



DEPARTMENT OF CORRECTIONAL SERVICES

Closing date: 29 November 2019 @ 15:45

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

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

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

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

Applications: Applications must be submitted on form Z83 (Public Service Application form), obtainable from any Public Service Department, and must be completed in full. **Applications must be accompanied by a CV, copies of qualifications, identity document and valid driver's license. Please note: All copies attached must be certified, be a true copy of the original and not older than (3) three months.** Please send a separate and complete application for each post you apply for, stating the correct reference for each position you are interested in. **Faxed and e-mailed applications will not be accepted.** • Candidates must comply with the minimum appointment requirements.

• CV's should be aligned to reflect one's degree of compliance with the advert requirements and responsibilities. It is the sole responsibility of an applicant to ensure that their application reaches DCS before **29 November 2019 at 15:45.**

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

For full details (Competencies, attributes and responsibilities) on the following positions. please visit our website at www.dcs.gov.za (search on vacancies)

Western Cape Region

Postal Address: Regional Coordinator Human Resource and Support, Private Bag x01, Edgemean, 7404

Contact person: Ms NA Mdladlamba at 021 550 6014/ 6060/ 6052

Physical Address: Breede River Street, Monte Vista, Edgemean

APPOINTMENTS UNDER THE CORRECTIONAL SERVICES ACT

DEPUTY DIRECTOR (CB-6): HEAD OF CORRECTIONAL CENTRE

- **Western Cape Region: Allandale (Ref: WC 2019/11/01), Pollsmoor (Medium B) (Ref: WC 2019/11/02), Overberg (Medium) Ref: WC 2019/11/03)**
Salary: R851 913 per annum (all-inclusive package)

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

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

Responsibilities: Management of all aspects of the Correctional Centre on a day to day basis through the implementation of the Correctional Services Act, Act 111 of 1998 as amended. Manage the implementation of the imperatives of the White Paper on Correc-

tions. Management of case management administration, security, development and care, unit management and case management committees. Foster a working relationship with the Justice Cluster and the Community. Monitor, evaluate and take appropriate action in relation to outcomes on the risk trends. Management of performance information. Manage human resources, finances and assets.

DEPUTY DIRECTOR (NCB-4): REGIONAL COORDINATOR: SOCIAL RE-INTEGRATION

- **Western Cape Region: Regional Commissioner's Office (Ref: WC 2019/11/04)**
Salary: R765 906 per annum (all-inclusive package)

Requirements: Degree/National Diploma in Behavioural Sciences and successful completion of Corrections Science Learnership/ Basic Training. Seven (7) years relevant experience gained in a supervisory posts. These requirements are in accordance with the relevant Occupational Specific Dispensation. Valid Driver's Licence. Computer literacy.

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

Responsibilities: Manage monitoring services. Determine conditions of house arrest and supervision for persons serving sentence in the community. Participate in case review team for community corrections. Manage programs. Identify community service programs. Responsible for the facilities and equipment of the section. Implement disciplinary steps against offending staff. Management of performance information. Manage human resources, finances and assets.

DEPUTY DIRECTOR (NCB-4): AREA COORDINATOR: CORRECTIONS

- **Western Cape Region: Brandvlei (Ref: WC 2019/11/05)**
Salary: R765 906 per annum (all inclusive package)

Requirements: Degree/National Diploma in Behavioural Sciences and successful completion of Corrections Science Learnership/ Basic Training. Seven (7) years relevant experience gained in a supervisory posts. These requirements are in accordance with the relevant Occupational Specific Dispensation. Valid Driver's Licence. Computer literacy.

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

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

ASSISTANT DIRECTOR (CB-5): HEAD CORRECTIONAL CENTRE

- **Western Cape Region: Allandale (Hawequa) (Ref: WC 2019/11/06), Breede River (Warmbokkeveld) (Ref: WC 2019/11/07), Overberg (Caledon) (Ref: WC 2019/11/08), Voorberg (Van Rhynsdorp) (Ref: WC 2019/11/09)**
Salary: R454 440 per annum

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

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

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

ASSISTANT DIRECTOR (CB-5): CENTRE COORDINATOR: OPERATIONAL SUPPORT

- **Western Cape Region: Drakenstein (Medium B) (Ref: WC 2019/11/10), Goodwood (Ref: WC 2019/11/11)**
Salary: R454 440 per annum

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

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

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

ASSISTANT DIRECTOR (CB-5): MANAGER: AGRICULTURE

- **Western Cape Region: Brandvlei (Medium B), (Ref WC 2019/11/12), Drakenstein (Medium A) (Ref: WC 2019/11/13), Voorberg (Ref: WC 2019/11/14)**
Salary: R454 440 per annum

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

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

Responsibilities: Co-ordinate agriculture policy. Quality assessment of agriculture services. Develop/maintain agriculture production. Manage agriculture labour. Manage environment. Manage agricultural equipment. Manage occupational safety. Coordinate production workshops policy. Quality assessment of production workshop services. Develop/maintain workshop production standards in the Management Area. Manage workshop production. Manage workshop. Management of human and finance resources and assets.

ASSISTANT DIRECTOR (NCB-3): MANAGER: CORRECTIONS

- **Western Cape Region: Allandale (Ref: WC 2019/11/15)**
Salary: R392 004 per annum

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

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

Responsibilities: Implement and monitor correctional, security and facility policies and procedures. Coordinates the colla-tion and dissemination of security and correction information. Coordinates activities relating to critical DCS support struc-tures such as the Parole Boards and Office of the Inspecting Judge within the management area. Promote corrections and security awareness. Manage the emergency support systems. Provision of early warning intelligence correction and security risk. Manage human resources, finance and assets.

ASSISTANT DIRECTOR (CB-5): CENTRE COORDINATOR: CORRECTIONS

- Western Cape Region: Allandale (Ref: WC 2019/11/16), Drakenstein (Medium B) (Ref: WC 2019/11/17), Goodwood (Ref: WC 2019/11/18), Voorberg (Medium B) (Ref: WC 2019/11/19), Pollsmoor (Medium C) (Ref: WC 2019/11/20)
Salary: R454 440 per annum

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

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

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

ASSISTANT DIRECTOR (CB5): HEAD COMMUNITY CORRECTIONS

- Western Cape Region: Goodwood (Bellville Community Corrections) (Ref: WC 2019/11/21), Overberg (Caledon Community Corrections) (Ref: WC 2019/11/22)
Salary: R454 440 per annum

Requirements: Relevant RQV6 qualification in Behavioural Sciences and successful completion of Corrections Science Learnership/ Basic Training. Seven (7) years relevant experience gained in a supervisory post. These requirements are in accordance with the Occupational Specific Dispensation. Top secret security classification. 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: Manage monitoring services. Oversee implementation of court sentences. Ensure the implementation of community corrections policies and procedures. Participate in case review team for community corrections. Facilitate the provision of social work and community service programmes. Manage human resources, finance and assets.

ASSISTANT DIRECTOR (CB-5): CHAIRPERSON: CASE MANAGEMENT COMMITTEE

- Western Cape Region: Breede River (Worcester Males) (Ref: WC 2019/11/23), Drakenstein (Maximum) (Ref: WC 2019/11/24), Overberg (Maximum) (Ref: WC 2019/11/25)
Salary: R454 440 per annum

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

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

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

SECURITY MANAGER (CB-4): CENTRE COORDINATOR: CORRECTIONS

- **Western Cape Region: Allandale (Paardeberg) (Ref: WC 2019/11/26), Southern Cape (Mossel Bay) (Ref: WC 2019/11/27), West Coast (Riebeeck West) (Ref: WC 2019/11/28)**
Salary: R380 583 per annum

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

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

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

SECURITY MANAGER (CB-4): DIVISION HEAD: CASE MANAGEMENT ADMINISTRATION

- **Western Cape Region: Brandvlei (Maximum) ((Ref: WC 2019/11/29), Breede River (Robertson(Ref: WC 2019/11/30), Drakenstein (Maximum) (Ref: WC 2019/11/31), Drakenstein (Medium B) (Ref: WC 2019/11/32), Pollsmoor (RDF) ((Ref: WC 2019/11/33), Southern Cape (Oudtshoorn Medium A) (Ref: WC 2019/11/34), Southern Cape (George) (Ref: WC 2019/11/35), Voorberg (Medium B) (Ref: WC 2019/11/36), West Coast (Medium A) (Ref: WC 2019/11/37), Goodwood (Ref: WC 2019/11/38)**
Salary: R380 583 per annum

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

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

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

SECURITY MANAGER (CB-4): CENTRE COORDINATOR: OPERATIONAL SUPPORT

- **Western Cape Region: Breede River (Dwarsrivier) (Ref: WC 2019/11/39), Pollsmoor (Females) (Ref: WC 2019/11/40)**
Salary: R380 583 per annum

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

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

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. Management of human resources, finance and assets.

SECURITY MANAGER (CB-4): CENTRE COORDINATOR: STAFF SUPPORT

- Western Cape Region: Allandale (Ref: WC 2019/11/41), Brandvlei (Maximum) (Ref: WC 2019/11/42), Breede River (Robertson) (Ref: WC 2019/11/43), Breede River (Worcester Males) (Ref: WC 2019/11/44), Drakenstein (Maximum) (Ref: WC 2019/11/45), Overberg (Caledon Community Corrections) (Ref: WC 2019/11/46), Pollsmoor (Medium C) (Ref: WC 2019/11/47), Pollsmoor (Mitchells Plain Community Corrections) (Ref: WC 2019/11/48), Voorberg (Medium B) (Ref: WC 2019/11/49)
Salary: R380 583 per annum

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

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

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

SECURITY MANAGER (CB-4): CASE MANAGEMENT COMMITTEE

- Western Cape region: Allandale (Ref: WC 2019/11/50), Breede River (Warmbokkeveld) (Ref: WC 2019/11/51), Southern Cape (George) (Ref: WC 2019/11/52), West Coast (Medium A) (Ref: WC 2019/11/53), Brandvlei (Ref: WC 2019/11/54)
Salary: R380 583 per annum

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

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

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

SECURITY MANAGER (CB-4): UNIT MANAGER

- Western Cape Region: Allandale (Ref: WC 2019/11/55), Drakenstein (Medium B) (Ref: WC 2019/11/56), Drakenstein (Medium A) Ref: WC 2019/11/57, Goodwood X3 (Ref: WC 2019/11/58), Overberg (Medium) (Ref: WC 2019/11/59), Pollsmoor (Maximum) (Ref: WC 2019/11/60), Pollsmoor (Medium C) x2 (Ref: WC 2019/11/61), Southern Cape (Beaufort West) (Ref: WC 2019/11/62), Brandvlei (Juvenile) (Ref: WC 2019/11/63), Voorberg (Medium B) (Ref: WC 2019/11/64), West Coast (Medium A) (Ref: WC 2019/11/65)
Salary: R380 583 per annum

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

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

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

SECURITY MANAGER (CB-4): DOG HANDLER

- **Western Cape Region: Drakenstein (Maximum) (Ref: WC 2019/11/66)**
Salary: R380 583 per annum

Requirements: Relevant RQV6 qualification in Behavioural Sciences and successful completion of Corrections Science Learnership/ Basic Training. Seven (7) years relevant experience gained in a supervisory post in the security stream (CB-2). These requirements are in accordance with the Occupational Specific Dispensation. Top secret security classification. 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: Supervision of dog handlers controlling access control to correctional centre grounds. Supervision of maintenance and further training of service dogs. Supervision of physical care of service dogs. Supervision of dog handlers on riot control. Supervision of dog handlers tracking escapees. Supervision of dog handlers protecting staff/offenders / the public from other violent prisoners.

SECURITY MANAGER (CB4): SECTION HEAD: PRODUCTION WORKSHOPS

- **Western Cape Region: Breede River (Worcester Females) (Ref: WC 2019/11/67)**
Salary: R380 583 per annum

Requirements: Relevant RQV6 or equivalent qualification in Textile Industry. Successful completion of Corrections Science Learnership/ Basic Training. Seven (7) years relevant experience gained in a supervisory post in the Security Stream. These requirements are in accordance with the Occupational Specific Dispensation. Valid driver's licence. Computer Literacy.

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

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

SECURITY MANAGER (CB4): MONITORING: PAROLEES AND PROBATIONERS

- **Western Cape Region: Goodwood (Bellville Community Corrections) (Ref: WC 2019/11/68)**
Salary: R380 583 per annum

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

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

Responsibilities: Implement unit management principles. Ensure training of staff pertaining to unit management principles. Implement procedures to improve level of communication between the different units, Head of Centre, Case Management Committees and other role players. Management of inmate's and staff development. Implement structured day programmes. Ensure that case files are opened for all offenders and that sentence plans are compiled in conjunction with the Case Management Committee. Compile case notes and recording on the case files. Assess offenders in conjunction with the CMC. Registering of structural needs to enhance the implementation of unit management. Management of information and resources.

SECURITY MANAGER (CB4): ADMISSION: PAROLEES AND PROBATIONERS

- **Western Cape Region: Goodwood (Bellville Community Corrections) (Ref: WC 2019/11/69)**
Salary: R380 583 per annum

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

Competencies and attributes: Firearm skills and the use of relevant security technology. Communication, project and programme

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

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

SECURITY MANAGER (CB4): MONITORING: AWAITING TRIALS

- **Western Cape Region: Breede River (Worcester Community Corrections) (Ref: WC 2019/11/70)**
Salary: R380 583 per annum

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

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

Responsibilities: Implement unit management principles. Ensure training of staff pertaining to unit management principles. Implement procedures to improve level of communication between the different units, Head of Centre, Case Management Committees and other role players. Management of inmate's and staff development. Implement structured day programmes. Ensure that case files are opened for all offenders and that sentence plans are compiled in conjunction with the Case Management Committee. Compile case notes and recording on the case files. Assess offenders in conjunction with the CMC. Registering of structural needs to enhance the implementation of unit management. Management of information and resources.

SECURITY MANAGER (CB-4): UNIT MANAGER: PAROLEES AND PROBATIONERS

- **Western Cape Region: Breede River (Robertson Community Corrections) (Ref: WC 2019/11/71), Southern Cape (Mossel Bay) (Ref: WC 2019/11/72), Southern Cape (Oudtshoorn Community Corrections) (Ref: WC 2019/11/73), Southern Cape (George Community Corrections), (Ref: WC 2019/11/74), Pollsmoor (Mitchells Plain Community Corrections) (Ref: WC 2019/11/75), Goodwood (Bellville Community Corrections) (Ref: WC 2019/11/76)**
Salary: R380 583 per annum

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

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

Responsibilities: Monitor parolee/ probationer movements. Maintenance of parolee/ probationer records. Searching of parolees/ probationers when required according to approved processes and procedures. Tracing of absconders as required. Monitor compliance to community service requirements. Counselling of cases when needed. Perform address confirmations. Management of information systems. Refer/handle violations as and when required. Network with community/family to assist with information/supervision etc. Ensure that prescribed programmes are attended.

SECURITY MANAGER (CB4): UNIT MANAGER: AWAITING TRIALS

- **Western Cape Region: Pollsmoor (Cape Town Community Corrections) X2 (Ref: WC 2019/11/77), Pollsmoor (Mitchells Plain Community Corrections) X2 (Ref: WC 2019/11/78)**
Salary: R380 583 per annum

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

Competencies and attributes: Firearm skills and the use of relevant security technology. Communication, project and programme management, transformation management, change management, stakeholder management, problem solving, analysis, service delivery

Innovation, decision making, people management and empowerment, in depth understanding of safety and security in a correctional environment, integrity and honesty, confidentiality, good interpersonal relations, knowledge of the Correctional Services Act, Act 111 of 1998, as amended, assertiveness, ability to network and diplomacy.

Responsibilities: Implement unit management principles. Ensure training of staff pertaining to unit management principles. Implement procedures to improve level of communication between the different units, Head of Centre, Case Management Committees and other role players. Management of inmate's and staff development. Implement structured day programmes. Ensure that case files are opened for all offenders and that sentence plans are compiled in conjunction with the Case Management Committee. Compile case notes and recording on the case files. Assess offenders in conjunction with the CMC. Registering of structural needs to enhance the implementation of unit management. Management of information and resources.

SECURITY MANAGER (CB-4): COMMUNITY CORRECTIONS

- **Western Cape Region: Goodwood (Bellville Community Corrections) (Ref: WC 2019/11/79)**
Salary: R380 583 per annum

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

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

Responsibilities: Management of monitoring services. Determining the conditions of house arrest and supervision for persons serving sentences in the community. Participate in case review team for community corrections. Management of programmes. Identification of community service programme. Logistical administration. Responsible for the facilities and equipment of the section. Allocation of staff to specific duties. Disciplinary action against offending staff. Financial administration. Budgeting for funds.

SECURITY MANAGER (CB-4): DIVISIONAL HEAD: SECURITY

- **Western Cape Region: Southern Cape (George) (Ref: WC 2019/11/80)**
Salary: R380 583 per annum

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

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

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

SECURITY MANAGER (CB-4): DIVISIONAL HEAD: CARE SERVICES

- **Western Cape Region: Pollsmoor (Medium A) (Ref: WC 2019/11/81)**
Salary: R380 583 per annum

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

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

Responsibilities: Enhance coordination of policies and quality Assessment of services. Ensure service level standards for social work services. Plan activities. Manage infrastructure for social work services/psychological services and spiritual care programme interventions. Manage finance and personnel. Ensure the implementation of and compliance with Departmental legislation, policies and procedures relating to special categories offenders. Ensure the implementation of Checklist for all special category offenders to ensure

adequate service delivery. Report on the offender enrolment and participation (including special categories of offenders) in social work, psychological, Spiritual care, HIV,AIDS, Formal education , Skill Development and SRAC Programmes) , Ensure effective risk mitigation of risk management within the Care division. Ensure the implementation of need based programmes in partnership with external service providers.

SECURITY MANAGER (CB-4): EXTERNAL SECURITY

- **Western Cape Region: Pollsmoor (Medium A) (Ref: WC 2019/11/82)**
Salary: R380 583 per annum

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

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

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

SECURITY MANAGER (CB-4): INTERNAL SECURITY

- **Western Cape Region: Pollsmoor (Medium A) (Ref: WC 2019/11/83), Pollsmoor (Maximum) X2 (Ref: WC 2019/11/84), Pollsmoor (Medium C) X2 (Ref: WC 2019/11/85), Drakenstein (Medium A) (Ref: WC 2019/11/86)**
Salary: R380 583 per annum

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

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

Responsibilities: Supervise access control to the correctional centre's grounds. Manage internal and external security. Supervise the movement and safe custody for offenders. Patrol at the section (general accommodation areas, single cells, kitchens, hospitals and work sections). Manage security systems. Supervise visits to offenders. Management of human re-sources and assets.

SECURITY MANAGER (CB-4): NUTRITIONAL SERVICES

- **Western Cape Region: Pollsmoor (Medium A) (Ref: WC 2019/11/87), Voorberg (Medium B) (Ref: WC 2019/11/88)**
Salary: R380 583 per annum

Requirements: Relevant RQV 6 in Food Service Management/Food and Beverage Management or equivalent qualification. Successful completion of Corrections Science Learnership/ Basic Training. Seven (7) years relevant experience gained in a supervisory post in the Security stream. These requirements are in accordance with the Occupational Specific Dispensation. Valid driver's licence. Computer Literacy.

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

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

SECURITY MANAGER (CB-4): AGRICULTURE (PLANT FODDER PRODUCTION)

- **Western Cape Region: Overberg (Medium) (Ref: WC 2019/11/89), Voorberg (Medium A) (Ref: WC 2019/11/90)**

Salary: R380 583 per annum

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

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

Responsibilities: Quality assesses agricultural services. Develop/maintain agricultural services standards in the management area. Manage plant Production, agricultural labour, environment, agricultural equipment and occupational safety. Management of human resources, finances and assets.

SECURITY MANAGER (CB-4): AGRICULTURE (DAIRY)

- **Western Cape Region: Overberg (Medium) (Ref: WC 2019/11/91)**
Salary: R380 583 per annum

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

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

Responsibilities: Quality assesses agricultural services. Develop/maintain agricultural services standards in the management area. Manage plant Production, agricultural labour, environment, agricultural equipment and occupational safety. Management of human resources, finances and assets.

SECTION HEAD: FORMAL EDUCATION

- **Western Cape Region: Brandvlei (Medium) (Ref: WC 2019/11/92), Pollsmoor (Medium C) (Ref: WC 2019/11/93)**
Salary: R349 152 per annum

Requirements: Recognised four (4) year Degree or equivalent qualification in Education with four (4) years teaching experience. Registration with the South African Council of Educators. These requirements are in accordance with the Occupational Specific Dispensation. Valid driver's licence. Computer Literacy.

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

Responsibilities: 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. Manage Human Resources, Finances and Assets.

EDUCATIONIST M+4: AFRIKAANS

- **Western Cape Region: Brandvlei (Medium) (Ref: WC 2019/11/94)**
Salary: R281 646 per annum

Requirements: Recognised four (4) year Degree/National Diploma in Education specialising in Afrikaans. Registration with the South African Council of Educators. These requirements are in accordance with the Occupational Specific Dispensation. These requirements are in accordance with the Occupational Specific Dispensation. Valid driver's licence. Computer Literacy.

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

1998, as amended, assertiveness, ability to network and diplomacy.

Responsibilities: 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: ISIXHOSA

- **Western Cape Region: West Coast (Ref: WC 2019/11/95)**
Salary: R281 646 per annum

Requirements: Recognised four (4) year Degree/National Diploma in Education specialising in IsiXhosa. Registration with the South African Council of Educators. These requirements are in accordance with the Occupational Specific Dispensation. These requirements are in accordance with the Occupational Specific Dispensation. Valid driver's licence. Computer Literacy.

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

Responsibilities: 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: SOCIAL & HUMAN SCIENCE

- **Western Cape Region: West Coast (Ref: WC 2019/11/96)**
 - **Salary: R281 646 per annum**

Requirements: Recognised four (4) year Degree/National Diploma in Education specialising in Social & Human Science. Registration with the South African Council of Educators. These requirements are in accordance with the Occupational Specific Dispensation. These requirements are in accordance with the Occupational Specific Dispensation. Valid driver's licence. Computer Literacy.

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

Responsibilities: 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: TECHNICAL SKILLS DEVELOPMENT

- **Western Cape Region: West Coast (Ref: WC 2019/11/97)**
 - **Salary: R281 646 per annum**

Requirements: Recognised four (4) year Degree/National Diploma in Education specialising in Technical Skills Development. Registration with the South African Council of Educators. These requirements are in accordance with the Occupational Specific Dispensation. These requirements are in accordance with the Occupational Specific Dispensation. Valid driver's licence. Computer Literacy.

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

Responsibilities: 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: ECONOMICS & BUSINESS SCIENCE

- **Western Cape Region: Overberg (Medium) (Ref: WC 2019/11/98)**

Salary: R281 646 per annum

Requirements: Recognised four (4) year Degree/National Diploma in Education specialising in Economics & Business Science. Registration with the South African Council of Educators. These requirements are in accordance with the Occupational Specific Dispensation. These requirements are in accordance with the Occupational Specific Dispensation. Valid driver's licence. Computer Literacy.

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

Responsibilities: 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: MATHEMATICS & SCIENCE

- **Western Cape Region: Voorberg (Medium B) (Ref: WC 2019/11/99)**
Salary: R281 646 per annum

Requirements: Recognised four (4) year Degree/National Diploma in Education specialising in Pure Mathematics & Science. Registration with the South African Council of Educators. These requirements are in accordance with the Occupational Specific Dispensation. These requirements are in accordance with the Occupational Specific Dispensation. Valid driver's licence. Computer Literacy.

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

Responsibilities: 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.

SENIOR CORRECTIONAL OFFICER: SECRETARY PAROLE BOARD (NCB-2)

- **Western Cape Region: West Coast (Malmesbury) (Ref: WC 2019/11/100)**
Salary: R329 781 per annum

Requirements: Recognised three (3) year Degree/ National Diploma or equivalent qualification in Behavioural Sciences and 5 years relevant experience on production post. These requirements are in accordance with the Occupational Specific Dispensation. Valid driver's licence. Computer Literacy.

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

Responsibilities: Effective administration of the Parole Board meetings including minutes taking. Supervise verification offender information prior to the meetings. Inform offenders of the decision of the board. Supervise representations activities. Supervise safe custody of offenders during Board meetings. Management of human resources, finance and assets.

CORRECTIONAL POLICY ADMINISTRATOR GRADE 3: CLERK PAROLE BOARD (NCB 1-3)

- **Western Cape Region: Drakenstein (Ref: WC 2019/11/101)**
Salary: R143 799 per annum

Requirements: Grade 12, and successful completion of the Correctional Science Learner-ship. Valid Driver's License and computer literacy will be an added advantage.

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: Preparation of venues for meetings of the Board, Verification of offender information, Documentation control. Update

offender database for the Board. Serve as the User Clerk for the Board. Effective administration of the Parole Board meetings including minutes taking. Administer the verification of the offender information prior to the meetings. Inform offenders of the decision of the board. Supervise representations activities. Supervise safe custody of offenders during Board meetings. Management of human resources, finance and assets.

APPOINTMENTS UNDER THE PUBLIC SERVICES ACT

CONSTRUCTION PROJECT MANAGER PRODUCTION (GRADE A)

- **Western Cape Region: Regional Office (Ref: WC 2019/11/102)**
Salary: R733 257 per annum (all inclusive salary package)

Requirements: National / Higher Diploma (Building Environment field) with a minimum of 4 years and six months certified experience or B Tech (Building Environment field/ Civil Building) with a minimum of 4 years certified managerial experience or Honours degree in any Building Environment field with a minimum of 3 years' experience. Compulsory registration with the SACPCMP as a Professional Construction Project Manager on appointment will be an added advantage or Professional Registration with ECSA as a candidate or Equivalent. Valid driver's licence. Computer Literacy.

Competencies and attributes: Programme and project management, Project principles and methodologies, Research and development, Computer aided engineering applications, Knowledge of legal compliance, Technical report writing, Creating high performance culture, Technical consulting, Professional judgement. Decision making, Team leadership, Analytical skills, Creativity, Self-management, Financial management, Customer focus and responsiveness, Communication, Computer literacy, Planning and organization, Conflict management, Problem solving and analysis, People management, Change management and innovation.

Responsibilities: Manage and coordinate all aspects of projects. Project accounting and financial management, including the management of project budgets and resources. Office administration, including inputs with tender administration, liaison with service providers, clients and management and the maintenance of record management systems. Research and development, keeping up with new technologies and procedures and liaison with relevant bodies/councils on project management. Manage human re-sources, finance and assets.

DEPUTY DIRECTOR: AREA COORDINATOR: DEVELOPMENT & CARE

- **Western Cape Region: Southern Cape (Ref: WC/2019/11/103)**
Salary: R733 257 per annum (all inclusive salary package)

Requirement: Recognized three (3) year degree/diploma or equivalent qualification in Social Science/Health Education. Registration with Professional Council. At least 3-5 years combined relevant experience on supervision and junior management production levels. Valid driver's licence. Computer literacy.

Competencies and attributes: Programme and project management, Project principles and methodologies, Research and development, Computer aided engineering applications, Knowledge of legal compliance, Technical report writing, Creating high performance culture, Technical consulting, Professional judgement. Decision making, Team leadership, Analytical skills, Creativity, Self-management, Financial management, Customer focus and responsiveness, Communication, Computer literacy, Planning and organization, Conflict management, Problem solving and analysis, People management, Change management and innovation.

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

DEPUTY DIRECTOR: REGIONAL COORDINATOR: CARE

- **Western Cape Region: Regional Office (Ref: WC 2019/11/104)**
Salary: R733 257 per annum (all inclusive salary package)

Requirement: Recognized Degree /Diploma in Social Work, Psychological Services or equivalent relevant qualification. Professional registration with a Council for Social Workers or relevant. At least 3-5 years previous experience in Social Work or Psychology. Computer literacy. Valid driver's licence.

Competencies and attributes: Programme and project management, Project principles and methodologies, Research and development, Computer aided engineering applications, Knowledge of legal compliance, Technical report writing, Creating high performance culture, Technical consulting, Professional judgement. Decision making, Team leadership, Analytical skills, Creativity, Self-management, Financial management, Customer focus and responsiveness, Communication, Computer literacy, Planning and organization, Conflict management, Problem solving and analysis, People management, Change management and innovation.

Responsibilities: Enhance the coordination of policy. The quality assessment of services. The ensuring of service levels for social work services. The planning of activities. The management of infrastructure for social work services. Management of finances. The management of personnel.

DEPUTY DIRECTOR: AREA COORDINATOR: CORPORATE SERVICES

- **Western Cape Region: Allandale (Ref: WC 2019/11/105)**
Salary: R733 257 per annum (all inclusive salary package)

Requirement: Recognized B-Degree/National Diploma in Human Resource Management or equivalent qualification. At least 3-5 years' experience in middle management at Corporate Services/Human Resource Management environment. Knowledge of Persal System. Valid driver's licence. Computer literacy.

Competencies and attributes: Programme and project management, Project principles and methodologies, Research and development, Computer aided engineering applications, Knowledge of legal compliance, Technical report writing, Creating high performance culture, Technical consulting, Professional judgement. Decision making, Team leadership, Analytical skills, Creativity, Self-management, Financial management, Customer focus and responsiveness, Communication, Computer literacy, Planning and organization, Conflict management, Problem solving and analysis, People management, Change management and innovation.

Responsibilities: The incumbent will be accountable for managing Human Resource Provisioning, Utilization, development, special programmes (EAP, HIV/AIDS, Equity and Employee wellness programmes), Employee Relations, and Legal Services in the management area. Ensure compliance to HR policies, procedures, standards and applicable legislative Implementation of the 7-day establishment. Coordinate and monitor improvement of provision, maintenance and the management systems. The incumbent will also be responsible for budget management of human resources as well as strategic issues. Improve performance and career management systems. Improve Human Resource development programmes and services. Performance management and monitoring is also a key responsibility.

DEPUTY DIRECTOR: MANAGER: SPIRITUAL CARE (CHAPLAIN)

- **Western Cape Region: Southern Cape (Ref: WC 2019/11/106)**
Salary: R733 257 per annum (all inclusive salary package)

Requirements: B-degree/National Diploma in Theology from an accredited theological institution or equivalent qualification. Ordination as a minister of religion/faith. At least 3-5 years relevant experience in middle management. Computer literacy, Valid driver's licence.

Competencies and attributes: Programme and project management, Project principles and methodologies, Research and development, Computer aided engineering applications, Knowledge of legal compliance, Technical report writing, Creating high performance culture, Technical consulting, Professional judgement. Decision making, Team leadership, Analytical skills, Creativity, Self-management, Financial management, Customer focus and responsiveness, Communication, Computer literacy, Planning and organization, Conflict management, Problem solving and analysis, People management, Change management and innovation.

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. Provide and facilitate supportive services to personnel. Soundly manage finances in terms of the PFMA. 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.

DEPUTY DIRECTOR: REGIONAL COORDINATOR: COMMUNICATIONS

- **Western Cape Region: Regional Office (Ref: WC 2019/11/107)**
Salary: R733 257 per annum (all inclusive salary package)

Requirement: Recognized Degree/National Diploma in Communication Sciences. At least 3-5 years' experience in middle management at Communication environment. Knowledge and perspectives of incidents in Correctional Centres. Computer literacy. Valid driver's licence.

Competencies and attributes: Programme and project management, Project principles and methodologies, Research and development, Computer aided engineering applications, Knowledge of legal compliance, Technical report writing, Creating high performance culture, Technical consulting, Professional judgement. Decision making, Team leadership, Analytical skills, Creativity, Self-management, Financial management, Customer focus and responsiveness, Communication, Computer literacy, Planning and organization, Conflict management, Problem solving and analysis, People management, Change management and innovation.

Responsibilities: Public relations management. Co-ordination of policy. Event management and protocol. Management profiling. Management of the frontline etiquette. Management of corporate gifts. Publicity management. Management of corporate identity. Management of Departmental museums. Manage media service. Management of personnel. Management of finance.

DEPUTY DIRECTOR: REGIONAL COORDINATOR: PRODUCTION WORKSHOPS & AGRICULTURE

- **Western Cape Region: Regional Office (Ref: WC/2019/11/108)**
Salary R733 257 per annum (all inclusive salary package)

Requirements: Degree/National Diploma in Industrial or Mechanical Engineering/Production Management and or Artisan Diploma in the wood and or steel disciplines (wood machining, cabinet making, fitting and turning, sheet metal work). 3-5 years relevant experience on entry middle management. Valid driver's licence. Computer literacy.

Competencies and attributes: Programme and project management, Project principles and methodologies, Research and development, Computer aided engineering applications, Knowledge of legal compliance, Technical report writing, Creating high performance culture, Technical consulting, Professional judgement. Decision making, Team leadership, Analytical skills, Creativity, Self-management, Financial management, Customer focus and responsiveness, Communication, Computer literacy, Planning and organization, Conflict management, Problem solving and analysis, People management, Change management and innovation.

PSYCHOLOGIST GRADE 1

- **Western Cape Region: Overberg X2 (Ref: WC 2019/11/109), West Coast (Medium A) (Ref: WC 2019/11/110)**
Salary: R713 361 per annum

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

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

Responsibilities: Render psychological services to Inmates, Parolees and Probationers. Co-ordinate the rendering of psychological services to Inmates, Parolees and Probationers. Liaise with internal and external organizations for the provision of psychological services.

ASSISTANT MANAGER: HEALTH CARE SERVICES (PNB-4)

- **Western Cape Region: Brandvlei (Ref: WC 2019/11/111), West Coast (Malmesbury) (Ref: WC 2019/11/112), Goodwood (Ref: WC 2019/11/113)**
Salary: R614 991 per annum

Requirements: Basic qualification accredited with the SANC in terms of Government Notice 425 (i.e. Diploma/ Degree in nursing) or equivalent qualification that allows registration with the SANC as a professional nurse plus a post-basic nursing qualification, with duration of at least 1 year, accredited with the SANC in terms of Government Notice No R212 in the relevant speciality. A minimum of 10 years appropriate/ recognisable experience in nursing after registration as Professional Nurse with the SANC in General Nursing. At least 6 years of the period referred to above must be appropriate/ recognisable experience after obtaining the 1 year post-basic qualification in the relevant speciality. At least 3 years of the period referred to above must be appropriate/ recognisable experience at management level.

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

Responsibilities: Provide direction and supervision in the implementation of the nursing plan (clinical practice/quality patient care) Implement standards, practices, criteria and indicators for quality nursing (quality of practices). Practise nursing and healthcare in accordance with the relevant laws and regulations. Manage and utilise human, material and physical resources efficiently and effectively. Display a concern for patients, promoting and advocating proper treatment and care, including an awareness and willingness to respond to patients' needs, requirements and expectations (Batho Pele principles) .Maintain the quality of nursing data and information and utilise it to advise, advance and evaluate the quality and cost-effectiveness of nursing care. Management of human and financial resources and assets.

ASSISTANT DIRECTOR: MANAGER: EMPLOYEE (LABOUR) RELATIONS

- **Western Cape Region: Breede River (Ref: WC 2019/11/114), Goodwood (Ref: WC 2019/11/115), Pollsmoor (Ref: WC 2019/11/116), Voorberg (Ref: WC 2019/11/117)**
Salary: R376 596 per annum

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

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

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

ASSISTANT DIRECTOR: MANAGER: HR ADMINISTRATION

- **Western Cape Region: Voorberg (Ref: WC 2019/11/118)**
Salary: R376 596 per annum

Requirements: Recognised three (3) year Degree/National Diploma in Human Resource Management or equivalent qualification. At least 3-5 years supervisory experience in a Human Resource environment. Knowledge of Persal system. Valid driver's licence. Computer literacy.

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

Responsibilities: Ensure the implementation of Human Resource policies such as leave administration, Performance Management, Development System grievances, disciplinary procedure, and injury on Duty, transfers, and termination of services. Communicate policy matters. Arrange personnel meetings. Maintain post establishment. Effective management of human resources practices. Ensure management of official accommodation. The exercising of control over the establishment. The management of PERSAL. Management of human resources, finances and assets.

ASSISTANT DIRECTOR: HR PROVISIONING

- **Western Cape Region: Regional Office (Ref: WC 2019/11/119)**
Salary: R376 596 per annum

Requirements: Recognised three (3) year Degree/National Diploma in Human Resource Management or equivalent qualification. At least 3-5 years supervisory experience in a Human Resource environment. Knowledge of Persal system. Valid driver's licence. Computer literacy.

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

Responsibilities: Manage and implement the policy of Human Resource Provisioning, such as representivity, gender equality, equal opportunity, job functional descriptions and requirements, suitability of candidates and financing of posts. Manage recruitment objectives, by determining vacancies, referral of recruitment objectives, ensuring the advertisement of vacant posts and evaluating applications. Ensure that a shortlist of suitable candidates is compiled and interviews are conducted. Ensure that the appointment and placement of recommended candidates is conducted on time.

ASSISTANT DIRECTOR: SUPPLY CHAIN MANAGEMENT (LOGISTICS)

- **Western Cape Region: Drakenstein (Ref: WC 2019/11/120), Goodwood (Ref: WC 2019/11/121)**
Salary: R376 596 per annum

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

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

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

ASSISTANT DIRECTOR: FINANCIAL AND MANAGEMENT ACCOUNTING

Western Cape Region: Allandale (Ref: WC 2019/11/122)

Salary: R376 596 per annum

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

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

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

ASSISTANT DIRECTOR: INFORMATION TECHNOLOGY

- **Western Cape Region: Southern Cape (George) (Ref: WC 2019/11/123)**

Salary: R376 596 per annum

Requirements: Degree/National Diploma in Information Technology/ Computer Science or an equivalent qualification. At least 3-5 years management experience in a similar environment. Traceable experience as a network controller. 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: Manage physical access to server rooms, Maintenance of the server and ensure that registers are completed. Call Log-in registers. Back up register, equipment removal register, asset register, Maintenance of the Software. Manage Data security. Planning of new Networks. Manage System hygiene on desktops. Setting of standards for minimum requirement for server rooms. Manage Human resource, Finance and Resources.

ASSISTANT DIRECTOR: MANAGER: FACILITIES AND SECURITY

- **Western Cape Region: Breede River (Worcester) (Ref: WC 2019/11/124)**

Salary: R376 596 per annum

Requirements: National Diploma/ Degree in Behavioral Science or equivalent qualification. At least 3-5 years relevant experience gained on a supervisor posts. 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, Diplomacy and tact, Resilience, Influence and impact.

Responsibility: Implement the policy to relevant role players. Supervise access control to correctional centres grounds. Supervise the manning of watch towers. Supervise the escort of inmates to courts. Doctors. Hospital etc. Assess security services. Improve standard of physical security in the management area. Manage emergency support team. Manage infrastructure for security service. Communicate with interest groups. Ensure service level standards for accommodation of inmates. Ensure the separation of high risk offenders.

ASSISTANT DIRECTOR: MANAGER: EDUCATION & TRAINING

- **Western Cape Region: Drakenstein (Ref: WC 2019/11/125)**

Salary: R377 286 per annum

Requirements: REQV 15 in Education coupled with eight (08) years teaching experience. Registration with the South African Council of Educators. Valid driver's licence. Computer literacy. These requirements are in accordance with the relevant Occupational Specific Dispensation. Computer literacy. Valid driver's licence.

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

Influence and impact. Applied strategic thinking. Willingness to travel.

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

SENIOR ADMINISTRATION OFFICER: HUMAN RESOURCE DEVELOPMENT

- **Western Cape Region: Breede River (Ref: WC 2019/11/126)**
Salary: R316 791 per annum

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

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

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

SENIOR ADMINISTRATION OFFICER: MANAGER: HR ADMINISTRATION

- **Western Cape Region: Southern Cape (George) (Ref: WC 2019/11/127), Breede River (Ref: WC 2019/11/128)**
Salary: R316 791 per annum

Requirements: Recognised three (3) year Degree/ National Diploma in Human Resource Management. At least 3- 5 years Supervisor experience in HR Administration and Management. Knowledge of Persal system. Valid driver's licence. Computer literacy.

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

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

SENIOR ADMINISTRATION OFFICER: MANAGER: HR SUPPORT

- **Western Cape Region: Pollsmoor (Ref: WC 2019/11/129), Allandale (Ref: WC 2019/11/130)**
Salary: R316 791 per annum

Requirements: Recognised three (3) year Degree/ National Diploma in Human Resource Management. At least 3- 5 years Supervisor experience in HR Administration and Management. Knowledge of Persal system. 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. Analytical skills. Training 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: Enhance co-ordination of policy. Communicate policy matters. Technical preparation of documents, arrange meetings, maintain post establishments and documents detailing training. Undertake personnel administration. Management of promotions. Personnel awards. Achievement bonuses. Staffing of Management Area. Management of finance and logistics. Management of personnel. Administrator performance of merit assessments.

SENIOR ADMINISTRATION OFFICER: EMPLOYEE ASSISTANT PRACTITIONER

- **Western Cape Region: West Coast (Ref: WC 2019/11/131), Drakenstein (Ref: WC 2019/11/132)**
Salary: R316 791 per annum

Requirements: Recognized and appropriate three year degree/diploma in relation to the EAP work field and /or relevant experience in EAP. A postgraduate qualification in Social Work or Clinical Psychology will serve as a strong recommendation. Registration with the relevant regulatory body is mandatory. Counselling, presentation and communication skills. Professionalism, ability to plan and organize.

Valid driver's licence. Computer literacy.

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

Responsibilities: Render direct EAP services to members and their families in a manner that ensures confidentiality and strong code of ethics. Assessments, referrals and short-term problem solutions. Effective confidential record keeping and data management. Implement programmed promotion, training and awareness activities. Prepare annual programmed budgets and evaluate the attainment of programmed objectives as well as providing feedback.

SENIOR ADMINISTRATION OFFICER: SPECIAL CATEGORIES

- **Western Cape Region: Regional office (Ref: WC 2019/11/133)**
Salary: R316 791 per annum

Requirements: Recognised three (3) year Degree/National Diploma in Social Science or Behavioural Sciences. Registration with Professional Council. At least 3-5 years relevant experience. Computer Literacy. Valid driver's licence.

Competencies and Attributes: Problem solving and decision making, Plan, organize, 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, Willingness to travel.

Responsibilities: Facilitate compliance to all approved Policy, Procedures and applicable legislation on Special Categories. Ensure provision/ maintenance of special category programmes and services to all those identified according to set targets and objective and facilitate the commemoration of national events such as Child Protection Day, Youth Day, Women's Day, Day of the Elderly and Disability Day to be commemorated by all Management Areas where and when applicable. Ensure managerial, technical and administrative support service with regard to inter-sectorial, interdepartmental, multi-disciplinary and cluster task teams. Ensure adequate functioning of the Baby and Mother Unit and compliance in line with the ECD minimum standards. Ensure effective management of finances and resources.

SENIOR ADMINISTRATION OFFICER: OPERATIONAL MANAGER: HIV/AIDS

- **Western Cape Region: Brandvlei (Ref: WC 2019/11/134), Breede River (Ref: WC 2019/11/135), West Coast (Ref: WC 2019/11/136), Voorberg (Ref: WC 2019/11/137)**
Salary: R316 791 per annum

Requirements: Recognised three (3) year Degree/National Diploma in Social Science, or equivalent qualification, with 5 relevant experiences 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. Analytical skills. Training 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 ADMINISTRATION OFFICER: CLUBS AND MESS

- **Western Cape Region: Voorberg (Medium B) (Ref: WC 2019/11/138)**
Salary: R316 791 per annum

Requirements: Recognised three (3) year Degree/National Diploma in Financial Management/Accounting or equivalent. At least 3-5 years relevant experience in a comparable environment. 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. Analytical skills. Training 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: Management of mess 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.

SENIOR PROVISIONING ADMINISTRATION OFFICER: LOGISTICS ADMINISTRATION

- **Western Cape Region: Drakenstein (Ref: WC 2019/11/139), West Coast (Ref: WC 2019/11/140), Breede River (Ref: WC 2019/11/141), Pollsmoor (Ref: WC 2019/11/142)**
Salary: R316 791 per annum

Requirements: Recognised three (3) year Degree/National Diploma in Supply Chain Management or equivalent qualification. At least 3-5 years' experience in a Supply Chain Management environment. Knowledge of LOGIS system. Knowledge of the Public Management Act, Treasury Regulations. Valid driver's license. Computer literacy.

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

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

SENIOR PROVISIONING ADMINISTRATION OFFICER: PROCUREMENT ADMINISTRATION

- Western Cape Region: Allandale (Ref: WC 2019/11/143), Voorberg (Ref: WC 2019/11/144)**
Salary: R316 791 per annum

Requirements: Recognised three (3) year Degree/National Diploma in Supply Chain Management or equivalent qualification. At least 3-5 years' experience in a Similar environment. Knowledge of LOGIS System, Public Management Act and Treasury Regulation. Valid driver's license. Computer literacy.

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

Responsibilities: Quality assessment of building services. Development/maintenance of building works standards in the management area. Management of capital projects. Management of maintenance projects. Undertaking of short-/ medium-/long-term planning of maintenance activities in the management area. Ensure adherence to the strategic, maintenance objectives of the DCS in the management area. Management of human and financial resources and assets.

SENIOR STATE ACCOUNTANT: FINANCIAL PLANNING

- Western Cape Region: Regional Office (Ref: WC 2019/11/145)**
Salary: R316 791 per annum

Requirements: Recognised three (3) year Degree/National Diploma in Accounting or Financial Management. At least 3-5 years' experience in a Financial Management environment. In-depth knowledge of BAS. Valid driver's license. Computer literacy.

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

Responsibilities: Effective management of financial control in the Region. 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. Ensure accurate distribution. Capturing and balancing of the budget. Planning sessions for MTEF and ENE. Monitor spending plans, expenditure and revenue control. Management of human resources, finance and assets.

SENIOR STATE ACCOUNTANT: SUPERVISOR: FINANCIAL ACCOUNTING

- Western Cape Region: Overberg (Ref: WC 2019/11/146)**
Salary: R316 791 per annum

Requirements: Recognised three (3) year Degree/National Diploma in Financial Management. At least 3-5 years' relevant experience. Valid driver's license. Computer literacy.

Competencies and attributes: Knowledge of the Public Finance Management Act, Treasury Regulations and BAS. 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: Provide financial management information and advice to managers. Submit the monthly in-year management reports. Monitor and provide reports according to National Treasury reporting requirements. Compile and submit adjustment estimate and the MTEF budget. Maintain activity delimitation of the department. Provide financial training with regard to financial and human resource management. Provide an administrative support function. Manage finances, assets and human resources.

CHIEF ARTISAN GRADE A: ASSET MAINTENANCE

- **Western Cape Region: Allandale (Ref: WC 2019/11/147), Pollsmoor (Ref: WC 2019/11/148)**
Salary: R386 487 per annum

Requirements: Appropriate trade test certificate and ten (10) years post qualification experience as an Artisan or Artisan Foreman. Valid driver's licence. Computer literate. These requirements are in accordance with the relevant Occupational Specific Dispensation.

Competencies and attributes: Conflict resolution. Report writing. Presentation skills. Problem solving and decision-making. Team leadership. Policy interpretation. Computer literacy. Facilitation skills. Analytical skills. Training 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.

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. Management of human and financial resources and assets.

ARTISAN FOREMAN GRADE A: PRODUCTION WORKSHOPS

- **Western Cape Region: Drakenstein (Ref: WC 2019/11/149)**
Salary: R304 263 per annum

Requirements: Appropriate Trade test certificate and five (5) years post qualification experience as an Artisan. Valid driver's licence. Computer Literate. These requirements are in accordance with the relevant Occupational Specific Dispensation.

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

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

ARTISAN FOREMAN GRADE A: ASSET MAINTENANCE

- **Western Cape Region: Goodwood (Bricklayer) (Ref: WC 2019/11/150), Overberg (Electrician) (Ref: WC 2019/11/151), Overberg (Plumber) (Ref: WC 2019/11/152), Voorberg (Ref: WC 2019/11/153), Pollsmoor (Ref: WC 2019/11/154), Southern Cape (Ref: WC 2019/11/155)**
Salary: R304 263 per annum

Requirements: Appropriate trade test certificate and five (5) years post qualification experience as an Artisan electrician/plumber/bricklayer. Valid driver's licence. These requirements are in accordance with the relevant Occupational Specific Dispensation.

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

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. Management of human and financial resources and assets.

OPERATIONAL MANAGER NURSING: HEALTH CARE SERVICES (PN-B3) (PRIMARY HEALTH CARE)

- **Western Cape Region: Brandvlei (Maximum) (Ref: WC 2019/11/156), Voorberg (Medium B) (Ref: WC 2019/11/157), Voorberg (Ref: WC 2019/11/158), Southern Cape (Knysna) (Ref: WC 2019/11/159)**
 - **Salary: R562 800 per annum**

Requirements: Basic qualification accredited with the SANC in terms of Government Notice 425 (i.e. diploma/ degree in nursing) or equivalent qualification that allows registration with the SANC as a Professional Nurse plus a post-basic nursing qualification, with duration of at least 1 year, accredited with the SANC in terms of Government Notice No R 48 in the relevant speciality. A minimum of 9 years appropriate/ recognisable nursing experience after registration as Professional Nurse with the SANC in General Nursing. At least 5 years of the period referred to above must be appropriate recognisable experience after obtaining the 1 year post-basic qualification in the relevant speciality.

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

CLINICAL NURSE PRACTITIONER (PN-B1) (PRIMARY HEALTH CARE)

- **Western Cape Region: Overberg (Helderstroom Medium) (Ref: WC 2019/11/160), Overberg (Helderstroom Maximum) (Ref: WC 2019/11/161), Overberg (Caledon) (Ref: WC 2019/11/162), Voorberg (Medium B) X2 (Ref: WC 2019/11/163), Goodwood X3 (Ref: WC 2019/11/164)**
Salary: R383 226 per annum

Requirements: Basic R425 qualification (i.e. Degree/Diploma in Nursing) or an equivalent qualification that allows registration with the SANC as a Professional Nurse. Post basic qualification with a duration of at least one (1) year in Curative skills in Primary Health Care accredited with the SANC. Registration with the SANC as a Professional Nurse. A minimum of four (4) years appropriate/recognisable nursing experience after registration as Professional Nurse with the SANC in general nursing. These requirements are in accordance with the relevant Occupational Specific Dispensation. Valid driver's licence and computer literacy will be an added advantage.

Competencies and attributes: Financial management, Problem solving and decision making, facilitation skills, plan, organize, lead and control, Project Management, Presentation skill, Conflict Management. Knowledge of nursing care process and procedure, nursing statues and other relevant legal frameworks, including grievances procedure and disciplinary code and procedure. Training and development, Report writing. Time management, Confidentiality, Coaching and mentoring, Understanding of Public Service policy and legislative framework, Service delivery and client orientation, integrity and honesty, Assertiveness, Influence and impact. Ability to network.

Responsibilities: Supervise the routine examination of offenders and treatment of minor ailments according to scope of practice. Supervise the assistance of immobile offender patients. Supervise the administration of medicine and other treatments. Supervise first aid and emergency series. Supervise sterilisation of equipment's/facilities. Supervise the updating of offenders/s records. Counsel offender patients. Supervise medicine control maintain safe custody by nursing personnel. Identify offenders for medicines. Not medical condition as instructed by doctors. Manage human resources, finance and assets.

SOCIAL WORKER GRADE 1

- **Western Cape Region: Brandvlei (Maximum) (Ref: WC 2019/11/165), Southern Cape (Mossel Bay (Community Corrections: Awaiting Trials) (Ref: WC 2019/11/166), Pollsmoor (Mitchells Plain Community Corrections) (Ref: WC 2019/11/167)**
Salary: R257 592 per annum

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

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

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

NETWORK CONTROLLER: INFORMATION TECHNOLOGY

- **Western Cape Region: Brandvlei (Ref: WC 2019/11/168)**
Salary: R257 508 per annum

Requirements: Recognised three (3) year Degree/National Diploma in Information Technology (IT). At least 2-3 years' experience in a comparable environment. Valid driver's licence. Computer literacy.

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

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

PROVISIONING ADMINISTRATION OFFICER: LOGISTICS ADMINISTRATION

- **Western Cape Region: Breede River (Ref: WC 2019/11/169), Drakenstein (Ref: WC 2019/11/170), Overberg X3 (Ref: WC 2019/11/171), Pollsmoor (Ref: WC 2019/11/172), Southern Cape X2 (Ref: WC 2019/11/173), West Coast (Ref: WC 2019/11/174)**
Salary: R257 508 per annum

Requirements: Recognised three (3) year 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. Valid driver's licence. Computer literacy.

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

Responsibilities: Execute logistical policies in the Management Area. Monitor and control incoming and outgoing stock. Administration of the warehouse, transit and fleet. Assets verification and logistical processes, asset reconciliations and inventory balancing. Reconcile BAS and LOGIS. Conduct logistical training. Manage human resources, finance and assets.

PROVISIONING ADMINISTRATION OFFICER: PROCUREMENT

- **Western Cape Region: Brandvlei x2 (Ref: WC 2019/11/175), Voorberg (Ref: WC 2019/11/176), West Coast (Ref: WC 2019/11/177), Goodwood (Ref: WC 2019/11/178)**
Salary: R257 508 per annum

Requirements: Recognised three (3) year Degree/National Diploma in Purchasing Management/ Logistics/ Supply Chain Management or any equivalent qualification with 2-3 years relevant work experience in Supply Chain Management. Working experience on LOGIS will be an added advantage. Valid driver's licence. Computer literacy.

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

Responsibilities: Assist end-user in the drafting of specifications. Arrange for the advertisement of tenders. Assist Bid evaluation Committees in the evaluation of Bids. Liaise with GSSC on all goods and services, as well as payment of suppliers and services providers. Ensure compliance to all procurement-related legislation.

ADMINISTRATIVE OFFICER: TRANSPORT

- **Western Cape Region: Regional Office (Ref: WC 2019/11/179)**
Salary: R257 508 per annum

Requirements: Recognised three (3) year Degree/National Diploma in Fleet Management/ Supply Chain Management or equivalent qualification with 2-3 years relevant experience. Computer literate. Valid driver's licence.

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

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

ADMINISTRATION OFFICER: BUDGETS

- **Western Cape: Breede River (Ref: WC 2019/11/180), Southern Cape (George) (Ref: WC 2019/11/181)**
Salary: R208 584 per annum

Requirements: Recognised three (3) year Degree/National Diploma in Accounting or Financial Management. 2-3 years relevant experience in Government Financial System Proven financial. Good knowledge of Public Finance. The ability to perform under pressure. Valid driver's licence. Computer literacy.

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

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

ADMINISTRATIVE OFFICER: STATE ACCOUNTANT: VOUCHER CONTROL

- **Western Cape Region: Voorberg (Ref: WC 2019/11/182), Overberg (Ref: WC 2019/11/183)**
Salary: R208 584 per annum

Requirements: Recognised three (3) year Degree/National Diploma in Accounting or Financial Management. At least 2 years relevant experience in Government Financial systems. Proven financial experience. Good knowledge of Public Finance. The ability to perform under pressure. Computer literacy (knowledge of BAS).

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

Responsibilities: Manage the infrastructure for finance related practises. 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.

ADMINISTRATIVE CLERK: PERSONNEL

- **Western Cape Region: Overberg (Ref: WC 2019/11/184)**
Salary: R173 703 per annum

Requirements: Grade 12 and 1-2 years' experience in clerical work. Knowledge and experience in Human Resource Management. Valid driver's license. Computer literate.

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

Responsibilities: Responsibilities: Maintenance of duty register. Recording of leave, forwarding of personnel information to the HR Administration. Forwarding of personnel requests to HR Administration. Drawing up of duty schedules. Calculating of overtime worked. Reporting of overtime worked via G224 to the Management Area Personnel Office. All cases of absenteeism without leave to be reported to HR Administration and initiators. Issuing leave forms to staff. Forwarding of leave forms for processing by staff of the HR Administration. Refers to application for transfers, housing subsidies, accommodation, bursaries, grievances, disciplinary proceedings and any other miscellaneous information required.

ADMINISTRATIVE CLERK: USER/ CONSUMER CLERK

- **Western Cape Region: Voorberg (Corporate Services) (Ref: WC 2019/11/185), Brandvlei (Ref: WC 2019/11/186)**
Salary: R173 703 per annum

Requirements: Grade 12 and 1-2 years relevant experience. Computer literate. Valid driver's license.

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

Responsibilities: Render administrative support to the component (Finance). Assist activity manager with the estimation of expenditures. Update of budget and expenditure of the component. Maintenance of the applicable PAS forms/registers. Arranging of transport for the component. Exercising of control over the inventory of the component.

SECRETARY

- Western Cape Region: Pollsmoor (Area Commissioner) (Ref: WC 2019/11/187),
Regional Office (Deputy Regional Commissioner (Ref: WC 2019/11/188), Pollsmoor (AC: Finance & SCM) (Ref: WC 2019/11/189)
Salary: R173 703 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: Facilitation skills. Report writing. Presentation skills. Problem solving and decision-making. Interpersonal relations. Policy implementation. Computer literacy. Conflict resolution. Communication skills. Typing skills. Training skills. Confidentiality. Integrity and honesty. Friendly and adaptability. Confident and independent. Accuracy. Ability to work under pressure. Ability long hours.

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