



correctional services

Department:
Correctional Services
REPUBLIC OF SOUTH AFRICA

Private Bag X393, PRETORIA, 0001, 1077 Arcadia Street Forum East Building Hatfield, Pretoria, 0001, Tel (012) 420 0173/79, Fax 012 430 4539

DEPARTMENT OF CORRECTIONAL SERVICES

Closing date: 22 November @ 15h45

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

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

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

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

Applications: For applications to be accepted, applications must be submitted on form Z83 (Public Service Application form), obtainable from any Public Service Department, and must be completed in full. Applications must be accompanied by a CV and certified copies of qualifications and ID NOT older than 3 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 and e-mailed applications will not be accepted • Candidates must comply with the minimum appointment requirements • CV's should be aligned to reflect one's degree of compliance with the 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: Indicate the reference number, regional office, Management Area and position you are applying for on your application form (Z83) and post your complete application to the relevant addresses as indicated below:

Gauteng Region: Postal Address: Head Recruitment, Private Bag X393, Pretoria, 0001
Contact person: Mr SS Masango / Ms. Annah Feni / Ms. Pinky
Makwarela at 012 420 0179/73
Physical Address: 1077 Forum East Building, Arcadia Street, Hatfield

APPOINTMENTS UNDER THE CORRECTIONAL SERVICES ACT

COR CENTRE HEAD LARGE: HEAD CORRECTIONAL CENTRE (CB6)

Gauteng Region: Bavianspoort Emthonjeni (Ref: DCS/10/01)

Salary: R851 913 all-inclusive salary package

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

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

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

CENTRE COORDINATOR MED: CASE MANAGEMENT COMMITTEE (CB5)

Gauteng Region: Modderbee (Ref: DCS/10/02), Modderbee: Nigel (Ref: DCS/10/03), Modderbee: Devon (Ref: DCS/10/04), Johannesburg Female (Ref: DCS/10/05), Johannesburg Med C (Ref: DCS/10/06)

Salary: R454 440 per annum

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

CENTRE COORDINATOR MED: CENTRE COORDINATOR: CORRECTIONS (CB5)

Gauteng Region: Johannesburg Female (Ref: DCS/10/07)

Salary: R454 440 per annum

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

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

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

CENTRE COORDINATOR MED: CENTRE COORDINATOR: OPERATIONAL SUPPORT (CB5)

Gauteng Region: Modderbee: Nigel (Ref: DCS/10/08), Leeuwkop Max (Ref: DCS/10/09), Baviaanspoort Medium (Ref: DCS/10/10), Baviaanspoort Maximum (Ref: DCS/10/11)
Salary: R454 440 per annum

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

CENTRE COORDINATOR MED: CENTRE COORDINATOR: STAFF SUPPORT (CB5)

Gauteng Region: Baviaanspoort Medium (Ref: DCS/10/12), Kgoši Mampuru II Odi (Ref: DCS/10/13)
Salary: R454 440 per annum

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

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

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

CENTRE COORDINATOR MED: DH: SECURITY (CB5)

Gauteng Region: ~~Leeuwkop Medium C (Ref: DCS/10/14)~~(Post withdrawn), Modderbee (Ref: DCS/10/15)

Salary: R454 440 per annum

Requirements: Relevant B degree/National Diploma and 7 years relevant experience gained on supervisory level. These requirements are in accordance with the relevant Occupational Specific Dispensation. Successful completion of Corrections Science 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.

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

CENTRE COORDINATOR MED: DH: CORRECTIONS (CB5)

Gauteng Region: Johannesburg Medium B (Ref: DCS/10/16)

Salary: R454 440 per annum

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

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

CENTRE COORDINATOR MED: HEAD SATELLITE (CB5)

Gauteng Region: Boksburg Community Corrections (Ref: DCS/10/17), Kgoši Mampuru II Community Corrections (Ref: DCS/10/18)

Salary: R454 440 per annum

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

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. Manage human resources, finance and assets.

ASSISTANT DIRECTOR: MANAGER: FACILITIES & SECURITY (NCB3)

Gauteng Region: Modderbee (Ref: DCS/10/19)

Salary: R392 004 per annum

Requirements: Recognised three (3) year degree/ National Diploma or equivalent qualification in Behavioural Sciences 7 year's 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: Firearm skills and the use of relevant security technology. Project and programme management. Transformation management. Change Management. Stakeholder management. Problem solving. Analysis. Service Delivery Innovation. Decision making. People Management and Empowerment. In depth understanding of safety and security in a correctional environment Integrity and honesty. Confidentiality. Good Interpersonal relations. Knowledge of the Correctional Services Act, Act 111 of 1998, as amended. 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.

ASSISTANT DIRECTOR: MANAGER: CORRECTIONS (NCB3)

Gauteng Region: Baviaanspoort (Ref: DCS/10/20), Kgoši Mampuru II Ref: DCS/10/21)

Salary: R392 004 per annum

Requirements: Recognised three (3) year degree/ National Diploma or equivalent qualification in Behavioural Sciences 7 year's 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: Firearm skills and the use of relevant security technology. Communication, Project and programme management, Transformation management, Change Management, Stakeholder management, Problem solving, Analysis, Service Delivery Innovation, decision making, People Management and Empowerment, In depth understanding of safety and security in a correctional environment. Integrity and honesty, Confidentiality, Good Interpersonal relations, knowledge of the Correctional Services Act, Act 111 of 1998, as amended. Assertiveness, Ability to network, Diplomacy and tact, Resilience, Influence and impact.

Responsibilities: Implement and monitor correctional, security and facility policies and procedures. Coordinates the collation and dissemination of security and correction information. Coordinates activities relating to critical DCS support 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 risk. Manage human resources, finance and assets

SECURITY MANAGER: UNIT MANAGER (CB4)

Gauteng Region: Leeuwkop Medium A (Ref: DCS/10/22) Baviaanspoort Max (Ref: DCS/10/23), Baviaanspoort Emthonjeni (Ref: DCS/10/24) X2, Boksburg Medium A (Ref : DCS/10/25), Boksburg Comcor (Ref: DCS/10/26) Johannesburg Med A (Ref: DCS/10/27), Modderbee (Ref: DCS/10/28), Kgoši Mampuru II Central Ref: DCS/10/29) Salary: R380 583 per annum

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

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. Manage human resource, finance and assets.

SECURITY MANAGER: UNIT MANAGER (PAROLEES + PROBATIONERS) (CB4)

Modderbee: Community Corrections (Ref: DCS/10/30) Salary: R380 583 per annum

Requirements: Grade 12 and Degree/National diploma or equivalent qualification and 7 years relevant experience in a supervisory post. Successful completion of Corrections Science Learner ship/ Correctional Service basic training. These requirements are in accordance with the relevant Occupational Specific Dispensation. Computer literacy. Valid driver's licence.

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

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

UNIT MANAGER SMALL: UNIT MANAGER (CB4)

Gauteng Region: Zonderwater Med B (Ref : DCS/10/31) Salary: R380 583 per annum

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

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 complaints and requests. Facilitate the induction of new offenders. Implementation of unit management principles. Management of case files. Provision of infrastructural needs to enhance the implementation of unit management principles. Manage human resource, finance and assets.

SECURITY MANAGER: CENTRE COORDINATOR: OPERATIONAL SUPPORT (CB4)

Gauteng Region: Kgoši Mampuru II Female Ref: DCS/10/32)

Salary: R380 583 per annum

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

SECURITY MANAGER: CENTRE COORDINATOR: CORRECTIONS (CB4)

Gauteng Region: Kgoši Mampuru II Atteridgville Ref: DCS/10/33)

Salary: R380 583 per annum

Requirements: Relevant B degree/National Diploma and 7 years relevant experience on supervisory post. These requirements are in accordance with the relevant Occupational Specific Dispensation. Top secret security classification as an added advantage. Successful completion of Corrections Science 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, in depth knowledge of the Correctional Services Act, Act 111 of 1998, as amended, assertiveness, ability to network and diplomacy.

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

SECURITY MANAGER: DH: CASE/CENTRE MANAGEMENT ADMINISTRATION (CB4)
Gauteng Region: Kgoši Mampuru II Local Ref: DCS/10/34), Modderbee: (Ref: DCS/10/35)
Modderbee: Devon (Ref: DCS/10/36)
Salary: R380 583 per annum

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

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

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

SECURITY MANAGER: INTERNAL SECURITY (CB4)
Gauteng Region: Kgoši Mampuru II C-Max Ref: DCS/10/37)
Salary: R380 583 per annum

Requirements: Relevant B degree/National Diploma and 7 years relevant experience on supervisory post. These requirements are in accordance with the Occupational relevant Specific Dispensation. Top secret security classification as an added advantage. Successful completion of Corrections Science Learnership/Basic Training. Valid driver's licence. Computer 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: Supervise access control to the correctional centre's grounds. Manage internal and external security. Supervise the movement and safe custody for offenders. Patrol at the section (general accommodation areas, single cells, kitchens, hospitals and work sections). Manage security systems. Supervise visits to offenders. Management of human resources and assets.

SECURITY MANAGER: CASE MANAGEMENT COMMITTEE (CB4)
Gauteng Region: Kgoši Mampuru II Local Ref: DCS/10/38), Johannesburg Female (Ref: DCS/10/39)
Salary: R380 583 per annum

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

SECURITY MANAGER: DH: SECURITY (CB4)

Gauteng Region: Boksburg Heidelberg (Ref : DCS/10/40), Johannesburg Female (Ref: DCS/10/41)

Salary: R380 583 per annum

Requirements: Relevant B degree/National Diploma and 7 years relevant experience gained on supervisory level. These requirements are in accordance with the relevant Occupational Specific Dispensation. Successful completion of Corrections Science 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.

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

SECURITY MANAGER: EXTERNAL SECURITY (CB4)

Gauteng Region: Boksburg Heidelberg (Ref : DCS/10/42), Johannesburg Medium A (Ref: DCS/10/43)

Salary: R380 583 per annum

Requirements: **Requirements:** Relevant B degree/National Diploma and 7 years relevant experience gained on supervisory level. These requirements are in accordance with the relevant Occupational Specific Dispensation. Successful completion of Corrections Science 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, 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: Supervise access control to the correctional centre's grounds. Manage internal and external security. Supervise the movement and safe custody for offenders. Patrol at the section (general accommodation areas, single cells, kitchens, hospitals and work sections). Manage security systems. Supervise visits to offenders. Management of human resources and assets.

SECURITY MANAGER: NUTRITIONAL SERVICES (CB4)

Gauteng Region: Modderbee Devon (Ref : DCS/10/44), Krugersdorp (Ref : DCS/10/45), Kgoši Mampuru II Central Ref: DCS/10/46), Kgoši Mampuru II Odi Ref: DCS/10/47), Zonderwater Med B (Ref : DCS/10/48)

Salary: R380 583 per annum

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

Responsibilities: Manage the preparation of meals. Serving of meals. Cleaning of utensils, kitchens, serveries. Training of prisoners as caterers. Screening of prisoners. Supervise the unlocking of inmates. Control of catering equipment (knives, crockery etc.). Ensure health and hygiene paradises. Ensure cleaning of kitchen. Supervision of recreation activities. Searching of kitchen. Treatment of inmates. Logistical administration. Management of human resources, finance and assets.

SECURITY MANAGER: TRANSPORT (CB4)
Gauteng Region: Kgoši Mampuru II Odi Ref: DCS/10/49)
Salary: R380 583 per annum

Requirements: Recognized three (3) year degree/ national diploma in Fleet Management or equivalent qualification and 7 years relevant experience on supervisory post. These requirements are in accordance with the relevant Occupational Specific Dispensation. Top secret security classification as an added advantage. Successful completion of Corrections Science Learner ship/Basic Training. Valid driver's licence.

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

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

SECURITY MANAGER: CLUBS & MESS (CB4)
Gauteng Region: Johannesburg Ref: DCS/10/50)
Salary: R380 583 per annum

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

Responsibilities: Preparation of meals, Serving of meals, Cleaning of utensils, kitchens, serveries, Training of prisoners as caterers, Screening of prisoners, Ensure hygienic food storage, Control of security equipment (keys, batons, teargas, radios), Supervision of the Mess facility, Control of catering equipment (knives, crockery etc), Ensure medical paradises, Ensure cleanliness of the Mess and surrounding, Searching of the Mess, Treatment of prisoners, Logistical administration, Personnel administration, Financial administration

SECURITY MANAGER: PARKS & ENVIRONMENT (CB4)

Gauteng Region: Johannesburg Ref: DCS/10/51)

Salary: R380 583 per annum

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

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

Responsibilities: Management of personnel and offenders. Security of environmental work teams (offenders). Activity manager Budget control. Asset Management. Compliance to OHS Act. Cleanliness and hygiene of Management Area

SECURITY MANAGER: CENTRE COORDINATOR: STAFF SUPPORT (CB4)

Gauteng Region: Zonderwater Med B (Ref : DCS/10/52)

Salary: R380 583 per annum

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

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

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

REINTEGRATION MANAGER: DH: CASE MANAGEMENT COMMITTEE (CB4)

Gauteng Region: Leeuwkop Max (Ref : DCS/10/53), Baviaanspoort Max (Ref: DCS/10/54), Kgoši Mampuru II Central Ref: DCS/10/55)

Salary: R380 583 per annum

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

REINTEGRATION MANAGER: CENTRE COORDINATOR: STAFF SUPPORT (CB4)

Gauteng Region: Kgoši Mampuru II Odi Ref: DCS/10/56)

Salary: R380 583 per annum

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

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

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

REINTEGRATION MANAGER: HEAD COMMUNITY LIAISON (CB4)

Gauteng Region: Leeuwkop Community Corrections Ref: DCS/10/57)

Salary: R380 583 per annum

Requirements: Recognised three (3) year degree/ National Diploma or equivalent qualification in Behavioural Sciences and 3 years relevant experience on supervisory post at Community Corrections Offices. Experience in working with external stakeholders 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,

SPECIALISED CASE OFFICERS: CASE MANAGEMENT COMMITTEE (CB1-2)

Gauteng Region: Baviaanspoort (Ref: DCS/10/58), Kgoši Mampuru II Central Ref: DCS/10/59), Kgoši Mampuru II Female Ref: DCS/10/60) Boksburg Heidelberg Ref: DCS/10/61)

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 CB 1. Successful completion of the Corrections Science Learnership/ Basic Training. Computer literacy.

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

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

RE-EMPLOYMENT OF FORMER EMPLOYEES OF THE DEPARTMENT OF CORRECTIONAL SERVICES AS SECURITY OFFICERS
Gauteng Region: Baviaanspoort (Ref: DCS/10/62), Boksburg (Ref: DCS/10/63), Johannesburg (Ref: DCS/10/64), Krugersdorp (Ref: DCS/10/65), Leeuwkop (Ref: DCS/10/66), Modderbee (Ref: DCS/10/67) Kgoši Mampuru II Ref: DCS/10/68), Zonderwater Ref: DCS/10/69)

Salary: CB1-1 to CB1-3: R160 419 - R242 640 per annum. Appointment notch shall be determined based on the re-appointment principle of the department

Requirements: Grade 12. Successful completion of basic training/ Correctional Science Learnership. An average merit assessment performance for the year preceding date of exit. Former employees should be below the age of 55 years with no pending/criminal/departmental offence. Former officials who exited the department for a period less than five (5) years shall be considered. Former officials must be recommended for re-appointment on the termination of service (G120) document.

Competencies and attributes: Computer literacy. Firearm competency. Good communications, interpersonal and report writing skills. Knowledge of relevant legislations, policies and procedures. Knowledge of Minimum Security Standards for Correctional Centres.

Responsibilities: Perform access control at the Correctional Centre or between areas within the Correctional Centre. Control movement of inmates both internally and externally. Guarding of inmates in Correctional Centres and external public institutions. Perform physical security inspections. Controlling stores and security equipment. Manage security control room. Ensure rehabilitation of offenders through correction and human development in a secure, safe and humane detention facility. Management of finances and assets.

APPOINTMENTS UNDER THE PUBLIC SERVICE ACT

DEPUTY DIRECTOR: REGIONAL COORDINATOR: FINANCIAL MANAGEMENT (SL 11)

Gauteng Region: Regional Office (Ref: DCS/10/70)

Salary: R733 257 all-inclusive salary package

Requirements: Recognised three years B-Degree or National Diploma in Accounting or Financial Management with 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

ASSISTANT DIRECTOR: ADMINISTRATIVE SECRETARY: AREA COMMISSIONER (SL 9)

Gauteng Region: Kgoši Mampuru II (Ref: DCS/10/71)

Salary: R 376 596 per annum

Requirements: Recognised three (3) degree/diploma in the field of Administration /management with 3-5 years' experience in administration support services. Com-puter literacy. Valid driver's licence.

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

Responsibilities: Ensure a smooth document flow system in the office of the Area Commissioner. Ensure compliance by members with return dates. Ensure quality control over the documentation forwarded to the Area Commissioner. Ensure convening of meetings, agenda preparation, minute taking and de-velopment of an action plan and reporting system on decisions taken in meetings. Ensure the financial and logistical management of the office including budgeting and costing processes. Ensure the drafting of routine letters and memos, receipt of correspondence and documentation and proactively acknowledging correspondence. Process content of in-coming and outgoing documentation. Ensure compliance with return dates. Ensure appropriate filing of documents. En-sure logistical provisioning for the office. Provide financial administration support to the Area Commissioner in relation to the budgeting, expenditure and financial reporting on office spending on a monthly basis. Liaise with various stakeholders.

ASSISTANT DIRECTOR: FINANCIAL + MANAGEMENT ACCOUNTING (SL 9)

Gauteng Region: Bavianspoort (Ref: DCS/10/72), Boksburg (Ref: DCS/10/73)

Salary: R376 596 per annum

Requirements: Recognized and appropriate three year degree/diploma in Accounting or Financial Management coupled with 3-5 years relevant experience •Sound communication skills •Computer Literacy • Knowledge of PFMA, Treasury Regu-lations and BAS •Proven experience in a BAS environment •A valid driver's license.

Competencies and attributes: Financial management; Problem solving and decision making skills; Facilitation skills; Plan, organize, lead and control; Change Management; Team leadership; Project management; Presentation skills; Con-flict management; Report writing; Training and development. Time management. Confidentiality; Coaching and mentor-ing; Under-standing of Public Service policy and legislative framework; Service delivery and client orientation; integrity and honesty; Assertiveness; Ability to network; Influence and impact; Applied strategic thinking; Willingness to travel.

Responsibilities: Responsible for the coordination of the Management Area budget, MTEF and ENE inputs, consolidation of Management Area budget. Manage the coordination and submission of Management Area monthly In Year Monitoring (IYM) Management Accounting within the set due date. Responsible for allocation of Management Area budget. Manage the capturing of the Management Area budget, Manage the administration of Management Area cash and all revenue. Manage Management Area debt accounts as well as Management Area suspense accounts. Manage all functions pertaining to Financial Accounting; Manage the rendering of financial training, Management of human resources, finance and assets.

ASSISTANT DIRECTOR: CONTRACT MANAGEMENT (SL 9)

Gauteng Region: Regional Office (Ref: DCS/10/74)

Salary: R376 596 per annum

Requirements: Relevant degree/national diploma in Supply Chain Management /Finance or any other relevant tertiary qual-ification. 3-5 years management experience in contract management. Computer literate. Valid driver's licence.

Competencies and attributes: Knowledge of Public Finance Management Act (PFMA), Treasury Regulations, PPPFA, Labour Legislation, Public Service Act and Public Service Regulations. Multiple project and contract management skills. Analytical and research (quantitative and qualitative) skills. Financial management skills. Strategic planning and organizational skills. Problem solving skills. Communication (written, verbal and liaison) skills. People management skills. Internal / external net-working skills. User knowledge of computer software related to research.

Responsibilities: Establish mechanisms for monitoring and regulating the implementation of, and performance of the Public Private Partnership agreement. Resolving disputes and differences with the private party. Generally overseeing the day-to-day management of the agreement. Ensure the distribution and implementation of contracts between the public sector and private companies. Ensure proper general contract administration. Ensure the administration of public private partnerships deviation. Ensure compliance with commercial law when enacting penalties against suppliers for Public Private Partnerships. Consideration of appeals. Monitor supplier performance. Ensure proper safekeeping of contracts. Monitoring visits to practice. Managing of the manpower plan. Control / performing of performance assessments of personnel (term reviews / annual reviews). Management of human resources, finance and assets.

ASSISTANT DIRECTOR: SUPPLY CHAIN MANAGEMENT (SL 9)

Gauteng Region: Boksburg (Ref: DCS/10/75)

Salary: R376 596 per annum

Requirements: Recognized degree or national diploma in Supply Chain Management or equivalent qualification. 3-5 years' experience in a supervisory post. In-depth knowledge of LOGIS system. Valid driver's license. Computer literate.

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

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

ASSISTANT DIRECTOR: MANAGER HUMAN RESOURCE ADMINISTRATION (SL 9)

Gauteng Region: Johannesburg (Ref: DCS/10/76)

Salary: R 376 596 per annum

Requirements: Recognised three (3) year degree/diploma in Human Resource Management or equivalent qualification with 3 – 5 years management 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, Con-fidentiality, 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 stakehold-ers, Negotiation skills and Conflict management

Responsibilities: Manage the implementation of human resource policies. Co-ordinate staff privileges. Ensure proper leave administration within the Man-agement Area. Quality assessment of personnel services. Inspection of personnel administration. Ensure control over personnel documentation/files. Man-age 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. Manage of human and financial resources and assets.

ASSISTANT MANAGER: NURSING SERVICES (SL 9)

Gauteng Region: Regional Office (Ref: DCS/10/77)

Salary: R562 800 per annum

Requirements: Diploma/Degree in nursing) or equivalent qualification that allows registration with the SANC as a Professional Nurse. A minimum of 8 years appropriate/recognisable experience in nursing after registration as Professional Nurse with the SANC in General Nursing. At least 3 years of the period referred to above must be appropriate/ recognisable experience at management level

Competencies and Attributes: Demonstrate an in depth understanding of nursing legislation and related legal and ethical nursing practises and how this impacts on service delivery. Ensure that the clinical nursing practice by the nursing team (area/facility) is rendered 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. Demonstrate a basic understanding of HR and financial policies and practices. Demonstrate a basic understanding of the legislative framework governing the public service

Responsibilities: To ensure that a comprehensive nursing service is delivered to patients in a cost effective, efficient and equitable manner by Nursing Department, including the overall management of nursing services (i.e. operational, HR and Finance of the nursing department). Ensure compliance to professional and ethical practice. Ensure that the clinical nursing practice by the nursing team (area/facility) is rendered in accordance with the scope of practice and nursing standards as determined by relevant health facility. Promote quality nursing care as directed by the professional scope of practice and standards as determined by the relevant health facility. Management of human resources, finances and assets.

LEGAL ADMINISTRATION OFFICER MR5
Kgoši Mampuru II Central Ref: DCS/10/78)
Salary: R384 663 per annum

Requirements: Recognised LLB degree or equivalent degree with 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: Conduct, analyse, interpret, advise and mentor juniors on research that will provide information and case law relevant to the legal matter at hand. Present on and advise and mentor juniors on motivation/ proposals on how the specific case should be approached to obtain a desirable/justifiable outcome /result. Draft legal documents and advise on and or mentor juniors on the drafting of legal documents that provide clear motivation /justification for a particular position pertaining to the case, also proposing the approach to be followed to ensure success in this regard. Successfully conduct an interview in order to determine the client's goals and objectives. Advise the client on possible courses of action during the consultation process, in relation to legal entitlements and client's instructions. Document interview and all advice given during legal consultation in writing. Provide advice and guidance to lower level production employees on advanced interview techniques to address more sensitive or complicated issues as well as guide employees on the advice that should be rendered to the client.

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.

EMPLOYEE ASSISTANCE PRACTITIONER (EAP) (SL 8)
Gauteng Region: Leeuwkop (Ref: DCS/10/79)
Salary: R316 791 per annum

Requirements: Recognized and appropriate three year degree/diploma in relation to the EAP work field and /or relevant 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 literacy • Counselling, presentation and communication skills • Professionalism, ability to plan and organise • Valid driver's licence.

Competencies and attributes: Problem solving and decision making, facilitation skills, plan, organize, lead and control, project management, presentation skill, 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.

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 ADMINISTRATIVE OFFICER: CLUBS (SL 8)
Gauteng Region: Johannesburg (Ref: DCS/10/80)
Salary: R316 791 per annum

Requirements: Degree/ National diploma or equivalent. 3-5 years relevant experience in a comparable environment. Valid drivers licence. Must be computer literate.

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

Responsibilities: Management of mess 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.

SENIOR ADMINISTRATIVE OFFICER: COMMUNICATIONS (SL 8)
Gauteng Region: Leeuwkop (Ref: DCS/10/81)
Salary: R316 791 per annum

Requirements: Degree/ National Diploma in Communication Sciences and 3 - 5 years relevant experience working in the communication environment. Computer literacy. Valid driver's license.

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: Gather information on newsworthy incidents in the management area and report to Management. Draft media releases on incidents/activities. Disseminate information within the management Area. Evaluate effectiveness of communication within the Management Area and submit recommendations to improve. Arrange visits to centres by groups with interest as approved by management. Arrange and manage public displays on activities of the Department. Manage marketing strategy of the Management Area. Liaise with external media. Management of human and financial resources and, assets.

SENIOR ADMINISTRATIVE OFFICER: PERFORMANCE MANAGEMENT (SL 8)
Gauteng Region: Zonderwater (Ref: DCS/10/82)
Salary: R316 791 per annum

Requirements: Recognised three (3) year degree/national diploma in Human Resource Management or equivalent qualification and 3-5 years relevant experience in human resource environment. PERSAL knowledge, Valid driver's licence. Computer Literacy

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: Manage performance management function in the management area • Manage personnel awards and achievement bonuses • Manage personnel, finances and logistics.

SENIOR ADMINISTRATION OFFICER: LEASES: FACILITIES (SL 8)

Gauteng Region: Regional Office (Ref: DCS/10/83)

Salary: R316 791 per annum

Requirements: Degree/National Diploma in Property Management/ Supply Chain Management or equivalent qualification coupled with 3-5 years' ex-perience in a supervisory post. Computer literate. Valid driver's license.

Competencies and attributes: Financial management, Problem solving, Facilitation skills, Plan, organize, lead and control, Project management, Pres-entation skill, Conflict management, Training skills, Communication skills, Time management, Confidentiality, Coaching and mentoring, Proven knowl-edge of the Public Finance Management Act, 1999 and Treasury Regulations, Procurement Administration and Public Finance Administration, Munici-pal Finance Act, Service delivery and client orientation, Integrity and honesty, Assertiveness, Influence and impact, Ability to network, Knowledge of Property Management Act and Building Act.

Responsibilities: Coordinate the maintenance of departmental property. Ensure effective risk and compliance management within the asset manage-ment unit. Implement sector policy and set norms and standards for the sector, which addresses infrastructure development. Implementation of infra-structure policy and delivery systems, sectoral norms and standards, mobilize and coordinate support. Support municipalities to prepare and implement their sector development plan. Verify sector information in Key Performance Indicator Reports as part of the National Monitoring System. Provide tech-nical advice as required through the feasibility planning, design, tender and construction phases of a municipal infrastructure project. Management of human resources, finances and assets.

SENIOR ADMINISTRATION OFFICER: INTERNAL AUDIT (SL 8)

Gauteng Region: Regional Office (Ref: DCS/10/84)

Salary: R316 791 per annum

Requirements: B. Comm/B. Compt. (with Accounting and Auditing as majors) or a 3 year National Diploma in Internal Auditing and 3-5 years' experience in the auditing field. Registration with the Institute of Internal Auditors of South Africa will be an added advantage. Willingness to travel. Computer literacy. Valid driver's licence.

Competencies and attributes: Knowledge of Public Finance Management Act (PFMA) and accompanying Treasury Regulations, Public Service Regulatory Framework (PSRF), Public Service Financial and other System/s, Standards for the Professional Practices of Internal Auditing and Generally Recognized Accounting Principles. Risk management. Human resources management practices and service delivery principles (Batho Pele). Ability to work in a team. Planning and organizing. Good written and verbal skills. Lateral and innovative thinking. Interpersonal relations. Problem solving skills. Time management. Application and interpretation of legislation and project management. Confidentiality, fairness, respect and honesty.

Responsibilities: Plan allocated audit assignments. Conduct audit assignments in accordance with the audit programmes. Communicate audit results. Follow-up on the implementation of audits recommendations. Compile audit file. Management of resources.

SENIOR STATE ACCOUNTANT: SUPERVISOR FINANCIAL ACCOUNTING (SL 8)

Gauteng Region: Johannesburg (Ref: DCS/10/85)

Salary: R316 791 per annum

Requirements: • Recognized three year degree / Diploma Accounting or Financial Management with at least two years relevant experience in Government Financial systems • Good communication and presentation skills • Valid driver's license. Must be computer literate • Dynamic and professional • Plan and organize events properly • Knowledge of the Public Finance Management Act, Treasury Regulations, BAS and Project Management • Proven experience in a BAS environment.

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

Responsibilities: • Implementation of financial accounting policy in the management area in accordance with current procedures • Planning and execution of management accounting functions / inspections • Undertaking of financial investigations. Keep financial accounting system on standard. Execute the responsibilities of officials as stipulated in Section 45 of the Public Finance Management Act. Ensure optimal utilisation of resources and support with regard to management of budgets within the framework of relevant legal directives and regulations. Perform budget control and ensure enforcement of financial discipline. Perform responsibilities for logistics and procurement management. Manage the allocation, maintenance, capturing and distribution of the budget for the management area. Render a support service form the Financial Control Office (FCO) in terms of giving financial and budgetary advice to the management area.

SENIOR PROVISIONING ADMINISTRATION OFFICER: LOGISTICS ADMINISTRATION (SL 8)

Gauteng Region: Bavianspoort (Ref: DCS/10/86)

Salary: R316 791 per annum

Requirements: Degree/national diploma in Supply Chain Management or equivalent qualification. At least 3-5 years' experience in a Supply Chain Management environment. Knowledge of LOGIS system. Computer literacy. Valid driver's licence.

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

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

SENIOR PROVISIONING ADMINISTRATION OFFICER: TRANSIT WAREHOUSE (SL 8)

Gauteng Region: Zonderwater (Ref: DCS/10/78), Krugersdorp (Ref: DCS/10/87)

Salary: R316 791 per annum

Requirements: Recognised and appropriate three year degree/diploma in Purchasing Management/ Logistics/Supply Chain Management or any equivalent qualification with at least two years relevant experience • Computer literacy • Knowledge of PFMA and Treasury Regulations • Knowledge of Supply Chain Management framework • The ability to utilize knowledge • A valid driver's license.

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

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

SECTION HEAD: EDUCATIONIST

Gauteng Region: Modderbee (Ref: DCS/10/88), Zonderwater Med B (Ref : DCS/10/89)

Salary: R347 694 per annum

Requirements: Recognised 4 years qualification in Education with 4 years teaching experience. Valid driver's licence. Registration with the South African Council of Educators (SACE). These requirements are in accordance with the relevant Occupational Specific Dispensation. Computer literacy. Valid driver's licence.

Competencies and attributes: Plan, organise, lead and control, client orientation and communication, policy interpretation, report writing, diversity management, training and development, service delivery innovation and creativity, project management, conflict management, financial management, facilitation management, change management, integrity and honesty, coaching and mentoring skills, confidentiality, interpersonal relations, openness and transparency, networking, 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.

EDUCATIONIST M+4 (TECHNICAL EDUCATIONIST)

Gauteng Region: Zonderwater Med B (Ref: DCS/10/90), Modderbee Devon (Ref: DCS/10/91), Boksburg Med A (Ref : DCS/10/92)

Salary: R279 195 per annum

Requirements: An appropriate related bachelor degree or an equivalent recognized 4 years qualification which include teaching as a qualification in Electrical/Electronic/plumbing/welding/mechanical/motor mechanic/building and must be in position of a relevant Trade Test qualification. Must be registered with SACE and be computer literate and be a good communicator. Moderator and Assessor qualification will be an added advantage.

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.

Duties: Must be able to conduct Electrical/Electronic/plumbing/welding/mechanical/motor mechanic/building training in a Correctional environment/facility. Accountable for performance of offender-learners the trade taught, conduct training and teaching (N1-N3) , and manage learning in a practical environment, prepare and mark programme related assessments, use technology in the delivery of training and learning, organize, prepare and deliver simulated learning for offender-learners, and perform other relevant duties in the context of learning and training.

OPERATIONAL MANAGER: NURSING GRADE 1 (GENERAL NURSING)

Gauteng Region: Modderbee (Ref: DCS/10/93) X2

Salary: R444 276 per annum

Requirements: Basic qualification accredited with the SANC in terms of Government Notice (i.e. Diploma/Degree in Nursing) or equivalent qualification that allows registration with the SANC as a professional Nurse. A minimum of 8 years appropriate/ recognisable experience in nursing after registration as Professional Nurse with the SANC in General Nursing, at least 3 years of the period referred to above must be appropriate/ recognisable experience at managerial level.

Competencies and Attributes: Demonstrate an in depth understanding of nursing legislation and related legal and ethical nursing practises and how this impacts on service delivery. Ensure that the clinical nursing practice by the nursing team (area/facility) is rendered 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. Demonstrate a basic understanding of HR and financial policies and practices. Demonstrate a basic understanding of the legislative framework governing the public service

Responsibilities: To ensure that a comprehensive nursing service is delivered to patients in a cost effective, efficient and equitable manner by Nursing Department, including the overall management of nursing services (i.e. operational, HR and Finance of the nursing department). Ensure compliance to professional and ethical practice. Ensure that the clinical nursing practice by the nursing team (area/facility) is rendered in accordance with the scope of practice and nursing standards as determined by relevant health facility. Promote quality nursing care as directed by the professional scope of practice and standards as determined by the relevant health facility. Management of human resources, finances and assets.

OPERATIONAL MANAGER: NURSING (PHC)

Gauteng Region: Boksburg Heidelberg (Ref : DCS/10/94), Johannesburg Medium A (Ref: DCS/10/95), Modderbee (Ref: DCS/10/96), Modderbee Nigel (Ref: DCS/10/97)
Salary: R562 800 per annum

Requirements: Recognised three (3) year degree/diploma in Nursing or an equivalent qualification that allows registration with the South African Nursing Council as a Professional Nurse. A minimum of 7 years appropriate experience in nursing after registration as a Professional Nurse with the SANC. Current registration with the South African Nursing Council as a Professional Nurse. Post basic qualification with a duration of at least 1 year in Curative Skills in Primary Health Care accredited with the SANC. These requirements are in accordance with the relevant Occupational Specific Dispensation. Valid driver's licence. Computer literacy.

Competencies and Attributes and Attributes: Demonstrate an in depth understanding of nursing legislation and related legal and ethical nursing practises and how this impacts on service delivery. 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. Demonstrate an basic understanding of HR and financial policies and practices

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. Practise nursing and healthcare in accordance with the relevant laws and regulations. Manage and utilise human, material and physical resources efficiently and effectively. Promoting and advocating proper treatment and care in line with Batho Pele principles. Maintain the quality of nursing data and information and utilise it to advice, advance and evaluate the quality and cost-effectiveness of nursing care.

CLINICAL NURSE PRACTITIONERS GRADE 1 (PHC)

Gauteng Region: Baviaanspoort Emthonjeni (Ref: DCS/10/98) Johannesburg Medium A (Ref: DCS/10/99) Johannesburg Medium B (Ref: DCS/10/100) Johannesburg Female (Ref: DCS/10/101) Kgoši Mampuru II C-Max (Ref: DCS/10/102)X2, Kgoši Mampuru II Central (Ref: DCS/10/103), Kgoši Mampuru II Local (Ref: DCS/10/104), Kgoši Mampuru II Female (Ref: DCS/10/105), Zonderwater Medium A (Ref: DCS/10/106), Boksburg Medium A (Ref: DCS/10/107), Leeuwkop Max (Ref: DCS/10/108)
Salary: R383 226 per annum

Requirements: Recognised three (3) year Degree/Diploma in Nursing or an equivalent qualification that allows registration with the South African Nursing Council as a Professional. Current registration with the South African Nursing Council as a Professional Nurse. Post basic qualification with a duration of at least 1 year in Curative Skills in Primary Health Care accredited with the SANC. A minimum of 5 years appropriate/recognisable nursing experience after registration as Professional Nurse with the SANC in General Nursing. These requirements are in accordance with the relevant Occupational Specific Dispensation. Valid driver's licence. Computer literacy.

Competencies and attributes: Demonstrate an understanding of nursing legislation and related legal and ethical nursing practises within a primary health care environment. Perform a clinical nursing practice in accordance with the scope of practice and nursing standards as determined for a primary health care facility. Promote quality of nursing care as directed by the professional scope of practice and standards as determined for a primary health care facility.

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

PROFESSIONAL NURSES GARDE 1 (GEN NURS)

Gauteng Region: Boksburg Heidelberg (Ref : DCS/10/109), Krugersdorp (Ref: DCS/10/110), Leeuwkop Max (Ref: DCS/10/111)

Kgoši Mampuru II Central (Ref: DCS/10/112), Zonderwater Medium A (Ref: DCS/10/113)

Salary: R256 905 per annum

Requirements: Recognised three (3) year Degree/Diploma 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 frameworks, including grievance procedure and disciplinary code and procedure, communication, report-writing, liaison, coordination, facilitation, problem-solving, planning and organising skills.

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

SOCIAL WORKER GRADE 1

Gauteng Region: Krugersdorp (Ref: DCS/10/114) X2

Salary: R257 592 per annum

Requirements: BA degree in Social Work • Current Registration with the South African Council for Social Services
Valid driver's licence • Conversant with acts, policy/legislative matters and operating within the management areas • Sound communication, negotiation, conflict and strategic management skills • Ability to co-ordinate and collaborate with internal and external stakeholders • Computer literacy.

Competencies and attributes: Problem solving and decision making, facilitation skills, plan, organize, lead and control, project management, presentation skill, 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.

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

ADMINISTRATION OFFICER: SUPERVISOR PERSONNEL (SL 7)

Gauteng Region: Zonderwater (Ref: DCS/10/115)

Salary: R257 508 per annum

Requirements: Grade 12 and Degree/ National Diploma in human Resource management plus 5 years relevant experience. Valid driver's license and Computer literacy.

Competencies and Attributes: Plan and control. 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 grievances, disciplinary procedure, and injury on Duty, transfers, and termination of services. Communicate policy matters. Arrange personnel meetings. Maintain post establishment. Management of assets.

ADMINISTRATION OFFICER: AGRICULTURE (SL 7)

Gauteng Region: Leeuwkop (Ref: DCS/10/116)

Salary: R257 508 per annum

Requirements: Relevant degree/national diploma in Agriculture. Experience in Plant Production will be an added advantage. 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, 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: 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, logistics, finance and administration.

STATE ACCOUNTANT: BUDGETS (SL 7)

Gauteng Region: Boksburg (Ref: DCS/10/117), Kgoši Mampuru II (Ref: DCS/10/118)

Salary: R257 508 per annum

Requirements: Recognized three year degree / Diploma Accounting or Financial Management with at least two years relevant experience in Government Financial systems Proven financial and experience. Good knowledge of Public Finance. The ability to perform under pressure. Computer literacy

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

Responsibilities: Execute management accounting policy in the management area in accordance with current procedures. Plan and execute 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.

PROVISIONING ADMINISTRATION OFFICER: LOGISTICS ADMINISTRATION (SL 7)

Gauteng Region: Baviaanspoort (Ref: DCS/10/119), Boksburg (Ref: DCS/10/120) Krugersdorp (Ref: DCS/10/121), Kgoši Mampuru II (Ref: DCS/10/122)

Salary: R257 508 per annum

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

Competencies and attributes: Problem solving and decision-making skills. Confidentiality. Understanding of Public Service and legislative framework. Service delivery and client orientation. Integrity and honesty. Assertiveness. Influence and impact and ability to network. Knowledge of Logistical Information System (LOGIS).

Responsibilities: Implementation of logistical policies in the management area. Monitor and control incoming and out-going stock. Administration of the warehouse, transit and fleet. Asset verification and logistical processes. Asset and inventory balancing. Reconciliation between BAS and LOGIS. Management of human resources, finance and assets.

PROVISIONING ADMINISTRATION OFFICER: PROCUREMENT (SL 7)

Gauteng Region: Kgoši Mampuru II (Ref: DCS/10/123) X3

Salary: R257 508 per annum

Requirements: 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: 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 Regulation. Knowledge of procurement administration and public finance administration. Financial management. Integrity and honesty. Good work ethics .confidentiality. Interpersonal relations. People management. Accuracy. Independent networking. Influence and impact. computer skills.

Responsibilities: Placement of orders. Generate procurement advices. Conduct enquiries on orders and commitments placed. Maintain and update database of prospective suppliers. Administer quotations and bids.

PROVISIONING ADMINISTRATION OFFICER: TRANSIT WAREHOUSE (SL 7)

Gauteng Region: Johannesburg (Ref: DCS/10/124), Krugersdorp (Ref: DCS/10/125)

Salary: R257 508 per annum

Requirements: 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: 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: Administrate the transit functions. Planning of receipts with regard to stock/equipment. Administer the safe keeping, storage and care of stock and equipment. Check and update bin cards. Package and distribute/ dispatch items to sections. Manage the quality and quantity of items received/ delivered and distributed.

CLERK INVESTIGATION (SL 5)

Gauteng Region: Johannesburg (Ref: DCS/10/126), Krugersdorp (Ref: DCS/10/127)

Salary: R173 703 per annum

Requirements: Grade 12 and three (3) year Degree/Diploma, relevant experience in a comparable environment will be an added advantage. Computer literacy.

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

Responsibilities: Investigate escapes. Investigate assaults. Investigate injury to prisoners. Investigate injury to staff.

CLERK CAREER MANAGEMENT (SL 5)

Gauteng Region: Krugersdorp (Ref: DCS/10/128)

Salary: R173 703 per annum

Requirements: Grade 12 and three (3) year Degree/Diploma, relevant experience in a comparable environment will be an added advantage. Computer literacy.

Competencies and Attributes: Problem solving and decision making, ability to interpret policy / legislation, report writing. Time management, confidentiality, coaching and mentoring, understanding of public service policy and legislative framework, service delivery and client orientation, integrity and honesty, assertiveness, influence and impact, ability to network.

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

CLERK CORRECTIONS (SL 5)
Gauteng Region: Krugersdorp (Ref: DCS/10/129)
Salary: R173 703 per annum

Requirements: Grade 12 and three (3) year Degree/Diploma, relevant experience in a comparable environment will be an added advantage. Computer literacy.

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

CLERK PERFORMANCE MANAGEMENT (SL 5)
Gauteng Region: Baviaanspoort (Ref: DCS/10/130)
Salary: R173 703 per annum

Requirements: Grade 12 and three (3) year Degree/Diploma, relevant experience in a comparable environment will be an added advantage. Computer literacy.

Competencies and attributes: Plan and organize, 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: Administration of performance management and development system. Administration during moderation process and merit list. Monitoring of long service recognition and grade progression data base. Administration of pay progression and performance bonuses. Compiling of memorandums, faxes and taking minutes during meetings

CLERK PERSONNEL (SL 5)
Gauteng Region: Boksburg (Ref: DCS/10/131), Modderbee (Ref: DCS/10/132)
Salary: R173 703 per annum

Requirements: Grade 12 and three (3) year Degree/Diploma, experience in Human Resource environment will be added advantage. Computer literacy. Valid driver's licence.

Competencies and attributes: Plan and organize, 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 grievances, disciplinary procedure, and injury on Duty, transfers, and termination of services. Communicate policy matters. Arrange personnel meetings. Maintain post establishment.

CLERK TRANSPORT (SL 5)
Gauteng Region: Boksburg (Ref: DCS/10/133)
Salary: R173 703 per annum

Requirements: Grade 12 or equivalent. Relevant experience in a comparable environment will be an added advantage. Computer literate.

Competencies and attributes: Problem solving and decision-making 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: Undertake transport inspection. Commendation of transport inspection teams. Assist formulation strategies. Operate transport policy, assistance with implementation of national transport, the rendering of transport advice to functionaries, and the evaluation of proposed amendments. Undertake transport investigations, the investigation of irregularities in transport, the reporting on irregularities, plan activities, plan work session goals, and render advice to Area Commissioner's Office. Manage transport. Evaluate losses incurred with vehicles. Make recommendation on requests. Grant approval for the use of official vehicles. Management of assets.

DRIVER/MESSENGER: REGIONAL COMMISSIONER (SL 5)
Gauteng Region: Regional Office (Ref: DCS/10/134)
Salary: R173 703 per annum

Requirements: Grade 12. Valid 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, Assertiveness, ad-vanced typing skills. Ability to work under pressure. Good interpersonal relations. Good communication and listening skills. Knowledge of Government regulations relating to Transport.

Responsibilities: Collect and deliver documents from the post office. Distribute documents in and outside of the Department. Maintain the vehicle allocated to the office of the Regional Commissioner/Chief Deputy Commissioner. Keep accurate record of all the official trips, complete the log book.

ARTISAN CHIEF GRADE A
Gauteng Region: Boksburg (Ref: DCS/10/135), Kgoši Mampuru II Central (Ref: DCS/10/136)X3, Leeuwkop (Ref: DCS/10/137)
Salary: R386 487 per annum

Requirements: Appropriate/ (Accredited Artisan Trade Certificate/Diploma) trade test certificate with 10 years post qualification experience required as an artisan/artisan foreman. Valid driver's license. These requirements are in accordance with the relevant Occupational Specific Dispensation.

Competencies and attributes: Relationship building, Innovation & creativity, People management time management, Openness & transparency, Integrity & honesty, Coaching & mentoring, Confidentiality, Interpersonal relations, Network-ing, Tact and computer skills.

Responsibilities: Policy development and interpretation. Monitoring, evaluation and support service to workshop personnel. Economic analysis of work-shop performance. Research and development of new workshop projects. Monitor and evaluate adherence to set service level standards for production workshop. Interpret the relevant workshop policies, manuals and legislation for workshop personnel. Conduct compliance inspection workshop policies, manuals and legislation. Compiling financial budgets and estimates Evaluate financial expenditure and control at all workshop facilities. Understand and apply good human resources relations with subordinates and workshop personnel. Monitor and evaluate the credibility and effective management of the workshops costing system and its reports. Management of human and financial resources and assets.

ARTISAN FOREMAN GRADE A: PLUMBER

Gauteng Region: Baviaanspoort (Ref: DCS/10/138), Boksburg: Heidelberg (Ref: DCS/10/139), Johannesburg (Ref: DCS/10/140), Leeuwkop (Ref: DCS/10/141), Zonderwater Medium B (Ref: DCS/10/142), Krugersdorp (Ref: DCS/10/143)
Salary: R304 263 per annum

Requirements: Appropriate/ (Accredited Artisan Trade Certificate/Diploma) trade test certificate and 5 years' post qualification experience as an artisan. Experience in plumbing works will be an added advantage. Experience in wood / steel works will be an added advantage. Valid driver's licence. Computer literate. 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 honesty, Coaching and mentoring, Confidentiality, Interpersonal relations, networking and tact.

Responsibilities: Training of offenders as well as apprentices. Execution of modern plumbing techniques and quality and maintenance. Management of resources. Execute work as per requisition/orders received from clients. Apply quality control to manufactured products. Execute basic workshop administration

ARTISAN FOREMAN GRADE A ELECTRICIAN

Gauteng Region: Baviaanspoort (Ref: DCS/10/144), Boksburg: Medium A (Ref: DCS/10/145), Johannesburg (Ref: DCS/10/146), Modderbee (Ref: DCS/10/147), Kgoši Mampuru II Central (Ref: DCS/10/148)X2
Salary: R304 263 per annum

Requirements: Appropriate/ (Accredited Artisan Trade Certificate/Diploma) trade test certificate and 5 years' post qualification experience as an Artisan. Experience in electrical works will be an added advantage. Valid driver's licence. These requirements are in accordance with the relevant Occupational Specific Dispensation.

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

Responsibility: Training of offenders as well as apprentices. Management of Administration Task; Training and Development of offenders; Control over workplaces and Tools; Inventory Control and Logistical Administration as well as Efficient Management of Resources and work orders and compliance with administration. Management of human and financial resources and assets.

ARTISAN FOREMAN GRADE A CARPENTER

Gauteng Region: Baviaanspoort (Ref: DCS/10/149), Kgoši Mampuru II Central (Ref: DCS/10/150), Zonderwater Medium A (Ref: DCS/10/151)
Salary: R304 263 per annum

Requirements: Appropriate/ (Accredited Artisan Trade Certificate/Diploma) trade test certificate and 5 years' post qualification experience as an Artisan. Experience in all woodwork disciplines will added advantage. Valid driver's licence. These requirements are in accordance with the relevant Occupational Specific Dispensation.

Competencies and attributes: Relationship building, Innovation & creativity, People management time management, Openness & transparency, Integrity & honesty, Coaching & mentoring, Confidentiality, Interpersonal relations, Networking, Tact and computer skills.

Responsibility: Training of offenders as well as apprentices. Management of Administration Task; Training and Development of offenders; Control over workplaces and Tools; Inventory Control and Logistical Administration as well as Efficient Management of Resources and work orders and compliance with administration. Management of human and financial resources and assets.

ARTISAN FOREMAN: WOOD MACHINIST/CABINET MAKER GRADE A X2

Gauteng Region: Boksburg Medium A (Ref: DCS/10/152), Leeuwkop (Ref: DCS/10/153), Kgoši Mampuru II Central (Ref: DCS/10/154) X2

Salary: R304 263 per annum

Requirements: Appropriate/ (Accredited Artisan Trade Certificate/Diploma) trade test certificate and 5 years' post qualification experience as an Artisan. Experience in all woodwork disciplines will added advantage. Valid driver's licence. These requirements are in accordance with the relevant Occupational Specific Dispensation.

Competencies and attributes: Relationship building, Innovation & creativity, People management time management, Openness & transparency, Integrity & honesty, Coaching & mentoring, Confidentiality, Interpersonal relations, Networking, Tact and computer skills.

Responsibility: Training of offenders as well as apprentices. Management of Administration Task; Training and Development of offenders; Control over workplaces and Tools; Inventory Control and Logistical Administration as well as Efficient Management of Resources and work orders and compliance with administration. Management of human and financial resources and assets.

ARTISAN FOREMAN: UPHOLSTERY GRADE A

Gauteng Region: Boksburg (Ref: DCS/10/155), Kgoši Mampuru II Central (Ref: DCS/10/156)X2

Salary: R304 263 per annum

Requirements: Appropriate/ (Accredited Artisan Trade Certificate/Diploma) trade test certificate and 5 years' post qualification experience as an Artisan. Experience in upholstery works will be an added advantage. Valid driver's licence. These requirements are in accordance with the relevant Occupational Specific Dispensation.

Competencies and attributes: Relationship building, Innovation & creativity, People management time management, Openness & transparency, Integrity & honesty, Coaching & mentoring, Confidentiality, Interpersonal relations, Networking, Tact and computer skills.

Responsibility: Training of offenders as well as apprentices. Management of Administration Task; Training and Development of offenders; Control over workplaces and Tools; Inventory Control and Logistical Administration as well as Efficient Management of Resources and work orders and compliance with administration. Management of human and financial resources and assets.

ARTISAN FOREMAN: BOILERMAKER GRADE A

Gauteng Region: Boksburg (Ref: DCS/10/157), Zonderwater Medium B (Ref: DCS/10/158)

Salary: R304 263 per annum

Requirements: Appropriate/ (Accredited Artisan Trade Certificate/Diploma) trade test certificate and 5 years' post qualification experience as an Artisan. Experience in Boiler Maker / steel works will be an added advantage. Valid driver's licence. These requirements are in accordance with the relevant Occupational Specific Dispensation.

Competencies and attributes: Relationship building, Innovation & creativity, People management time management, Openness & transparency, Integrity & honesty, Coaching & mentoring, Confidentiality, Interpersonal relations, Networking, Tact and computer skills.

Responsibility: Training of offenders as well as apprentices. Management of Administration Task; Training and Development of offenders; Control over workplaces and Tools; Inventory Control and Logistical Administration as well as Efficient Management of Resources and work orders and compliance with administration. Management of human and financial resources and assets.

ARTISAN FOREMAN: SPRAY PAINTER GRADE A

Gauteng Region: Boksburg (Ref: DCS/10/159)

Salary: R304 263 per annum

Requirements: Appropriate/ (Accredited Artisan Trade Certificate/Diploma) trade test certificate and 5 years' post qualification experience as an Artisan. Experience as qualified painter will added advantage. Valid driver's licence. These requirements are in accordance with the relevant Occupational Specific Dispensation.

Competencies and attributes: Relationship building, Innovation & creativity, People management time management, Openness & transparency, Integrity & honesty, Coaching & mentoring, Confidentiality, Interpersonal relations, Networking, Tact and computer skills.

Responsibility: Training of offenders as well as apprentices. Management of Administration Task; Training and Development of offenders; Control over workplaces and Tools; Inventory Control and Logistical Administration as well as Efficient Management of Resources and work orders and compliance with administration. Management of human and financial resources and assets.

ARTISAN FOREMAN: WELDER: GRADE A

Gauteng Region: Boksburg (Ref: DCS/10/160), Kgoši Mampuru II Central (Ref: DCS/10/161), Zonderwater Medium B (Ref: DCS/10/162)

Salary: R304 263 per annum

Requirements: Appropriate/ (Accredited Artisan Trade Certificate/Diploma) trade test certificate and 5 years' post qualification experience as an artisan. Experience in welding/sheet metal worker/fitter and turner will be an added advantage. Valid driver's licence. Computer literate. These requirements are in accordance with the relevant Occupational Specific Dispensation.

Competencies and attributes: Relationship building, Innovation & creativity, People management time management, Openness & transparency, Integrity & honesty, c Coaching & mentoring, Confidentiality, Interpersonal relations, Networking, Tact and computer skills.

Responsibility: Training of offenders as well as apprentices. Management of Administration Task; Training and Development of offenders; Control over workplaces and Tools; Inventory Control and Logistical Administration as well as Efficient Management of Resources and work orders and compliance with administration. Management of human and financial resources and assets.

ARTISAN FOREMAN GRADE A BRICKLAYER

Gauteng Region: Leeuwkop (Ref: DCS/10/163), Kgoši Mampuru II Central (Ref: DCS/10/164)X2

Salary: R304 263 per annum

Requirements: Appropriate/ (Accredited Artisan Trade Certificate/Diploma) trade test certificate and 5 years' post qualification experience as an Artisan. Experience in bricklaying works will be an added advantage. Valid driver's licence. These requirements are in accordance with the relevant Occupational Specific Dispensation.

Competencies and attributes: Relationship building, Innovation & creativity, People management time management, Openness & transparency, Integrity & honesty, Coaching & mentoring, Confidentiality, Interpersonal relations, Networking, Tact and computer skills.

Responsibility: Training of offenders as well as apprentices. Management of Administration Task; Training and Development of offenders; Control over workplaces and Tools; Inventory Control and Logistical Administration as well as Efficient Management of Resources and work orders and compliance with administration. Management of human and financial resources and assets.

ARTISAN FOREMAN GRADE A (SHEET METAL)

Gauteng Region: Kgoši Mampuru II Central (Ref: DCS/10/165)

Salary: R304 263 per annum

Requirements: Appropriate/ (Accredited Artisan Trade Certificate/Diploma) trade test certificate and 5 years' post qualification experience as an Artisan. Experience in all woodwork disciplines will added advantage. Valid driver's licence. These requirements are in accordance with the relevant Occupational Specific Dispensation.

Competencies and attributes: Relationship building, Innovation & creativity, People management time management, Openness & transparency, Integrity & honesty, Coaching & mentoring, Confidentiality, Interpersonal relations, Networking, Tact and computer skills.

Responsibility: Training of offenders as well as apprentices. Management of Administration Task; Training and Development of offenders; Control over workplaces and Tools; Inventory Control and Logistical Administration as well as Efficient Management of Resources and work orders and compliance with administration. Management of human and financial resources and assets.

ARTISAN FOREMAN GRADE A WOOD MACHINIST

Gauteng Region: Zonderwater Medium B (Ref: DCS/10/166)

Salary: R304 263 per annum

Requirements: Appropriate/ (Accredited Artisan Trade Certificate/Diploma) trade test certificate and 5 years' post qualification experience as an Artisan. Experience in all woodwork disciplines will added advantage. Valid driver's licence. These requirements are in accordance with the relevant Occupational Specific Dispensation.

Competencies and attributes: Relationship building, Innovation & creativity, People management time management, Openness & transparency, Integrity & honesty, Coaching & mentoring, Confidentiality, Interpersonal relations, Networking, Tact and computer skills.

Responsibility: Training of offenders as well as apprentices. Management of Administration Task; Training and Development of offenders; Control over workplaces and Tools; Inventory Control and Logistical Administration as well as Efficient Management of Resources and work orders and compliance with administration. Management of human and financial resources and assets.

ARTISAN PRODUCTION GRADE A BRICKLAYER

Gauteng Region: Baviaanspoort Medium A (Ref: DCS/10/167), Boksburg Heidelberg (Ref: DCS/10/168), Leeuwkop (Ref: DCS/10/169)X2

Salary: R190 653 per annum

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

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

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

ARTISAN PRODUCTION GRADE A ELECTRICIAN

Gauteng Region: Modderbee Devon (Ref: DCS/10/170), Johannesburg (Ref: DCS/10/171), Leeuwkop (Ref: DCS/10/172)X3, Kgoši Mampuru II Central (Ref: DCS/10/173), Zonderwater Medium B (Ref: DCS/10/174)X2
Salary: R190 653 per annum

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

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

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

ARTISAN PRODUCTION GRADE A: WELDER

Gauteng Region: Boksburg Medium A (Ref: DCS/10/175), Krugersdorp(Ref: DCS/10/176), Leeuwkop (Ref: DCS/10/177), Kgoši Mampuru II Central (Ref: DCS/10/178)X3, Zonderwater Medium B (Ref: DCS/10/179)
Salary: R190 653 per annum

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

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

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

ARTISAN PRODUCTION GRADE A: WOOD MACHINIST / CABINET MAKER

Gauteng Region: Boksburg Medium A (Ref: DCS/10/180) X2, Kgoši Mampuru II Central (Ref: DCS/10/181)X2, Leeuwkop (Ref: DCS/10/182), Kgoši Mampuru II Central (Ref: DCS/10/183), Zonderwater Medium B (Ref: DCS/10/184) X2
Salary: R190 653 per annum

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

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

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

ARTISAN PRODUCTION GRADE A: PLUMBER

Gauteng Region: Boksburg Med A (Ref: DCS/10/185), Leeuwkop (Ref: DCS/10/186) X3, Kgoši Mampuru II Central (Ref: DCS/10/187)

Salary: R190 653 per annum

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

Competencies and Attributes: Relationship building, innovation and creativity, People management, Time management, Openness and transparency, Integrity and honesty, Coaching and mentoring, Confidentiality, Interpersonal relations, networking and tact.

Responsibilities: Training of prisoners as well as apprentices. Execution of modern plumbing techniques and quality and maintenance. Management of resources. Execute work as per requisition/orders received from clients. Apply quality control to manufactured products. Execute basic workshop administration

ARTISAN PRODUCTION GRADE A PAINTER

Gauteng Region: Leeuwkop (Ref: DCS/10/188) X2, Kgoši Mampuru II Central (Ref: DCS/10/189)

Salary: R190 653 per annum

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

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

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

ARTISAN PRODUCTION GRADE A UPHOLSTERY GRADE A

Gauteng Region: Kgoši Mampuru II Central (Ref: DCS/10/190)X2

Salary: R190 653 per annum

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

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

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

PHARMACIST ASSISTANT (POST BASIC) GRADE 1
Gauteng Region: Johannesburg (Ref: DCS/10/191) X3
Salary: R208 383 per annum

Requirements: Grade 12 plus Post-Basic Pharmacist Assistant qualification that allows registration with the SAPC as Pharmacist. Registration with the SAPC as Pharmacist Assistant (Post-Basic). These requirements are in accordance the relevant Occupational Specific Dispensation.

Competencies and attributes: Self-motivation. Effective communication skills and teamwork. Ability to work in a fast paced environment and manage multiple tasks simultaneously. Computer skills including Microsoft systems, pharmacy systems and make arithmetical calculations and maintain accurate records and document actions. Ability to maintain confidentiality of information. Own valid driver's license

Responsibilities: The execution, on instruction and under direct/indirect supervision of a pharmacist, of routine pharmacist's tasks such as. The making up, repacking and labelling of medicine (mixtures, solutions, ointments, drops, powders); and the maintenance of medicine records. Issue medicines and supplies per prescription for specific patients or as clinic stock, on instruction and under direct/indirect supervision of the pharmacist. Assist with the administrative process of ordering, receiving, storage and distribution of supplies. Ensure the maintenance of effective environmental control measures to ensure the quality of medicines. Issue medicine and supplies, or per prescription to specific patients, on instruction and under supervision of the pharmacist. Ad hoc tasks / responsibilities that may be required from time to time.

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