



## correctional services

Department:  
Correctional Services  
REPUBLIC OF SOUTH AFRICA

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### DEPARTMENT OF CORRECTIONAL SERVICES

**CLOSING DATE: 08 NOVEMBER 2019 @ 15H45**

#### APPOINTMENTS UNDER THE CORRECTIONAL SERVICES ACT

##### **HEAD OF CORRECTIONAL CENTRE: LARGE [CB6] [2 Posts]**

Limpopo, Mpumalanga and North West Region

Klerksdorp Management Area: Potchefstroom Correctional Centre (Ref: LMN 2019/10/01)

Rustenburg Management Area: Mogwase Correctional Centre (Ref: LMN 2019/10/02)

**Salary: R851 913 per annum (all inclusive package)**

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

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

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

**DEPUTY DIRECTOR: AREA COORDINATOR DEVELOPMENT & CARE [NCB4] [2 POSTS]**

Limpopo, Mpumalanga and North West Region

Bethal Management Area: Area Commissioner's Office (Ref LMN 2019/10/03)

Rooigrond Management Area: Area Commissioner's Office (Ref: LMN 2019/10/04)

**Salary: R756 906 per annum (all inclusive package)**

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

**Competencies and attributes:** Communication, Project and programme management, Transformation management, Change Management Stakeholder management, Problem solving Analysis, Service Delivery Innovation, Decision Making, People Management and Empowerment, In depth understanding of safety in a correctional environment. Integrity and honesty, Confidentiality, Good Inter-personal relations, Knowledge of the Correctional Services Act, Act 111 of 1998, as amended. Assertiveness, Ability to network, Diplomacy and tact, Resilience, Influence and impact.

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

**HEAD OF CORRECTIONAL CENTRE: MEDIUM [CB5] [2 POSTS]**

Limpopo, Mpumalanga and North West Region

Barberton Management Area: Lydenburg Correctional Centre (Ref: LMN 2019/10/05)

Rustenburg Management Area: Head Centre of Excellence (Ref: LMN 2019/10/06)

**Salary: R454 440 per annum**

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

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

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

**ASSISTANT DIRECTOR: CENTRE COORDINATOR: STAFF SUPPORT [CB5]**

Limpopo, Mpumalanga and North West Region:

Klerksdorp Management Area: Klerksdorp Correctional Centre: (Ref: LMN 2019/10/07)

**Salary: R454 440 per annum**

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

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

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

**ASSISTANT DIRECTOR: CASE MANAGEMENT ADMINISTRATION [CB5]**

Limpopo, Mpumalanga and North West Region:

Klerksdorp Management Area: Potchefstroom Correctional Centre (Ref: LMN 2019/10/08)

**Salary: R454 440 per annum**

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

**Competencies and attributes:** Firearm competency and the use of relevant security equipments. Strategic capability and Leadership, Policy development, Communication, Project and Programme management, transformation management, change management,, conflict management Stakeholder management, Problem solving, Analysis, Service Delivery Innovation, decision making, People Management and Empowerment, In depth understanding of safety and security within a correctional environment. Integrity and honesty, confidentiality, Good interpersonal relations, knowledge of the Correctional Services Act, Act 111 of 1998 as amended, Assertiveness, Resilience, Ability to network and diplomacy.

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

**CASE MANAGEMENT COMMITTEE: CHAIRPERSON [CB5] [9 POSTS]**

Limpopo, Mpumalanga and North West Region:

Rooigrond Management Area: Medium A Correctional Centre (Ref: LMN 2019/10/09)

Rustenburg Management Area: Rustenburg Correctional Centre (Ref: LMN 2019/10/10); Mogwase (Ref: LMN 2019/10/11) & Losperfontein (Ref: LMN 2019/10/12)

Bethal Management Area: Standerton Correctional Centre (Ref: LMN 2019/10/13)

Barberton Management Area: Maximum (Ref: LMN 2019/10/14)

Klerksdorp Management Area: Potchefstroom Correctional Centre (Ref: LMN 2019/10/15)

Polokwane Management Area: Polokwane Correctional Centre (Ref: LMN 2019/10/16)

Tohoyandou Management Area: Medium A Correctional Centre (Ref: LMN 2019/10/17)

Witbank Management Area: Witbank Correctional Centre (Ref: LMN 2019/10/18)

**Salary: R454 440 per annum**

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

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

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

### **ASSISTANT DIRECTOR: MANAGER CORRECTIONS [NCB3] [3 Posts]**

Limpopo, Mpumalanga and North West Region:

Polokwane Management Area: Area Commissioner's Office (Ref: LMN 2019/10/19)

Rooigrond Management Area: Area Commissioner's office (Ref: LMN 2019/10/20)

Witbank Management Area: Area Commissioner's office (Ref: LMN 2019/10/21)

**Salary: R392 004 per annum**

**Requirement:** Relevant NQF 6 qualification in Behavioural Sciences or equivalent qualification and 5 years relevant experience gained on a supervisory post (NCB2). Successful completion of Corrections Science Learnership/Basic Training. These requirements are in accordance with the relevant Occupational Specific Dispensation. Top secret security classification. Computer literate. Valid driver's Licence.

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

**Responsibilities:** Management of documentation to / from correctional centres and community corrections. Management of classified information. Management of policy documentation. Promotion of security awareness. Management of the Emergency Support Unit. Investigation of incidents. Management of resources.

**ASSISTANT DIRECTOR: INSPECTORATE [NCB3]**  
Limpopo, Mpumalanga and North West Region:

Regional Office (Ref: LMN 2019/10/22)

**Salary: R392 004 per annum**

**Requirements:** Relevant NQF 6 qualification in Behavioural Sciences or equivalent qualification and 5 years' relevant experience gained in a supervisory post NCB2. Successful completion of Corrections Science Learnership/Basic Training. These requirements are in accordance with the relevant Occupational Specific Dispensation. Top secret security classification. Computer literate. 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:** Assist in the planning and compilation of the annual inspection programme. Assist in the evaluation and identification of deviations from policy. Determine the extent to which internal control measures are effective in the prevention of deviations from policies and procedures. Submit reports on inspection findings to enable management to make informed decisions. Assist institutions that are being reconcilable with the practical operations. Assist in the development and maintenance of inspection tools. Assist with the proper management of finances and other resources allocated to the inspections section. Management of finance and human resources and assets.

**SECURITY MANAGER: CENTRE COORDINATOR: CORRECTIONS [CB4]**

Limpopo, Mpumalanga and North West Region:

Thohoyandou Management Area: Medium B (Ref: LMN 2019/10/23)

**Salary: R380 583 per annum**

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

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

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

**UNIT MANAGER: PAROLEES AND PROBATIONERS [CB4] [3 POSTS]**

Limpopo, Mpumalanga and North West Region:

Barberton Management Area: (Bushbuckridge Community Corrections): (Ref: LMN 2019/10/24)

Rustenburg Management Area: Rustenburg Community Corrections (Ref: LMN 2019/10/25) & Brits Community Corrections (Ref: LMN 2019/10/26)

**Salary: R380 583 per annum**

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

**Competencies and attributes:** Firearm competency and the use of relevant security equipments. 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 net-work and diplomacy, Computer literacy.

**Responsibilities:** Monitor of Parolee/Probationer Movements, Maintenance of Parolee/Probationer Records, Searching of Parolee's/ Probationers when necessary according approved processes and procedures, Tracing of Absconders as required, Monitor compliance to community service requirements, Counselling of cases when needed, Address confirmations, Management of information system, Refer/handle violations as and when required, Network with community/family to assist with information/Supervision, etc. Ensure that pre-scribed programmes are attended.

**SECURITY MANAGER: NUTRITIONAL SERVICES [CB4] 3 Posts]**

Limpopo, Mpumalanga and North West Region:

Barberton Management Area: Nelspruit Correctional Centre (Ref: 2019/10/27) & Maximum Correctional Centre (Ref: 2019/10/28)

Polokwane Management Area: Tzaneen Correctional Centre (Ref: 2019/10/29)

**Salary: R380 583 per annum**

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

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

**Responsibilities:** Manage Nutritional Service's – Food Service activities by ensuring quality standards and efficiency control of production processes. Implementation of hygiene and food safety standards. Monitor plate wastage and opinion surveys ensure that production, serving and distribution of meals follow the prescribed prescripts. Ensure implementation of policies, procedures and guidelines and as well as the setting of goals within the department and involvement in short and long term plans of Food service and Food Service systems. Manage Human, Financial Resources, Assets and performance information.

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

Limpopo, Mpumalanga and North West Region:

Barberton Management Area: Nelspruit Correctional Centre (Ref: LMN 2019/10/30)

Klerksdorp Management Area: Potchefstroom Correctional Centre (Ref: LMN 2019/10/31)

Rooigrond Management Area: Medium A (Ref: LMN 2019/10/32) and Medium B (Ref: LMN 2019/10/33)

Rustenburg Management Area: Rustenburg Correctional Centre (Ref: LMN 2019/10/34)

Witbank Management Area: Witbank Correctional Centre (Ref: LMN 2019/10/35)

**Salary: R380 583 per annum**

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

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

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

**SECURITY MANAGER: CENTRE COORDINATOR: STAFF SUPPORT [CB4]**

Limpopo, Mpumalanga and North West Region:

Bethal Management Area: Piet Retief Correctional Centre (Ref: LMN 2019/10/36)

**Salary: R380 583 per annum**

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

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

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

**SECURITY MANAGER: HEAD: COMMUNITY LIAISON [CB4]**

Limpopo, Mpumalanga and North West Region:

Thohoyandou Management Area: Community Corrections (Ref: LMN 2019/10/37)

**Salary: R380 583per annum**

**Requirements:** Relevant NQF 6 qualification in Behavioural Sciences and 7 years relevant experience in a supervisory post. Experience in working with external stakeholders and other organs of states shall be an added advantage. Successful completion of Corrections Science Learnership/Basic Training. Computer literate. Valid driver's licence.

**Competencies and attributes:** Firearm competency and the use of relevant security equipments. Communication, project and programme management, transformation management, change management and stakeholder management. Problem solving, service delivery innovation and decision making skills. People management and empowerment. In depth understanding of safety and security in a correctional environment. Integrity and honesty. Confidentiality and good interpersonal relations. Knowledge of the Correctional Services Act, Act 111 of 1998, as amended. Assertiveness, diplomacy and tact. Resilient. Influence and impact.

**Responsibilities:** Marketing non-custodial sentence options to the Judiciary. Marketing utilization of Section 62(f). Liaison with NGO's, CBO's and other State Departments to foster partnerships. Identification of service points for decentralization of Community Correction services. Identification of institutions for community services. Compilation of community profiling. Promotion of parolees and probationers' participation in Restorative Justice and monitoring performance of community service. Management of information and resources.

**SECURITY MANAGER [CB4] [2 Posts]**

Limpopo, Mpumalanga and North West Region:



Polokwane Management Area: Modimolle Correctional Centre (Ref: LMN 2019/10/38)

Rustenburg Management Area: Mogwase Correctional Centre (Ref: LMN 2019/10/39)

**Salary: R380 583 per annum**

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

**Competencies and attributes:** Firearm competency and the use of relevant security equipments. 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 net-work, Diplomacy an tact, influence and impact.

**Responsibilities:** Implement the policy to relevant role players. Supervise access control to correctional centres grounds. Supervise the manning of watch towers. Supervise the escort of inmates to courts, doctors, hospitals etc. Qualities assess security services. Improve standard of physical security in the management area. Manage emergency support team. Manage infrastructure for security service. Communicate with the interest groups. Ensure service level standards for accommodation of inmates. Ensure the separation of high risk offenders. Management of financial and human resources and assets.

#### **DIVISIONAL HEAD: FINANCE [CB4] [3 Posts]**

Limpopo, Mpumalanga and North West Region:

Bethal Management Area: Standerton Correctional Centre (Ref: LMN 2019/10/40)

Klerksdorp Management Area: Potchefstroom Correctional Centre (Ref: LMN 2019/10/41)

Rooigrond Management Area: Medium A (Ref: LMN 2019/10/42)

**Salary: R380 583 per annum**

**Requirements:** Recognized three year National Diploma/Degree in Accounting/Financial Management or equivalent qualification and 7 years relevant experience gained on supervisory level. Successful completion of Corrections Science Learnership/Basic Training. These requirements are in accordance with the relevant Occupational Specific Dispensation. Computer Literate. Valid drivers' licence.

**Competencies and attributes:** Financial management, Facilitation skills, Plan, organise, lead and control, Project management, Presentation skills, Conflict Management, Report writing, Time management, confidentiality, coaching and mentoring, understanding of Public Service Policy and legislative framework, Knowledge of the Correctional Services Act, Act 111 of 1998, Proven knowledge of the Public Finance Act, 1999 and Treasury Regulations relating to financial management and accounting. Experience in Procurement Administration and Public Finance Administration at management level. Service delivery and Client orientation, Integrity and honesty, Assertiveness, Influence and impact, Decision making, Problem solving skills, Networking/liaison with stakeholders and Negotiation skills. Excellent verbal and written communication skills.

**Responsibilities:** Inspection of financial administration at the correctional centre, Ensuring the correct management of special function accounts, Ensuring control over all financial documentation, Ensure the correct management of ledgers, Ensuring of expenditure within the bounds of allocated funds, Investigation of irregularities in financial management at the correctional centre, Ensure the correct distribution of funds by Area Commissioners to lower level, The inclusion of approved new services/expansions in the budget, Submission of recommendations on the financing of activities. Ensure that financial requirements by individual sections are correctly reflected on the appropriate budgetary

responsibilities/objectives and on the budgetary reports, Ensure optimum utilization of resources, support with regard to management of budgets within the framework of relevant legal directives and regulations.

**DIVISIONAL HEAD: HUMAN RESOURCE MANAGEMENT [CB4] [2 POSTS]**

Limpopo, Mpumalanga and North West Region:

Bethal Management Area: Standerton Correctional Centre (Ref: LMN 2019/10/43)

Rustenburg Management Area: Mogwase Correctional Centre (Ref: LMN 2019/10/44)

**Salary: R380 583 per annum**

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

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

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

**DIVISIONAL HEAD: CORRECTION AND CARE [CB4]**

Limpopo, Mpumalanga and North West Region:

Bethal Management Area: Evander Community Corrections (Ref: LMN 2019/10/45)

**Salary: R380 583 per annum**

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

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

**Responsibilities:** Manage monitoring and supervision of parolees and probationers. Manage administration of all admissions and liberations. Render a safe and humane environment for employees, parolees, probationers and service providers. Maximize development and work opportunities. Facilitation of necessary programmes for parolees and

probationers. Supervise the supervision committees and court officials. Build good relationships with the community/clusters by establishing proper communication channels. Supervision/training/assessment of subordinates. Ensure the promotion and marketing of non-custodial sentences to all stakeholders. Management of information and resources.

**CASE MANAGEMENT COMMITTEE: SUPERVISOR [CB4] [23 POSTS]**

Limpopo, Mpumalanga and North West Region:

Bethal Management Area: Bethal Correctional Centre (Ref: LMN 2019/10/46); Volksrust (Ref: LMN 2019/10/47); Piet Retief (Ref: LMN 2019/10/48) & Ermelo (Ref: LMN 2019/10/49)

Barberton Management Area: Nelspruit Correctional Centre (Ref: LMN 2019/10/50); Medium A (Ref: LMN 2019/10/51); Medium B (Ref: LMN 2019/10/52); Youth Town (Ref: LMN 2019/10/53) & Lydenburg (Ref: LMN 2019/10/54)

Klerksdorp Management Area: Christiana Correctional Centre (Ref: LMN 2019/10/55) & Wolmaranstad (Ref: LMN 2019/10/56)

Polokwane Management Area: Modimolle Correctional Centre (Ref: LMN 2019/10/57) & Tzaneen (Ref: LMN 2019/10/58);

Rooigrond Management Area: Mafikeng Correctional Centre (Ref: LMN 2019/10/59); Maximum (Ref: LMN 2019/10/60); Medium B Correctional Centre (Ref: LMN 2019/10/61); Zeerust (Ref: LMN 2019/10/62) & Lichtenburg (Ref: LMN 2019/10/63)

Thohoyandou Management Area: Makhado Correctional Centre (Ref: LMN 2019/10/64) & Female (Ref: LMN 2019/10/65)

Witbank Management Area: Middleburg Correctional Centre (Ref: LMN 2019/10/66); Carolina (Ref: LMN 2019/10/67) & Belfast (Ref: LMN 2019/10/68)

**Salary: R380 583 per annum**

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

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

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

**DIVISIONAL HEAD: CASE MANAGEMENT ADMINISTRATOR [CB4] [2 POSTS]**

Limpopo, Mpumalanga and North West Region:

Witbank Management Area: Witbank Correctional Centre (Ref: LMN 2019/10/69)

Thohoyandou Management Area: Makhado Correctional Centre (Ref: LMN 2019/10/70)

**Salary: R380 583 per annum**

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

**Competencies and attributes:** Firearm competency and the use of relevant security equipments. Strategic capability and Leadership, Policy development, Communication, Project and Programme management, transformation management, change management,, conflict management Stakeholder management, Problem solving, Analysis, Service Delivery Innovation, decision making, People Management and Empowerment, In depth understanding of safety and security within a correctional environment. Integrity and honesty, confidentiality, Good interpersonal relations, knowledge of the Correctional Services Act, Act 111 of 1998 as amended, Assertiveness, Resilience, Ability to network and diplomacy.

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

**DIVISIONAL HEAD: DEVELOPMENT**

Limpopo, Mpumalanga and North West Region:

Polokwane Management Area: Tzaneen Correctional Centre (Ref: LMN 2019/10/71)

**Salary Range: R 414 003 per annum**

**Requirements:** Recognised four (4) year Degree or equivalent qualification in Education and registration with the South African Council of Educators and 7 years relevant experience gained after registration with SACE. These requirements are in accordance with the relevant Occupational Specific Dispensation. Computer literate. Valid driver's license.

**Competencies and attributes:** Plan, organise, lead and control, client orientation and communication, understanding of Public Service policy and Legislative framework, policy implementation, report writing, diversity management, training and development, service delivery innovation and creativity, project management, facilitation management, integrity and honesty, influence and impact, presentation skills, conceptual skills, conflict management, assertiveness and ability to work under pressure.

**Responsibilities:** Responsible for the administration of education and training. Manage budget of education and training. Advise the area Commissioner. Responsible for personnel development within the area. Responsible for the education establishment in the Correctional Centre. Give inputs on sport and recreation, libraries and life skills programmes. Manage education and training system. Liaise with external role- players regarding education and recreation opportunities.

**SECTION HEAD: FORMAL EDUCATION**

Limpopo, Mpumalanga and North West Region:

Rustenburg Management Area: Mogwase Correctional Centre (Ref: LMN 2019/10/72)

**Salary: R347 694 per annum**

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

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

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

**SENIOR CORRECTIONAL OFFICER: CORRECTIONAL POLICY ADMINISTRATOR [ NCB2]**

Limpopo, Mpumalanga and North West Region:

Regional Office (Ref: LMN 2019/10/73)

**Salary: R329 781 per annum**

**Requirements:** Relevant NQF 6 qualification in Behavioural Sciences or equivalent qualification and 5 year's relevant experience gained in a production post. Successful completion of Corrections Science Learnership/Basic Training. These requirements are in accordance with the Occupational Specific Dispensation. Computer literate. Valid driver's licence.

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

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

**SECRETARY: PAROLE BOARD[NCB2]**

Limpopo, Mpumalanga and North West Region:

Klerksdorp Management Area: Klerksdorp Correctional Centre (Ref: LMN 2019/10/74)

**Salary: R329 781 per annum**

**Requirements:** Relevant NQF 6 qualification in Behavioural Sciences or equivalent qualification and 5 years relevant experience gained in a production post. Successful completion of Corrections Science Learnership/Basic Training. Top secret security classification as an added advantage. Computer literate. Valid drivers' licence.

**Competencies and attributes:** Firearm competency and the use of relevant security equipments, Communication, Project and Programme management, Transformation management, Change Management, Stakeholder management, Problem solving Analysis, Service Delivery 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 tactful. Resilient. Influence and impact.

**Responsibilities:** Scheduling meetings of the board, Effective administration of the Parole Board meetings including minutes taking, verification of information provided, dealing with representations, maintenance of safe custody, Manage human resources, finance and assets.

**SECURITY OFFICER: AGRICULTURE: PLANT PRODUCTION [CB1-3] [2 POSTS]**

Limpopo, Mpumalanga and North West Region:

Polokwane Management Area: Tzaneen Correctional Centre (Ref: LMN 2019/10/75) and Modimolle Correctional Centre (Ref: LMN 2019/10/76)

**Salary: R 295 773 per annum**

**Requirements:** Relevant National Diploma/ Degree in Agriculture/Horticulture or equivalent qualification and 2-3 years relevant work experience. Successful completion of Corrections Science Learnership/Basic Training. These requirements are in accordance with the relevant Occupational Specific Dispensation. Computer literate. Valid driver's licence.

**Competencies and attributes:** Firearm competency and the use of relevant security equipments. Communication, project and programme management, transformation management, change management, stakeholder management, problem solving, analysis, service delivery 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:** Coordinate the quality of agricultural services. Develop/maintain agricultural services standards in the Correctional Centre. Manage plant production, agricultural labour, environment, agricultural equipment and occupational safety. Train personnel, Manage personnel, logistics, finance and administration.

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

Limpopo, Mpumalanga and North West Region:

Barberton Management Area: Medium B Correctional Centre (Ref: LMN 2019/10/77)

Klerksdorp Management Area: Potchefstroom Correctional Centre (Ref: LMN 2019/10/78)

**Salary: R295 773 per annum**

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

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

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

**CLERK: CORRECTIONAL POLICY ADMINISTRATION [NCB1] [4 POSTS]**

Limpopo, Mpumalanga and North West Region:

Bethal Management Area: Area Commissioner's Office (Ref: LMN 2019/10/79)

Klerksdorp Management Area: Area Commissioner's Office (Ref: LMN 2019/10/80)

Rooigrond Management Area: Area Commissioner's Office (Ref: LMN 2019/10/81)

Witbank Management Area: Area Commissioner's Office (Ref: LMN 2019/10/82)

**Salary: R215 586 per annum**

**Requirements:** Grade 12 coupled with 8 years relevant work experience. **OR** National Diploma/Degree with no

experience. Successful completion of Corrections Science Learnership/ Basic Training. These requirements are in accordance with the relevant Occupational Specific Dispensation. Computer literate. Valid driver's licence.

**Competencies and Attributes:** 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:** Handle the correspondences to and from the Management Area. 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 and filing of documents for the Area Coordinator Corrections. Logistical administration. Coordinating monthly statistics for the Area Coordinator Corrections.

**PAROLE BOARD CLERK: PROFILES & REPRESENTATION [NCB1] [2 POSTS]**

Limpopo, Mpumalanga and North West Region:

Klerksdorp Management Area: Area Commissioner's Office (Ref: LMN 2019/10/83)

Rooigrond Management Area: Area Commissioner's Office (Ref: LMN 2019/10/84)

**Salary: R215 586 per annum**

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

**Competencies and attributes:** Problem solving and decision making, facilitation skills, plan and organize, communication skills, time management, confidentiality, 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:** Exercise control over profiles received from Case Management Committee Victim empowerment. Document control opening, closing addressing of mail. Deal with representations. Inform offenders and Head of Correctional Centre on the outcome of the Committee meeting. Verification of offender's information. Assist with scheduling meetings of the Board. Prepare venues for the meetings of the Board.

**SPECIALISED RE-INTEGRATION OFFICER:[CB1-3] [3 posts]**

Limpopo, Mpumalanga and North West Region:

Witbank Management Area: Witbank Community Corrections (Ref: LMN 2019/10/85) **[3 posts]**

**Salary: R242 640 per annum**

**Requirements:** NQF level 6 qualification in Behavioural Science (in criminology, penology etc) with no previous experience **or** Grade 12 with 8 years relevant experience gained at production level. Successful completion of the Corrections Science Learnership/ Basic Training. Computer literate.

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

**Responsibilities:** Monitoring and controlling of offenders & accused persons placed under Supervision in the Community.

Networking and confirmation of support systems to offenders who qualify to be placed under supervision. Reduction of violations, Tracing of absconders and increase of cases at community corrections. Implement the supervision and reintegration of offenders. Increase percentage of parolees without violations per year.

**SECURITY OFFICER: PAROLEES AND PROBATIONERS [CB1-3] [ 5 POSTS]**

Limpopo, Mpumalanga and North West Region:

Polokwane Management Area: Tzaneen Community Corrections (Ref: LMN 2019/10/86); Witpoort (Ref: LMN 2019/10/87) & Mokopane Community Corrections (Ref: LMN 2019/10/88)

Witbank Management Area: Witbank Community Corrections (Ref: LMN 2019/10/89); Middelburg Community Corrections (Ref: LMN 2019/10/90)

**Salary: R242 640 per annum**

**Requirements:** NQF level 6 qualification in Behavioural Science (in criminology, penology etc) with no previous experience *or* Grade 12 with 8 years relevant experience gained at production level. Successful completion of the Corrections Science Learnership/ Basic Training. Computer literate.

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

**Responsibilities:** Monitoring and controlling of offenders & accused persons placed under Supervision in the Community. Networking and confirmation of support systems of persons who qualify to be placed under supervision. Reduction of violations, Tracing of absconders and increase of cases at community corrections. Implement the supervision and reintegration of offenders. Increase percentage of parolees without violations per year.

**APPOINTMENTS UNDER THE PUBLIC SERVICE ACT**

**MEDICAL OFFICER: GRADE 1 [ 3 POSTS]**

Limpopo, Mpumalanga and North West Region:

Barberton Management Area: Witbank Correctional Centre (Ref: LMN 2019/10/91)

Tohoyandou Management Area: Maximum Correctional Centre (Ref: LMN 2019/10/92)

Witbank Management Area: Maximum Correctional Centre (Ref: LMN 2019/10/93)

**Salary: R821 205 per annum (all inclusive package)**

**Requirements:** Recognised and appropriate MBChB degree coupled with traceable experience in a Health Services environment. Registration as Medical Practitioner with the Health Professions Council of South Africa. Public health experience will be an advantage. Computer literate. These requirements are in accordance with the relevant Occupational Specific Dispensation. Valid driver's licence.

**Competencies and attributes:** Financial management, Communication, project and programme management, Transformation Management, change management, Stakeholder management, problem solving and analysis, service delivery innovation, decision making, people management and empowerment, evaluation skills, integrity and honesty, confidentiality, good interpersonal relations, understanding of Public Service policy and legislative framework, Knowledge of the Correctional Service Act, Act 111 of 1998, as amended., assertiveness, ability to network and diplomacy.



**Responsibilities:** Render basic personal healthcare services to offenders. Provide clinical care and relevant Primary Healthcare Programmes. Render Medico-legal Services. Maintain good medical practice. Adhere to medical standards. Write reports and keep records. Effectively utilise resources. Provide emergency medical care, including after hours. Refer patients to authorised and recognised healthcare providers. Provide training where necessary. Liaise with internal and external counterparts regarding healthcare delivery. Adhere to Departmental policies and orders, Implement policy. Implement the national drug policy, including adherence to essential drug list .Perform any other duties as prescribed by the Department of Correctional Services. Supervisory responsibility to medical practitioners in the region.

**DEPUTY DIRECTOR: EMPLOYEE RELATIONS & PERSONNEL DISCIPLINE**

Limpopo, Mpumalanga and North West Region:

Regional Office (Ref: LMN 2019/10/94)

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

**Requirements:** Recognised three years National Diploma/Degree in Labour Law/Labour Relations or equivalent relevant qualification. 3-5 years' experience in entry middle management in a comparable environment. Computer literate. Valid driver's licence.

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

**Responsibilities:** The implementation of national policies. The co-ordination at Regional level of the Grievance procedure, Bargaining council resolutions, Disciplinary system, The formulation of regional police, The communication of feedback. The management of collective bargaining. Receiving of grievance from personnel. Evaluation of the merits of grievance. Assist management with negotiations. Drafting recommendations to management. Assist line functionaries of the DCS. The undertaking of employee relations research. Management of human and finance resources and assets.

**DEPUTY DIRECTOR: REGIONAL COORDINATOR: HRM & SUPPORT**

Limpopo, Mpumalanga and North West Region:

Regional Office (Ref: LMN 2019/10/95)

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

**Requirement:** Recognised B-Degree/National Diploma in Human Resource Management or equivalent qualification and 3-5 years' experience in entry middle management in Corporate Services/Human Resource Management environment. Knowledge of PERSAL System. Computer literate. Valid driver's licence.

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

**Responsibilities:** The incumbent will be accountable for managing Human Resource Provisioning, Administration, HR Planning and PERSAL. Ensure compliance to HR policies, procedures, standards and applicable legislative Implementation of the 7-day establishment. Coordinate and monitor improvement of provision, maintenance and the management systems. The incumbent will also be responsible for budget management of human resources as well as strategic issues.

Improve performance and career management systems. Improve Human Resource development programmes and services. Performance management and monitoring is also a key responsibility.

**ASSISTANT DIRECTOR: FACILITIES AND SECURITY [3 Posts]**

Limpopo, Mpumalanga and North West Region:

Klerksdorp Management Area: Area Commissioner's Office (Ref: LMN 2019/10/96)  
Thohoyandou Management Area: Area Commissioner's Office (Ref: LMN 2019/10/97)  
Bethal Management Area: Area Commissioner's Office (Ref: LMN 2019/10/98)

**Salary: R376 596 per annum**

**Requirements:** National Diploma/ Degree in Behavioral Sciences or equivalent qualification and 3-5 years relevant experience gained on a supervisory posts. Computer literate. Valid Driver's Licence.

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

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

**ASSISTANT MANAGER: NURSING (PHC)**

Limpopo, Mpumalanga and North West Region:

Bethal Management Area: Area Commissioner's Office (Ref: LMN 2019/10/99)

**Salary: R614 991 per annum**

**Requirements:** Diploma/ Degree in Nursing or an equivalent qualification that allows registration with the South African Nursing Council as a Professional Nurse. A minimum of 10 years appropriate experience in nursing after registration as a Professional Nurse with the SANC. At least 6 years of the period referred to above must be appropriate experience after obtaining the 1 year post-basic qualification in the relevant specialty. At least 3 years of the period referred to above must be appropriate/recognizable experience at management level. Current registration with the South African Nursing Council as a Professional Nurse. These requirements are in accordance with the relevant Occupational Specific Dispensation. Computer literate. Valid driver's licence.

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

**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). Practise nursing and healthcare in accordance with the relevant laws and regulations. Manage and utilise human, material and

physical resources efficiently and effectively. Display a concern for patients, promoting and advocating proper treatment and care, including an awareness and willingness to respond to patients' needs, requirements and expectations (Batho Pele principles). Maintain the quality of nursing data and information and utilise it to advise, advance and evaluate the quality and cost-effectiveness of nursing care. Management of human and financial resources and assets.

**OPERATIONAL MANAGER NURSING (PHC) [5 POSTS]**

Limpopo, Mpumalanga and North West Region:

Barberton Management Area: Youth Town Centre (Ref: LMN 2019/10/100)

Klerksdorp Management Area: Klerksdorp Correctional Centre (Ref: LMN 2019/10/101)

Polokwane Management Area: Tzaneen Correctional Centre (Ref: LMN 2019/10/102)

Thohoyandou Management Area: Makhado Correctional Centre (Ref: LMN 2019/10/103)

Rooigrond Management Area: Rooigrond Medium A (Ref: LMN 2019/10/104)

**Salary: R562 800 per annum**

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

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

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

**SOCIAL WORKER SUPERVISOR GRADE 1 [3 POSTS]**

Limpopo, Mpumalanga and North West Region:

Polokwane Management Area: Polokwane Correctional Centre (Ref: LMN 2019/10/105)

Tzaneen Correctional Centre (Ref: LMN 2019/10/106)

Rustenburg Management Area: Rustenburg Community Corrections (Ref: LMN 2019/10/107)

**Salary: R384 228 per annum**

**Requirements:** Recognised BA Degree in Social Work and 07 years' experience after registration as Social Worker with the South African Council for Social Services Professions. Computer literate. Valid driver's licence.

**Competencies and attributes:** Plan and organize, report writing, punctuality, confidentiality, understanding of Public

Service policy and legislative frameworks, service delivery and client orientation, integrity and honesty, assertiveness, influence and impact, ability to work under pressure. Sound communication, negotiation, conflict and strategic management skills. Ability to co-ordinate and collaborate with internal and external stakeholders.

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

### **CLINICAL NURSE PRACTITIONER GRADE 1 (PHC) [6 POSTS]**

Limpopo, Mpumalanga and North West Region:

Barberton Management Area: Maximum Correctional Centre (Ref: LMN 2019/10/108) [2 POSTS]

Rustenburg Management Area: Mogwase Correctional Centre (Ref LMN 2019/10/109)

Thohoyandou Management Area: Thohoyandou Medium A Correctional Centre (Ref: LMN 2019/10/110)

Witbank Management Area: Witbank Correctional Centre (Ref: LMN 2019/10/111)

Polokwane Management Area: Polokwane Correctional Centre (Ref: LMN 2019/10/112)

**Salary: R383 226 per annum**

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

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

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

### **ASSISTANT DIRECTOR: MANAGER: AGRICULTURE**

Limpopo, Mpumalanga and North West Region:

Rustenburg Management Area: Area Commissioner's Office (Ref: LMN 2019/10/113)

**Salary: R376 596 per annum**

**Requirements:** National Diploma/Degree in Agriculture Sciences or equivalent qualifications and 3-5 years relevant experience gained in supervisory post. Computer literate. Valid driver's licence.

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

willingness to travel, presentation skills, conceptual skills, computer skills, negotiation skills and conflict management skills.

**Responsibilities:** Co-ordinate agriculture policy. Quality assessment of agriculture services. Develop/maintain agriculture 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 Area. Manage workshop production. Manage workshop. Management of human and finance resources and assets.

**ASSISTANT DIRECTOR: INFORMATION TECHNOLOGY (IT)**

Limpopo, Mpumalanga and North West Region:

Rustenburg Management Area: Area Commissioner's Office (Ref: LMN 2019/10/114)

**Salary: R376 596 per annum**

**Requirements:** Recognized National diploma/Degree in Information Technology or equivalent qualification in Information Technology and 3-5 years supervisory experience in Information Technology Infrastructure environment. Valid driver's licence.

**Competencies and attributes:** Strong communication and report-writing skills, Good understanding of MS Windows 10 as well as the MS Office suite, Experienced in switch configuration, Good Understanding Information Technology policies and standards, Good Understanding of Networks Infrastructure management, Good Understanding Information Technology Audit and Governance, Procurement processes, Good Understanding Computer systems analysis, Good Understanding System administration, Good Understanding of access methods including cable modems, DSL, satellite, and wireless. Experience in VoIP/Video protocols their performance from the edge thru the core of the network, Experience in a wide range of data network access; from Analogue modems to Broadband technologies (Cable, DSL, Wireless, etc.), A working knowledge of current VoIP technologies and their implementations, Self-driven.

**Responsibilities:** The effective management of department's LAN and WAN. The provision of support on the management of Transversal System. The provision of support with regards to the administration of Web Proxies. The provision of support with regards to the administration and management of VOIP and Video Conferencing. Team Leaders of human resource, finance and Management of IT Assets.

**ASSISTANT DIRECTOR: MANAGER PROCUREMENT**

Limpopo, Mpumalanga and North West Region:

Regional Office (Ref: LMN 2019/10/115)

**Salary: R376 596 per annum**

**Requirements:** Recognized 3 years National Diploma/Degree in Supply Chain Management or equivalent qualification and 3-5 years relevant experience gained on a supervisory posts. 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. Management of resources

**ASSISTANT DIRECTOR: MANAGER EMPLOYEE RELATIONS**

Limpopo, Mpumalanga and North West Region:

Klerksdorp Management Area: Area Commissioner's Office (Ref: LMN 2019/10/116)

**Salary: R376 596 per annum**

**Requirements:** National Diploma/Degree in Labour Law/ Labour Relations or equivalent qualification and 3-5 years supervisory experience in employee relations environment. Computer literate. 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 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. Handle 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 conciliation and arbitration hearings. Management of resources.

**ASSISTANT DIRECTOR: MANAGER COMMUNICATIONS**

Limpopo, Mpumalanga and North West Region:

Polokwane Management Area: Area Commissioner's Office (Ref: LMN 2019/10/117)

**Salary: R376 596 per annum**

**Requirements:** National Diploma/ Degree in Communication Science and 3-5 years relevant experience gained on a supervisory post working in communication environment. Computer literate. Valid driver's license.

**Competencies and attributes:** Financial Management; Problem solving and decision making skills; Facilitation skills; Plan, organize, lead and control; Change Management; Team leadership; Project Management; Presentation Skills; Conflict management; Report writing; Training and development. Time Management, Confidentiality; Coaching and mentoring; Understanding of Public Service policy and legislative framework; Service delivery and client orientation; Integrity and honesty; Assertiveness, Influence and impact, Communication skills, Decision making, Problem solving skills, Networking/liaison with stakeholders, negotiating skills and conflict management. Ability to network; Influence and impact; Applied strategic thinking; Willingness to travel.

**Responsibilities:** Gather information on newsworthy incidents in the management area and report to management. Draft media release on incidents/activities. Disseminate information within the Management Area. Evaluate effectiveness of communication within the Management Area, submit recommendations to improve. Arrange visits to centres by groups with interest as approved by management. Arrange and manage public displays on activities of the department. Manage marketing of the Management Area. Liaise with external media. Management resources.

**ASSISTANT DIRECTOR: MANAGER SUPPLY CHAIN MANAGEMENT**

Limpopo, Mpumalanga and North West Region:

Klerksdorp Management Area: Area Commissioner's Office (Ref: LMN 2019/10/118)

Thohoyandou Management Area: Area Commissioner's Office (Ref: LMN 2019/10/119)

**Salary: R376 596 per annum**

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

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

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

### **ASSISTANT DIRECTOR: MANAGER SPECIAL PROGRAMS**

Limpopo, Mpumalanga and North West Region:

Polokwane Management Area: Area Commissioner's Office (Ref: LMN 2019/10/120)

**Salary: R376 596 per annum**

**Requirements.** National Diploma/ Degree in Social Science or relevant qualification to this field and 3-5 years relevant experience on supervisory level. Computer literate. Valid driver's licence.

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

**Responsibility:** Manage special program policies of the DCS in the Management Area. The management of EAP programs. The management of equity affairs in the Management Area. The management of the sports policy in the Management Area. Management of resources.

### **SENIOR ADMINISTRATION OFFICER: EMPLOYEE ASSISTANCE PROGRAMME [ 2 POSTS]**

Limpopo, Mpumalanga and North West Region:

Bethal Management Area: Area Commissioner's Office (Ref: 2019/10/121)

Thohoyandou Management Area: Area Commissioner's Office (Ref: 2019/10/122)

**Salary: R316 791 per annum**

**Requirements:** Recognized three year National Diploma/Degree in relation to the EAP work field and / or relevant 5 years' experience in EAP. A postgraduate qualification in Social Work or Clinical Psychology will serve as a strong recommendation. Registration with the relevant regulatory body is mandatory. Computer literate. Valid driver's licence.

**Competencies and attributes:** Problem solving and decision making, facilitation skills, plan, organize, lead and control, project management, presentation skills, counselling skills, Ability to interpret policy/ legislation. Conflict management, coaching and mentoring, Understanding of Public Service policy and legislative framework, service delivery and client orientation, integrity and honesty, assertiveness, willingness to travel, influence and impact and ability to network.

Counselling, presentation and communication skills. Professionalism, ability to plan and organise.

**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 programmed objectives as well as providing feedback.

**SENIOR ADMINISTRATION OFFICER: FINANCIAL AND MANAGEMENT ACCOUNTING [ 2 POSTS]**

Limpopo, Mpumalanga and North West Region:

Polokwane Management Area: Area Commissioner's Office (Ref: 2019/10/123)

Rooigrond Management Area: Area Commissioner's Office (Ref: 2019/10/124)

**Salary: R316 791 per annum**

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

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

**Responsibility:** Effective management of financial control in the Management Area., Implementation and monitoring of execution of duties in terms of the Public Finance Management Act, 1999 (PFMA), Ensure adherence to financial policies and procedure, Ensure enforcement of financial discipline, Management of human resources, finance and assets.

**SENIOR ADMINISTRATION OFFICER: ADMINISTRATIVE SECRETARY**

Limpopo, Mpumalanga and North West Region:

Bethal Management Area: Area Commissioner's Office (Ref: LMN 2019/10/125)

**Salary: R316 791 per annum**

**Requirements:** Relevant 3 year National Diploma/Degree or equivalent qualification in Public Administration/Office Administration and 3-5 years' relevant work experience in administration support services. Computer literate. Valid driver's licence.

**Competencies and attributes:** 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:** Manage documentation in the office of the Area Commissioner/ Regional Head and monitoring compliance thereof. Filing, quality control of documentation forwarded to the Regional Commissioner/Area Commissioner. Coordinate meetings, agenda preparation, minute taking and development of an action plan and reporting system on decisions taken in meetings. Financial and logistical management of the office including budgeting and costing processes. Drafting of routine letters and memos, receipt of correspondence and documentation and proactively acknowledging correspondence. Financial administration, expenditure and financial reporting of the office.



Coordination of performance information. Coordination of reports in liaison with Department's oversight bodies. Liaise with various stakeholders.

**SENIOR ADMINISTRATION OFFICER: PERSAL CONTROLLER**

Limpopo, Mpumalanga and North West Region:

Bethal Management Area: Area Commissioner's Office (Ref: LMN 2019/10/126)

**Salary: R316 791 per annum**

**Requirements:** National Diploma/ Degree in Human Resource Management or equivalent qualification and 3-5 years' relevant work experience in a Human Resources environment. Successful completion of PERSAL training course. Computer literate. Valid Drivers' licence.

**Competencies and Attributes:** Financial management, Facilitation skills, Plan, Organise, lead and control, project management, Presentation skills, Conflict management, Report Writing. Time management, Confidentiality, Coaching and Mentoring, Understanding of Public Service policy and legislative framework, Knowledge of 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:** Effective management of PERSAL in the Management Area. Registration of supervisors and users on PERSAL and allocation of specific functions in relation to their jobs and levels. Monitor, evaluate and implement PERSAL transactions. Monitor changes to the system in line with SCC system. Maintenance of the post establishment on PERSAL. Facilitation of PERSAL training. Management of human and finances resources and assets. Ability to network.

**SENIOR PROVISIONING ADMIN OFFICER: SUPERVISOR LOGISTICS**

Limpopo, Mpumalanga and North West Region:

Polokwane Management Area: Area Commissioner's Office (Ref: LMN 2019/10/127)

**Salary: R316 791 per annum**

**Requirements:** Recognized three (3) year National Diploma/Degree in Supply Chain Management or equivalent qualification and 3-5 years' work experience in a supply chain management environment. Knowledge LOGIS system. Computer literate. Valid driver's licence.

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

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

**SENIOR ADMINISTRATION OFFICER: INTERNAL AUDITOR**

Limpopo, Mpumalanga and North West Region:

Regional Office (Ref: LMN 2019/10/128)

**Salary: R316 791 per annum**

**Requirements:** National Diploma/ Degree in Internal Auditing or equivalent qualification and 3-5 years' experience working in a comparable auditing environment. Computer literate. Valid driver's licence.

**Competencies and attributes:** : Financial management, Facilitation skills, Plan, Organise, lead and control, project management, Presentation skills, Conflict management, Report Writing. Time management, Confidentiality, 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:** Effective management of financial control and compliance in the Region., Implementation and monitoring of execution of duties in terms of the Public Finance Management Act, 1999 (PFMA), Ensure adhere to financial policies and procedure, Ensure enforcement of financial discipline, Management of human resources, finance and assets.

### **SENIOR ADMINISTRATION OFFICER: HUMAN RESOURCE MANAGEMENT**

Limpopo, Mpumalanga and North West Region:

Thohoyandou Management Area: Area Commissioner's Office (Ref: LMN 2019/10/129)

**Salary: R316 791 per annum**

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

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

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

### **SENIOR STATE ACCOUNTANT: FINANCIAL ACCOUNTING**

Limpopo, Mpumalanga and North West Region:

Barberton Management Area: Area Commissioner's office (Ref: LMN 2019/10/130)

**Salary: R316 791 per annum**

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

**Competencies and attributes:** Communication, client orientation and customer focus, problem solving and analysis, service delivery innovation, decision making, people management and empowerment, integrity and honesty, confidentiality, good interpersonal relations, understanding of Public Service policy and legislative framework, assertiveness, ability to network and diplomacy. Knowledge of the Public Finance Management Act, Treasury Regulations.

**Responsibilities:** Provide financial management information and advice to managers. Submit the monthly in-year management reports. Monitor and provide reports according to National Treasury reporting requirements. Compile and submit adjustment estimate and the MTEF budget Maintain activity delimitation of the Department. Provide financial

training with regard to financial and human resource management. Provide an administrative support function. Manage finances, assets and human resources.

**SENIOR STATE ACCOUNTANT: MANAGEMENT ACCOUNTING**

Limpopo, Mpumalanga and North West Region:

Barberton Management Area: Area Commissioner's office (Ref: LMN 2019/10/131)

**Salary: R316 791 per annum**

**Requirements:** National Diploma/Degree in Accounting/Financial Management and 3-5 years relevant work experience in Government Financial systems. Experience working on BAS. Computer literate. Valid driver's license.

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

**Responsibilities:** Implementation of financial accounting policy in the management area in accordance with current procedures. Planning and execution of management accounting functions/inspections undertaking of financial investigations. Keep financial accounting system on standard. Execute the responsibilities of officials as stipulated in Section 45 of the Public Finance Management Act. Ensure optimal utilisation of resources and support with regard to management of budgets within the framework of relevant legal directives and regulations. Perform budget control and ensure enforcement of financial discipline. Perform responsibilities for logistics and procurement management. Manage the allocation, maintenance, capturing and distribution of the budget for the management area. Render a support service form the Financial Control Office (FCO) in terms of giving financial and budgetary advice to the management area.

**SENIOR ADMINISTRATION OFFICER: CLUBS & MESSES**

Limpopo, Mpumalanga and North West Region:

Tohoyandou Management Area: Area Commissioner's Office: Ref: LMN 2019/10/132)

**Salary: R316 791 per annum**

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

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

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

**ARTISAN FOREMAN GRADE A: PRODUCTION WORKSHOP**

Limpopo, Mpumalanga and North West Region:

Rooigrond Management Area: Area Commissioner's Office (Ref: LMN 2019/10/133)

**Salary: R 304 263 per annum**

**Requirements:** Appropriate trade test certificate and 5 years' post qualification, experience as an artisan in the relevant field (maintenance and production workshop) (e.g. Electrician, Plumber, Welder,). These requirements are in accordance with the relevant Occupational Specific Dispensation. Computer literate. Valid driver's licence.

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

**Responsibility:** 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.

### **EDUCATIONIST (M+4) (ELECTRICAL STUDIES)**

Limpopo, Mpumalanga and North West Region:

Rustenburg Management Area: Losperfontein Correctional Centre (Ref: LMN 2019/10/134)

**Salary: R279 195 per annum**

**Requirements:** Recognised 4 year Degree or equivalent qualification in Education Specialising in Electrical Studies. Registration with the South African Council of Educators. These requirements are in accordance with the relevant Occupational Specific Dispensation. Computer literate. Valid driver's licence.

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

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

### **EDUCATIONIST (M+4) (MECHANICAL STUDIES)**

Limpopo, Mpumalanga and North West Region:

Rustenburg Management Area: Losperfontein Correctional Centre (Ref: LMN 2019/10/135)

**Salary: R279 195 per annum**

**Requirements:** Recognised 4 year Degree or equivalent qualification in Education Specialising in Mechanical Studies. Registration with the South African Council of Educators. These requirements are in accordance with the relevant Occupational Specific Dispensation. Computer literate. Valid driver's licence.

**Competencies and attributes:** Plan, organise, lead and control, client orientation and communication, policy implementation, report writing, diversity management, training and development, service delivery innovation and creativity, project management, conflict management, facilitation management integrity and honesty, knowledge and understanding of public service management frame-work, influence and impact, presentation skills, conceptual skills and

conflict management skills.

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

**EDUCATIONIST (M+4) AET (MATHEMATICS & SCIENCE)**

Limpopo, Mpumalanga and North West Region:

Rustenburg Management Area: Brits Correctional Centre (Ref: LMN 2019/10/136)

**Salary: R279 195 per annum**

**Requirements:** Recognised 4 year Degree or equivalent qualification in Education Specialising in Mathematics & Science. Registration with the South African Council of Educators. These requirements are in accordance with the relevant Occupational Specific Dispensation. Computer literate. Valid driver's licence.

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

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

**EDUCATIONIST (M+4) AET (ENGLISH & HISTORY)**

Limpopo, Mpumalanga and North West Region:

Rustenburg Management Area: Rustenburg Correctional Centre (Ref: LMN 2019/10/137)

**Salary: R279 195 per annum**

**Requirements:** Recognised 4 year Degree or equivalent qualification in Education Specialising in English and History. Registration with the South African Council of Educators. These requirements are in accordance with the relevant Occupational Specific Dispensation. Computer literate. Valid driver's licence.

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

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

**EDUCATIONIST (M+4) AET (ISIZULU & GEOGRAPHY)**

Limpopo, Mpumalanga and North West Region:

Barberton Management Area: Maximum (Ref: LMN 2019/10/138)

**Salary: R279 195 per annum**

**Requirements:** Recognised 4 year Degree or equivalent qualification in Education Specialising in IsiZulu and Geography. Registration with the South African Council of Educators. These requirements are in accordance with the relevant Occupational Specific Dispensation. Computer literate. Valid driver's licence.

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

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

#### **EDUCATIONIST M+4 (CAT AND MATHS)**

Limpopo, Mpumalanga and North West Region:

Barberton Management Area: Town Youth Centre (Ref: LMN 2019/10/139)

**Salary: R279 195 per annum**

**Requirements:** Recognised 4 year Degree or equivalent qualification in Education specialising in Computer Applications & Technology and Mathematics. Registration with the South African Council of Educators. These requirements are in accordance with the relevant Occupational Specific Dispensation. Computer literate. Valid driver's licence.

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

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

#### **EDUCATIONIST (M+4) (SKILLS DEVELOPMENT)**

Limpopo, Mpumalanga and North West Region:

Witbank Management Area: Witbank Correctional Centre (Ref: LMN 2019/10/140)

**Salary: R279 195 per annum**

**Requirements:** Recognised 4 year Degree or equivalent qualification in Education Specialising in Skills Development. Registration with the South African Council of Educators. These requirements are in accordance with the relevant Occupational Specific Dispensation. Computer literate. Valid driver's licence.

**Competencies and attributes:** Plan, organise, lead and control, client orientation and communication, policy implementation, report writing, diversity management, training and development, service delivery innovation and

creativity, project management, conflict management, facilitation management integrity and honesty, knowledge and understanding of public service management frame-work, influence and impact, presentation skills, conceptual skills and conflict management skills.

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

**EDUCATIONIST (M+4) (FORMAL EDUCATION)**

Limpopo, Mpumalanga and North West Region:

Witbank Management Area: Witbank Correctional Centre (Ref: LMN 2019/10/141)

**Salary: R279 195 per annum**

**Requirements:** Recognised 4 year Degree or equivalent qualification in Education Specialising in Formal Education. Registration with the South African Council of Educators. These requirements are in accordance with the relevant Occupational Specific Dispensation. Computer literate. Valid driver's licence.

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

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

**SOCIAL WORKER: GRADE 1 [2 Posts]**

Limpopo, Mpumalanga and North West Region:

Rooigrond Management Area: Medium A Correctional Centre (Ref: LMN 2019/10/142)

Witbank Management Area: Witbank Correctional Centre (Ref: LMN 2019/10/143)

**Salary: R257 592 per annum**

**Requirements:** Recognised BA Degree in Social Work. Registration with the South African Council for Social Service Professions. These requirements are in accordance with the relevant Occupational Specific Dispensation. Computer literate. Valid drivers' licence.

**Competencies and attributes:** Problem solving and decision making, facilitation skills, Plan and organize, lead and control, project management, Presentation skills, counselling skills, ability to interpret policy/legislations, conflict management, coaching and mentoring, report writing, punctuality, confidentiality, understanding of Public Service policy and legislative frameworks, service delivery and client orientation, integrity and honesty, assertiveness, influence and impact, ability to work under pressure. Sound communication, negotiation and strategic management skills The ability to interpret policy/legislative matters and operate within the management area. The ability to coordinate and collaborate with internal and external stakeholder

**Responsibilities:** Provide needs based social work services to offenders through individual attention, group work and community work. Conduct research and social work administration. Conduct individual assessments. Market social work services. Monitor and evaluate social work interventions.

**ADMINISTRATION OFFICER: FINANCIAL MANAGEMENT AND ACCOUNTING**

Limpopo, Mpumalanga and North West Region:

Rustenburg Management Area: Area Commissioner's office (Ref: LMN 2019/10/144)

**Salary: R257 508 per annum**

**Requirements:** National Diploma /Degree in Accounting/Financial Management or relevant qualification and 2- 3 years relevant work experience. Computer literate. BAS experience will be advantageous. Valid driver's license.

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

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

**STATE ACCOUNTANT: FINANCIAL ACCOUNTING AND BOOKEEPING**

Limpopo, Mpumalanga and North West Region:

Regional Office (Ref: LMN 2019/10/145)

**Salary: R257 508 per annum**

**Requirements:** Recognized National Diploma/ Degree in Accounting /Financial Management or relevant qualification and 2-3 years relevant experience. Computer literate. Experience working on BAS will be advantageous. A valid driver's license.

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

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

**STATE ACCOUNTANT: EXPENDITURE CONTROL**



Limpopo, Mpumalanga Limpopo, Mpumalanga and North West Region:

Polokwane Management Area: Area Commissioner's Office (Ref: LMN 2019/10/146)

**Salary: R257 508 per annum**

**Requirements:** National Diploma / Degree in finance or equivalent qualification and 2 -3 years relevant work experience in finance environment. Computer literate (BAS). Valid driver's license.

**Competencies and Attributes:** Financial management, problem solving and decision making skills. Facilitation skills. Plan, organize, lead and control. Change management. Team leadership. Project management. Presentation skill. Conflict management. Report writing. Training and development. Time management. Confidentiality. Coaching and monitoring. Understanding of Public Service policy and legislative framework. Service delivery and client orientation. Integrity and honesty. Assertiveness. Ability to network. Influence and impact. Applied strategic thinking. Willingness to travel.

**Responsibilities:** Responsible for the management of State monies and petty cash. Responsible for payment of subsistence and travel foreign advances. Responsible for approving BAS Sundry payment advices, BAS journals, BAS Receipts, BAS Debt take-on and Telephone Registers. Responsible for checking for MMS and SMS kilometer claims for Motor Finance Scheme. Responsible for the correct issuing of receipts and the correct data capturing on BAS. Responsible for management of Z59 salary claims. Execute responsibilities of officials as stipulated in section 45 of the PFMA. Management of resources

**PROVISIONING ADMINISTRATION OFFICER: LOGISTICS [4 POSTS]**

Limpopo, Mpumalanga and North West Region:

Bethal Management Area: Area Commissioner's Office (Ref: LMN 2019/10/147)

Barberton Management Area: Area Commissioner's Office (Ref: LMN 2019/10/148)

Polokwane Management Area: Area Commissioner's Office (Ref: LMN 2019/10/149)

Witbank Management Area: Area Commissioner's Office (Ref: LMN 2019/10/150)

**Salary: R257 508 per annum**

**Requirement:** Relevant National Diploma/Degree in Purchasing Management/Logistics/Supply Chain Management or any equivalent qualification and 2-3 years relevant work experience in Supply Chain Management. Working experience on LOGIS will be an added advantage. Computer literate. Valid driver's licence.

**Competencies and attributes:** 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, Influence and impact and Ability to network

**Responsibilities:** Implementation and managing procurement. LOGIS and procurement policies. Conducting of procurement and LOGIS inspections. Handling and finalization of all inspection and audit queries within procurement and LOGIS. Assist with the administration of Bids. Handling of budget. Responsible for operational training within procurement management. Ensure compliance to the Legislative frameworks and public service policies.

**ADMINISTRATION OFFICER: CAREER MANAGEMENT**

Limpopo, Mpumalanga and North West Region:

Barberton Management Area: Area Commissioner's Office (Ref: LMN 2019/10/151)

**Salary: R257 508 per annum**

**Requirements:** National Diploma/Degree in /Human Resource Development/ Organisational Development & Training

Practices or equivalent qualification and 2-3 year relevant work experience in the field of training and development. Computer literate. Valid driver's licence.

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

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

**ADMINISTRATION OFFICER: RECRUITMENT AND PLACEMENT [2 POSTS]**

Limpopo, Mpumalanga and North West Region:

Bethal Management Area: Area Commissioner's Office (Ref: LMN 2019/10/152)

Witbank Management Area: Area Commissioner's Office (Ref: LMN 2019/10/153)

**Salary: R257 508 per annum**

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

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

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

**ADMINISTRATION OFFICER: PERFORMANCE MANAGEMENT**

Limpopo, Mpumalanga and North West Region:

Barberton Management Area: Area Commissioner's Office (Ref: LMN 2019/10/154)

**Salary: R257 508 per annum**

**Requirements:** National Diploma/Degree in Human Resource Management or equivalent qualification and 2-3 years' relevant experience in Performance Management. Computer literate. Valid driver's licence.

**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:** Handling of achievement bonuses, Facilitate personnel/officials awards, Render support in the implantation of PMDS processes in relation to performance agreement, Midterm reviews & Annual assessment, Render support for the payments/ compilation of database & provisioning of the certificates to the qualifying officials in relation to Long Service Recognition. Manage assets.

**ADMINISTRATION OFFICER: EMPLOYEE RELATIONS**

Limpopo, Mpumalanga and North West Region:

Regional Office (Ref: LMN 2019/10/155)

**Salary: R257 508 per annum**

**Requirements:** National Diploma/Degree in Labour Law/Labour Relations or equivalent relevant qualification and 2-3 years' relevant experience in a comparable environment. Computer literate. 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:** 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 re-port 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 finance and assets.

**ADMINISTRATION OFFICER: REGISTRATION AND ARCHIVES**

Limpopo, Mpumalanga and North West Region:

Regional Office (Ref: LMN 2019/10/156)

**Salary: R257 508 per annum**

**Requirements:** National Diploma / Degree or relevant qualification and 2-3 years' experience in Registry and Archives. Computer literate. Valid driver's licence.

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

**Responsibilities:** Manage archives and registry sections. Transfer records to archives. Withdraw records from archives and registry. Ensure disposal of files. Control uniform filling system. Safe keeping of departmental files. Management of assets and Human Resource.

**ADMINISTRATION OFFICER: TRANSPORT**

Limpopo, Mpumalanga and North West Region:

Witbank Management Area: Area Commissioner's Office (Ref: LMN 2019/10/157)

**Salary: R257 508 per annum**

**Requirements:** Relevant National Diploma/Degree or equivalent qualification and 2-3 years' experience in a comparable environment. Computer literate. Valid driver's licence.

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

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

**ADMINISTRATION OFFICER: ASSETS MANAGEMENT**

Limpopo, Mpumalanga and North West Region:

Polokwane Management Area: Area Commissioner's Office (Ref: LMN 2019/10/158)

**Salary: R257 508 per annum**

**Requirements:** National Diploma /Degree in Supply Chain Management or equivalent qualification and 2-3 years' experience in a supply chain management environment. Knowledge of LOGIS system. Computer literate. Valid driver's licence.

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

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

**PROFESSIONAL NURSE: GENERAL NURSING: GRADE 1 [2 Posts]**

Limpopo, Mpumalanga and North West Region:

Bethal Management Area: Volksrust Correctional Centre (Ref: LMN 2019/10/159)

Klerksdorp Management Area: Klerksdorp Correctional Centre (Ref: LMN 2019/10/160)

**Salary: R256 905 per annum**

**Requirements:** Diploma/ Degree 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 organising skills.

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

**ADMINISTRATION OFFICER: LOGISTICS ADMINISTRATION [5 Posts]**

Limpopo, Mpumalanga and North West Region:

Witbank Management Area: Area Commissioner's Office (Ref: LMN 2019/10/161) [5 Posts]

**Salary: R208 584 per annum**

**Requirements:** National Diploma / Degree in Logistics or equivalent qualification. 1-2 years' experience in Purchasing Management, Logistics, Supply Chain Management, Stores and Inventory Management. Knowledge of PAS2.6/LOGIS. Computer literate. Valid driver's licence.

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

**Responsibilities:** Execute logistical policies in the Management Area. Monitor and control incoming and outgoing stock. Administration of the ware-house, transit and fleet. Assets verification and logistical processes, asset reconciliations and inventory balancing. Reconcile BAS and LOGIS. Conduct logistical training. Management of resources.

**ARTISAN PRODUCTION GRADE A: PAINTER**

Limpopo, Mpumalanga and North West Region:

Barberton Management Area: Medium B Correctional Centre (Ref: LMN 2019/10/162)

**Salary: R190 653 per annum**

**Requirements:** An appropriate trade test Diploma/Certificate, underwritten by the Manpower Training Act (red seal) Experience as a qualified painter, recognition will be given for relevant experience after completion of the trade diploma/certificate. These requirements are in accordance with the relevant Occupational Specific Dispensation. Computer literate. Valid driver's license.

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

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

**ARTISAN PRODUCTION GRADE A: PLUMBER [2 Posts]**

Limpopo, Mpumalanga and North West Region:

Bethal Management Area: Bethal Correctional Centre (Ref: LMN 2019/10/163)

Barberton Management Area: Medium B Correctional Centre (Ref: LMN 2019/10/164)

**Salary: R190 653 per annum**

**Requirements:** Appropriate trade test Diploma/Certificate, underwritten by the Manpower Training Act (red seal). Experience as a qualified plumber, recognition will be given for relevant experience after completion of the trade diploma/certificate. These requirements are in accordance with the relevant Occupational Specific Dispensation. Computer literate. Valid driver's licence.

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

networking and tact.

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

**ARTISAN PRODUCTION GRADE A: CARPENTRY [2 Posts]**

Limpopo, Mpumalanga and North West Region:

Barberton Management Area: Medium B Correctional Centre (Ref: LMN 2019/10/165)

Witbank Management Area: Witbank Correctional Centre (Ref: LMN 2019/10/166)

**Salary: R190 653 per annum**

**Requirements:** Appropriate trade test Diploma/Certificate, underwritten by the Manpower Training Act (red seal). Experience as a qualified carpenter, recognition will be given for relevant experience after completion of the trade diploma/certificate. These requirements are in accordance with the relevant Occupational Specific Dispensation. Computer Literate. Valid driver's licence.

**Competencies and attributes:** Technical analysis knowledge. Computer Aided technical applications. Knowledge of legal compliance. Technical report writing. Production, process knowledge and skills. Problem solving and analysis. Decision-making. Teamwork. Analytical skills. Creativity. Self-management. Customer Focus and responsiveness. Communication. Planning and organizing.

**Responsibilities:** Design, production, maintenance, performance administrative and related function. Maintain and advance expertise. Management of assets.

**ARTISAN PRODUCTION GRADE A: ELECTRICIAN [2 Posts]**

Limpopo, Mpumalanga and North West Region:

Barberton Management Area: Medium B Correctional Centre (Ref: LMN 2019/10/167)

Witbank Management Area: Witbank Correctional Centre (Ref: LMN 2019/10/168)

**Salary: R190 653 per annum**

**Requirements:** Appropriate trade test Diploma/Certificate, underwritten by the Manpower Training Act (red seal). Experience as a qualified electrician, recognition will be given for relevant experience after completion of the trade diploma/certificate. These requirements are in accordance with the relevant Occupational Specific Dispensation. Computer literate. Valid driver's licence.

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

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

**ARTISAN PRODUCTION GRADE A: ASSET MAINTENANCE**

Limpopo, Mpumalanga and North West Region:

Klerksdorp Management Area: Klerksdorp Correctional Centre (Ref: LMN 2019/10/169)

**Salary: R190 653 per annum**

**Requirements:** An appropriate Trade test certificate, underwritten by the Manpower Training Act (Red Seal). Experience and qualified working with asset maintenance, recognition will be given for relevant experience after completion of the trade test. These requirements are in accordance with the relevant Occupational Specific Dispensation. Computer literate. Valid driver's licence.

**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, Tact and computer skills.

**Responsibilities:** Training of offender as well as apprentices. The quality assessment of building services. Maintenance of building works standard in the management Area. The management of maintenance project.

**ARTISAN PRODUCTION GRADE A: LOCKSMITH**

Limpopo, Mpumalanga and North West Region:

Witbank Management Area: Witbank Correctional Centre (Ref: LMN 2019/10/170)

**Salary: R190 653 per annum**

**Requirements:** Appropriate trade test Diploma/Certificate, underwritten by the Manpower Training Act (red seal). Experience as a qualified locksmith, recognition will be given for relevant experience after completion of the trade diploma/certificate. These requirements are in accordance with the relevant Occupational Specific Dispensation. Computer literate. Valid driver's licence.

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

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

**ARTISAN PRODUCTION GRADE A: BRICKLAYER**

Limpopo, Mpumalanga and North West Region:

Bethal Management Area: Bethal Correctional Centre (Ref: LMN 2019/10/171)

**Salary: R190 653 per annum**

**Requirements:** An appropriate Trade test certificate, underwritten by the Manpower Training Act (Red Seal). Experience and qualified working as a Bricklayer, recognition will be given for relevant experience after completion of the trade test. These requirements are in accordance with the relevant Occupational Specific Dispensation. Computer literate. Valid driver's licence.

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

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

**CLERK: LOGISTICS ADMINISTRATION [3 Posts]**

Limpopo, Mpumalanga and North West Region:

Polokwane Management Area: Area Commissioner's Office (Ref: LMN 2019/10/172)

Witbank Management Area: Area Commissioner's Office (Ref: LMN 2019/10/173) [2 Posts]

**Salary: R173 703 per annum**

**Requirements:** National Diploma / Degree in Logistics or relevant qualification and 1-2 years' experience in Purchasing Management, Logistics, Supply Chain Management, Stores and Inventory Management. Computer literate.

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

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

**CLERK REGISTRATION AND ARCHIVES**

Limpopo, Mpumalanga and North West Region:

Regional Office (Ref: LMN 2019/10/174)

**Salary: R173 703 per annum**

**Requirements:** National Diploma / Degree in Human Resource or equivalent qualification. Experience in Human Resource or Registry and archives will be an added advantage. Computer literate.

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

**Responsibilities:** Receiving/sending of mails. Transfer records to archives. Withdraw records from archives and registry. Dispose of files. Maintenance of the uniform filling system. Control of photocopy/fax/franking machines. Safe keeping of departmental files.

**ADMINISTRATIVE CLERK: BASIC ACCOUNTING SYSTEM**

Limpopo, Mpumalanga and North West Region:

Rustenburg Management Area: Area Commissioner's Office (Ref: LMN 2019/10/175)

**Salary: R173 703 per annum**

**Requirements:** Grade 12 with Mathematics/Accounting and relevant finance experience will be an added advantage. Computer literate.

**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:** Execution of financial management policies. The management of budget. The rendering of general activities, the management of Bas. Management of resources and assets.

### **SECRETARY**

Limpopo, Mpumalanga and North West Region:

Regional Office: Office of the Deputy Regional Commissioner (Ref: LMN 2019/10/176)

**Salary: R173 703 per annum**

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

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

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

### **SWITCHBOARD OPERATOR**

Limpopo, Mpumalanga and North West Region:

Polokwane Management Area: Area Commissioner's Office (Ref: LMN 2019/10/177)

**Salary: R 145 281 per annum**

**Requirements:** Grade 12 and relevant work experience. Experience in the operation of the switchboard. Computer literate.

**Competencies and Attributes:** Communication, Planning and organize, punctuality, Confidentiality, Understanding of Public Service policy and legislative framework, Service delivery and client orientation, Integrity and honesty, Assertiveness, advanced typing skills. Strong and friendly personality. Ability to work under pressure.

**Responsibilities:** Ensure a proper maintenance of the switchboard equipment. Handle telephone calls and redirect calls to other individuals. Keep an updated telephone list. Record and maintain the register for security related matters. Management of assets

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

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

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

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

**Applications:** Applications must be submitted on form Z83 (Public Service Application form), obtainable from any Public Service Department, and must be completed in full. **Applications must be accompanied by a CV, certified copies of qualifications and copy of identity document. Where an advertisement states that a valid driver's licence is required, then please submit a certified copy of your licence. Please Note: All copies attached must be certified and not older than three months.** Please send a separate and complete application for each post you apply for, stating the correct reference for each position you are interested in. **Faxed and e-mailed applications will not be accepted** • Candidates must comply with the minimum appointment requirements • CV's should be aligned to reflect one's degree of compliance with the advert requirements and responsibilities. It is the sole responsibility of an applicant to ensure that their application reaches DCS before the stipulated closing date and time.

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

**Limpopo/Mpumalanga/North West Region:**

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

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

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