



correctional services

Department:
Correctional Services
REPUBLIC OF SOUTH AFRICA

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DEPARTMENT OF CORRECTIONAL SERVICES

CLOSING DATE: 03 JANUARY 2020 @ 15H45

APPOINTMENTS UNDER THE CORRECTIONAL SERVICES ACT

HEAD OF CORRECTIONAL CENTRE: LARGE [CB6]

Limpopo, Mpumalanga and North West Region

Rooigrond Management Area: Medium-B Correctional Centre (Ref: LMN 2019/12/01)

Salary: R851 913 per annum (all inclusive package)

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

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

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

DEPUTY DIRECTOR: AREA COORDINATOR DEVELOPMENT & CARE [NCB4] [2 Posts]
Limpopo, Mpumalanga and North West Region

Klerksdorp Management Area: Area Commissioner's Office (Ref: LMN 2019/12/02)

Rustenburg Management Area: Area Commissioner's Office (Ref: LMN 2019/12/03)

Salary: R756 906 per annum (all inclusive package)

Requirements: Relevant NQF 6 qualification or equivalent qualification in Social Science/Health Education. Registration with Professional Council and 7 years combined relevant experience on supervision and junior management production levels: These requirements are in accordance with the relevant Occupational Specific Dispensation. Successful completion of Corrections Science Learnership/Basic Training. Top secret security classification as an added advantage. Computer literate. Valid driver's license.

Competencies and attributes: Communication, Project and programme management, Transformation management, Change Management Stakeholder management, Problem solving Analysis, Service Delivery Innovation, Decision Making, People Management and Empowerment, In depth understanding of safety 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, Diplomacy and tact, Resilience, Influence and impact.

Responsibilities: Ensuring effective medical care of offenders in the Management Area. Ensuring of adherence to nutritional and hygienic standards in the Management Area. Managing Social Work services in the Management Area. Managing educational and training in the management area. Managing spiritual care services to offenders in the management area. Management of agriculture. Management of production workshop. Management of performance information. Management of human resources, finances, assets.

DEPUTY DIRECTOR: REGIONAL COORDINATOR: PRODUCTION WORKSHOPS & AGRICULTURE [NCB4]
Limpopo, Mpumalanga and North West Region:

Regional Office (Ref: LMN 2019/12/04)

Salary: R756 906 per annum (all inclusive package)

Requirements: Recognised three (3) year National Diploma/Degree in agricultural sciences or equivalent qualification. 3-5 years relevant experience on entry middle management in agricultural and production workshop. Computer literate. Valid driver's licence.

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

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

CASE MANAGEMENT COMMITTEE: CHAIRPERSON [CB5]

Limpopo, Mpumalanga and North West Region:

Klerksdorp Management Area: Klerksdorp Correctional Centre (Ref: LMN 2019/12/05)

Salary: R454 440 per annum

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

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

Responsibility: Planning of the activities of the Case Management Committee. Holding of meetings of the CMC. Management of sentence plans. Control of prisoner records. Management of prisoners in assessment units, housing units, special care units and in pre-release units. Management of human resources, logistical administration and assets.

ASSISTANT DIRECTOR: CENTRE COORDINATOR: OPERATIONAL SUPPORT [CB5]

Limpopo, Mpumalanga and North West Region:

Rustenburg Management Area: Mogwase Correctional Centre (Ref: LMN 2019/12/06)

Salary: R454 440 per annum

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

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

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

ASSISTANT DIRECTOR: CENTRE COORDINATOR: CORRECTIONS [CB5]

Limpopo, Mpumalanga and North West Region:

Rooigrond Management Area: Medium A (Ref: LMN 2019/12/07)

Salary: R454 440 per annum

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

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

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

ASSISTANT DIRECTOR: HEAD SATELLITE COMMUNITY CORRECTIONS

Barberton Management Area: Nelspruit Community Corrections (Ref: LMN 2019/12/08)

Salary: R454 440 per annum

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

Competencies and attributes: Firearm 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, 111 of 1998, as amended, assertiveness, ability to network and diplomacy.

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

HEAD OF CORRECTIONAL CENTRE: SMALL [CB4]

Limpopo, Mpumalanga and North West Region

Rustenburg Management Area: Brits Correctional Centre (Ref: LMN 2019/12/09)

Salary: R380 583 per annum

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

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

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

SECURITY MANAGER: DIVISIONAL HEAD: SECURITY [CB4]

Limpopo, Mpumalanga and North West Region:

Barberton Management Area: Town Youth Centre (Ref: LMN 2019/12/10)

Salary: R380 583 per annum

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

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

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

DIVISIONAL HEAD: HUMAN RESOURCE MANAGEMENT [CB4]

Limpopo, Mpumalanga and North West Region:

Bethal Management Area: Bethal Correctional Centre (Ref: LMN 2019/12/11)

Salary: R380 583 per annum

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

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

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

DIVISIONAL HEAD: CASE/ CENTRE MANAGEMENT ADMINISTRATION [CB4]

Limpopo, Mpumalanga and North West Region:

Rustenburg management Area: Losperfontein Correctional Centre (Ref: LMN 2019/12/12)

Salary: R380 583 per annum

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

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

SECURITY MANAGER : UNIT MANAGER [CB4] [6 Posts]

Limpopo, Mpumalanga and North West Region:

Bethal Management Area: Bethal Correctional Centre (Ref: LMN 2019/12/13)

Rustenburg Management Area: Rustenburg Correctional Centre (Ref: LMN 2019/12/14) & Mogwase Correctional Centre (Ref: LMN 2019/12/15) **[2 Posts]**

Thohoyandou Management Area: Female and Juveniles Correctional Centre (Ref: LMN 2019/12/16)

Witbank Management Area: Witbank Correctional Centre (Ref: LMN 2019/12/17)
Salary: R380 583 per annum

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

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

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

UNIT MANAGER: INTERNAL SECURITY [CB4]
Limpopo, Mpumalanga and North West Region:

Polokwane Management Area: Tzaneen Correctional Centre (Ref: LMN 2019/12/18)
Salary: R380 583 per annum

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

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

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

CENTRE COORDINATOR: OPERATIONAL SUPPORT [CB4]

Limpopo, Mpumalanga and North West Region:

Thohoyandou Management Area: Female and Juveniles Correctional Centre (Ref: LMN 2019/12/19)

Salary: R380 583 per annum

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

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

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

SECTION HEAD: FORMAL EDUCATION [2 Posts]

Limpopo, Mpumalanga and North West Region:

Klerksdorp Management Area: Klerksdorp Correctional Centre (Ref: LMN 2019/12/20)

Rustenburg Management Area: Losperfontein Correctional Centre (Ref: LMN 2019/12/21)

Salary: R349 152 per annum

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

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

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

SECURITY OFFICER: FINANCIAL MANAGEMENT AND ACCOUNTING[CB1-3] [2 Posts]

Limpopo, Mpumalanga and North West Region:

Barberton Management Area: Barberton Town Youth Centre (Ref: LMN 2019/12/22)

Bethal Management Area: Volksrust Correctional Centre (Ref: LMN 2019/12/23)

Salary: R295 773 per annum

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

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

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

RE-EMPLOYMENT OF FORMER EMPLOYEES OF THE DEPARTMENT OF CORRECTIONAL SERVICES AS SECURITY OFFICERS

LMN Region: Bethal (Ref: LMN 2019/12/24), Barberton (Ref: LMN 2019/12/25), Klerksdorp (Ref: LMN 2019/12/26), Polokwane (Ref: LMN 2019/12/27), Rooigrond (Ref: LMN 2019/12/28), Rustenburg (Ref: LMN 2019/12/29), Thohoyandou (Ref: LMN 2019/12/30), Witbank (Ref: LMN 2019/12/31)

Salary: CB1-1: R160 419 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 not less than two (2) 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: SPIRITUAL CARE (CHAPLAIN)

Limpopo, Mpumalanga and North West Region:

Rustenburg Management Area: Area Commissioner's Office (Ref: LMN 2019/12/32)

Salary: R733 257 all-inclusive salary package

Requirements: Relevant National Diploma or Degree in Theology from an accredited theological institution or equivalent qualification. Ordination as a minister of religion/faith. 3-5 years middle management experience. Computer literate. Valid driver's licence.

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

Responsibilities: Manage and coordinate spiritual care services. Implement, monitor and evaluate policies and procedures. Empower spiritual care personnel. Develop and present needs based spiritual care programs. Market spiritual care services and establish partnership with internal and external stakeholders. Provide and facilitate supportive services to personnel. Soundly manage finances in terms of the PFMA. Manage spiritual care infrastructure. Implement the moral renewal programme for offenders. Liaise with internal and external stakeholders to enhance social reintegration services. Management of resources.

PSYCHOLOGIST GRADE 1

Limpopo, Mpumalanga and North West Region:

Thohoyandou Management Area: (Ref: LMN 2019/12/33)

Salary: R713 361 per annum

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

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

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

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

Barberton Management Area: Maximum Correctional Centre (Ref: LMN 2018/12/34)

Salary: R562 800 per annum

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

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

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

MANAGER: EDUCATION & TRAINING
Limpopo, Mpumalanga and North West Region:

Klerksdorp Management Area: Area Commissioner's Office (Ref: LMN 2019/12/35)

Salary: R418 356 per annum

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

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

Responsibilities: Responsible for the administration of education and training. Manage budget of education and training. Advise the Area Commissioner. Responsible for personnel development within the Area. Responsible for the total establishment of the Area. Initiate policy with regard to sport and recreation, libraries and life skills programmes. Manage education and training system. Liaise with the external role players regarding education and recreation opportunity. Manage human resource, finances and assets.

CLINICAL NURSE PRACTITIONER GRADE 1 (PHC) [2 Posts]

Limpopo, Mpumalanga and North West Region:

Polokwane Management Area: Polokwane Correctional Centre (Ref: LMN 2019/12/36)

Rustenburg Management Area: Losperfontein Correctional Centre (Ref: LMN 2019/12/37)

Salary: R383 226.00 per annum

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

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

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

ASSISTANT DIRECTOR: MANAGER SUPPLY CHAIN MANAGEMENT [2 Posts]

Limpopo, Mpumalanga and North West Region:

Roosgrond Management Area: Area Commissioner's Office (Ref: LMN 2019/12/38)

Bethal Management Area: Area Commissioner's Office (Ref: LMN 2019/12/39)

Salary: R376 596 per annum

Requirements: National Diploma/Degree in Supply Chain Management or equivalent qualification and 3-5 years' experience gained on a supervisory post in a supply chain management environment. Knowledge of LOGIS system. Computer literate. Valid driver's licence.

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

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

ASSISTANT DIRECTOR: MANAGER: PRODUCTION WORKSHOP AND AGRICULTURE

Limpopo, Mpumalanga and North West Region:

Thohoyandou Management Area: Area Commissioner's Office (Ref: LMN 2019/12/40)

Salary: R376 596 per annum

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

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

Responsibility: Promotion of self-sufficiency with regard agricultural and workshop products. Coordinates the implementation of production workshop and agriculture policies and procedures. Conduct quality assessment of agricultural and production workshops services. Maintain production workshops and service standards in the management area. Manage the implementation of occupational safety Act in the production and agriculture environment (OHS Act). Manage human resources, finances and assets

SENIOR STATE ACCOUNTANT : MANAGEMENT ACCOUNTING

Limpopo, Mpumalanga and North West Region:

Thohoyandou Management Area: Area Commissioner's Office (Ref: 2019/12/41)

Salary: R316 791 per annum

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

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

Responsibility: Effective management of financial control in the Management Area., Implementation and monitoring of execution of duties in terms of the Public Finance Management Act, 1999 (PFMA), Ensure

adherence to financial policies and procedure, Ensure enforcement of financial discipline, Management of human resources, finance and assets.

SENIOR PROVISIONING ADMIN OFFICER: SUPERVISOR LOGISTICS

Limpopo, Mpumalanga and North West Region:

Witbank Management Area: Area Commissioner's Office (Ref: LMN 2019/12/42)

Salary: R316 791 per annum

Requirements: Recognized three (3) year National Diploma/Degree in Supply Chain Management or equivalent qualification and 3-5 years' work experience in a supply chain management environment. Knowledge LOGIS system. Computer literate. 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 out-going 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 resources, finance and assets.

SENIOR ADMINISTRATION OFFICER: HUMAN RESOURCE MANAGEMENT

Limpopo, Mpumalanga and North West Region:

Bethal Management Area: Area Commissioner's Office (Ref: LMN 2019/12/43)

Salary: R316 791 per annum

Requirements: National Diploma / Degree in Human Resource Management or equivalent qualification and 3-5 years relevant work experience in Human Resource environment. Computer literate. Knowledge of PERSAL. Valid driver's licence.

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

Responsibilities: Maintenance of duty register. Ensure submission of human resources request to Divisional Head Personnel. Calculation of overtime worked. Management of leave in line with policies and capturing on PERSAL. Manage applications for promotions, PERSAL awards, achievements bonuses, remuneration control, housing subsidies, official accommodation, transfers, medical boards, appointments, termination of service and disciplinary matters.

SENIOR ADMINISTRATION OFFICER: CLUBS & MESSSES

Limpopo, Mpumalanga and North West Region:

Rooigrond Management Area: Area Commissioner's Office (Ref: LMN 2019/12/44)

Salary: R316 791 per annum

Requirements: National Diploma /Degree in Finance/Financial Management/Administration or equivalent qualification and 3-5 years relevant experience in a comparable environment. Computer literate. Valid drivers' licence.

Competencies and attributes: Communication, client orientation and customer focus, problem solving and analysis, service delivery innovation, decision making, people management and empowerment, integrity and honesty, confidentiality, good interpersonal, understanding of Public Service policy and legislative framework, assertiveness, ability to network and diplomacy. Knowledge of the Companies act and the PFMA. Computer, good communication skills and ability to plan/organize. Ability to collect, analyse and collate information in a meaningful way. Report writing skills.

Responsibilities: Ensure Implementation of Policies and Procedures governing Clubs and Messes. Management of mess and financial outlets. Management of clubs and sub clubs membership. Promotion of sport and recreation. Financial management of club affairs. Management of human resources, finances and assets.

SOCIAL WORKER GRADE II

Limpopo, Mpumalanga and North West Region:

Polokwane Management Area: Area Commissioner's Office: (Ref: LMN 2019/12/45)

Salary: R316 794.00 per annum

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

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

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

STATE ACCOUNTANT: VOUCHER CONTROL [2 Posts]

Limpopo, Mpumalanga Limpopo, Mpumalanga and North West Region:

Barberton Management Area: Area Commissioner's Office (Ref: LMN 2019/12/46)

Polokwane Management Area: Area Commissioner's Office (Ref: LMN 2019/12/47)

Salary: R257 508 per annum

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

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

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

ADMINISTRATION OFFICER: RECRUITMENT AND PLACEMENT

Limpopo, Mpumalanga and North West Region:

Barberton Management Area: Area Commissioner's Office (Ref: LMN 2019/12/48)
Salary: R257 508 per annum

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

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

Responsibilities: Implementation of HR provisioning policy. Appointment of all new entry levels, interns, contract workers on PERSAL. Manage employee transfers in the Management Area. Ensure that all documents regarding appointment area correctly completed and signed. Compile shortlisting and appointment memorandum. Ensuring that indemnity certificate, SAP91 (finger-prints) are forward to Head office. Ensure that on assumption of duty the medical certificate is thoroughly checked. Verification of qualifications.

ADMINISTRATION OFFICER: CAREER DEVELOPMENT

Limpopo, Mpumalanga and North West Region:

Rustenburg Management Area: Area Commissioner's Office (Ref: LMN 2019/12/49)
Salary: R257 508 per annum

Requirements: National Diploma/Degree in Human Resources Management/Human Resource Development/ Organisational Development & Training Practices or equivalent qualification. 2-3 year relevant work experience in the field of training and development. Computer literate. Valid driver's licence.

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 management area. 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.

PROVISIONING ADMINISTRATION OFFICER: TRANSIT WAREHOUSE

Limpopo, Mpumalanga and North West Region:

Witbank Management Area: Area Commissioner's Office (Ref: LMN 2019/12/50)

Salary: R257 508 per annum

Requirements: National Diploma/ Degree in Purchasing Management/Logistics/Supply Chain Management, Store and Inventory Management or any equivalent qualification. 2-3 years relevant work experience. Computer literate. Valid driver's 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. Management of Human Resources, finances and assets.

ADMINISTRATION OFFICER: LOGISTICS

Limpopo, Mpumalanga and North West Region:

Polokwane Management Area: Area Commissioner's Office (Ref: LMN 2019/12/51)

Salary: R257 508 per annum

Requirements: National Diploma / Degree in Logistics or relevant qualification. 2-3 years' experience in Purchasing Management, Logistics, Supply Chain Management, Stores and Inventory Management. Relevant experience in supply chain management. Knowledge of PAS2.6/LOGIS. Knowledge of PFMA and Treasury Regulations. Computer literate.

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: Implement logistical policies in the Management Area. Check and control assets, including overall administration of logistic activities.

ADMINISTRATION OFFICER: NETWORK CONTROLLER [2 Posts]

Limpopo, Mpumalanga and North West Region:

Barberton Management Area: Area Commissioner's Office (Ref: LMN 2019/12/52)

Rooigrond Management Area: Area Commissioner's Office (Ref: LMN 2019/12/53)

Salary: R257 508 per annum

Requirements National Diploma/Degree in Information Technology/Computer Science or an equivalent qualification. A+, N+, Security+ with 2-3 years' experience in a network environment. Good understanding of current MS Windows as well as the MS Office suite. Valid driver's licence.

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

Responsibilities Perform back-ups. Monitor wide and local area networks. Detect and repair faults on LAN/WAN, PC's, peripherals, network points and software. Installation and maintenance of printing from all systems include Transversal Systems (e.g. LOGIS, PERSAL, BAS, and DCS business systems). Provide desktop support. Manage and maintain a virus free network. Liaise with users on requests/faults. Create/maintain inventory of all desktop. Install and support software and applications. Monitor IP Telephony and Video Conferencing.

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

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

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

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

Applications: 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, certified copies of qualifications and copy of identity document. Where an advertisement states that a valid driver's licence is required, then please submit a certified copy of your licence. Please Note: All copies attached**

must be certified and not older than six months. 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 advert requirements and responsibilities. It is the sole responsibility of an applicant to ensure that their application reaches DCS before the stipulated closing date and time.

NB: Indicate the reference number and position you are applying for on your application form (Z83) and post your complete application to the address as indicated below:

Limpopo/Mpumalanga/North West Region:

Postal Address Head Recruitment, Department of Correctional Services, Private Bag X 99, Pretoria 0001

Contact persons: Mrs. Portia Bungqu 012 306 2032 / Mrs. Petunia Nomvula / Ms. Thandiwe Lekhuleni / Mr. Tshepo Ndlamini / Mr. Brent Botha at 012 306 2033/2034

Physical Address: 198 Masada Building, Cnr. Johannes Ramokhoase (Proes) and Paul Kruger Street, Pretoria