



## correctional services

Department:  
Correctional Services  
REPUBLIC OF SOUTH AFRICA

Private Bag X20530, Bloemfontein, 9300 Agrimed Building, 103 Zastron Street, Bloemfontein, 9300, Tel (051)4040 200,

# DEPARTMENT OF CORRECTIONAL SERVICES

**CLOSING DATE: 21 February 2020 @ 15H45**

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

**Please take note that correspondence will only be conducted with the shortlisted candidates. If you have not been contacted within three (3) months of the closing date of the advertisement, please accept that your application is unsuccessful.** Please do not call the department to enquire about the progress of your application. Applicants must note that further checks will be conducted once they are shortlisted and that their appointment is subject to positive outcomes on these checks, which include security clearance, security vetting, qualification verification, and criminal records verification. Appointment to some of these posts will be provisional, pending the issue of a security clearance. If you cannot get a security clearance, your appointment will be reconsidered/possibly terminated. Finger prints may be taken on the day of interview.

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

**Applications:** Applications must be submitted on form Z83 (Public Service Application form), obtainable from any Public Service Department, and must be completed in full. **Applications must be accompanied by a CV, copies of qualifications, identity document and valid driver's licence. All copies attached must be certified a true copy of the original and not older than six (6) months.** Please send a separate and complete application for each post you apply for, stating the correct reference for each position you are interested in. **Faxed and e-mailed applications will not be accepted.** Candidates must comply with the minimum appointment requirements. CV's should be aligned to reflect one's degree of compliance with the advert requirements and responsibilities. It is the sole responsibility of an applicant to ensure that their application reaches DCS **on or before 21 February 2020 @ 15h45.**

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

For full details (Competencies, attributes and responsibilities) on the advertised positions please visit our website at [www.dcs.gov.za](http://www.dcs.gov.za) (search on vacancies)

**Free State/Northern Cape Region:**

Postal Address: Head Recruitment, Private Bag X20530, Bloemfontein, 9300

Contact person: Ms. Ndlovu NC and Mr. Mfazwe ZJ at 051 404 0242 or 051 404 0252

Physical Address: 103 Zastron Street, Agrimed Building, Bloemfontein

## APPOINTMENTS UNDER THE CORRECTIONAL SERVICES ACT

**DEPUTY DIRECTOR (NCB-4): AREA COORDINATOR: CORRECTIONS**  
**FS & NC Region: AC Kimberley (Ref: FS/NC 2020/02/01)**  
**Salary: R756 906 per annum (all-inclusive package)**

**Requirements:** Degree/National Diploma in Behavioural Sciences and successful completion of Corrections Science Learnership. Seven (7) years relevant experience gained in a supervisory post. These requirements are in accordance with the relevant Occupational Specific Dispensation. Top secret security classification, Valid Driver's License. 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, Stake-holder 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. Coordinate the collation and dissemination of security and correction information. Coordinate 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 and security risks. Manage human resources, finance and assets

**DEPUTY DIRECTOR (NCB-4): AREA COORDINATOR: DEVELOPMENT & CARE**  
**FS & NC Region: AC Grootvlei (Ref: FS/NC 2020/02/02)**  
**Salary: R756 906 per annum (all-inclusive package)**

**Requirement:** Recognized three (3) year degree/diploma or equivalent qualification in Social Science/Health Education. Registration with Professional Council. At least 3-5 years combined relevant experience on supervision and junior management production levels. 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:** Ensuring effective medical care of offenders in the Management Area. Ensuring of adherence to nutritional and hygienic standards in the Management Area. Managing Social Work services in the Management Area. Managing educational and training in the management area. Managing spiritual care services to offenders in the management area. Management of agriculture. Management of production workshop. Management of human and finance resources and assets.

**ASD: CENTRE COORDINATOR: OPERATIONAL SUPPORT (CB-5) (2 Posts)**  
**FS & NC Region: Groenpunt Medium A Correctional Centre (FS/NC 2020/02/03)**  
**Upington Correctional Centre (FS/NC 2020/02/04)**  
**Salary: R 454 440.00 per annum**

**Requirements:** Degree/National Diploma in Behavioural Sciences and successful completion of Corrections Science Learner-ship. Seven (7) years (combined) relevant supervisory experience on production level of which three (3) years must be on a supervisor post level (CB 4). These requirements are in accordance with the relevant Occupational Specific Dispensation. Top secret security classification, Valid Driver's License. Computer literacy. These requirements are in accordance with the Occupational Specific Dispensation

**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, Resilient, Ability to network, Diplomacy and tactful, Influence and impact.

**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. Management of human resources, finance and assets.

**ASD: CENTRE COORDINATOR: STAFF SUPPORT (CB-5)**  
**FS & NC Region: Kimberley Correctional Centre (FS/NC 2020/02/05)**  
**Salary: R 454 440.00 per annum**

**Requirements:** Degree/ National Diploma in Behavioural Sciences or equivalent qualification and successful completion of Corrections Science Learner ship/Basic Training. Seven (7) years (combined) relevant supervisory experience on production level of which three (3) years must be on a supervisor post level (CB 4). These requirements are in accordance with the Occupational Specific Dispensation. Top secret security classification as an added advantage. Valid driver's license. Computer literacy.

**Competencies and attributes:** Firearm skills and the use of relevant security technology. Communication, Project and programme management, Transformation management, Change Management, Stakeholder management, Problem solving, Analysis, Service Delivery Innovation, decision making, People Management and Empowerment, In depth understanding of safety and security in a correctional environment. Integrity and honesty, Confidentiality, Good Interpersonal relations, 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 registers and leaves 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.

**ASD: CENTRE COORDINATOR CORRECTIONS (CB-5)**  
**FS & NC Region: Kimberley Correctional Centre (FS/NC 2020/02/06)**  
**Salary: R 454 440.00 per annum**

**Requirements:** Degree/National diploma in Behavioural Sciences or an equivalent qualification and Successful completion of Corrections Science Learnership/ Correctional Service basic training. Seven (7) years (combined) relevant supervisory experience on production level of which three (3) years must be on a supervisor post level (CB 4). These requirements are in accordance with the relevant Occupational Specific Dispensation. Computer literate. Valid driver's licence.

**Competencies and attributes:** Firearm skills and the use of relevant security technology. 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:** Ensure the development of correctional sentence plan and facilitate the implementation thereof. Execute correctional policies and procedures. Coordinates the collation and dissemination of correction information. Coordinates activities relating to rehabilitation programme, case management administration, case management committee and unit management systems. Promote corrections and security. Management of human resources, finances and assets.

**SCO: HEAD OF CORRECTIONAL CENTRE (CB-4) (4 Posts)**  
**FS & NC Region: Parys Correctional Centre (FS/NC 2020/02/07)**  
**Edenburg Correctional Centre (FS/NC 2020/02/08)**  
**Lindley Correctional Centre (FS/NC 2020/02/09)**  
**Victoria West Correctional Centre (FS/NC 2020/02/10)**  
**Salary: R 380 583.00 per annum**

**Requirements:** Degree/National Diploma and proof of Successful completion of Corrections Science Learnership/ Basic Training. Seven. Seven (7) years relevant supervisory experience on production level. These requirements are in accordance with the relevant Occupational Specific Dispensation. Computer literate. Valid driver's licence. Top secret security classification as an added advantage.

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

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

**NB!!! THIS IS A RE- ADVERTISEMENT; PEOPLE WHO PREVIOUSLY APPLIED FOR POST OF VICTORIA WEST CORRECTIONAL CENTRE ARE ENCOURAGED TO RE-APPLY**

**SCO: CONTROLLER (CB-4)**  
**FS & NC Region: Mangaung Correctional Centre (FS/NC 2020/02/11)**  
**Salary: R380 583.00 per annum**

**Requirements:** Relevant B degree/National Diploma and 7 years' experience of offender administration 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 literate.

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

**Responsibilities:** Monitor the daily operations. Verification of information provided by contractors. Report to the Commissioner on the daily management and operations of the contracted out prison. Compile weekly/monthly and annual reports. Monitor Compliance. Financial Management. Human Resources Management. Logistical Management

**DH: SECURITY MANAGER (CB4) (2 Posts)**  
**FS & NC Region: Grootvlei Medium A (Ref : FS/NC 2020/02/12),**  
**Vereeniging Correctional Centre (FS/NC 2020/02/13)**  
**Salary: R 380 583.00 per annum**

**Requirements:** Relevant B Degree/National Diploma with 7 years of relevant experience gained on supervisory level. Successful completion of Corrections Science Learnership/ Basic Training. These requirements are in accordance with the relevant Occupational Specific Dispensation. Valid driver's license. 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, Diplomacy an tact, influence and impact.

**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. Control security equipment. Patrol at the section (general accommodation areas, single cells, kitchens, hospitals and work sections). Escort offenders inside the centre. Manage security systems. Supervise visits to offenders. Search offenders entering and leaving the section. Management of financial and human resources and assets.

**SCO: UNIT MANAGER (CB-4) (3 Posts)**  
**FS & NC Region: Bizzah Makhate Medium C Correctional Centre (FS/NC 2020/02/14)**  
**x2 Tswelopele Correctional Centre (FS/NC 2020/02/15)**  
**Salary: R380 583.00 per annum**

**Requirements:** Degree/National Diploma and proof of Successful completion of Corrections Science Learnership/ Basic Training. Seven. Seven (7) years relevant supervisory experience on production level. These requirements are in accordance with the relevant Occupational Specific Dispensation. Computer literate. Valid driver's licence. Top secret security classification as an added advantage.

**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.

**SCO: CENTRE COORDINATOR CORRECTIONS (CB-4) (2 Posts)**  
**FS & NC Region: Sasolburg Correctional Centre (FS/NC 2020/02/16)**  
**Bethlehem Correctional Centre (FS/NC 2020/02/17)**  
**Salary: R 380 583.00 per annum**

**Requirements:** Degree/National diploma in Behavioural Sciences or an equivalent qualification and proof of Successful completion of Corrections Science Learnership/ Basic Training. Seven (7) years relevant supervisory experience on production level. These requirements are in accordance with the relevant Occupational Specific Dispensation. Computer literate. Valid driver's licence.

**Competencies and attributes:** Firearm skills and the use of relevant security technology. 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:** Ensure the development of correctional sentence plan and facilitate the implementation thereof. Execute correctional policies and procedures. Coordinates the collation and dissemination of correction information. Coordinates activities relating to rehabilitation programme, case management administration, case management committee and unit management systems. Promote corrections and security. Management of human resources, finances and assets.

**SCO: CENTRE COORDINATOR: OPERATIONAL SUPPORT (CB-4)**  
**FS & NC Region: Douglas Correctional Centre (FS/NC 2020/02/18)**  
**Salary: R 380 583.00 per annum**

**Requirements:** Degree/ National Diploma in Correctional Services Management or equivalent qualification and proof of Successful completion of Corrections Science Learnership/ Basic Training. Seven (7) years relevant supervisory experience on production level. These requirements are in accordance with the relevant Occupational Specific Dispensation. Computer literate. Valid driver's licence. Top secret security classification as an added advantage.

**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, Resilient, Ability to network, Diplomacy and tactful, Influence and impact.

**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 ad-ministration, 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. Management of human resources, finance and assets

**SCO: CENTRE COORDINATOR: STAFF SUPPORT (CB-4)**  
**FS & NC Region: Colesberg Correctional Centre (FS/NC 2020/02/19)**  
**Salary: R 380 583.00 per annum**

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

**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 registers and leaves 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.

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**SCO: CASE MANAGEMENT COMMITTEE (CB-4) (4 Posts)**  
**FS & NC Region: Groenpunt Maximum (FS/NC 2020/02/20)**  
**Kimberley Correctional Centre (FS/NC 2020/02/21)**  
**Upington Correctional Centre (FS/NC 2020/02/22)**  
**Colesberg Correctional Centre (FS/NC 2020/02/23)**  
**Salary: R380 583.00 per annum**

**Requirements:** Degree / National Diploma in Behavioural Sciences and proof of Successful completion of Corrections Science Learnership/ Basic Training. At least 7 Years relevant supervisory experience (CMC) on production level. These requirements are in accordance with the relevant Occupational Specific Dispensation. Top secret security classification, Valid Driver's License. Computer literate will be an added advantage.

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

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

**NB!!! THIS IS A RE- ADVERTISEMENT; PEOPLE WHO PREVIOUSLY APPLIED FOR POST OF COLESBERG CORRECTIONAL CENTRE ARE ENCOURAGED TO RE-APPLY**

**MANAGER: CORRECTIONS (NCB-2)**  
**FS & NC Region: AC Bizzah Makhate (FS/NC 2020/02/24)**  
**Salary: R 329 781.00 per annum**

**Requirements:** Degree/ National Diploma in Correctional Services Management or equivalent qualification and proof of Successful completion of Corrections Science Learnership/ Basic Training. Seven (7) years (combined) relevant supervisory experience on production level of which three (3) years must be on a supervisor post level (NCB 2). These requirements are in accordance with the Occupational Specific Dispensation. Top secret security classification as an added advantage. Successful completion of Corrections Science Learner ship/Basic Training. Valid driver's licence. Computer literate.

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

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



**SPECIALISED CASE OFFICERS: (CB 2-1)**  
**FS & NC Region: Groenpunt Medium Correctional Centre (FS/NC 2020/02/25)**  
**Salary: R 242 640.00 per annum**

**Requirements:** Degree 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).

FS & NC Region

**APPOINTMENTS UNDER THE PUBLIC SERVICE ACT**

**REGIONAL COORDINATOR: PRODUCTION WORKSHOPS & AGRICULTURE**  
**FS & NC Region: Regional Office (FS/NC 2020/02/26)**  
**An all-inclusive package of R733 257.00 per annum.**

**Requirements:** Grade 12 plus Relevant Degree/National Diploma in Agriculture Sciences or equivalent qualification. 3-5 years junior management experience in agriculture management gardened and botany. Valid driver's licence. Computer literacy.

**Competencies and attributes:** Plan and organise events properly, lead and control, Knowledge of project management, client orientation and sound communication skills, the incumbent must dynamic and professional, 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:** Co-ordinate agriculture policy. Quality assessment of agriculture services. Develop / maintenance of agricultural service standards. The management of agricultural production. Manage agriculture labour. Manage environment. Manage agricultural equipment. Manage occupational safety. Coordinate production workshops policy. Quality assessment of production workshop services. Develop / maintain workshop production standards in the Management Areas. Manage workshop production. Manage workshop. Management of workshop equipment. Management of human, finance resources and assets.

**OPERATIONAL MANAGER NURSING: HEALTH CARE SERVICES (PHC) (2 Posts)**  
**FS & NC Region: Upington Correctional Centre (FS/NC 2020/02/27)**  
**Goedemoed Correctional Centre (FS/NC 2020/02/28)**  
**Salary: R562 800.00 per annum**

**Requirements:** Basic R425 qualification (i.e. Degree/Diploma in Nursing) or an equivalent qualification that allows registration with the South African Nursing Council as a Professional Nurse. A post-basic nursing qualification with duration of at least one (1) year accredited with the SANC in one of the specialities referred to in the relevant OSD. A minimum of nine (9) years appropriate experience in nursing after registration as a Professional Nurse with the SANC in general nursing. At least five (5) years of the period referred to above must be appropriate/recognisable experience in the specific speciality after obtaining the one (1) year post-basic qualification in the relevant speciality (Primary Health Care). Registration with the SANC as Professional Nurse. These requirements are in accordance with the relevant Occupational Specific Dispensation. Valid driver's licence and computer literacy will be an added advantage.

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

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

**CLINICAL NURSE PRACTITIONER: PHC (3 Posts)**  
**FS & NC Region: Bizzah Makhate Correctional Centre (FS/NC 2020/02/29)**  
**Ventersburg Correctional Centre (FS/NC 2020/02/30)**  
**Vereeniging Correctional Centre (FS/NC 2020/02/31)**  
**Salary: R 383 226.00 per annum**

**Requirements:** Degree/National Diploma with four years relevant Nursing experience after registration as a professional Nurse with the South African Nursing Council and post graduate qualification in Primary Health Care accredited with the Council. Current registration with the council as a professional Nurse. Valid driver's License. Computer literate. These requirements are in accordance with the Occupational Specific Dispensation.

**Competencies and attributes:** Knowledge of nursing care process and procedures, nursing statures 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 nursing plan, Implement standards, practices, criteria and indicators for quality nursing. Practice nursing and healthcare in accordance with relevant laws and regulations. Utilise human, material and physical resources efficiently and effectively. Display a concern for patients, promoting and advocating proper treatment and care, including as awareness to respond to patients' needs, requirement and expectations. Maintain a constructive working relationship with nursing and other stakeholders. Management of human and financial resources and assets.

**ASD: MANAGER HUMAN RESOURCE ADMINISTRATION**  
**FS & NC Region: Regional Office (FS/NC 2020/02/32)**  
**Salary: R 376 596 per annum**

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

**Competencies and attributes:** Financial Management, Plan, organize, lead and control, Presentation skill, Conflict management, Time management, 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:** Manage the implementation of human resource policies. Co-ordinate staff privileges. Ensure proper leave administration within the Region. Quality assessment of personnel services. Inspection of personnel administration. Ensure control over personnel documentation/files. Manage personnel investigations. Render advice on HR related matters. Manage housing allowances. Ensure proper capturing of allowances on persal. Manage transfers. Manage remuneration control. Manage effective disciplinary processes and record keeping. Manage of human and financial resources and assets.

**ASD: MANAGER EMPLOYEE (LABOUR) RELATIONS**  
**FS & NC Region: AC Grootvlei (FS/NC 2020/02/33)**  
**Salary: R376 596.00 per annum**

**Requirements:** Degree/National Diploma in Labour Law/Labour Relations or equivalent relevant qualification. At least 3-5 years supervisory experience in a comparable environment. 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-manager 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, analyse 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 resources finance and assets

**ASD: MANAGER HUMAN RESOURCES DEVELOPMENT (2 Posts)**  
**FS & NC Region: AC Groenpunt (FS/NC 2020/02/34)**  
**AC Bizzah Makhate (FS/NC 2020/02/35)**  
**Salary: R 376 596.00 per annum**

**Requirements:** Degree/National diploma in Human Resource Management or equivalent qualification. 3-5 years relevant experience on the supervisory in post in the field of HRD. 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 ad-ministration. 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. Management of human resources, finance and assets

**NB!!! THIS IS A RE- ADVERTISEMENT; PEOPLE WHO PREVIOUSLY APPLIED FOR POST OF AC GROENPUNT ARE ENCOURAGED TO RE-APPLY**

**SECTION HEAD: SKILLS DEVELOPMENT**  
**FS & NC Region: Groenpunt Youth (FS/NC 2020/02/36)**  
**Salary: R349 152.00 per annum**

**Requirements:** Four (4) year degree/national diploma in Education with 4 years technical education (skills development programmes) teaching experience. Valid driver's licence. Registration with the South African Council of Educators. These requirements are in accordance with the relevant Occupational Specific Dispensation. Computer literacy. Valid driver's licence.

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

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

**SENIOR ADMINISTRATION OFFICER: LOGIS SYSTEM CONTROLLER**  
**FS & NC Region: Regional Office (Ref: FS/NC 2020/02/37)**  
**Salary: R316 791.00 per annum**

**Requirements:** An appropriate Degree/Diploma in Logistics/Commerce. At least 3-5 years' experience in the relevant field. Traceable experience on LOGIS as a system controller. Computer Literate. Valid Driver's Licence. Knowledge of the Public Management Act, Treasury Regulations.

**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 Region for the benefit of the Management area. Maintain, Monitor and Control system updates. Manage the administration of LOGIS System and USERS. Supervision of suspense transactions and request of all relevant reports. Consolidating the monthly system certification reports for submission to the relevant stakeholders. Monitor the correct classification of ICN numbers. Monitor and ensure successful financial year end closure. Ensure the reconciliation between BAS and LOGIS. Facilitate LOGIS system training. Management of human and financial resources and assets.

**ARTISAN FOREMAN GRADE A:**  
**FS & NC Region: Goedemoed Correctional Centre (FS/NC 2020/02/38)**  
**Salary: R 304 263.00 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 :** Safe custody of offenders; 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.

**EDUCATIONISTS: M+4: FET: ACCOUNTING AND ECONOMICS**  
**FS & NC Region: Groenpunt Youth Centre (FS/NC 2020/02/39)**  
**Salary: R 281 646. 00 per annum**

**Requirements:** Four (4) year Degree/Diploma in Education *specializing in Accounting and Economics*. Registration of South African Council of Educators. Computer literate. A valid driver's license. These requirements are in accordance with the relevant Occupational Specific Dispensation for Educationists.

**Competencies and attributes:** Plan and organize, lead and control 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, knowledge of the Correctional Service Act, 111 of 1998, as amended, influence and impact, presentation skills, conceptual skills and conflict management skills.

**Responsibilities:** Implement educational programmes for the offenders. Implement educational policy at correctional facilities in the Correctional Centre. Adhere to set standards for education services in accordance with Government Education Departments. Assess educational services. Ensure service level standards for education and training. Manage human resources, finances and assets.

**EDUCATIONISTS: M+4: FET: TOURISM**  
**FS & NC Region: Groenpunt Maximum (FS/NC 2020/02/40)**  
**Salary: R 281 646. 00 per annum**

**Requirements:** Four (4) year Degree/Diploma in Education *specializing in Tourism*. Registration of South African Council of Educators. Computer literate. A valid driver's license. These requirements are in accordance with the relevant Occupational Specific Dispensation for Educationists.

**Competencies and attributes:** Plan and organize, lead and control 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, knowledge of the Correctional Service Act, 111 of 1998, as amended, influence and impact, presentation skills, conceptual skills and conflict management skills.

**Responsibilities:** Implement educational programmes for the offenders. Implement educational policy at correctional facilities in the Correctional Centre. Adhere to set standards for education services in accordance with Government Education Departments. Assess educational services. Ensure service level standards for education and training. Manage human resources, finances and assets.

**EDUCATIONISTS: M+4: FET: MATHEMATICS**  
**FS & NC Region: Groenpunt Youth Centre (FS/NC 2020/02/41)**  
**Salary: R 281 646. 00 per annum**

**Requirements:** Four (4) year Degree/Diploma in Education *specializing in Mathematics*. Registration of South African Council of Educators. Computer literate. A valid driver's license. These requirements are in accordance with the relevant Occupational Specific Dispensation for Educationists.

**Competencies and attributes:** Plan and organize, lead and control 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, knowledge of the Correctional Service Act, 111 of 1998, as amended, influence and impact, presentation skills, conceptual skills and conflict management skills.

**Responsibilities:** Implement educational programmes for the offenders. Implement educational policy at correctional facilities in the Correctional Centre. Adhere to set standards for education services in accordance with Government Education Departments. Assess educational services. Ensure service level standards for education and training. Manage human resources, finances and assets.



**EDUCATIONISTS: M+4: GEOGRAPHY**  
**FS & NC Region: Groenpunt Youth Centre (FS/NC 2020/02/42)**  
**Salary: R 281 646. 00 per annum**

**Requirements:** Four (4) year Degree/Diploma in Education *specializing in Geography*. Registration of South African Council of Educators. Computer literate. A valid driver's license. These requirements are in accordance with the relevant Occupational Specific Dispensation for Educationists.

**Competencies and attributes:** Plan and organize, lead and control 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, knowledge of the Correctional Service Act, 111 of 1998, as amended, influence and impact, presentation skills, conceptual skills and conflict management skills.

**Responsibilities:** Implement educational programmes for the offenders. Implement educational policy at correctional facilities in the Correctional Centre. Adhere to set standards for education services in accordance with Government Education Departments. Assess educational services. Ensure service level standards for education and training. Manage human resources, finances and assets.

**EDUCATIONISTS: M+4: LIFE ORIENTATION**  
**FS & NC Region: Groenpunt Youth Centre (FS/NC 2020/02/43)**  
**Salary: R 281 646. 00 per annum**

**Requirements:** Four (4) year Degree/Diploma in Education *specializing in Life Orientation*. Registration of South African Council of Educators. Computer literate. A valid driver's license. These requirements are in accordance with the relevant Occupational Specific Dispensation for Educationists.

**Competencies and attributes:** Plan and organize, lead and control 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, knowledge of the Correctional Service Act, 111 of 1998, as amended, influence and impact, presentation skills, conceptual skills and conflict management skills.

**Responsibilities:** Implement educational programmes for the offenders. Implement educational policy at correctional facilities in the Correctional Centre. Adhere to set standards for education services in accordance with Government Education Departments. Assess educational services. Ensure service level standards for education and training. Manage human resources, finances and assets.

**EDUCATIONISTS: M+4: AFRIKAANS HOME LANGUAGE**  
**FS & NC Region: Groenpunt Youth Centre (FS/NC 2020/02/44)**  
**Salary: R 281 646. 00 per annum**

**Requirements:** Four (4) year Degree/Diploma in Education *specializing in Afrikaans Home Language*. Registration of South African Council of Educators. Computer literate. A valid driver's license. These requirements are in accordance with the relevant Occupational Specific Dispensation for Educationists.

**Competencies and attributes:** Plan and organize, lead and control 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, knowledge of the Correctional Service Act, 111 of 1998, as amended, influence and impact, presentation skills, conceptual skills and conflict management skills.

**Responsibilities:** Implement educational programmes for the offenders. Implement educational policy at correctional facilities in the Correctional Centre. Adhere to set standards for education services in accordance with Government Education Departments. Assess educational services. Ensure service level standards for education and training. Manage human resources, finances and assets.

**EDUCATIONIST M+4 : AET (MATHEMATICS/MATHEMATICS LITERACY)**  
**FS & NC Region: Groenpunt Youth Centre (FS/NC 2020/02/45)**  
**Salary: R 281 646. 00 per annum**

**Requirements:** Four (4) year Degree in Education with *specializing in Mathematics/Mathematics Literacy, Adult Basic Education and Training*. Valid drivers' licence. Registration with the South African Council of Educators. Computer literacy. 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, 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 Correctional Centre. Adhere to set standards for education services in accordance with Government Education Departments. Assess educational services. Ensure service level standards for education and training. Manage human resources and assets.

**EDUCATIONIST M+4 : AET (ENGLISH AND AFRIKAANS)**  
**FS & NC Region: Groenpunt Youth Centre (FS/NC 2020/02/46)**  
**Salary: R 281 646. 00 per annum**

**Requirements:** Four (4) year Degree in Education with *Specializing in English and Afrikaans, Adult Basic Education and Training*. Valid drivers' licence. Registration with the South African Council of Educators. Computer literacy. 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, 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 Correctional Centre. Adhere to set standards for education services in accordance with Government Education Departments. Assess educational services. Ensure service level standards for education and training. Manage human resources and assets.

**SKILLS DEVELOPMENT EDUCATIONISTS: M+4: ELECTRICAL (2 Posts)**  
**FS & NC Region: X2 Groenpunt Youth Centre (FS/NC 2020/02/47)**  
**Salary: R 281 646. 00 per annum**

**Requirements:** Four (4) year Degree/Diploma in Education *specializing in Electrical*. Registration of South African Council of Educators. Computer literate. A valid driver's license. These requirements are in accordance with the relevant Occupational Specific Dispensation for Educationists.

**Competencies and attributes:** Plan and organize, lead and control 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, knowledge of the Correctional Service Act, 111 of 1998, as amended, influence and impact, presentation skills, conceptual skills and conflict management skills.

**Responsibilities:** Implement educational programmes for the offenders. Implement educational policy at correctional facilities in the Correctional Centre. Adhere to set standards for education services in accordance with Government Education Departments. Assess educational services. Ensure service level standards for education and training. Manage human resources, finances and assets.

**SKILLS DEVELOPMENT EDUCATIONISTS: M+4: MECHANICAL (2 Posts)**  
**FS & NC Region: X2 Groenpunt Youth Centre (FS/NC 2020/02/48)**  
**Salary: R 281 646. 00 per annum**

**Requirements:** Four (4) year Degree/Diploma in Education *specializing in Mechanical*. Registration of South African Council of Educators. Computer literate. A valid driver's license. These requirements are in accordance with the relevant Occupational Specific Dispensation for Educationists.

**Competencies and attributes:** Plan and organize, lead and control 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, knowledge of the Correctional Service Act, 111 of 1998, as amended, influence and impact, presentation skills, conceptual skills and conflict management skills.

**Responsibilities:** Implement educational programmes for the offenders. Implement educational policy at correctional facilities in the Correctional Centre. Adhere to set standards for education services in accordance with Government Education Departments. Assess educational services. Ensure service level standards for education and training. Manage human resources, finances and assets.

**SKILLS DEVELOPMENT EDUCATIONISTS: M+4: MATHEMATICS TVET (2 Posts)**  
**FS & NC Region: X2 Groenpunt Youth Centre (FS/NC 2020/02/49)**  
**Salary: R 281 646. 00 per annum**

**Requirements:** Four (4) year Degree/Diploma in Education *specializing in Mathematics TVET*. Registration of South African Council of Educators. Computer literate. A valid driver's license. These requirements are in accordance with the relevant Occupational Specific Dispensation for Educationists.

**Competencies and attributes:** Plan and organize, lead and control 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, knowledge of the Correctional Service Act, 111 of 1998, as amended, influence and impact, presentation skills, conceptual skills and conflict management skills.

**Responsibilities:** Implement educational programmes for the offenders. Implement educational policy at correctional facilities in the Correctional Centre. Adhere to set standards for education services in accordance with Government Education Departments. Assess educational services. Ensure service level standards for education and training. Manage human resources, finances and assets.

**SOCIAL WORKER GRADE 1 (2 Posts)**  
**FS & NC Region: Lindley Correctional Centre (FS/NC 2020/02/50)**  
**Groenpunt Correctional Centre (FS/NC 2020/02/51)**  
**Salary: R 257 592.00 per annum**

**Requirements:** Formal tertiary qualification in Social Work (e.g. Bachelor of Social Work) that allows professional registration with the SACSSP. Registration with the SACSSP as a Social Worker. These requirements are in accordance with the relevant OSD. Valid driver's license and computer literacy will be added advantage.

**Competencies and attributes:** Policy coordination, communication, financial management, project management 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:** Provide needs-based social work services to offenders through individual attention, group work and community work. Conduct re-search and social work administration. Conduct individual assessments. Market social work services. Monitor and evaluate social work interventions. Provide guidance to subordinates and ensure that the requirements of operational plans are complied with. Management of human resources, finances and assets.

**AO: LOGISTIC ADMINISTRATION (3 Posts)**  
**FS/NC Region: x2 AC Grootvlei (FS/NC 2020/02/52)**  
**AC Kimberley (FS/NC 2020/02/53)**  
**Salary: R257 592 00 per annum**

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

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

**Responsibilities:** Implementation of logistical policies in the Management Area. Monitor and control incoming and outgoing stock. The administration of the warehouse, transit and fleet. Asset verification and logistical processes, asset and inventory balancing. Reconciliation between BAS and LOGIS.

**AO: PROCUREMENT ADMINISTRATION (2 Posts)**  
**FS & NC Region: AC Grootvlei (FS/NC 2020/02/54)**  
**AC Goedemoed (FS/NC 2020/02/55)**  
**Salary: R257 508.00 per annum**

**Requirements:** Degree / National Diploma in Supply Chain Management or equivalent qualification with 1-2 years relevant experience in a supply chain management environment. Knowledge of LOGIS system. Computer Literate. Valid driver's licence.

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

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

**SUPERVISOR: FINANCIAL ACCOUNTING**  
**FS & NC Region: AC Groenpunt (FS/NC 2020/02/56)**  
**Salary: R 257 508.00 per annum**

**Requirements:** Degree/ national diploma in Accounting or Financial Management with at least 3-5 years relevant experience in Government Financial systems. Valid driver's license. Must be computer literate. Proven experience in a BAS environment.

**Competencies and attributes:** Plan and organize events properly, lead and control, client orientation & communication, policy analysis and interpretation, report writing, Good communication and presentation skills, Dynamic and professional, problem solving and decision making. Knowledge of the Public Finance Management Act, Treasury Regulations, BAS and Project 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 utilization 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.

**AO: BASIC ACCOUNTING SYSTEM**  
**FS & NC Region: AC Groenpunt (FS/NC 2020/02/57)**  
**Salary: R 257 508 00 per annum**

**Requirements:** Recognized 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 (knowledge of BAS)

**Competencies and attributes:** Plan, organise, lead and control, client orientation & communication, policy analysis and interpretation, report writing, facilitation skills, presentation, problem solving and decision making Knowledge of the supply chain management framework (PFMA). Treasury Regulations relating to supply chain management. Good knowledge of Public Service 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 practice. Plan activities. Ensure the correctness of documentation before data capturing. Receiving and filing of all captured documentation in line with policy. Management of human resources and assets.

**PROFESSIONAL NURSE: GENERAL NURSING: GRADE 1 (3 Posts)**  
**FS & NC Region: Boshof Correctional Centre (FS/NC 2020/02/58)**  
**Groenpunt Correctional Centre (FS/NC 2020/02/59)**  
**Upington Correctional Centre (FS/NC 2020/02/60)**  
**Salary: R 241 908.00 per annum**

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

**Competencies and Attributes:** Knowledge of nursing care process and procedures, nursing statures and other relevant legal frame works, including grievance procedure and disciplinary code and procedure, communication, report writing, liaison, coordination, facilitation, problem solving, planning and organizing 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. Utilize human, material and physical resources efficiently and effectively. Display a concern for patients, promoting and advocating proper treatment and care, including an awareness and willingness to respond to patients' needs, requirement and expectations (Batho Pele principles). Maintain a constructive working relationship with nursing and other stakeholders.

**ARTISAN PRODUCTION GRADE A: CARPENTER**  
**FS & NC Region: Groenpunt (FS/NC 2020/02/61)**  
**Salary: R190 653.00 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 and apprentices. Be responsible for plumbing work, service and repair cold and warm water supply, handle quotations and general administrative work, execute water pressure, air flow and smoke tests.

**ARTISAN PRODUCTION GRADE A: WOODMACHINIST/JOINER/CABINET MAKER (3 Posts)**  
**FS & NC Region: x3 Bizzah Makhate Production Workshops (FS/NC 2020/02/62)**  
**Salary: R190 653.00 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 and apprentices. Be responsible for wood production work, handle quotations and general administrative work.

**ARTISAN PRODUCTION GRADE A: (3 Posts)**  
**FS & NC Region: x2 Bizzah Makhate (FS/NC 2020/02/63)**  
**Goedemoed (FS/NC 2020/02/64)**  
**Salary: R190 653.00 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 and apprentices. Be responsible for plumbing work, service and repair cold and warm water supply, handle quotations and general administrative work, execute water pressure, air flow and smoke tests.



**CLERK PERSONNEL**  
**FS & NC Region: AC Kimberley (FS/NC 2020/02/65)**  
**Salary: R173 703.00 per annum**

**Requirements:** Grade 12 and relevant experience will be added advantage. Valid driver's license. Computer literate.

**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.

**AO: TRANSIT & WAREHOUSE**  
**FS & NC Region: AC Goedemoed (FS/NC 2020/02/66)**  
**Salary: R173 703.00 per annum**

**Requirements:** Grade 12 and relevant experience will be added advantage. Computer literacy. A valid driver's license.

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

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

**SECRETARY OF THE DEPUTY REGIONAL COMMISSIONER**  
**FS/NC Region: Regional Office (Ref: FS/NC 2020/02/67)**  
**Salary: R 173 703.00 per annum**

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

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

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

FS & NC Region