



correctional services

Department:
Correctional Services
REPUBLIC OF SOUTH AFRICA

REGIONAL COMMISSIONER: CORRECTIONAL SERVICES: EASTERN CAPE;
PRIVATE BAG X 9013, QUIGNEY, EAST LONDON 5200; TEL (043) 706 7866 FAX (043) 722 1056

DEPARTMENT OF CORRECTIONAL SERVICES: EASTERN CAPE REGION

APPOINTMENTS UNDER THE CORRECTIONAL SERVICES ACT.

HEAD: CORRECTIONAL CENTRE

Eastern Cape Region: East London Management Area (Mdantsane Correctional Centre)(Ref: ECDCS01/09/2020)

Salary R851 913.00 per annum (all-inclusive package)

Requirements: Grade 12 plus Relevant B degree/National Diploma in Behavioural Sciences and 7 years Relevant experience gained on supervisory level. These requirements are in accordance with the Relevant Occupational Specific Dispensation. Successful completion of Corrections Science Learnership/Basic Training. Valid driver's licence. Computer literacy.

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

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

AREA COORDINATOR: CORRECTIONS

Eastern Cape Region: Mthatha Management Area (Area Commissioner's Office) (Ref: ECDCS02/09/2020)

Salary: R756 906.00 All-inclusive package

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

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

Responsibilities: Implement and monitor correctional, security and facility policies and procedures. Coordinate the collation and dissemination of security and correction information. Coordinate activities relating to critical DCS sup-port structures such as the Parole Boards and Office of the Inspecting Judge within the management area. Promote corrections and security awareness. Manage the emergency support systems. Provision of early warning intelligence correction and security risks. Manage human resources, finance and assets.

CENTRE COORDINATOR: CORRECTIONS

Eastern Cape Region: Amathole Management Area (Middledrift Correctional Centre) (Ref: ECDCS03/09/2020)

Salary: R454 440.00 per annum

Requirements: Grade 12 plus Relevant degree / National Diploma in Behavioural Sciences and successful completion of Corrections Science Learnership. 7 Years relevant experience gained in a supervisory post Top secret security classification. Valid driver's license. Computer literacy.

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

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

CENTRE COORDINATOR: OPERATIONAL SUPPORT X2

Eastern Cape Region: St Albans Management Area (St Albans Medium B Correctional Centre) (Ref: ECDCS04/09/2020); St Albans Maximum Correctional Centre)(Ref.: ECDCS05/09/2020)

Salary: R454 440.00 per annum

Requirements: Grade 12 plus Relevant degree / National Diploma in Behavioural Sciences and successful completion of Corrections Science Learnership. 7 Years relevant experience gained in a supervisory post. Top secret security classification. Valid driver's licence. Computer literacy.

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

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

CENTRE COORDINATOR: CASE MANAGEMENT COMMITTEE

Eastern Cape Region: St Albans Management Area (St Albans Med B Correctional Centre) (Ref: ECDCS06/09/2020)

Salary: R454 440.00per annum

Relevant: Grade 12 plus Degree/ND in Behaviour Science or equivalent qualifications 7 years relevant experience on supervisory post. These requirements are in accordance with the Occupational Specific Dispensation. Top secret security classification as an added advantage. Successful completion of Corrections Science Learnership/Basic Training. Valid driver's licence. Computer literacy.

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

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

MANAGER: CORRECTIONS (ASD: CORRECTIONS)

Eastern Cape Region: East London Management Area (Area Commissioner's Office) (Ref: ECDCS07/09/2020)

Salary: 392 004.00 per annum

Requirements: Relevant degree/National Diploma in Behavioural science plus 5 years' experience on supervisory level. These requirements are in accordance with the relevant Occupational Specific Dispensation. Successful completion of Corrections Science Learner ship/Basic Training. Valid driver's licence. Computer literacy.

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

Responsibilities: Manage and process documentation to / from prisons and community corrections. Management of classified information. Management of policy documentation of DCS. Investigation of incidents. Management of human resources and assets.

CENTRE COORDINATOR: CORRECTIONS X 2

Eastern Cape Region: Sada Management Area (Middelburg Correctional centre)(Ref: ECDCS08/09/2020); St Albans Management Area (Patensie Correctional Centre) (Ref: ECDCS09/09/2020)

Salary: R380 583.00 per annum

Requirements: Grade 12 plus Relevant degree / National Diploma in Behavioural Sciences and successful completion of Corrections Science Learnership. 7 Years relevant experience gained in a supervisory post Top secret security classification. Valid driver's license. Computer literacy.

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

Responsibility: Management the development of correctional sentence plan and facilitate the implementation thereof. Execute correctional policies and procedures. Coordinates the collation and dissemination of correction information. Coordinates activities relating to rehabilitation programme, case management administration, case management committee and unit management systems. Promote

corrections and security. Management of performance information. Manage human resources, finance and assets.

CENTRE COORDINATOR: OPERATIONAL SUPPORT X 2

Eastern Cape Region: Amathole Management Area (Grahamstown Correctional Centre) (Ref: EDCS10/09/2020); Sada Management Area(Butterworth Correctional centre)(Ref: EDCS11/09/2020)

Salary: R380 583.00 per annum

Requirements: Grade 12 plus Relevant degree / National Diploma in Behavioural Sciences and successful completion of Corrections Science Learnership. 7 Years relevant experience gained in a supervisory post. Top secret security classification. Valid driver's licence. Computer literacy.

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

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

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CENTRE COORDINATOR: STAFF SUPPORT X3

Eastern Cape Region: St Albans Management Area (Patensie Correctional Centre) (Ref: EDCS12/09/2020); Sada Management Area (Cradock Correctional Centre) (Ref: EDCS13/09/2020); Mthatha Management Area (Lusikisiki Correctional Centre) (Ref: EDCS14/09/2020)

Salary: R380 583.00 per annum

Requirements: Grade 12 plus Degree / National Diploma in Behavioural Sciences and successful completion of Corrections Science Learnership. 7 Years relevant experience gained in a supervisory post. Top secret security classification, Valid driver's license. Computer literate.

Competencies and attributes: Firearm skills and the use of relevant security technology. Communication, Project and programme management, Transformation management, Change Management, Stakeholder management, Problem solving, Analysis, Service Delivery Innovation, decision making, People Management and Empowerment, In depth understanding of safety and security in a correctional environment. Integrity and honesty, Confidentiality, Good 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 resource and related functions to the correctional centre. Effective management of the registration activities. Ensure proper dissemination of information for the correctional centre. Manage duty register and leave arrangements. Management of performance information. Management of human resources finances and assets.

UNIT MANAGER X4

Eastern Cape Region: Amathole Management Area (Middledrift Correctional Centre) (Ref: EDCS15/09/2020); (King Williams Town Correctional Centre) (Ref: EDCS16/09/2020); Sada Management Area (Cradock Correctional Centre)(Ref: EDCS17/09/2020); Mthatha Management Area (Mthatha Med Correctional Centre) (Ref: EDCS18/09/2020)

Salary: R380 583.00 per annum

Requirements: Grade 12 plus Relevant degree / National Diploma in Behavioural Sciences and successful completion of Corrections Science Learnership. 7 Years relevant experience gained in a supervisory post in the security stream. Top secret security classification, Valid driver's license. Computer literacy.

Competencies and attributes: Firearm skills and the use of relevant security technology. Communication, Project and programme management, Transformation management, Change Management, Stakeholder management, Problem solving, 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 safe custody of offenders. Manage the process of representation of offenders. Develop measures for handling offender complains and requests. Facilitate the induction of new offenders. Implementation of unit management principles. Management of case files. Provision of infrastructural needs to enhance the implementation of unit management principles. Management of performance information. Manage human resource, finance and assets.

CENTRE COORDINATOR: CASE MANAGEMENT COMMITTEE

Eastern Cape Region: St Albans Management Area (St Albans Med B Correctional Centre) (Ref: EDCS19/09/2020)

Salary: R380 583.00 per annum

Requirements: Grade 12 plus Relevant degree / National Diploma in Behavioural Sciences and successful completion of Corrections Science Learnership. 7 Years relevant experience gained in a supervisory post. Top secret security classification, Valid driver's license. Computer literacy.

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

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 performance information. Management of human resources, logistical administration and assets.

DIVISIONAL HEAD: CASE MANAGEMENT ADMINISTRATION X5

Eastern Cape Region: Amathole Management Area (King Williams Town Correctional Centre) (Ref: EDCS20/09/2020); (Grahamstown Correctional Centre)(Ref: EDCS21/09/2020); East London Management Area (East London Med A) (Ref: EDCS22/09/2020); Mthatha Management Area(Mthatha Medium Correctional Centre)(Ref: EDCS23/09/2020) St Albans Management Area(St Albans Maximum Centre) (Ref: EDCS24/09/2020)

Salary: R380 583.00 per annum

Requirements: Grade 12 plus Relevant B degree/National Diploma and 7 years relevant experience in a supervisory level. These requirements are in accordance with the Occupational relevant Specific Dispensation. Top secret security classification as an added advantage. Successful completion of Corrections Science Learnership/Basic Training. Valid driver's licence. Computer literacy.

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

Responsibilities: Manage admission and release of inmates. Control inmate's movement. Administrate inmate's cash. Maintain inmate's records. Administrate fine/bail payments. Administrate inmates labour. Maintain safe custody by personnel. Manage intimate's privileges. Management of financial and human resources and assets.

REINTERGRATION MANAGER: HEAD COMMUNITY LIAISON (CB4)

Eastern Cape Region: Mthatha Community Corrections (Ref: EDCS25/09/2020)

Salary: R380 583 per annum

Requirements: Relevant three (3) year degree/ National Diploma in Behavioural Sciences and 7 years Relevant experience on supervisory post at Community Corrections Offices. Experience in working with external stake-holders and others organs of states shall be an added advantage. These requirements are in accordance with the Relevant Occupational Specific Dispensation. Top secret security classification as an added advantage. Successful completion of Corrections Science Learnership/Basic Training. Valid driver's licence.

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: Marketing non- custodial sentences' options to judiciary; Marketing utilization of Section 62(f), Liaison with NGOs, CBOs and other State Departments to foster partnerships; Identification of service points for decentralization of Community Corrections' services, Identification of institutions for community services, Compilation of community profiling; Promotion of parolees and probationers' participation in Restorative Justice and monitoring performance of community service. Management of information and resources.

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SECURITY MANAGER: NUTRITIONAL SERVICES

Eastern Cape Region: East London Management Area (Mdantsane Correctional Centre) (Ref: EDCS26/09/2020)

Salary: R380 583.00 per annum

Requirements: Grade 12 plus 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

SECRETARY PAROLE BOARD

Eastern Cape Region: Kirkwood Management Area (Kirkwood Parole Board) (Ref: ECDCS27/09/2020)

Salary: R329 781.00 per annum

Requirements: Grade 12 plus Relevant degree /National Diploma in Behavioural Science and successful completion of corrections Science Learnership. 5 years relevant experience gained in production post. Successful completion of Corrections Science Learnership Programme/Basic Training. Valid driver's licence. Computer literacy.

Competencies and attributes: Firearm skills and the use of relevant security technology. Communication, stakeholders management, Problem solving, Service Delivery Innovation, decision making. People Management and Empowerment, 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. Computer literacy.

Responsibility: Scheduling of meetings of the Board, Verification of information provided. Taking of minutes of sessions of the Board. Dealing with representations. Maintenance of safe custody. Manage human resources, finance and assets.

HEAD CORRECTIONAL CENTRE

Eastern Cape Region: Sada Management Area (Ngqamakwe Correctional Centre) (Ref: ECDCS28/09/2020)

Salary: R380 583.00 per annum

Requirements: Relevant degree / National Diploma in Behavioural Sciences and successful completion of Corrections Science Learnership. 7 Years relevant experience gained in a supervisory post. Top secret security classification, Valid driver's license. Computer literacy..

Competencies and attributes: Firearm skills and the use of relevant security technology. communication, project and programme management, transformation management, change management, stakeholder management, problem solving, analysis, service delivery Innovation, decision making, people management and empowerment, in depth understanding of safety and security in a correctional environment, integrity and honesty, confidentiality, good inter-personal relations, knowledge of the Correctional Services Act, Act 111 of 1998, as amended, assertiveness, ability to network and diplomacy. **Responsibilities:** Management of all aspects of the correctional centre on a day to day basis through the implementation of Correctional Services Act, Act 111 of 1998 as amended, Manage the implementation of the imperatives of White Paper on Corrections. Management of case management administration, security, development and care, unit management and case management committees. Foster a working relationship with the Justice Cluster and the Community. Monitor, evaluate and take appropriate action in relation to outcomes on the risk trends. Management of performance information. Manage human resources, finances and assets.

CLERK: CORRECTIONAL POLICY ADMINISTRATION [NCB1]

Eastern Cape Region:

East London Management Area: Area Commissioner's Office (Ref: ECDCS29/09/2020)

Salary: R215 586 per annum

Requirements: Grade 12 coupled with 10 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.

APPOINTMENTS UNDER THE PUBLIC SERVICE ACT

CHIEF CONSTRUCTION PROJECT MANAGER

Eastern Cape Region: Regional Office (Ref: ECDCS30/09/2020)

Salary: An all-inclusive package R1042 827.00 per annum

Requirements: Grade 12 plus National Higher Diploma/BTech/Degree in Built Environment field with a minimum of 6 years' experience post registration as a Professional. The Built Environment field include Construction Management, Architecture, Quantity Surveying, and Engineering. The Candidate must be registered as Professional in any of Built Environment Councils as Professional Architect/Professional Engineer or Technologist/Professional Quantity Surveyor/ Professional Project Manager/ Professional Certificated Engineer. Valid driver's licence. Government Certificate of Competence (GCC factories) will be an added advantage. Compulsory registration with the SACPCMP as a Professional Construction Project Manager on appointment.

Competencies and attributes: Strategic capability, Problem solving and analysis, Decision making, Team Leadership, Creativity, Financial Management, Customer Focus, and responsiveness, Communication, Computer skills, People Management, Planning and Organising, Conflict Management Negotiation skills and Change management. Programme and project management, Project management skills, principles and methodologies, Project and professional judgement, Computer aided engineering and project applications, Project design and analysis knowledge, Project operational communication, Process knowledge and skills, Maintenance skills and knowledge, Mobile equipment, Operating skills, Legal and operational compliance, Research and development, Creating high performance culture and Technical consulting.

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

REGIONAL COORDINATOR CARE

Eastern Cape Region (Regional Office) (Ref: EDCS31/09/2020)

Salary: An all-inclusive package of R733 257.00 per annum

Requirements: Grade 12 plus Relevant degree or equivalent qualification in Behavioural or Social Sciences. 3 - 5 years middle management experience in developmental and care services level. Registration with the relevant South African Professional Body and Valid driver's licence. Computer literacy.

Competencies and attributes. Strategic capability and Leadership, Financial management, Policy development, Communication, Project and programme management, Transformation management, Change Management, Client Orientation and Customer focus, Problem solving, analysis, Service Delivery Innovation, decision making, People Management and Empowerment, In depth understanding of safety and security in a correctional environment. Integrity and honesty, Confidentiality, Good Interpersonal relations, Understanding of Public Service policy and legislative framework, Assertiveness, Ability to network, Diplomacy and tact, Resilient, Influence and impact.

Responsibilities: Coordinate effective management of compliance with policies, procedures, programmes, standards and applicable legislation in respect of care and development services in the management area. Coordinate the provision of Social Work, Psychological services, Formal Education, Skills Development, Sports Recreation Arts and Culture, Production Workshops and Agriculture and Spiritual Care needs and Medical care based programmes and services of of-fenders, remand detainees and babies of incarcerated mothers. Management of development and care related risks. Co-ordinate the adherence to nutritional and hygienic standards in the management area. Management of performance information. Manage human resources, finances and assets.

REGIONAL COORDINATOR: PRODUCTION WORKSHOPS & AGRICULTURE

Eastern Cape Region: Regional Office (Ref: EDCS32/09/2020)

An all-inclusive package of R733 257.00 per annum.

Requirements: Grade 12 plus Relevant Degree/National Diploma in Agriculture Sciences or equivalent qualification. 3-5 years on entry middle management experience in agriculture and production workshop. Computer literacy. Valid driver's licence.

Competencies and attributes: Policy coordination, communication, facilitation skills, project and programme management, Change management, Financial 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 tactful, influence and

impact. Knowledge of DCS Act and white paper on corrections.

Responsibilities: To ensure cost effective management of agricultural activities and production workshops in the Region. Quality assessment of agricultural and production workshop services in the Region. Develop/ maintain agricultural and production workshops service standards in the Region. Manage agricultural and production workshop labour for the Region. Manage the environment. Manage Occupational Safety Act(OHS Act). Management of Resources.

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MANAGER: SPIRITUAL CARE (CHAPLAIN)

Eastern Cape Region: Mthatha Management Area (Area Commissioner's Office: Dev & Care) (Ref: ECDCS32/09/2020)

Salary: An all-inclusive package of R733 257.00 per annum

Requirements: Grade 12 plus Relevant degree/National Diploma in Theology from an accredited theological institution or equivalent qualification. Ordination as a minister of religion/faith with 3-5 years middle management experience. 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: Manage and coordinate spiritual care services. Implement, monitor and evaluate policies and procedures. Empower spiritual care personnel. Develop and present needs based spiritual care programmes. Market spiritual care services and establish partnership with internal and external stakeholders. Management of performance information. Manage spiritual care infrastructure. Implement the moral renewal programme for offenders. Liaise with internal and external stakeholders to enhance social reintegration services. Management of human and finance resources and assets.

REGIONAL COORDINATOR SPECIAL PROGRAMS

Eastern Cape Region (Regional Office)(Ref: ECDCS34/09/2020)

Salary: An all-inclusive package of R733 257.00 per annum

Requirements: Grade 12 and Relevant B degree/ND in Human Resource Management with 3-5 years' experience in middle management in comparable environment. Valid driver's licence. Computer literacy.

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

Responsibilities: Promotion of the code of conduct of the Department, Coordination of all EAP operations in the region. Promotion of gender sensitivity in the Region. Ensuring of the gainful employment of disabled. Ensuring of the alignment of DCS policies, Policy coordination of sports, Management of sport event in the region, Maintenance of performance plans of subordinates. Assessment of subordinates, Ensure compliance with DCS HR policies /directives Budgeting of funds. Compliance business plans. Accountable for the sport and recreation.

AREA COORDINATOR: CORPORATE SERVICES

Eastern Cape Region: Amathole Management Area (Area Commissioners Office) (Ref: ECDCS35/09/2020)

Salary: An all-inclusive package of R733 257.00 per annum

Requirements: Grade 12 plus Relevant degree or National Diploma in Human Resource Management or equivalent qualification. 5 years experience at middle management level in a Corporate Services environment. Knowledge of PERSAL system. Computer literacy. Valid driver's licence.

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

Responsibilities: Effective coordination of human resources policies and procedures at Management Area level. Coordinate Human Resources Provisioning, Utilization, Development, Communication, Information Technology, Special programmes (EAP, HIV/AIDS, and Equity), Legal Services and Employee Relations in the management area. Management of performance information. Management of human resources, finance and assets.

PSYCHOLOGIST GRADE 1

Eastern Cape Region: East London Management Area (Ref: ECDCS36/09/2020)

Salary: R713 361.00 (All-inclusive package)

Requirements: Grade 12 plus Relevant Master's degree in Psychology and registration as a Clinical or Counselling Psychologist with Health Professional Council of South Africa. A minimum of three years appropriate experience as Clinical Psychologist after registration with the Professional Council of South Africa. These requirements are in accordance with the Occupational Specific Dispensation. Computer literacy. Valid driver's licence.

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

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

MANAGER FACILITIES AND SECURITY X2

Eastern Cape Region: Mthatha Management Area (Area Commissioner's Office) (Ref: ECDCS37/09/2020); Kirkwood Management Area (Ref: ECDCS38/09/2020)

Salary: R376 596.00 per annum.

Requirements: Grade 12 plus National Diploma/ Degree in Behavioural Sciences or equivalent qualification and 3-5 years Relevant experience gained on a supervisory post. 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, financial resources and assets.

OPERATIONAL MANAGER: NURSING SERVICES (PHC) X4

Eastern Cape Region: St Albans Management Area (St Albans Med B) (Ref: ECDCS39/09/2020); St Albans Medium A (Ref: ECDCS40/09/2020); Amathole Management Area (Fort Beaufort Correctional Centre (Ref: ECDCS41/09/2020); East London Management Area (East London Medium B) (Ref: ECDCS42/09/2020)

Salary: R562 800.00 per annum

Requirements: Grade 12 plus Degree/diploma in Nursing or an equivalent qualification that allows registration with the South African Nursing Council (SANC) as a Professional Nurse. A minimum of 9 years appropriate experience in nursing after registration as a Professional Nurse with the SANC in General Nursing. At least 5 years of the period referred to above must be appropriate experience after obtaining the 1 year post-basic qualification in the relevant speciality (Primary Health Care). Current registration with the South African Nursing Council as a Professional Nurse. Valid driver's licence. Computer literate will be an added advantage.

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

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

CLINICAL NURSE PRACTITIONER GRADE 1 (PHC) X3

Eastern Cape Region: Amathole Management Area (Fort Beaufort Correctional Centre) (Ref: ECDCS43/09/2020) (Middledrift Correctional Centre) X2 (Ref: ECDCS44/09/2020)

Salary: R383 226.00 per annum

Requirements: Grade 12 plus Relevant 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 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 literacy. 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 performance information.

MANAGER SPECIAL PROGRAMS

Eastern Cape Region: (St Albans Management Area)(Ref: ECDCS45/09/2020)

Salary: R376 596.00 per annum

Requirements: Grade 12 plus Relevant Degree/National Diploma in Administration or equivalent qualification to the field and 3-5 years relevant experience on supervisory level. Computer literate. Valid driver's licence.

Competencies and attributes: Communication, Project and programs management, Transformation management, Stakeholder management, Problem solving, Analysis, Service Delivery Innovation, Decision Making, People Management and Empowerment, In depth understanding of safety and security in a correctional environment. Integrity and honesty, Confidentiality, Good Interpersonal Relations, Understanding of Public Service Police and Legislative Framework. Assertiveness, Ability to network, Diplomacy and tact Resilience, Influence and impact.

Responsibilities: Manage special program policies of the DCS in the Management Area. The management of EAP programs. The management of equity affairs in the Management Area. The management of the sports policy in the Management Area. Management of resources.

MANAGER PROCUREMENT

Eastern Cape Region: Regional Office (Ref: ECDCS46/09/2020)

Salary R376 596.00 per annum

Requirements: Grade 12 plus Relevant Degree /National Diploma in Supply Chain Management or equivalent qualification and 3-5 years relevant experience gained on supervisory post. Knowledge of LOGIS system. Computer literate. Valid driver's licence.

Competencies and attributes: Report writing, Problem solving skills. Interpersonal relations. Punctuality, Conflict resolution, Communication skills. Integrity and honest. Friendly and adapt-ability. Self-discipline. Confident. Ability to work under pressure. Policy implementation. Assertiveness. Influence and impact. Ability to network.

Responsibilities: Assist end-user in the drafting of specifications. Arrange for the advertisement of tenders. Assist Bid Evaluation Committees in the evaluation of bids. Liaise with the GSSC on all goods and services, as well as payment of supplier and services providers. Ensure compliance to all procurement to all procurement-related legislation. Manage database of contracts. Management of resources.

MANAGER: AGRICULTURE X 2

Eastern Cape Region: Amathole Management Area (Area Commissioners Office) (Ref: ECDCS47/09/2020) ; St Albans Management Area (Area Commissioners Office) (Ref: ECDCS48/09/2020)

Salary: R376 596.00 per annum

Requirements: Grade 12 plus Relevant degree/national diploma in Agricultural Science or equivalent qualification with 3-5 years' experience at supervisory level in agriculture environment. Sound experience in agricultural and management. Valid drivers' licence. Computer literacy.

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

Responsibilities: Promotion of self- sufficiency with regard to agricultural products. Coordinate the implementation of agriculture service. Maintain agricultural production and service standards in the management area. Manage the implementation of Occupation Safety Act in the Agricultural environment (OSD Act). Management of human resources, finances and assets.

SAO: HUMAN RESOURCE DEVELOPMENT

Eastern Cape Region: Kirkwood Management Area (Area Commissioner's office) (Ref: ECDCS49/09/2020)

Salary: R316 791.00 per annum

Requirements: Grade 12 plus Relevant degree diploma in Human Resource Management or in Human Resource Development with 3-5

years relevant experience in the field of HRD. Good communication skills. Computer literacy. Valid driver's licence.

Competencies and attributes: Policy coordination, communication, financial management, plan organise, lead and control, Project and Programme. Change management, Client orientation and Customers 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: Training and development interventions at all levels. Compile the business plan for HRD. Conduct training needs analysis. Compilation of monthly training reports. Deliver effective HRD administration. Management of Learnership programmes and conducts assessment of learners on the Correctional Science Learnership NQF Level 4. Management of the internship programmes. Facilitation of HRD programmes in the Region. 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 performance information. Management of human resources, finances and assets.

SAO: HUMAN RESOURCE SUPPORT

Eastern Cape Region: Sada Management Area (Area Commissioner's Office) (Ref: ECDCS50/09/2020)

Salary: R316 791.00 per annum

Requirements: Grade 12 plus Relevant degree/National Diploma in Human Resource Management or equivalent qualifications and 3- 5 years supervisory experience in a similar environment. PERSAL training course, Valid driver's licence. Computer literate.

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 performance information. Manage human, resources, finance and assets.

SAO: HUMAN RESOURCE UTILISATION

Eastern Cape Region: Mthatha Management Area (Area Commissioner's Office) (Ref: ECDCS51/09/2020)

Salary: R316 791.00 per annum

Requirements: Grade 12 plus Relevant B degree/National Diploma with 3 – 5 years proven experience in Human Resources. Computer literacy. 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: Control cost effective personnel administration and utilization. Coordinate the operation of personnel functions in the Management Area. Facilitate and co-ordinate the implementation of established Recruitment and Selection practices. Assist in the formulation and implementation of departmental policies on selection. Develop new and monitor current selection Techniques/policies in line with prescribe legislation. Render personnel advice and liaison services to line functionaries. Interview administration and act as secretariat during interviews. Supervise and oversee of shortlisting and interview processes. Keeping record and statistical updates. Management of finance and human resources and assets.

SAO: CLUBS

Eastern Cape Region: Kirkwood Management Area (Area Commissioner's Office)(Ref: ECDCS52/09/2020)

Salary: R316 791.00 per annum

Requirements: Grade 12 plus Recognized three (3) years degree/ ND in Management Administration /Finance or equivalent qualification. 3-5 years relevant experience. A valid driver's license. Knowledge of the Companies act and the PFMA. Computer literate. Valid driver's licence.

Competencies and attributes: Financial Management, Plan, organize, lead and control, Conflict management Influence and impact, Understanding of Public Service policy and legislative framework including PFMA, Communication skills, Decision making Report writing, Presentation skill, Problem solving, Team leadership, Policy interpretation, Facilitation skills, Analytical skills, Mentoring and coaching, Confidentiality, Integrity and honesty, Time management, Assertiveness, Ability to network, Service delivery and client orientation, Adaptive, Confident and independent, Willingness to travel, Ability to work under pressure Negotiation skills.

Responsibilities: Management of clubs and financial outlets, membership management (clubs and sub clubs).Promotion of sport and recreation. Financial management of club affairs, Management of human resources, finances and assets. Ensure the implementation of policies and procedures governing clubs and canteens. Ensure the preparation of annual financial statements for audit purposes. Verification and monitoring of the income, Expenditure and investments of clubs. Manage human resources, finance and assets.

SAO: SUPERVISOR: FINANCIAL ACCOUNTING

Eastern Cape Region: Kirkwood Management Area (Area Commissioner's Office)(Ref EDCS53/09/2020)

Salary: R316 791.00 per annum

Requirements: Grade 12 plus Relevant three year degree / Diploma Accounting or Financial Management and 3-5 years Relevant experience in Government Financial systems. Valid driver's license. Computer literacy. Knowledge of the Public Finance Management Act.

Competencies and attributes: Knowledge of PFMA, Treasury Regulations and BAS, Communication, Project and programme management, Transformation management, Change Management, Stakeholder management, Problem solving, Analysis, Service Delivery Innovation, decision making, People Management and Empowerment, In depth understanding of safety and security in a correctional environment. Integrity and honesty, Confidentiality, Good Interpersonal relations, Understanding of Public Service policy and legislative framework. Assertiveness, Ability to network, Diplomacy and tact, Resilience, Influence and impact.

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

SAO: NETWORK CONTROLLER

Eastern Cape Region: (Regional Commissioner's Office)(Ref EDCS54/09/2020)

Salary: R316 791.00 per annum

Requirements: Grade 12 plus Degree/National Diploma in Information Technology/ Computer Science or an equivalent qualification and 3-5 years' experience as a network controller. Computer literate. Valid driver's license.

Competencies and attributes: Report writing. Problem solving skills. Interpersonal relations. Punctuality. Conflict resolution. Communication skills. Integrity and honest. Friendly and adapt-ability. Self-discipline. Confident. Ability to work under pressure. Policy implementation. Assertiveness. Influence and impact. Ability to network.

Responsibilities: Assist with the co-ordination of policy, Assist with the installation of computer hard-ware. Quality assessment of services rendered by IT staff, Assist with the integration of software. Rendering of customer assistance, Perform tasks to ensure data security, Management of human resources, finances and assets.

LEGAL ADMINISTRATION OFFICER: (MR3 - MR5)

Eastern Cape Region: Sada Management Area (Area Commissioner's Office)(Ref: EDCS55/09/2020)

Salary: R257 073 - R533 772 per annum

(Based on Qualifications and recognised experience as per relevant OSD)

Requirements: LLB degree with a minimum of two (2) to eight (8) years appropriate post qualification legal experience. An admitted attorney/advocate will be an advantage. Valid driver's licence. Computer literacy.

Competencies and attributes: Policy coordination, communication, financial management, Plan, organize, 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 credit-ability.

Responsibilities: The incumbent will administer legal advice to DCS. Initiation of policy amendments in DCS. Drafting of memoranda on policy amendments. Drafting of legislation/legal documents. The receiving of requests from functionaries for legal assistance. Furnishing of legal advice to personnel. Provide legal training. Administrating of claims against DCS. Handling of arbitrations and labour related issues. Administration of motion applications on the application of policy in the Management Areas. Maintenance of legal libraries. Planning of activities. Management of personnel and finances. Legal research and legal education. Representation of DCS on various forums.

ARTISAN FOREMAN GRADE A- B: HEAD OF ASSET MAINTENANCE

Eastern Cape Region: East London Management Area (East London Medium A) (Ref: EDCS56/09/2020)

Salary: R 304263.00 - R 462 084.00 per annum

Requirements: An appropriate/(Accredited Artisan Trade Certificate /Diploma) trade test qualification underwritten by the Manpower Training Act (Red Seal) with minimum of 8- 18 years post qualification and supervisory experience as a qualified artisan. National diploma in built environment. Valid driver's licence. Grade 12. These requirements are in accordance with the relevant Occupational Specific Dispensation.

Competencies and attributes: Relationship building innovation and creativity, People management, Time management, Openness and transparency, integrity and honest, Coaching and mentoring, Confidentiality, Interpersonal relations. Programme and Project management skills. Knowledge of SCM procurement processes. Stakeholder management. Knowledge of OHS Act compliance matters. Networking, Tact and Computer skills.

Responsibilities: Financial management in accordance with PFMA. Manage training of offenders and apprentices. Responsible for all administrative work in the unit. Coordination of all Planned and Unplanned day to day maintenance activities. Monitoring of all Capital, Maintenance & Own resources projects from inception to completion. The undertaking of short-/ medium-/ long-term planning of maintenance activities in the management area. Management of artisans in all trades. The development/maintenance of building works standards in the Management area. Perform standby duties.

EDUCATIONIST M+4 (MATHS)

Eastern Cape Region: Sada Management Area (Sada Correctional Centre) (Ref: EDCS57/09/2020)

Salary: R279 195.00 per annum

Requirements: Grade 12 plus Relevant degree/National Diploma in Education. Valid driver's licence. Registration with the South African Council of Educators. Computer literacy. Valid Driver's License. These requirements are in accordance with the relevant Occupational Specific Dispensation.

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

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

AGRICULTURE TECHNICIAN: ANIMAL PRODUCTION

Eastern Cape Region: St Albans Management Area (Dev &Care) (Ref: EDCS58/09/2020)

R257 508.00 per annum

Requirements: Grade 12 plus Recognised degree/national diploma in Agriculture. Experience in Animal Production and 2-3 years relevant work experience. Computer literacy. A valid driver's licence.

Competencies and attributes: Communication, project and programme management, transformation management, change management, stakeholder management, problem solving, analysis, service delivery Innovation, decision making, people management and empowerment, in depth understanding of safety and security in a correctional environment, integrity and honesty, confidentiality, good inter-personal relations, assertiveness, ability to network and diplomacy.

Responsibilities: Quality assesses agricultural services. Develop/maintain agricultural services standards in the management area. Manage plant production, agricultural labour, environment, agricultural equipment and occupational safety. Manage the budget allocation. Train personnel, Manage personnel,

AGRICULTURE TECHNICIAN: PLANT PRODUCTION

Eastern Cape Region: St Albans Management Area (Dev & Care) (Ref: EDCS59/09/2020)

R257 508.00 per annum

Requirements: Grade 12 plus Relevant National Diploma/ Degree in Agriculture/Horticulture or equivalent qualification and 2-3 years relevant work experience Computer literacy. Valid driver's licence.

Competencies and attributes: Communication, project and programme management, transformation management, change management, stakeholder management, problem solving, analysis, service delivery Innovation, decision making, people management and empowerment, in depth understanding of safety and security in a correctional environment, integrity and honesty, confidentiality, good interpersonal relations, 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.

ADMINISTRATION OFFICER: REGISTRATION

Eastern Cape Region: St Albans Management Area (Area Commissioner's Office) (Ref: EDCS60/09/2020)

Salary: R257 508.00 per annum

Requirements: Grade 12 and recognized degree/national diploma and 2-3 years relevant experience in the field of public records and archives or similar environment. Valid driver's license. Knowledge of registry and archives. Knowledge of departmental policies, legislation, strategies and programs. Knowledge of records management policies and legislation. Experience in public administration. Ability to develop training or learning programmes. Computer literate.

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

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

ADMINISTRATION OFFICER: TRANSPORT X2

Eastern Cape Region: St Albans Management Area (Ref: EDCS61/09/2020)

Salary: R257 508.00 per annum

Requirements: Grade 12 plus Recognized three year degree/ National diploma in Fleet Management or equivalent qualification with 2-3 years relevant experience. Computer literate. Valid driver's licence.

Competencies and attributes: Problem solving and decision makes skills, time management, confidentiality, Understanding of Public Service and legislative framework, service delivery and client orientation, integrity and honesty. Assertiveness, influence and impact and

ability to network.

Responsibilities: Identify transport infrastructure needs. Ensure effective maintenance of fleet. Manage transport policy and procedures. Ensure effective control over the utilization of vehicles. Conduct regular transport inspection and investigations. Management of Human resources, finance and assets.

ADMINISTRATION OFFICER: PERSONNEL X3

**Eastern Cape Region: Regional OfficeX2 (REF: ECDCS62/09/2020) Kirkwood Management Area (Area Commissioner's Office)
(Ref: ECDCS63/09/2020)**

Salary: R257 508.00 per annum

Requirements: Grade 12 plus Relevant **degree/** National Diploma in Human Resource Management . 2-3 years in Relevant experience in human resource environment. Valid driver's licence Computer literacy. Knowledge of PERSAL.

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

Responsibilities: Management of PERSAL, promotions, Peral awards, achievements bonuses, remuneration control, housing subsidies, official accommodation, leave, transfers, medical boards, appointments, termination of service and disciplinary matters. Management of human resources, finance and assets.

AO: LOGISTICS X2

**Eastern Cape Region: Kirkwood Management Area (Area Commissioners Office) Ref: ECDCS64/09/2020
Amathole Management Area (Area Commissioners Office) Ref: ECDCS65/09/2020)**

Salary: R257 508.00 per annum

Requirements: Grade 12 plus Relevant degree/National Diploma in LOGISTICS/Supply Chain with 2-3 years experience in a comparable environment. Knowledge of Logis, Computer literacy. Valid driver's licence.

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

Responsibilities: Manage the administration of the procurement process with regard to capital equipment in a fair, equitable transparent, competitive and cost-effective manner. Manage specifications and bid document are in order prior to the invitation of bids. Manage advertisement of bids. Manage evaluation of bid and submission of recommendation to the relevant Bid Adjudication Committee. Attend recommendation meetings at National Treasury. Attend SABS meetings. Liaise with external and internal clients.

AO: EXPENDITURE CONTROL

**Eastern Cape Region: Kirkwood Management Area (Area Commissioners Office)(Ref: ECDCS66/09/2020)
R257 508.00**

Requirements: Grade 12 plus Recognized three (3) year Degree / National Diploma in Financial Management with 2-3 years' experience in a comparable environment. Computer literacy. Valid driver's licence.

Competencies and attributes: Strong communication skills. Dynamic and professional. Event planning, organisational, project management and business planning skills. Knowledge of the PFMA and treasury regulations.

Responsibilities: Control the accounting of State monies. Ensure proper administration and utilization of petty cash. Control BAS ledger accounts. Control payments of subsistence and travel advances. Control the institution of various debt accounts. Approve BAS sundry payments advices, BAS journals, BAS debt take-on and telephone registers for the financial control office. Control the correct issuing of receipts and correct data capturing on BAS. Check claims for the motor finance scheme for senior employees. Control the filing of BAS documentation. Execute the responsibilities of officials, as stipulated in section 45 of PFMA. Manage the office. Coordinate Audit queries. Execute control over all captured documents for Audit purposes. Advice management with regard to any financial accounting issues pertaining to the Branch Financial Management.

AO: PROCUREMENT

**Eastern Cape Region: St Albans Management Area (Area Commissioners Office)(Ref: ECDCS67/09/2020)
Salary: R257 508.00 per annum**

Requirements: Grade 12 plus Relevant degree/National Diploma in LOGISTICS/Supply Chain with 2-3 years experience in a comparable environment. Knowledge of Logis, Computer literacy. Valid driver's licence.

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

Responsibilities: Manage the administration of the procurement process with regard to capital equipment in a fair, equitable transparent, competitive and cost-effective manner. Manage specifications and bid document are in order prior to the invitation of bids. Manage advertisement of bids. Manage evaluation of bid and submission of recommendation to the relevant Bid Adjudication Committee. Attend recommendation meetings at National Treasury. Attend SABS meetings. Liaise with external and internal clients.

<p style="text-align: center;">AO: EXPENDITURE CONTROL Eastern Cape Region: Kirkwood Management Area (Area Commissioners Office) (Ref: ECDCS68/09/2020) Salary: R208 584.00 per annum</p> <p>Requirements: Grade 12 plus Recognized three (3) year Degree / National Diploma in Financial Management with 1-2 years experience in a comparable environment. Computer literacy. Valid driver's licence.</p> <p>Competencies and attributes: Strong communication skills. Dynamic and professional. Event planning, organisational, project management and business planning skills. Knowledge of the PFMA and treasury regulations.</p> <p>Responsibilities: Control the accounting of State monies. Ensure proper administration and utilization of petty cash. Control BAS ledger accounts. Control payments of subsistence and travel advances. Control the institution of various debt accounts. Approve BAS sundry payments advices, BAS journals, BAS debt take-on and telephone registers for the financial control office. Control the correct issuing of receipts and correct data capturing on BAS. Check claims for the motor finance scheme for senior employees. Control the filing of BAS documentation. Execute the responsibilities of officials, as stipulated in section 45 of PFMA. Manage the office. Coordinate Audit queries. Execute control over all captured documents for Audit purposes. Advice management with regard to any financial accounting issues pertaining to the Branch Financial Management.</p>
<p style="text-align: center;">ADMINISTRATION OFFICER: LOGISTIC ADMINISTRATION (SL6) Eastern Cape Region: Mthatha Management (Area Commissioner's Office) (Ref: ECDCS69/09/2020) Salary: R208 584.00 per annum</p> <p>Requirements: Grade 12 plus Relevant degree /National Diploma in Logistics/Supply Chain. Computer literate. Valid driver's licence. 1-2 years Relevant experience in Supply Chain Environment. Valid driver's licence.</p> <p>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.</p> <p>Responsibilities: Implement logistical policies in the Management Area. Check and control asset, including overall administration of logistic activities. Management of resources.</p>
<p style="text-align: center;">ADMINISTRATION OFFICER: TRANSIT/WAREHOUSE (SL6) Eastern Cape Region: Mthatha Management (Area Commissioner's Office) (Ref: ECDCS70/09/2020) Salary: R208 584.00 per annum</p> <p>Requirements: Grade 12 plus Relevant degree /National Diploma in Supply Chain/ Logistic. Computer literate. Valid driver's licence. 1-2 years Relevant experience in Supply Chain Environment. Valid driver's licence.</p> <p>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.</p> <p>Responsibilities: Implement logistical policies in the Management Area. Check and control asset, including overall administration of logistic activities. Management of resources.</p>
<p style="text-align: center;">ARTISAN PRODUCTION GRADE A: PLUMBER Eastern Cape Region: Kirkwood Management Area (Kirkwood Correctional Centre) (Ref: ECDCS71/09/2020) Salary: R190 653.00 per annum</p> <p>Requirements: An appropriate/ (Accredited Artisan Trade Certificate underwritten by the Manpower Training Act (Red Seal). 2 years experience as a qualified Electrician. Valid driver's licence. These requirements are in accordance the relevant Occupational Specific Dispensation.</p> <p>Competencies and attributes: Relationship building, innovation and creativity, people management time management, openness and transparency, integrity and honesty, coaching and mentoring, confidentiality, interpersonal relations, net-working and tact.</p> <p>Responsibilities: Train offenders in the applicable trade. Execute work as per requisition/orders received from clients. Perform standby duties. Apply quality control to manufactured products. Costing of product and supply quotes. Execute basic workshop administration. Control over workplaces and tools. Ensure health & safety of all electrical installations in the Management Area. Perform standby duties.</p>
<p style="text-align: center;">ARTISAN PRODUCTION GRADE A: CARPENTER Eastern Cape Region: East London Management Area (East London Med A Correctional Centre) (Ref: ECDCS72/09/2020) Salary: R190 653.00 per annum</p> <p>Requirements: An appropriate/ (Accredited Artisan Trade Certificate/Diploma) trade diploma/certificate underwritten by the Manpower Training Act (Red Seal). Valid driver's licence. These requirements are in accordance the relevant Occupational Specific Dispensation.</p> <p>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.</p> <p>Responsibilities: Train offenders and apprentices. Be responsible for plumbing work, service and repair cold and warm water supply,</p>

handle quotations and general administrative work, execute water pressure, air flow and smoke tests.

ADMINISTRATION OFFICER: PERSONNEL

Eastern Cape Region: Sada Management Area (Area Commissioners Office) (Ref: EDCS73/09/2020)

Salary: R173 703.00 per annum

Requirements: Grade 12. Experience in Human Resource environment will be an added advantage. Computer Literacy.

Competencies and Attributes: Plan and organise. Report writing, 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.

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

SWITCHBOARD OPERATOR

Eastern Cape Region: Kirkwood Management Area (Area Commissioner's Office)(Ref: EDCS74/09/2020)

Salary: R 145 281.00 per annum

Requirements: Grade 12 and Relevant work experience. Experience in the operation of the switchboard system. Computer literate. Good communication skills as well as a strong and friendly personality.

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.

Closing date: 25 September 2020 @ 15h45

Note: `Before you apply: All costs associated with an application will be borne by the applicant. The Department of Correctional Services is an equal opportunity employer. The Department will take into consideration the objectives of Section 195 (1) (i) of the Constitution of the Republic of South Africa, 1996 (Act 108 of 1996) and the Employment Equity Act, 1998 (Act 55 of 1998) in filling of these vacancies. It is our intention to promote representative 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 and CV. Applicants who are not citizens of South Africa or 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.

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, criminal records verification and medical fitness. **Appointment to some of these posts will be provisional, pending the issue of a security clearance. If you cannot get a security clearance, your appointment will be re-considered/possibly terminated. Finger prints may be taken on the day of interviews.** Take note that in certain posts competency based assessment will be conducted.

THE DEPARTMENT OF CORRECTIONAL SERVICES RESERVES THE RIGHT NOT TO FILL ANY OF THESE ADVERTISED POSTS.

Applications: For applications to be accepted, applications must be submitted on form Z83 (Public Service Application form), obtainable from any Public Service Department, and must be completed in full. Applications must be accompanied by a CV and certified copies of qualifications and ID NOT older than 6 months. Where an advertisement states that a valid Driver's Licence is required, then please submit a certified copy of your licence. Please send a separate and complete application for each post you apply for, stating the correct reference for each position you are interested in.

Faxed/posted applications will not be accepted: Candidates must comply with the minimum appointment requirements. CV's should be aligned to reflect one's degree of compliance with the above-mentioned requirements and responsibilities. Applications must reach DCS before the closing date and time. It is the sole responsibility of an applicant to ensure that their application reaches DCS before the stipulated closing date and time.

NB!!!!

- 1. The requirements of each position are in accordance with the Relevant Occupational Specific Dispensation.**
- 2. As the Department is obliged to improve on its gender representative levels, people with disabilities are especially invited to present their candidature. Employment Equity targets of the Department will be adhered to.**

3. The post advertisement is also placed on the intranet under News: Post advertisements and it is available on the → DCS website: WWW.DCS.GOV.ZA Vacancies, for your convenience.

4. Indicate the reference number, Regional Office, Management Area and Correctional Centre and position you are applying for on your application form (Z83).

APPLICATIONS MUST BE SUBMITTED ELECTRONICALLY VIA E-MAIL

Email Address: ECHRM@dcs.gov.za

NO HAND DELIVERED APPLICATIONS WILL BE ACCEPTED

Contact persons: Ms. Z Myataza at (043) 706 7866
Mr. HH Ndlela at (043 7067834)