



GAUTENG REGION

Closing date: 03 September 2021 @ 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 **six months (6) months**. Where an advertisement states that a valid Driver's Licence is required, then please submit a certified copy of your licence. Please send a separate and complete application for each post you apply for, stating the correct reference for each position you are interested in. **Faxed 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 **03 September 2021 @ 15h45.**

NB: PROSPECTIVE APPLICANTS MUST PLEASE USE THE NEW Z83 APPLICATION FORM WHICH IS EFFECTIVE AS AT 01 JANUARY 2021

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.

Physical Address: 1077 Forum East Building, Arcadia Street, Hatfield.

**Contact person: Mr SS Masango / Ms. Annah Feni / Ms. Pinky Makwarela at
012 420 0179/73**

APPOINTMENTS UNDER THE CORRECTIONAL SERVICES ACT

COR CENTRE LARGE: HEAD CORRECTIONAL CENTRE (CB6)

Gauteng Region: Baviaanspoort: Emthonjeni (Ref: DCS/08/01), Johannesburg: Medium C (Ref: DCS/08/02)

SALARY: 851 913 (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: REGIONAL COORDINATOR: INSPECTORATE (NCB4)

Gauteng Region: Regional Office: (Ref: DCS/08/03)

Salary: 756 906 all-inclusive salary package

Requirements: Degree/National Diploma in Social Sciences or equivalent qualification and at least 7 years relevant experience on supervision and junior management production levels. Experience of the full spectrum of administration at management area level. Valid driver's License. Computer literate.

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: The undertaking of inspections on adherence to national policy. The rendering of advice to functionaries with the interpretation of national policies. The reporting on the adherence to national policies in the region. The drafting of recommendations on the possible amendments to national policy. The planning of quality assessment programs in the region. The undertaking of fault finding inspection visits to all management areas in the region. The identification of areas of non-compliance with national standards. The rendering of in-service training i.r.o identified areas of non-compliance. The identification of management areas requiring specialized attention for remedial action. The drawing up of inspection reports on each management area visited. The drafting of inspection reports on management areas for the attention of the RC, area commissioners, coordinators, Dir. Service Evaluation and Commissioner. The performing of investigations into high profile incidents in the region (only in exceptional cases). The drawing up reports into high profile incidents. The rendering of advice to area managers on the inspection of their management areas by own personnel. The performing of merit assessments of inspectors. The identification of training requirements for inspectors. The communicating of training requirements to the Coordinator: HR Development. The assessment of requirements for additional staff. The reporting of requirements for additional posts to the O&W for assessment. The planning of activities. The organizing of activities. The giving of guidance to subordinates. The controlling of activities. The motivating of people. Management of finance.

CENTRE COORDINATOR MED: CENTRE COORDINATOR CORRECTIONS (CB5)

Gauteng Region: Johannesburg Medium A (Ref: DCS/08/04), Baviaanspoort Medium (Ref: DCS/08/05)

Salary: R454 440 per annum

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

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

CENTRE COORDINATOR MED: CASE MANAGEMENT COMMITTEE (CB5)

Gauteng Region: Johannesburg Medium A (Ref: DCS/08/06)

Salary: R454 440 per annum

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

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

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

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

Gauteng Region: Johannesburg Medium B (Ref: DCS/08/07), Johannesburg Medium C (Ref: DCS/08/08)

Kgoši Mampuru II: Odi (Ref: DCS/08/09)

Salary: R454 440 per annum

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

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

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

CENTRE COORDINATOR MED: DH: SECURITY (CB5)

Gauteng Region: Leeuwkop Maximum (Ref: DCS/08/10)

Salary: R454 440 per annum

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

ASSISTANT DIRECTOR: MANAGER: AGRICULTURE (CB5)

Gauteng Region: Boksburg (Ref: DCS/08/11)

Salary: R454 440 per annum

Requirements: Degree/National Diploma in Agriculture and 7 years relevant experience. Experience in stock-management will be an added advantage. Successful completion of Corrections Science Learner ship/Basic Training These requirements are in accordance with the relevant Occupational Specific Dispensation. Computer literacy. A valid driver's license.

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

Responsibilities: Quality assessment of agricultural services. Develop/maintain agricultural services standards in the management area .Manage animal production, agricultural labour, environment, agricultural equipment and occupational safety. Manage human resources, finance and assets

ASSISTANT DIRECTOR: INSPECTORATE (NCB3)

Gauteng Region: Regional Office (Ref: DCS/08/12)

Salary: R392 004 per annum

Requirements: Relevant B degree/national diploma and 3-5 years' experience on supervisory post. Experience of the full spectrum of administration at management area level. Dynamics, professionalism, ability to plan/organize, sound communication abilities. Valid driver's licence. Computer literacy.

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 inter-personal relations, understanding of Public Service Policy and legislative framework, Assertiveness, Ability to network and Diplomacy.

Responsibilities: Ensuring of compliance with national policy The undertaking of fault finding inspection visits to all management areas in the region. The identification of areas of non-compliance with national standards. The rendering of in-service training iro identified areas of non-compliance. The identification of management areas requiring specialized attention for remedial action. The drawing up of inspection reports on each management area visited. Undertaking of specialized investigations. Assist with the proper management of finances and other resources allocated to the inspections section. Management of finance and human resources and assets.

ASSISTANT DIRECTOR: MANAGER: FACILITIES AND SECURITY (NCB 3)

Gauteng Region: Krugersdorp (Ref: DCS/08/13)

Salary: R392 004 per annum

Requirements: Relevant B degree/National Diploma and 7 years' experience of offender administration on supervisory level. Analytical ability. Sound communication skills and ability to plan/organise. Valid driver's licence. Computer literacy. Successful completion of Correctional Science Learnership (basic training)

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,

Responsibilities: Implement the policy to relevant role players. Supervise access control to correctional centres grounds. Supervise the manning of watch towers. Supervise the escort of inmates to courts. Doctors. Hospital etc. Assess security services. Improve standard of physical security in the management area. Manage emergency support team. Manage infrastructure for security service. Communicate with interest groups. Ensure service level standards for accommodation of inmates. Ensure the separation of high risk offenders.

SECURITY MANAGER: ADMISSION + RELEASE OF INMATES (CB4)

Gauteng Region: Johannesburg Medium A Ref: (Ref: DCS/08/14)

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. 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.

Responsibility: Admission, release and transfer of inmates. Control of prisoner movements. Manage Administration of inmates' cash. Maintenance of inmates' records. Manage Administration of fine/bail payments. Manage Administration of prison labour. Data integrity. Manage Visits administration. Personnel Management. Financial Management. Logistical Resource Management

SECURITY MANAGER: CASE MANAGEMENT COMMITTEE (CB4)

Gauteng Region: Johannesburg Medium B Ref: (Ref: DCS/08/15) X2, Leeuwkop Medium A Ref: (Ref: DCS/08/16), Kgoši Mampuru II Central (Ref: DCS/08/17)

Salary: R380 583 per annum

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

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

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

SECURITY MANAGER: CENTRE COORDINATOR: CORRECTIONS (CB4)

Gauteng Region: Baviaanspoort: Emthonjeni (Ref: DCS/08/18), Kgoši Mampuru II Atteridgeville Ref: (Ref: DCS/08/19) X2, Kgoši Mampuru II Central Ref: (Ref: DCS/08/20)

Salary: R380 583 per annum

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

Competencies and attributes: Firearm skills and the use of relevant security technology. communication, project and programme management, transformation management, change management, stakeholder management, problem solving, analysis, service delivery innovation, decision making, people management and empowerment, in depth understanding of safety and security in a correctional environment. Integrity and honesty, confidentiality, good 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.

SECURITY MANAGER : CENTRE COORDINATOR: STAFF SUPPORT (CB4)

Gauteng Region: Kgoši Mampuru II: Central: (Ref: DCS/08/21), Kgoši Mampuru II: Local: (Ref: DCS/08/22)

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 Occupational relevant Specific Dispensation. Top secret security classification as an added advantage. Successful completion of Corrections Science Learnership/Basic Training. Valid driver's licence. Computer literacy.

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

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

SECURITY MANAGER : CENTRE COORDINATOR: OPERATIONAL SUPPORT (CB4)

Gauteng Region: Kgoši Mampuru II: Odi: (Ref: DCS/08/23)

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 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: NUTRITIONAL SERVICES (CB4)

Gauteng Region: Johannesburg Medium B (Ref: DCS/08/24), Modderbee (Ref: DCS/08/25)

Salary: R380 583 per annum

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

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

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

SECURITY MANAGER : AGRICULTURE (CB4)

Gauteng Region: Kgoši Mampuru II: Odi: (Ref: DCS/08/26), Zonderwater: (Ref: DCS/08/27)

Salary: 380 583 per annum

Requirements: Degree/National Diploma in Agriculture and 7 years relevant experience. Experience in stock-management will be an added advantage. Successful completion of Corrections Science Learnership/Basic Training. These requirements are in accordance with the relevant Occupational Specific Dispensation. Computer literacy. A valid driver's license.

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

Responsibilities: Quality assessment of agricultural services. Develop/maintain agricultural services standards in the management area. Manage animal production, agricultural labour, environment, agricultural equipment and occupational safety. Manage human resources, finance and assets

SECURITY MANAGER: EXTERNAL SECURITY (CB4)

Gauteng Region: Boksburg Medium A: (Ref: DCS/08/28), Johannesburg Medium A: (Ref: DCS/08/29), Johannesburg Medium B (Ref: DCS/08/30) X2, Kgoši Mampuru II Atteridgeville Ref: (Ref: DCS/08/31)

Salary: R380 583 per annum

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

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

Responsibilities: Supervise access control to the correctional centre's grounds. Manage internal and external security. Supervise the movement and safe custody for offenders. Patrol at the section (general accommodation areas, single cells, kitchens, hospitals and work sections). Manage security systems. Supervise visits to offenders. Management of human resources and assets.

SECURITY MANAGER: INTERNAL SECURITY (CB4)

Gauteng Region: Kgoši Mampuru II Odi: (Ref: DCS/08/32)

Salary: R380 583 per annum

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

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

Responsibilities: Supervise access control to the correctional centre's grounds. Manage internal and external security. Supervise the movement and safe custody for offenders. Patrol at the section (general accommodation areas, single cells, kitchens, hospitals and work sections). Manage security systems. Supervise visits to offenders. Management of human resources and assets.

SECURITY MANAGER: UNIT MANAGER (CB4)

Gauteng region: Baviaanspoort Emthonjeni: (Ref: DCS/08/33), Boksburg Medium A: (Ref: DCS/08/34), Johannesburg: Medium A: (Ref: DCS/08/35), Johannesburg: Medium C: (Ref: DCS/08/36), Zonderwater: Medium B: (Ref: DCS/08/37), Modderbee (Ref: DCS/08/38)

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 Devon (Ref: DCS/08/39)

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 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: DH: SECURITY (CB4)

Gauteng region: Modderbee Nigel (Ref: DCS/08/40)

Salary: 380 583 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.

UNIT MANAGER SMALL: UNIT MANAGER (CB4)

Gauteng region: Zonderwater Medium A (Ref: DCS/08/41)

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.

CORRECTIONAL POLICY ADMINISTRATION SENIOR: MANAGER: FACILITIES & SECURITY (NCB2)

Gauteng Region: Johannesburg: (Ref: DCS/08/42)

Salary: R329 781 per annum

Requirements: Relevant B degree/National Diploma and 7 years' experience of offender administration on supervisory level. Analytical ability. Sound communication skills and ability to plan/organise. Valid driver's licence. Computer literacy. Successful completion of Correctional Science Learnership (basic training)

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,

Responsibilities: Implement the policy to relevant role players. Supervise access control to correctional centres grounds. Supervise the manning of watch towers. Supervise the escort of inmates to courts. Doctors. Hospital etc. Assess security services. Improve standard of physical security in the management area. Manage emergency support team. Manage infrastructure for security service. Communicate with interest groups. Ensure service level standards for accommodation of inmates. Ensure the separation of high risk offenders.

CORRECTIONAL POLICY ADMINISTRATION SENIOR: MANAGER: CORRECTIONS (NCB2)

Gauteng Region: Boksburg: (Ref: DCS/08/43), Kgoši Mampuru II: (Ref: DCS/08/44)

Salary: R329 781 per annum

Requirements: Recognised three (3) year degree/ National Diploma or equivalent qualification in Behavioural Sciences and 7 years relevant experience on supervisory post. Top secret security classification as an added advantage. Successful completion of Corrections Science Learnership/Basic Training. Valid driver's licence.

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

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

CORRECTIONAL POLICY ADMINISTRATION SENIOR: REGIONAL SECURITY OPERATIONS (NCB2)

Gauteng Region: Regional Office: (Ref: DCS/08/45)

Salary: R329 781 per annum

Requirements: Recognised three (3) year degree/ National Diploma or equivalent qualification in Behavioural Sciences and 7 years relevant experience on supervisory post. Top secret security classification as an added advantage. Successful completion of Corrections Science Learnership/Basic Training. Valid driver's licence.

Competencies and attributes: Firearm skills and the use of relevant security technology. Communication, Project and pro-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: The identification of shortcomings in security services. The evaluation of security in all Management Areas in the region, which includes inspections, evaluations of dog and mounted units. To conduct security audit in the region. The assist with the drawing up of strategies to improve identified shortcomings in security in the region. The management of investigations into high profile incidents in the region. The directing of additional security measures, where required. Implementation of regional plan to improve performance in escape prevention, control of gangsterism and combating of unnatural deaths, injuries and violence. Assist with the management of the EST, Dog and Mounted units. The liaising with external bodies on security. The attending of SAPS / Emergency Services meetings. Assist with security arrangements and operations during national and regional events. To assist the Security Admin Secretary with administrative procedures and processes when required. Report writing.

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

Gauteng Region: Boksburg Juvenile (Ref: DCS/08/46) X2, Boksburg Medium A (Ref: DCS/08/47), Johannesburg Medium C (Ref: DCS/08/48), Krugersdorp (Ref: DCS/08/49) X2, Leeuwkop Medium A (Ref: DCS/08/50) X2, Modderbee Nigel (Ref: DCS/08/51), Modderbee Devon (Ref: DCS/08/52), Kgoši Mampuru II: Female (Ref: DCS/08/53), Kgoši Mampuru II: C-Max (Ref: DCS/08/54), Kgoši Mampuru II: Central (Ref: DCS/08/55)

Salary: R242 640 per annum

Requirements: NQF level 6 qualification in Behavioural Science (in criminology, penology etc) with no previous experience *or* Grade 12 with 10 years relevant experience gained at entry level production post of CB 1. Successful completion of the Corrections Science Learnership/ Basic Training. Computer literacy.

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

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

APPOINTMENTS UNDER THE PUBLIC SERVICE ACT

DEPUTY DIRECTOR: REGIONAL COORDINATOR: CARE

Gauteng Region: Regional Office: (Ref: DCS/08/56)

Salary: 733 257 all-inclusive salary package

Requirement: National Diploma/Degree in Social Work, Psychological Services or equivalent relevant qualification. Professional registration with a Council for Social Workers or relevant. At least 3-5 years' experience in middle management in Social Work or Psychology. Valid driver's licence. Computer literacy.

Competencies and attributes: Programme and project management, Project principles and methodologies, Research and development, Computer aided engineering applications, Knowledge of legal compliance, Technical report writing, Creating high performance culture, Technical consulting, Professional judgement. Decision making, Team leadership, Analytical skills, Creativity, Self-management, Financial management, Customer focus and responsiveness, Communication, Computer literacy, Planning and organization, Conflict management, Problem solving and analysis, People management, Change management and innovation. .

Responsibilities: Enhance the coordination of policy. The monitoring of the performance on social work, psychological services and spiritual care. The drawing up of strategies to improve identified sub standards in social work, psychological services and spiritual care in the region. The evaluation of service levels. The ensuring of service levels for social work, psychological and spiritual care services in the region. The undertaking of short-/ medium-/long-term planning of social work in the region. The rendering of advice to area managers with social work, psychological services and spiritual care planning at management areas. The ensuring of adherence to the strategic, social work, psychological services and spiritual care objectives of the DCS in the region. The management of infrastructure for care services. Management of finances. The management of personnel

DEPUTY DIRECTOR: REGIONAL COORDINATOR: SPECIAL PROGRAMS

Gauteng Region: Regional Office: (Ref: DCS/08/57)

Salary: 733 257 all-inclusive salary package

Requirements: Relevant B-degree/National Diploma in Human Resource Management or equivalent qualification with 3-5 years' experience in middle management in comparable environment. Valid driver's licence. Computer literacy.

Competencies and attributes: Policy coordination, Financial management, Communication, Facilitation skills, Project and pro-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: Promotion of the code of conduct of the Department. Co-ordination of all EAP operations. Planning of all EAP operations in the region. Promotion of gender sensitivity in the Region. Ensuring of the gainful employment of disabled. Ensuring of the alignment of DCS policies. Policy co-ordination of sports. Management of sports event in the region Maintenance of performance plans of subordinates. Assessments of subordinates. Ensure compliance with DCS HR policies / directives Budgeting for funds. Compilation of business plans. Accountable for the sport and recreation

DEPUTY DIRECTOR: REGIONAL COORDINATOR: SUPPLY CHAIN MANAGEMENT

Gauteng Region: Regional Office: (Ref: DCS/08/58)

Salary: 733 257 all-inclusive salary package

Requirements: Recognized and appropriate three year degree/diploma in Supply Chain Management or equivalent qualification coupled with 3-5 years relevant experience •Sound communication skills •Computer Literacy • Knowledge of PFMA, Treasury Regulations and LOGIS •Proven experience in a LOGIS 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: The operationalization of National and Regional Supply Chain Management policy in the Region, Identify and provide training to relevant personnel on Supply Chain Management, Manage the maintenance and effective functioning of a Supply Chain Management System (LOGIS) as approved by National Treasury within the Gauteng Region e.g. analyzing of LOGIS reports in order to advise the Regional Head: Finance and SCM on precautionary measures, The management of assets and inventory within the Gauteng Region e.g. asset and inventory balancing, BAS /LOGIS reconciliation, balance scorecards etc., Management of Departmental Fleet within the Gauteng Region, Management of the procurement process and promotion of affirmative procurement, Audit and review of contracts, Effective risk management to ensure compliance with the risk management plan of DCS, Management of human resources, finance and assets.

SOCIAL WORK MANAGER GRADE 1

Gauteng Region: Zonderwater: (Ref: DCS/08/59)

Salary: 794 889 all-inclusive salary package

Requirements: Relevant BA degree in Social Work and a minimum of 7 years management experience in the field of Social Work after registration with South African Council for Social Services Profession. Computer literacy and Valid driver's licence.

Competencies and Attributes: Conversant with Acts, policies and legislation pertaining to social work practice. Understanding of human behaviour social systems, Social work intervention, Empowerment, Confidentiality, Time management, listening skills, Interpersonal skills,

Responsibilities: Provide needs based social work service of an advanced nature within a defined area/s of specialization with regard to the care, development, correction and after care of offenders through the relevant departmental programmes is rendered. Provide mentorship and guidance to senior social worker (specialist) in order to assist them to integrate theory and practice and develop appropriate skills relevant to area of specialization. Monitor, interpret and review legislation and policies to determine whether the legislation and policies are still relevant and complies with current requirements. Develop proposals to change the relevant acts and policies to maintain them and research and develop new policies where required. Facilitate the development and planning of programmes and interventions to render a social work service through the efficient, economical and effective utilization of financial resources in compliance with the PFMA. Manage a social work unit to ensure that an efficient and effective social work service is delivered through the efficient and effective utilization of human resources. Keep up to date and ensure compliance with new developments in the social work / correctional social work field. Plan and ensure that social work research and development are undertaken. Undertake complex social work research. Perform and/or ensure that all administrative functions required in the unit are performed. Personnel administration. Financial administration

ASSISTANT DIRECTOR: HUMAN RESOURCE SUPPORT

Gauteng Region: Johannesburg: (Ref: DCS/08/60)

Salary: R376 596 per annum

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

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

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

ASSISTANT DIRECTOR: HUMAN RESOURCE UTILIZATION

Gauteng Region: Modderbee: (Ref: DCS/08/61)

Salary: R376 596 per annum

Requirements: Degree/ National Diploma in Human Resource Management and 3- 5 five years relevant supervisory experience in similar environment. Valid driver's license. Computer literate.

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

Responsibilities: Control cost effective personnel administration and utilization. Co-ordinate the operation of personnel functions in the Management Area. Implement national human resources management policy in the Management Area. Inspect personnel administration in the Management Area. Manage re-muneration control, housing subsidies, official accommodation, leave administration, transfer of personnel and appointment of staff. Management of human and financial resources and assets.

ASSISTANT DIRECTOR: MANAGER: EMPLOYEE (LABOUR) RELATIONS

Gauteng Region: Kgoši Mampuru II: (Ref: DCS/08/62)

Salary: R376 596 per annum

Requirements: Degree/ National Diploma in Labour Law/ Labour Relations or equivalent relevant qualification with 5 years' experience. Valid driver's licence and computer literate.

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

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

ASSISTANT DIRECTOR: MANAGER: INFORMATION TECHNOLOGY (IT)

Gauteng Region: Leeuwkop: (Ref: DCS/08/63), Johannesburg: (Ref: DCS/08/64)

Salary: R376 596 per annum

Requirements: Recognised three (3) year degree/National diploma in Information Technology or equivalent qualification in Information Technology. 3-5 years relevant experience in Information Technology. Valid driver's license.

Competencies and attributes: Strong communication and report-writing skills, Good understanding of MS Windows, 2000/XP/Novell as well as the MS Office suite, Linux/Novell and Open Office Suite understanding, Experienced in switch configuration, Good Understanding Information Technology policies and standards, Good Understanding of Networks Infrastructure management, Good Understanding Information Technology Audit and Governance, Procurement processes, Good Understanding Computer systems analysis, Good Understanding System administration, Good Understanding of access methods including cable modems, DSL, satellite, and wireless. Must be proficient with Windows, especially its communications and networking capabilities, Experience in VoIP protocols their performance from the edge thru the core of the network, Experience in a wide range of data network access; from Analogue modems to Broadband technologies (Cable, DSL, Wireless, etc.), A working knowledge of current VoIP technologies and their implementations, Self-driven

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

ASSISTANT DIRECTOR: UAMP: MUNICIPAL SERVICES & LEASES (FACILITIES)

Gauteng Region: Regional Office: (Ref: DCS/08/65)

Salary: R376 596 per annum

Requirements: Recognized degree/national diploma in Property Management/Architectural/Mechanical or equivalent qualification coupled with 3-5 years supervisory experience in the built environment environment. Proven knowledge on Building Standards, Municipal Finance Act, PFMA and Treasury Regulations. Computer literacy. Valid driver's license.

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

ASSISTANT DIRECTOR: MANAGER SUPPLY CHAIN

Gauteng Region: Zonderwater: (Ref: DCS/08/66)

Salary: R376 596 per annum

Requirements: Recognized degree three (3) or national diploma in Supply Chain Management or equivalent qualification with 3-5 years management experience in supply chain management environment. In depth knowledge LOGIS system. Computer Literacy, Valid driver's licence

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

Responsibilities: Manage the procurement, storage and distribution process. Management of Assets 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 human resources and finances.

ASSISTANT DIRECTOR: SUPERVISOR: LOGISTICS

Gauteng Region: Johannesburg: (Ref: DCS/08/67)

Salary: R376 596 per annum

Requirements: Recognized three (3) year degree or national diploma in Supply Chain Management or equivalent qualification with 3-5 years in a supply chain management environment. Knowledge LOGIS system. Computer literacy. Valid driver's licence.

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

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

MANAGER: EDUCATION & TRAINING

Gauteng Region: Zonderwater: (Ref: DCS/08/68)

Salary: R424 044 per annum

Requirements: Degree/diploma in Education and 3-5 years relevant experience as supervisor. Post graduate degree will be an added advantage. Registration with the South African Council of Educators. Must be professional. Ability to plan and organise. Sound communication skills. 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. 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.

Standards mobilize and coordinate support. Support municipalities to prepare and implement their sector development plan. Verify sector information in Key Performance Indicator Reports as part of the National Monitoring System. Provide technical advice as required through the feasibility planning, design, tender and construction phases of a municipal infrastructure project. Management of human resources, finances and assets.

DIVISIONAL HEAD: EDUCATIONIST

Gauteng Region: Leeuwkop Max: (Ref: DCS/08/69), Kgoši Mampuru II Central (Ref: DCS/08/70)

Salary: R424 044 per annum

Requirements: Degree/diploma in Education and 3-5 years relevant experience as supervisor. Post graduate degree will be an added advantage. Registration with the South African Council of Educators. Must be professional. Ability to plan and organise. Sound communication skills. 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. 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. Standards mobilize and coordinate support. Support municipalities to prepare and implement their sector development plan. Verify sector information in Key Performance Indicator Reports as part of the National Monitoring System. Provide technical advice as required through the feasibility planning, design, tender and construction phases of a municipal infrastructure project. Management of human resources, finances and assets.

SPAO: TENDER ADMINISTRATION

Gauteng Region: Regional Office: (Ref: DCS/08/71)

Salary: R316 791 per annum

Requirements: Recognized three (3) year degree or national diploma in Supply Chain Management or equivalent qualification with 3-5 years in a supply chain management environment. Knowledge LOGIS system. Computer literacy. Valid driver's licence.

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

Responsibilities: The implementation of procurement policy in the region. The administration of tenders. The implementation of procurement policy in the region. The undertaking/management of procurement inspection. The undertaking of procurement investigations. The compilation of short-/medium-/long term planning of procurement activities in the Branch Assist with rendering of advice to area managers with procurement planning at management areas. Assist to adherence to the strategic, procurement objectives of the DCS in the planning of activities. Assist with and prepare the planning schedule of work sessions goals. The management of procurement infrastructure. Management of human resources, finance and assets.

SPAO: SUPERVISOR LOGISTICS

Gauteng Region: Baviaanspoort : (Ref: DCS/08/72)

Salary: R316 791 per annum

Requirements: Recognized three (3) year degree or national diploma in Supply Chain Management or equivalent qualification with 3-5 years in a supply chain management environment. Knowledge LOGIS system. Computer literacy. Valid driver's licence.

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

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

SENIOR ADMINISTRATIVE OFFICER: AFTER CARE

Gauteng Region: Regional Office: (Ref: DCS/08/73)

Salary: R316 791 per annum

Requirements: A recognised three year Degree/Diploma in behavioural science or equivalent qualification with 3 - 5 years' experience in a relevant environment. Computer literacy. Valid driver's licence.

Competencies and Attributes: Strategic capability and leadership, project and programme management, financial management, change management, Integrity & honesty, knowledge management, service delivery innovation & creativity, problem solving and analysis, people management and empowerment, client orientation and customer care, communication, honesty and integrity, good work ethics, confidentiality, interpersonal relations, time management, openness & transparency, good interpersonal relations, ability to influence and create impact, tact and diplomacy, willingness to travel & decision making and security awareness.

Responsibilities: Management of the placement policy of the Department. Management of the remission and review process of the Department. Development of parole policies. Administration of the Correctional Supervision and Parole Boards. Referral of identified cases to the Review Board. Making of transport, accommodation, venue and meal/refreshment arrangements for board Members. Maintenance of the Body of Knowledge of the Review Board. Distribution of Review Board decisions for implementation. Management of resources.

SENIOR ADMINISTRATIVE OFFICER: HUMAN RESOURCE DEVELOPMENT

Gauteng Region: Boksburg: (Ref: DCS/08/74)

Salary: R316 791 per annum

Requirements: Recognized three year/degree diploma in Human Resource Management or 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: TRANSPORT

Gauteng Region: Leeuwkop: (Ref: DCS/08/75)

Salary: R316 791 per annum

Requirements: Recognized three (3) year degree/ national diploma in Fleet Management or equivalent qualification with 3 - 5 years' experience in a relevant environment. Computer literacy. Valid driver's licence.

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

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

SENIOR STATE ACCOUNTANT: FINANCIAL ACCOUNTING

Gauteng Region: Regional Office: (Ref: DCS/08/76)

Salary: R316 791 per annum

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

Competencies and attributes: Plan, organise, lead and control, client orientation & communication, policy analysis and interpretation, report writing, facilitation skills, presentation, problem solving and decision making Knowledge of the 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: • Implementation of financial accounting policy in the Regional Office in accordance with current procedures • Effective management of control accounts • Effective management of debts. Ensure proper maintenance of accounts and financial reporting. Execute the responsibilities of officials as stipulated in Section 45 of the Public Finance Management Act. Bas and Logis asset reconciliation by ensuring that a certificate of balancing is submitted to the Regional Head: Finance and Supply Chain Management. Ensure maintenance and asset management. Management of Human Resources, logistical administration and assets.

SENIOR STATE ACCOUNTANT: SUPERVISOR: MANAGEMENT ACCOUNTING

Gauteng Region: Kgoši Mampuru II: (Ref: DCS/08/77)

Salary: R316 791 per annum

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

Competencies and attributes: Plan, organise, lead and control, client orientation & communication, policy analysis and interpretation, report writing, facilitation skills, presentation, problem solving and decision making Knowledge of the 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: • Implementation of financial accounting policy in the management area in accordance with current procedures • Planning and execution of management accounting functions / inspections • Undertaking of financial investigations. Keep financial accounting system on standard. Execute the responsibilities of officials as stipulated in Section 45 of the Public Finance Management Act. Ensure optimal utilisation of resources and support with regard to management of budgets within the framework of relevant legal directives and regulations. Perform budget control and ensure enforcement of financial discipline. Perform responsibilities for logistics and procurement management. Manage the allocation, maintenance, capturing and distribution of the budget for the management area. Render a support service form the Financial Control Office (FCO) in terms of giving financial and budgetary advice to the management area.

PROFESSIONAL NURSES GARDE 1 (GEN NURS)

Gauteng Region: Kgoši Mampuru II Central (Ref: DCS/08/78)

Salary: R256 905 per annum

Requirements: Recognised three (3) year Degree/Diploma in Nursing or equivalent qualification that allows registration with the South African Nursing Council as a Professional Nurse. Current registration with the South African Nursing Council (SANC). These requirements are in accordance with the relevant Occupational Specific Dispensation.

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

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

CLINICAL NURSE PRACTITIONERS GRADE 1 (PHC)

Gauteng Region: Johannesburg Medium B (Ref: DCS/08/79)

Salary: R383 226 per annum

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

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

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

OPERATIONAL MANAGER NURSING (PHC)

Gauteng Region: Kgoši Mampuru II Central: (Ref: DCS/08/80),

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.

EDUCATIONIST M+4

Gauteng Region: Baviaanspoort Emthonjeni: (Ref: DCS/08/81), Boksburg Medium A: (Ref: DCS/08/82),
Leeuwkop Medium C (Ref: DCS/08/83), Modderbee : (Ref :DCS/08/84) X2, Modderbee Devon : (Ref :DCS/08/85)

Salary: R283 683 per annum

Requirements: Recognised four (4) year degree/national diploma in Education. 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.

TECHNICAL EDUCATIONIST M+4: ELECTRICIAN
Gauteng Region: Boksburg Medium A: (Ref: DCS/08/86)

Salary: R283 683 per annum

Requirements: Recognised four (4) years degree/diploma in technical education (**electrical**). Registration with SACE. Valid driver's licence Computer literacy added advantage

Competencies and attributes: Plan, organise, lead and control, client orientation and communication, policy implementation, report writing, diversity management, training and development, service delivery innovation and creativity, project management, facilitation management integrity and honesty, knowledge of the Correctional Services Act 111 of 1998, as amended, influence and impact, presentation skills, conceptual skills and conflict management skills

Responsibilities: Implement educational programmes for offenders. Implement educational policy at correctional facilities 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: Leeuwkop Medium B (Youth) (Ref: DCS/08/87), Modderbee Community Corrections (Ref: DCS/08/88), Kgoši Mampuru II Community Corrections (Ref: DCS/08/89)

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

PROVISIONING ADMINISTRATION OFFICER: TRANSIT WAREHOUSE

Gauteng Region: Kgoši Mampuru II (Ref: DCS/08/90) X2

Salary: R257 508 per annum

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

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

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

PROVISIONING ADMINISTRATION OFFICER: LOGISTIC ADMINISTRATION:

Gauteng Region: Bavianspoort: (Ref: DCS/08/91), Zonderwater: (Ref: DCS/08/92)

Salary: R257 508 per annum

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

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

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

PROVISIONING ADMINISTRATION OFFICER: PROCUREMENT

Gauteng Region: Modderbee (Ref: DCS/08/93)

Salary: R257 508 per annum

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

Competencies and attributes: Plan, organise, lead and control. Client orientation and communication. Policy analysis and interpretation. Report writing. Facilitation skills. Presentation. problem solving and decision making. Knowledge of the supply chain management framework (PFMA). Treasury Regulations relating to supply chain management. Good knowledge of Public Service Regulation. Knowledge of procurement administration and public finance administration. Financial management. Integrity and honesty. Good work ethics .confidentiality. Interpersonal relations. People management. Accuracy. Independent networking. Influence and impact. computer skills.

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

STATE ACCOUNTANT : BASIC ACCOUNTING SYSTEM

Gauteng Region: Zonderwater: (Ref: DCS/08/94) X2

Salary: R257 508 per annum

Requirements: Recognized and appropriate three year degree/diploma in Accounting or Financial Management with at least two years relevant experience.. Good communication skills. Computer literacy. Dynamic and professional. Ability to plan and organise events. Knowledge of the PFMA, Treasury Regulations and BAS environment. Proven experience in handling control accounts.

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

Responsibilities: Execute the responsibility of the official as stipulated in Section 45 of the PFMA. Plan and execute financial accounting functions/inspection. Undertake financial investigations. Keep financial accounting system on standard. Compile training programmes. Ensure effective control over the collection and allocation of all revenue. Ensure financial data integrity on BAS. Manage all ledger and special functions accounts of the Management Area. Open, keep and control debt accounts. Submit applicable documents in ensuring zero balances on the ledgers for the month. Handle Z59 claims.

STATE ACCOUNTANT: SUPERVISOR: MANAGEMENT ACCOUNTING

Gauteng Region: Bavianspoort (Ref: DCS/08/95)

Salary: R257 508 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; Presenta-tion skills; Con-flict management; Report writing; Training and development. Time management. Confidentiality; Coaching and mentor-ing; 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, con-solidation 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 ac-counts. Manage all functions pertaining to Financial Accounting; Manage the rendering of financial training, Man-agement of human re-sources, finance and assets.

STATE ACCOUNTANT: BUDGET

Gauteng Region: Boksburg (Ref: DCS/08/96), Kgoši Mampuru II (Ref: DCS/08/97)

Salary: R257 508 per annum

Requirements: Degree/ Diploma in Accounting or Financial Management. 2-3 years' experience in government financial systems plus one of the official languages. Knowledge of the Public Finance Management Act. Treasury Regulations and BAS. Project management and presentation skills. Valid drivers' licence. Must be computer literate.

Competencies and attributes: Financial management, , Facilitation skills, Plan, organise, lead and control, Project man-agement, Presentation skills, Conflict Management, Report writing, Time management, confidentiality, coaching and mentoring, understanding of Public Service Policy and legislative framework, Knowledge of the Correctional Services Act, Act 111 of 1998, knowledge of the Public Finance Management Act, Treasury Regulations and BAS. Service delivery and Client orienta-tion, Integrity and honesty, Assertiveness, Influence and impact, Communication skills, Deci-sion making, Problem solving skills, Networking/liaison with stakeholders and Negotiation skills.

Responsibilities: Provide financial management information and advice to activity managers. Responsible for submission of monthly in- year monitoring and ENE. Reporting of budgetary processes according to the National Treasury report-ing require-ments. Management of fund shifts and business plans. Provide financial training management accounting and BAS system. Management of MTEF submissions and expenditure management. Provide administrative support to the region. Inventory control. Execute the responsibilities of officials as stipulated in Section 45 of the public finance management act. Manage-ment of human resources, finances and assets.

STATE ACCOUNTANT: VOUCHER CONTROL

Gauteng Region: Kgoši Mampuru II (Ref: DCS/08/98)

Salary: R257 508 per annum

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

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

NETWORK CONTROLLER: INFORMATION TECHNOLOGY (IT)

Gauteng Region: Regional Office (Ref: DCS/08/99), Boksburg (Ref: DCS/08/100)

Salary: R257 508 per annum

Requirements: National Diploma in Computer Science or an equivalent qualification. A+, N+, Security+ with 1 year experience in a net-work environment. Good understanding of MS Windows 7 as well as the MS Office suite. Good understanding of Linux/Ubuntu and Open Office. Be able to function autonomously.

Competencies and attributes: Report writing. Integrity and honest. Friendly and adaptability. Problem solving skills. Confident. Interpersonal relations. Self-discipline. Policy implementation. Ability to work under pressure. Conflict resolution. Punctuality. Communication skills. Flexibility and adaptability.

Responsibilities: Perform back-ups. Monitor wide and local area networks. Detect and repair faults on LAN/WAN, PC's, peripherals, net-work points and software. Installation and maintenance of printing from 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/applications. Monitor IP Telephony and Video Conferencing solutions.

ADMINISTRATION OFFICER: SUPERVISOR: PERSONNEL

Gauteng Region: Modderbee (Ref: DCS/08/101)

Salary: R257 508 per annum

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

Competencies and Attributes: Plan and control. Report writing. Punctuality, Confidentiality, Understanding of Public Service policy and legislative framework, Service delivery and client orientation, Integrity and honesty, Assertiveness, Influence and impact, Ability to work under pressure.

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

ADMINISTRATION OFFICER: EMPLOYEE (LABOUR) RELATIONS

Gauteng Region: Regional Office (Ref: DCS/08/102)

Salary: R257 508 per annum

Requirements: B-Degree /National Diploma in Labour Law/Labour Relations or equivalent relevant qualification with 3-5 years' experience in a comparable environment. Valid driver's licence. Computer literacy.

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

Responsibilities: Act as custodian of dispute resolution and co-manage the Department's Dispute Resolution Office: i.e. Liaise with the CCMA and dispute resolution agencies in the Public Service. Deal with administration pertaining to disputes. Conduct investigations and research disputes. Represent the employer (the department) in grievances, disciplinary hearings, appeals, conciliation and arbitration hearings. Assist with conducting training of management and employees in dispute resolution and in the generic labour relations field. Provide support with negotiations and consultations within the DCS Bargaining Chamber.

ADMINISTRATION OFFICER: LEGAL SERVICES

Gauteng Region: Regional Office (Ref: DCS/08/103)

Salary: R257 508 per annum

Requirements: Grade 12 and recognised three (3) year Degree/National Diploma in Law. Knowledge and perspectives of incidents in the Department

Competencies and attributes: Dynamic, Professionalism, Ability to plan/organize, Sound communication abilities

Responsibilities: Interpretation and Initiation of policy amendments in DCS. Rendering of legal advice activities of the Department. Providing of legal orientation. Administrating of claims against the DCS. Undertaking of hearing/trials administration. Administration of motion applications on the application of policy in the region. Administration of motion application on the content of policy in the DCS. Maintenance of legal libraries. Planning of activities

PROJECT MANAGER: AGRICULTURE (PLANT PRODUCTION)

Gauteng Region: Leeuwkop (Ref: DCS/08/104) X2

Salary: R257 508 per annum

Requirements: Grade 12 and three (3) year recognised Degree/National Diploma in plant production or equivalent qualification. Five (5) years' experience in plant production. Good communication and writing skills, valid driver's licence, computer literacy

Competencies and attributes: Plan and organize, Report writing. Punctuality, Confidentiality, Understanding of Public Service policy and legislative framework, Service delivery and client orientation, Integrity and honesty, Assertiveness, Influence and impact, Ability to work under pressure.

Responsibilities: Planting of summer and winter crops, record keeping, compilation of monthly production, writing memorandums, capturing plant production information on the system, management of personnel, arrange meetings, budget control, and management of assets, project planning and complying with all legislations.

CLERK PERFORMANCE MANAGEMENT

Gauteng Region: Modderbee (Ref: DCS/08/105)

Salary: R173 703 per annum

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

Competencies and attributes: Plan and organize, Report writing. Punctuality, Confidentiality, Understanding of Public Service policy and legislative framework, Service delivery and client orientation, Integrity and honesty, Assertiveness, Influence and impact, Ability to work under pressure.

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

CLERK CAREER MANAGEMENT

Gauteng Region: Modderbee (Ref: DCS/08/106)

Salary: R173 703 per annum

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

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

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

CLERK PERSONNEL

Gauteng Region: Baviaanspoort (Ref: DCS/08/107)

Salary: R173 703 per annum

Requirements: **Requirements:** Grade 12 and three (3) year Degree/Diploma. Relevant experience in Human Resource environment will be an added advantage. Computer literacy. (Ms Word, Outlook, Excel, and PowerPoint). Valid driver's licence.

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

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

CLERK CLUBS

Gauteng Region: Leeuwkop (Ref: DCS/08/108)

Salary: R173 703 per annum

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

Competencies and attributes: Plan and organize, Report writing. Punctuality, Confidentiality, Understanding of Public Service policy and legislative framework, Service delivery and client orientation, Integrity and honesty, Assertiveness, Influence and impact, Ability to work under pressure.

Responsibilities: Receive Stock from suppliers. Stock taking at the different trading points. Bank cash collected from all trading points. Order stock. Update Pastel System. Pay creditors. Compile income statements, balance sheet reconciliation. Bank reconciliation. Maintain SARS payments. Attending/take minutes of Club meetings.

CLERK REGISTRATION & ARCHIVES

Gauteng Region: Krugersdorp (Ref: DCS/08/109), Zonderwater (Ref: DCS/08/110)

Salary: R173 703 per annum

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

Competencies and Attributes: Plan and control, Report writing. punctuality, Confidentiality, Understanding of Public Service policy and legislative framework, Service delivery and client orientation, Integrity and honesty, Assertiveness, Influence and impact, Ability to work under pressure.

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

ADMINISTRATION CLERK: FACILITIES

Gauteng Region: Regional Office (Ref: DCS/08/111)

Salary: R173 703 per annum

Requirements: Grade 12 and/or administrative diploma or certificate. Relevant experience in a comparable environment will be an added advantage. Computer literacy.

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

Responsibilities: File management for the Directorate. Answer and screen telephone calls. Compile presentations and Memorandums. Execute office and general administrative duties. Manage electronic document tracking system. Acknowledge receipt of documents. Record and issue minutes. Make all transport arrangements for meetings, conferences, courses away from the office. Consolidate reports for the Directorate. Ensure correct submission of travelling and subsistence claims. Management of Assets.

CLERK RECRUITMENT & PLACEMENT

Gauteng Region: Johannesburg (Ref: DCS/08/112)

Salary: R173 703 per annum

Requirements: Requirements: Grade 12 and three (3) year Degree/Diploma. Relevant experience in Human Resource environment will be an added advantage. Com-puter literacy. (Ms Word, Outlook, Excel, and PowerPoint). Valid driver's licence.

Competencies and Attributes: Problem solving skills. Interpersonal relations. Punctuality. Computer literacy. Conflict resolution. Commu-nication skills. Integrity and honest. Friendly and adaptability. Self-discipline. Confident. Ability to work under pressure. Policy implementa-tion. Assertiveness. Influence and impact. Ability to network

Responsibilities: Render administrative function on transfers and placements. Assist in the interview and selection process. Schedule interviews with prospective candidates. Administer and manage information. Secure storage of memorandums. Present short listed candi-dates to selection panels. Control personnel information. Compile appointment memorandum. Compile approval of the short list and inter-view panel memorandum. Control documentation. Retrieve mail from the registration office. Retrieve fax mail from the fax office. Manage assets.

CLERK TRANSPORT

Gauteng Region: Modderbee (Ref: DCS/08/113), Johannesburg (Ref: DCS/08/114), Kgoši Mampuru II (Ref: DCS/08/115)

Salary: R173 703 per annum

Requirements: Relevant B degree/National Diploma with 2 years' experience in a comparable environment or Grade 12 with 3 - 5 years' experience. Com-puter literacy. Valid driver's licence.

Competencies and attributes: Problem solving and decision-making skills, time management, confidentiality, Understanding of Public Service and legislative framework, service delivery and client orientation, integrity and honesty, Asser-tiveness, influence and impact and ability to network.

Responsibilities: Undertake transport inspection, the commendation of transport inspection teams. Assist formula-tion strategies. Operate transport policy, assistance with implementation of national transport, the rendering of transport advice to functionaries, and the evaluation of proposed amendments. Undertake transport investigations, the investigation of irregularities in transport, the reporting on irregularities, plan activities, plan work session goals, and render advice to Area Commissioner's Office. Manage transport, evaluate losses incurred with vehicles. Make recommendation on re-quests; grant approval for the use of official vehicles.

SECRETARY OF THE REGIONAL HEAD: DEVELOPMENT AND CARE

Gauteng Region: Regional Office (ref: DCS/08/116)

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 de-livery 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.

SECRETARY OF THE AREA COORDINATOR: DEV & CARE

Gauteng Region: Johannesburg (ref: DCS/08/117)

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 de-livery 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.

SECRETARY OF THE AREA COMMISSIONER

Gauteng Region: Leeuwkop (ref: DCS/08/118)

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 de-livery 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.

ARTISAN FOREMAN GRADE A BRICKLAYER

Gauteng Region: Baviaanspoort (Ref: DCS/08/119), Kgoši Mampuru II Central (Ref: DCS/08/120)

Salary: R304 263 per annum

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

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

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

ARTISAN FOREMAN GRADE A ELECTRICIAN

**Gauteng Region: Modderbee Nigel (Ref: DCS/08/121), Kgoši Mampuru II Central (Ref: DCS/08/122) X2,
Boksburg (ref: DCS/08/123)
Salary: R304 263 per annum**

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

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

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

ARTISAN FOREMAN GRADE A: UPHOLSTERY

**Gauteng Region: Kgoši Mampuru II Central (Ref: DCS/08/124) X3
Salary: R304 263 per annum**

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

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

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

ARTISAN FOREMAN GRADE A: FITTER AND TUNNER
Gauteng Region: Kgoši Mampuru II Central (Ref: DCS/08/125)
Salary: R304 263 per annum

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

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

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

ARTISAN FOREMAN GRADE A: CABINET MAKER
Gauteng Region: Kgoši Mampuru II Central (Ref: DCS/08/126) X2
Salary: R304 263 per annum

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

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

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

ARTISAN FOREMAN GRADE A: WOOD MACHINIST

Gauteng Region: Kgoši Mampuru II Central (Ref: DCS/08/127) X2

Salary: R304 263 per annum

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

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

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

ARTISAN FOREMAN GRADE A: MOTOR MECHANIC

Gauteng Region: Kgoši Mampuru II Central (Ref: DCS/08/128)

Salary: R304 263 per annum

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

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

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

ARTISAN FOREMAN GRADE A: PANEL BEATING

Gauteng Region: Kgoši Mampuru II Central (Ref: DCS/08/129)

Salary: R304 263 per annum

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

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

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

ARTISAN FOREMAN GRADE A SPRAY PAINTER

Gauteng Region: Leeuwkop Dev & Care (Ref: DCS/08/130)

Salary: R304 263 per annum

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

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

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

ARTISAN FOREMAN GRADE A UPHOLSTERY/AUTO TRIMMER

Gauteng Region: Leeuwkop Dev & Care (Ref: DCS/08/131)

Salary: R304 263 per annum

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

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

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

ARTISAN FOREMAN GRADE A: PLUMBER

Gauteng Region: Kgoši Mampuru II Central (Ref: DCS/08/132) X3, Kgoši Mampuru II Odi (Ref: DCS/08/133)

Salary: R304 263 per annum

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

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

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

ARTISAN FOREMAN GRADE A: WELDER

Gauteng Region: Kgoši Mampuru II Central (Ref: DCS/08/134) X3

Salary: R304 263 per annum

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

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

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

ARTISAN FOREMAN GRADE A: CARPENTER

Gauteng Region: Kgoši Mampuru II Central (Ref: DCS/08/135)

Salary: R304 263 per annum

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

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

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

ARTISAN PRODUCTION GRADE A PAINTER

Gauteng Region: Baviaanspoort (Ref: DCS/08/136)

Salary: R190 653 per annum

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

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

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

ARTISAN PRODUCTION GRADE A PLUMBER

Gauteng Region: Boksburg Heidelberg (Ref: DCS/08/137), Leeuwkop (Ref: DCS/08/138), Modderbee Nigel (Ref: DCS/08/139)

Salary: R190 653 per annum

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

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

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

ARTISAN PRODUCTION GRADE A: BRICKLAYER

Gauteng Region: Boksburg Asset Maintenance (Ref: DCS/08/140), Modderbee (Ref: DCS/08/141)

Salary: R190 653 per annum

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

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

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

ARTISAN PRODUCTION GRADE A: UPHOLSTERY

Gauteng Region: Boksburg (Ref: DCS/08/142)

Salary: R190 653 per annum

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

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

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

ARTISAN PRODUCTION GRADE A: CABINET MAKER: WOOD

Gauteng Region: Boksburg (Ref: DCS/08/143)

Salary: R190 653 per annum

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

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

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

ARTISAN PRODUCTION GRADE A SPRAY PAINTER

Gauteng Region: Boksburg (Ref: DCS/08/144)

Salary: R190 653 per annum

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

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

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

ARTISAN PRODUCTION GRADE A ELECTRICIAN

Gauteng Region: Boksburg Heidelberg (Ref: DCS/08/145)

Salary: R190 653 per annum

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

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

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

ARTISAN PRODUCTION GRADE A TEXTILE WORKERS

Gauteng Region: Boksburg Heidelberg (Ref: DCS/08/146)

Salary: R190 653 per annum

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

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

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