



DEPARTMENT OF CORRECTIONAL SERVICES: EASTERN CAPE REGION

APPOINTMENTS UNDER THE CORRECTIONAL SERVICES ACT.

DEPUTY DIRECTOR: HEAD CORRECTIONAL CENTRE

Eastern Cape Region: Amathole Management Area (Middledrift Correctional Centre)
(Ref: ECDCS 01)

Salary: R851 913.00 per annum All-inclusive package

Requirements: Grade 12 plus degree/ND in Behavioural Sciences and successful completion of Corrections Science Learnership. 7 years' experience in a supervisory post. Top secret security classification. Valid Driver's license. Computer literate will be an added advantage.

Competencies and attributes: Firearm skills and the use of relevant security technology. Strategic capability and leadership, Policy development, 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,

Responsibility: 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. Management of performance information. Manage human resources, finances and assets.

REGIONAL COORDINATOR: SECURITY

Eastern Cape Region: Regional Office (Ref: ECDCS 02)

Salary: R756 906.00 per annum All-inclusive package

Requirements: Grade 12 plus relevant degree/ND in Correctional Services Management /Administration, Penology/ Criminology. Successful completion of Corrections Science Learnership. Valid driver's license. A minimum of 5 years managerial experience.

Competencies and attributes: Plan, organise, lead and control, change management, financial management, Integrity and honesty, knowledge management, service delivery innovation and creativity, problem solving and analysis, people management and empowerment, client orientation and customer care, communication, good work ethics, confidentiality, interpersonal relations, time management, openness and transparency, good interpersonal relations, ability to influence and create impact, tact, decision making and security awareness. Knowledge of skills development and related policies, legislations, strategic and programs. Knowledge of DCS policies, legislation and strategies. Experience in Public Administration. Computer literate. Negotiations and counselling skills. Analytic thinking. Problem solving skills. Behaviour observation, listening and communication skills, time Management skills. Diversity and conflict management skills

Responsibilities: Manage security matters. Responsible for the maintenance of existing security matters and upgrading thereof. Manage finance. Implement Departmental policies. Advice management regarding security matters. Keep personnel up to date regarding security matters.

AREA COORDINATOR: DEVELOPMENT AND CARE

Eastern Cape Region: East London Management Area: (Area Commissioners Office) (Ref: ECDCS 03)

Salary: R756 906.00 All-inclusive package

Requirements: Grade 12 plus recognised Degree/ ND in Social Science/Health Education/ Behavioural or equivalent qualification. 3 -5 years management experience in developmental and care services. Registration with the relevant South African Professional Body. Computer literate. Valid driver's license.

Competencies and attributes: Strategic capability and Leadership, Financial management, Policy development, Communication, Project and programme management, Transformation management, Change Management, Client Orientation and Customer focus, Problem solving, analysis, Service Delivery Innovation, decision making, People Management and Empowerment, In depth understanding of safety and security in a correctional environment. Integrity and honesty, Confidentiality, Good Interpersonal relations, Understanding of Public Service policy and legislative framework, Assertiveness, Ability to network, Diplomacy and tact, Resilient, Influence and impact.

Responsibilities: Coordinate effective management of compliance with policies, procedures, programmes, standards and applicable legislation in respect of care and development services in the management area. Coordinate the provision of Social Work, Psychological services, Formal Education, Skills Development, Sports Recreation Arts and Culture, Production Workshops and Agriculture and Spiritual Care needs and Medical care based programmes and services of offenders, remand detainees and babies of incarcerated mothers. Management of development and care related risks. Co-ordinate the adherence to nutritional and hygienic standards in the management area. Manage human resources, finances and assets.

ASSISTANT DIRECTOR: HEAD CORRECTIONAL CENTRE X2

Eastern Cape Region: Amathole Management Area (Grahamstown Correctional Centre)
(Ref: ECDCS 04), St Albans Management Area (Patensie Correctional Centre) (Ref: ECDCS 05)

Salary: R454 440.00 per annum

Requirements: Grade 12 plus recognized Degree / National Diploma in Behavioural Sciences and successful completion of Corrections Science Learnership. 7 years' experience in a supervisory post. Top secret security classification. Valid Driver's license. Computer literate will be an added advantage.

Competencies and attributes: Firearm skills and the use of relevant security technology. Strategic capability and leadership, Policy development, 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,

Responsibility: 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. Management of performance information. Manage human resources, finances and assets.

HEAD: SATELLITE COMMCOR

Eastern Cape Region: Mthatha Management Area (Mthatha COMMCOR) (Ref: ECDCS 06)

Salary: R454 440.00 per annum

Requirements: Grade 12 plus recognized Degree / National Diploma in Behavioural Sciences and Successful completion of Corrections science learner ship/ Basic Training. 7 Years relevant experience on supervisory post in a similar environment. These requirements are in accordance with the relevant Occupational Specific Dispensation. Top secret security classification, Valid Driver's License and Computer literacy.

Competencies and attributes: Firearm skills and the use of relevant security technology. Communication, project and programme management, Transformation management, Change 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 Correctional Services Act, Act of 111 of 1998, as amended. Assertiveness, Ability to network, Diplomacy and tactful, Resilient, influence and impact.

Responsibilities: Manage monitoring services. Determine conditions of house arrest and supervision for persons serving sentences in the community. Participate in case review team for community. Participate in case review team for community corrections. Management programmes. . Identify community service programmes. Logistical administration. Responsible for the facilities and equipment of the section. Personnel administration. Allocation of staff to specific duties. Disciplinary Action against offending staff. Manage financial administration and budgeting of funds.

CENTRE COORDINATOR: CORRECTIONS

Eastern Cape Region: East London Management Area (Mdantsane Correctional Centre)

(Ref: ECDCS 08)

Salary: R454 440.00 per annum

Requirements: Grade 12 plus Relevant degree / National Diploma in Behavioural Sciences and successful completion of Corrections Science Learnership. 7 Years relevant experience gained in a supervisory post. Top secret security classification. Valid driver's license. Computer literacy.

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

Responsibility: Management 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 performance information. Manage human resources, finance and assets.

MANAGER: CORRECTIONS X2

Eastern Cape Region: St Albans Management Area (Area Commissioners Office) (Ref: ECDCS 09)

Sada Management Area (Area Commissioners Office) (Ref: ECDCS 10)

Salary: R392 004.00 per annum

Requirements: Grade 12 plus Relevant B degree/National Diploma in Behavioural Science plus 7 years supervisory experience. 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.

NB!!! THIS IS A RE-ADVERTISEMENT; PEOPLE WHO PREVIOUSLY APPLIED FOR POST OF MANAGER: CORRECTIONS - ARE REQUESTED TO RE-APPLY

SECURITY MANAGER: NUTRITIONAL SERVICES X3

Eastern Cape Region: Sada Management Area (Cradock Correctional Centre) (Ref: ECDCS 11)
Amathole Management Area (Middledrift Correctional Centre) (Ref: ECDCS 12); East London
Management Area (Mdantsane Correctional Centre) (Ref: ECDCS 13)

Salary: R380 583.00 per annum

Requirements: Grade 12 plus Relevant National Diploma/ Degree in Food Service Management/Food & Beverage Management or equivalent qualification and 7 years relevant experience gained on supervisory level. Successful completion of Corrections Science Learnership/Basic Training. These requirements are in accordance with the relevant Occupational Specific Dispensation. Computer literate. Valid driver's licence.

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

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

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SECURITY MANAGER: CASE MANAGEMENT COMMITTEE

Eastern Cape Region: Mthatha Management Area (Maximum Correctional Centre)
(Ref: ECDCS 14)

Salary: R380 583.00 per annum

Requirements: Grade 12 plus Relevant degree / National Diploma in Behavioural Sciences and successful completion of Corrections Science Learnership. 7 Years relevant experience gained in a supervisory post. Top secret security classification, Valid driver's license. Computer literacy.

Competencies and attributes: Firearm skills and the use of relevant security technology. communication, project and programme management, transformation management, change management, stakeholder management, problem solving, analysis, service delivery Innovation, decision making, people management and empowerment, in depth understanding of safety and security in a correctional environment, integrity and honesty, ,confidentiality, good interpersonal relations, 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 performance information. Management of human resources, logistical administration and assets.

SECURITY MANAGER (CB-4): EXTERNAL SECURITY

Eastern Cape Region: East London Management Area (Medium A Correctional Centre)

(Ref: ECDCS 15)

Salary: R380 583.00 per annum

Requirements: Grade 12 plus National Diploma/Degree 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: Analytical skills. Report writing. Presentation skill. Problem solving and decision-making. Team leadership. Policy interpretation. Communication skills. Computer literacy. Facilitation skills. Conflict resolution. Basic fireman skills. Negotiation skills. Crowd control. Riot control. Mentoring and coaching. Influence and impact. Observation. Vigilant, cautious. Vivid. Confidentiality. Integrity and honest. Accuracy. Ability to work under pressure.

Responsibilities: Manage security matters. Responsible for maintenance of existing security matters and the upgrading. Implement departmental policies. Advice management regarding security matters. Management of escorts to hospitals, courts and other destinations. Keep personnel up to date regarding security matters. Management of human resources, finances and assets.

CENTRE COORDINATOR: STAFF SUPPORT X3

Eastern Cape Region: East London Management Area (Mdantsane Correctional Centre)

(Ref: ECDCS 16); (East London Med. C) (Ref: ECDCS 17)

Amathole Management Area (King Williams Town Correctional Centre) (Ref: ECDCS18)

Salary: R380 583.00 per annum

Requirements: Grade 12 plus Relevant Degree /Diploma in Human Resources/ Behavioural Science or equivalent qualification. 7 years relevant experience gained in supervisory post. Top secret security classification. 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, Stakeholders 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. Manage duty register and leave arrangements. Ensure proper dissemination of information of the correctional centre. Management of performance information. Management of human resources finance and assets.

CENTRE COORDINATOR: CORRECTIONS

Eastern Cape Region: St Albans Management Area (Patensie Correctional Centre) (Ref: ECDCS 19)

Salary: R380 583.00 per annum

Requirements: Grade 12 plus Relevant degree / National Diploma in Behavioural Sciences and successful completion of Corrections Science Learnership. 7 Years relevant experience gained in a supervisory post Top secret security classification. Valid driver's license. Computer literacy.

Competencies and attributes: Firearm skills and the use of relevant security technology. Computer literacy, Communication, Project and programme management, Transformation management, Change

management, Stakeholder management, Problem solving, Analysis, Service Delivery Innovation, decision making, People Management and Empowerment, In depth understanding of safety and security in a correctional environment. Integrity and honesty, Confidentiality, Good Interpersonal relations, knowledge of the Correctional Services Act, Act 111 of 1998, as amended. Assertiveness, Ability to network, Diplomacy and tactful, Resilient.

Responsibility: Management 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 performance information. Manage human resources, finance and assets.

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UNIT MANAGER (PAROLEES & PROBATIONERS) X2

Eastern Cape Region: St Albans Management Area (PE CommCor) (Ref: ECDCS 20); Patensie (Humansdorp CommCor) (Ref: ECDCS 21)

Salary: R380 583.00 per annum

Requirements: Grade 12 plus Relevant NQF 6 qualification in Behavioural Sciences or equivalent qualification and 7 years relevant experience in a supervisory post. Successful completion of Corrections Science Learnership/ Basic Training. These requirements are in accordance with the relevant Occupational Specific Dispensation. Computer literate. Valid driver's licence

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

Responsibilities: Monitor of Parolee/Probationer Movements, Maintenance of Parolee/Probationer Records, Searching of Parolee's when necessary according approved processes and procedures Tracing of Absconders as required, Monitor compliance to community service requirements, Counselling of cases when needed, Address confirmations. Management of information system, Refer/handle violations.

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HEAD CORRECTIONAL CENTRE X 2

Eastern Cape Region: Sada Management Area (Cofimvaba Correctional Centre) (Ref: ECDCS 22)

Mthatha Management Area (Mqanduli Correctional Centre) (Ref: ECDCS 23)

Salary: R380 583.00 per annum

Requirements: Relevant degree / National Diploma in Behavioural Sciences and successful completion of Corrections Science Learnership. 7 Years relevant experience gained in a supervisory post. Top secret security classification, Valid driver's license. Computer literacy.

Competencies and attributes: Firearm skills and the use of relevant security technology. communication, project and programme management, transformation management, change management, stakeholder management, problem solving, analysis, service delivery Innovation, decision making, people management and empowerment, in depth understanding of safety and security in a correctional environment, integrity and honesty, confidentiality, good inter-personal relations, 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. Management of performance information. Manage human resources, finances and assets.

DIVISIONAL HEAD: CASE MANAGEMENT ADMINISTRATION X3

Eastern Cape Region: St Albans Management Area (St Albans Maximum Centre) (Ref: ECDCS 24); Amathole Management Area (Grahamstown Correctional Centre)(Ref ECDCS 25); (King Williams Town Correctional Centre)(Ref ECDCS 26)

Salary: R380 583.00 per annum

Requirements: Grade 12 plus Relevant B degree/National Diploma and 7 years relevant experience in a supervisory level. These requirements are in accordance with the Occupational relevant Specific Dispensation. Top secret security classification as an added advantage. Successful completion of Corrections Science Learnership/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 admission and release of inmates. Control inmate's movement. Administrate inmate's cash. Maintain inmate's records. Administrate fine/bail payments. Administrate inmates labour. Maintain safe custody by personnel. Manage intimate's privileges. Management of financial and human resources and assets.

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UNIT MANAGER X4

Eastern Cape Region: East London Management Area (East London Med A) (Ref: ECDCS 27); Mthatha Management Area (Mthatha Med Correctional Centre) (Ref: ECDCS 28); Mthatha Maximum Ref: ECDCS 29); St Albans Management Area (St Albans Maximum) (Ref: ECDCS 30)

Salary: R380 583.00 per annum

Requirements: Grade 12 plus Relevant degree / ND in Behavioural Science and successful completion of Corrections Science Learnership. 7 years relevant experience gained in a supervisory post in the security stream. Top secret security classification, Valid driver's license. Computer literacy.

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

Responsibilities: Manage safe custody of offenders. Manage the process of representation of offenders. Develop measures for handling offender complains and requests. Facilitate the induction of new offenders. Implementation of unit management principles. Management of case files. Provision of infrastructural needs to enhance the implementation of unit management principles. Management of performance information. Manage human resource, finance and assets.

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HEAD SATELLITE COMMCOR X2

Eastern Cape Region: Sada Management Area (Barkly-East COMMCOR) (Ref: ECDCS 31)
Amathole Management Area (Fort Beaufort Commcor) (Ref: ECDCS 33)

Salary: R380 583.00 per annum

Requirements: Grade 12 plus Relevant degree / ND: in Behavioural Sciences and successful completion of Corrections Science Learnership. 7 Years relevant experience gained in a supervisory post. Top secret security classification, Valid driver's license. 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, 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

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 performance information. Manage human resources, finance and assets.

APPOINTMENTS UNDER THE PUBLIC SERVICE ACT

CHIEF CONSTRUCTION PROJECT MANAGER

Eastern Cape Region: Regional Office (Ref: ECDCS 34)

Salary: All inclusive package R1042 827.00 per annum

Requirements: Grade 12 plus National Higher Diploma/Btech /Degree in Built Environment field with a minimum of 6 years' experience post registration as a Professional. The Built Environment field include Construction Management, Architecture, Quantity Surveying, and Engineering. The Candidate must be registered as Professional in any of Built Environment Councils as Professional Architect/Professional Engineer or Technologist/Professional Quantity Surveyor/ Professional Project Manager/ Professional Certificated Engineer. Valid driver's licence. Government Certificate of Competence (GCC factories) will be an added advantage. 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. Direct the development motivation and utilisation of human resources for the discipline to ensure competent knowledge base for the continued success of project services according to organisational needs and requirements. Manage the subordinates' key performance areas by setting and monitoring performance standards and taking actions to correct deviations to achieve departmental objectives.

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REGIONAL COORDINATOR: POLICY COORDINATOR

Eastern Cape Region: Regional Office (Ref: ECDCS 35)

Salary: R733 257.00 All-inclusive package

Requirements: Grade 12 and Recognised three (3) degree/ND in the field of Administration /management or equivalent qualification. 3-5 years management experience. Experience in administration will be an added advantage. Above average knowledge of HR Policy formulation and general HR Administration in a comparable environment. Computer Literacy, Valid driver's licence.

Competencies and attributes: Policy coordination, Communication and report writing, Project and programmes management, Plan, organize, lead and control, Change Management, Client Orientation and Customer focus, Problem solving and analysis, Service delivery, Innovation, Decision making, People management and Empowerment, Integrity and honesty, Time management, Confidentiality, Interpersonal relations, Applied strategic thinking. Willingness of travel. Understanding of Public Services Policy and legislative Framework, Assertiveness. Knowledge of post establishment cost and estimating

Responsibilities: Manage and coordinate the formulation and analysis of policies. Provide advice and support to management and operational staff with regard to strategic planning. Operational planning, monitoring, evaluation and reporting. Management of processes of compliance in the Branch. Serve as principal interface between Central Finance and Regional Finance Operations .Provide administrative support to the Chief Deputy Commissioner's office. Research and bench mark on issues pertaining to strategic management. Manage human resources, finance and assets.

AREA COORDINATOR: FINANCE

Eastern Cape Region: East London Management Area (Area Commissioners Office) (Ref: ECDCS 36)

Salary: R733 257.00.00 All-inclusive package

Requirements: Grade 12 plus Recognised three years B-Degree or National Diploma in Accounting or Financial Management with 3-5 years management experience in a financial management environment. Knowledge of BAS and LOGIS systems. Computer Literacy, Valid driver's licence.

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. Diplomacy and tactful Influence and impact.

Responsibilities: The operationalization of financial management and accounting policy in the region. Planning and execution of management and accounting inspections. Undertaking of financial investigations. Management of the budget. Implementation and monitoring of execution of duties in terms of the Public Finance Management Act, 1999 (PFMA). Management of personnel. Management of infrastructure for financial management and accounting

SOCIAL WORK SUPERVISOR GRADE 1

Eastern Cape Region: Amathole Management Area (Middledrift Correctional Centre)
(Ref: ECDCS 37)

Salary: R384 228.00 per annum

Requirements: Grade 12 plus Recognised degree in Social Work. Registration with the South African Council for Social Services. Valid driver's licence. Eleven 07 years relevant experience after registration with the South African to Social Services. Computer Literate. A valid driver's license.

Competencies and attributes: Plan and organise, 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. Conversant with Acts, policy/ legislative matters and operating within the management areas. 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. Provide guidance to subordinates and ensure that the requirements of the operational plans are compiled with. Manage human resources, finance and assets.

CLINICAL NURSE PRACTITIONER GRADE 1 (PHC) X4

Eastern Cape Region: East London Management Area (Mdantsane Correctional Centre)
(Ref: ECDCS 38); Sada Management Area (Idutywa Correctional Centre) (Ref: ECDCS 39); Middelburg Correctional Centre (Ref: ECDCS 40); Queenstown Correctional Centre (Ref: ECDCS 41)

Salary: R383 226.00 per annum

Requirements: Grade 12 plus Diploma/Degree in Nursing or equivalent qualification. A minimum of 4 years relevant work experience after registration as a professional Nurse with South African Nursing Council. Post basic qualification with duration of at least 1 year in curative skills in Primary Health Care accredited with South African Nursing Council. Current registration with the South African Council as a professional Nurse. These requirements are in accordance with the relevant Occupational Specific Dispensation. Computer literate. Valid drivers' licence.

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

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

NB!!! THIS IS A RE-ADVERTISEMENT; PEOPLE WHO PREVIOUSLY APPLIED FOR POST OF CLINICAL NURSE PRACTITIONER GRADE 1 (PHC) - ARE REQUESTED TO RE-APPLY

MANAGER: HUMAN RESOURCE UTILISATION

Eastern Cape Region: Mthatha Management Area (Area Commissioner's Office)

(Ref: ECDCS 42)

Salary: R376 596.00 per annum

Requirements: Grade 12 plus Degree/ND in Human Resource Management or equivalent qualifications and 3-5 years relevant experience in Human Resources environment. Successful completion of PERSAL training course. Valid driver's licence. Computer literate.

Competencies and attributes: Financial management, facilitation skills, plan, organise, lead and control, project management, presentation skill, conflict management, report writing. Time management, confidentiality, coaching and mentoring, understanding of Public Service policy and legislative framework, knowledge of Correctional Services 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 skill.

Responsibilities: Control cost effective personnel administration and utilization. Coordinate the operation of personnel functions in the Management Area. Implement national human resources management policy in the Management Area. Manage remuneration control, housing subsidies, official accommodation, leave administration, transfer of personal and appointment staff. Management of human and resources and assets.

MANAGER FACILITIES AND SECURITY X2

Eastern Cape Region: St Albans Management Area (Ref : ECDCS 43)

Amathole Management Area (Ref: ECDCS 44)

Salary: R376 596.00 per annum.

Requirements: Grade 12 plus National Diploma/ Degree in Behavioural Sciences or equivalent qualification and 3-5 years Relevant experience gained on a supervisory post. Computer literate. Valid Driver's Licence.

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

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

MANAGER: LEGAL SERVICES (MR5)

Eastern Cape Region: St Albans Management Area (Area Commissioner's Office) (Ref: ECDCS 45)

Salary: R373 389.00 per annum

Requirements: 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.

Competencies and attributes: Amend in line with posts above and info forwarded previously 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 credibility.

Responsibilities: Initiation of policy amendments in DCS, Rendering of legal opinions on the activities of the Department, Providing of legal training Administrating of claims. Undertaking of hearing/trials administration, Administration of motion applications on the application of policy in the management area, Administration of motion application on the content of policy in the DCS, Maintenance of legal libraries. The rendering of advice to area managers with legal activities planning at management areas, Manage human resources, financial resources and assets.

NB!!! THIS IS A RE-ADVERTISEMENT; PEOPLE WHO PREVIOUSLY APPLIED FOR POST OF MANAGER LEGAL SERVICES (MR5) – ARE REQUESTED TO RE-APPLY

SECTION HEAD: EDUCATIONIST

Eastern Cape Region: East London Management Area (Mdantsane Correctional Centre)
(Ref: ECDCS 46)

Salary: R347 694 per annum

Requirements: Grade 12 plus Recognised 4 year's qualification in Education with 4 years teaching experience. Valid driver's licence. Registration with the South African Council of Educators (SACE). These requirements are in accordance with the relevant Occupational Specific Dispensation. Computer literacy. Valid driver's licence.

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

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

SENIOR ADMINISTRATIVE OFFICER: COMMUNICATIONS

Eastern Cape Region: Kirkwood Management Area (Ref: ECDCS 47)

Salary: R316 791.00 per annum

Requirements: Grade 12 plus Recognised degree/ National Diploma in Communication Sciences and 3 - 5 years relevant experience working in the communication environment. Computer literacy. Valid driver's license.

Competencies and attributes: Financial Management, Plan, organize, lead and control, Presentation skill, Conflict management, Time management, Confidentiality, Coaching and mentoring, Understanding of Public Service policy and legislative framework including PFMA, Service delivery and client orientation, Integrity and honesty, Assertiveness, Influence and impact, Communication skills, Decision making, Problem solving skills, Networking/liason with stakeholders, Negotiation skills and Conflict management

Responsibilities: Gather information on newsworthy incidents in the management area and report to Management. Draft media releases on incidents/activities. Disseminate information within the management Area. Evaluate effectiveness of communication within the Management Area and 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 strategy of the Management Area. Liaise with external media. Management of human and financial resources and, assets.

SENIOR ADMINISTRATION OFFICER: COMMUNITY LIASON/ RE-INTERGRATION

Eastern Cape Region: Regional Office (Ref: ECDCS 48)

Salary: R316 791.00 per annum

Requirements: Grade 12 plus relevant three (03) years degree / National Diploma in Behavioural Science. 3-5 years' Relevant experience at Community Corrections Office. Experience in working with external stake holders and other state organisation. Top secret security classification. Valid Driver's license. Computer literacy.

Competences and attributes: Firearms Skills and the use of relevant security technology. Communication. Project and programme Management. Innovation. Stake holder's management. Influence and impact. Transformation management. Change Management Problem solving. Service delivery Innovation. Decision making, People management and empowerment. In depth understanding of safety and security in Correctional Environment. Integrity and honesty. Knowledge of Correctional Service Act 111 of 1998as amended. Assertive, diplomacy and tact.

Responsibilities: Represent Department on programme cluster and attend Magistrate forum. Marketing utilisation of section (f), Marketing non-custodial sentences option to judicially. Participate in the Non-Governmental Organisations Meeting. Coordinate Awareness and Campaigns on community corrections issues. Liaise traditional leaders about the release of parolees. Participate in Restorative Justice and monitoring performance. Act as the referral point for communication with research bodies and organisation operating within Correctional Centres.

SENIOR ADMINISTRATION OFFICER: HR ADMINISTRATION

Eastern Cape Region: Mthatha Management Area (Area Commissioners Office) (Ref: ECDCS 49)

Salary: R316 791.00 per annum

Requirements: Grade 12 plus Relevant B degree/National Diploma in Human Resource Management or equivalent qualifications and 3-5 years Relevant experience. Successful completion of PERSAL training course. Computer literate. 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: Control cost effective personnel administration and utilization. Coordinate the operation of personnel functions. Ensure control over personnel documentation/files. Implement national human resources management policy in the office. Quality assessment of personnel services. Ensure proper leave administration are handled. Render advice on HR related matters. Ensure proper capturing of allowances on Persal. Inspection of personnel administration. Manage remuneration control, housing subsidies, official accommodation, and leave administration, transfer of personnel and appointment of staff. Management of human and financial resources and assets.

SENIOR ADMINISTRATION OFFICER: LEASES

Eastern Cape Region: Regional Office (Ref: ECDCS 50)

Salary: R316 791.00 per annum

Requirements: Grade 12 plus Relevant B degree/National Diploma in Property Management/ Supply Chain Management or an equivalent qualification with 2-3 years' experience in a similar environment. Proven knowledge in Municipal Finance Act, Treasury Regulations. Computer literate. Valid driver's license.

Competencies and Attributes: Conflict resolution, Report writing, Presentation skill, Problem solving, Team leadership, Policy interpretation, Computer literacy, Competencies, Facilitation skills, Analytical skills, Mentoring and coaching, Confidentiality, Integrity and honesty, Time management, Assertiveness, Ability to network, Service delivery and client orientation, Adaptive, Confident and independent, Willingness to travel, Ability to work under pressure.

Responsibilities: Coordinate the maintenance of accommodation infrastructure. Ensure the effective risk and compliance management within asset management unit. Manage the financial resources of programmes and projects in charge of in accordance to the PFMA. Identify and monitor financial risks in relation to the projects in the unit. Keep abreast with the latest trends. Liaison with internal and external stakeholders. Management of human resources, finances and assets.

ARTISAN FOREMAN GRADE A: PLUMBER

Eastern Cape Region: St Albans Management Area (St Albans Medium B) (Ref: ECDCS 51)

Salary: R304 263.00 per annum

Requirements: An appropriate/ (Accredited Artisan Trade Certificate underwritten by the Manpower Training Act (Red Seal) coupled with 5 year's post qualification experience as an artisan. These requirements are in accordance with the relevant Occupational Specific Dispensation. Five years post qualification experience

Competencies and attributes: Team leadership, Technical analysis knowledge, Computer-aided applications, Knowledge of legal compliance, Technical report writing, Production process knowledge and skills.

Responsibilities: Train offenders and apprentices. Be responsible for plumbing work, service and repair cold and warm water supply, handle quotations and general administrative work, execute water pressure, air flow and smoke tests.

ARTISAN FOREMAN GRADE A: ELECTRICIAN X2

Eastern Cape Region: St Albans Management Area (St Albans Medium B) (Ref: ECDCS 52)

Salary: R304 263.00 per annum

Requirements: Appropriate/ (Accredited Artisan Trade Certificate with 5 year's post qualification experience as a qualified Artisan. Wireman's license. 3 phase installer. Valid driver's licence. These requirements are in accordance with the relevant Occupational Specific Dispensation.

Competencies and Attributes: Team leadership, Technical analysis knowledge, Computer-aided applications, Knowledge of legal compliance, Technical report writing, Production process knowledge and skills.

Responsibility: The quality assessment of all electrical services in the Management area. Train offenders and apprentices. Responsible for electrical work, service and repair to existing electrical installations. Handle quotations, work orders and general administrative work. Control over workplaces and tools. Ensure health & safety of all electrical installations in the Management Area. Perform standby duties.

ARTISAN FOREMAN GRADE A: CABINET MAKER

Eastern Cape Region: St Albans Management Area (St Albans Medium B) (Ref: ECDCS 53)

Salary: R304 263.00 per annum

Requirements: Appropriate/ (Accredited Artisan Trade Certificate with 5 year's post qualification experience as a qualified Artisan. Valid driver's licence.

These requirements are in accordance with the relevant 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. Basic knowledge of SCM procurement processes. Knowledge of OHS Act and compliance matters.

Team leadership, Technical analysis knowledge, Computer-aided applications, Knowledge of legal compliance, Technical report writing, Production process knowledge and skills

Responsibilities: Prepare, machine & assemble new office furniture. Training & development offenders and apprentices. Execute work as per requisition/orders received from clients. Apply quality control to manufactured products. Handle quotations, work orders and general administrative work. Inventory control and logistical administration. Control over workplaces and tools. Ensure health & safety procedures in the workplace.

ARTISAN FOREMAN GRADE A: UPHOLSTERY

Eastern Cape Region: St Albans Management Area (St Albans Medium B) (Ref: ECDCS 54)

Salary: R304 263.00 per annum

Requirements: An appropriate (Accredited Artisan Trade Certificate) trade test qualification underwritten by the Manpower Training Act with 5 years post qualification experience as a qualified artisan. Valid driver's licence. These requirements are in accordance with the relevant Occupational Specific Dispensation.

Competencies and attributes: Relationship building innovation and creativity, People management, Time management, Openness and transparency, integrity and honest, Coaching and mentoring, Confidentiality, Interpersonal relation & networking. Knowledge of OHS Act and compliance matters Team leadership, Technical analysis knowledge, Computer-aided applications, Knowledge of legal compliance, Technical report writing, Production process knowledge and skills

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

EDUCATIONIST M+4 (Maths)

Eastern Cape Region: East London Management Area (Mdantsane Correctional Centre)
(Ref: EDCS 55)

Salary: R283 683.00 per annum

Requirements: Grade 12 and Recognised four (4) year degree/national diploma in Education. Valid driver's licence. Registration with the South African Council of Educators. Computer literate. 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 (English & IsiXhosa)

Eastern Cape Region: St Albans Management Area (Maximum Correctional Centre)
(Ref: EDCS 56)

Salary: R283 683.00 per annum

Requirements: Relevant degree/National Diploma in Education. Valid driver's licence. 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 (Business studies)

Eastern Cape Region: St Albans Management Area (Maximum Correctional Centre) (Ref: EDCS 57)

Salary: R283 683.00 per annum

Requirements: Recognised four (4) year degree/national diploma in Education. Valid driver's licence. Registration with the South African Council of Educators. Computer literate. 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

LEGAL ADMINISTRATION OFFICER

Eastern Cape Region: Amathole Management Area (Area Commissioner's Office) (Ref : ECDCS 58)

Salary: R257 073 - R533 772 (MR3 - MR5) per annum

(Based on Qualifications and recognised experience as per relevant OSD)

Requirements: Grade 12 plus Relevant LLB degree with a minimum of two (2) to eight (8) years appropriate post qualification legal experience. An admitted attorney/advocate will be an advantage. Valid driver's licence. Computer literacy.

Competencies and attributes: Policy coordination, communication, financial management, Plan, organize, 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. Excellent verbal and written communication skills. Good negotiation and conflict resolution skills, Service rendering and credit-ability.

Responsibilities: The incumbent will administer legal advice to DCS. Initiation of policy amendments in DCS. Drafting of memoranda on policy amendments. Drafting of legislation/legal documents. The receiving of requests from functionaries for legal assistance. Furnishing of legal advice to personnel. Provide legal training. Administrating of claims against DCS. Handling of arbitrations and labour related issues. Administration of motion applications on the application of policy in the Management Areas. Maintenance of legal libraries. Planning of activities. Management of personnel and finances. Legal research and legal education. Representation of DCS on various forums

SOCIAL WORK GRADE 1

Eastern Cape Region: East London Management Area (Mdantsane Correctional Centre)
(Ref ECDCS:59)

Salary: R257 592.00 per annum

Requirements: Degree in Social Work and registration with the South African Council for Social Service Professions [SACSSP]. Computer literate Valid driver's license.

Competencies and attributes: Conversant 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, 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. Management of performance information. Manage human resources, finances and assets.

ADMINISTRATION OFFICER: TRANSPORT

Eastern Cape Region: Kirkwood Management Area (Area Commissioner's Office) (Ref: ECDCS 60)

Salary: R257 508.00 per annum

Requirements: Relevant degree/ National Diploma in Fleet Management. 1-2 years relevant experience in Supply Chain Management (Fleet Management) Valid driver's licence and computer literacy.

Competencies and attributes: Financial management, , Facilitation skills, Plan, organise, lead and control, Project management, Presentation skills, Conflict Management, Report writing, Time management, confidentiality, coaching and mentoring, understanding of Public Service Policy and legislative framework, Knowledge of the Correctional Services Act, Act 111 of 1998, 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: Operate the transport policy in the Management Area, undertake / manage transport inspections and investigations, Manage transport. Attend required management meetings for the Management Area. Plan activities Management of transport infrastructure.

ADMINISTRATION OFFICER: LOGISTICS X 2

Eastern Cape Region: East London Management Area (Area Commissioners Office
(Ref ECDCS 61)

St Albans Management Area (Area Commissioners Office (Ref: ECDCS 62)

Salary: R257 508.00 per annum

Requirements: Grade 12 and Relevant degree/ National Diploma in LOGISTICS / Supply Chain with 2-3 years' experience in a comparable environment. Knowledge of Logis. 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: Manage the administration of the procurement process with regard to capital equipment in a fair equitable transparent competitive and cost effective manner. Manage specifications and bid document are in order prior to the invitation of bids. Manage advertisement of bids. Manage evaluation of bid and submission of recommendation to the relevant Bid Adjudication Committee. Attend recommendation meetings at National Treasury. Attend SABS meetings. Liaise with external and internal clients.

PROFESSIONAL NURSE (GENERAL NURSING) X 2

Eastern Cape Region: Sada Management Area (Middleburg Correctional Centre)
(Ref: ECDCS 63)

Mthatha Management Area (Mthatha Medium) (Ref: ECDCS 64)

Salary: R256 905.00 per annum

Requirements: Grade 12 plus Recognised three (3) year Degree/Diploma in Nursing or equivalent qualification that allows registration with the South African Nursing Council as a Professional Nurse. Current registration with the South African Nursing (SANC). These requirements are in accordance with the relevant Occupational Specific Dispensation.

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

Responsibilities: Provide direction and supervision in the implementation of the nursing plan. (Clinical practice/qualify patient care). Implemented standards, practises, criteria and indicators for quality nursing (quality of practise). Practise 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 patient's needs, requirement and expectations (Batho Pele principles). Maintain a constructive working relationship with nursing and other stake holders.

REGISTRATION

Eastern Cape Region: East London Management Area (Area Commissioners Office) (Ref: ECDCS 65)

Salary: R208 584.00 per annum

Requirements: Grade 12 and/or recognized degree / national diploma and / or two years' experience in the field of public records and archives or similar environment. Valid driver's license. Knowledge of registry and archives. Knowledge of departmental policies, legislation, strategies and programs. Knowledge of records management policies and legislation. Experience in public administration. Ability to develop training or learning programmes. Must be computer literate.

Competencies and attributes: Plan and organize, client orientation and communication, policy analysis and interpretation, report writing, Knowledge of Public Service Regulations. Knowledge of procurement administration and public finance administration, Integrity and honesty, confidentiality, interpersonal relations, accuracy, independent networking, influence and impact. Ability to work under pressure.

Responsibilities: Manage archives and registry sections. Transfer records to archives. Withdraw records from archives and registry. Dispose of files. Control uniform filling system. Safe keeping of departmental files.

ADMINISTRATION OFFICER: PERSONNEL ADMINISTRATION

Eastern Cape Region: Sada Management Area (Area Commissioner's Office) (Ref: ECDCS 66)

Salary: R208 584.00 per annum

Requirements: Relevant degree/ND in Human Resource Management and 1-2 years relevant experience. Valid driver's licence. Ability to plan /organize. Good communication skills. Ability to work independently. Computer literate. Knowledge of PERSAL.

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

Responsibilities: Management of PERSAL, promotions, Persal awards, achievements bonuses, remuneration control, housing subsidies, official accommodation, leave, transfers, medical boards, appointments, termination of service and disciplinary matters.

ADMINISTRATION OFFICER: RECRUITMENT & PLACEMENT CLERK

Eastern Cape Region: St Albans Management Area (Area Commissioners Office) (Ref: ECDCS 67)

Salary: R208 584.00 per annum

Requirements: Relevant degree/ National Diploma in Human Resource Management or equivalent qualification. 1-2 years relevant experience in a similar environment. Computer literacy. Valid driver's licence. PERSAL Knowledge.

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

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 inter-view 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.

ADMINISTRATION OFFICER: PROCUREMENT X3

Eastern Cape Region: Kirkwood Management Area (Area Commissioner's Office) (Ref: EDCS 68)
St Albans Management Area (Area Commissioner's Office) X2 (Ref: EDCS 69)

(Salary: R208 584.00 per annum)

Requirements: Relevant degree/National Diploma 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: Manage the administration of the procurement process with regard to capital equipment in a fair, equitable transparent, competitive and cost-effective manner. Manage specifications and bid document are in order prior to the invitation of bids. Manage advertisement of bids. Manage evaluation of bid and submission of recommendation to the relevant Bid Adjudication Committee. Attend recommendation meetings at National Treasury. Attend SABS meetings. Liaise with external and internal clients.

ADMINISTRATION OFFICER: PERFORMANCE MANAGEMENT

Eastern Cape Region: St Albans Management Area (Area Commissioners Office) (Ref: EDCS 70)

Salary: R208 584.00 per annum

Requirements: **Grade 12 and extensive experience** in administrative work. Sound communication skills. Must be computer literate.

Competencies and attributes: Plan and organise, client orientation and communication, policy analysis an interpretation, report writing, Knowledge of Public Service Regulations. Knowledge of procurement administration and public finance administration, Integrity and honesty, confidentiality, interpersonal relations, accuracy, independent networking, influence and impact. Ability to work under pressure.

Responsibilities: Assist with the auditing of the performance booklets. Assist with the consolidation of the assessment composite list. Provide clarity to the management areas regarding the Performance Management Process. Gather information and statistics for submission to Head Office.

ARTISAN PRODUCTION GRADE A: PAINTER

Eastern Cape Region: St Albans Management Area (Medium B Correctional Centre) (Ref: EDCS 71)

Salary: R190 653.00 per annum

Requirements: An appropriate/ (Accredited Artisan Trade Certificate) trade test certificate underwritten by the Manpower Training Act (Red Seal). Valid driver's licence. These requirements are in accordance the Relevant Occupational Specific Dispensation.

Competencies and attributes: Relationship building, innovation and creativity, people management time management, openness and transparency, integrity and honesty, coaching and mentoring, confidentiality, interpersonal relations, net-working and tact. Team leadership, Technical analysis knowledge, Computer-aided applications, Knowledge of legal compliance, Technical report writing, Production process knowledge and skills.

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

ARTISAN PRODUCTION GRADE A:Plumber

Eastern Cape Region: St Albans Management Area (Medium B Correctional Centre) (Ref: EDCS 72)

Salary: R190 653.00 per annum

Requirements: An appropriate (Accredited Artisan Trade Certificate) trade test qualification underwritten by the Manpower Training Act. Valid driver's licence. These requirements are in accordance with the relevant Occupational Specific Dispensation.

Competencies and attributes: Relationship building, innovation and creativity, people management time management, openness and transparency, integrity and honesty, coaching and mentoring, confidentiality, interpersonal relations, networking. Knowledge of OHS Act and compliance matters.
Responsibilities: The quality assessment of all plumbing services in the Management area. Train offenders and apprentices. Responsible for service and repair to all existing plumbing installations. Responsible for all new plumbing installations. Handle quotations & work orders. Control over workplaces and tools. Ensure health & safety of all plumbing installations in the Management Area. Perform standby duties.

ARTISAN PRODUCTION GRADE A: ELECTRICIAN

Eastern Cape Region: St Albans Management Area (Medium B Correctional Centre) (Ref: ECDCS 73)

Salary: R190 653.00 per annum

Requirements: An appropriate/ (Accredited Artisan Trade Certificate underwritten by the Manpower Training Act (Red Seal). Valid driver's licence. These requirements are in accordance the relevant Occupational Specific Dispensation.

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

Responsibilities: Train offenders in the applicable trade. Execute work as per requisition/orders received from clients. Perform standby duties. Apply quality control to manufactured products. Costing of product and supply quotes. Execute basic workshop administration. Control over workplaces and tools. Ensure health & safety of all electrical installations in the Management Area. Perform standby duties.

ARTISAN PRODUCTION GRADE A: WELDER

Eastern Cape Region: St Albans Management Area (Medium B Correctional Centre) (Ref: ECDCS 74)

Salary: R190 653.00 per annum

Requirements: Appropriate/ (Accredited Artisan Trade Certificate. Trade Certificate underwritten by the Manpower Training Act (Red Seal). Valid driver's licence. These requirements are in accordance the relevant Occupational Specific Dispensation.

Competencies and attributes: Technical analysis knowledge. Computer Aided technical applications. Knowledge of legal compliance. Technical report writing. Production, process knowledge and skills. Problem solving and analysis. Decision-making. Teamwork. Analytical skills. Creativity. Self-management. Customer Focus and responsiveness. Communication. Planning and organizing. These requirements are in accordance with the relevant Occupational Specific Dispensation.

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

ARTISAN PRODUCTION GRADE A: WOOD MACHANIST X2

Eastern Cape Region: St Albans Management Area (Medium B Correctional Centre) (Ref: ECDCS 75)

Salary: R190 653.00 per annum

Requirements: An appropriate trade test Certificate, underwritten by the Manpower Training Act (Red Seal). Valid driver's license. These requirements are in accordance the relevant Occupational Specific Dispensation.

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

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

ARTISAN PRODUCTION GRADE A: Bricklayer

Eastern Cape Region: Kirkwood Management Area (Kirkwood Correctional Centre) (Ref: ECDCS 76)

Salary: R190 653.00 per annum

Requirements: An appropriate/ (Accredited Artisan Trade Certificate trade underwritten by the Manpower Training Act (Red Seal). Valid driver's licence. These requirements are in accordance the relevant Occupational Specific Dispensation.

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

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

ADMINISTRATION OFFICER: PERSONNEL ADMINISTRATION

Eastern Cape Region: St Albans Management Area (Area Commissioner's Office) (Ref: ECDCS 77)

Salary: R173 703.00 per annum

Requirements: Relevant degree/ND in Human Resource Management and 1-2 years relevant experience. Valid driver's licence. Ability to plan /organize. Good communication skills. Ability to work independently. Computer literate. Knowledge of PERSAL.

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

Responsibilities: Management of PERSAL, promotions, Persal awards, achievements bonuses, remuneration control, housing subsidies, official accommodation, leave, transfers, medical boards, appointments, termination of service and disciplinary matters.

SWITCHBOARD OPERATOR

Eastern Cape Region: St Albans Management Area:(Port Elizabeth Correctional Centre)
(Ref: ECDCS 78)

Salary: R145 281.00 per annum

Requirements: Grade 12 and Relevant work experience. Experience in the operation of the switchboard system. Computer literate. Good communication skills as well as a strong and friendly personality.

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

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

Closing date: 12 March 2021 @ 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 representative 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 are not citizens of South Africa or 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.** Take note that in certain posts competency based assessment will be conducted.

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 form Z83 (Public Service Application form Gazetted 2021), 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, e-mailed and hand deliver 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. Applications must reach DCS 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!!!!

- 1. The requirements of each position are in accordance with the Relevant Occupational Specific Dispensation.**
- 2. As the Department is obliged to improve on its gender representative levels, people with disabilities are especially invited to present their candidature. Employment Equity targets of the Department will be adhered to.**
- 3. The post advertisement is also placed on the intranet under News: Post advertisements and it is available on the ⇐⇒DCS website: WWW.DCS.GOV.ZA Vacancies, for your convenience.**
4. Indicate the reference number, Regional Office, Management Area and Correctional Centre and position you are applying for on your application form (Z83) and post your **complete application to the following address:**
EASTERN CAPE REGION:
Postal Address : Head Recruitment, Private Bag X 9013, East London, 5200
Contact person : Ms. Z Myataza at (043) 706 7866