



correctional services

Department:
Correctional Services
REPUBLIC OF SOUTH AFRICA

Private Bag X136, PRETORIA, 0001 Poyntons Building, 124 WF Nkomo Street, Cnr WF Nkomo and Sophie De Bruyn Street, Pretoria, 0001, Tel (012) 307 2173

DEPARTMENT OF CORRECTIONAL SERVICES
Email applications to: NationalOfficeHRM@dcs.gov.za

CLOSING DATE: 31 AUGUST 2020 @ 15H45

DEPUTY COMMISSIONER: HEALTH CARE SERVICES

- National Head Office (Ref: HO 2020/06/01)
- Salary: R1 273 710 all-inclusive package**

Requirements: An undergraduate qualification (NQF level 7) as recognised by SAQA in Behavioural Sciences/ Social Sciences or equivalent qualification. A certificate for entry into the Senior Management Services (SMS) obtained from the National School of Government (NSG) is compulsory. [5] Years' of experience at a senior managerial level. Security Clearance. Computer literacy. Valid driver's licence.

Required knowledge: Knowledge of Health programmes and legislation. Knowledge of HIV/AIDS. DCS Delegations of Authority. Employment Equity Act. Basic Conditions of Employment Act. Occupational Health and Safety Act. Skills Development Act. Medical practice. Nursing practice. Pharmacy. First Aid. Building and sustaining relationships in primary health care.

Competencies and attributes: Professional values and attitudes. Leadership interdisciplinary systems. PFMA – compilation of budgets, estimation, expenditure and reporting. Applied Strategic thinking, communication, project management, presentations, report writing, service delivery standards and developing others (coaching, mentoring and training). Project and programme management. Decision making, problem solving, networking/liaison with stakeholders, negotiation, organising, conflict management and analytical thinking. Policy development; analysis, monitoring, evaluation and implementation advice. Information collection, Knowledge and understanding Public Service policies and mandates. Knowledge of all legislation, norms and standards that governs health care.

Responsibilities: Manage Health Services in line with relevant legislation, regulations, frameworks and departmental policies and procedures. Manage HIV/AIDS services in line with relevant legislation, regulations, frameworks and departmental policies and procedures. Management of performance information. Management of human resources, finances and assets.

DEPUTY COMMISSIONER: DEPUTY REGIONAL COMMISSIONER

- Western Cape region (Ref: HO 2020/06/02)
 - Gauteng region (Ref: HO 2020/06/03)
- Salary: R1 273 710 all-inclusive package**

Requirements: An undergraduate qualification (NQF level 7) in Public Administration/Law/Criminology/Criminal Justice/Social Sciences or equivalent qualification as recognised by the SAQA. A certificate for entry into the Senior Management Services (SMS) obtained from the National School of Government (NSG) is compulsory. [5] Years' of experience at a senior managerial level. Computer literacy. Valid driver's licence.

Required knowledge: Knowledge and understanding of the South African Criminal Justice System and the Correctional Services Architecture. Understanding of Public Service Policy and related legislative framework (Public Service Act and Regulations, Public Finance Management Act, with emphasis on the Correctional Service Act 111 of 1998 as amended).

Competencies and attributes: Strategic capability and leadership. Programme and project management. Financial, change and diversity management. Knowledge management and service delivery innovation. Problem solving and analysis. People management and empowerment. Client orientation and customer focus. Communication. Honesty and integrity.

Responsibilities: Manage the coordination of representation of offenders. Oversee the coordination of Information Technology Services. Oversee the rendering of communication services. Oversee the coordination of inspection services. Coordinate effective risk management to ensure compliance with the DCS Risk Management Plan. Provide strategic leadership and direction for the region and management areas. Management of performance information. Management of human resources, finances and assets.

DEPUTY COMMISSIONER: LEGAL SERVICES

- National Head Office (Ref: HO 2020/06/04)

Salary: R1 273 710 all-inclusive package

Requirements: An undergraduate LLB or equivalent qualification (NQF level 7) as recognised by SAQA. [5] Years' experience at a senior managerial level. Admitted as an attorney/advocate will be an added advantage. A certificate for entry into the Senior Management Services (SMS) obtained from the National School of Government (NSG) is compulsory. [5] Years' of experience at a senior managerial level. Computer literacy. Valid driver's licence.

Required knowledge: Knowledge and understanding of the South African Criminal Justice System and the Correctional Services Architecture. Understanding of Public Service Policy and related legislative framework (Public Service Act and Regulations, Public Finance Management Act, with emphasis on the Correctional Service Act 111 of 1998 as amended). Knowledge in conducting litigation, legal research, drafting of legislation and regulations, legal opinions, service level agreements, Memorandum of Understanding (MOU) and other legal instruments. Knowledge in conducting briefings to Council.

Competencies and attributes: Understanding of South African Law and regulatory framework. Financial management skills. Strategic capability and leadership. Policy development and implementation. Communication, project and programme management. Transformation and change management. Client orientation and customer focus. Problem solving and analysis. Service delivery innovation. Decision making. People management and empowerment. Confidentiality. Interpersonal relations. Assertiveness. Ability to network. Diplomacy and tact. Influence and impact.

Responsibilities: Management of civil litigations by or against the department. Monitor and evaluate the departmental regulatory framework with the view to identify areas of non-compliance to legislative imperatives. Management of legal contracts. Manage the processes for the drafting and interpretation of all regulations related to operations of the department. Manage the provision of legal advisory services inclusive of legal opinions. Advise on medico-legal, labour and contract issues. Provide leadership and strategic direction within the Chief Directorate. Management of operational risks within the Chief Directorate. Management of human resources, finance and assets. Management of performance information.

NOTE: RE-ADVERTISEMENT: CANDIDATES WHO PREVIOUSLY APPLIED, NEED TO RE-APPLY

DEPUTY COMMISSIONER: FACILITIES PLANNING AND PROPERTY MANAGEMENT

- National Head Office (Ref: HO 2020/06/05)

Salary: R1 273 710 all-inclusive package

Requirements: An undergraduate qualification (NQF level 7) in Building Sciences or equivalent. Registration with Building related professional body. A certificate for entry into the Senior Management Services (SMS) obtained from the National School of Government (NSG) is compulsory. [5] Years' of experience at a senior managerial level. Computer literacy. Valid driver's licence.

Required knowledge: Understanding of the dynamics of the Justice Cluster. Understanding of Public Service Policy and related legislative framework (Public Service Act and Regulations, Public Finance Management Act, with emphasis on the Correctional Service Act 111 of 1998 as amended).

Competencies and attributes: Strategic capability and leadership. Plan, organise, lead and control. Communication skills (verbal and written). Policy development. Diversity management. Conceptual skills. Project and programme management. Conflict management. Facilitation. Transformation management. Problem solving and decision making. High level of integrity and honesty. Coaching and mentoring. Understanding of public service policy and legislative framework. Service delivery and client orientation. Accountability.

Responsibilities: Manage and ensure the upgrading of existing buildings, building of new facilities or replacement facilities. Manage the stakeholder relations with the Department of Public Works and IDT. Provide leadership and strategic direction within the Chief Directorate. Manage compliance to Government-wide Immovable Asset Management Act (GIAMA). Establish cost-effective (i.e maximum and minimum) size of correctional centres that include SIR project and other projects. Management of performance information. Management of human resources, finances and assets.

DIRECTOR: INTERNATIONAL RELATIONS

- National Head Office (Ref: HO 2020/06/06)

Salary: R1 076 370 all-inclusive package

Requirements: An undergraduate qualification (NQF level 7) as recognized by SAQA in Social Science or equivalent qualification. A certificate for entry into the Senior Management Services (SMS) obtained from the National School of Government (NSG) is compulsory. [5] Years' experience at middle/senior managerial level. Computer literacy. Valid driver's licence.

Required knowledge: Knowledge and understanding of the South African Foreign Policy. Understanding of public service policy, Government priorities and related legislative framework (Public Service Act and Regulations, Public Finance Management Act, and Correctional Service Act 111 of 1998 as amended).

Competencies and attributes: Financial management skills, strategic capability and leadership, policy development, communication, project and programme management. Transformation 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 and interpersonal relations. Understanding of Public Service policy and legislative framework. Assertiveness, ability to network, diplomacy and tactful, influence and impact.

Responsibilities: Provide leadership and strategic direction in the division. Manage and advise on the principles of international cooperation at all tiers of government. Develop, implement, monitor and review policies geared towards promoting and ensuring good, sound and ethical governance. Participate in the international forums (bilateral and multilateral) and at the ICTS Cluster to promote DCS interest and values. Develop partnerships and network with relevant stakeholders. Management of performance information. Management of human resources, finances and assets.

DIRECTOR: REGIONAL HEAD: CORRECTIONS

- Free State and Northern Cape region (Ref: HO 2020/06/07)

Salary: R1 076 370 all-inclusive package

Requirements: An undergraduate qualification (NQF level 7) as recognized by SAQA in Public Administration/ Law/Criminology/Criminal Justice/Social Sciences or equivalent qualification. A certificate for entry into the Senior Management Services (SMS) obtained from the National School of Government (NSG) is compulsory. [5] Years' experience at middle/senior managerial level. Knowledge and understanding of the justice cluster. Computer literacy. Valid driver's licence.

Required knowledge: Knowledge and understanding of the South African Criminal Justice System and the Correctional Services Architecture. Understanding of public service policy and related legislative framework (Public Service Act and Regulations, Public Finance Management Act, with emphasis on the Correctional Service Act 111 of 1998 as amended).

Competencies and attributes: Strategic capability and leadership. Policy development. Communication. Project and programme management. Transformation management. Change management. Client orientation and customer focus. 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. Assertiveness. Ability to network. Diplomacy and tactful. Resilient. Influence and impact.

Responsibilities: Management of security and related activities in the region: Coordination of policy on security in the region. Quality assessment of security services. Ensuring of standards of physical security in the region. Management of security in the region according to the MISS requirements. Management of reaction units. Management of infrastructure for security services. Undertaking of communication with interest groups. Ensuring of service levels for the accommodation of inmates. Assist in the planning of new correctional centres. Ensuring an effective management of after care services in the region. The coordination of policy in respect of the following: The evaluation and coordination of community correction policy inputs to Head Office. The marketing of community corrections in the region. The quality assessment of community correction services in the region. The management of data integrity and infrastructure community corrections. The planning of activities. Management of performance information. Management of human resources, finances and assets.

DIRECTOR: POLICY AND RESEARCH REMAND DETENTION SYSTEMS

- National Head Office (Ref: HO 2020/06/08)

Salary: R1 076 370 all-inclusive package

Requirements: An undergraduate qualification (NQF level 7) in Behavioural Science/ Social Sciences as recognized by SAQA. A certificate for entry into the Senior Management Services (SMS) obtained from the National School of Government (NSG) is compulsory. [5] Years' experience at middle/senior managerial level. Computer literacy. Valid driver's licence.

Required knowledge: Knowledge and understanding of the South African Criminal Justice System and the Correctional Services Architecture. Understanding of public service policy and related legislative framework (Public Service Act and Regulations, Public Finance Management Act, with emphasis on the Correctional Service Act 111 of 1998 as amended).

Competencies and attributes: Financial management. People management and empowerment. Client orientation and customer focus. Strategic capability and leadership. Programme and project management. Planning management, change and knowledge management. Service delivery innovation. Problem solving and analysis, communication, honesty and integrity.

Responsibilities: Coordinate the implementation of the bail protocol. Coordinate the operationalization of the White Paper on remand detention and provisions of the correctional matters amendment bill. Ensure correct calculation of the average length of time spent in remand detention. Train the regions on relevant areas of remand detention such as: Bail protocol (in-service); mental observation protocol; provisions on RDs of the Correctional Matters Amendment Bill and regulations/ and delivery agreement and Case Flow issues and critical information management issues. Coordinate the following cluster-related activities in relation to the management of remand detainees (RDs): JCPS MATD, Case Flow Management Task Team, Dev Comm. Effective risk management to ensure compliance with the risk management plan of DCS. Management of performance information. Management of human resources, finances and assets.

DIRECTOR: AREA COMMISSIONER

- Krugersdorp Management Area: Gauteng region (Ref: HO 2020/06/09)
- East London Management Area: Eastern Cape region (Ref: HO 2020/06/10)
- Drakenstein Management Area: Western Cape region (Ref: HO 2020/06/11)
- Overberg (Helderstroom) Management Area: Western Cape region (Ref: HO 2020/06/12)
 - Empangeni Management Area: Kwazulu Natal region (Ref: HO 2020/06/13)
- Bethal Management Area: Limpopo, Mpumalanga and North West region (Ref: HO 2020/06/14)
- Rustenburg Management Area: Limpopo, Mpumalanga and North West region (Ref: HO 2020/06/15)
 - Kokstad Management Area: Kwazulu Natal region (Ref: HO 2020/06/16)

Salary: R1 076 370 all-inclusive package

Requirements: An undergraduate qualification (NQF level 7) as recognised by SAQA in Public Administration/Criminology/Criminal Justice/Social Sciences or equivalent qualification. A certificate for entry into the Senior Management Services (SMS) obtained from the National School of Government (NSG) is compulsory. [5] Years' of experience at a middle/senior managerial level. Computer literacy. Valid driver's licence.

Required knowledge: Knowledge and understanding of the South African Criminal Justice System and the Correctional Services Architecture. Understanding of public service policy and related legislative framework (Public Service Act and Regulations, Public Finance Management Act, with emphasis on the Correctional Service Act 111 of 1998 as amended).

Competencies and attributes: Strategic capability and leadership. Programme and project management. Financial, change and diversity management. Knowledge management and service delivery innovation. Problem solving and analysis. People management and empowerment. Client orientation and customer focus. Communication. Honesty and integrity. Safety and security awareness. Transformation and change management. Pro-active and vigilant. Tactfulness and confidentiality. Understanding and adherence of public service and correctional services policies and legislative framework. Knowledge and understanding of the regulatory framework of the justice cluster.

Responsibilities: Oversee the effective functioning of incarceration and corrections, parole boards, corporate services, development programmes, care services, correctional centres and community corrections within the management area. Oversee the administration of security systems/programmes including comprehensive risk assessments and programmes to ensure safety. Ensure the implementation and adherence to policies and procedures within the management area. Establish and maintain effective relationships with key stakeholders within the geographical location of the management area. Effective management of court appearances of remand detainees. Management of the operational risks within the management area. Management of performance information. Management of human resources, finances and assets. Promotion of social responsibility and human development of all offenders and parolees subjected to community corrections.

DIRECTOR: AREA COMMISSIONER

- Waterval Management Area: Kwazulu Natal region (Ref: HO 2020/06/17)
- Baviaanspoort Management Area: Gauteng region (Ref: HO 2020/06/18)
- Modderbee Management Area: Gauteng region (Ref: HO 2020/06/19)
- Leeuwkop Management Area: Gauteng region (Ref: HO 2020/06/20)

Salary: R1 076 370 all-inclusive package

Requirements: An undergraduate qualification (NQF level 7) as recognised by SAQA in Public Administration/Criminology/Criminal Justice/Social Sciences or equivalent qualification. A certificate for entry into the Senior Management Services (SMS) obtained from the National School of Government (NSG) is compulsory. [5] Years' of experience at a middle/senior managerial level. Computer literacy. Valid driver's licence.

Required knowledge: Knowledge and understanding of the South African Criminal Justice System and the Correctional Services Architecture. Understanding of public service policy and related legislative framework (Public Service Act and Regulations, Public Finance Management Act, with emphasis on the Correctional Service Act 111 of 1998 as amended).

Competencies and attributes: Strategic capability and leadership. Programme and project management. Financial, change and diversity management. Knowledge management and service delivery innovation. Problem solving and analysis. People management and empowerment. Client orientation and customer focus. Communication. Honesty and integrity. Safety and security awareness. Transformation and change management. Pro-active and vigilant. Tactfulness and confidentiality. Understanding and adherence of public service and correctional services policies and legislative framework. Knowledge and understanding of the regulatory framework of the justice cluster.

Responsibilities: Oversee the effective functioning of incarceration and corrections, parole boards, corporate services, development programmes, care services, correctional centres and community corrections within the management area. Oversee the administration of security systems/programmes including comprehensive risk assessments and programmes to ensure safety. Ensure the implementation and adherence to policies and procedures within the management area. Establish and maintain effective relationships with key stakeholders within the geographical location of the management area. Effective management of court appearances of remand detainees. Management of the operational risks within the management area. Management of performance information. Management of human resources, finances and assets. Promotion of social responsibility and human development of all offenders and parolees subjected to community corrections.

NOTE: RE-ADVERTISEMENTS: CANDIDATES WHO PREVIOUSLY APPLIED, NEED TO RE-APPLY

DIRECTOR: AREA COORDINATOR: DEVELOPMENT AND CARE

- Johannesburg Management Area (Ref: HO 2020/06/21)

Salary: R1 076 370 all-inclusive package

Requirements: An undergraduate qualification (NQF level 7) recognised by SAQA in Behavioural Science or Social Sciences. A certificate for entry into the Senior Management Services (SMS) obtained from the National School of Government (NSG) is compulsory. [5] Years' of experience at a middle/senior managerial level. Computer literacy. Valid driver's licence.

Required knowledge: Understanding of the dynamics of the Justice Cluster, White Paper on Corrections in South Africa and White Paper on Remand Detainees. Understanding of Public Service Policy and related legislative framework (Public Service Act and Regulations, Public Finance Management Act, with emphasis on the Correctional Service Act 111 of 1998 as amended)

Competencies and attributes: Strategic capability and leadership. Policy development. Communication. Programme and project management. Transformation management. Change management. Client orientation and customer focused. 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 tactful. Resilient. Influence and impact.

Responsibilities: Coordinate effective management of compliance with policies, procedures, programmes, standards and applicable legislation in respect of care and development services in the management area. Coordinate the provision of social work, psychological, formal education, skills development, SRAC, production workshop and agriculture, spiritual care needs and medical care based programmes and services of offender, remand detainees and babies of incarcerated mothers. Management of development and care related risk. Coordinate the adherence to nutritional and hygienic standards in the management area. Management of performance information. Management of human resources, finances and assets.

DIRECTOR: SECURITY STANDARDS

- National Head Office (Ref: HO 2020/06/22)

Salary: R1 076 370 all-inclusive package

Requirements: An undergraduate qualification (NQF level 7) as recognised by SAQA in Public Management or equivalent qualification. A certificate for entry into the Senior Management Services (SMS) obtained from the National

School of Government (NSG) is compulsory. [5] Years' of experience at a middle/senior managerial level. Computer literacy. Valid driver's licence.

Required knowledge: Knowledge and understanding of the South African Criminal Justice System and the Correctional Services Architecture. Understanding of public service policy and related legislative framework (Public Service Act and Regulations, Public Finance Management Act, with emphasis on the Correctional Service Act 111 of 1998 as amended).

Competencies and attributes: Communication skills. Financial management. Managerial skills. Change management skills. Knowledge and experience in investigative experience in SAPS. Understanding of Public Service policy and legislative framework. Strategic and operational management. Understanding of broader Public Service transformation processes. Good interpersonal relations. Ability to network. Integrity and honesty. Service delivery and client orientation. Ability to make and implement decisions.

Responsibilities: Provide guidance and leadership towards the realization of strategic goals and objectives of the division/directorate. Provide leadership, strategy and advisory services on security management. Management of security within the department. Ensure proper administration of the vetting system. Develop internal security policy based on the national guideline practices, procedures and policy and ensure the implementation thereof. Ensure continuous improvements in internal control systems through security prevention strategies. Establish, maintain and ensure a good working relationship within the department and relevant stakeholders. Management of performance information. Management of human resources, finances and assets.

DIRECTOR: REMAND ADMINISTRATION AND CASE FLOW MANAGEMENT

- National Head Office (Ref: HO 2020/06/23)

Salary: R1 076 370 all-inclusive package

Requirements: An undergraduate qualification (NQF level 7) as recognized by SAQA in Public Administration/Law/Criminology/Criminal Justice/Social Sciences or equivalent qualification. A certificate for entry into the Senior Management Services (SMS) obtained from the National School of Government (NSG) is compulsory. [5] Years' experience at middle/senior managerial level. Knowledge and understanding of the justice cluster. Computer literacy. Valid driver's licence.

Required knowledge: Knowledge and understanding of the South African Criminal Justice System and the Correctional Services Architecture. Understanding of public service policy and related legislative framework (Public Service Act and Regulations, Public Finance Management Act, with emphasis on the Correctional Service Act 111 of 1998 as amended).

Competencies: Analytical thinking skills. New thinking around the management of remand detainees and introduction of best practices to suit current human resources and financial resources. Policy review, analysis and development. Research. Financial Management. Project Management. Report writing. Communication, presentation and project management skills. Management and leadership skills.

Responsibilities: Effective and efficient Remand Detention Administration. Co-ordinate the management of admission and releases. Co-ordinate the management of diversions of remand detainees. General remand administration. Co-ordinate the management of deaths and burial processes. Effective and efficient Case management. Co-ordinate the management of remand detainee discipline. Co-ordinate the management of remand detainees rights and privileges. Monitor compliance to unit management principles. Effective and efficient Case Flow management. Ensure effective bail administration. Ensure diversion of RD's. Manage risks. Ensure the implementation of The Child Justice Act. Effective and efficient coordination of Cluster activities. Participate in JCPS cluster activities. Facilitate JCPS sub-task teams through the development and implementation of the annual programme in consultation with the National Development Committee. Ensure submission of relevant cluster reports. Effective and efficient management of special categories. Ensure the management and implementation of provisions with regard to special categories (vulnerable, observation cases, foreign nationals, high risk, repatriation group, women, children, infants and mentally ill). Management of performance information. Management of human resources, finances and assets.

DIRECTOR: SPORTS AND RECREATION (EMPLOYEE WELLNESS)

- National Head Office (Ref: HO 2020/06/24)

Salary: R1 076 370 all-inclusive package

Requirements: An undergraduate qualification (NQF level 7) as recognized by SAQA in Sports/Recreational Studies/Public management or equivalent qualification. A certificate for entry into the Senior Management Services (SMS) obtained from the National School of Government (NSG) is compulsory. [5] Years' experience at middle/senior managerial level. Knowledge and understanding of the justice cluster. Computer literacy. Valid driver's licence.

Required knowledge: Knowledge and understanding of the South African Criminal Justice System and the Correctional Services Architecture. Understanding of public service policy and related legislative framework (Public Service Act and Regulations, Public Finance Management Act, with emphasis on the Correctional Service Act 111 of 1998 as amended).

Competencies: National, Regional and International Mandates / Policies regarding sports and recreation. National Sports & Recreation Programmes. Knowledge of Public Service Rules and Regulation, Policies and Procedure. National Sport & Recreation Framework. DCS Sport & Recreation Policies, Strategies / Sports Plan. Transformation in Sport Charter. Programme coordination and development. Conflict management. National & International Stakeholder Relations Management. Analytical thinking. Policy development; analysis, monitoring, evaluation and implementation advice. Information collection, analyses, interpretation, dissemination with regard to sport / recreation policies, regulations and acts. PFMA – compilation of budgets, estimation, expenditure & reporting. DCS Financial Policy regarding claims, expenditure, advances, payments, invoices, etc. Knowledge of HR Policies, project management principles, DCS Strategic Plan and White Paper on Corrections.

Responsibilities: Management of employee sport and recreation processes/support systems within DCS. Development and formulation of sport and recreation policies and National Sport Plan. Lead the employee assistance programmes policy development, monitoring and implementation support processes. Lead employee assistance programmes research. Establish gymnasiums and biokinetics centres at departmental premises. Research, marketing and promotion of sport and recreation in the department. Ensure implementation of sport and recreation programmes and policies. Monitoring and evaluation of sport and recreation programmes. Develop national and International relations with regard to sport and recreation. Management of performance information. Management of human resources, finances and assets.

DIRECTOR: AREA COORDINATOR: CORPORATE SERVICES

- Johannesburg (Ref: HO 2020/06/25)

Salary: R1 076 370 all-inclusive package

Requirements: An undergraduate qualification (NQF level 7) in Human Resource Management. A certificate for entry into the Senior Management Services (SMS) obtained from the National School of Government (NSG) is compulsory. [5] Years' of experience at a middle/senior managerial level. In-depth knowledge of Human Resource policies and procedures. Computer literacy. Valid driver's licence.

Required knowledge: Understanding of the dynamics of the Justice Cluster, White Paper on Corrections in South Africa and White Paper on Remand Detainees. Understanding of Public Service Policy and related legislative framework (Public Service Act and Regulations and Public Finance Management Act).

Competencies: Strategic capability and leadership. Programme and project management, financial management, change management and diversity management. Knowledge management, service delivery innovation, problem solving and analysis, people management and empowerment, client orientation and customer focus, communication, honesty and integrity. Safety and security awareness. Transformation and change management. Pro-active and vigilant. Tactfulness and confidentiality. Understanding and adherence of public service and legislative framework.

Responsibilities: Ensure compliance to human resource policies, procedures, standards and applicable legislation. Implementation of the 7-day establishment. Coordinate and monitor improvement of provision, maintenance and the management of human resources. Improve management of service terminations. Improve performance and career management systems. Improve human resource development programmes and services. Provide human resource development programmes and services. Coordinate and monitor implementation of the integrated employee health and wellness programme and manage workforce representation in line with the Employment Equity Plan and accelerate the empowerment of women and people with disabilities to achieve substantive equality. Management of performance information. Management of human resources, finances and assets.

DIRECTOR: FINANCIAL AND RISK BASED AUDITS

- National Head Office (Ref: HO 2020/06/26)

Salary: R1 076 370 all-inclusive package

Requirements: BCompt, BCom degree (majors in Accounting and Auditing/Internal Auditing). Post graduate qualification in Accounting (NQF level 7), articles or equivalent qualification as recognized by SAQA. A certificate for entry into the Senior Management Services (SMS) obtained from the National School of Government (NSG) is compulsory. Five (5) years' experience at middle management or senior managerial level. Registration with the Institute of Internal Auditors. Certified Internal Auditor will be an added advantage. Computer literacy. Valid driver's licence.

Required knowledge: Knowledge of PFMA, Treasury Regulations, GRAP, Accounting and Auditing Standards and IIA Standards.

Competencies: Financial management, communication, managerial and change management skills. Understanding of Public Service policy and legislative framework. Strategic and operational management. Understanding of broader Public Service transformation processes. Good interpersonal relations, ability to network, integrity and honesty, service delivery and client orientation. Ability to make and implement decisions.

Responsibilities: Provide strategic leadership in the management of internal audit assurance and consulting engagement. Manage the financial and risk based audits. Manage the development and implementation of risk based internal audit plan. Manage the conduct of financial audits in accordance with audit operational plans. Provide leadership in the review of the department's financial statements, documents, data and accounting entries. Manage the assessment of accounting and financial reports by testing the documentation of transactions. Management of performance information. Management of human resources, finances and assets.

DIRECTOR: HEAD OF CORRECTIONAL CENTRE

- Kgoši Mampuru II Central Correctional Centre: Gauteng region (Ref: HO 2020/06/27)
Salary: R1 076 370 all-inclusive package

Requirements: An undergraduate qualification (NQF level 7) as recognised by SAQA in Public Administration or equivalent. A certificate for entry into the Senior Management Services (SMS) obtained from the National School of Government (NSG) is compulsory. [5] Years' of experience at a middle/senior managerial level. Top secret security classification will be an added advantage. Successful completion of Corrections Science Learnership/Basic Training. Experience and knowledge of the South African Correctional System and Criminal Justice System. Computer literacy. Valid driver's licence.

Required knowledge: Understanding of the dynamics of the Justice Cluster and White Paper on Corrections in South Africa and White Paper on Remand Detainees. Understanding of public service policy and related legislative framework (Public Service Act and Regulations, Public Finance Management Act, with emphasis on the Correctional Service Act 111 of 1998 as amended).

Competencies: Strategic capability and leadership. Communication skills (verbal and written). Financial and transformation management. Policy development. Project and programme management. Facilitation. Change management. Problem solving and decision making. Time management and customer focus. Honesty and integrity. Coaching and mentoring. Good work ethics. Confidentiality. Interpersonal relations. Ability to work long hours. Diplomacy and tactful. Influence and impact. Accountability. Willingness to travel.

Responsibilities: Management of all aspects of the Correctional Centre on a day to day basis through the implementation of Correctional Services Act, Act 111 of 1998 as amended. Manage the implementation of the imperatives of White Paper on Corrections. Management of case management administration, security, development and care, unit management and case management committees by ensuring that admission and releases are conducted, property store is secured and reconciliation of offender's cash, fines and bail payments. Manage operational support services. Foster a working relationship with the Justice Cluster and the community. Monitor, evaluate and take appropriate action in relation to outcomes on the risk trends. Manage internal security by ensuring that standby lists are available, sufficient security in centre and searching is done continuously according to registers etc. Manage external security by ensuring that utilization of offenders are at work teams, officials are performing guard duty and manning of tower posts. Manage the development and care functions of offenders. Manage social work services, spiritual/moral development, health functions and hospital services for inmates. Ensure that a consistent system of activities within the centre is developed and regular committee sittings do take place. Management of performance information. Management of human resources, finances and assets.

NOTE: RE-ADVERTISEMENT: CANDIDATES WHO PREVIOUSLY APPLIED, NEED TO RE-APPLY

DIRECTOR: REMAND SUPPORT SERVICES

- National Head Office (Ref: HO 2020/06/28)
Salary: R1 076 370 all-inclusive package

Requirements: An undergraduate qualification (NQF level 7) as recognized by SAQA in Public Administration/Law/Criminology/Criminal Justice/Social Sciences or equivalent qualification. A certificate for entry into the Senior Management Services (SMS) obtained from the National School of Government (NSG) is compulsory. [5] Years' experience at middle/senior managerial level. Knowledge and understanding of the justice cluster. Computer literacy. Valid driver's licence.

Required knowledge: Knowledge and understanding of the South African Criminal Justice System and the Correctional Services Architecture. Understanding of public service policy and related legislative framework (Public Service

Act and Regulations, Public Finance Management Act, with emphasis on the Correctional Service Act 111 of 1998 as amended).

Competencies: Financial management skills. Strategic capability and leadership. Policy development. Communication. Project and programme management. Transformation and change management. Client orientation and customer focus. Problem solving and analysis. Service delivery innovation. Decision making. People management and empowerment. Integrity and honesty. Confidentiality. Interpersonal relations. Assertiveness. Ability to network. Diplomacy and tactful. Influence and impact.

Responsibilities: Management of virtual courts. Management of verification and tracking of remand detainees (RD's). Management of security services in correctional centres for remand detainees. Management of policies and procedures regarding security programmes for remand detainees. Management of high risk detainees. Management of performance information. Management of human resources, finances and assets.

NOTE: RE-ADVERTISEMENT: CANDIDATES WHO PREVIOUSLY APPLIED, NEED TO RE-APPLY

DIRECTOR: SECURITY MANAGEMENT

- National Head Office (Ref: HO 2020/06/29)

Salary: R1 076 370 all-inclusive package

Requirements: An undergraduate qualification (NQF level 7) as recognized by SAQA in Security Management or equivalent. A certificate for entry into the Senior Management Services (SMS) obtained from the National School of Government (NSG) is compulsory. [5] years' experience at a middle/senior managerial level. Security clearance. Computer literacy. Valid driver's licence.

Required knowledge: Knowledge and understanding of the South African Criminal Justice System and the Correctional Services Architecture. Understanding of public service policy and related legislative framework (Public Service Act and Regulations, Public Finance Management Act, with emphasis on the Correctional Service Act 111 of 1998 as amended).

Competencies: Knowledge of Correctional Services Act, Regulations and relevant policies that govern Correctional Services. Excellent leadership. Sound knowledge of security processes and integrated security systems in a correctional environment. Ability to work in a highly pressured environment. Negotiation skills. People management. Financial management. Problem Solving. Planning and organizing. Time management. Strategic planning. Policy analysis and development. Good communication skills. Group dynamics. Diversity management. Facilitation, coordination and leadership skills. Change and knowledge management.

Responsibilities: Management of security services in correctional centres. Develop a business plan in line with the strategic objectives of the Department. Management of policies regarding security programmes. The management of infrastructure for security services. Management of performance information. Management of human resources, finances and assets.

DIRECTOR: PSYCHOLOGICAL SERVICES

- National Head Office (Ref: HO 2020/06/30)

Salary: R1 076 370 all-inclusive package

Requirements: Recognised master's degree in Clinical Psychological/Counselling Psychology or equivalent qualification. A certificate for entry into the Senior Management Services (SMS) obtained from the National School of Government (NSG) is compulsory. [5] Years' of experience at a middle/senior managerial level. Registration with the Health Professions Council of South Africa (HPCSA). Computer literacy. Valid driver's licence.

Required knowledge: Understanding of the dynamics of the Justice Cluster, White Paper on Corrections in South Africa and White Paper on Remand Detainees. Understanding of Public Service Policy and related legislative framework (Public Service Act and Regulations, Public Finance Management Act, with emphasis on the Correctional Service Act 111 of 1998 as amended).

Competencies: Strategic capability and leadership. Programme and project management, financial management, change management and diversity management. Knowledge management, service delivery innovation, problem solving and analysis, people management and empowerment, client orientation and customer focus, communication, honesty and integrity. Safety and security awareness. Transformation and change management. Pro-active and vigilant. Tactfulness and confidentiality. Understanding and adherence of public service and correctional services policies and legislative framework.

Responsibilities: Manage the development of policies, procedures and standards in accordance with applicable legislation related to psychological services and monitor the implementation thereof. Provide strategic leadership and direction for Psychologists. Foster a working relationship with academic institutions, local and international psychology organisations including relevant cluster departments. Ensure the provision of Psychological Services to incarcerated persons (including special categories of offenders). Develop a centralized database and information system for Psychological Services for monitoring performance information on relevant output and outcome indicators. Ensure participation in strategic projects, inter-sectorial, inter-departmental, inter-branch, multi- 7 disciplinary and/ or cluster task teams (including provisioning of managerial, technical and administrative support services). Effectively manage risks within the Directorate: Psychological Services stemming from the Departmental Risk Management Plan. Management of performance information. Management of human resources, finances and assets.

DIRECTOR: SPECIALISED INTERNAL AUDIT

- National Head Office (Ref: HO 2020/06/31)

Salary: R1 076 370 all-inclusive package

Requirements: An undergraduate qualification (NQF level 7) as recognised by SAQA in Internal Auditing or related field. Registration with the Institute of Internal Auditors. [5] Years of experience at a middle/senior managerial level. Computer literacy. Valid driver's licence.

Required knowledge: Understanding of the dynamics of the Justice Cluster, White Paper on Corrections in South Africa and White Paper on Remand Detainees. Understanding of Public Service Policy and related legislative framework (Public Service Act and Regulations and Public Finance Management Act).

Competencies: Strategic capability and leadership. Communication skills (verbal and written). Policy development. Diversity management, project and programme management, conflict management, transformation management and change management. Problem solving and decision making. High level of integrity and honesty. Service delivery and client orientation. Knowledge of internet security, operating system security, network technology (routers, switches and firewalls), System Development Life Cycle (SDLC), system architecture, data modelling and general understanding of accounting principles. Strong technical skills in IT security, ERP configuration controls or system implementations, Advanced computer literacy skills with a high proficiency in MS Excel, Proficiency in data analytics and writing advanced SQL scripts to evaluate controls and risk exposures in the IT environment, Proven proficiency in the application of leading risk and controls frameworks such as COBIT, ISO27000 and ISACA standards.

Responsibilities: Management and provision of direction for specialized audit. Assist in developing a 3-year road map of the internal audit strategy. Providing assistance with IT audit coverage planning. Perform risk based IT Audits and Performance Audits. Conduct information security assessment. Build strong and co-operative working relationship with management, members of the Risk Committee and Audit Committee. Provide assurance around IT risks, developing and managing a plan to in-house or outsourced IT resources where needed. Plan internal audit projects in collaboration with management. Execute the audit program to the required standards. Write SQL scripts to perform data analysis, follow-up on data analysis results and perform quality review on script results to ensure that test objective is achieved. Collaborate with management to recommend practical solutions to mitigate the risk exposures identified and demonstrate the ability to communicate highly technical issues to both technical and nontechnical audiences. Enhance the awareness and application of IT governance principles. Annually assess the IT governance processes within the organization. Ensure that critical risk areas are identified early and that appropriate risk management strategies are considered to mitigate the risks. Ensure that all key controls are identified and are incorporated into the control self-assessment process. Evaluate the effectiveness of the risk assessment process on an annual basis and provide recommendations. Provide effective on the job training. 5 Manage data analytic programs to up-skill all team members to become proficient in data analytics. Identify ways to improve internal audit activities. Deliver a value adding consulting service and collaborate with business on adhoc matters that will benefit the business operationally. Management of performance information. Management of human resources, finances and assets.

DIRECTOR: HEAD OF CORRECTIONAL CENTRE

- Johannesburg Medium A Correctional Centre: Gauteng region (Ref: HO 2020/06/32)
- Johannesburg Medium B Correctional Centre: Gauteng region (Ref: HO 2020/06/33)
- Pollsmoor Maximum Correctional Centre: Western Cape region (Ref: HO 2020/06/34)

Salary: R1 076 370 all-inclusive package

Requirements: An undergraduate qualification (NQF level 7) as recognised by SAQA in Public Administration or equivalent. A certificate for entry into the Senior Management Services (SMS) obtained from the National School of Gov-

ernment (NSG) is compulsory. [5] Years' of experience at a middle/senior managerial level. Top secret security classification will be an added advantage. Successful completion of Corrections Science Learnership/Basic Training. Experience and knowledge of the South African Correctional System and Criminal Justice System. Computer literacy. Valid driver's licence.

Required knowledge: Understanding of the dynamics of the Justice Cluster and White Paper on Corrections in South Africa and White Paper on Remand Detainees. Understanding of public service policy and related legislative framework (Public Service Act and Regulations, Public Finance Management Act, with emphasis on the Correctional Service Act 111 of 1998 as amended).

Competencies: Strategic capability and leadership. Communication skills (verbal and written). Financial and transformation management. Policy development. Project and programme management. Facilitation. Change management. Problem solving and decision making. Time management and customer focus. Honesty and integrity. Coaching and mentoring. Good work ethics. Confidentiality. Interpersonal relations. Ability to work long hours. Diplomacy and tactful. Influence and impact. Accountability. Willingness to travel.

Responsibilities: Management of all aspects of the Correctional Centre on a day to day basis through the implementation of Correctional Services Act, Act 111 of 1998 as amended. Manage the implementation of the imperatives of White Paper on Corrections. Management of case management administration, security, development and care, unit management and case management committees by ensuring that admission and releases are conducted, property store is secured and reconciliation of offender's cash, fines and bail payments. Manage operational support services. Foster a working relationship with the Justice Cluster and the community. Monitor, evaluate and take appropriate action in relation to outcomes on the risk trends. Manage internal security by ensuring that standby lists are available, sufficient security in centre and searching is done continuously according to registers etc. Manage external security by ensuring that utilization of offenders are at work teams, officials are performing guard duty and manning of tower posts. Manage the development and care functions of offenders. Manage social work services, spiritual/moral development, health functions and hospital services for inmates. Ensure that a consistent system of activities within the centre is developed and regular committee sittings do take place. Management of performance information. Management of human resources, finances and assets.

DIRECTOR: REMAND DETENTION SYSTEMS AND SAFETY

- National Head Office (Ref: HO 2020/06/35)

Salary: R1 076 370 all-inclusive package

Requirements: An undergraduate qualification (NQF level 7) as recognised by SAQA. A certificate for entry into the Senior Management Services (SMS) obtained from the National School of Government (NSG) is compulsory. [5] Years' of experience at a middle/senior managerial level. Experience and knowledge of the South African Correctional System and Criminal Justice System. Computer literacy. Valid driver's licence.

Required knowledge: Understanding of the dynamics of the Justice Cluster, White Paper on Corrections in South Africa and White Paper on Remand Detainees. Understanding of Public Service Policy and related legislative framework (Public Service Act and Regulations, Public Finance Management Act, with emphasis on the Correctional Service Act 111 of 1998 as amended).

Competencies: Strategic capability and leadership. Programme and project management, financial management, change management and diversity management. Knowledge management, service delivery innovation, problem solving and analysis, people management and empowerment, client orientation and customer focus, communication, honesty and integrity. Safety and security awareness. Transformation and change management. Pro-active and vigilant. Tactfulness and confidentiality. Understanding and adherence of public service and correctional services policies and legislative framework. Knowledge and understanding of the regulatory framework of the justice cluster.

Responsibilities: Management of the audio-visual courts. Management of verification and tracking of remand detainees. Management of the remand detention facilities. Management of risk classification of remand detainees. Management of privilege and disciplinary system for remand detainees. Management of performance information. Management of human resources, finances and 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.

A pre-entry certificate from the National School of Government (NSG) is required for all SMS applicants. The full details of the sms pre-entry course is obtainable on: <http://www.thensg.gov.za/trainingcourse/sms-pre-entry-programme/>

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, copies of qualifications, identity document and valid driver's licence. All copies attached must be certified a true copy of the original and not older than six 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 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 **31 AUGUST 2020 @ 15h45.**

All shortlisted candidates will be subjected to a technical exercise that intends to test relevant technical elements of the job, the logistics of which will be communicated by the department. Following the interview and technical exercise, the selection panel will recommend candidates to attend a generic managerial competency assessment (in compliance with the DPSA directive on the implementation of competency based assessment). The competency assessment will be testing generic managerial competencies using the mandated DPSA SMS competency assessment tool.

Indicate the reference number and position you are applying for on your application form (Z83) and email your complete application to: **NationalOfficeHRM@dcs.gov.za**

Contact persons: Mr TN Mokotjo 012 307 2907/Mr Y Naidoo 012 307 2079/Ms TP Baloyi or Ms NS Khumalo 012 305 8589.

THE YOUTH AND WOMEN ARE ENCOURAGED TO APPLY!

