



correctional services

Department:
Correctional Services
REPUBLIC OF SOUTH AFRICA

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DEPARTMENT OF CORRECTIONAL SERVICES

CLOSING DATE: 25 September 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 **Electronically** 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.

Your complete application must be Electronically submitted via email to: FSNCHRM@dcs.gov.za. 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 25 September 2020 @ 15h45.**

NB: Indicate the reference number and position you are applying for on your application form (Z83) and the subject line on the email. NO HAND DELIVERY APPLICATIONS WILL BE ACCEPTED.

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

Free State/Northern Cape Region:

Email Address: FSNCHRM@dcs.gov.za

Contact person: Ms. Ndlovu NC and Ms. Mkuni NJ at 051 404 0242 or 051 404 0283

APPOINTMENTS UNDER THE CORRECTIONAL SERVICES ACT

DEPUTY DIRECTOR: HEAD OF CORRECTIONAL CENTRE (CB-6) (3 Posts)
FS & NC Region: Bizzah Makhate Correctional Centre Medium A (Ref: FS/NC 09/01)
Groenpunt Medium Correctional Centre (Ref: FS/NC 09/02)
Goedemoed Medium A Correctional Centre (Ref: FS/NC 09/03)
Salary: R851 913.00 per annum (all-inclusive package)

Requirements: Degree/National Diploma in Behavioural Sciences and successful completion of Corrections Science Learnership. Seven (7) years (combined) relevant supervisory experience of which three (3) years must be on junior management level (CB 5). 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 and good communication skills. Sound project and programme management skills. Transformation, change and conflict management abilities. Stakeholder management skills. Problem solving, analysis and decision making skills. Service delivery innovation. People management and empowerment. In depth understanding of safety and security within a correctional environment. Integrity and honesty. Good interpersonal relations. Knowledge of the Correctional Services Act, Act 111 of 1998.

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

DEPUTY DIRECTOR (CB-6): CONTROLLER
FS & NC Region: Mangaung APOPS (Ref: FS/NC 09/04)
Salary: R851 913.00 per annum (all-inclusive package)

Requirements: Degree/National Diploma in Behavioural Sciences and successful completion of Corrections Science Learnership. Seven (7) years (combined) relevant supervisory experience of which three (3) years must be on junior management level (CB 5). 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. 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.

Responsibilities: Monitor compliance and daily operations in terms of Concession Contract and Correctional Services Act 111 of 1998. Verify information received from the Contractor. Conduct investigations of possible breaches in terms of the Concession Contract. Check whether standard requirements have been met. Empowerment monitoring through ensuring participation of previously disadvantaged enterprises in the contract entity. Monitor issuance of observation and non-compliance notices. Compilation of Annual Operational and empowerment reports. Act as a controller over payments and invoices. Management of resources

DEPUTY DIRECTOR (NCB-4): AREA COORDINATOR: DEVELOPMENT & CARE

FS & NC Region: AC Goedemoed (Ref: FS/NC 09/05)

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 supervisory and junior management level. Successful completion of Corrections Science Learnership. 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: HEAD CORRECTIONAL CENTRE (CB-5) (2 Posts)

FS & NC Region: De Aar Correctional Centre (Ref: FS/NC 09/06)

Bizzah Makhate Medium C Correctional Centre (Ref: FS/NC 09/07)

Salary: R454 440.00 per annum

Requirements: Degree/National Diploma in Behavioural Sciences and successful completion of Corrections Science Learnership. 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.

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. Manage human resources, finances and assets.

ASD: CENTRE COORDINATOR: OPERATIONAL SUPPORT (CB-5) (2 Posts)
FS & NC Region: Vereeniging Correctional Centre (Ref: FS/NC 09/08)
Grootvlei Medium A Correctional Centre (Ref: FS/NC 09/09)
Salary: R 454 440.00 per annum

Requirements: Degree/National Diploma in Behavioural Sciences and successful completion of Corrections Science Learnership. 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: CASE MANAGEMENT COMMITTEE (CB-5) (2 Posts)
FS & NC Region: Tswelopele Correctional Centre (Ref: FS/NC 09/10)
Upington Correctional Centre (Ref: FS/NC 09/11)
Salary: R 454 440.00 per annum

Requirements: Degree / National Diploma in Behavioural Sciences 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 (CB 4). 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 prisoner records. Management of prisoners in assessment units, housing units, special care units and in pre-release units. Management of human resources, logistical administration and assets.

ASD: MANAGER: FACILITIES AND SECURITY (NCB-3)
FS & NC Region: AC Upington (Ref: FS/NC 09/12)
Salary: R 392 004.00 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. Valid driver's licence. Computer literate.

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

Responsibilities: Coordination of policy relating to building and maintenance projects. Communicate policy matters to the relevant role players. Assist in the planning of building maintenance projects. Ensure maintenance of buildings. Draw up strategies to improve identified sub standards services building in the region. Evaluations of service levels. Quality assessment of building/maintenance related activities for occupational safety hazards. Election of work safety committees. Management of the procurement of rented office accommodation. Improve standard of physical security in the management area. Manage emergency support team. Manage infrastructure for security service. Ensure service level standards for accommodation of inmates. Coordinate the separation of high risk offenders. Manage human resources, finances and assets.

SCO: CENTRE COORDINATOR CORRECTIONS (CB-4) (2 Posts)
FS & NC Region: Ventersburg Correctional Centre (Ref: FS/NC 09/13)
Grootvlei Medium B Correctional Centre (Ref: FS/NC 09/14)
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) (3 Posts)
FS & NC Region: De Aar Correctional Centre (Ref: FS/NC 09/15)
Kuruman Correctional Centre (Ref: FS/NC 09/16)
Ventersburg Correctional Centre (Ref: FS/NC 09/17)
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 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

SCO: CENTRE COORDINATOR: STAFF SUPPORT (CB-4)
FS & NC Region: Grootvlei Medium B Correctional Centre (Ref: FS/NC 09/18)
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.

SCO: HEAD OF CORRECTIONAL CENTRE (CB-4) (2 Posts)
FS & NC Region: Heilbron Correctional Centre (Ref: FS/NC 09/19)
Barkley-West Correctional (Ref: FS/NC 09/20)
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.

SCO: CONTROLLER (CB-4)
FS & NC Region: Mangaung Correctional Centre (Ref: FS/NC 09/21)
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 Learnership/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

SCO: UNIT MANAGER (CB-4)
FS & NC Region: Tswelopele Correctional Centre (Ref: FS/NC 09/22)
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.

UNIT MANAGER (NCB2) (Small): AGRICULTURE
FS & NC Region: Goedemoed Medium A(Plant Production) (Ref: FS/NC 09/23)
Salary: R 329 781.00 per annum

Requirements: Degree/National Diploma in Agriculture and 7 years relevant experience. Experience in stock-management will be an added advantage. 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

SPECIALISED CASE OFFICERS: (CB 2-1) (2 Posts)
FS & NC Region: x2 Tswelopele Correctional Centre (Ref: FS/NC 09/24)
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)

CLERK: CORRECTIONAL POLICY ADMINISTRATION (NCB1)
FS & NC Region: AC Kimberley (Ref: FS/NC 09/25)
Salary: R 215 586.00 per annum

Requirements: Grade 12 coupled with 8 years relevant work experience. OR National Diploma/Degree with no experience. Successful completion of Corrections Science Learner ship/ Basic Training. These requirements are in accordance with the relevant Occupational Specific Dispensation. Computer literate. Valid driver's licence.

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

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

APPOINTMENTS UNDER THE PUBLIC SERVICE ACT

DEPUTY DIRECTOR : REGIONAL COORDINATOR: COMMUNICATIONS

FS & NC Region: Regional Office (Ref: FS/NC 09/26)

Salary: R733 257.00 per annum (all-inclusive package)

Requirements: Requirements: Relevant B degree/National Diploma in Communication Sciences with 7 years management experience and working in the communication environment. Valid drivers' licence. Computer literacy.

Competencies and attributes: Problem solving and decision making, Facilitation skills, Plan, organize, lead and control, 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. Service delivery and client orientation, Integrity and honesty, Assertiveness, Influence and impact and Ability to network. Knowledge and perspectives of incidents in the Department.

Responsibilities: Management of events and protocol within the region. Coordination of the policy. Manage corporate gifts, identity and profiling. Publicity management. Management of Departmental Museums within the region. Public relations management. Manage media service. Arrange and manage public displays on activities of the Department. Liaise with external media. Management of personnel, assets and finances.

DEPUTY DIRECTOR: REGIONAL COORDINATOR HUMAN RESOURCES DEVELOPMENT

FS & NC Region: Regional Office (Ref: FS/NC 09/27)

Salary: R733 257.00 per annum (all-inclusive package)

Requirements: Degree/National Diploma in Human Resource Development or equivalent qualifications. 3-5 relevant management experience in human resource development environment. Computer Literacy. Valid driver's licence. Training experience

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

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 Facilitate and co-ordinate the employees in accordance with Human Resource Development needs in the region. Ensure the implementation of Human Resources Development policies and programmes. Facilitate the internship, learnership programmes and bursary applications. Management of human resources, finance and assets.-

CONSTRUCTION PROJECT MANAGER
FS & NC Region: Regional Office (Ref: FS/NC 09/28)
Salary: R 718 059.00 per annum (all-inclusive package)

Requirements: National Higher Diploma (Built Environment field) with a minimum of 4 years and six months certified experience or B Tech (Build Environment field/ Civil Building) with a minimum of 4 years certified managerial experience or Honours degree in any Built Environment field with a minimum of 3 years' experience. Compulsory registration with the SACPCMP as a Professional Construction Project Manager on appointment will be an added advantage or Professional Registration with ECSA as a candidate or Equivalent. Valid driver's licence.

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: Manage and coordinate all aspects of projects. Project accounting and financial management, including the management of project budgets and resources. Office administration, including inputs with tender administration, liaison with service providers, clients and management and the maintenance of record management systems. Research and development, keeping up with new technologies and procedures and liaison with relevant bodies/councils on project management. Manage human re-sources, finance and assets.

PSYCHOLOGIST GRADE 1
FS & NC Region: Upington Management Area (Ref: FS/NC 09/29)
Salary: R 713 361.00 – R 784 278.00 per annum (OSD)

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

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

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

DIVISIONAL HEAD: EDUCATION
FS & NC Region: Tswelopele Correctional (Ref: FS/NC 09/30)
Salary: R418 356.00 per annum

Requirements: Four year degree in Education with 7 years relevant experience. Post graduate degree will be an added advantage.

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: Implement educational programmes for offenders. Implementation of education policy at correctional facilities in the management area. Setting standard for education services in accordance with Government Education Department. The quality assessment of educational services. Ensuring service level standard for education and training. The management of finance and personnel.

ASD: HEAD RECRUITMENT
FS & NC Region: Regional Office (Ref: FS/NC 09/31)
Salary: R 376 596.00 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. Computer literacy. Valid driver's license

Competencies and attributes: Financial management, plan, organize, lead and control, Presentation skill, conflict management, time management, confidentiality, coaching and mentoring, Understanding of Public Service policy and legislative framework including PFMA, service delivery and client orientation, integrity and honesty, assertiveness, influence and impact, communication skills, decision making, problem solving skills, networking/liaison with stakeholders, negotiation skills and conflict management.

Responsibilities: The enhancing of the implementation and coordination of policy on HR provisioning. The management of recruitment objectives for posts from salary level 05 to salary level 12. The management of promotion posts to DD level. The management of personnel information. The planning of activities. The managing of finances. The managing of personnel.

ASD MANAGER HR SUPPORT
FS & NC Region: AC Upington (Ref: FS/NC 09/32)
Salary: 376 596.00 per annum

Requirements: Degree/National Diploma in Human Resource Management or an equivalent qualification With 3-5 years relevant experience in human resource environment. Valid driver's licence. Computer Literate.

Competencies and attributes: Financial management, facilitation skills, plan, organise, lead and control, Project management, Presentation skill, Conflict management, Report writing. Time management, Confidentiality, Coaching and mentoring, Understanding of Public Service policy and legislative framework, Knowledge of Correctional Service Act, Delivery and client orientation, Integrity and Honesty, Assertiveness, Willingness to travel, Influence and impact, Communication skills, Decision making, Problem solving skills, Networking/liaison with stakeholders, and Negotiation skills.

Responsibilities: Manage performance management function in the management area • Manage personnel awards and achievement bonuses. Management of human resources, finances and assets

CLINICAL NURSE PRACTITIONER: PHC (3 Posts)
FS & NC Region: x2 Grootvlei Medium A Correctional Centre (Ref: FS/NC 09/33)
Hopetown Correctional Centre (Ref: FS/NC 09/34)
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 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 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.

SENIOR ADMINISTRATION OFFICER: INTERNAL AUDIT
FS & NC Region: Regional Office (Ref: FS/NC 09/35)
Salary: R316 791.00 per annum

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

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

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

SAO: MANAGER HUMAN RESOURCES ADMINISTRATION
FS & NC Region: AC Colesberg (Ref: FS/NC 09/36)
Salary: R 316 791.00 per annum

Requirements: Degree/National diploma in Human Resource Management or equivalent qualification and 3-5 years relevant experience. PERSAL Certificate and knowledge, Valid driver's licence. Computer literate.

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: The effective management of human resources practices. Ensure management of official accommodation. The exercising of control over the establishment. The management of PERSAL. Management of Human Resources, finances and assets.

SAO: EMPLOYEE ASSISTANCE PRACTITIONER
FS & NC Region: AC Bizzah Makhate (Ref: FS/NC 09/37)
Salary: R 316 791.00 per annum

Requirements: Degree/ National Diploma in Social Sciences with 5 years' relevant experience in EAP environment. Understanding and adherence of Public Service policies and legislative frameworks. Computer literacy. Valid driver's licence.

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

Responsibilities: Render direct EAP services to members and their families in a manner that ensures confidentiality and strong code of ethics. Assessments, referrals and short-term problem solutions. Effective confidential record keeping and data management. Implement programmed promotion, training and awareness activities. Prepare annual programmed budgets and evaluate the attainment of programme objectives as well as providing feedback. Management of human and financial resources and assets.

SAO: SUPERVISOR FINANCIAL ACCOUNTING
FS & NC Region: AC Goedemoed (Ref: FS/NC 09/38)
Salary: R 316 791.00 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.

SPAO: LOGISTICS
FS & NC Region: AC Grootvlei (Ref: FS/NC 09/39)
Salary: R 316 791.00 per annum

Requirements: 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 out-going stock. Manage the administration of the warehouse, transit and fleet. Supervise the asset verification and logistical processes, asset reconciliations and inventory balancing. Supervise the reconciliation between BAS and LOGIS. Facilitate logistical training. Management of human resources, finance and assets.

SPAO: MOVABLE ASSETS
FS&NC Region: Regional Office (Ref: FS/NC 09/40)
Salary: R 316 791.00 per annum

Requirements: Degree/National diploma in Supply Chain Management or equivalent qualification. 3-5 years relevant experience. Knowledge of PAS /Logis system. Computer literacy. Valid driver's licence.

Competencies and attributes: Good understanding of asset management in public sector. Knowledge of supply chain management legislation and related prescripts. Knowledge of Government Procurement. Processes. Good managerial and communication skills. Problem solving and decision making, Facilitation skills, Plan, organize, lead and control, 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: Implementation of asset management policy and procedures in the Region. Verify and monitor asset/inventory balancing. Reconciliation between LOGIS and BAS. Administration of losses. Administration of disposals. Administration of donations. Administration of redundant assets. Acquisition, operational and maintenance plans. Manage finances, assets and personnel

SPAO TENDER ADMINISTRATION
FS&NC Region: Regional Office (Ref: FS/NC 09/41)
Salary: R 316 791.00 per annum

Requirements: Degree/ National diploma in logistics or equivalent qualification. 3-5 years relevant experience. Computer Literacy. Valid driver's license.

Competencies and attributes: Dynamic, professionalism, ability to plan/organize. Good managerial and communication skills. Knowledge of supply chain management legislation and related prescripts. Knowledge of Government Procurement. Processes. Good managerial and communication skills. Problem solving and decision making, Facilitation skills, Plan, organize, lead and control, 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: Implementation of procurement policy in the region. The administration of tenders. The undertaking and management of procurement inspections. The undertaking of procurement investigations. The management of procurement infrastructure. The planning of activities. Controlling and managing resources and assets. Manage finances, assets and personnel.

ARTISAN FOREMAN GRADE A: RADIO TECHNICIAN
FS & NC Region: Grootvlei Medium B Correctional Centre (Ref: FS/NC 09/42)
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 plumbing 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.

SKILLS DEVELOPMENT EDUCATIONISTS: M+4: ENGINEERING SCIENCE

FS & NC Region: Tswelopele Correctional Centre (Ref: FS/NC 09/43)

Salary: R 281 646. 00 per annum

Requirements: Four (4) year Degree/Diploma in Education *specializing in Engineering Science*. 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: MOTOR-MECHANICS (PETROL/DIESEL)

FS & NC Region: Tswelopele Correctional Centre (Ref: FS/NC 09/44)

Salary: R 281 646. 00 per annum

Requirements: Four (4) year Degree/Diploma in Education *specializing in Motor-Mechanics*. 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: INDUSTRIAL ELECTRONICS

FS & NC Region: Tswelopele Correctional Centre (Ref: FS/NC 09/45)

Salary: R 281 646. 00 per annum

Requirements: Four (4) year Degree/Diploma in Education *specializing in Industrial Electronics*. 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

FS & NC Region: Tswelopele Correctional Centre (Ref: FS/NC 09/46)

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.

SKILLS DEVELOPMENT EDUCATIONISTS: M+4: WELDING
FS & NC Region: Tswelopele Correctional Centre (Ref: FS/NC 09/47)
Salary: R 281 646. 00 per annum

Requirements: Four (4) year Degree/Diploma in Education *specializing in Welding*. 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
FS & NC Region: Kuruman Correctional Centre (Ref: FS/NC 09/48)
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.

PROFESSIONAL NURSE: GENERAL NURSING: GRADE 1 (4 Posts)
FS & NC Region: Vereeniging Correctional Centre (Ref: FS/NC 09/49)
Frankfort Correctional Centre (FS/NC 09/50)
Colesberg Correctional Centre (Ref: FS/NC 09/51)
Upington Correctional Centre (Ref: FS/NC 09/52)
Salary: R 256 905.00 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 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 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.

PHARMACIST ASSISTANT (POST BASIC) GRADE 1
FS & NC Region: Grootvlei (Ref: FS/NC 09/53)
Salary: R 208 383.00 per annum

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

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

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