



## 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: 06 March 2020 @ 15h45**

**Note:** • **Before you apply:** All costs associated with an application will be borne by the applicant. The Department of Correctional Services is an equal opportunity employer. The Department will take into consideration the objectives of Section 195 (1) (i) of the Constitution of the Republic of South Africa, 1996 (Act 108 of 1996) and the Employment Equity Act, 1998 (Act 55 of 1998) in filling of these vacancies. It is our intention to promote 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: CENTRE COORDINATOR CORRECTIONS (CB5)

**Gauteng Region: Johannesburg med B (Ref: DCS/02/01)**

**Salary: R851 913 all-inclusive salary package**

**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 understanding of safety and security in a correctional environment. Integrity and honesty, confidentiality, good interpersonal relations, in depth knowledge of the Correctional Services Act, Act 111 of 1998, as amended, assertiveness, ability to network and diplomacy.

**Responsibilities:** 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.

### COR CENTRE HEAD LARGE: CENTRE COORDINATOR OPERATIONAL SUPPORT(CB5)

**Gauteng Region: Johannesburg med A (Ref: DCS/02/02)**

**Salary: R851 913 all-inclusive salary package**

**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.

### COR CENTRE HEAD LARGE: HEAD CORRECTIONAL CENTRE (CB5)

**Gauteng Region: Leeuwkop Max(Ref: Ref: DCS/02/04), Johannesburg Female (Ref: Ref: DCS/02/05)**

**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

**DEPUTY DIRECTOR: AREA COORDINATOR DEVELOPMENT AND CARE (NCB4)**

**Gauteng Region: Zonderwater (Ref: DCS/02/06)**

**Salary: 756 906 all-inclusive salary package**

**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 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 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:** Ensuring effective medical care of prisoners in the management area. Ensuring of adherence to nutritional and hygienic standard in the management area. Managing social work services in the management area. Managing education and training in the management area. Managing spiritual care services to offenders in the management area. The management of agriculture. The management of production workshops. The management of finances. The management of personnel.

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

**Gauteng Region: Modderbee (Ref: DCS/02/07)**

**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 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: HEAD SATELLITE COMMUNITY CORRECTION (CB4)**

**Gauteng Region: Kgoši Mampuru II Community Corrections (Ref: DCS/02/08)**

**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 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.

**SECURITY MANAGER: DH: SECURITY (CB4)**

**Gauteng Region: Baviaanspoort (Emthonjeni) (Ref: DCS/02/09)**

**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: MONITORING (PAROLEES AND PROBATIONERS) (CB4)**

**Gauteng Region: Kgoši Mampuru II: Odi Community Corrections (Ref: DCS/02/10)**

**Salary: 380 583 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

**SECURITY MANAGER: UNIT MANAGER (CB4)**  
**Gauteng region: Modderbee: Benoni Community Corrections (Ref: DCS/02/11)**  
**Salary: 380 583 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 (CB4)**  
**Gauteng region: Baviaanspoort Emthonjeni (Ref: DCS/02/12)**  
**Salary: 380 583 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: DH: CASE/CENTRE MANAGEMENT ADMINISTRATION (CB4)**  
**Gauteng Region: Modderbee: (Ref: DCS/02/13), Johannesburg: (Ref: DCS/02/14)**  
**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: UNIT MANAGER (CB4)**  
**Gauteng Region: Boksburg Juvenile: (Ref: DCS/02/15)**  
**Salary: 380 583 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 : CENTRE COORDINATOR: CORRECTION (CB4)**  
**Gauteng Region: Kgoši Mampuru II: Central: (Ref: DCS/02/16), Kgoši Mampuru II Local: (Ref: DCS/02/17)**  
**Salary: 380 583 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 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 interpersonal 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.

**ASSISTANT DIRECTOR: MANAGER SECURITY AND FACILITIES (NCB3)**  
**Gauteng Region: Baviaanspoort: Ref: DCS/02/18)**  
**Salary: 392 004 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 Learner ship/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.

**SECRETARY: PAROLE BOARD (NCB2)**

**Gauteng Region: Kgoši Mampuru II: Ref: DCS/02/19)**

**Salary: 329 781 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, Stakeholder management, Problem solving, Service Delivery Innovation, decision making, People Management and Empowerment, understanding of safety and security in a correctional environment. Integrity and honesty, Confidentiality, Good Interpersonal relations, knowledge of the Correctional Services Act, Act 111 of 1998, as amended. Assertiveness, Diplomacy and Tact, Resilient, Influence and impact, Computer literacy.

**Responsibilities:** Effective administration of the Parole Board meetings including minutes taking. Supervise verification of offender information prior to the meetings. Inform offenders of the decision of the board. Supervise representations activities. Supervise safe custody of offenders during Board meetings. Management of human resources, finance and assets.

## APPOINTMENTS UNDER THE PUBLIC SERVICE ACT

**DEPUTY DIRECTOR: AREA COORDINATOR: CORPORATE SERVICES**

**Gauteng Region: Boksburg: (Ref: DCS/02/20)**

**Salary: R733 257 all-inclusive salary package**

**Requirements:** Recognised three (3) year degree/diploma in Human Resource Management or equivalent with 3 – 5 years management experience in corporate services environment. Knowledge of PERSAL system. Computer literacy. Valid driver's licence. Computer literacy. Valid driver's licence.

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

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

**DEPUTY MANAGER NURSING**  
**Gauteng Region: Regional office: (Ref: DCS/02/21)**  
**Salary: 843 618 all-inclusive salary package**

**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. Valid driver's licence. Computer literate. These requirements are in accordance with the relevant Occupational Specific Dispensation.

**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:** Monitor and evaluate the performance of Primary Health Care services in line with public health indicators, set norms, standard, and targets with a view to report thereon and to initiate corrective action timeously at an appropriate level. Supervise and ensure the provision of quality comprehensive inmate health care through adequate nursing care. Coordinate, monitor and evaluate the implementation of PHC service and programs to the inmate population. Ensure analysis of health data, formulation and implementation of nursing guidelines, practices, standards and procedures. Management of human and finance resources and assets.

**ASSISTANT DIRECTOR: FINANCIAL + MANAGEMENT ACCOUNTING**

**Gauteng Region: Kgoši Mampuru II: (Ref: DCS/02/22)**

**Salary: R 376 596 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 Regulations 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; Conflict management; Report writing; Training and development. Time management. Confidentiality; Coaching and mentoring; Understanding of Public Service policy and legislative framework; Service delivery and client orientation; integrity and honesty; Assertiveness; Ability to network; Influence and impact; Applied strategic thinking; Willingness to travel.

**Responsibilities:** 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: FINANCIAL PLANNING**  
**Gauteng Region: Regional Office: (Ref: DCS/02/23)**  
**Salary: R 376 596 per annum**

**POST WITHDRAWN FROM THIS ADVERTISEMENT**



**ASSISTANT MANAGER NURSING: HEALTH CARE SERVICES**

**Gauteng Region: Johannesburg: Ref: DCS/02/24)**

**Salary: 562 800 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.

**OPERATIONAL MANAGER NURSING (PHC)**

**Gauteng Region: Johannesburg Med B: Ref: DCS/02/25), Modderbee Devon: (Ref: DCS/02/26), Kgoši Mampuru II Odi: (Ref: DCS/02/27)**

**Salary: 562 800 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.

### **EMPLOYEE OCCUPATIONAL HEALTH AND SAFETY**

**Gauteng Region: Johannesburg: (Ref: DCS/02/28)**

**Salary: R316 791 per annum**

**Requirements:** Recognized / three year degree/diploma. Sound experience as an occupational health and safety officer (5yrs experience as an Occupational Health & Safety Officer/ Supervisor). Driver's licence. Computer literacy. Valid driver's licence.

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

**Responsibilities:** Develop and implement health and safety policy and procedures. Develop and implement health and safety systems and programmes. Ensure health and safety legal compliance in the Workplace. Coordinate training of staff in evacuation plan and Health and Safety. Ensure the appointment of OHS structure in the workplace. Ensure that injury on duty incidents are reported and recorded. Conduct inspection to identify health and safety hazards in the workplace. Conduct Health and Safety internal audit. Apply medical surveillance to employees exposed in hazardous areas. Conduct accidents and fire investigations and implement preventative measure to prevent incidents of similar nature. Compile and implement emergency preparedness procedures. Establish Occupational Health and Safety committee in line with Health and Safety Act. Facilitate the development and approval of Emergency Evacuation Plan in line with Municipality by-laws. Compile and implement emergency preparedness procedures. Ensure usage of Personal Protective Equipment to prevent injuries in the workplace. Establish relationship with stakeholders with regards to Health and Safety

### **SENIOR ADMINISTRATIVE OFFICER: MANAGER: HUMAN RESOURCE DEVELOPMENT**

**Gauteng Region: Kgoši Mampuru II: (Ref: DCS/02/29)**

**Salary: R316 791 per annum**

**Requirements:** Recognized three year/degree diploma in Human Resource Management with 3 - 5 years' relevant experience in the field of HRD. Good communication skills. Computer literacy. Valid driver's licence.

**Competencies and attributes:** Policy coordination, communication, financial management, Plan, organise, lead and control, Project and Programme 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:** Training and development interventions at all levels. Compile the business plan for HRD. Conduct training needs analysis. Compilation of monthly training statistics and annual training reports. Deliver effective HRD administration. Management of learnership programmes and conducts assessment on learners on the Correctional Science Learnership NQF Level 4. Management of the internship programmes. Facilitation of HRD programmes in the Region. Programming and scheduling of training interventions. Evaluation of training as well as monitoring of training and logistical arrangement of training courses. Assist with the marketing of bursaries.

**SENIOR ADMINISTRATIVE OFFICER: TRANSIT WAREHOUSE****Gauteng Region: Baviaanspoort: (Ref: DCS/02/30)****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.

**SENIOR ADMINISTRATION OFFICER: UAMP: MUNICIPAL SERVICES : FACILITIES****Gauteng Region: Regional Office (Ref: DCS/02/31)****Salary: R316 791 per annum**

**Requirements:** Recognized Degree/ National Diploma in Property Management or Financial Management or Financial Management. 3 year experience in Facilities/ Property Management environment. Experience in administration of municipal accounts will be an added advantage. Proven knowledge of Municipal Finance Act, GIAMA, Treasury Regulations and PFMA. Computer literacy. Valid driver's licence.

**Competencies and attributes:** Financial management, Problem solving, Facilitation skills, Plan, organize, lead and control, Project management, Presentation skill, Conflict management, Training skills, Communication skills, Time management, Confidentiality, Coaching and mentoring, Proven knowledge of the Public Finance Management Act, 1999 and Treasury Regulations, Procurement Administration and Public Finance Administration, Municipal 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:** Co-ordinate meter reading and management of municipal accounts. Perform office administrative duties for the Directorate. Compilation of directorate's reports. Compilation of UAMP in support of the strategic accommodation requirements of the Region. Manage financial and human resources.

**EDUCATIONIST M+4****Gauteng Region: Kgoši Mampuru II Central: (Ref: DCS/02/32)****Salary: R279 195 per annum**

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

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

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

**SOCIAL WORKER GRADE 1**  
**Gauteng Region: Krugersdorp: (Ref: DCS/02/33)**  
**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

**ARTISAN FOREMAN GRADE A: ASSET MAINTENANCE**  
**Gauteng Region: Zonderwater Medium B: (Ref: DCS/02/34)**  
**Salary: R304 263 per annum**

**Requirements:** Appropriate/ (Accredited Artisan Trade Certificate/Diploma) trade test certificate and 5 years' post qualification experience as an Artisan. 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:** The quality assessment of building services. The development/maintenance of building works standards in the Management area. The management of capital projects. The management of maintenance projects. The undertaking of short-/ medium-/ long-term planning of maintenance activities in the management area. The ensuring of adherence to the strategic, maintenance objectives of the DCS in the management area. Management of human and financial resources and assets.

**SECRETARY OF THE AREA COORDINATOR: FINANCE AND SUPPLY CHAIN MANAGEMENT**  
**Gauteng Region: Kgoši Mampuru II (Ref: DCS/02/35)**  
**Salary: R173 703 per annum**

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

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

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