youth Centre, Ref. :(CSA 2020/09/72), Estcourt, Ref. :(CSA 2020/09/73)
Salary: R 380 583.00 per annum

Requirements: Degree/National Diploma in Food Management or an equivalent qualification and at least seven (7) years relevant experience gained on production level. Successful completion of Corrections Science Learner ship/Basic Training. These requirements are in accordance with the relevant Occupational Specific Dispensation. Valid driver's licence. 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 interpersonal relations, knowledge of the Correctional Services Act, Act 111 of 1998, as amended, assertiveness, ability to network and diplomacy.

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

SCO: CONTROL ROOM OPERATOR
KwaZulu-Natal Region: Durban Female, Ref.: (CSA 2020/09/74)
Salary: R 380 583.00 per annum

Requirements: Relevant B degree/National Diploma and 7 years' experience of offender administration on supervisory level. These requirements are in accordance with the relevant Occupational Specific Dispensation. 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, Analysis, Service Delivery Innovation, decision making, People Management and Empowerment, In depth understanding of safety and security in a correctional environment. Integrity and honesty, Confidentiality, Good Interpersonal relations, knowledge of the Correctional Services Act, Act 111 of 1998, as amended. Assertiveness, Ability to network, Diplomacy and tact, Resilience, Influence and impact.

Responsibilities: Monitor the daily operations. Verification of information provided by contractors. Report to the Commissioner on the daily management and operations of the contracted out prison. Compile weekly/monthly and annual reports. Monitor Compliance. Financial Management. Human Resources Management. Logistical Management

SCO: AFTER CARE (NCB 2)
KwaZulu-Natal Region: Regional Office, Ref.: (CSA 2020/09/75)
Salary: R 329 781.00 per annum

Requirements: Degree/National Diploma in Correctional Services Management or relevant qualification and 5 years' experience of offender administration on supervisory level. These requirements are in accordance with the relevant Occupational Specific Dispensation. 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, Analysis, Service Delivery Innovation, decision making, People Management and Empowerment, In depth understanding of safety and security in a correctional environment. Integrity and honesty, Confidentiality, Good Interpersonal relations, knowledge of the Correctional Services Act, Act 111 of 1998, as amended. Assertiveness, Ability to network, Diplomacy and tact, Resilience, Influence and impact.

Responsibilities: Assist in the coordination of the After Care policy inputs. Assist with marketing of the After Care in the Region. Ensure quality assessment of after care in the Region. Ensure the implementation of data integrity. Assist with administration of planning of activities. Management of Human Resources, finances and assets.

SPECIALISED CASE OFFICER [CB2:1- 2]
KwaZulu-Natal Region: Ncome Medium B, Ref: (CSA 2020/09/76),
Qalakabusha, Ref: (CSA 2020/09/77); Waterval, Ref: (CSA 2020/09/78)
Salary: R 242 640.00 per annum

Requirements: NQF level 6 qualification in Behavioural Science (in criminology, penology etc.) with no previous experience **or** Grade 12 with 10 years relevant experience gained at entry level production post of CB 1. Successful completion of the Corrections Science Learnership/ Basic Training. Computer literacy.

Competencies and attributes: Knowledge of financial controls. Supervisory skills. Counselling skills. Problem solving and analysis skills. Behaviour observation skills. Communication, listening and interpersonal skills. Organizational, negotiation and report writing skills.

Responsibilities: Ensure the Facilitation of the implementation of the offender's individual sentence plan to support individual offenders in their personal development. Ensure that the monitoring and evaluation reports on offender behaviour are provided. Provide safe custody services in the unit. Ensure that complaints and requests are registered and referred to relevant structures (such as Case Management Committee, Case Management Administration).

APPOINTMENTS UNDER THE PUBLIC SERVICE ACT

DEPUTY DIRECTOR: REGIONAL COORDINATOR: EDUCATION AND TRAINING
Kwa Zulu Natal Region: Regional Office, Ref.: (PSA 2020/09/79)
Salary Notch: R 514 593.00 per annum

Requirements: Any post graduate qualification in education obtained at a recognized tertiary institution. Five (5) years' experience of education (supervisory level). Computer literacy. Valid drivers' 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; Ability to network; Influence and impact; dynamic and professional. Must have sound communication skills. Must be computer literate and a thorough knowledge of programme management.

Responsibilities: The quality assessment of educational services. The ensuring of service levels for education and training. The planning of activities. The management of infrastructure for education and training The management of finances. The management of personnel

DEPUTY DIRECTOR: REGIONAL COORDINATOR: SUPPLY CHAIN MANAGEMENT

Kwa Zulu Natal Region: Regional Office, Ref.: (PSA 2020/09/80)

Salary: R 733 257.00 (An all-inclusive package)

Requirements: Degree or Diploma in Supply Chain Management plus 5 years relevant experience in Government Logistical Systems gained at a supervisory level in a Supply Chain Management environment. In depth knowledge LOGIS system. Understanding of the PFMA. Computer literacy. 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 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; Ability to network; Influence and impact; Applied strategic thinking; Willingness to travel.

Responsibilities: The operationalization of logistical policy in the region. The management of stock. Management of Movable Assets. Management of the PAS System. The administration of tenders. The undertaking/management of logistical inspection. The undertaking of logistical investigations. The management of transport. The planning of activities. The management of logistical infrastructure. The management of finances. The management of personnel. The management of infrastructure for financial management and accounting.

DEPUTY DIRECTOR: REGIONAL COORDINATOR: PERFORMANCE MANAGEMENT AND MONITORING

Kwa Zulu Natal Region: Regional Office, Ref.: (PSA 2020/09/80B)

Salary: R 733 257.00 (An all-inclusive package)

Requirements: Matric plus National Diploma/Degree in Human Resources/Personnel Management or relevant qualification coupled with seven (7) years' experience 4 years of which must be at a junior management level in Human Resources. Good communication skills. Computer literacy. Drivers 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: Operationalisation of the human resources policy in the Region. The quality assessment of performance management. The management of personnel investigations. Management of promotions. Management of personnel awards. The management of achievement bonuses. The planning of activities. The management of finances and Human Resources.

PSYCHOLOGIST GRADE 1

KwaZulu-Natal Region: Durban Medium B, Ref: (PSA 2020/09/81),

Durban Medium C, Ref: (PSA 2020/09/82)

R 713 361.00- R 784 278.00 (An all-inclusive package)

Requirements: Master's Degree in Psychology and registration with the Health Professional Council of South Africa as Clinical or Counselling Psychologist. A minimum of three (3) years appropriate experience as Clinical Psychologist after registration with the Professional Council of South Africa. These requirements are in accordance with the relevant Occupational Specific Dispensation. Computer literate. Valid 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; Ability to network; Influence and impact; Applied strategic thinking; Willingness to travel.

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

OPERATIONAL MANAGER NURSING (PHC)
KwaZulu-Natal Region: Durban Med A Ref.: (PSA 2020/09/83);
Waterval Med A Ref.: (PSA 2020/09/84);
Salary: R 562 800.00 per annum

Requirements: Degree/Diploma in Nursing or an equivalent qualification that allows registration with the South African Nursing Council as a Professional Nurse. 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. Valid driver's licence. Computer literate. These requirements are in accordance with the relevant Occupational Specific Dispensation.

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, and conflict management. Ability to coordinate and collaborate with internal and external stakeholders. Demonstrate an in depth understanding of nursing legislation and related legal and ethical nursing practices and how this impacts on service delivery.

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

OPERATIONAL MANAGER: NURSING (GEN)
KwaZulu-Natal Region: Greytown , Ref: (PSA 2020/09/86)
Salary: R 444 276.00 per annum

Requirements: Degree/Diploma in Nursing or an equivalent qualification that allows registration with the South African Nursing Council as a Professional Nurse. A minimum of 7 years appropriate experience in nursing after registration as a Professional Nurse with the SANC. Current registration with the South African Nursing Council as a Professional Nurse. Valid driver's licence. Computer literate. These requirements are in accordance with the relevant Occupational Specific Dispensation.

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 (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 in the facility. Ensure compliance to professional and ethical practice. Ensure 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 assets.

MANAGER: EDUCATION & TRAINING
KwaZulu-Natal Region: Kokstad, Ref.: (PSA 2020/09/87),
Pietermaritzburg, Ref.: (PSA 2020/09/88)
Salary: R 418 356.00 per annum

Requirements: Recognised and appropriate (4) four- year degree/diploma in Education coupled with seven (7) years' relevant experience. Registration with SACE. Post graduate degree will be an added advantage. Must be professional. Ability to plan and organise. Sound communication skills. Valid driver's license.

Competencies and attributes: Financial management, plan, organise, lead and control, presentation skills, conflict management, time management, confidentiality, coaching and mentoring, understanding of Public policy and legislative framework including PFMA, service delivery and client orientation. Integrity and honesty, client orientation, assertiveness, influence and impact, communication skills, decision making, problem solving skills, networking/liaison with stakeholders, negotiation skills and conflict management.

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 the external role players regarding education and recreation opportunity.

SOCIAL WORK SUPERVISOR GRADE 1
KwaZulu-Natal Region: Ekuseni, Ref: (PSA 2020/09/89)
Salary: R 384 228.00 per annum

Requirements: BA Degree in Social Work and 7 years relevant experience in a Social work environment after registration with South African Council for Social Services Profession. Computer literacy and Valid driver's licence.

Competencies and Attributes: Conversant with Acts, policies and legislation pertaining to social work practice. Understanding of human behaviour social systems, Social work intervention, Empowerment, 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 co-ordinate 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. Provide guidance to subordinates and ensure that the requirements of the operational plans are complied with. Manage human resources, finance and assets.

CLINICAL NURSE PRACTITIONER GRADE 1 (PHC)
KwaZulu-Natal Region: Durban Medium A, Ref.: (PSA 2020/09/90) X2;
Durban Medium B, Ref.: (PSA 2020/09/91); Durban Medium C, Ref.: (PSA 2020/09/92);
Durban Female, Ref.: (PSA 2020/09/93); Durban Youth Centre, Ref.: (PSA 2020/09/94) X2;
Ebongweni, Ref.: (PSA 2020/09/95), Empangeni Medium, Ref.: (PSA 2020/09/96) Estcourt, Ref.: (PSA 2020/09/97);
Kokstad Medium, Ref.: (PSA 2020/09/98), Ncome Medium B, Ref.: (PSA 2020/09/99); New Hanover, Ref.: (PSA 2020/09/100);
Pietermaritzburg Medium A, Ref.: (PSA 2020/09/101) X3; Pietermaritzburg Medium B, Ref.: (PSA 2020/09/102);
Sevontein, Ref.: (PSA 2020/09/103) UMzimkulu, Ref.: .: (PSA 2020/09/104), Waterval Med A, Ref.: (PSA 2020/09/105),
Umzinto, Ref.: (PSA 2020/09/106),
Salary: R383 226.00 per annum

Requirements: Degree/Diploma in Nursing or an equivalent qualification that allows registration with the South African Nursing Council as a Professional. A minimum of 4 years appropriate/recognisable nursing experience after registration as a Professional Nurse with the SANC in General Nursing. Post basic qualification with duration of at least 1 year in Curative skills in Primary Health Care accredited with the SANC. Current registration with the South African Nursing Council as a Professional Nurse. Valid driver's licence. Computer literate. These requirements are in accordance with the relevant Occupational Specific Dispensation.

Competencies and attributes: Financial management, Problem solving and decision making, facilitation skills, plan, organize, lead and control, Project Management, Presentation skill, Conflict Management. Knowledge of nursing care process and procedure, nursing statues

and other relevant legal frameworks, including grievances procedure and disciplinary code and procedure. Training and development, Report writing. Time management, Confidentiality, Coaching and mentoring, Understanding of Public Service policy and legislative framework, Service delivery and client orientation, integrity and honesty, Assertiveness, Influence and impact. Ability to network.

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

ASD: MANAGER: HR UTILIZATION
KwaZulu-Natal Region: Ncome, Ref.: (PSA 2020/09/107),
Kokstad Ref.: (PSA 2020/09/108)
Salary: R 376 596.00 per annum

Requirements: Degree/National Diploma in Human Resource Management and 5 years' experience in a supervisory post. Valid driver's licence. Successful completion of PERSAL training course. Computer literate.

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

Responsibilities: Control cost effective personnel administration and utilization. Co-ordinate the operation of personnel functions in the Management Area. Implement national Human Resource Management Policy in the Management Area. Inspect personnel administration in the Management Area. Manage remuneration control, housing subsidies accommodation. Management of transfers, appointments And service termination.

ASD: EMPLOYEE RELATIONS
KwaZulu-Natal Region: Empangeni, Ref.: (PSA 2020/09/109), Glencoe, Ref.: (PSA 2020/09/110),
Pietermaritzburg , Ref.: (PSA 2020/09/111),
Salary: R 376 596.00 per annum

Requirements: LLB/ BTech (Labour Law/Labour Relations)/ PGD (Labour Law/Labour Relations). At least 3-5 years supervisory experience in an Employee Relations /Labour Law environment. Valid driver's licence and computer literacy.

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

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

MANAGER: SUPPLY CHAIN MANAGEMENT
KwaZulu Natal Region: Glencoe, Ref.: (PSA 2020/09/112)
Salary: R 376 596.00 per annum

Requirements: Degree/National Diploma in Supply Chain Management or equivalent qualification with 5 years' experience in a supervi-

sory post in a supply chain management environment. In depth knowledge LOGIS system. Computer literate. Valid driver's license.

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 the procurement of assets, storage and distribution process in the management area. Operationalization of logistical policy in the Management area. The undertaking/management of logical inspections, management of stock and logistical investigations. Administration of tenders contracts and transport. Management of human resources, finances and assets.

ASSISTANT DIRECTOR MANAGER: SPECIAL PROGRAMMES
KwaZulu-Natal Region: Glencoe, Ref.: (PSA 2020/09/113)
Salary: R 316 791.00 per annum

Requirements: Relevant B-degree/National Diploma with 7 years' experience three of which must be at junior management level and in a comparable environment. Valid driver's licence. Computer literacy.

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: Promote Code of Conduct within the Management Area. Co-ordinate Employee Assistance Programme operations. Plan EAP operations within the Management Area. Ensure gainful employment of disabled persons within the Management Area. Ensure alignment of DCS policies with legislation on equity. Manage sports events within the Management Area. Management of human and finance resources and assets.

ASSISTANT DIRECTOR: ADMINISTRATIVE SECRETARY:
REGIONAL COMMISSIONER
Kwa Zulu Natal Region: Regional Office, Re.: (PSA 2020/09/113B)

Requirements: RVQ13 (NQF6). At least (5) years' experience in administration support services. Computer literacy. 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: Ensure a smooth document flow system in the office of the Regional Commissioner/Area Commissioner. Ensure compliance by members with return dates. Ensure quality control over the documentation forwarded to the Regional Commissioner/Area Commissioner. Ensure convening of meetings, agenda preparation, minute taking and development of an action plan and reporting system on decisions taken in meetings. Ensure the financial and logistical management of the office including budgeting and costing processes. Ensure the drafting of routine letters and memos, receipt of correspondence and documentation and proactively acknowledging correspondence. Process content of incoming and outgoing documentation. Ensure compliance with return dates. Ensure appropriate filing of documents. Ensure logistical provisioning for the office. Provide financial administration support to the Regional Commissioner/Area Commissioner in relation to the budgeting, expenditure and financial reporting on office spending on a monthly basis. Liaise with various stakeholders.

SAO: HUMAN RESOURCE SUPPORT
KwaZulu-Natal Region: Ncome, Ref.: (PSA 2020/09/114)
Salary: R 316 791.00 per annum

Requirements: Grade 12 and Recognised 3 year degree/diploma (RVQ 13) in Human Resources Management, 3-5 years supervisory experience in Human Resources Environment, Ability to plan and organise. Knowledge of the Persal System. Valid Driver's licence, Sound communication skills. Must be computer literate.

Competencies and Attributes: Plan and control. Report writing. Punctuality, Confidentiality, Understanding of Public Services policy and legislative framework, Service delivery and client orientation, integrity and honest, Assertiveness, Influence and impact, Ability to work under pressure. Training in Persal, training in Recruitment policy and Personnel Administration training.

Responsibilities: Enhance coordination of policy, communicate policy matters, technical preparation of documents, arrange meetings, maintain post establishments and documents detailing training, undertake personnel administration, Management of promotions, Personnel awards, Achievement bonuses, staffing of management area, Management of Finance and logistics, management of personnel, Administer performance of merit assessments.

SAO: INVESTIGATIONS

KwaZulu-Natal Region: Durban x 2, Ref.:(PSA 2020/09/115)

Salary R 316 791.00 per annum

Requirements: Recognised three year Degree/Diploma or Correctional Service Administration Part III. Sound experience. Department of Correctional Services training as investigator. Basic training as a correctional officer and training in Disciplinary Code. Good communication and interpersonal skills. Ability to organise and plan. Valid driver's licence.

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

Responsibilities: Investigating of escapes, assaults, injuries to prisoners and to staff. Act as an initiator in disciplinary hearings.

SAO: MESS CATERER

KwaZulu-Natal Region: Ncome, Ref.: (PSA 2020/09/115B)

Salary: R 316 791.00 per annum

Requirements: Recognized three year Degree/Diploma in Hospitality Management or equivalent qualification coupled with 3-4 years experience in the field of Food Service Aids. Computer literacy. 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: Preparation and serving of meals. Supervise cleaning of utensils, kitchens. Train offenders as caterers. Screening of offenders. Ensure hygienic food storage. Control of kitchen equipment. Supervise the unlocking of offenders. Ensure medical parades. Searching of kitchen for contraband. Management finances and assets.

SENIOR STATE ACCOUNTANT

KwaZulu-Natal Region: Kokstad, Ref.: (PSA 2020/09/116)

Salary: R 316 791.00 per annum

Requirements: Grade 12 and recognized three year Degree/Diploma in Accounting or Financial Management with 3-5 years' experience. Sound communication skills. Valid driver's licence. Must be computer literate. Dynamic and professional. Ability to plan and organize events properly. Knowledge of the Public Management Act, Treasury Regulations and BAS. Proven experience in a BAS environment. Proven experience in handling control accounts.

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: Execute the responsibility of official as stipulated in Section 45 of Public Finance Management Act, Plan and execute financial accounting functions/inspection. Undertake financial investigations. Keep financial accounting system on standard. Compile train-

ing programmes. Ensure effective control over the collection and allocation of all revenue. Ensure financial data integrity on BAS. Manage all ledger and special functions accounts. Open, keep and control debt accounts. Submit applicable documents ensuring zero balances on the ledger for the month. Handle Z59 claims.

SAO: LOGISTICS ADMINISTRATION
KwaZulu-Natal Region: Empangeni, Ref.: (PSA 2020/09/117)
Salary: R 316 791.00 per annum

Requirements: Degree / National Diploma in Logistics/Supply Chain Management or equivalent qualification with 3-5 years in a Supply Chain Management environment. Knowledge LOGIS system. Computer literacy. 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 Management Area. Monitor and control incoming and outgoing stock. Manage the administration of the warehouse, transit and fleet. Supervise the asset verification and logistical processes, asset reconciliations and inventory balancing. Supervise the reconciliation between BAS and LOGIS. Facilitate logistical training. Management of human and financial resources and assets.

SAO: TRANSPORT
KwaZulu-Natal Region: Durban, Ref.: (PSA 2020/09/118)
Salary: R 316 791.00 per annum

Requirements: Recognized three (3) year degree or national diploma in Fleet Management or equivalent qualification. 3-5 years' experience in a relevant environment. Computer literacy. 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: Identify transport infrastructure needs. Ensure effective maintenance of fleet. Manage the transport policy and procedures in the management area. Ensure effective control over the utilization of vehicles. Conduct regular transport inspection and investigations. Management of human resources, finance and assets.

ARTISAN FOREMAN GRADE A: PLUMBER
KwaZulu-Natal Region: Kokstad, Ref.: (PSA 2020/09/119);
Salary: R 304 263.00 per annum

Requirements: An appropriate Trade Diploma/certificate underwritten under Manpower Training Act (Red Seal). Five (5) years' relevant experience after completion of the Trade diploma/certificate will add advantage. Valid driver's license. These requirements are in accordance with the 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.

Responsibilities: Safe custody of offenders. Management of administration task. Training and development of offenders. Control over work-places 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: PAINTER
KwaZulu-Natal Region: Durban Med A, Ref.: (PSA 2020/09/120);
Waterval, Ref.: (PSA 2020/09/121);
Salary: R 304 263.00 per annum

Requirements: An appropriate Trade Diploma/certificate underwritten under Manpower Training Act (Red Seal). Five (5) years' relevant experience after completion of the Trade diploma/certificate will add advantage. Valid driver's license. These requirements are in accordance with the 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.

Responsibilities: Safe custody of offenders. Management of administration task. Training and development of offenders. Control over work-places 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: (ELECTRICIAN)
KwaZulu-Natal Region: Pietermaritzburg, Ref.: (PSA 2020/09/122);
Waterval, Ref.: (PSA 2020/09/123);
Salary: R 304 263.00 per annum

Requirements: An appropriate Trade Diploma/certificate underwritten under Manpower Training Act (Red Seal). Five (5) years' relevant experience after completion of the Trade diploma/certificate will add advantage. Valid driver's license. These requirements are in accordance with the 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.

Responsibilities: Safe custody of offenders. Management of administration task. Training and development of offenders. Control over work-places 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: (CARPENTER)
KwaZulu-Natal Region: Durban Med C, Ref.: (PSA 2020/09/124);
Glencoe, Ref.: (PSA 2020/09/125)
Salary: R 304 263.00 per annum

Requirements: An appropriate Trade Diploma/certificate underwritten under Manpower Training Act (Red Seal). Five (5) years' relevant experience after completion of the Trade diploma/certificate will add advantage. Valid driver's license. These requirements are in accordance with the 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.

Responsibilities: Safe custody of offenders. Management of administration task. Training and development of offenders. Control over work-places 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: (BOILER MAKER/WELDER)
KwaZulu-Natal Region: Glencoe, Ref.: (PSA 2020/09/126);
Salary: R 304 263.00 per annum

Requirements: An appropriate trade test certificate underwritten by the Manpower Training Act (Red Seal) and five (5) years post qualification experience as a Welder. 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. 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

EDUCATIONIST M+ 4 (PHYSICAL SCIENCE, MATHS AND AGRICULTURE)

KwaZulu-Natal Region: Ekuseni Youth Centre, Ref.: (PSA 2020/09/127)

Salary: R 283 683 .00 per annum

Requirements: Recognised four (4) year degree/national diploma in Education. Valid driver's licence. Registration with the South African Council of Educators. Computer literacy. Valid Driver's License. These requirements are in accordance with the relevant Occupational Specific Dispensation.

Competencies and attributes: Plan, organise, lead and control, client orientation and communication, policy implementation, report writing, diversity management, training and development, service delivery innovation and creativity, project management, conflict management, facilitation management integrity and honesty, coaching and mentoring, good work ethics, confidentiality, interpersonal relations, openness and transparency, networking, influence and impact, 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.

EDUCATIONIST M+ 4 (FORMAL EDUCATION) (MATHS, AGRICULTURAL SCIENCE AND GEOGRAPHY)

KwaZulu-Natal Region: Ladysmith, Ref.: (PSA 2020/09/128)

Salary: R 283 683.00 per annum

Requirements: Recognised four (4) year degree/national diploma in Education. Valid driver's licence. Registration with the South African Council of Educators. Computer literacy. Valid Driver's License. These requirements are in accordance with the relevant Occupational Specific Dispensation.

Competencies and attributes: Plan, organise, lead and control, client orientation and communication, policy implementation, report writing, diversity management, training and development, service delivery innovation and creativity, project management, conflict management, facilitation management integrity and honesty, coaching and mentoring, good work ethics, confidentiality, interpersonal relations, openness and transparency, networking, influence and impact, 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.

EDUCATIONIST M+ 4 (FORMAL EDUCATION) (ART, MATHS LITERACY)

KwaZulu-Natal Region: Waterval Med B, Ref.: (PSA 2020/09/129)

Salary: R 283 683. 00- per annum

Requirements: Recognised four (4) year degree/national diploma in Education. Valid driver's licence. Registration with the South African Council of Educators. Computer literacy. Valid Driver's License. These requirements are in accordance with the relevant Occupational Specific Dispensation.

Competencies and attributes: Plan, organise, lead and control, client orientation and communication, policy implementation, report writing, diversity management, training and development, service delivery innovation and creativity, project management, conflict management, facilitation management integrity and honesty, coaching and mentoring, good work ethics, confidentiality, interpersonal relations, openness and transparency, networking, influence and impact, presentation skills, conceptual skills, and conflict management skills.

Responsibilities: Implement educational programmes for offenders. Implement educational policy at correctional facilities in the Man-

agement 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.

EDUCATIONIST M+ 4 (FORMAL EDUCATION) (BUSINESS STUDIES AND ACCOUNTING)

KwaZulu-Natal Region: Ekuseni, Ref.: (PSA 2020/09/130)

Salary: R 283 683. 00- per annum

Requirements: Recognised four (4) year degree/national diploma in Education. Valid driver's licence. Registration with the South African Council of Educators. Computer literacy. Valid Driver's License. These requirements are in accordance with the relevant Occupational Specific Dispensation.

Competencies and attributes: Plan, organise, lead and control, client orientation and communication, policy implementation, report writing, diversity management, training and development, service delivery innovation and creativity, project management, conflict management, facilitation management integrity and honesty, coaching and mentoring, good work ethics, confidentiality, interpersonal relations, openness and transparency, networking, influence and impact, 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.

EDUCATIONIST M+ 4 (FORMAL EDUCATION) (AET)

KwaZulu-Natal Region: Ekuseni, Ref.: (PSA 2020/09/131)

Salary: R 283 683. 00- per annum

Requirements: Recognised four (4) year degree/national diploma in Education. Valid driver's licence. Registration with the South African Council of Educators. Computer literacy. Valid Driver's License. These requirements are in accordance with the relevant Occupational Specific Dispensation.

Competencies and attributes: Plan, organise, lead and control, client orientation and communication, policy implementation, report writing, diversity management, training and development, service delivery innovation and creativity, project management, conflict management, facilitation management integrity and honesty, coaching and mentoring, good work ethics, confidentiality, interpersonal relations, openness and transparency, networking, influence and impact, 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.

EDUCATIONIST M+ 4 (FORMAL EDUCATION) (ECONOMICS)

KwaZulu-Natal Region: Ekuseni, Ref.: (PSA 2020/09/132)

Salary: R 283 683. 00- per annum

Requirements: Recognised four (4) year degree/national diploma in Education. Valid driver's licence. Registration with the South African Council of Educators. Computer literacy. Valid Driver's License. These requirements are in accordance with the relevant Occupational Specific Dispensation.

Competencies and attributes: Plan, organise, lead and control, client orientation and communication, policy implementation, report writing, diversity management, training and development, service delivery innovation and creativity, project management, conflict management, facilitation management integrity and honesty, coaching and mentoring, good work ethics, confidentiality, interpersonal relations, openness and transparency, networking, influence and impact, 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.

EDUCATIONIST M+ 4 (FORMAL EDUCATION) (ISIZULU)
KwaZulu-Natal Region: Ekuseni, Ref.: (PSA 2020/09/133)
Salary: R 283 683. 00- per annum

Requirements: Recognised four (4) year degree/national diploma in Education. Valid driver's licence. Registration with the South African Council of Educators. Computer literacy. Valid Driver's License. These requirements are in accordance with the relevant Occupational Specific Dispensation.

Competencies and attributes: Plan, organise, lead and control, client orientation and communication, policy implementation, report writing, diversity management, training and development, service delivery innovation and creativity, project management, conflict management, facilitation management integrity and honesty, coaching and mentoring, good work ethics, confidentiality, interpersonal relations, openness and transparency, networking, influence and impact, 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.

EDUCATIONIST M+ 4 (FORMAL EDUCATION) (ENGLISH)
KwaZulu-Natal Region: Ekuseni, Ref.: (PSA 2020/09/134)
Salary: R 283 683. 00- per annum

Requirements: Recognised four (4) year degree/national diploma in Education. Valid driver's licence. Registration with the South African Council of Educators. Computer literacy. Valid Driver's License. These requirements are in accordance with the relevant Occupational Specific Dispensation.

Competencies and attributes: Plan, organise, lead and control, client orientation and communication, policy implementation, report writing, diversity management, training and development, service delivery innovation and creativity, project management, conflict management, facilitation management integrity and honesty, coaching and mentoring, good work ethics, confidentiality, interpersonal relations, openness and transparency, networking, influence and impact, 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.

EDUCATIONIST M+ 4 (FORMAL EDUCATION) (AET)
KwaZulu-Natal Region: Newcastle, Ref.: (PSA 2020/09/135)
Salary: R 283 683. 00 per annum

Requirements: Recognised four (4) year degree/national diploma in Education. Valid driver's licence. Registration with the South African Council of Educators. Computer literacy. Valid Driver's License. These requirements are in accordance with the relevant Occupational Specific Dispensation.

Competencies and attributes: Plan, organise, lead and control, client orientation and communication, policy implementation, report writing, diversity management, training and development, service delivery innovation and creativity, project management, conflict management, facilitation management integrity and honesty, coaching and mentoring, good work ethics, confidentiality, interpersonal relations, openness and transparency, networking, influence and impact, 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.

PROFESSIONAL NURSE GRADE 1

**KwaZulu-Natal Region: Durban Medium B, Ref: (PSA 2020/09/136);
Ebongweni, Ref.: (PSA 2020/09/137) X2, Ladysmith, Ref.: (PSA 2020/09/138),
Matatiele, Ref.: (PSA 2020/09/139), Melmoth, Ref.: (PSA 2019/09/140), Ncome, Ref.: (PSA 2020/09/141),
New Hanover, Ref.: (PSA 2020/09/142), Newcastle, Ref.: (PSA 2020/09/143), Pomeroy, Ref.: (PSA 2020/09/144),
Qalakabusha x2, Ref.: (PSA 2020/09/145), Utrecht, Ref.: (PSA 2020/09/146),
Waterval Medium A, Ref.: (PSA 2020/09/147) X2, Waterval Medium B, Ref.: (PSA 2020/09/148)
Salary: R 256 905.00 per annum**

Requirements: Degree/Diploma in Nursing or an 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. Valid Driver's licence and Computer literacy

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 and requirements. Management of human resources, finances and assets.

SOCIAL WORKER GRADE 1

**KwaZulu-Natal Region: Durban Med B, Ref.: (PSA 2020/09/149),
Ebongweni, Ref.: (PSA 2020/09/150) X2, Estcourt, Ref.: (PSA 2020/09/151),
Ladysmith, Ref.: (PSA 2020/09/152), Newcastle, Ref.: (PSA 2020/09/153),
Port Shepstone, Ref.: (PSA 2020/09/154)
Salary: R 257 592.00 per annum**

Requirements: BA Degree Social Work and registration with the South African Council of Social Service Professions. Computer literacy. Valid driver's licence.

Competencies and attributes: Conversancy with Acts policies and legislation pertaining to Social Work practice, understanding of Human Behavioural systems, Social Work environment, empowerment, confidentiality, time management, listening skills, good interpersonal skills, client orientation, good communication skills, empathy, tactfulness, integrity and honesty, report writing skills, adaptability and conflict management. Ability to coordinate, collaborate with internal and external stakeholders.

Responsibilities: Manage the provision of needs-based social work services to offenders within the Management Area. Conduct research and social work administration. Conduct individual assessments. Market social work services. Monitor and evaluate social work interventions. Provide guidance to subordinate and ensure that the requirements of the operational plans are complied with. Manage human re-sources, finances and assets.

AO: VOUCHER CONTROL (SR 7)

**KwaZulu-Natal Region: Glencoe, Ref.: (PSA 2020/09/155)
Salary: R 257 508.00 per annum**

Requirements: A recognized 3-year Degree/Diploma with Accounting and/or Management Accounting as a major subject. Three to four (3-4) years' financial experience. Good knowledge of Public Finance. Knowledge of BAS will be an added advantage. Computer literacy. Valid 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 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 kilometre 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

ADMIN OFFICER: BUDGETS
KwaZulu Natal Region: Durban (Ref: PSA 2020/09/156)
Salary: R 257 508.00 per annum

Requirements: Degree/ National Diploma in Accounting or Financial Management with 2 years' experience in the Finance environment. Valid driver's licence. Computer literate.

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: Execute management accounting policy in the management area in accordance with current procedures. Plan and execute administrative accounting functions/inspection. Handle administration of financial investigations. Provide advice on budget related matters. Ensure budget data integrity on BAS. Handle administration of MTEF planning. Management of finances and assets

AO: OCCUPATIONAL HEALTH AND SAFETY
KwaZulu-Natal Region: Durban (Ref: PSA 2020/09/157)
Salary: R 257 508.00 per annum

Requirements: Relevant and recognised RVQ 13 qualification. Sound experience as an occupational health and safety officer. Driver's licence. Computer orientation.

Competencies and attributes: Plan and Organize, report writing, punctuality, confidentiality, service delivery and client orientation, integrity and honesty, assertiveness, influence and ability to work under pressure. Understanding of Public Service Policy and legislative framework.

Responsibilities: Coordination and implementation of OHS policy and directives within the Management Area. Ensure adherence to performance standards to enhance occupational health and safety.

AO: HR MANAGEMENT STAFF
KwaZulu-Natal Region: Regional Office Ref.: (PSA 2020/09/158)
Salary: R 257 508.00 per annum

Requirements: Grade 12 and Degree/ Diploma in Human Resource Management or equivalent qualification. Four years' experience in the field of Human Resources Management. Successful completion of Persal Training Course will serve as an added advantage. Computer literacy. Valid Driver's Licence.

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

Responsibilities: Request pension benefits by preparing withdrawal form for all type of termination and ensure that all relevant documents are attached. Handle inter-departmental transfers to ensure correct pensionable service. Handle all applications for buy-back service. Provide advice to officials/ex-officials and their dependants regarding GEPF benefits they are entitled to. Provide guidance to officials /ex-officials and their dependants on completion of documents. Interpreting, implementing and explaining policies and procedure to enhance quality service delivery. Attend general enquiries i.e. telephonic and written correspondences. Capture termination on the Persal.

Ensure correct filing of documents. Proper record keeping. Organize and order the Office stationery.

AO: REGISTRATION & ARCHIVES
KwaZulu-Natal Region: Glencoe (Ref: PSA 2020/09/159)
Salary: R 257 508.00 per annum

Requirements: Grade 12 and Three year Degree/ Diploma in Human Resource Management or equivalent qualification. Three (3) years experience in the field of Human Resource Management. Computer literacy. Valid Driver's Licence. Experience in Registry will be an added advantage.

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

Responsibilities: Manage archives and registry sections. Transfer records to archives. Withdraw records from archives and registry. Dispose of files. Control uniform filling system. Safe keeping of departmental files.

AO: STATE ACCOUNTANT(BASIC ACCOUNTING)
KwaZulu-Natal Region: Waterval, Ref .: (PSA 2019/09/161),Empangeni, Ref.: (PSA 2020/09/162),
Salary: R 257 508.00 per annum

Requirements: Grade 12 recognized three year Degree/Diploma in Accounting or Financial Management with relevant 3-4 years' experience in Government Financial Systems. Sound communication skills. Valid driver's licence. Must be computer literate. Dynamic and Professional. Knowledge of the Public Finance Management Act, Treasury Regulations and BAS. Proven experience in handling control accounts.

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) and Treasury Regulations relating to supply chain management. Good knowledge of Public Service Regulations. Knowledge of procurement administration and public finance administration, financial management, integrity and honesty, good work ethics, confidentiality, interpersonal relations, people management, accuracy, independent networking, influence and impact, computer skills.

Responsibilities: Execute the responsibility of official as stipulated in Section 45 of Public Finance Management Act, Plan and execute financial accounting functions/inspection. Undertake financial investigations. Keep financial accounting system on standard. Compile training programmes. Ensure effective control over the collection and allocation of all revenue. Ensure financial data integrity on BAS. Manage all ledger and special functions accounts. Open, keep and control debt accounts. Submit applicable documents ensuring zero balances on the ledger for the month. Handle Z59 claims.

AO: PROCUREMENT SUPPORT
KwaZulu-Natal Region: Empangeni, Ref.: (PSA 2020/09/163),
Salary: R 257 508.00 per annum

Requirement: Degree/diploma in Purchasing Management/ Logistics/Supply Chain Management or any equivalent qualification with at least two years relevant experience. Relevant experience in Supply Chain Management or skills in Supply Chain Management or in LOGIS environment. Computer literate. 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 sup-ply 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: Placement of orders. Generate procurement advices. Conduct enquiries on orders and commitments placed. Maintain and update database of prospective suppliers. Administer quotations and bids. Management of human resources, finances and assets.

AO: STATE ACCOUNTANT(BASIC ACCOUNTING)
KwaZulu-Natal Region: Waterval, Ref.: (PSA 2020/09/164);
Salary: R 208 584.00 per annum

Requirements: Grade 12 recognized three year Degree/Diploma in Accounting or Financial Management with relevant 3-4 years' experience in Government Financial Systems. Sound communication skills. Valid driver's licence. Must be computer literate. Dynamic and Professional. Knowledge of the Public Finance Management Act, Treasury Regulations and BAS. Proven experience in handling control accounts.

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) and Treasury Regulations relating to supply chain management. Good knowledge of Public Service Regulations. Knowledge of procurement administration and public finance administration, financial management, integrity and honesty, good work ethics, confidentiality, interpersonal relations, people management, accuracy, independent networking, influence and impact, computer skills.

Responsibilities: Execute the responsibility of official as stipulated in Section 45 of Public Finance Management Act, Plan and execute financial accounting functions/inspection. Undertake financial investigations. Keep financial accounting system on standard. Compile training programmes. Ensure effective control over the collection and allocation of all revenue. Ensure financial data integrity on BAS. Manage all ledger and special functions accounts. Open, keep and control debt accounts. Submit applicable documents ensuring zero balances on the ledger for the month. Handle Z59 claims.

AO: LOGISTICS ADMINISTRATION
KwaZulu-Natal Region: Waterval, Ref.: (PSA 2019/09/165);
Salary: R 208 584.00 per annum

Requirements: Recognized three (3) year degree or National Diploma in Supply Chain Management or equivalent qualification with 2 years' experience in a comparable environment. Computer literacy. Valid driver's licence.

Competencies and attributes: Problem solving and decision-making skills, confidentiality, understanding of Public Service and legislative framework, service delivery and client orientation. Integrity and honesty, assertiveness, influence and impact and ability to network. Knowledge of Logistical Information System (LOGIS).

Responsibilities: Implementation of logistical policies in the Management Area. Monitor and control incoming and outgoing stock. The administration of the warehouse, transit and fleet. Asset verification and logistical processes, asset and inventory balancing. Reconciliation between BAS and LOGIS.

AO: APPOINTMENTS (SR 6)
KwaZulu-Natal Region: Regional Office, Ref.: (PSA 2020/09/166)
Salary: R 208 584.00 per annum

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

Competencies and attributes: Plan, organize, 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 in the Regional Office on PERSAL. Ensure that all documents regarding appointments are 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.

AO: RECRUITMENT AND SELECTION
KwaZulu-Natal Region: Regional Office (Ref: PSA 2019/09/167)
Salary: R 208 584.00 per annum

Requirements: ND/Degree in Human Resources Management (a module in Industrial Psychology will be an added advantage), and 2-3 years' experience in the Recruitment environment. Computer literacy. Valid driver's license.

Competencies and Attributes: Plan and organise, client orientation and communication, policy analysis and interpretation, report writing, Knowledge of Public Service Regulations. Knowledge of procurement administration and public finance administration, Integrity and honesty, confidentiality, interpersonal relations, accuracy, independent networking, influence and impact.

Responsibilities: Assist in the interview and selection process. Schedule interviews with prospective candidates. Administer and manage information. Secure storage of memorandums. Exercise control over the inventory of the office. Present short listed candidates to selection panels. Control personnel information. Compile appointment memorandum. Compile approval of the short list and interview panel memorandum. Control documentation. Retrieve mail from the registration office. Retrieve fax mail from the fax office. Register incoming/outgoing mail. Issue feedback letters to unsuccessful candidates. Perform PERSAL functions relating to appointments. Make logistical arrangements in preparation for interviews.

ADMIN OFFICER: BUDGETS
KwaZulu Natal Region: Durban (Ref: PSA 2020/09/168)
Salary: R 208 584.00 per annum

Requirements: Degree/ National Diploma in Accounting or Financial Management with sound experience in Finance environment. Valid driver's licence. Computer literate.

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: Execute management accounting policy in the management area in accordance with current procedures. Plan and execute administrative accounting functions/inspection. Handle administration of financial investigations. Provide advice on budget related matters. Ensure budget data integrity on BAS. Handle administration of MTEF planning. Management of finances and assets

ARTISAN PRODUCTION GRADE A: (ELECTRICIAN)
KwaZulu-Natal Region: Ebongweni, Ref.: (PSA 2020/09/169B);
Ekuseni, Ref.: (PSA 2020/09/169);
Pietermaritzburg X 2, Ref.: (PSA 2020/09/170)
Salary: R 190 653.00 per annum

Requirements: Degree in Electrical Engineering/an appropriate trade test certificate underwritten by the Manpower Training Act (Red Seal) and three (3) years post qualification experience as an Electrician. 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: (PLUMBER)
KwaZulu-Natal Region: Ekuseni, Ref.: (PSA 2020/09/171)
Estcourt, Ref.: (PSA 2020/09/172) X2; Ebongweni, Ref.: (PSA 2020/09/173);
Kokstad, Ref.: (PSA 2020/09/174); Pietermaritzburg, Ref.: (PSA 2020/09/175);
Sevontein, Ref.: (PSA 2020/09/176); Waterval, Ref.: (PSA 2020/09/177) X 2
Salary: R 190 653.00 per annum

Requirements: Matric/Grade 12. An appropriate Trade test certificate underwritten by the Manpower Training Act (Red Seal) or a relevant Diploma. Three (3) years' experience after completion of the trade test will add advantage. These requirements are in accordance with the relevant Occupational Specific Dispensation. Valid driver's licence.

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.

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 product and supply quotes. Execute basic workshop administration

ARTISAN PRODUCTION GRADE A: (CARPENTER)
KwaZulu-Natal Region: Ncome, Ref.: (PSA 2020/09/178);
Pietermaritzburg Med A x 2, Ref.: (PSA 2020/09/179);
Salary: R 190 653.00 per annum

Requirements: An appropriate Trade test certificate underwritten by the Manpower Training Act (Red Seal) or a relevant Diploma. Three (3) years' experience in woodwork disciplines. Valid driver's license. These requirements are in accordance with the 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: (BRICKLAYER/BUILDER)
KwaZulu/Natal Region: Pietermaritzburg Med A x 2, Ref.: (PSA 2020/09/180)
Salary: R 190 653.00 per annum

Requirements: An appropriate Trade Diploma/certificate underwritten under Manpower Training Act (Red Seal). Three (3) years' relevant experience after completion of the Trade diploma/certificate will add advantage. Valid driver's license. These requirements are in accordance with the 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.

Responsibilities: Management of administration task. Training and development of offenders. Control over work-places and tools. Inventory control and logistical administration, work orders and compliance with administration

ARTISAN PRODUCTION GRADE A: (WELDER)
KwaZulu-Natal Region: Estcourt, Ref.: (PSA 2020/09/181);
Salary: R 190 653.00 per annum

Requirements: An appropriate trade test certificate underwritten by the Manpower Training Act (Red Seal) and four (4) years post qualification experience as a Welder. 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.

AO:SECRETARY: (SR5)
KwaZulu-Natal Region: RH: Human Resources, Regional Office, Ref.: (PSA 2020/09/182),
RH: Development and Care, Regional Office, Ref.: (PSA 2020/09/183)

Salary: R 173 703.00 per annum

Requirements: Recognised three year Degree/Diploma in Office Admin or relevant qualification. Two (2) years relevant experience. Computer literacy. Experience as a Secretary will be an added advantage

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

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

AO: AREA COORDINATOR: CORRECTIONS

KwaZulu Natal Region: Empangeni Ref.: (PSA 2020/09/184)

Salary: 173 703.00 per annum

Requirements: Grade 12 plus a recognised three year Degree/Diploma in Office Admin or relevant qualification. Valid driver's licence. Computer literate.

Competencies and attributes: Firearm skills and the use of relevant security technology. Communication, Problem solving, Analysis, Service Delivery Innovation, decision making, understanding of safety and security in a correctional environment. Integrity and honesty, Confidentiality, Good Interpersonal relations, Assertiveness, Ability to network, Diplomacy and tact, and Resilience.

Responsibilities: The diarising of correspondence received/directed from the AC: Corrections. The distribution of correspondence to Heads of Centres and Community Corrections Offices. The exercising of control over returned correspondence. The following up of correspondence not received by the expiry of return dates. The forwarding of documentation forthcoming from the AC: Corrections. The referring of drafted documents from the AC: Corrections to the typing pool. The proof reading of typed documents. The final preparation of drafted documents for the signature of the AC: Corrections. The making of additional copies of documents as required by the Head: Corrections. The scheduling of meeting venues with equipment as required by the AC: Corrections. The equipping of meeting venues with equipment of the AC: Corrections. The drawing up of agendas in accordance with the requirements of the AC: Corrections. The taking down of minutes. The technical preparation of minutes. The distribution of minutes. The diarising of decisions taken at meetings. Management of assets.

AO: PERSONNEL ADMINISTRATION

KwaZulu Natal Region: Empangeni Ref.: (PSA 2020/09/185)

Salary: 173 703.00 per annum

Requirements: National Diploma/ Degree in Human Resources or equivalent qualification plus 2 years' experience in a comparable environment. Valid driver's license. Computer literate.

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

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

AO: INVESTIGATIONS (SR5)

KwaZulu-Natal Region: Durban X 2, Ref.: (PSA 2020/09/186)

Salary: R 173 703.00 per annum

Requirements: Recognised three year Degree/Diploma. Sound experience. Department of Correctional Services training as investigator.

Basic training as a correctional officer and training in Disciplinary Code. Good communication and interpersonal skills. Ability to organise and plan. Valid driver's licence.

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

Responsibilities: Investigating of escapes, assaults, injuries to prisoners and to staff. Act as an initiator in disciplinary hearings.

AO: FACILITIES (SR5)
KwaZulu Natal Region: Regional Office Ref.: (PSA 2020/09/187)
Salary: 173 703.00 per annum

Requirements: Recognised three year Degree/Diploma in Office Admin or relevant qualification. Two (2) years relevant experience. Computer literacy. Experience in a comparable environment will be an added advantage.

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

Responsibilities: Administration of policy. Administration of quality assessment of facilities. Administration management of maintenance projects. Administration of the development of human resources for building works. Administration of building/maintenance equipment. Administration of occupational safety. Administration of procurement of rented office accommodation.

ERRATUM TO THE ADVERT ISSUED IN THE CITY PRESS ON THE 6TH SEPTEMBER 2020

The following posts have been withdrawn:

- 1) Ref.: (CSA 2020/09/02), HEAD OF CORRECTIONAL CENTRE: MEDIUM (CB5):
Durban Medium C
- 2) Ref.: (CSA 2020/09/07), CHAIRPERSON: CASE MANAGEMENT COMMITTEE (CB5):
Pietermaritzburg Medium B
- 3) Ref.: (CSA 2020/09/09), CHAIRPERSON: CASE MANAGEMENT COMMITTEE (CB5):
Waterval Medium A
- 4) Ref.: (CSA 2020/09/16), DIVISIONAL HEAD: EDUCATIONIST:
Waterval Medium A
- 5) Ref.: (CSA 2020/09/17) DIVISIONAL HEAD: EDUCATIONIST: Ebongweni,
- 6) Ref.: (PSA 2020/09/85) ASSISTANT MANAGER: NURSING (GENERAL), : Waterval Area Office,

The Salary particulars for the following post are amended:

1. Ref.: (PSA 2020/09/79), REGIONAL CO-ORDINATOR: EDUCATION AND TRAINING
SALARY RECTIFICATION: Salary Notch R514 593.00 per annum
2. Ref.: (PSA 2020/09/83), OPERATIONAL MANAGER NURSING PHC :
SALARY RECTIFICATION: R562 800.00 per annum

The area of locality for the post is rectified:

1. Ref.: (PSA 2020/09/113B), ASSISTANT DIRECTOR: ADMINISTRATIVE
SECRETARY
Regional Commissioner: Kwa Zulu Natal Region: Regional Office

The post name is rectified

1. ASSISTANT DIRECTOR: EMPLOYEE RELATIONS
Ref.: (PSA 2020/09/109), Empangeni;
Ref.: (PSA 2020/09/110), Glencoe;
Ref.: (PSA 2020/09/111), Pietermaritzburg