



correctional services

Department:
Correctional Services
REPUBLIC OF SOUTH AFRICA

DEPARTMENT OF CORRECTIONAL SERVICES

CIRCULAR 1 of 2022

Closing date: 2022/04/22 @ 15h45

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

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

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

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

Applications: For applications to be accepted, applications must be submitted on the latest form Z83 (Public Service Application form), obtainable from any Public Service Department, and must be completed in full. Applications must be accompanied by a CV and certified copies of qualifications and ID NOT older than 6 months. Where an advertisement states that a valid Driver's Licence is required, then please submit a certified copy of your licence.

Please send a separate and complete application for each post you apply for, stating the correct reference for each position you are interested in. Faxed 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 above-mentioned requirements and responsibilities. ***It is the responsibility of all applicants to furnish all supporting documents to prove their level of qualifying eg*** No Basic training certificate issued by the College: Affidavit deposed confirming and/or HR to provide a supporting document to validate.

Applications must reach DCS on or before the closing date and time. It is the sole responsibility of an applicant to ensure that their application reaches DCS before the stipulated closing date and time.

NB: For more information on requirements and responsibilities of posts on this advert please refer to: www.dcs.gov.za

NB: Indicate the reference number, Regional office, Management Area and position you are applying for on your application form (Z83) and post your complete application to the relevant address as indicated below:

KwaZulu/Natal Region:

Postal Address: Head Recruitment, Private Bag X 9126, Pietermaritzburg, 3200

Contact person: Ms AL Mkhize 033 355 7370/ Ms Shange B 033 355 7369/ Ms GJ Mchunu at 033 355 7386/ Ms IN Mhlongo/ Mr SB Khumalo

Physical Address: 1 Eugene Marais Road, Napierville, Pietermaritzburg



APPOINTMENTS IN TERMS OF CORRECTIONAL SERVICES ACT

DD: AREA COORDINATOR: DEVELOPMENT AND CARE (NCB 5)

KwaZulu/Natal Region: Ncome Management Area, Ref.: (CSA 2022/01/01)

An all-inclusive package: R768 261.00

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

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

Responsibilities: Ensuring effective medical care of offenders in the management area. Ensuring of adherence to nutritional and hygienic standards in the management area. Managing social work services in the management area. Managing educational and training in the management area. Managing spiritual care services to offenders in the management area. Management of agriculture. Management of production workshop. Management of human and finance resources and assets.

DD: REGIONAL COORDINATOR: INSPECTORATE (NCB-5)

KwaZulu/Natal Region: Regional Office, Ref.: (CSA 2022/01/02)

An all-inclusive package: R768 261.00

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

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

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

CENTRE COORDINATOR: CORRECTIONS (CB 5)

KwaZulu/Natal Region:

Ncome Med A, Ref.: (CSA 2022/01/03)

R 461 256.00 per annum

Requirements: Degree/National diploma in Behavioural Sciences or an equivalent qualification and 7 years relevant experience in a supervisory post and CB4. Successful completion of Corrections Science Learner ship/ Correctional Service / basic training. These requirements are in accordance with the relevant Occupational Specific Dispensation. Computer literate. Valid driver's licence.

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

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

CENTRE COORDINATOR: CASE MANAGEMENT ADMINISTRATION (CB 5)

KwaZulu/Natal Region: Durban Med A, Ref.: (CSA 2022/01/04)

R 461 256.00 per annum

Requirements: Relevant RQV6 qualification in Behavioural Sciences and successful completion of Corrections Science Learnership/ Basic Training. Seven (7) years relevant experience gained in a supervisory post in the Security stream. These requirements are in accordance with the Occupational Specific Dispensation. Valid driver's licence. Computer Literacy.

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

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

CENTRE COORDINATOR: CASE MANAGEMENT COMMITTEE (CB 5)

Kwa Zulu/Natal Region: Ncome Med B, Ref.: (CSA 2022/01/05); Pietermaritzburg Med A, Ref.: (CSA 2022/01/06);

Qalakabusha, Ref.: (CSA 2022/01/07); Ebongweni, Ref.: (CSA2022/01/08)

R 461 256.00 per annum

Requirements: Relevant RQV6 qualification in Behavioural Sciences and successful completion of Corrections Science Learnership/ Basic Training. Seven (7) years relevant experience gained in a supervisory post. Valid driver's licence. These requirements are in accordance with the Occupational Specific Dispensation. Valid driver's licence. Computer Literacy.

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

Responsibility: Planning of the activities of the Case Management Committee. Holding of meetings of the CMC. Management of sentence plans. Control of prisoner records. Management of prisoners in assessment units, housing units, special care units and in pre-release units. Management of human resources, logistical administration and assets.

CENTRE COORDINATOR: STAFF SUPPORT (CB 5)

KwaZulu/Natal Region: Durban Med A, Ref.: (CSA 2022/01/09);

R 461 256.00 per annum

Requirements: Degree/ National Diploma in Behavioural Sciences or equivalent qualification and successful completion of Corrections Science Learner ship/Basic Training. 7 years relevant experience on production post. These requirements are in accordance with the Occupational Specific Dispensation. Top secret security classification as an added advantage. Valid driver's licence. Computer literacy.

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

Responsibilities: Provide human resources and related functions to the correctional centre. Effective management of the registration activities. Ensure proper dissemination of information for the correctional centre. Management of duty registers 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: SECURITY (CB-5)

KwaZulu/Natal Region: Durban Med B, Ref.: (CSA 2022/01/10);

R 461 256.00 per annum

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

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

Responsibilities: Access control to correctional centre's grounds. Manage internal security. Ensure that offenders are escorted to court, doctors and hospital safely. Ensure safe custody for offenders. Ensure the guarding of offenders in external hospitals and at work teams. Control access of offenders to and from the unit and to the cells. Control security equipment. Patrol at the section (general accommodation areas, single cells, kitchens, hospitals and work sections). Escort offenders inside the centre. Manage security systems. Supervise visits to offenders. Search offenders entering and leaving the section. Management of financial and human re-sources and assets.

MANAGER: AGRICULTURE (CB 5)

KwaZulu/Natal Region: Ncome Management Area, Ref.: (CSA 2022/01/11)

R 461 256.00 per annum

Requirements: Degree/National Diploma in Agricultural Sciences or equivalent qualifications and successful completion of Corrections Science Learnership/ Basic Training. Seven (7) years relevant experience gained in supervisory post. These requirements are in accordance with the relevant Occupational Specific Dispensation. Valid driver's licence. Computer literacy.

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

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.

HEAD: COMMUNITY LIAISON (CB – 5)

KwaZulu/Natal Region: Durban, Ref.: (CSA 2022/01/12)

R 461 256.00 per annum

Requirements: Recognised three (3) year Degree/ National Diploma or equivalent qualification in Behavioural Sciences and 7 years relevant experience in a supervisory post or CB2. These requirements are in accordance with the relevant Occupational Specific Dispensation. Top secret security classification as an added advantage. Successful completion of Corrections Science Learner ship/Basic Training. Valid driver's licence.

Competencies and attributes: Firearm skills and the use of relevant security technology. Communication, Stakeholder management, Problem solving, Service Delivery Innovation, decision making, People Management and Empowerment, 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 amend-ed. Assertiveness, Diplomacy and Tact, Resilient, Influence and impact, Computer literacy.

Responsibilities: Effective management of social reintegration of offenders. Marketing of the concept of community supervision. Identification of community service opportunities. Development of community service programs. Monitor community service operations.

SECTION HEAD: FORMAL EDUCATION

KwaZulu/Natal Region: Ekuseni, Ref.: (CSA 2022/01/13); Kokstad Med, Ref.: (CSA 2022/01/14)

R 354 666.00 per annum

Requirements: Recognised four (4) year Degree or equivalent qualification in Education and registration with the South African Council of Educators. Six (6) years relevant experience gained after registration with SACE. These requirements are in accordance with the relevant Occupational Specific Dispensation. Computer literacy. 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: Implement educational programmes for offenders. Implement educational policy at Correctional Facilities in the Management Area. Adhere to set standards for Education in accordance with Government Education Departments. Assess educational services. Ensure service level standards for education and training. Manage human resources, finances and assets.

CENTRE COORDINATOR: OPERATIONAL SUPPORT (CB 4)

KwaZulu/Natal Region: Empangeni Med, Ref.: (CSA 2022/01/15)

R 386 292.00 per annum

Requirements: Relevant RQV6 qualification in Behavioural Sciences and successful completion of Corrections Science Learnership/ Basic Training. Seven (7) years relevant experience gained in a supervisory post. These requirements are in accordance with the Occupational Specific Dispensation. Valid driver's licence. Computer Literacy.

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

Responsibility: 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 care and health care services. Management of human resources and assets.

HEAD OF CORRECTIONAL CENTRE (CB 4)

KwaZulu/Natal Region: Ingwavuma, Ref.: (CSA 2022/01/16);

Nongoma, Ref.: (CSA 2022/01/17)

R386 292.00 per annum

Requirements: Degree/ National Diploma in Behavioural Sciences or an equivalent qualification and successful completion of Corrections Science Learner ship/Basic Training. Combined 7 years relevant experience in a supervisory post or CB2. These requirements are in accordance with the Occupational Specific Dispensation. Top secret security classification as an added advantage. Valid driver's licence. Computer literate.

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

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

CENTRE COORDINATOR: STAFF SUPPORT (CB 4)

KwaZulu/Natal Region: Vryheid, Ref.: (CSA 2022/01/18); Pomeroy,
Ref.: (CSA 2022/01/19); Greytown Ref.: (CSA 2022/01/20)

R 386 292.00 per annum

Requirements: Degree/ National Diploma in Behavioural Sciences or equivalent qualification and successful completion of Corrections Science Learner ship/Basic Training. 7 years relevant experience on production post. These requirements are in accordance with the Occupational Specific Dispensation. Top secret security classification as an added advantage. Valid driver's licence. Computer literacy.

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

Responsibilities: Provide human resources and related functions to the correctional centre. Effective management of the registration activities. Ensure proper dissemination of information for the correctional centre. Management of duty registers 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.

SCO: NUTRITIONAL SERVICES

KwaZulu/Natal Region: Ncome Medium A, Ref.: (CSA 2022/01/21)

R 386 292.00 per annum

Requirements: Degree/National Diploma in Food Management or an equivalent qualification and at least seven (7) years relevant experience gained on production level. Successful completion of Corrections Science Learner ship/Basic Training. These requirements are in accordance with the relevant Occupational Specific Dispensation. Valid driver's licence. Ability to plan/organize.

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

Responsibilities: Preparation of meals. Serving of meals. Cleaning of utensils, kitchens, serveries. Training of offenders as caterers. Screening of offenders. Control of security equipment (keys, batons, teargas, radios). Supervise the unlocking of offenders. Control of catering equipment (knives, crockery etc.). Ensure medical parades. Ensure cleaning of kitchen. Supervision of recreation activities. Dealing with problematic offenders. Searching of kitchen. Treatment of offenders. Manage human resources, finances and assets.

SECURITY MANAGER: PRODUCTION WORKSHOPS (CB 4): TEXTILE

KwaZulu/Natal Region: Pietermaritzburg Med A, Ref.: (CSA 2022/01/22);

Durban Female, Ref.: (CSA 2022/01/23)

R 386 292.00 per annum

Requirements: National Diploma/Degree Textile Industry or equivalent qualification. Seven (7) years relevant experience gained in a supervisory post in the Security Stream. Successful completion of Corrections Science Learnership/Basic Training. Valid driver's licence Computer Literacy. These requirements are in accordance with the Occupational Specific Dispensation.

Competencies and attributes: Plan and organise, report writing, punctuality, 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: Training of offenders as well as apprentices. Execute work as per requisition/orders received from clients. Apply quality control to manufactured products. Costing of products as well as services and supply quotes. Execute basic workshop administration. Manage human resources, finances and assets.

CENTRE COORDINATOR: CORRECTIONS (CB 4)

KwaZulu/Natal Region: Kokstad Med, Ref.: (CSA 2022/01/24);

Stanger, Ref.: (CSA 2022/01/25); Estcourt Ref.: (CSA 2022/01/26)

R 386 292.00 per annum

Requirements: Degree/National diploma or equivalent qualification and 7 years relevant experience in a supervisory post or CB2. Successful completion of Corrections Science Learnership/ Correctional Service basic training. These requirements are in accordance with the relevant Occupational Specific Dispensation. Computer literacy. Valid driver's licence.

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

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

SECURITY MANAGER: CASE MANAGEMENT ADMINISTRATION (CB 4)

KwaZulu/Natal Region: Durban Female, Ref.: (CSA 2022/01/27);

Ebongweni Max, Ref.: (CSA 2022/01/28)

R 386 292.00 per annum

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

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

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

SECURITY MANAGER: CARE SERVICES (CB 4)

KwaZulu/Natal Region: Ladysmith, Ref.: (CSA 2022/01/29)

R 386 292.00 per annum

Requirements: Relevant RQV6 qualification in Behavioural Sciences and successful completion of Corrections Science Learnership / Basic Training. Seven (7) years relevant experience gained in a supervisory post in the Security stream. These requirements are in accordance with the Occupational Specific Dispensation. Valid driver's licence. Computer Literacy.

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

Responsibilities: Enhance coordination of policies and quality Assessment of services. Ensure service level standards for social work services. Plan activities. Manage infrastructure for social work services/psychological services and spiritual care programme interventions. Manage finance and personnel. Ensure the implementation of and compliance with Departmental legislation, policies and procedures relating to special categories offenders. Ensure the implementation of Checklist for all special category offenders to ensure adequate service delivery. Report on the offender enrolment and participation (including special categories of offenders) in social work, psychological, Spiritual care, HIV/AIDS, Formal education, Skills Development and SRAC Programmes), Ensure effective risk mitigation of risk management within the Care division. Ensure the implementation of need-based programmes in partnership with external service providers

SECURITY MANAGER: CASE MANAGEMENT COMMITTEE (CB 4)

KwaZulu/Natal Region: Durban Med C, Ref.: (CSA 2022/01/30); Estcourt, Ref.: (CSA 2022/01/31); Qalakabusha, Ref.: (CSA 2022/01/32);

Waterval Med A X 2, Ref.: (CSA 2022/01/33); Glencoe Ref.: (CSA 2022/01/34)

R 386 292.00 per annum

Requirements: Degree/ National Diploma in Behavioural Science or equivalent qualification and successful completion of Correctional Science Learnership. 7 years' relevant experience gained in production post. Computer literacy. Valid driver's license.

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

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

SECURITY MANAGER: INTERNAL SECURITY (CB 4)

KwaZulu/Natal Region: Waterval Med A, Ref.: (CSA 2022/01/35); Greytown, Ref.: (CSA2022/01/36); Sevoitein

Ref.: (CSA 2022/01/37)

R 386 292.00 per annum

Requirements: Degree/ National Diploma in Correctional Services Management or an equivalent qualification and successful completion of Corrections Science Learnership/Basic Training. Seven (7) years relevant experience in a supervisory post or CB2. These requirements are in accordance with the Occupational Specific Dispensation. Top secret security classification as an added advantage. Valid driver's licence. Computer literate.

Competencies and attributes: Firearm skills and the use of relevant security technology. 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: Manage safe custody of offenders. Manage the process of representation of offenders. Develop measures for handling offender complaints and requests. Facilitate the induction of new offenders. Implementation of unit management principles. Management of

case files. Provision of infrastructural needs to enhance the implementation of unit management principles. Management of human resources finances and assets. Management of financial and human resources and assets.

SECURITY MANAGER: PAROLEES AND PROBATIONERS (CB 4)

KwaZulu/Natal Region: Estcourt Comcor, Ref.: (CSA 2022/01/38); Ixopo, Ref.: (CSA2022/01/39); Stanger, Ref.: (CSA2022/40)

R 386 292.00 per annum

Requirements: Degree/ National Diploma in Behavioural Sciences or equivalent qualification and 7 years relevant experience in a supervisory post in the Security stream. These requirements are in accordance with the relevant Occupational Specific Dispensation. Top secret security classification as an added advantage. Successful completion of Corrections Science Learner ship/Basic Training. Valid driver's licence.

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

Responsibilities: Manage monitoring services. Oversee implementation of court sentences. Ensure the implementation of community corrections policies and procedures. Participate in case review team for community corrections. Facilitate the provision of social work and community service programmes. Management of human resources, finances and assets

UNIT MANAGER (CB 4)

KwaZulu/Natal Region: Durban Juvenile, Ref.: (CSA 2022/01/41); Ebongweni, Ref.: (CSA 2022/01/42); Ekuseni, Ref.: (CSA 2022/01/43); Glencoe X 2, Ref.: (CSA 2022/01/44); Ncome Med A, Ref.: (CSA 2022/01/45); Port Shepstone, Ref.: (CSA 2022/01/46); Qalakabusha, Ref.: (CSA 2022/01/47); Umzinto, Ref.: (CSA 2022/01/48); Sevontein, Ref.: (CSA 2022/01/49) X2; Waterval Med A, Ref.: (CSA 2022/01/50); Waterval Med B X2, Ref.: (CSA 2022/01/51); Ladysmith, Ref.: (CSA 2022/01/52); Durban Female X3, Ref.: (CSA 2022/01/53); Durban Med C, Ref.: (CSA 2022/01/54)

R 386 292.00 per annum

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

Competencies and attributes: Firearm skills and the use of relevant security technology. 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: Manage safe custody of offenders. Manage the process of representation of offenders. Develop measures for handling offender complaints and requests. Facilitate the induction of new offenders. Implementation of unit management principles. Management of case files. Provision of infrastructural needs to enhance the implementation of unit management principles. Management of human resources finances and assets.

MANAGER: FACILITIES AND SECURITY (NCB 3)

KwaZulu/Natal Region: Waterval Management Area, Ref.: (CSA 2022/01/49/55);

Kokstad AC, Ref.: (CSA 2022/01/56)

R 397 884.00 per annum

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

Competencies and attributes: Firearm skills and the use of relevant security technology. Project and programme management. Transformation management. Change Management. Stakeholder management. Problem solving. Analysis. Service Delivery Innovation. Decision

making. People Management and Empowerment. In depth understanding of safety and security in a correctional environment Integrity and honesty. Confidentiality. Good Interpersonal relations. Knowledge of the Correctional Services Act, Act 111 of 1998, as amended. 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.

MANAGER: CORRECTIONS (NCB 3)

KwaZulu/Natal Region: Durban Management Area, Ref.: (CSA 2022/01/57)

R 397 884.00 per annum

Requirements: Relevant Degree/National Diploma plus Seven (7) years' relevant experience in a supervisory post. These requirements are in accordance with the relevant Occupational Specific Dispensation. Successful completion of Corrections Science Learner ship/Basic Training. Valid driver's licence. Computer literacy.

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

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

ASSISTANT DIRECTOR: INSPECTORATE (NCB 3)

KwaZulu/Natal Region: Regional Office, Ref.: (CSA 2022/01/58)

R 397 884.00 per annum

Requirements: Relevant B Degree/National Diploma and Seven (7) years' relevant experience in a supervisory post. Valid driver's licence. Computer literacy. Successful completion of Corrections Science Learner ship/Basic Training.

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.

SPECIALISED CASE OFFICER (CB 2 -1)

KwaZulu/Natal Region: Durban Med B, Ref.: (CSA 2022/01/60); Ncome Med A, Ref.: (CSA 2022/01/61);

Sevontein X2, Ref.: (CSA 2022/01/62)

R 246 279.00 per annum

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

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

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

SCO: AFTER CARE (NCB 2)

KwaZulu/Natal Region: Regional Office, Ref.: (CSA 2022/01/63)

R 334 728.00 per annum

Requirements: A recognised three-year Degree/Diploma in Behavioural Science or equivalent qualification with 3 – 5 years' experience in a relevant environment. Successful completion of the Corrections Science Learnership/ Basic Training. Computer literacy. Computer literacy. Valid driver's licence.

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

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

ADMIN SUPPORT: PAROLE BOARD NCB 1-3

KwaZulu/Natal Region: Waterval, Ref.: (CSA 2022/01/64)

R218 820.00 per annum

Requirements: Grade 12 coupled with 8 years relevant work experience. **OR** National Diploma/Degree with no experience. Successful completion of Corrections Science 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

APPOINTMENTS IN TERMS OF PUBLIC SERVICES ACT

CHIEF CONSTRUCTION PROJECT MANAGER GRADE A

KwaZulu/Natal Region: Regional Office, Ref.: (PSA 2022/01/65)

An all-inclusive package: R1058 469.00

Requirements: National Higher Diploma in Built Environment field with a minimum of 6 years' experience as a registered professional Construction Project Manager with the SACPCMP, B-Tech in Built Environment field with a minimum of 6 years' experience as a registered professional Construction Project Manager with the SACPCMP, Honours degree in any Built Environment field with a minimum of 6 Years' experience as a Registered Professional Construction Project Manager with the SACPCMP. Valid driver's licence. Compulsory registration with the SACPCMP as a Professional Construction Project Manager on appointment.

Competencies and attributes: Strategic capability, Problem solving and analysis, Decision making, Team Leadership, Creativity, Financial Management, Customer Focus, and responsiveness, Communication, Computer skills, People Management, Planning and Organising, Conflict Management Negotiation skills and Change management. Programme and project management, Project management skills, principles and methodologies, Project and professional judgement, Computer aided engineering and project applications, Project design and analysis

knowledge, Project operational communication, Process knowledge and skills, Maintenance skills and knowledge, Mobile equipment, Operating skills, Legal and operational compliance, Research and development, Creating high performance culture and Technical consulting.

Responsibilities: Perform final review and approvals or audits on project designs according to design principles or theory. Coordinate design efforts and integration across disciplines to ensure seamless integration with the current technology. Manage the execution of project management strategy through the provision of appropriate structures, systems and resources. Set project standards, specifications and service levels according to the organisational objectives to ensure optimum operational availability. Monitor project management efficiencies according to

organisational goals to direct or redirect project services for the attainment of organisational objectives. Ensure the availability and management of funds to meet the MTEF objectives within the project environment/ services. Manage the operational capital project portfolio for the operation to ensure effective resourcing according to organisational objectives. Manage the commercial added value of the discipline – related programmes and projects; Facilitate the compilation of innovation proposals to ensure validity and adherence to organisational principles. Allocate, monitor, control expenditure according to budget to ensure efficient cash flow management. Allocate and monitor and control resources. Compile risks logs (databases) and manages significant risk according to sound risk management practice and organisational requirements. Provide technical consulting services for the operation of project risks. Manage and implement knowledge sharing initiatives e.g. short-term assignments and secondments within and across operations, in support of individual development plans, operational requirements and return on investment. Continuously monitor the exchange and protection of information between operations and individuals to ensure the effective knowledge management according to the departmental objectives. Management of human and financial resources and assets.

DD: FINANCIAL MANAGEMENT AND ACCOUNTING (SR 11)

KwaZulu/Natal Region: Durban, Ref.: (PSA 2022/01/66)

An all-inclusive package: R 744 255.00

Requirements: Recognised three (3) year Degree/National Diploma in Financial Management or Accounting with 5 years' experience in a Junior Management post in a financial and management accounting environment. In-depth knowledge of BAS. Valid driver's licence. Computer literacy.

Competencies and attributes: Advanced financial management. Problem solving and decision making. Facilitation skills. Plan, organize, lead and control. Change management, project management, presentation, conflict management, training and communication skills. Time management. Confidentiality, coaching and mentoring skills. Proven knowledge of the Public Finance Management Act, 1999 and Treasury Regulations relating to financial management and accounting. Public Finance Administration. Service delivery and client orientation. Integrity and honesty. Assertiveness. Influence and impact and the ability to network.

Responsibilities: Effective management of financial controls 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 procedures. Ensure enforcement of financial discipline. Management of human resources, finance and assets.

DD: MANAGER: SUPPLY CHAIN MANAGEMENT (SR 11)

KwaZulu/Natal Region: Durban Management Area, Ref.: (PSA 2022/01/67)

An all-inclusive package: R 744 255.00

Requirements: Recognised three (3) year Degree/National Diploma in Supply Chain Management or equivalent qualification. 5 years' experience in a Junior Management post. In-depth knowledge of LOGIS system. Valid driver's licence. Computer literacy.

Competencies and attributes: Financial management. Problem solving and decision making and facilitation skills. Plan, organize, lead and control. Change management, team leadership, project management, report writing, presentation and conflict management skills. Training and development. Time management. Confidentiality. Coaching and mentoring. Understanding of Public Service policy and legislative framework. Service delivery and client orientation. Integrity and honest. Assertiveness. Willingness to travel. Influence and impact. Applied strategic thinking. Ability to network.

Responsibilities: Management of procurement of assets, storage and distribution process in the management area. Operationalization of logistical policy in the management area. The management of stock and logistical investigation, administration of tenders contracts and transport. Management of human resources, finance and assets

DD: REGIONAL COORDINATOR: INFORMATION TECHNOLOGY (SR 11)

KwaZulu/Natal Region: Durban, Ref.: (PSA 2022/01/68)

An all-inclusive package: R 744 255.00

Requirements: Matric plus National Diploma/Degree in Information Technology coupled with seven (7) years' experience in Information Technology networks three years of which must be at junior management level (Novell, MS-Word, Windows, Word Perfect, In-house Software, and Hardware) in accordance with the PAS. Good communication skills. Drivers 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: Coordination of policy within the Region. Management of computer hardware. Quality assessment of services rendered by Information Technology staff. Integration of software. Rendering of customer assistance. Management of data security. Planning of activities. Management of finance. Management of Human Resources.

DD: REGIONAL COORDINATOR: PERFORMANCE MANAGEMENT AND MONITORING (SR 11)

KwaZulu/Natal Region: Regional Office, Ref.: (PSA 2022/01/69)

An all-inclusive package: R 744 255.00

Requirements: Matric plus National Diploma/Degree in Human Resources/Personnel Management or relevant qualification coupled with seven (7) years' experience 4 years of which must be at a junior management level in Human Resources. Good communication skills. Computer literacy. Drivers 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: Operationalization of the human resources policy in the Region. The quality assessment of performance management. The management of personnel investigations. Management of promotions. Management of personnel awards. The management of achievement bonuses. The planning of activities. The management of finances and Human Resources.

DD: REGIONAL COORDINATOR: SUPPLY CHAIN MANAGEMENT (SR 11)

KwaZulu/Natal Region: Regional Office, Ref.: (PSA 2022/01/70)

An all-inclusive package: R 744 255.00

Requirements: Degree or Diploma in Supply Chain Management plus 5 years relevant experience in Government Logistical Systems gained at a Junior Management level in a Supply Chain Management environment. In depth knowledge LOGIS system. Understanding of the PFMA. Computer literacy. Valid driver's license.

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

Responsibilities: The operationalization of logistical policy in the region. The management of stock. Management of Movable Assets. Management of the PAS System. The administration of tenders. The undertaking/management of logistical inspection. The undertaking of logistical investigations. The management of transport. The planning of activities. The management of logistical infrastructure. The management of finances. The management of personnel. The management of infrastructure for financial management and accounting.

DD: AREA COORDINATOR: CORPORATE SERVICES (SR 11)

KwaZulu/Natal Region: Kokstad Management Area,

Ref.: (PSA 2022/01/71)

An all-inclusive package: R 744 255.00

Requirements: Recognized and appropriate three-year Degree/Diploma in Human Resource Management / Diploma in Correctional Ser-

vices Management or equivalent qualification. 5 years management experience. Proven knowledge of Human Resource policies and procedures in the Public Services, Labour Relation Policies and Procedures in the Public Service, disciplinary procedure and code are essential, as are excellent verbal and written communication skills and strong leadership qualities. Negotiation skills and ability to organize are required. A valid driver's licence.

Competencies and attributes: Policy coordination, Financial management, Communication, Facilitation skills, Project and programme management, Change management, Client orientation and Customer Focus, Problem Solving and Analysis, Service Delivery, Innovation, Decision making, People Management and Empowerment, Integrity and honesty, Confidentiality, Good interpersonal relations, Understanding of Public Service Policy and legislative Framework, Assertiveness, Ability to network, Diplomacy and tact, Influence and impact.

Responsibilities: Effective coordination of human resources policies and procedures at management area level. Coordinate Human Resources Provisioning, Utilization, Development, Communication, Information Technology, Special Programmes (EAP, HIV/AIDS and Equity), Legal Services and Employee Relations in the management area. Management of Human Resources, finance and assets.

DD: AREA COORDINATOR: FINANCE AND SUPPLY CHAIN MANAGEMENT (SR 11)

KwaZulu/Natal Region: Empangeni Management Area, Ref.: (PSA 2022/01/72);

Ncome Management Area, Ref.: (PSA 2022/01/73)

An all-inclusive package: R 744 255.00

Requirements: Recognized three year National Diploma/B-Degree in Accounting or Financial Management or equivalent qualification. 3-5 years management experience in a Financial Management environment. Knowledge of BAS and LOGIS systems. Proven experience in a LOGIS environment. Computer Literate. Valid driver's license.

Competencies and attributes: Financial management, Problem solving and decision making, Facilitation skills, Plan, organize, lead and control, Change Management, Project management, Presentation skill, Conflict management, Training skills, Communication skills, Time management, Confidentiality, Coaching and mentoring, In depth knowledge of Supply Chain Management, Proven knowledge of the Public Finance Management Act, 1999 and Treasury Regulations, relating to Financial Management and Accounting. Procurement Administration and Public Finance Administration, Service delivery and client orientation, Integrity and honesty, Assertiveness, Willingness to travel, Influence and impact, Applied strategic thinking, Ability to network. Ability to network, Diplomacy and tactful Influence and impact.

Responsibilities: Effective management of financial and supply chain management functions in the Management Area. Implementation and monitoring of execution of duties in terms of the Public Finance Management Act, 1999 (PFMA). The candidate must assist the Area Commissioner in the execution of his duties in terms of the Public Finance Management Act, 1999 (PFMA). Ensuring optimal utilization of resources, Support with regard to the Management Area budgets. Management of human resource, finance and assets

PSYCHOLOGIST GRADE 1

KwaZulu/Natal Region: Durban Med B, Ref.: (PSA 2022/01/74); Waterval Med A, Ref.: (PSA 2022/01/75)

An all-inclusive package: R 724 062.00

Requirements: Master's Degree in Psychology and registration as Clinical or Counselling Psychologist with the Health Professional Council of South Africa. A minimum of three (3) years appropriate experience as Clinical Psychologist after registration with the Professional Council of South Africa. These requirements are in accordance with the relevant Occupational Specific Dispensation. Computer literate. Valid driver's licence.

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

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

ASSISTANT MANAGER: NURSING (PHC)

KwaZulu/Natal Region: Glencoe Management Area, Ref.: (PSA 2022/01/76)

R 624 216.00 per annum

Requirements: Basic qualification accredited with the SANC in terms of Government Notice (i.e. Diploma/Degree in Nursing) or equivalent qualification that allows registration with the SANC as a professional Nurse. Post Basic qualification with a duration of at least 1 year in Curative Skills in Primary Health Care accredited with the SANC. A minimum of 10 years appropriate/ recognisable experience in nursing after registration as Professional Nurse with the SANC in General Nursing, at least 3 years of the period referred to above must be appropriate/ recognisable experience at managerial level.

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

Responsibilities: To ensure that a comprehensive nursing treatment and care service is delivered to patients in a cost effective, efficient and equitable manner by Nursing Department, including the overall management of nursing services (i.e. operational, HR and Finance of the nursing department). Ensure compliance to professional and ethical practice. Ensure that the clinical nursing practice by the nursing team in the facility is rendered in accordance with the scope of practice and nursing standards as determined by relevant health facility. Promote quality nursing care as directed by the professional scope of practice and standards as determined by the relevant health facility. Management of human resources, finances and assets.

OPERATIONAL MANAGER: NURSING (PHC)

KwaZulu/Natal Region: Durban Med B, Ref.: (PSA 2022/01/77);

Ladysmith, Ref.: (PSA 2022/01/78); Sevontein, Ref.: (PSA 2022/01/79); Glencoe, Ref.: (PSA 2022/01/80); Empangeni Ref.: (PSA 2022/01/80B)

R 571 242.00 per annum

Requirements: Degree/Diploma in Nursing or an equivalent qualification that allows registration with the South African Nursing Council as a Professional Nurse. 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 speciality. Current registration with the South African Nursing Council as a Professional Nurse. Valid driver's licence. Computer literate. These requirements are in accordance with the relevant Occupational Specific Dispensation.

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, and 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 impact on service delivery.

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

SOCIAL WORK SUPERVISOR GRADE 1

KwaZulu/Natal Region: Durban Med C, Ref.: (PSA 2022/01/81) Ref.: Pietermaritzburg Med B (PSA 2022/01/82)

R 389 991.00 per annum

Requirements: National Diploma/ Degree in Social Work (e.g. Bachelor of Social Work) that allows professional registration with the SACSSP. A minimum of seven (7) years appropriate experience in Social Work after registration as Social Worker with the SACSSP. Registration with the SACSSP as a Social Worker. These requirements are in accordance with the relevant Occupational Specific Dispensation. Valid driver's licence. Computer literacy.

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

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

ASSISTANT DIRECTOR: MANAGER: COMMUNICATIONS (SR-9)

KwaZulu/Natal Region: Waterval, Ref.: (PSA 2022/01/84)

R382 245.00 per annum

Requirements: Degree/ National Diploma in Communication Science and 5 years relevant experience working in the communication environment. Computer literacy. 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; Under-standing 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 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 of human and financial resource and assets.

MANAGER EDUCATION AND TRAINING

KwaZulu/Natal Region: Ncome Management Area, Ref.: (PSA 2022/01/85)

R354 666.00 per annum

Requirements: Recognised and appropriate Four- year degree/diploma in Education coupled with seven (7) years' relevant experience. Post graduate degree will be an added advantage. Must be professional. Ability to plan and organise. Sound communication skills. Valid driver's license.

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

Responsibilities: Responsible for the administration of education and training. Manage budget of education and training. Advise the Area Commissioner. Responsible for personnel development within the Area. Responsible for the total establishment of the Area. Initiate policy with regard to sport and recreation, libraries and life skills programmes. Manage education and training system. Liaise with the external role players regarding education and recreation opportunity.

MANAGER: SOCIAL WORK

KwaZulu/Natal Region Kokstad Management Area, Ref.: (PSA 2022/01/86)

R 389 991.00 per annum

Requirements: Recognised BA Degree in Social Work and 10 years' experience after registration as Social Worker with the South African Council for Social Services Professions. At least 5 years' experience should be gained at supervisory level. 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

KwaZulu/Natal Region: Durban Med A X 3, Ref.: (PSA 2022/01/87); Durban Med B, Ref.: (PSA 2022/01/88);
Durban Female, Ref.: (PSA 2022/01/89); Ncome Med B, Ref.: (PSA 2022/01/90); Sevoitein, Ref.: (PSA 2022/01/91);
Vryheid, Ref.: (PSA 2022/01/92); Waterval Med A, Ref.: (PSA 2022/01/93);
Waterval Med B, Ref.: (PSA 2022/01/94); Ebongweni, Ref.: (PSA 2022/01/95) X3; Qalakabusha, Ref.: (PSA 2022/01/96);
R 388 974.00 per annum

Requirements: Degree/Diploma in Nursing or an equivalent qualification that allows registration with the South African Nursing Council as a Professional. A minimum of 4 years appropriate/recognisable nursing experience after registration as a Professional Nurse with the SANC in General Nursing. Post basic qualification with a duration of at least 1 year in Curative skills in Primary Health Care accredited with the SANC. Current registration with the South African Nursing Council as a Professional Nurse. Valid driver's licence. Computer literate. These requirements are in accordance with the relevant Occupational Specific Dispensation.

Competencies and attributes: Financial management, Problem solving and decision making, facilitation skills, plan, organize, lead and control, Project Management, Presentation skill, Conflict Management. Knowledge of nursing care process and procedure, nursing statutes and other relevant legal frameworks, including grievances procedure and disciplinary code and procedure. Training and development, 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: Supervise the routine examination of offenders and treatment of minor ailments according to scope of practice. Supervise the assistance of immobile offender patients. Supervise the administration of medicine and other treatments. Supervise first aid and emergency series. Supervise sterilisation of equipment's/facilities. Supervise the updating of offenders/s records. Counsel offender patients. Supervise medicine control maintain safe custody by nursing personnel. Identify offenders for medicines. Not medical condition as instructed by doctors. Manage human resources, finance and assets.

MANAGER: FINANCIAL + MANAGEMENT ACCOUNTING (SR 9)

KwaZulu/Natal Region: Kokstad Management Area, Ref.: (PSA 2022/01/98)
R382 245.00 per annum

Requirements: Relevant B Degree/National Diploma in Accounting Management/ Financial Management and 3-5 years' experience on supervisory post. Computer literacy. 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: Implement a financial accounting policy in the region in accordance with the current procedures. Plan and execute financial accounting function/inspections. Undertake financial investigations. Keep financial accounting system on standards. Compile training programmes. Ensure effective control over the collection and allocation of the revenue. Ensure financial integrity of data on BAS. Manage Human Resource. Execute the responsibilities of officials as stipulated in Section 45 of the Public Finance Management Act. Manage debts and control accounts.

MANAGER: SUPPLY CHAIN MANAGEMENT (SR 9)

KwaZulu/Natal Region: Kokstad Management Area, Ref.: (PSA 2022/01/99); Ncome Management Area, Ref.: (PSA 2022/01/100)
R382 245.00 per annum

Requirements: Recognised three (3) year Degree/National Diploma in Supply Chain Management or equivalent qualification. 3-5 years' experience in a supervisory post. In-depth knowledge of LOGIS system. Valid driver's licence. Computer literacy.

Competencies and attributes: Financial management. Problem solving and decision making and facilitation skills. Plan, organize, lead and control. Change management, team leadership, project management, report writing, presentation and conflict management skills. Training and development. Time management. Confidentiality. Coaching and mentoring. Understanding of Public Service policy and legislative framework. Service delivery and client orientation. Integrity and honest. Assertiveness. Willingness to travel. Influence and impact. Applied strategic thinking. Ability to network.

Responsibilities: Management of procurement of assets, storage and distribution process in the management area. Operationalization of logistical policy in the management area. The management of stock and logistical investigation, administration of tenders contracts and transport. Management of human resources, finance and assets.

ASSISTANT DIRECTOR: EMPLOYEE RELATIONS (SR 9)

KwaZulu/Natal Region: Empangeni Management Area, Ref.: (PSA 2022/01/101);
Pietermaritzburg Management Area, Ref.: (PSA 2022/01/102); Waterval Management Area, Ref.: (PSA 2022/01/103)
R 382 245.00 per annum

Requirements: Recognised three (3) year Degree in Labour Law/Labour Relations or equivalent relevant qualification. At least 3 – 5 years Supervisory experience in the Employee Relations environment. Valid driver's licence. Computer literacy.

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

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

ASSISTANT DIRECTOR: MANAGER: SPECIAL PROGRAMS (SR 9)

KwaZulu/Natal Region: Pietermaritzburg Management Area,
Ref.: (PSA 2022/01/104)
R 382 245.00 per annum

Requirements: Grade 12 plus Relevant B degree/ND in Human Resource Management with 3-5 years' experience in junior management level in comparable environment. Valid driver's licence. Computer literacy.

Competencies and attributes: Policy coordination, Financial management, Communication, Facilitation skills, Project and programme management, change management, Client orientation and Customer Focus, Problem Solving and Analysis, Service Delivery Innovation, Decision making, People Management and Empowerment, Integrity and Honesty, Confidentiality, Good interpersonal relations, Understanding of Public Service Policy and Legislation Framework, Assertiveness, Ability to network, Diplomacy and tact influence and impact.

Responsibilities: Promotion of the code of conduct of the Department, Coordination of all EAP operations in the region. Promotion of gender sensitivity in the Region. Ensuring of the gainful employment of disabled. Ensuring of the alignment of DCS policies, Policy coordination of sports, Management of sport event in the region, Maintenance of performance plans of subordinates. Assessment of subordinates, Ensure compliance with DCS HR policies /directives Budgeting of funds. Compliance business plans. Accountable for the sport and recreation

ASSISTANT DIRECTOR: MANAGER: HR UTILIZATION

KwaZulu/Natal Region: Ncome Management Area, Ref.:
(PSA 2022/01/105)
R382 245.00 per annum

Requirements: Degree/National Diploma in Human Resource Management/ equivalent and 5 years' experience in a supervisory post. Valid driver's licence. Successful completion of PERSAL training course. Computer literate.

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

Responsibilities: Control cost effective personnel administration and utilization. Co-ordinate the operation of personnel functions in the Management Area. Implement national Human Resource Management Policy in the Management Area. Inspect personnel administration in the Management Area. Manage remuneration control, housing subsidies accommodation. Management of transfers, appointments And service termination.

ASSISTANT DIRECTOR: EMPLOYEE ASSISTANT PROGRAMME (SR 9)

KwaZulu/Natal Region: Regional Office, Ref.: (PSA 2022/01/106)

R382 245.00 per annum

Requirements: Recognized and appropriate three National Diploma/Degree in relation to the EAP work field and / or relevant 3-5 years' supervisory experience in EAP. A postgraduate qualification in Social Work or Clinical Psychology be an added advantage. Registration with the relevant regulatory body is mandatory. Computer literacy. Valid driver's licence.

Competencies and attributes: Problem solving and decision making, facilitation skills, plan, organize, lead and control, Post Advertisement Section11project 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

ASSISTANT DIRECTOR: MANAGER: FINANCIAL ACCOUNTING (SR 9)

KwaZulu/Natal Region: Regional Office, Ref.: (PSA 2022/01/107)

R382 245.00 per annum

Requirements: Recognised three (3) year Degree/National Diploma in Financial Management or Accounting with 3-5 years' experience in a supervisory experience in a financial and management accounting environment. In-depth knowledge of BAS. Valid driver's licence. Computer literacy.

Competencies and attributes: Advanced financial management. Problem solving and decision making. Facilitation skills. Plan, organize, lead and control. Change management, project management, presentation, conflict management, training and communication skills. Time management. Confidentiality, coaching and mentoring skills. Proven knowledge of the Public Finance Management Act, 1999 and Treasury Regulations relating to financial management and accounting. Public Finance Administration. Service delivery and client orientation. Integrity and honesty. Assertiveness. Influence and impact and the ability to network.

Responsibilities: Effective management of financial controls 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 procedures. Ensure enforcement of financial discipline. Management of human resources, finance and assets.

ASSISTANT DIRECTOR: MANAGER: LEGAL SERVICES (MR 5)

KwaZulu/Natal Region: Pietermaritzburg Management Area,

Ref.: (PSA 2022/01/108)

R 378 990.00 per annum

Requirements: Grade 12 plus LLB Degree and minimum 8 year's appropriate post qualification experience in a legal administration environment. Admitted as an Attorney/Advocate will be an added advantage. Valid driver's license is essential. Computer literate. These requirements are in accordance with the relevant Occupational Specific Dispensation (OSD).

Competencies and attributes: Policy coordination, communication, financial management, Plan, organize, lead and control, Project and Program 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. Excellent verbal and written communication skills. Good negotiation and conflict resolution skills, Service rendering and creditability.

Responsibilities: The incumbent will provide legal advice to the Department. Initiate policy amendments in the Department. Draft memoranda on policy amendments. Draft legislation/legal documents. Receive request from functionaries for legal assistance. Furnish legal advice to personnel. Administer motion applications on the application of policy in the management areas. Maintain legal libraries. Manage finances. Conduct legal research and legal education. Represent the Department on various forums.

CHIEF WORK-STUDY OFFICER (SR9)

KwaZulu Natal: Region Office: Ref.: (PSA 2022/01/109)

R 382 245.00 per annum

Requirements: Relevant B degree/National Diploma in Management Services (previously known as Organisation and Work Study). 3-5 years relevant experience on supervisory post. Valid driver's licence. Computer literacy.

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, Assertiveness, Ability to network, Diplomacy and tact, Resilience, Influence and impact.

Responsibilities: Ensure that the Department effects its core functions in terms of human and material resources cost-effectively by advising management on the structure of the Department as well as the sequencing of work processes, Ensure that the Department is structured cost-effectively, Study the creation, establishment and shifting of organizational components and advise management accordingly. Design and manage the control of official forms to ensure uniformity. Advise management on work layouts, office accommodation and working conditions. Advise management on purpose-fit equipment and the efficient use thereof. Evaluate the job weight of a post or group of posts. Research and prepare miscellaneous information required by management. Research the process to be followed in attaining policy/strategic objectives of the Department. Effectively schedule projects. Management of finance and human resources and assets.

SENIOR ADMINISTRATION OFFICER: INTERNAL AUDIT

KwaZulu/Natal Region: Regional Office, Ref.: (PSA 2022/01/110)

R 321 543.00 per annum

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

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

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

EMPLOYEE ASSISTANCE PRACTITIONER (SR 8)

KwaZulu/Natal Region: Waterval Management Area,

Ref.: (PSA 2022/01/111)

R 321 543.00 per annum

Requirements: Recognized and appropriate three-year degree/diploma in relation to the EAP work field and /or relevant 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. Counselling, presentation and communication skills. Professionalism, ability to plan and organize. Valid driver's licence. Computer literacy.

Competencies and attributes: Conflict resolution. Report writing. Presentation skill. Problem solving and decision-making. Interpersonal relations. Policy implementation. Computer literacy. Conflict resolution. Communication skills. Typing skills. Training skills. Confidentiality. Integrity and honest. Friendly and adaptability. Confident and independent. Accuracy. Ability to work under pressure. Ability long hours.

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.

SAO: PERSAL CONTROLLER (SR 8)

KwaZulu/Natal Region: Kokstad Management Area,

Ref.: (PSA 2022/01/112)

R 321 543.00 per annum

Requirements: Degree/ National Diploma in Human Resource Management or equivalent qualification and 3-5 years' experience in Human Resources environment. Successful completion of PERSAL training course. Valid Driver's licence. Computer literacy.

Competencies and attributes: Financial management, facilitation skills, plan, organize, lead and control, project management, presentation skill, conflict management, report writing. Time management, confidentiality, coaching and mentoring, understanding of Public Service policy and legislative framework, knowledge of Correctional Service Act, service delivery and client orientation, integrity and honesty, assertiveness, influence and impact, communication skills, decision making, problem solving skills, networking/liaison with stakeholders and negotiation skills.

Responsibilities: Effective management of PERSAL in a 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 resources, finances and assets.

SAO: TRANSPORT (SR 8)

KwaZulu/Natal Region: Ncome, Ref.: (PSA 2022/01/113)

R 321 543.00 per annum

Requirements: Degree/National Diploma in Fleet Management or an equivalent qualification. 3-5 years' experience in a relevant environment. Computer literate. A valid driver's licence.

Competencies and Attributes: Conflict resolution; Report writing; Presentation skills. Problem solving; Team leadership; Policy interpretation; Confidentiality; Integrity and honesty; Time management; Assertiveness; Ability to network; Service delivery and client orientation; adaptive; Confident and independent; Ability to work under pressure; Willingness to travel.

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

SAO: PERSONNEL ADMINISTRATION (SR 8)

KwaZulu/Natal Region: Kokstad Management Area, Ref.: (PSA 2022/01/114)

R 321 543.00 per annum

Requirements: Grade 12 plus relevant B degree/National Diploma with 3-5 years appropriate experience. Computer literacy. 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.

Responsibilities: Maintain duty register. Record leave. Forward personnel requests to DH Personnel. Draw duty schedules. Calculate overtime worked. All cases of absenteeism, without leave to be reported to the DH Staff Services and initiators. Issue leave forms to staff. Forward leave forms for processing by staff of the DH Personnel. Ensure proper handling of applications for transfers, housing subsidies, accommodation, bursaries, grievances, disciplinary proceedings and any other miscellaneous information required. Management of finance and human resources and assets

SAO: SUPERVISOR: FINANCIAL ACCOUNTING (SR 8)

KwaZulu/Natal Region: Ncome Management Area, Ref.: (PSA 2022/01/115)

R 321 543.00 per annum

Requirements: National Diploma/Degree in Financial Management/Accounting 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.

SAO: MANAGEMENT ACCOUNTING (SR 8)

KwaZulu/Natal Region: Durban Management Area, Ref.: (PSA 2022/01/116)

R 321 543.00 per annum

Requirements: Relevant B degree/National Diploma in Accounting Management/Cost Management Accounting and 3-5 years' experience on supervisory post. Computer literacy. 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: 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 adhere to financial policies and procedure. Ensure enforcement of financial discipline. Management of human resources, finance and assets

SAO: COMMUNITY LIAISON/REINTEGRATION (SR 8)

KwaZulu/Natal Region: Regional Office, Ref.: (PSA 2022/01/117)

R 321 543.00 per annum

Requirements: Recognised three (3) year Degree/ National Diploma or equivalent qualification in Behavioural Sciences and 5 years relevant experience on production post. These requirements are in accordance with the relevant Occupational Specific Dispensation. Top secret security classification as an added advantage. Successful completion of Corrections Science Learner ship/Basic Training. Valid driver's licence.

Competencies and attributes: Firearm skills and the use of relevant security technology. Communication, Stakeholder management, Problem solving, Service Delivery Innovation, decision making, People Management and Empowerment, 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 amend-ed. Assertiveness, Diplomacy and Tact, Resilient, Influence and impact, Computer literacy.

Responsibilities: Effective management of social reintegration of offenders. Marketing of the concept of community supervision. Identifica-

tion of community service opportunities. Development of community service programs. Monitor community service operations.

SAO INVESTIGATIONS (SR 8)

KwaZulu/Natal Region: Durban Management Area, Ref.: (PSA 2022/01/118)

R 321 543.00 per annum

Requirements: Recognised three-year degree/diploma or Correctional Service Administration Part III. 3-5 years relevant experience in a relevant environment. Department of Correctional Services training as investigator. Basic training as a correctional officer and training in Disciplinary Code. Good communication and interpersonal skills. Ability to organise and plan. 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: Investigating of escapes, assaults, injuries to prisoners and to staff. Act as an initiator disciplinary hearing.

SAO: LOGISTICS ADMINISTRATION (SR 8)

KwaZulu/Natal Region: Waterval Management Area, Ref.: (PSA 2022/01/119)

R 321 543.00 per annum

Requirements: Grade 12 plus Relevant B degree/National Diploma 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 and outgoing stock. Manage the administration of the warehouse, transit and fleet. Supervise the asset verification and logistical training. Management of human resources, finance and assets.

SAO: HUMAN RESOURCE SUPPORT (SR 8)

KwaZulu/Natal Region: Kokstad Management Area, Ref.: (PSA 2022/01/120)

R 321 543.00 per annum

Requirements: Grade 12 and Recognised 3-year degree/diploma (RVQ 13) in Human Resources Management, Supervisory experience in Human Resources Administration and Management, Ability to plan and organise. Knowledge of the Persal System. Driver's licence, Sound communication skills. Must be computer literate.

Competencies and Attributes: Plan and control. Report writing. Punctuality, Confidentiality, Understanding of Public Services policy and legislative framework, Service delivery and client orientation, integrity and honest, Assertiveness, Influence and impact, Ability to work under pressure. Training in Persal, training in Recruitment policy and Personnel Administration training.

Responsibilities: Enhance coordination of policy, communicate policy matters, technical preparation of documents, arrange meetings, maintain post establishments and documents detailing training, undertake personnel administration, Management of promotions, Personnel awards, Achievement bonuses, staffing of management area, Management of Finance and logistics, management of personnel, Administer performance of merit assessments.

SAO: HUMAN RESOURCE DEVELOPMENT (SR 8)

KwaZulu/Natal Region: Ncome Management Area, Ref.: (PSA 2022/01/121)

R 321 543.00 per annum

Requirements: Recognized three (3) year degree/national diploma in Human Resource Management or HRD. At least 3-5 years relevant experience in the field of HRD. Good communication skills. Computer literacy. Valid driver's licence.

Competencies and attributes: Conflict resolution. Report writing. Presentation skill. Problem solving and decision-making. Interpersonal relations. Policy implementation. Computer literacy. Conflict resolution. Communication skills. Typing skills. Training skills. Confidentiality. Integrity and honest. Friendly and adaptability. Confident and independent. Accuracy. Ability to work under pressure. Ability long hours.

Responsibilities: Training and development interventions at all levels. Compile the business plan for HRD. Conduct training needs analysis. Compilation of monthly training statistics and annual training reports. Deliver effective HRD administration. Management of learner-ship programmes and conducts assessment on learners on the Correctional Science Learner-ship NQF Level 4. Management of the internship programmes. Facilitation of HRD programmes in the Region. Programming and scheduling of training interventions. Evaluation.

SAO: MESS (SR 8)

KwaZulu/Natal Region: Ncome Management Area, Ref.: (PSA 2022/01/122)

R 321 543.00 per annum

Requirements: Relevant three (3) year Degree/ National Diploma plus 3-5 years relevant experience. Valid driver's licence. Must be computer literate.

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

Responsibilities: Implement nutritional and hygienic standards; prepare meals, Supervise cleaning of utensils, kitchen, and service area. Supervise, Supervise hygienic food storage. Control security equipment (keys, batons, teargas, radios). Control catering equipment (knives, cookery etc.). Supervise cleaning of the kitchen. Searching of kitchen. Implementation of policies and procedures governing clubs and canteens. Ensure the preparation of annual financial statements for audit purposes. Verification and monitoring of the income, expenditure and investments of clubs.

ARTISAN FOREMAN GRADE A (PAINTER)

KwaZulu/Natal Region: Glencoe, Ref.: (PSA 2022/01/123); Waterval Med A, Ref.: (PSA 2022/01/124)

R 308 826.00 per annum

Requirements: An appropriate Trade Diploma/certificate underwritten under Manpower Training Act (Red Seal). Five (5) years' relevant experience after completion of the Trade diploma/certificate will add advantage. Valid driver's license. These requirements are in accordance with the Occupational Specific Dispensation

Competencies and Attributes: Relationship building, innovation & creativity, People management, Time management, Openness & transparency, Integrity & honesty, Coaching & mentoring, Confidentiality, Interpersonal relations, Networking, Tact and Computer skills.

Responsibilities: Safe custody of offenders. Management of administration task. Training and development of offenders. Control over work-places 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.

ARTISAN FOREMAN GRADE A (PLUMBER)

KwaZulu/Natal Region: Qalakabusha, Ref.: (PSA 2022/01/125);

Estcourt, Ref.: (PSA 2022/01/126)

R 308 826.00 per annum

Requirements: An appropriate Trade Diploma/certificate underwritten under Manpower Training Act (Red Seal). Five (5) years' relevant experience after completion of the Trade diploma/certificate will add advantage. Valid driver's license. These requirements are in accordance with the Occupational Specific Dispensation

Competencies and Attributes: Relationship building, innovation & creativity, People management, Time management, Openness & transparency, Integrity & honesty, Coaching & mentoring, Confidentiality, Interpersonal relations, Networking, Tact and Computer skills.

Responsibilities: Safe custody of offenders. Management of administration task. Training and development of offenders. Control over work-places 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.

ARTISAN FOREMAN GRADE A (CARPENTER)

KwaZulu/Natal Region: Ebongweni Max, Ref.: (PSA 2022/01/127)

R 308 826.00 per annum

Requirements: An appropriate Trade Diploma/certificate underwritten under Manpower Training Act (Red Seal). Five (5) years' relevant experience after completion of the Trade diploma/certificate will add advantage. Valid driver's license. These requirements are in accordance with the Occupational Specific Dispensation

Competencies and Attributes: Relationship building, innovation & creativity, People management, Time management, Openness & transparency, Integrity & honesty, Coaching & mentoring, Confidentiality, Interpersonal relations, Networking, Tact and Computer skills.

Responsibilities: Safe custody of offenders. Management of administration task. Training and development of offenders. Control over work-places 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.

ARTISAN FOREMAN GRADE A (ELECTRICIAN)

KwaZulu/Natal Region: Ebongweni Max, Ref.: (PSA 2022/01/128); Estcourt, Ref.: (PSA 2022/01/129)

R 308 826.00 per annum

Requirements: An appropriate Trade Diploma/certificate underwritten under Manpower Training Act (Red Seal). Five (5) years' relevant experience after completion of the Trade diploma/certificate will add advantage. Valid driver's license. These requirements are in accordance with the Occupational Specific Dispensation

Competencies and Attributes: Relationship building, innovation & creativity, People management, Time management, Openness & transparency, Integrity & honesty, Coaching & mentoring, Confidentiality, Interpersonal relations, Networking, Tact and Computer skills.

Responsibilities: Safe custody of offenders. Management of administration task. Training and development of offenders. Control over work-places 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.

ARTISAN FOREMAN GRADE A (WOOD MACHINIST)

KwaZulu/Natal Region: Pietermaritzburg, Ref.: (PSA 2022/01/130)

R 308 826.00 per annum

Requirements: An appropriate Trade Diploma/certificate underwritten under Manpower Training Act (Red Seal). Five (5) years' relevant experience after completion of the Trade diploma/certificate will add advantage. Valid driver's license. These requirements are in accordance with the Occupational Specific Dispensation

Competencies and Attributes: Relationship building, innovation & creativity, People management, Time management, Openness & transparency, Integrity & honesty, Coaching & mentoring, Confidentiality, Interpersonal relations, Networking, Tact and Computer skills.

Responsibilities: Safe custody of offenders. Management of administration task. Training and development of offenders. Control over work-places 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 (ISIZULU H/L & TOURISM)

KwaZulu/Natal Region: Durban Juvenile, Ref.: (PSA 2022/01/131)

R 287 937.00 per annum

Requirements: Recognised four (4) year Degree/National Diploma in Education. Registration with the South African Council of Educators. Computer literacy. Valid Driver's License. These requirements are in accordance with the relevant Occupational Specific Dispensation.

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

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

EDUCATIONIST M+4 (ENGINEERING STUDIES)

KwaZulu/Natal Region: Ncome Med B, Ref.: (PSA 2022/01/132)

R 287 937.00 per annum

Requirements: Recognised four (4) year Degree/National Diploma in Education. Registration with the South African Council of Educators. Computer literacy. Valid Driver's License. These requirements are in accordance with the relevant Occupational Specific Dispensation.

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

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

EDUCATIONIST M+4 (CIVIL ENGINEERING)

KwaZulu/Natal Region: Waterval Med A, Ref.: (PSA 2022/01/133)

R 287 937.00 per annum

Requirements: Recognised four (4) year Degree/National Diploma in Education. Registration with the South African Council of Educators. Computer literacy. Valid Driver's License. These requirements are in accordance with the relevant Occupational Specific Dispensation.

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

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

EDUCATIONIST M+4 (MATHS/ NATURAL SCIENCE/ PHYSICAL SCIENCE)

KwaZulu/Natal Region: Durban Juvenile, Ref.: (PSA 2022/01/134)

R 287 937.00 per annum

Requirements: Recognised four (4) year Degree/National Diploma in Education. Registration with the South African Council of Educators. Computer literacy. Valid Driver's License. These requirements are in accordance with the relevant Occupational Specific Dispensation.

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

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

EDUCATIONIST M+4 (MATHS AND ENGLISH)

KwaZulu/Natal Region: Qalakabusha, Ref.: (PSA 2022/01/134B); Ncome Med A, Ref.: (PSA 2022/01/135)

R 287 937.00 per annum

Requirements: Recognised four (4) year Degree/National Diploma in Education. Registration with the South African Council of Educators. Computer literacy. Valid Driver's License. These requirements are in accordance with the relevant Occupational Specific Dispensation.

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

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

EDUCATIONIST M+4 (NATURAL SCIENCE/ LIFE SCIENCE/CAT)

KwaZulu/Natal Region: Durban Juvenile, Ref.: (PSA 2022/01/136)

R 287 937.00 per annum

Requirements: Recognised four (4) year Degree/National Diploma in Education. Registration with the South African Council of Educators. Computer literacy. Valid Driver's License. These requirements are in accordance with the relevant Occupational Specific Dispensation.

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

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

PROFESSIONAL NURSE GRADE 1

KwaZulu/Natal Region: Newcastle Ref.: (PSA 2022/01/137);

Glencoe, Ref.: (PSA 2022/01/138); Qalakabusha, Ref.: (PSA 2022/01/139); Waterval Med A X 2, Ref.: (PSA 2022/01/ 140)

R 260 760.00 per annum

Requirements: Degree/Diploma in Nursing or an 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. Valid Driver's licence and Computer literacy.

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

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

SOCIAL WORKER GRADE 1

KwaZulu/Natal Region: Newcastle Comcor, Ref.: (PSA 2022/01/141);
Nkandla: Ref: (PSA 2022/01/142); Durban Med B, Ref.:
(PSA 2022/01/143); Waterval Med A, Ref.: (PSA 2022/01/144); Ebongweni, Ref.: (PSA 2022/01/144B)
R 261 456.00 per annum

Requirements: BA Degree in Social Work and registration with the South African Council of Social Service Professions. Computer literacy. Valid driver's licence. These requirements are in accordance with the relevant Occupational Specific Dispensation

Competencies and attributes: Conversancy with Acts policies and legislation pertaining to Social Work practice, understanding of Human Behavioural systems, Social Work environment, empowerment, confidentiality, time management, listening skills, good interpersonal skills, client orientation, good communication skills, empathy, tactfulness, integrity and honesty, report writing skills, adaptability and conflict management. Ability to coordinate, collaborate with internal and external stakeholders.

Responsibilities: Manage the provision of needs-based social work services to offenders within the Management Area. Conduct research and social work administration. Conduct individual assessments. Market social work services. Monitor and evaluate social work interventions. Provide guidance to subordinate and ensure that the requirements of the operational plans are complied with. Manage human re-sources, finances and assets.

AO: LOGISTICS ADMINISTRATION (SR 7)

KwaZulu/Natal Region: Pietermaritzburg Management Area, Ref.: (PSA 2022/01/145); Durban Finance, Ref.: (PSA 2022/01/146);
R 261 372.00 per annum

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

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

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

AO: BASIC ACCOUNTING SYSTEM (SR 7)

KwaZulu/Natal Region: Pietermaritzburg Management Area, Ref.: (PSA 2022/01/147)
R 261 372.00 per annum

Requirements: Grade 12 recognized three-year Degree/Diploma in Accounting or Financial Management with relevant 3-4 years' experience in Government Financial Systems. Sound communication skills. Valid driver's licence. Must be computer literate. Dynamic and Professional. Knowledge of the Public Finance Management Act, Treasury Regulations and BAS. Proven experience in handling control accounts.

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) and Treasury Regulations relating to supply chain management. Good knowledge of Public Service Regulations. Knowledge of procurement administration and public finance administration, financial management, integrity and honesty, good work ethics, confidentiality, interpersonal relations, people management, accuracy, independent networking, influence and impact, computer skills.

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

AO: CLUB TREASURER (SR 7)

KwaZulu/Natal Region: Empangeni Management Area, Ref.: (PSA 2022/01/148)
R 261 372.00 per annum

Requirements: Degree/ National Diploma in Accounting or Financial Management with 2 years' experience in Finance environment. Valid driver's licence. Computer literate.

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. Ability to organize and plan. Knowledge of the PFMA, Treasury Regulations and BAS.

Responsibilities: Implement the financial accounting policy in accordance with the current procedures. Conduct financial investigations; ensure the financial accounting system. Maintains standards. Compile training programmes. Ensure that effective control is exercised over the collection and allocation of all revenue. Ensure financial data integrity on BAS, administration of debt and control accounts. Management of finances and assets.

AO: STATE ACCOUNTANT (SR- 7)

KwaZulu/Natal Region: Regional Office, Ref.: (PSA 2022/01/149)

R261 372.00 per annum

Requirements: Grade 12 recognized three-year Degree/Diploma in Accounting or Financial Management with relevant 3-4 years' experience in Government Financial Systems. Sound communication skills. Valid driver's licence. Must be computer literate. Dynamic and Professional. Knowledge of the Public Finance Management Act, Treasury Regulations and BAS. Proven experience in handling control accounts.

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) and Treasury Regulations relating to supply chain management. Good knowledge of Public Service Regulations. Knowledge of procurement administration and public finance administration, financial management, integrity and honesty, good work ethics, confidentiality, interpersonal relations, people management, accuracy, independent networking, influence and impact, computer skills.

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

AO: PERSONNEL ADMINISTRATION (SR 7)

KwaZulu/Natal Region: Glencoe Management Area, Ref.: (PSA 2022/01/150), Pietermaritzburg, Ref.: (PSA 2022/01/151);

Durban Management Area, Ref.: (PSA 2022/01/151B);

R 261 372.00 per annum

Requirements: Grade 12 and Degree/ND in Human Resource or equivalent with 4 years relevant experience. Persal Knowledge will add advantage. Valid driver's license. Computer literacy.

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

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

AO: RECRUITMENT AND PLACEMENT (SR 7)

KwaZulu/Natal Region: Glencoe Management Area, Ref.: (PSA 2022/01/152)

R 261 372.00 per annum

Requirements: Recognized National Diploma/ Degrees in Human Resource or equivalent qualification and 1-2 years' experience in recruitment and placement. Computer Literate. Valid driver's licence.

Competencies and attributes: Plan, organise, lead and control, client orientation, Punctuality, Confidentiality, understanding of Public Ser-

vice 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: Render administrative function on transfers and placements. Assist in the interview and selection process. Schedule interviews with prospective candidates. Administer and manage information. Secure storage of memorandums. Present short-listed candidates to selection panels. Control personnel information. Compile appointment memorandum. Compile approval of the short list and interview panel memorandum. Control documentation. Retrieve mail from the registration office. Retrieve fax mail from the fax office. Register incoming/outgoing mail. Issue regret letters to unsuccessful candidates. Perform PERSAL functions relating to appointments. Management of finances and assets.

AO: SERVICE TERMINATION (SR 7)

KwaZulu/Natal Region: Kokstad Management Area, Ref.: (PSA 2022/01/153)

R 261 372.00 per annum

Requirements: Grade 12 plus Recognized three-year degree/diploma in Human Resource. 2-3 years' experience in the field of Termination Administration will be an added advantage. Computer literacy. Valid driver's license.

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: Request pension benefits by preparing withdrawal forms for all type of termination and ensure that all relevant documents are attached. Handle inter-departmental transfers to ensure correct pensionable service. Handle all applications for buy-back service. Provide advice to officials/ex-officials and their dependants regarding GEFP benefits they are entitled To. Provide guidance to officials /ex-officials and their dependants on completion of documents. Interpreting, implementing and explaining policies and procedure to enhance quality service delivery. Attend general enquiries i.e. telephonic and written correspondences. Capture termination on the Persal. Ensure correct filing of documents. Proper record keeping. Organize and order the Office stationery. Management of resources

AO: VOUCHER CONTROL (SR 7)

KwaZulu/Natal Region: Kokstad Management Area, Ref.: (PSA 2022/01/154)

R 261 372.00 per annum

Requirements: A recognized 3-year Degree/Diploma with Accounting and/or Management Accounting as a major subject. Three to four (3-4) years financial experience. Good knowledge of Public Finance. Knowledge of BAS will be an added advantage. Computer literacy. Valid Driver's licence.

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 kilometre 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

AO: STATE ACCOUNTANT (SR 7)

KwaZulu/Natal Region: Regional Head: Finance, Ref.: (PSA 2022/01/155)

R 261 372.00 per annum

Requirements: Grade 12 recognized three-year Degree/Diploma in Accounting or Financial Management with relevant 3-4 years' experience in Government Financial Systems. Sound communication skills. Valid driver's licence. Must be computer literate. Dynamic and Professional. Knowledge of the Public Finance Management Act, Treasury Regulations and BAS. Proven experience in handling control accounts.

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) and Treasury Regulations relating to supply chain management. Good knowledge of Public Service Regulations. Knowledge of procurement administration and public finance administration, financial management, integrity and honesty, good work ethics, confidentiality,

interpersonal relations, people management, accuracy, independent networking, influence and impact, computer skills.

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

NETWORK CONTROLLER (SR 7)

KwaZulu/Natal Region: Empangeni Management Area, Ref.: (PSA 2022/01/156); Ncome Management Area, Ref.: (PSA 2022/01/157); Waterval Management Area, Ref.: (PSA 2022/01/158)

R 261 372.00 per annum

Requirements: Degree/ National Diploma in IT with 2 years' experience in a comparable environment. Valid driver's licence. Computer literacy.

Competencies and attributes: Problem solving and decision making, Ability to interpret policy/legislation, Report writing. Time management, Confidentiality, Coaching and mentoring, Understanding of Public Service policy and legislative framework, Service delivery and client orientation, Integrity and honesty, Assertiveness, Influence and impact, Ability to network. Knowledge of suite products and network peripherals. Ability to work in a culturally diverse environment. Interpersonal and communication skills. Ability to work independently.

Responsibilities: Maintain access control and physical access to server rooms. Complete IT registers and inventories. Monitor performance of network connection. Perform software and hardware rollout projects. Provide first line helpdesk and desktop support. Install and upgrade software and hardware products. Provide technical advice and support to all the users. Enforce and monitor strict adherence to information and communication technology policies. Management of human resources and assets

AO: BUDGETS (SR 7)

KwaZulu/Natal Region: Regional Office, Ref.: (PSA 2022/01/159)

R 261 372.00 per annum

Requirements: Degree/ National Diploma in Accounting or Financial Management with 3 years' experience in the Finance environment. Valid driver's licence. Computer literate.

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: Execute management accounting policy in the management area in accordance with current procedures. Plan and execute administrative accounting functions/inspection. Handle administration of financial investigations. Provide advice on budget related matters. Ensure budget data integrity on BAS. Handle administration of MTEF planning. Management of finances and assets

AO: STATE ACCOUNTANT (SR 7)

KwaZulu/Natal Region: Empangeni Management Area, Ref.: (PSA 2022/01/160)

R 261 372.00 per annum

Requirements: Grade 12 recognized three-year Degree/Diploma in Accounting or Financial Management with relevant 3-4 years' experience in Government Financial Systems. Sound communication skills. Valid driver's licence. Must be computer literate. Dynamic and Professional. Knowledge of the Public Finance Management Act, Treasury Regulations and BAS. Proven experience in handling control accounts.

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) and Treasury Regulations relating to supply chain management. Good knowledge of Public Service Regulations. Knowledge of procurement administration and public finance administration, financial management, integrity and honesty, good work ethics, confidentiality, interpersonal relations, people management, accuracy, independent networking, influence and impact, computer skills.

Responsibilities: Execute the responsibility of official as stipulated in Section 45 of Public Finance Management Act, Plan and execute fi-

financial accounting functions/inspection. Undertake financial investigations. Keep financial accounting system on standard. Compile training programmes. Ensure effective control over the collection and allocation of all revenue. Ensure financial data integrity on BAS. Manage all ledger and special functions accounts. Open, keep and control debt accounts. Submit applicable documents ensuring zero balances on the ledger for the month. Handle Z59 claims.

AO: SERVICE TERMINATION (SR6)

KwaZulu/Natal Region: Ncome Management Area, Ref.: (PSA 2022/01/161)

R 211 713.00 per annum

Requirements: Grade 12 plus Recognized three-year degree/diploma in Human Resource. Two (2) years' experience in the field of Termination Administration will be an added advantage. Computer literacy. Valid driver's license.

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: Request pension benefits by preparing withdrawal forms for all type of termination and ensure that all relevant documents are attached. Handle inter-departmental transfers to ensure correct pensionable service. Handle all applications for buy-back service. Provide advice to officials/ex-officials and their dependants regarding GEPP benefits they are entitled To. Provide guidance to officials /ex-officials and their dependants on completion of documents. Interpreting, implementing and explaining policies and procedure to enhance quality service delivery. Attend general enquiries i.e. telephonic and written correspondences. Capture termination on the Persal. Ensure correct filing of documents. Proper record keeping. Organize and order the Office stationery. Management of resources.

AO: BUDGETS (SR 6)

KwaZulu/Natal Region: Durban Management Area, Ref.: (PSA 2022/01/162)

R 211 713.00 per annum

POST WITHDRAWN

AO: LOGISTICS ADMINISTRATION (SR 6)

KwaZulu/Natal Region: Waterval Management Area, Ref.: (PSA 2022/01/163)

R 211 713.00 per annum

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

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

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

AO: BUSINESS PLANS (SR 6)

KwaZulu/Natal Region: Waterval Management Area, Ref.: (PSA 2022/01/164)

R 211 713.00 per annum

Grade Requirements: Grade 12 and 4 – 5 years' experience and relevant experience of Government Financial Systems. Valid driver's licence. The incumbent must be dynamic and professional. Ability to plan and organise. Good communication skills. Excellent negotiation and problem solving ability. Computer literacy.

Competencies and attributes: Plan, organise, lead and control, client orientation & communication, policy analysis and interpretation, report writing, facilitation skills, presentation, problem solving and decision-making Knowledge of the financial management framework (PFMA). Treasury Regulations relating to financial management and accounting. 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: Inspection of business plan in the Management Area. Communication of feedback on policy to the Regional Office for possible amendments. Rendering of advice to functionaries regarding procedures and policies. Planning and execution of financial management inspections in the Management Area. Ensuring control over all accounting/financial documentation. Reporting on the cost effectiveness of

equipment/human resource in the Management Area. Formulation of strategies to improve on the standards of financial management. Ensure that business plans for individual sections exist and are correct. Ensure that the business plans for the MTEF period are in place. Identification of training requirements for financial personnel in the Management Area.

AO: FINANCE & CREDIT CONTROL (SR 6)

KwaZulu/Natal Region: Waterval Management Area, Ref.: (PSA 2022/01/165)

R 211 713.00 per annum

Requirements: Grade 12 recognized three-year Degree/Diploma in Accounting or Financial Management with relevant 3 years' experience in Government Financial Systems. Sound communication skills. Valid driver's licence. Must be computer literate. Dynamic and Professional. Knowledge of the Public Finance Management Act, Treasury Regulations and BAS. Proven experience in handling control accounts.

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) and Treasury Regulations relating to supply chain management. Good knowledge of Public Service Regulations. Knowledge of procurement administration and public finance administration, financial management, integrity and honesty, good work ethics, confidentiality, interpersonal relations, people management, accuracy, independent networking, influence and impact, computer skills.

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

ARTISAN PRODUCTION GRADE A (PAINTER)

KwaZulu/Natal Region: Estcourt, Ref.: (PSA 2022/01/166)

R 193 512.00 per annum

Requirements: An appropriate trade test certificate underwritten by the Manpower Training Act (Red Seal) and three (3) years post qualification experience as a Painter. Valid driver's licence. Computer literate. These requirements are in accordance with the relevant Occupational Specific Dispensation.

Competencies and attributes: Plan and organise, report writing, punctuality, 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: Training of offenders as well as apprentices. 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 (WELDER)

KwaZulu/Natal Region: Estcourt, Ref.: (PSA 2022/01/167)

R 193 512.00 per annum

Requirements: An appropriate trade test certificate underwritten by the Manpower Training Act (Red Seal) and three (3) years post qualification experience as a Welder. Valid driver's licence. Computer literate. These requirements are in accordance with the relevant Occupational Specific Dispensation.

Competencies and attributes: Plan and organise, report writing, punctuality, 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: Training of offenders as well as apprentices. 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)

KwaZulu/Natal Region: Waterval Med A, Ref.: (PSA 2022/01/168)

R 193 512.00 per annum

Requirements: An appropriate trade test certificate underwritten by the Manpower Training Act (Red Seal) and three (3) years post qualification experience as a Builder. Valid driver's licence. Computer literate. These requirements are in accordance with the relevant Occupational Specific Dispensation.

Competencies and attributes: Plan and organise, report writing, punctuality, 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: Training of offenders as well as apprentices. 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 (ELECTRICIAN)
KwaZulu/Natal Region: Estcourt, Ref.: (PSA 2022/01/169)
R 193 512.00 per annum

Requirements: Matric/Grade 12. An appropriate Trade test certificate underwritten by the Manpower Training Act (Red Seal). Three (3) years' experience after completion of the trade test will add advantage. These requirements are in accordance with the relevant Occupational Specific Dispensation. 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.

Responsibilities: Training of offenders as well as apprentices. 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)
KwaZulu/Natal Region: Durban Med C, Ref.: (PSA 2022/01/170);
Pietermaritzburg, Ref.: (PSA 2022/01/173)
R 193 512.00 per annum

Requirements: Matric/Grade 12. An appropriate Trade test certificate underwritten by the Manpower Training Act (Red Seal). Three (3) years' experience after completion of the trade test will add advantage. These requirements are in accordance with the relevant Occupational Specific Dispensation. 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.

Responsibilities: Training of offenders as well as apprentices. 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.

SWITCH BOARD OPERATOR (SR4)
KwaZulu/Natal Region: Empangeni, Ref.: (PSA 2022/01/171)
R 147 459.00 per annum

Requirements: Grade 12 and relevant experience. Experience in the operation of the switchboard. Good communication skills as well as a strong and friendly personality.

Competencies and attributes: Plan, organise, lead and control, client orientation, Punctuality, Confidentiality, understanding of Public Service Policy and Legislative framework, service delivery, report writing, Integrity and honesty, Assertiveness, typing skill. Ability to work under pressure.

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

ARTISAN PRODUCTION GRADE A: SPRAY PAINTER
KwaZulu/Natal Region: Pietermaritzburg, Ref.: (PSA 2022/01/172)
R 193 512.00 per annum

Requirements: Matric/Grade 12. An appropriate Trade test certificate underwritten by the Manpower Training Act (Red Seal) or a relevant Diploma. Three (3) years' experience after completion of the trade test will add advantage. These requirements are in accordance with the relevant Occupational Specific Dispensation. 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.

Responsibilities: Training of offenders as well as apprentices. 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: WOOD MACHINIST

KwaZulu/Natal Region: Pietermaritzburg Asset Maintenance,

Ref.: (PSA 2022/01/174)

R 193 512.00 per annum

Requirements: Matric/Grade 12. An appropriate Trade test certificate underwritten by the Manpower Training Act (Red Seal) or a relevant Diploma. Three (3) years' experience after completion of the trade test will add advantage. These requirements are in accordance with the relevant Occupational Specific Dispensation. 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.

Responsibilities: Training of offenders as well as apprentices. 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.

AO: CORRECTIONS (SR-5)

KwaZulu/Natal Region: Waterval, Ref.: (PSA 2022/01/175)

R176 310.00 per annum

Requirements: Grade 12 plus a recognised RVQ qualification. Valid driver's licence. Computer literate.

Competencies and attributes: Firearm skills and the use of relevant security technology. Communication, Problem solving, Analysis, Service Delivery Innovation, decision making, understanding of safety and security in a correctional environment. Integrity and honesty, Confidentiality, Good Interpersonal relations, Assertiveness, Ability to network, Diplomacy and tact, and Resilience.

Responsibilities: The diarising of correspondence received/directed from the AC: Corrections. The distribution of correspondence to Heads of Centres and Community Corrections Offices. The exercising of control over returned correspondence. The following up of correspondence not received by the expiry of return dates. The forwarding of documentation forthcoming from the AC: Corrections. The referring of drafted documents from the AC: Corrections to the typing pool. The proof reading of typed documents. The final preparation of drafted documents for the signature of the AC: Corrections. The making of additional copies of documents as required by the Head: Corrections. The scheduling of meeting venues with equipment as required by the AC: Corrections. The equipping of meeting venues with equipment of the AC: Corrections. The drawing up of agendas in accordance with the requirements of the AC: Corrections. The taking down of minutes. The technical preparation of minutes. The distribution of minutes. The diarising of decisions taken at meetings. Management of assets.

AO: SECRETARY: REGIONAL HEAD: DEV & CARE (SR 5)

KwaZulu/Natal Region: Regional Office, Ref.: (PSA 2022/01/176)

R 176 310.00 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. Management of assets.

AO: SECRETARY: REGIONAL HEAD: HUMAN RESOURCE (SR 5)

KwaZulu/Natal Region: Regional Office, Ref.: (PSA 2022/01/177)

R 176 310.00 per annum

Requirements: Grade 12 or secretarial diploma/certificate and relevant experience as a secretary will be an added ad-vantage. 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. Management of assets.

AO: SECRETARY: REGIONAL COMMISSIONER (SR 5)

KwaZulu/Natal Region: Regional Office, Ref.: (PSA 2022/01/178)

R176 311.00 per annum

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

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

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