



**DEPARTMENT OF CORRECTIONAL SERVICES: EASTERN CAPE REGION
APPOINTMENTS UNDER THE CORRECTIONAL SERVICES ACT.**

HEAD: CORRECTIONAL CENTRE

**Eastern Cape Region: Kirkwood Management Area (Kirkwood Correctional Centre)
(Ref: EC- CSA 01)**

Salary R851 913.00 per annum (all-inclusive package)

Requirements: Grade 12 plus Relevant B degree/National Diploma and 7 years Relevant experience gained on supervisory level. These requirements are in accordance with the Relevant Occupational Specific Dispensation. Successful completion of Corrections Science Learnership/Basic Training. Valid driver's licence. Computer 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. Manage human resources, finances and assets.

CENTRE COORDINATOR: OPERATIONAL SUPPORT X 2

**Eastern Cape Region: East London Management Area (Mdantsane Correctional Centre
(Ref: EC- CSA 02); St Albans Management Area (St Albans Medium A) (Ref: EC- CSA 03)**

Salary R454 440.00 per annum

Requirements: Grade 12 plus 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, knowledge of the Correctional Services Act, Act 111 of 1998, as amended, assertiveness, ability to network and diplomacy.

Responsibilities: Management of control regarding safe custody, physical care and treatment. Ensure a secure environment conducive for rehabilitation. Management of control regarding the establishment and rendering of security. Management of performance information. 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 resource, finance and assets.

INSPECTION SERVICES: INSPECTORATE

Eastern Cape Region: Regional Office (Ref: EC- CSA 04)

Salary: R392 004.00 per annum

Requirements: Grade 12 plus Relevant B degree/National Diploma in Agriculture / Animal Production/ Plant Production/ Horticulture or equivalent qualifications. 3-5 years' experience on supervisory post. Valid driver's license. Computer literacy.

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, human resources and assets.

INSPECTION SERVICES: INSPECTORATE

Eastern Cape Region: Regional Office (Ref: EC- CSA 05)

Salary: R392 004.00 per annum

Requirements: Grade 12 plus Relevant degree / National Diploma in Human Resource Management or equivalent qualification. 3-5 years' experience on supervisory post in a similar environment. Computer literacy. Valid driver's license.

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 on compilation of the directorate operational plan. Facilitate the annual inspection programme. Conducting of inspections in all management areas, Private Public Partnership (PPP) correctional centres, Conduct inspections in order to comply with the standards set to support management in dealing with the risk of non-compliance. Facilitate the development and continuous maintenance of inspection tools. Coordination and analysis of all inspection reports and bi-monthly regional certifications. Management of human resources, finance and assets.

MANAGER: CORRECTIONS

Eastern Cape Region: St Albans Management Area (Ref: EC- CSA 06)

Salary: R392 004.00 per annum

Requirements: Grade 12 plus Relevant B degree/National Diploma 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.

DIVISIONAL HEAD: CASE MANAGEMENT ADMINISTRATION X2

Eastern Cape Region: St Albans Management Area: St Albans Maximum Centre (Ref: EC- CSA 07) Amathole Management Area (Grahamstown Correctional Centre (Ref: EC- CSA 08)

Salary: R380 583.00 per annum

Requirements: Grade 12 plus Relevant NQF 6 qualification in Behavioural Sciences or equivalent qualification. 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.

HEAD CORRECTIONAL CENTRE (CB4) X3

Eastern Cape Region: Kirkwood Management Area (Jansenville Correctional Centre) (Ref: EC- CSA 09) ; Mthatha Management Area (Mount Fletcher Correctional Centre) (Ref: EC- CSA 10); Sada Management Area (Ngcobo Correctional Centre) (Ref: EC- CSA 11)

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 gained on supervisory level. These requirements are in accordance with the Relevant Occupational Specific Dispensation. Successful completion of Corrections Science Learnership/Basic Training. Valid driver's licence. Computer 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. Manage human resources, finances and assets.

CENTRE COORDINATOR: STAFF SUPPORT X 2

Eastern Cape Region: East London Management Area (Mdantsane Correctional Centre (Ref: EC- CSA 12); Mthatha Management Area (Mthatha Medium Correctional centre) (Ref: EC- CSA 13)

Salary: R380 583.00 per annum

Requirements: Grade 12 plus Relevant NQF 6 qualification in Behavioural Sciences or equivalent qualification. 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, 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 resource 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 for the correctional centre. Management of performance information. Management of human resources finances and assets.

UNIT MANAGER (CB4) X2

**Eastern Region: Mthatha Management Area (Mthatha Maximum) (Ref: EC- CSA 14)
St Albans Management Area (St Albans Maximum) (Ref: EC- CSA 15)**

Salary: R380 583.00 per annum

Requirements: Grade 12 plus Relevant NQF 6 qualification in Behavioural Sciences or equivalent qualification in Behavioural Sciences and 7 years. Relevant experience on supervisory 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 Learnership/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 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 resources and assets.

UNIT MANAGER (PAROLEES & PROBATIONERS)(CB4 X2)

Eastern Cape Region: St Albans Management Area (PE CommCor) (Ref: EC- CSA 16); Patensie (Humansdorp CommCor) (Ref: EC- CSA 17)

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

SECURITY MANAGER: NUTRITIONAL SERVICES

Eastern Cape Region: Sada Management Area (Cradock Correctional Centre) (Ref: EC- CSA 18)
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 equipments. Communication, project and program management, transformation management, change management, stakeholder management, problem solving, analysis, service delivery Innovation, decision making, people management and empowerment, in depth understanding of safety and security in a correctional environment, integrity and honesty, confidentiality, good interpersonal relations, knowledge of the Correctional Services Act, Act 111 of 1998, as amended, assertiveness, ability to network and diplomacy.

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

REINTERGRATION MANAGER: HEAD COMMUNITY LIAISON (CB4)

Eastern Cape Region: Mthatha Management Area (Mthatha Community Corrections) (Ref: EC- CSA 19)

Salary: R380 583.00 per annum

Requirements: Grade 12 plus Relevant NQF 6 qualification in Behavioural Sciences or equivalent qualification and 3 years Relevant experience on supervisory post at Community Corrections. Experience in working with external stake-holders and others organs of states shall be an added advantage. 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. 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: Marketing non- custodial sentences' options to judiciary; Marketing utilization of Section 62(f), Liaison with NGOs, CBOs and other State Departments to foster partnerships; Identification of service points for decentralization of Community Corrections' services, Identification of institutions for community services, Compilation of community profiling; Promotion of parolees and probationers' participation in Restorative Justice and monitoring performance of community service. Management of information and resources.

SECRETARY: PAROLE BOARD

Eastern Cape Region: East London Management Area (East London Parole Board)
(Ref: EC-CSA 20)

Salary: R329 781 per annum

Requirements: Grade 12 plus Relevant NQF 6 qualification in Behavioural Science. 5 years relevant

experience gained in a production post. Successful completion of Corrections Science Learnership Programme/Basic Training. Valid driver's licence. Computer literate.

Competencies and attributes: Firearm skills and the use of relevant security technology. Communication, stakeholders 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 amended. Assertiveness, Ability to network, diplomacy and tactful, Resilient, Influence and impact. Computer literacy.

Responsibility: Scheduling of meetings of the Board, Verification of information provided. Taking of minutes of sessions of the Board. Dealing with representations. Maintenance of safe custody. Manage human resources, finance and assets.

APPOINTMENTS UNDER THE PUBLIC SERVICE ACT

MEDICAL OFFICER GRADE 1

Eastern Cape Region: Mthatha Management Area (Mthatha Medium) (Ref: EC- PSA 21)

Salary: R 821 205.00-R 884 670 (all-inclusive package)

Requirements : Grade 12 plus MBCHB Degree with traceable experience in a health services environment, registration as medical practitioner with the Health Professions Counsel of South Africa, public health experience will be an added advantage, good interpersonal relations, financial management, computer literacy, leadership skills, programme management and evaluation skills, valid driver's licence.

Competencies and attributes: Financial management, problem solving and decision making, facilitation skills, plan, organize, plan, lead and control, project management, presentation skill, conflict management. Knowledge of nursing care process and procedure, nursing statues, other relevant legal frameworks, including grievance procedure, PMDS 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. Good interpersonal relation. Financial management, Programme management and evaluation skills, leadership skills.

Responsibilities: Render basic personal health care services to offenders, provide Clinical Care and relevant Primary Health Care programmes, render Medico – Legal services, maintain good medical practice, adhere to medical standards, write reports and keep records, effectively utilize resources, provide emergency medical care including after hours, refer patients to authorized and recognized health care providers, provide training when necessary, liaise with internal and external counterparts regarding healthcare delivery, adhere to departmental policies and orders, implement policy, implement the national drug policy including adherence to essential drug list, perform any other duties as prescribed by the Department of Correctional Services, supervisory responsibility to medical practitioners in the Region (full time and sessional medical practitioners).

REGIONAL COORDINATOR: PRODUCTION WORKSHOPS & AGRICULTURE

Eastern Cape Region: Regional Office (Ref: EC- PSA 22)

An all-inclusive package of R733 257.00 per annum.

Requirements: Grade 12 plus Relevant Degree/National Diploma in Agriculture Sciences or equivalent qualification. 3-5 years middle management experience in agriculture management garden and botany. Valid driver's licence. Computer literacy.

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

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

Responsibilities: Co-ordinate agriculture policy. Quality assessment of agriculture services. Develop / maintenance of agricultural service standards. The management of agricultural 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 Areas. Manage workshop production. Manage workshop. Management of workshop equipment. Management of human, finance resources and assets.

REGIONAL COORDINATOR: INFORMATION TECHNOLOGY

Eastern Cape Region: Regional Office (Ref: EC- PSA 23)

Salary R733 257.00 per annum

Requirements: Grade 12 plus Relevant degree/National Diploma in Information Technology and A+, N+ and Server+, Effective Communication Skills. Computer Literacy. Valid driver's licence. 3-5 years experience in the Information Technology environment as middle management.

Competencies and attributes: Presentation Skills, ICT Infrastructure Planning, CT Design, ICT Development, and ICT acquisition, ICT Maintenance, ICT Business Applications and ICT Planning

Responsibilities: Ensure proper management and control of help desk system for the Region - Development of help desk system database, ensure registered calls are being attended to and monitor smooth run of the departmental help desk system in the Region. **Implementation and maintenance of transversal systems -** Management of installation of transversal systems, Responsible for registration of internet protocol and electronic mail and provide intervention strategies and guidance with regard to transversal systems (Regional staff) **implementation of automated solutions on existing and new technologies -** Identify and prioritise departmental needs on new technologies, conducting research on new technologies on transversal systems, development of redress programmes on identified gaps and Manage SITA transversal systems Service Level Agreement in the Region. **Perform and manage administrative and related functions -** Ensure compilation of and submit monthly, quarterly progress and technical reports (functional and support related e.g. work plans for PMDS); assist in the develop a business plan and action plan for the section; Implement a service delivery improvement programmes for the section.

MANAGER: SPIRITUAL CARE (CHAPLAIN)

Eastern Cape Region: Kirkwood Management Area (Area Commissioner's Office: Dev & Care) (Ref: EC- PSA 24)

Salary: An all-inclusive package of R733 257.00 per annum

Requirements: Grade 12 plus Relevant degree/National Diploma in Theology from an accredited theological institution or equivalent qualification. Ordination as a minister of religion/faith with 3-5 years middle management experience. 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: Manage and coordinate spiritual care services. Implement, monitor and evaluate policies and procedures. Empower spiritual care personnel. Develop and present needs based spiritual care programmes. Market spiritual care services and establish partnership with internal and external stakeholders. Management of performance information. Manage spiritual care infrastructure. Implement the moral renewal programme for offenders. Liaise with internal and external stakeholders to enhance social reintegration services. Management of human and finance resources and assets.

ASSISTANT MANAGER: NURSING (PHC)

Eastern Cape Region: East London Management Area (Area Commissioner's Office) (Ref: EC- PSA 25)

Salary: R581 826.00 per annum

Requirements: Grade 12 plus 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 duration of at least 1 year in Curative Skills in Primary Health Care accredited with the SANC. A minimum of (8) years appropriate/ recognisable experience in nursing after registration as a 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 SERVICES (PHC)

**Eastern Cape Region: St Albans Management Area (Port Elizabeth Correctional Centre)
(Ref: EC- PSA 26)**

Salary: R444 276.00 per annum

Requirements: Grade 12 plus Degree/diploma in Nursing or an equivalent qualification that allows registration with the South African Nursing Council (SANC) as a Professional Nurse. A minimum of 9 years appropriate experience in nursing after registration as a Professional Nurse with the SANC in General Nursing. 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 (Primary Health Care). Current registration with the South African Nursing Council as a Professional Nurse. Valid driver's licence. Computer literate will be an added advantage.

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

Responsibilities: Provide direction and supervision in the implementation of the nursing plan (clinical practice/ quality patient care). Implement standards, practices, criteria and indicators for quality nursing (quality of practices). Practice nursing and health care in accordance with the relevant laws and regulations. Display a concern for patients, promoting and advocating proper treatment and care including an awareness and willingness to respond to patient's needs, requirements and expectations (Batho Pele Principles). Maintain the quality of nursing data and information and utilize it to 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 performance information. Management of human resources, finances and assets.

CLINICAL NURSE PRACTITIONER GRADE 1 (PHC) X 5

Eastern Cape Region: Amathole Management Area (King Williams Town Correctional Centre) (Ref: EC- PSA 27); (Middledrift Correctional Centre) (Ref: EC- PSA 28) ; Sada Management Area (Queenstown Correctional Centre)(Ref: EC- PSA 29); Sada Management Area (Idutywa Correctional Centre) (Ref: EC- PSA 30); East London Management Area (Medium A Correctional Centre) (Ref: EC- PSA 31)

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.

MANAGER: HUMAN RESOURCE ADMINISTRATION (SL 9)

**Eastern Cape Region: St Albans Management Area (Area Commissioners Office)
(Ref: EC- PSA 32)**

Salary: R 376 596.00 per annum

Requirements: Grade 12 plus Relevant three (3) year degree/diploma in Human Resource Management or equivalent qualification with 3 – 5 years management experience in Human Resource environment. Knowledge of PERSAL system. Computer literacy. Valid driver's licence.

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

Responsibilities: Manage the implementation of human resource policies. Co-ordinate staff privileges. Ensure proper leave administration within the Management Area. Quality assessment of personnel services. Inspection of personnel administration. Ensure control over personnel documentation/files. Man-age personnel investigations. Render advice on HR related matters. Manage housing allowances. Ensure proper capturing of allowances on persal. Manage transfers. Manage remuneration control. Manage effective disciplinary processes and record keeping. Manage of human and financial resources and assets.

ASSISTANT DIRECTOR: INFORMATION TECHNOLOGY (IT)

Eastern Cape Region: Regional Office (Ref: EC- PSA 33)

Salary: R376 596.00 per annum

Requirements: Grade 12 plus Recognized National diploma/Degree in Information Technology or equivalent qualification in Information Technology and 3-5 years supervisory experience in Information Technology Infrastructure environment. Valid driver's licence.

Competencies and attributes: Strong communication and report-writing skills, Good understanding of MS Windows 10 as well as the MS Office suite, Experienced in switch configuration, Good Understanding Information Technology policies and standards, Good Understanding of Networks

Infrastructure management, Good Understanding Information Technology Audit and Governance, Procurement processes, Good Understanding Computer systems analysis, Good Understanding System administration, Good Understanding of access methods including cable modems, DSL, satellite, and wireless. Experience in VoIP/Video protocols their performance from the edge thru the core of the network, Experience in a wide range of data network access; from Analogue modems to Broadband technologies (Cable, DSL, Wireless, etc.), A working knowledge of current VoIP technologies and their implementations, Self-driven.

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

MANAGER: FINANCIAL AND MANAGEMENT ACCOUNTING

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

(Ref: EC- PSA 34)

Salary: R376 596.00 per annum.

Requirements: Grade 12 plus Relevant degree or National Diploma in Financial Management or Accounting coupled with 3 – 5 years' experience in a financial management environment. In depth knowledge of BAS. 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, 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 Ability to network.

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 adherence to financial policies and procedure. Ensure enforcement of financial discipline. Management of performance information. Management of human resources, finance and assets.

ASD: SPECIAL PROGRAMMES

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

(Ref: EC- PSA 35)

Salary: R376 596.00 per annum

Requirements: Grade 12 plus Relevant B degree/ND in Human Resource Management with 3-5 years experience in middle management 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.

MANAGER: HUMAN RESOURCE UTILISATION (SL 9)

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

(Ref: EC- PSA 36)

Salary: R376 596.00 per annum

Requirements: Grade 12 plus Relevant three (3) year degree/diploma in Human Resource

or equivalent qualification with 3 – 5 years management experience in Human Resource environment. Knowledge of PERSAL system. Computer literacy. Valid driver's licence.

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

Responsibilities: 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.

MANAGER FACILITIES AND SECURITY X 3

Eastern Cape Region: Amathole Management Area (Area Commissioner's Office) (Ref: EC- PSA 37); Sada Management Area (Area Commissioner's Office) (Ref: EC- PSA 38); Kirkwood Management Area (Area Commissioner's Office) (Ref: EC- PSA 39)

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: EC- PSA 40)

Salary: R373 389.00 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: 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 creditability.

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 ARE ENCOURAGED TO RE-APPLY

SECTION HEAD: EDUCATIONIST

Eastern Cape Region: St Albans Management Area (Maximum Correctional Centre) (Ref: EC-PSA 41)

Salary R347 694.00 per annum.

Requirements: Grade 12 plus Recognised four (4) year Degree or equivalent qualification in Education and registration with the South African Council of Educators (SACE). Six years relevant experience gained after registration with SACE. These requirements are in accordance with the relevant Occupational Specific Dispensation (OSD). Computer literate. Valid driver's license.

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

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

ARTISAN FOREMAN GRADE A: RADIO TECHNICIAN

Eastern Cape Region: St Albans Management Area (St Albans Med B) (Ref: EC- PSA 42)

Salary: R304 263.00 per annum

Requirements: Appropriate trade test Certificate and five (5) years' post qualification experience as an Radio Technician. 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. Problem solving and analysis. Decision making. Team work. Analytical skills. Creativity. Self-Management. Customer focus and responsiveness. Communication. Computer skills. Planning and organising. Conflict management.

Responsibilities: Design. Production. Maintenance. Performance administrative and related function. Maintain and advance expertise. Management of performance information. Management of human resources, finances and assets. Management of performance information. Management of human and financial resources and assets.

NB!!! THIS IS A RE-ADVERTISEMENT; PEOPLE WHO PREVIOUSLY APPLIED FOR POST OF RADIO TECHNICIAN ARE ENCOURAGED TO RE-APPLY

ARTISAN FOREMAN GRADE A: REFRIGERATOR

Eastern Cape Region: St Albans Management Area (St Albans Med B) (Ref: EC- PSA 43)

Salary: R304 263.00 per annum

Requirements: Appropriate/ (Accredited Artisan Trade Certificate/Diploma) trade test certificate and 5 year's post qualification experience as a Refrigerator 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.

Responsibility: The quality assessment of building services. The development / maintenance of building works standards in the Management area. The management of capital projects. The management of maintenance projects. The undertaking of short-/ medium-/ long-term planning of maintenance activities in the management area. The ensuring of adherence to the strategic, maintenance objectives of the DCS in the management area.

NB!!! THIS IS A RE- ADVERTISEMENT; PEOPLE WHO PREVIOUSLY APPLIED FOR POST OF REFRIFERATOR ARE ENCOURAGED TO RE-APPLY

ARTISAN FOREMAN GRADE A: ELECTRICIAN X3

Eastern Cape Region: St Albans Management Area (St Albans Med B) (Ref: EC- PSA 44)

Salary: R304 263.00 per annum

Requirements: Appropriate/ (Accredited Artisan Trade Certificate/Diploma) trade test certificate and 5 year's post qualification experience as an Electrician 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.

Responsibility: The quality assessment of building services. The development / maintenance of building works standards in the Management area. The management of capital projects. The management of maintenance projects. The undertaking of short-/ medium-/ long-term planning of maintenance activities in the management area. The ensuring of adherence to the strategic, maintenance objectives of the DCS in the management area.

NB!!! THIS IS A RE- ADVERTISEMENT; PEOPLE WHO PREVIOUSLY APPLIED FOR POST OF ELECTRICAIN ARE ENCOURAGED TO RE-APPLY

SPAO: SUPERVISOR FINANCIAL ACCOUNTING

**Eastern Cape Region: East London Management Area (Area Commissioner's Office)
(Ref: EC- PSA 45)**

Salary: R316 791 per annum

Requirements: Grade 12 plus Relevant three year degree / Diploma Accounting or Financial Management and 3-5 years Relevant experience in Government Financial systems. Valid driver's license. Computer literacy. Knowledge of the Public Finance Management Act.

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

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

SAO: HR ADMINISTRATION

Eastern Cape Region: Regional Office (Ref: EC- PSA 46)

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 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.

SPAO: SUPERVISOR LOGISTICS X2

Eastern Cape Region: Kirkwood Management Area (Area Commissioners Office) (Ref: EC- PSA 47); Mthatha Management Area (Area Commissioners Office) (Ref: EC- PSA 48)

Salary: R316 791.00 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.

SPAO: SUPERVISOR PROCUREMENT ADMINISTRATION

Eastern Cape Region: Kirkwood Management Area (Area Commissioners Office) (Ref: EC- PSA 49)

Salary: R316 791.00 per annum

Requirements: Grade 12 plus Degree/National Diploma in Supply Chain Management or equivalent qualification with 3-5 years relevant experience in a supply chain management environment. Knowledge of LOGIS system. Computer Literate. Valid driver's licence.

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

Responsibility: Assist end-user in the drafting of specifications. Arrange for the advertisement of tenders. Assist Bid Evaluation Committees in the evaluation of bids. Liaise with the GSSC on all goods and services, as well as payment of suppliers and services providers. Ensure compliance to all procurement related legislation. Manage database of contracts. Manage finance and human resource and assets.

SAO: MANAGER SPECIAL PROGRAMMES

Eastern Cape Region: Sada Management Area (Area Commissioners Office) (Ref: EC- PSA 50)

Salary: R316 791.00 per annum

Requirements: Grade 12 plus Relevant B degree/ND in Human Resource Management equivalent qualification with 3-5 years' experience. 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.

SAO: HIV AIDS COORDINATOR

Eastern Cape Region: Mthatha Management Area (Ref: EC- PSA 51)

Salary: R316 791.00 per annum

Requirements: Grade 12 plus Relevant B degree /National Diploma in Social Science/equivalent qualification with 5 relevant experience in HIV /AIDS programme management. Valid driver's licence. Computer literacy.

Competencies and attributes: Conflict Resolution. Report writing. Presentation skills. Problem solving and decision-making. Team leadership. Policy interpretation. Computer literacy. Facilitation skills. Analytic skills. Confidentiality. Integrity and honesty. Time management. Assertiveness. Ability to network. Service delivery and client orientation. Friendly and adaptability. Confident and independent. Ability to work under pressure. Willingness to travel.

Responsibilities: Monitor and evaluate implementation of comprehensive HIV/AIDS programmes and service for offenders at the management areas and correctional centre level. Monitor and evaluate implementation of relevant HIV/AIDS policies and procedures. Provide statistical data and other relevant information to the regional office as well as reports to management area and correctional centre, management. Management of human resources and assets.

SENIOR ADMIN OFFICER: CLUBS X 2

Eastern Cape Region: East London Management Area (Area Commissioner's Office)(Ref: EC- PSA 52); St Albans Management Area (Area Commissioner's Office) (Ref: EC- PSA 53)

Salary: R316 791.00 per annum

Requirements: Grade 12 plus Recognized three (3) years degree/ national diploma in Management / Administration /Finance or equivalent qualification. 3-5 years relevant experience. A valid driver's license. Knowledge of the Companies act and the PFMA. Computer literate. Valid driver's licence.

Competencies and attributes: Financial Management, Plan, organize, lead and control, Conflict management Influence and impact, Understanding of Public Service policy and legislative framework including PFMA, Communication skills, Decision making Report writing, Presentation skill, Problem solving, Team leadership, Policy interpretation, 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 Negotiation skills.

Responsibilities: Management of clubs and financial outlets, membership management (clubs and sub clubs).Promotion of sport and recreation. Financial management of club affairs, Management of human resources, finances and assets. Ensure the 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. Manage human resources, finance and assets.

SAO: UAMP: MUNICIPAL SERVICES
Eastern Cape Region: Regional Office (Ref: EC- PSA 54)
Salary: R316 791.00 per annum

Requirements: Grade 12 plus An Appropriate/Accredited Diploma in Building with experience in Quantity Surveying background. 3 years post qualification and supervisory experience in the built environment. Valid driver's licence. Grade 12. 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 relations. Programme and Project management skills. Stakeholder management. Knowledge of OHS Act compliance matters. Networking, Tact and Computer skills.

Responsibilities: Conduct condition assessment for existing and new building facilities. Interpret working drawings. Support municipalities to prepare and implement their sector development plan. Coordinate the maintenance of Departmental property through representing the Department in Municipal property forums. Conduct feasibility study to estimate materials, time and labour cost. Conduct analysis cost for building tenders and contract. Contract and project coordination. Advise on a range of legal and contractual issues eg. JBCC, NEC, etc.

EDUCATIONIST M+4: ISIXHOSA

Eastern Cape Region: Sada Management Area (Cradock Correctional Centre) (Ref: EC- PSA 55)
Salary: R281 973.00 per annum

Requirements: Grade 12 plus Relevant 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: ABET

Eastern Cape Region: Sada Management Area (Cradock Correctional Centre)
(Ref: EC- PSA 56)
Salary: R281 973.00 per annum

Requirements: Grade 12 plus 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.

EDUCATIONIST M+4: VOCATIONAL STUDIES HOSPITALITY SERVICES (SKILLS DEVELOPMENT)

Eastern Cape Region: Kirkwood Management Area (Kirkwood Correctional Centre) (Ref: EC-PSA 57)

Salary: R281 973.00 per annum.

Requirements: Grade 12 plus Recognised four (4) year degree/national diploma in Education and registration with the South African Council of Educators. Experience in vocational studies hospitality services (skills development). 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. Management of performance information. Manage human resources, finances and assets.

SOCIAL WORKER GRADE 1 X2

Eastern Cape Region: Kirkwood Management Area (Kirkwood Correctional Centre): (Ref: EC-PSA 58); St Albans Management Area (Medium B Correctional Centre) (Ref: EC- PSA 59)

Salary: R257 592.00 per annum

Requirements: Grade 12 plus Bachelor's degree in Social Work and registration with the South African Council for Social Service Professions [SACSSP]. Computer literacy and 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.

IT NETWORK CONTROLLER

Eastern Cape Region; St Albans Management Area (Area Commissioner); (Ref: EC- PSA 60)

Salary: R257 508.00 per annum

Requirements: Grade 12 plus Relevant degree or National Diploma in Information Technology or an equivalent qualification. Experience in a similar environment will be an added advantage. Valid driver's license.

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

Responsibilities: Perform back-ups. Monitor wide and local area networks. Detect and repair faults on LAN/WAN, PC's, peripherals, network points and software. Assist with the planning, design and implementation of LAN/WAN infrastructure. Provide and maintain printing from Transversal Systems (e.g. LOGIS, PERSAL, BAS and DCS business systems). Provide desktop support. Manage and maintain a virus free network. Liaise with users on requests/faults. Create/maintain inventory of all desktop and network related equipment. Report on user-training needs regarding applications and systems. Install and support software/applications, man-age and Monitor IP Telephony and Video Conferencing.

ADMINISTRATION OFFICER: PERSONNEL X2

**Eastern Cape Region: Kirkwood Management Area (Area Commissioner's Office)
(Ref: EC- PSA 61); St Albans Management Area (Area Commissioner's Office) (Ref: EC- PSA 62)**

Salary: R257 508.00 per annum

Requirements: Grade 12 plus Relevant degree/ National Diploma in Human Resource Management or equivalent qualification. 2-3 years in Relevant experience in human resource environment. Valid driver's licence Computer literacy. 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. Management of human resources, finance and assets.

ADMINISTRATION OFFICER: RECRUITMENT AND PLACEMENT

Eastern Cape Region: Regional Office (Ref: EC- PSA 63)

Salary: R257 508.00 per annum

Requirements: Grade 12 plus Recognised National Diploma/Degree in Human Resources and 2-3 year's experience recruitment and placement. Knowledge of PERSAL system. Valid driver's license.

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

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

AO: TERMINATIONS

Eastern Cape Region: St Albans Management Area (Area Commissioners Office) (Ref: EC- PSA 64)

Salary: R257 508.00 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 GEPF 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.

DRIVER: REGIONAL COMMISSIONER

Eastern Cape Region: Regional Office (Ref: EC- PSA 65)

Salary: R173 703.00 per annum

Requirements: Grade 12. Valid driver's licence. Three (3) years' experience in driving. Completion of an Advanced driver's course will be an advantage. Computer literacy. The successful candidate will be required to obtain a Secret Security Clearance.

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, advanced typing skills. Ability to work under pressure. Good interpersonal relations. Good communication and listening skills. Knowledge of Government regulations relating to Transport. good communication and customer relation skills; Ability to work under pressure and meet deadlines; Basic knowledge of Government; Knowledge of transport processes and procedures; Flexibility to work irregular hours;

Responsibilities: Render driving services - provide driving responsibilities as per request of Regional Commissioner, recording of kilometre mileage as per trip, transportation of Regional Commissioner to and from identified destinations and maintain allocated vehicles and report problems. Maintain the vehicle allocated to the office of the Regional Commissioner. Keep accurate record of all the official trips, complete the log book.

ADMINISTRATION OFFICER: STATE ACCOUNTANT: ACCOUNTING SYSTEM

Eastern Cape Region: Regional Office (Ref: EC- PSA 66)

Salary: R257 508.00 per annum.

Requirements: Grade 12 plus Recognized 3 year degree/diploma in Financial Accounting or Economic Management Science. Relevant experience in Financial Accounting environment Knowledge of Bas and Persal transversal system and A valid driver's licence.

Competencies and Attributes: Sound experience in Government finance and management. Must be computer literate (MS Word, PowerPoint, and Excel). Dynamic and professional work ethic. Strong communication, event planning and organisational skills. Project management and business planning skills.

Responsibilities: Create users and Authorisers on BAS and for procurement integration. Creating and maintenance of individual security and group profiles on BAS. Maintenance of code structures for each user ID and adopt users and authorisers in workflows. Assist users with BAS functions in general like resets passwords, give right to budget, amend user functions, link users to correct workflows and groups profile maintenance. Monitor and control BAS system for compliance and security purposes.

Assist BAS and LOGIS users in the region with SCCA allocations and update any changes thereto. Communicate SCOA changes and updates to BAS users in the Region for effective usage all allocations. Review BAS user accounts on a quarterly basis to ensure active users. Referral of BAS related problems that cannot be resolved at the Region to the National System Controller at Head Office. Facilitate BAS training process and nominate users for training or courses in the Region. Submission of Sysco monthly returns to Head Office. Management of Assets under the custody.

ADMINISTRATION OFFICER: LOGISTICS ADMINISTRATION

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

(Ref: EC- PSA 67)

Salary: R257 508.00 per annum

Requirements: Grade 12 plus Relevant degree / National Diploma in Supply Chain Management or equivalent qualification with 2-3 years Relevant experience in a supply chain management environment. Knowledge of LOGIS system. Computer literacy. Valid driver's licence.

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

Responsibilities: Implementation of logistical policies in the Management Area. Monitor and control in-coming and out-going stock. The administration of the warehouse, transit and fleet. Asset verification and logistical processes, asset and inventory balancing. Reconciliation between BAS and LOGIS. Management of human resources, finances and assets.

ADMINISTRATION OFFICER: PROCUREMENT X2

Eastern Cape Region: Kirkwood Management Area (Area commissioner's Office)

(Ref: EC- PSA 68); Sada Management Area (Area commissioner's Office) (Ref: EC- PSA 69)

Salary: R257 508.00 per annum

Requirements: Grade 12 plus Relevant degree / National Diploma in Supply Chain Management or equivalent qualification with 2-3 years Relevant experience in a supply chain management environment. Knowledge of LOGIS system. Computer Literacy. Valid driver's licence.

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

Responsibilities: Placement of orders. Generate procurement advices. Conduct enquiries on orders and commitments placed. Maintain and update database of prospective suppliers. Administer quotations awarded from R30 000 to R500 000. Management of human resources, finance and assets.

ADMINISTRATION OFFICER: VOUCHER CONTROL
Eastern Cape Region: Mthatha Management Area (Ref: EC- PSA 70)
Salary: R257 508 per annum

Requirements: Grade 12 plus Relevant degree / National Diploma Accounting or Financial Management with 2-3 years relevant experience in Government Financial systems. Proven financial experience and Good knowledge of Public Finance. Computer literacy (knowledge of BAS). Valid driver's licence.

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

Responsibilities: Manage the infrastructure for finance related practice. Plan activities. Ensure the correctness of documentation before data capturing. Receiving and filing of all captured documentation in line with policy. Management of human resources and assets.

ADMINISTRATION OFFICER: CAREER MANAGEMENT
Eastern Cape Region: Mthatha Management Area (Area Commissioners Office)
(Ref: EC- PSA 71)

Salary: R257 508.00 per annum

Requirements: Grade 12 plus Relevant degree/National Diploma in Human Resource Development/ Organisational Development and Training Practises or equivalent qualification and 2-3 years relevant experience in the field of training and development. Computer literate. Valid driver's licence.

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

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

PROFESSIONAL NURSE (GENERAL NURSING)
Eastern Cape Region: Sada Management Area (Burgersdorp Correctional Centre)
(Ref: EC- PSA 72)

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 patients needs, requirement and expectations (Batho Pele principles). Maintain a constructive working relationship with nursing and other stake holders.

PHARMACIST ASSISTANT (POST BASIC) GRADE 1

Eastern Cape Region: Mthatha management Area (Ref: EC- PSA 73)

Salary: R208 383.00 per annum.

Requirements: Grade 12 or equivalent qualification plus Post Basic Pharmacist Assistance Certificate that allows registration with South African Pharmacy Council. Current registration with the South African Pharmacy Council. Computer Literacy. (Requirements must be in line with the applicable OSD)

Competencies and attributes: Communication skills, writing skills. Ability to function as part of a team, interpersonal skills, information management, trustworthiness

Responsibilities: Knowledge of pharmaceutical processes and procedures, statutes and other relevant frameworks such as Pharmacy Act, Medicine Act Good pharmacy practise guidelines etc.

ADMINISTRATION OFFICER: LOGISTIC ADMINISTRATION (SL6)

Eastern Cape Region: Mthatha Management (Area Commissioner's Office) (Ref: EC- PSA 74)

Salary: R208 584.00 per annum

Requirements: Grade 12 plus Relevant degree /National Diploma equivalent qualification. Computer literate. Valid driver's licence. 1-2 years Relevant experience in Supply Chain Environment. Valid driver's licence.

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

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

ARTISAN PRODUCTION GRADE A: UPHOLSTERY

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

Salary: R190 653.00 per annum

Requirements: Appropriate/ (Accredited Artisan Trade Certificate/Diploma) trade test certificate. 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.

Responsibilities: Policy development and interpretation. Monitoring, evaluation and support service to workshop personnel. Economic analysis of workshop performance. Research and development of new workshop projects. Monitor and evaluate adherence to set service level standards for production workshop. Interpret the relevant workshop policies, manuals and legislation for workshop personnel. Conduct compliance inspection workshop policies, manuals and legislation. Compiling financial budgets and estimates. Evaluate financial expenditure and control at all workshop facilities. Understand and apply good human resources relations with sub-ordinates and workshop personnel. Monitor and evaluate the credibility and effective management of the workshops costing system and its reports. Management of human and financial resources and assets.

NB!!! THIS IS A RE- ADVERTISEMENT; PEOPLE WHO PREVIOUSLY APPLIED FOR POST OF UPHOLSTERY ARE ENCOURAGED TO RE-APPLY

ARTISAN PRODUCTION GRADE A: WOOD MACHINIST/CABINET MAKER X2

Eastern Cape Region: St Albans Management Area (St Albans Medium B Correctional Centre) (Ref: EC- PSA 76)

Salary: R190 653.00 per annum

Requirements: An appropriate trade test Diploma/Certificate, underwritten by the Manpower Training Act (red seal). Experience as a qualified Wood Machinist /Cabinet Maker. These requirements are in accordance with the relevant Occupational Specific Dispensation.

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

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.

NB!!! THIS IS A RE- ADVERTISEMENT; PEOPLE WHO PREVIOUSLY APPLIED FOR POST OF UPHOLSTERY ARE ENCOURAGED TO RE-APPLY

ARTISAN PRODUCTION GRADE A: ELECTRICIAN

**Eastern Cape Region: Kirkwood Management Area (Kirkwood Correctional Centre)
(Ref: EC- PSA 77)**

Salary: R190 653.00 per annum

Requirements: An appropriate/ (Accredited Artisan Trade Certificate underwritten by the Manpower Training Act (Red Seal). Experience as a qualified electrician. 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.

AO:TYPIST

**Eastern Cape Region: St Albans Management Area: Area Commissioners Office
(Ref: EC- PSA 78)**

Salary: R173 703 .00 per annum per annum.

Requirements: Grade 12 with typing as a subject. Ability to type approximately 55 words per minute. Successful completion of a word processing course. 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, advanced typing skills. 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.

SECRETARY: DIRECTOR- AREA COMMISSIONER

Eastern Cape Region: St Albans Management Area ((Ref: EC- PSA 79)

Salary: R173 703 .00 per annum

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

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

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

submission of travel claims

SWITCHBOARD OPERATOR

**Eastern Cape Region: East London Management Area: (Mdantsane Correctional Centre)
(Ref: EC- PSA 80)**

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: 07 February 2020 @ 15h45

Note: • **Before you apply:** All costs associated with an application will be borne by the applicant. The Department of Correctional Services is an equal opportunity employer. The Department will take into consideration the objectives of Section 195 (1) (i) of the Constitution of the Republic of South Africa, 1996 (Act 108 of 1996) and the Employment Equity Act, 1998 (Act 55 of 1998) in filling of these vacancies. It is our intention to promote 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), 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. 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

Physical Address: Department of Correctional Services, Block E, Ocean Terrace, Moore Street, Quigney, East London,5200