



correctional services

Department:
Correctional Services
REPUBLIC OF SOUTH AFRICA

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DEPARTMENT OF CORRECTIONAL SERVICES

CLOSING DATE: 18 SEPTEMBER 2020@ 15H45

APPOINTMENTS UNDER THE CORRECTIONAL SERVICES ACT

HEAD OF CORRECTIONAL CENTRE: LARGE [CB6]

Limpopo, Mpumalanga and North West Region

Rustenburg Management Area: Rustenburg Correctional Centre (Ref: LMN 2020/08/01)

Salary: R851 913 per annum (all inclusive package)

Requirements: Relevant NQF 6 qualification in Behavioural Sciences or equivalent qualification and 7 years' relevant experience in a supervisory post. These requirements are in accordance with the relevant Occupational Specific Dispensation. Successful completion of the Corrections Science Learnership/Basic Training. Top secret security classification. Computer literacy. Valid driver's licence.

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

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

ASSISTANT DIRECTOR: CENTRE COORDINATOR: CORRECTIONS [CB5] [2 POSTS]

Limpopo, Mpumalanga and North West Region:

Barberton Management Area: Youth Town Correctional Centre (Ref: LMN 2020/08/02)

Witbank Management Area: Witbank Correctional Centre (Ref: LMN 2020/08/03)

Salary: R454 440 per annum

Requirements: Relevant NQF 6 qualification in Behavioural Sciences or equivalent qualification and 7 years relevant work experience gained on a supervisory post. Successful completion of Corrections Science Learnership/Basic Training. These requirements are in accordance with the Occupational Specific Dispensation. Computer literate. Valid Driver's Licence.

Competencies and attributes: Firearm competency and the use of relevant security equipments. Computer literate, Communication, Project and programme management, Transformation management, Change Management,

Stakeholder management, Problem solving, Analysis, Service Delivery Innovation, decision making, People Management and Empowerment, In depth understanding of safety and security in a correctional environment. Integrity and honesty, Confidentiality, Good Interpersonal relations, knowledge of the Correctional Services Act, Act 111 of 1998, as amended. Assertiveness, Ability to network, Diplomacy, tactful and Resilient.

Responsibility: Ensure the development of correctional sentence plan and facilitate the implementation thereof. Execute correctional policies and procedures. Coordinates the collation and dissemination of correction information. Coordinates activities relating to rehabilitation programme, case management administration, case management committee and unit management systems. Promote corrections and security. Manage human resources, finance and assets.

HEAD OF CORRECTIONAL CENTRE: MEDIUM [CB5]

Limpopo, Mpumalanga and North West Region

Rooigrond Management Area: Zeerust Correctional Centre (Ref: LMN 2020/08/04)

Salary: R454 440 per annum

Requirements: Relevant NQF 6 qualification in Behavioural Sciences or equivalent qualification, successful completion of the Corrections Science Learnership/Basic Training and 7 years' relevant experience in a supervisory post. These requirements are in accordance with the relevant Occupational Specific Dispensation. Top secret security classification. Computer literate. Valid driver's licence.

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

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

ASSISTANT DIRECTOR: CENTRE COORDINATOR: OPERATIONAL SUPPORT [CB5]

Limpopo, Mpumalanga and North West Region:

Tohoyandou Management Area: Medium A Correctional Centre (Ref: LMN 2020/08/05)

Salary: R454 440 per annum

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

Competencies and attributes: Firearm skills and the use of relevant security technology. Strategic capability and Leadership, Policy development, Communication, Project and programme management, Transformation management, Change Management, Conflict Management, Stakeholder Management, Problem solving, Analysis, Service Delivery Innovation, decision making, People Management and Empowerment, In depth understanding of

safety and security within a correctional environment. Integrity and honesty, Confidentiality, Good Interpersonal relations, knowledge of the Correctional Services Act, Act 111 of 1998 as amended, Assertiveness, Ability to network, Diplomacy and tactful.

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

ASSISTANT DIRECTOR: CENTRE COORDINATOR: STAFF SUPPORT [CB5]

Limpopo, Mpumalanga and North West Region:

Rooigrond Management Area: Medium A Correctional Centre: (Ref: LMN 2020/08/06)

Salary: R454 440 per annum

Requirements: Relevant NQF 6 qualification in Behavioural Sciences or equivalent qualification and 7 years relevant experience in a supervisory post. Successful completion of Corrections Science Learnership/ Basic Training. These requirements are in accordance with the relevant Occupational Specific Dispensation. Computer literate. Valid driver's licence.

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

Responsibilities: Provide human resources and related functions to the correctional centre. Effective management of the registration activities. Ensure proper dissemination of information for the correctional centre. Management of duty register and leave arrangements. Management of human resources, finances and assets. Management of correctional centre through the implementation of correctional services act, Act 111 of 1998 as amended.

CASE MANAGEMENT COMMITTEE: CHAIRPERSON [CB5]

Limpopo, Mpumalanga and North West Region:

Barberton Management Area: Maximum Correctional Centre (Ref: LMN 2020/08/07)

Salary: R454 440 per annum

Requirements: Relevant NQF 6 qualification in Behavioural Sciences or equivalent qualification and 7 years relevant experience in a supervisory post. Successful completion of Corrections Science Learnership/ Basic Training. These requirements are in accordance with the relevant Occupational Specific Dispensation. Computer literate. Valid driver's licence.

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

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

administration and assets.

ASSISTANT DIRECTOR: CENTRE COORDINATOR: AGRICULTURE [CB5] [2 POSTS]

Limpopo, Mpumalanga and North West Region:

Rustenburg Management Area: Losperfontein Correctional Centre (Ref: LMN 2020/08/08)

Rooigrond Management Area: Rooigrond medium B (Ref: LMN 2020/08/09)

Salary: R454 440 per annum

Requirements: Relevant National Diploma/ Degree in Agriculture/Horticulture or equivalent qualification and 7 years relevant experience in a supervisory post. Successful completion of Corrections Science Learnership/ 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: Co-ordinate agriculture policy. Quality assessment of agriculture services. Develop/maintain agriculture production. Manage agriculture labour. Manage environment. Manage agricultural equipment. Manage occupational safety. Coordinate production workshops policy. Quality assessment of production workshop services. Develop/maintain workshop production standards in the Management Area. Manage workshop production. Manage workshop. Management of human resource, finance and assets.

ASSISTANT DIRECTOR: MANAGER CORRECTIONS [NCB3]

Limpopo, Mpumalanga and North West Region:

Rustenburg Management Area: Area Commissioner's office (Ref: LMN 2020/08/10)

Salary: R392 004 per annum

Requirement: Relevant NQF 6 qualification in Behavioural Sciences or equivalent qualification and 5 years relevant experience gained on a supervisory post (NCB2). Successful completion of Corrections Science Learnership/Basic Training. These requirements are in accordance with the relevant Occupational Specific Dispensation. Top secret security classification. Computer literate. Valid driver's Licence.

Competencies and attributes: Firearm competency and the use of relevant security equipments. communication, project and program 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: Management of documentation to / from correctional centres and community corrections. Management of classified information. Management of policy documentation. Promotion of security awareness. Management of the Emergency Support Unit. Investigation of incidents. Management of resources.

ASSISTANT DIRECTOR: FACILITIES AND SECURITY [NCB3] [3 POSTS]

Limpopo, Mpumalanga and North West Region:

Barberton Management Area: Area Commissioner's Office (Ref: LMN 2020/08/11)

Bethal Management Area: Area Commissioner's Office (Ref: LMN 2020/08/12)

Klerksdorp Management Area: Area Commissioner's Office (Ref: LMN 2020/08/13)

Salary: R392 004 per annum

Requirements: Relevant NQF 6 qualification in Behavioural Sciences or equivalent qualification and 5 years relevant experience gained on a supervisory post (NCB2). Successful completion of Corrections Science Learnership/Basic Training. These requirements are in accordance with the relevant Occupational Specific Dispensation. Computer literate. Valid driver's Licence.

Competencies and attributes: 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: 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.

SECURITY MANAGER: DIVISIONAL HEAD: SECURITY [CB4]

Limpopo, Mpumalanga and North West Region:

Polokwane Management Area: Polokwane Correctional Centre (Ref: LMN 2020/08/14)

Salary: R380 583 per annum

Requirements: Relevant NQF 6 qualification in Behavioural Sciences or equivalent qualification and 7 years relevant work experience gained on a supervisory post. Successful completion of Corrections Science Learner ship/Basic Training. These requirements are in accordance with the relevant Occupational Specific Dispensation. Top secret security classification, Computer 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: Manage security matters. Responsible for maintenance of existing security matters and the upgrading. Implement departmental policies. Advice management regarding security matters. Management of escorts to hospitals, courts and other destinations. Keep personnel up to date regarding security matters. Management of human resources, finances, assets and performance information.

SECURITY MANAGER: NUTRITIONAL SERVICES [CB4] [3 Posts]

Limpopo, Mpumalanga and North West Region:

Barberton Management Area: Nelspruit Correctional Centre (Ref: 2020/08/15) , Maximum Correctional Centre (Ref: 2020/08/16) & Medium B (Ref: 2020/08/17)

Salary: R380 583 per annum

Requirements: Relevant National Diploma/ Degree in Food Service Management/Food & Beverage Management or equivalent qualification and 7 years relevant experience gained on supervisory level. Successful completion of Corrections Science Learnership/Basic Training. These requirements are in accordance with the relevant Occupational Specific Dispensation. Computer literate. Valid driver's licence.

Competencies and attributes: Firearm competency and the use of relevant security equipments. Communication, project and program 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 Nutritional Service's – Food Service activities by ensuring quality standards and efficiency control of production processes. Implementation of hygiene and food safety standards. Monitor plate wastage and opinion surveys ensure that production, serving and distribution of meals follow the prescribed prescripts. Ensure implementation of policies, procedures and guidelines and as well as the setting of goals within the department and involvement in short and long term plans of Food service and Food Service systems. Manage Human, Financial Resources, Assets and performance information.

SECURITY MANAGER : UNIT MANAGER [CB4] [5 POSTS]

Limpopo, Mpumalanga and North West Region:

Barberton Management Area: Maximum Correctional Centre (Ref: LMN 2020/08/18)

Rustenburg Management Area: Mogwase Correctional Centre (Ref: LMN 2020/08/19)

Rooigrond Management Area: Lichtenburg Correctional Centre (Ref: LMN 2020/08/20) & Medium A Correctional Centre (Ref: LMN 2020/08/21)

Thohoyandou Management Area: Medium A Correctional Centre (Ref: LMN 2020/08/22)

Salary: R380 583 per annum

Requirements: Relevant NQF 6 qualification in Behavioural Sciences or equivalent qualification and 7 years relevant experience gained on supervisory level. Successful completion of Corrections Science Learnership/Basic Training. These requirements are in accordance with the relevant Occupational Specific Dispensation. Top secret security classification as an added advantage. Computer literate. Valid driver's licence.

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

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

assets.

SECURITY MANAGER: CENTRE COORDINATOR: STAFF SUPPORT [CB4] [2 POSTS]

Limpopo, Mpumalanga and North West Region:

Barberton Management Area: Lydenburg Correctional Centre (Ref: LMN 2020/08/23)

Thohoyandou Management Area: Medium A (Ref: LMN 2020/08/24)

Salary: R380 583 per annum

Requirements: Relevant NQF 6 qualification in Behavioural Sciences or equivalent qualification and 7 years relevant experience in a supervisory post. Successful completion of Corrections Science Learnership/ Basic Training. These requirements are in accordance with the relevant Occupational Specific Dispensation. Computer literate. Valid driver's licence.

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

Responsibilities: Provide human resources and related functions to the correctional centre. Effective management of the registration activities. Ensure proper dissemination of information for the correctional centre. Management of duty register and leave arrangements. Management of human resources, finances and assets. Management of correctional centre through the implementation of correctional services act, Act 111 of 1998 as amended.

HEAD SATELLITE COMMUNITY CORRECTIONS [CB4] [3 POSTS]

Limpopo, Mpumalanga and North West Region:

Witbank Management Area: Belfast Community Corrections (Ref: LMN 2020/08/25) & Caroline Community Corrections (Ref: LMN 2020/08/26)

Klerksdorp Management Area: Christiana Community Corrections (Ref: LMN 2020/08/27)

Salary: R380 583per annum

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

Competencies and attributes: Firearm skills and the use of relevant security technology. Communication, Project and programme management, Transformation management, Change Management, Stakeholder management, Problem solving, 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 resources.

DIVISIONAL HEAD: HUMAN RESOURCE MANAGEMENT [CB4] [2 POSTS]

Limpopo, Mpumalanga and North West Region:

Barberton Management Area: Maximum Correctional Centre (Ref: LMN 2020/08/28)

Rustenburg Management Area: Rustenburg Medium A (Ref: LMN 2020/08/29)

Salary: R380 583 per annum

Requirements: Relevant National Diploma/ Degree in Human Resource Management or equivalent qualification and 7 years relevant experience gained on supervisory level. Successful completion of Corrections Science Learnership/Basic Training. These requirements are in accordance with the relevant Occupational Specific Dispensation. Computer literate. Valid driver's licence.

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

Responsibilities: Provide human resources and related functions to the correctional centre. Effective management of the registration activities. Ensure proper dissemination of information for the correctional centre. Management of duty register and leave arrangements. Management of human resources, finances and assets. Management of correctional centre through the implementation of correctional services act, Act 111 of 1998 as amended.

DIVISIONAL HEAD: CASE MANAGEMENT ADMINISTRATOR [CB4] [5 POSTS]

Limpopo, Mpumalanga and North West Region:

Barberton Management Area: Maximum Correctional Centre (Ref: LMN 2020/08/30)

Klerksdorp Management Area: Potchefstroom Correctional Centre (Ref: LMN 2020/08/31)

Polokwane Management Area: Tzaneen Correctional Centre (Ref: LMN 2020/08/32)

Thohoyandou Management Area: Makhado Correctional Centre (Ref: LMN 2020/08/33)

Rustenburg Management Area: Mogwase Correctional Centre (Ref: LMN 2020/08/34)

Salary: R380 583 per annum

Requirements: National Diploma/ Degree in Behavioural Sciences and successful completion of Corrections Science Learnership and 7 years relevant experience gained in a supervisory post. These requirements are in accordance with the relevant Occupational Specific Dispensation. Top secret security classification as an added advantage. Computer literate. Valid Driver's Licence.

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

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, finances, assets and performance information.

CASE MANAGEMENT COMMITTEE: SUPERVISOR [CB4] [2 POSTS]

Limpopo, Mpumalanga and North West Region:

-Rustenburg Management Area: Rustenburg Correctional Centre (Ref: LMN 2020/08/35)

Rooigrond Management Area: Lichtenburg Correctional Centre (Ref: LMN 2020/08/36)

Salary: R380 583 per annum

Requirements: Relevant NQF 6 qualification in Behavioural Sciences or equivalent qualification and 7 years relevant experience in a supervisory post. Successful completion of Corrections Science Learnership/ Basic Training. These requirements are in accordance with the relevant Occupational Specific Dispensation. Computer literate. Valid driver's licence.

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

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

DIVISIONAL HEAD: DEVELOPMENT [2 POSTS]

Limpopo, Mpumalanga and North West Region:

Barberton Management Area: Medium B Correctional Centre (Ref: LMN 2020/08/37)

Polokwane Management Area: Modimolle Correctional Centre (Ref: LMN 2020/08/38)

Salary Range: R 414 003 per annum

Requirements: Recognised four (4) year Degree or equivalent qualification in Education and registration with the South African Council of Educators and 7 years relevant experience gained after registration with SACE. These requirements are in accordance with the relevant Occupational Specific Dispensation. Computer literate. Valid driver's licence.

Competencies and attributes: Plan, organise, lead and control, client orientation and communication, understanding of Public Service policy and Legislative framework, policy implementation, report writing, diversity management, training and development, service delivery innovation and creativity, project management, facilitation management, integrity and honesty, influence and impact, presentation skills, conceptual skills, conflict management, assertiveness and ability to work under pressure.

Responsibilities: Responsible for the administration of education and training. Manage budget of education and training. Advise the area Commissioner. Responsible for personnel development within the area. Responsible for the education establishment in the Correctional Centre. Give inputs on sport and recreation, libraries and life skills programmes. Manage education and training system. Liaise with external role- players regarding education and recreation opportunities.

SECTION HEAD: FORMAL EDUCATION [3 POSTS]

Limpopo, Mpumalanga and North West Region:

Barberton Management Area: Maximum Correctional Centre (Ref: LMN 2020/08/39)

Polokwane Management Area: Polokwane Correctional Centre (Ref: LMN 2020/08/40)

Rustenburg Management Area: Losperfontein Correctional Centre (Ref: LMN 2020/08/41)

Salary: R347 694 per annum

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

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

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

SECRETARY: PAROLE BOARD[NCB2] [2 POSTS]

Limpopo, Mpumalanga and North West Region:

Polokwane Management Area: Polokwane Correctional Centre (Ref: LMN 2020/08/42)

Rooigrond Management Area: Rooigrond Correctional Centre (Ref: LMN 2020/08/43)

Salary: R329 781 per annum

Requirements: Relevant NQF 6 qualification in Behavioural Sciences or equivalent qualification and 5 years relevant experience gained in a production post. Successful completion of Corrections Science Learnership/Basic Training. Top secret security classification as an added advantage. Computer literate. Valid drivers' licence.

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

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

AGRICULTURE: ANIMAL PRODUCTION (PIGGERY) [CB1-3]

Limpopo, Mpumalanga and North West Region:

Rooigrond Management Area: Medium B Correctional Centre (Ref: LMN 2020/08/44)

Salary: R 295 773 per annum

Requirements: Relevant 3 year National Diploma/Degree in Agriculture specialising in piggery and 2-3 year relevant work experience **OR** Grade 12 with 8 years relevant experience gained at production level CB1-2. Experience in stock management will be an added advantage. Successful completion of Corrections Science Learner ship/ Basic Training. These requirements are in accordance with the relevant Occupational Specific Dispensation. Computer literate. 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.

Responsibilities: Quality assessment of agricultural services. Develop/maintain agricultural services standards at the Correctional centre. Manage animal production, agricultural labour, environment, agricultural equipment and occupational safety. Management of resources.

SENIOR SECURITY OFFICER [CB1-3]

Limpopo, Mpumalanga and North West Region:

Bethal Management Area: Piet Retief Correctional Centre (Ref: LMN 2020/08/45)

Salary: R295 773 per annum

Requirements: NQF level 6 qualification in Behavioural Science (in criminology, penology etc) with no previous experience **OR** Grade 12 with 8 years relevant experience gained at production level CB2-1. Successful completion of the Corrections Science Learnership/ Basic Training. Computer literate. Valid driver's licence.

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

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

SECURITY OFFICER: FINANCIAL MANAGEMENT AND ACCOUNTING[CB1-3] [6 POSTS]

Limpopo, Mpumalanga and North West Region:

Bethal Management Area: Piet Retief Correctional Centre (Ref: LMN 2020/08/46)

Barberton Management Area: Nelpruit Correctional Centre (Ref: LMN 2020/08/47); Medium B Correctional Centre (Ref: LMN 2020/08/48) & Nelspruit Community Corrections (Ref: LMN 2020/08/49)

Polokwane Management Area: Modimolle Correctional Centre (Ref: LMN 2020/08/50)

Rooigrond Management Area: Medium A Correctional Centre (Ref: LMN 2020/08/51)

Salary: R295 773 per annum

Requirements: Relevant 3 year National Diploma /Degree in Accounting or Financial Management and 2- 3 years relevant work experience **OR** Grade 12 with 8 years relevant experience gained at production post of CB1-2. Successful completion of Corrections Science Learnership/ Basic Training. These requirements are in accordance with the relevant Occupational Specific Dispensation. Computer literate. BAS experience will be advantageous. Valid driver's licence.

Competencies and attributes: Financial management, Facilitation skills, Plan, organise, lead and control, Project management, Presentation skills, Conflict Management, Report writing, Time management, confidentiality, coaching and mentoring, understanding of Public Service Policy and legislative framework, knowledge of the Public Finance Management Act, Treasury Regulations and BAS. Service delivery and Client orientation, Integrity and honesty, Assertiveness, Influence and impact, Communication skills, Decision making, Problem solving skills, Networking/liaison with stakeholders and Negotiation skills. Sound communication skills

Responsibilities: Execute duties and accounting policy in the Correctional Centre in accordance with current procedures. Plan and execute management accounting functions / monitoring. Undertake financial investigations. Provide advice on financial issues. Execute the responsibilities of officials as stipulated in Section 45 of the Public Finance Management Act. Management of revenue accounts. Management of control / suspense accounts, management of debts accounts. Manage the settlement of payment due to the creditors within 30 days and management of losses. Monitor compliance with the financial management legislations, policies, procedures and related prescripts and maintenance of BAS system.

SECURITY OFFICER: PROVISIONING ADMINISTRATION OFFICER: LOGISTICS [CB1-3] [5 POSTS]

Limpopo, Mpumalanga and North West Region:

Polokwane Management Area: Modimolle Correctional Centre (Ref: LMN 2020/08/52)

Thohoyandou Management Area: Makhado Correctional Centre (Ref: LMN 2020/08/53)

Rustenburg Management Area: Mogwase Correctional Centre (Ref: LMN 2020/08/54)

Klerksdorp Management Area: Potchefstroom Correctional Centre (Ref: LMN 2020/08/55) & Klerksdorp Correctional Centre (Ref: LMN 2020/08/56)

Salary: R295 773 per annum

Requirement: Relevant National Diploma/Degree in Purchasing Management/Logistics/Supply Chain Management or any equivalent qualification and 2-3 years relevant work experience in Supply Chain Management **OR** Grade 12 with 8 years relevant experience gained at production post of CB1-2. Successful completion of Corrections Science Learner ship/ Basic Training. These requirements are in accordance with the relevant Occupational Specific Dispensation. Working experience on LOGIS will be an added advantage. Computer literate. Valid driver's licence.

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

Responsibilities: Implementation and managing procurement. LOGIS and procurement policies. Conducting of procurement and LOGIS inspections. Handling and finalization of all inspection and audit queries within procurement and LOGIS. Assist with the administration of Bids. Handling of budget. Responsible for operational training within procurement management. Ensure compliance to the Legislative frameworks and public service policies.

SPECIALISED RE-INTEGRATION OFFICER:[CB1-3]

Limpopo, Mpumalanga and North West Region:

Witbank Management Area: Witbank Community Corrections (Ref: LMN 2020/08/57)

Salary: R295 773 per annum

Requirements: NQF level 6 qualification in Behavioural Science (in criminology, penology etc) with no previous experience **OR** Grade 12 with 8 years relevant experience gained at production post of CB2-1. Successful completion

of the Corrections Science Learnership/ Basic Training. Computer literate.

Competencies and attributes: Firearm competency and the use of relevant security equipments, 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, influence and impact, Resilient, ability to network and diplomacy. Sound communication skills, Ability to plan and organize.

Responsibilities: Monitoring and controlling of offenders & accused persons placed under Supervision in the Community. Networking and confirmation of support systems to offenders who qualify to be placed under supervision. Reduction of violations, Tracing of absconders and increase of cases at community corrections. Implement the supervision and reintegration of offenders. Increase percentage of parolees without violations per year. Management of resources.

SECURITY OFFICER: AGRICULTURE: PLANT PRODUCTION [CB1-2] [2 POSTS]

Limpopo, Mpumalanga and North West Region:

Polokwane Management Area: Tzaneen Correctional Centre (Ref: LMN 2020/08/58) **[2 POSTS]**

Salary: R 242 640 per annum

Requirements: Relevant National Diploma/ Degree in Agriculture/Horticulture or equivalent qualification and 2-3 years relevant work experience **OR** Grade 12 with 8 years relevant experience gained at production post of CB1-2. Successful completion of Corrections Science Learnership/Basic Training. These requirements are in accordance with the relevant Occupational Specific Dispensation. Computer literate. Valid driver's licence.

Competencies and attributes: Firearm competency and the use of relevant security equipments. 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: Coordinate the quality of agricultural services. Develop/maintain agricultural services standards in the Correctional Centre. Manage plant production, agricultural labour, environment, agricultural equipment and occupational safety. Train personnel, Manage personnel, logistics, finance and administration.

SPECIALISED CASE OFFICER:[CB1-2]

Limpopo, Mpumalanga and North West Region:

Polokwane Management Area: Tzaneen Correctional Centre (Ref: LMN 2020/08/59)

Salary: R242 640 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 CB1. Successful completion of the Corrections Science Learnership/ Basic Training. Computer literate.

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).

CLERK: CORRECTIONAL POLICY ADMINISTRATION [NCB1]

Limpopo, Mpumalanga and North West Region:

Rooigrond Management Area: Area Commissioner's Office (Ref: LMN 2020/08/60)

Salary: R215 586 per annum

Requirements: Grade 12 coupled with 8 years relevant work experience. **OR** National Diploma/Degree with no experience. Successful completion of Corrections Science Learner ship/ Basic Training. These requirements are in accordance with the relevant Occupational Specific Dispensation. Computer literate. Valid driver's licence.

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

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

PAROLE BOARD CLERK: PROFILES & REPRESENTATION [NCB1]

Limpopo, Mpumalanga and North West Region:

Rooigrond Management Area: Area Commissioner's Office (Ref: LMN 2020/08/61)

Salary: R215 586 per annum

Requirements: Grade 12 coupled with 8 years relevant work experience. **OR** National Diploma/Degree with no experience. Successful completion of Corrections Science Learnership/ Basic Training. These requirements are in accordance with the relevant Occupational Specific Dispensation. Computer literate. Valid driver's licence.

Competencies and attributes: Problem solving and decision making, facilitation skills, plan and organize, communication skills, time management, confidentiality, 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: Exercise control over profiles received from Case Management Committee Victim empowerment. Document control opening, closing addressing of mail. Deal with representations. Inform offenders and Head of Correctional Centre on the outcome of the Committee meeting. Verification of offender's information. Assist with scheduling meetings of the Board. Prepare venues for the meetings of the Board.

APPOINTMENTS UNDER THE PUBLIC SERVICE ACT

DEPUTY DIRECTOR: REGIONAL COORDINATOR: FINANCIAL MANAGEMENT

Limpopo, Mpumalanga and North West Region:

Regional Office (Ref: LMN 2020/08/62)

Salary: R733 257.00 per annum (all inclusive package)

Requirements: Recognised three (3) National Diploma or B-Degree in Accounting or Financial Management. 3-5 years management experience in a financial management environment. Knowledge of BAS and LOGIS systems. Computer Literacy. Valid driver's licence.

Competencies and attributes: Financial management, Problem solving and decision making, Facilitation skills, Plan, organize, lead and control, Change Management, Project management, Presentation skill, Conflict management, Training skills, Communication skills, Time management, Confidentiality, Coaching and mentoring, In depth knowledge of Supply Chain Management, Proven knowledge of the Public Finance Management Act, 1999 and Treasury Regulations, relating to Financial Management and Accounting. Procurement Administration and Public Finance Administration, Service delivery and client orientation, Integrity and honesty, Assertiveness, Willingness to travel, Influence and impact, Applied strategic thinking, Ability to network. Diplomacy and tactful Influence and impact.

Responsibilities: The operationalisation of financial management and accounting policy in the region. Planning and execution of management and accounting inspections. Undertaking of financial investigations. Management of the budget. Implementation and monitoring of execution of duties in terms of the Public Finance Management Act, 1999 (PFMA). Management of personnel. Management of infrastructure for financial management and accounting.

DEPUTY DIRECTOR: REGIONAL COORDINATOR: LEGAL SERVICES (MR-6)

Limpopo, Mpumalanga and North West Region:

Regional Office (Ref: LMN 2020/08/63)

Salary: R763 212.00 per annum (all inclusive package)

Requirements: Recognised LLB degree. Eight (8) years' experience of legal administration. Admitted as an Attorney/Advocate. Computer Literacy. Valid driver's licence.

Competencies and Attributes: Financial management, Facilitation skills, Plan, organize, lead and control, Project management, Presentation skill, Conflict management, Report writing. Time management, Confidentiality, Coaching and mentoring, Understanding of Public Service policy and legislative framework, Knowledge of Correctional Service Act, delivery and client orientation, Integrity and honesty, Assertiveness, Willingness to travel, Influence and impact, Communication skills, Decision making, Problem solving skills, Networking/liaison with stakeholders, and Negotiation skills.

Responsibilities: Interpretation and Initiation of policy amendments in DCS. Rendering of legal advice activities of the Department. The rendering of ad hoc advice to area managers on legal procedures/administrative law. The training of personnel in legal procedures/administrative law. Administrating of claims against the DCS. Undertaking of hearing/trials administration. Administration of motion applications on the application of policy in the region. Administration of motion application on the content of policy in the DCS. Maintenance of legal libraries. Planning of activities. Management of personnel. Management of finance.

DEPUTY DIRECTOR: AREA COORDINATOR: CORPORATE SERVICES

Limpopo, Mpumalanga and North West Region:

Bethal Management Area: Area Commissioner's Office (Ref: LMN 2020/08/64)

Salary: R733 257.00 per annum (all inclusive package)

Requirement: Recognize National Diploma/ B-Degree in Human Resource Management or equivalent qualification. At least 3-5 years' experience in entry middle management in Corporate Services/Human Resource Management environment. Knowledge of PERSAL System. Computer literacy. Valid driver's licence.

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

Responsibilities: The incumbent will be accountable for managing Human Resource Provisioning, Utilization, Development, Special Programmes (EAP, HIV/AIDS, Equity and Employee wellness programmes), Employee Relations, and Legal Services in the management area. Ensure compliance to HR policies, procedures, standards and applicable legislative Implementation of the 7-day establishment. Coordinate and monitor improvement of provision, maintenance and the management systems. The incumbent will also be responsible for budget management of human resources as well as strategic issues. Improve performance and career management systems. Improve Human Resource development programmes and services. Performance management and monitoring is also a key responsibility.

DEPUTY DIRECTOR: AREA COORDINATOR: FINANCE AND SUPPLY CHAIN MANAGEMENT

Limpopo, Mpumalanga and North West Region:

Polokwane Management Area: Area Commissioner's Office (Ref: LMN 2020/08/65)

Salary: R733 257.00 per annum (all inclusive package)

Requirements: Recognized three year National Diploma/B-Degree in Accounting or Financial Management or equivalent qualification. 3-5 years management experience in a Financial Management environment. Knowledge of BAS and LOGIS systems. Proven experience in a LOGIS environment. Computer Literate. Valid driver's license.

Competencies and attributes: Financial management, Problem solving and decision making, Facilitation skills, Plan, organize, lead and control, Change Management, Project management, Presentation skill, Conflict management, Training skills, Communication skills, Time management, Confidentiality, Coaching and mentoring, In depth knowledge of Supply Chain Management, Proven knowledge of the Public Finance Management Act, 1999 and Treasury Regulations, relating to Financial Management and Accounting. Procurement Administration and Public Finance Administration, Service delivery and client orientation, Integrity and honesty, Assertiveness, Willingness to travel, Influence and impact, Applied strategic thinking, Ability to network. Ability to network, Diplomacy and tactful Influence and impact.

Responsibilities: Effective management of financial and supply chain management functions in Management Area. Implementation and monitoring of execution of duties in terms of the Public Finance Management Act, 1999 (PFMA). The candidate must assist the Area Commissioner in the execution of his duties in terms of the Public Finance Management Act, 1999 (PFMA). Ensuring optimal utilization of resources, Support with regard to the Management Area budgets. Management of human resource, finance and assets.

SOCIAL WORKER MANAGER GRADE 1

Limpopo, Mpumalanga and North West Region:

Polokwane Management Area: Polokwane Correctional Centre (Ref: LMN 2020/08/66)

Salary: R794 889 per annum

Requirements: Recognised BA Degree in Social Work and 10 years' experience after registration as Social Worker with the South African Council for Social Services Professions. At least 5 years' experience should be gained at supervisory level. Computer literate. Valid driver's licence.

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

ASSISTANT MANAGER: NURSING (PHC)
Limpopo, Mpumalanga and North West Region:

Witbank Management Area: Area Commissioner's Office (Ref: LMN 2020/08/67)

Salary: R614 991 per annum

Requirements: Diploma/ Degree in Nursing or an equivalent qualification that allows registration with the South African Nursing Council as a Professional Nurse. A minimum of 10 years appropriate experience in nursing after registration as a Professional Nurse with the SANC. At least 6 years of the period referred to above must be appropriate experience after obtaining the 1 year post-basic qualification in the relevant specialty. At least 3 years of the period referred to above must be appropriate/recognizable experience at management level. Current registration with the South African Nursing Council as a Professional Nurse. These requirements are in accordance with the relevant Occupational Specific Dispensation. Computer literate. Valid driver's licence.

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

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

OPERATIONAL MANAGER NURSING (PHC) [2 POSTS]
Limpopo, Mpumalanga and North West Region:

Bethal Management Area: Bethal Correctional Centre (Ref: LMN 2020/08/68)

Rustenburg Management Area: Mogwase Correctional Centre (Ref: LMN 2020/08/69)

Salary: R562 800 per annum

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

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

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

MANAGER: EDUCATION & TRAINING

Limpopo, Mpumalanga and North West Region:

Rustenburg Management Area: Area Commissioner's Office (Ref: LMN 2020/08/70)

Salary: R418 356 per annum

Requirements: Diploma/Degree in Education and 3-5 years relevant experience gained on a supervisory post. Post graduate degree will be an added advantage. Computer literate. Valid driver's licence.

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

Responsibilities: 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. Manage human resource, finances and assets.

ASSISTANT DIRECTOR: MANAGER: LEGAL ADMINISTRATION OFFICER: MR5

Limpopo, Mpumalanga and North West Region:

Klerksdorp Management Area: Area Commissioner's Office (Ref: LMN 2020/08/71)
Rustenburg Management Area: Area Commissioner's Office (Ref: LMN 2020/08/72)

Salary: R373 389 – R533 772 per annum

Requirements: Recognised LLB Degree and/or experience in a legal administration environment. Admitted Attorney/Advocate will be recommended. At least eight (8) years' appropriate post qualification legal experience. Computer literate. Valid drivers' licence.

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

Responsibilities: The incumbent will provide legal advice to the Department. Initiate policy amendments in the Department. Draft memoranda on policy amendments. Draft legislation/legal documents. Receive request from functionaries for legal assistance. Furnish legal advice to personnel. Administer motion applications on the application of policy in the management areas. Maintain legal libraries. Manage finances. Conduct legal research and legal education. Represent the Department on various forums.

ASSISTANT DIRECTOR: MANAGER HUMAN RESOURCE ADMINISTRATION

Limpopo, Mpumalanga and North West Region:

Regional Office (Ref: LMN 2020/08/73)

Salary: R376 596 per annum

Requirements: Recognised three (3) year National Diploma/Degree in Human Resource Management or equivalent qualification. 3 – 5 years' supervisory experience in Human Resource environment. Knowledge of PERSAL system. Computer literacy. Valid driver's licence.

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

Responsibilities: Manage the implementation of human resource policies. Co-ordinate staff privileges. Ensure proper leave administration within the Region. Quality assessment of personnel services. Inspection of personnel administration. Ensure control over personnel documentation/files. Manage personnel investigations. Render advice on HR related matters. Manage housing allowances. Ensure proper capturing of allowances on PERSAL. Manage transfers. Manage remuneration control. Manage effective disciplinary processes and record keeping. Management of resources.

ASSISTANT DIRECTOR: MANAGER EMPLOYEE RELATIONS [2 POSTS]

Limpopo, Mpumalanga and North West Region:

Klerksdorp Management Area: (Area Commissioner's Office): (Ref: LMN 2020/08/74)
Polokwane Management Area: (Area Commissioner's Office) : (Ref: LMN 2020/08/75)

Salary: R376 596 per annum

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

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

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

ASSISTANT DIRECTOR: MANAGER: HUMAN RESOURCE SUPPORT

Limpopo, Mpumalanga and North West Region:

Klerksdorp Management Area: Area Commissioner's Office (Ref: LMN 2020/08/76)

Salary: R 376 596 per annum

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

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

Responsibilities: Manage performance management functions in the management area. Manage personnel awards and achievement bonuses. Effective confidential record keeping and data management. Management of resources.

ASSISTANT DIRECTOR: MANAGER: HUMAN RESOURCE DEVELOPMENT

Limpopo, Mpumalanga and North West Region:

Polokwane Management Area: Area Commissioner's Office (Ref: LMN 2020/08/77)

Salary: R376 596 per annum

Requirements: National Diploma/Degree in Human Resource Management or equivalent qualification. 3-5 years relevant work experience gain on a supervisory field of HRD. Computer literate. 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: Conduct training needs analysis. Compilation of monthly training statistics and annual training reports. Deliver effective HRD administration. Management of learnership programmes and conducts assessment on learners on the Correctional Science Learnership NQF Level 4. Management of the internship programmes. Facilitation of HRD programmes in the Management Area. Programming and scheduling of training interventions. Evaluation of training as well as monitoring of training and logistical arrangement of training courses. Assist with the marketing of bursaries. Management of resources.

ASSISTANT DIRECTOR: INFORMATION TECHNOLOGY (IT)

Limpopo, Mpumalanga and North West Region:

Thohoyandou Management Area: Area Commissioner's Office (Ref: LMN 2020/08/78)

Salary: R376 596 per annum

Requirements: Recognized National diploma/Degree in Information Technology or equivalent qualification in Information Technology and 3-5 years supervisory experience in Information Technology Infrastructure environment. Valid driver's licence.

Competencies and attributes: Strong communication and report-writing skills, Good understanding of MS Windows 10 as well as the MS Office suite, Experienced in switch configuration, Good Understanding Information Technology policies and standards, Good Understanding of Networks Infrastructure management, Good Understanding Information Technology Audit and Governance, Procurement processes, Good Understanding Computer systems analysis, Good Understanding System administration, Good Understanding of access methods including cable modems, DSL, satellite, and wireless. Experience in VoIP/Video protocols their performance from the edge thru the core of the network, Experience in a wide range of data network access; from Analogue modems to Broadband technologies (Cable, DSL, Wireless, etc.), A working knowledge of current VoIP technologies and their implementations, Self-driven.

Responsibilities: The effective management of department's LAN and WAN. The provision of support on the management of Transversal System. The provision of support with regards to the administration of Web Proxies. The provision of support with regards to the administration and management of VOIP and Video Conferencing. Team Leaders of human resource, finance and Management of IT Assets.

ASSISTANT DIRECTOR: MANAGER: PRODUCTION WORKSHOP AND AGRICULTURE [2 POSTS]

Limpopo, Mpumalanga and North West Region:

Barberton Management Area: Area Commissioner's Office (Ref: LMN 2020/08/79)

Thohoyandou Management Area: Area Commissioner's Office (Ref: LMN 2020/08/80)

Salary: R376 596 per annum

Requirements: Relevant three (3) year National Diploma/Degree in Agricultural Sciences or equivalent qualification. 3-5 years' supervisory experience in production workshop or agricultural environment. Computer literate. Valid driver's licence

Competencies and attributes: Financial management, Problem solving and decision making, Facilitation skills, Plan, organize, lead and control, Project management, Presentation skill, Conflict management, Training and development, Report writing, Confidentiality, Coaching and mentoring, Understanding of Public Service policy and legislative framework, Service delivery and client orientation, Integrity and honesty, Assertiveness,

Responsibility: Promotion of self-sufficiency with regard agricultural and workshop products. Coordinates the

implementation of production workshop and agriculture policies and procedures. Conduct quality assessment of agricultural and production workshops services. Maintain production workshops and service standards in the management area. Manage the implementation of occupational safety Act in the production and agriculture environment (OHS Act). Manage human resources, finances and assets

CLINICAL NURSE PRACTITIONER GRADE 1 (PHC) [9 Posts]

Limpopo, Mpumalanga and North West Region:

Barberton Management Area: Maximum Correctional Centre (Ref: LMN 2020/08/81) **[4 Posts]**

Rustenburg Management Area: Brits Correctional Centre (Ref: LMN 2020/08/82) & Rustenburg Centre of Excellence (Ref: LMN 2020/08/83)

Rooigrond Management Area: Medium A Correctional Centre (Ref: LMN 2020/08/84)

Thohoyandou Management Area: Makhado Correctional Centre (Ref: LMN 2020/08/85) & Medium B Correctional Centre (Ref: LMN 2020/08/86)

Salary: R383 226.00 per annum

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

Competencies and attributes: Understanding of Public Service Policy and legislative framework, program management, confidentiality, time management, listening skills, interpersonal skills, client orientation, good communication skills, empathy, tactfulness, integrity and honesty, report writing skills, adaptability, conflict management, ability to coordinate and collaborate with internal and external stakeholders.

Responsibilities: Provide direction and supervision in the implementation of the nursing plan, Implement standards, practices, criteria and indicators for quality nursing (quality of practices); Practice nursing and health care in accordance with the relevant laws and regulations; Display a concern for patients, promoting and advocating proper treatment and care, including awareness to respond to patient's needs, requirement and expectations. Maintain a constructive working relationship with nursing and other stakeholders. Management of resources.

SENIOR ADMINISTRATION OFFICER: EMPLOYEE ASSISTANCE PROGRAMME

Limpopo, Mpumalanga and North West Region:

Polokwane Management Area: Area Commissioner's Office (Ref: 2020/08/87)

Salary: R316 791 per annum

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

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

Responsibilities: Render direct EAP services to members and their families in a manner that ensures confidentiality

and strong code of ethics. Assessments, referrals and short-term problem solutions. Effective confidential record-keeping and data management. Implement programmed promotion, training and awareness activities. Prepare annual programmed budgets and evaluate the attainment of programmed objectives as well as providing feedback.

SENIOR ADMINISTRATION OFFICER: ADMINISTRATIVE SECRETARY

Limpopo, Mpumalanga and North West Region:

Rooigrond Management Area: Area Commissioner's Office (Ref: LMN 2020/08/88)

Salary: R316 791 per annum

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

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

Responsibilities: Manage documentation in the office of the Area Commissioner/ Regional Head and monitoring compliance thereof. Filing, quality control of documentation forwarded to the Regional Commissioner/Area Commissioner. Coordinate meetings, agenda preparation, minute taking and development of an action plan and reporting system on decisions taken in meetings. Financial and logistical management of the office including budgeting and costing processes. Drafting of routine letters and memos, receipt of correspondence and documentation and proactively acknowledging correspondence. Financial administration, expenditure and financial reporting of the office. Coordination of performance information. Coordination of reports in liaison with Department's oversight bodies. Liaise with various stakeholders.

SENIOR PROVISIONING ADMINISTRATION OFFICER : PROCUREMENT

Limpopo, Mpumalanga and North West Region:

Barberton Management Area: Area Commissioner's Office (Ref: LMN 2020/08/89)

Klerksdorp Management Area: Area Commissioner's Office (Ref: LMN 2020/08/90)

Salary: R316 791 per annum

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

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

Responsibilities: Implementation of relevant policies, management of LOGIS and Procurement. Conducting of procurement and LOGIS inspections. Finalization of all inspection and audit queries within procurement and LOGIS. Assist with the administration of Bids. Handling of budget. Responsible for operational training within procurement management. Ensure compliance to the Legislative frameworks and public service policies. Management of resources

SENIOR STATE ACCOUNTANT: SUPERVISOR FINANCIAL ACCOUNTING

Limpopo, Mpumalanga and North West Region:

Rooigrond Management Area: Area Commissioner's office (Ref: LMN 2020/08/91)

Salary: R316 791 per annum

Requirements: National Diploma/Degree in Financial Management or equivalent qualification and 3-5 relevant work experience. Experience working on BAS. Computer literate. A valid driver's licence.

Competencies and attributes: Communication, 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, assertive-ness, ability to network and diplomacy. Knowledge of the Public Finance Management Act, Treasury Regulations.

Responsibilities: Provide financial management information and advice to managers. Submit the monthly in-year management reports. Monitor and provide reports according to National Treasury reporting requirements. Compile and submit adjustment estimate and the MTEF budget Maintain activity delimitation of the Department. Provide financial training with regard to financial and human resource management. Provide an administrative support function. Manage finances, assets and human resources.

SOCIAL WORKER GRADE II

Limpopo, Mpumalanga and North West Region:

Rustenburg Management Area: Rustenburg Correctional Centre: (Ref: LMN 2020/08/92)

Salary: R316 794.00 per annum

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

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

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

EDUCATIONIST (M+4) (ELECTRICAL STUDIES) [3 POSTS]

Limpopo, Mpumalanga and North West Region:

Barberton Management Area: Youth Town Correctional Centre (Ref: LMN 2020/08/93)

Polokwane Management Area: Modimolle Correctional Centre (Ref: LMN 2020/08/94)

Rustenburg Management Area: Centre of Excellence (Ref: LMN 2020/08/95)

Salary: R283 683 per annum

Requirements: Recognised 4 year Degree or equivalent qualification in Education Specialising in Electrical Studies. Registration with the South African Council of Educators. These requirements are in accordance with the relevant

Occupational Specific Dispensation. Computer literate. Valid driver's licence.

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

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

EDUCATIONIST (M+4) (MATHEMATICS LITERACY & ENGLISH)

Limpopo, Mpumalanga and North West Region:

Rustenburg Management Area: Mogwase Correctional Centre (Ref: LMN 2020/08/96)

Salary: R283 683 per annum

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

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

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

EDUCATIONIST (M+4) (FORMAL EDUCATION) [2 POSTS]

Limpopo, Mpumalanga and North West Region:

Bethal Management Area: Volskrust Correctional Centre (Ref: LMN 2020/08/97)

Rooigrond Management Area: Medium A Correctional Centre (Ref: LMN 2020/08/98)

Salary: R283 683 per annum

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

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

Responsibilities: Implement educational programs for offenders. Implement educational policy at correctional

facilities in the Management Area. Adhere to set standards for education services in accordance with Government Education Departments. Assess educational services. Ensure service level standards for education and training. Management of resources.

EDUCATIONIST (M+4) (MATHEMATICS & SCIENCE)

Limpopo, Mpumalanga and North West Region:

Polokwane Management Area: Modimolle Correctional Centre (Ref: LMN 2020/08/99)

Salary: R283 683 per annum

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

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

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

EDUCATIONIST (M+4) (WOOD WORK)

Limpopo, Mpumalanga and North West Region:

Polokwane Management Area: Tzaneen Correctional Centre (Ref: LMN 2020/08/100)

Salary: R283 683 per annum

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

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

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

EDUCATIONIST (M+4) (ENGLISH & LIFE SCIENCE)

Limpopo, Mpumalanga and North West Region:

Barberton Management Area: Medium B Correctional Centre (Ref: LMN 2020/08/101)

Salary: R283 683 per annum

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

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

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

SOCIAL WORKER: GRADE 1

Limpopo, Mpumalanga and North West Region:

Rooigrond Management Area: Medium A (Ref: LMN 2020/08/102)

Rustenburg Management Area: Mogwase Community Correction (Ref: LMN 2020/08/103)

Salary: R257 592 per annum

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

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

Responsibilities: Provide needs based social work services to offenders through individual attention, group work and community work. Conduct research and social work administration. Conduct individual assessments. Market social work services. Monitor and evaluate social work interventions.

STATE ACCOUNTANT: VOUCHER CONTROL

Limpopo, Mpumalanga Limpopo, Mpumalanga and North West Region:

Barberton Management Area: Area Commissioner's Office (Ref: LMN 2020/08/104)

Salary: R257 508 per annum

Requirements: National Diploma / Degree in Accounting or Financial Management. 2-3 years relevant work experience in Government Financial Systems. Computer literate. (Knowledge of BAS)

Competencies and attributes: Plan, organise, lead and control, client orientation & communication, policy analysis and interpretation, report writing, facilitation skills, presentation, problem solving and decision making Knowledge of the supply chain management framework (PFMA). Treasury Regulations relating to supply chain management. Good

knowledge of Public Service Regulations. Knowledge of procurement administration and public finance administration, financial management, Integrity & honesty, good work ethics, confidentiality, interpersonal relations, people management, accuracy, independent networking, influence and impact, computer skills.

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

STATE ACCOUNTANT: BUDGETS

Limpopo, Mpumalanga and North West Region:

Regional Office (Ref: LMN 2020/08/105)

Salary: R257 508 per annum

Requirements: Recognized National Diploma/ Degree in Accounting /Financial Management or relevant qualification and 2-3 years relevant experience. Computer literate. Experience working on BAS will be advantageous. A valid driver's licence.

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

Responsibilities: Execute management accounting policy in the management area in accordance with current procedures. Plan and execute management accounting functions/inspection. Undertake financial investigations. Provide advice on budget related matters. Ensure budget data integrity on BAS. Evaluate expenditure trends. Ensure that MTEF planning is in place. Budget management. Human resource management. Execute the responsibilities of officials as stipulated in Section 45 of the public finance management act. Management of human resources and assets.

STATE ACCOUNTANT: ACCOUNTING AND BOOKKEEPING

Limpopo, Mpumalanga and North West Region:

Thohoyandou Management Area: Area Commissioner's Office (Ref: LMN 2020/08/106)

Salary: R257 508 per annum

Requirements: Recognized National Diploma/ Degree in Accounting /Financial Management or relevant qualification and 2-3 years relevant experience. Computer literate. Experience working on BAS will be advantageous. A valid driver's licence.

Competencies and Attributes: Communication, 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 optimal utilization of resources, support with regard to management of budgets within the framework of relevant legal directives and regulations. Control the budget Ensure enforcement of financial discipline Manage logistics and procurement. Plan and execute financial accounting functions/inspections. Conduct financial investigations. Ensure the financial accounting system maintains standards. Compile training programmes. Ensure the

financial accounting system maintains standards. Compile training programmes. Ensure effective control over the collection and allocation of all revenue. Ensure financial data integrity on BAS. Execute the responsibilities of official as stipulated in section 45 of the Public Finance Management Act. Manage debts and control accounts. Management of human resources and assets.

ADMINISTRATIVE CLERK: BASIC ACCOUNTING SYSTEM

Limpopo, Mpumalanga and North West Region:

Barberton Management Area: Area Commissioner's Office (Ref: LMN 2020/08/107)

Salary: R257 508 per annum

Requirements: Recognized National Diploma/ Degree in Accounting /Financial Management or relevant qualification and 2-3 years relevant experience. Computer literate. Experience working on BAS will be advantageous. A valid driver's licence.

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

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

ADMINISTRATION OFFICER: PERSONNEL

Limpopo, Mpumalanga Limpopo, Mpumalanga and North West Region:

Thohoyandou Management Area: Area Commissioner's Office (Ref: LMN 2020/08/108)

Salary: R257 508 per annum

Requirements: National Diploma /Degree in human Resource management or equivalent qualification. 2 -3 years relevant work experience in Human Resource environment. Computer literate (PERSAL). Valid driver's licence.

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.

PROVISIONING ADMINISTRATION OFFICER: LOGISTICS

Limpopo, Mpumalanga and North West Region:

Polokwane Management Area: Area Commissioner's Office (Ref: LMN 2020/08/109)

Salary: R257 508 per annum

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

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

Responsibilities: Implementation and managing procurement. LOGIS and procurement policies. Conducting of procurement and LOGIS inspections. Handling and finalization of all inspection and audit queries within procurement and LOGIS. Assist with the administration of Bids. Handling of budget. Responsible for operational training within procurement management. Ensure compliance to the Legislative frameworks and public service policies.

PROVISIONING ADMINISTRATION OFFICER: TRANSIT WAREHOUSE [2 POSTS]

Limpopo, Mpumalanga and North West Region:

Polokwane Management Area: Area Commissioner's Office (Ref: LMN 2020/08/110)

Rooigrond Management Area: Area Commissioner's Office (Ref: LMN 2020/08/111)

Salary: R257 508 per annum

Requirements: National Diploma/ Degree in Purchasing Management/Logistics/Supply Chain Management, Store and Inventory Management or any equivalent qualification. 2-3 years relevant work experience. 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 supply chain management framework (PFMA). Treasury Regulations relating to supply chain management. Good knowledge of Public Service Regulation. Knowledge of procurement administration and public finance administration , financial management, Integrity & honesty, good work ethics ,confidentiality, interpersonal relations, people management, accuracy, independent networking, influence and impact, computer skills.

Responsibilities: Administrate the transit functions. Manage the planning of receipts with regard to stock/equipment. Manage and administer the safe keeping, storage and care of stock and equipment. Manage and check and update bin cards. Package and distribute/ dispatch items to sections. Manage the quality and quantity of items received/delivered and distributed. Management of Human Resources, finances and assets.

PROFESSIONAL NURSE: GENERAL NURSING: GRADE 1

Limpopo, Mpumalanga and North West Region:

Bethal Management Area: Bethal Correctional Centre (Ref: LMN 2020/08/112)

Salary: R256 905 per annum

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

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

Responsibilities: Provide direction and supervision in the implementation of the nursing plan. (Clinical

practice/quality patient care). Implement standards, practices, criteria and indicators for quality nursing (quality of practice). Practice nursing and healthcare in accordance with the relevant law as and regulations. Utilise human, material and physical resources efficiently and effectively. Display a concern for patients, promoting and advocating proper treatment and care, including an awareness and willingness to respond to patients' needs, requirement and expectations (Batho Pele principles). Maintain a constructive working relationship with nursing and other stakeholders.

ADMINISTRATION OFFICER: LOGISTICS ADMINISTRATION

Limpopo, Mpumalanga and North West Region:

Witbank Management Area: Area Commissioner's Office (Ref: LMN 2020/086/113)

Salary: R208 584 per annum

Requirements: National Diploma / Degree in Logistics or equivalent qualification. 1-2 years' experience in Purchasing Management, Logistics, Supply Chain Management, Stores and Inventory Management. Knowledge of PAS2.6/LOGIS. Computer literate. Valid driver's licence.

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

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

ADMINISTRATION OFFICER: RECRUITMENT AND PLACEMENT [2 POSTS]

Limpopo, Mpumalanga and North West Region:

Barberton Management Area: Area Commissioner's Office (Ref: LMN 2020/08/114)

Witbank Management Area: Area Commissioner's Office (Ref: LMN 2020/08/115)

Salary: R208 584 per annum

Requirements: Recognized National Diploma/ Degrees in Human Resource or equivalent qualification and 1-2 years' experience in recruitment and placement. Computer Literate. Valid driver's licence.

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

Responsibilities: Render administrative function on transfers and placements. Assist in the interview and selection process. Schedule interviews with prospective candidates. Administer and manage information. Secure storage of memorandums. 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 regret letters to unsuccessful candidates. Perform PERSAL functions relating to appointments. Management of finances and assets.

ARTISAN PRODUCTION GRADE A: WELDER

Limpopo, Mpumalanga and North West Region:

Barberton Management Area: Medium B Correctional Centre (Ref: LMN 2020/08/116)

Salary: R190 653 per annum

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

Competencies and attributes: Technical analysis knowledge. Computer Aided technical applications. Knowledge of legal compliance. Technical report writing. Production, process knowledge and skills. Problem solving and analysis. Decision-making. Teamwork. Analytical skills. Creativity. Self-management. Customer Focus and responsiveness. Communication. Planning and organizing.

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

ARTISAN PRODUCTION GRADE A: PLUMBER

Limpopo, Mpumalanga and North West Region:

Barberton Management Area: Medium B Correctional Centre (Ref: LMN 2020/08/117)

Salary: R190 653 per annum

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

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

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

SECRETARY [2 POSTS]

Limpopo, Mpumalanga and North West Region:

Regional Office: Office of the Regional Commissioner (Ref: LMN 2020/08/118) & Regional Head Finance and Supply Chain Management (Ref: LMN 2020/08/119)

Salary: R173 703 per annum

Requirements: Grade 12 or secretarial diploma/certificate and relevant experience as a secretary will be an added advantage. Computer literate.

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. 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.

SWITCHBOARD OPERATOR

Limpopo, Mpumalanga and North West Region:

Polokwane Management Area: Tzaneen Correctional Centre (Ref: LMN 2020/08/120)

Salary: R 145 281 per annum

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

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

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

DRIVER/MESSENGER

Limpopo, Mpumalanga and North West Region:

Regional Office: Office of the Regional Commissioner (Ref: LMN 2020/08/121)

Salary: R145 281 per annum

Requirements: Grade 12. Valid code 08 driver's licence. Three (3) years' experience in driving. Completion of an advanced driver's course will be an 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, Ability to work under pressure. Good interpersonal relations. Good communication and listening skills. Knowledge of Government regulations relating to Transport.

Responsibilities: Drive light and medium motor vehicles to transport passengers and deliver other items (mail and documents). Collect and deliver documentation and related items in the Department. Copy and fax documents and assist in the registry. Distribute documents in and outside of the Department. Maintain the vehicle allocated to the office of the Regional Commissioner. Keep accurate record of all the official trips, complete the log book.

Note: • **Before you apply:** All costs associated with an application will be borne by the applicant. The Department of

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

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

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

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

Applications: Electronically applications must be submitted on form Z83 (Public Service Application form), obtainable from any Public Service Department, and must be completed in full. ***Applications must be accompanied by a CV, copies of qualifications, identity document and a valid driver's licence. Uncertified documents will be accepted. Where an advertisement states that a valid driver's licence is required, then please submit. Please Note: Should you be shortlisted applicants will be required to bring along original copies of qualification and SA ID document.*** Please send a separate and complete application for each post you applying for, stating the correct reference for each position you are interested in. ***APPLICATIONS MUST BE SUBMITTED ELECTRONICALLY VIA E-MAIL: LMNHRM@dcs.gov.za*** •

For full details of the post, visit the Correctional Services website: www.dcs.gov.za

Candidates must comply with the minimum appointment requirements • CV's should be aligned to reflect one's degree of compliance with the advert requirements and responsibilities. It is the sole responsibility of an applicant to ensure that their application reaches DCS before the stipulated closing date and time.

NB: Indicate the reference number and position you are applying for on your application form (Z83).

Limpopo/Mpumalanga/North West Region:

NO HAND DELIVERY APPLICATIONS WILL BE ACCEPTED

Contact persons: Mrs. Portia Bungqu 012 306 2032 / Mrs. Petunia Nomvela / Ms. Thandiwe Lekhuleni / Mr. Tshepo Ndlamini / Mr. Brent Botha at 012 306 2033/2034 or Mr Zamani Ziqubu 012 306 2041