



correctional services

Department:
Correctional Services
REPUBLIC OF SOUTH AFRICA

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

DEPARTMENT OF CORRECTIONAL SERVICES

CLOSING DATE: 5 AUGUST 2019 @ 15H45

CHIEF DEPUTY COMMISSIONER: INCARCERATION AND CORRECTIONS

- National Head Office (Ref: HO 2019/07/01)
Salary: R1 472 418 all-inclusive package

Requirements: An undergraduate qualification (National Qualifications Framework [NQF] level 7) and a post graduate qualification (NQF level 8) in Behavioural Sciences or equivalent as recognised by the South African Qualifications Authority (SAQA). [8-10] Years' senior managerial level experience in a similar environment. Computer literacy. Valid driver's licence.

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

Competencies and attributes: Facilities planning and management. Negotiation skills. Rational decision making. Strategic capability and leadership. Communication skills (verbal and written). Policy development and analysis. Diversity management. Project and programme management. Conflict and financial management. Facilitation. Transformation and change management. Problem solving and decision making. Presentation skills. Coaching and mentoring. Interpersonal relations. Service delivery and client orientation. Accountability.

Responsibilities: Oversee the development and implementation of policies and procedures related to security management services, personal corrections, personal development, personal wellbeing, security management services, health care services and property management. Ensure effective corrections and parole management systems. Oversee the rendering of security management services for correctional centres. Oversee the development and measures for the acquisition of new correctional facilities and various other infrastructure projects. Oversee the effective rendering of offender's personal wellbeing programs and services. Ensure offender's personal development through provision of formal and technical skills development programs, sports, recreation, arts, production and workshops. Ensure that offenders receive comprehensive health care services and programs. Development of institutional capacity and overall management of the Branch. Management of performance information. Effective risk management. Management of human resources, finances and assets. Implementation of Correctional Services Act and White Paper on Corrections.

DEPUTY COMMISSIONER: PERSONAL WELL-BEING

- National Head Office (Ref: HO 2019/07/02)
Salary: R1 210 752 all-inclusive package

Requirements: An undergraduate qualification (NQF level 7) as recognised by SAQA in Behavioural Sciences or equivalent qualification. [5] Years' experience at senior managerial level in a similar environment. Computer literacy. Valid driver's licence.

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

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

Responsibilities: Manage the development and review of policies and procedures pertaining to psychological services, spiritual care and social work services. Oversee the provision of psychological services, spiritual care and social work services. Participate in the strategic projects with regard to personal wellbeing, development and care, DCS and Cluster Task Teams. Provide a managerial, technical and administrative support services with regard to intersectoral and interdepartmental multi-disciplinary aspects. Facilitate the improvement of stakeholder involvement in the delivery of development needs based programmes and services. Management of performance information. Management of human resources, finances and assets.

DEPUTY COMMISSIONER: EMPLOYEE HEALTH AND WELLNESS

- National Head Office (Ref: HO 2019/07/03)

Salary: R1 210 752 all-inclusive package

Requirements: An undergraduate qualification (NQF level 7) as recognised by SAQA in Behavioural Sciences or equivalent. Knowledge and understanding of Occupational Health and Safety. [5] Years' experience at senior managerial level in a similar environment. Computer literacy. Valid driver's licence.

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

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

Responsibilities: Provide strategic leadership and direction for the Chief Directorate. Management of Employee Occupational Health and Safety within DCS. Management of employee wellness within the department. Management of facilities funds within the department. Management of human resources, finances and assets.

DEPUTY REGIONAL COMMISSIONER

- Limpopo, Mpumalanga and North West region (Ref: HO 2019/07/04)

Salary: R1 210 752 all-inclusive package

Requirements: An undergraduate qualification (NQF level 7) in Public Administration as recognised by SAQA. [5] Years' of experience at a senior managerial level in a comparable environment. Computer literacy. Valid driver's licence.

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

Competencies and attributes: Strategic capability and leadership. Programme and project management, financial management, change management and diversity management. Knowledge management, service delivery innovation, problem solving and analysis, people management and empowerment, client orientation and customer focus, communication, honesty and integrity.

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

DIRECTOR: PRE-RELEASE RESETTLEMENT

- National Head Office (Ref: HO 2019/07/05)

Salary: R1 023 165 all-inclusive package

Requirements: An undergraduate qualification (NQF level 7) as recognised by SAQA in Public Administration or equivalent. [5] Years' middle/senior managerial level experience in a similar environment. Security clearance. Computer literacy. Valid driver's licence.

Required knowledge: Understanding of the dynamics of the Justice Cluster. Understanding of public service policy and related legislative framework (Public Service Act and Regulations, and Labour Relations Act). Knowledge and application of Correctional Services Act III of 1998 as amended and applicable public service policies and frameworks.

Competencies and attributes: Sound knowledge of social re-integration. PFMA – compilation of budgets, estimation, expenditure and reporting. DCS Delegations of Authority. Applied strategic thinking. Communication. Developing others (coaching, mentoring and training). Chairing meetings. Project and programme management. Strategic leadership. Decision making and problem solving. Negotiation skills. Transformation and change management. Conflict management. Policy development and analysis. Analytical thinking.

Responsibilities: Provide strategic leadership and direction for the Directorate: Pre-Release Resettlement. Develop and implement policy procedures on social pre-release resettlement. Develop and implement measures for improving of CSPB system. Manage the implementation of victim charter in all regions. Develop and implement programmes for pre-release, effective supervision and reintegration. Foster effective relationships with all stakeholders (internally and externally). Management of risks within the Directorate stemming from departmental risk management plan. Management of performance information. Management of human resources, finances and assets.

DIRECTOR: AREA COMMISSIONER

- Kirkwood Management Area: Eastern Cape region (Ref: HO 2019/07/06)
- Middledrift Management Area: Eastern Cape region (Ref: HO 2019/07/07)
- St Albans Management Area: Eastern Cape region (Ref: HO 2019/07/08)
- Mthatha Management Area: Eastern Cape region (Ref: HO 2019/07/09)
 - Sada Management Area: Eastern Cape region (Ref: HO 2019/07/10)
- Waterval Management Area: Kwazulu Natal region (Ref: HO 2019/07/11)
- West Coast (Malmesbury) Management Area: Western Cape region (Ref: HO 2019/07/12)
- Grootvlei Management Area: Free State and Northern Cape region (Ref: HO 2019/07/13)

Salary: R1 023 165 all-inclusive package

Requirements: An undergraduate qualification (NQF level 7) as recognised by SAQA in Public Administration or equivalent. [5] Years' of experience at a middle/senior managerial level in a similar environment. Computer literacy. Valid driver's licence.

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

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

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

NB: CANDIDATES WHO PREVIOUSLY APPLIED FOR THE POST OF AREA COMMISSIONER: WATERVAL MANAGEMENT AREA, NEED TO RE-APPLY.

DIRECTOR: AREA COORDINATOR: FINANCE

- Johannesburg Management Area: Gauteng region (Ref: HO 2019/07/14)

Salary: R1 023 165 all-inclusive package

Requirements: An undergraduate qualification (NQF level 7) as recognised by SAQA in Financial and Management Accounting or equivalent. [5] Years' of experience at a middle/senior managerial level in a similar environment. Computer literacy. Valid driver's licence.

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

Competencies and attributes: Communication skills. Financial and management accounting knowledge. Managerial skills. Change management skills. Strategic leadership. Understanding of broader public service transformation processes. Good interpersonal relations. Ability to network. Integrity and honesty. Service delivery and client orientation. Project and programme management. Ability to make and implement decisions.

Responsibilities: Manage and render supply chain management services in the management area. Manage and render financial and management accounting services in the management area. Manage and evaluate performance information. Management of human resources, finances and assets.

DIRECTOR: INTERNAL COMMUNICATION AND MEDIA PRODUCTION

- National Head Office (Ref: HO 2019/07/15)

Salary: R1 023 165 all-inclusive package

Requirements: An undergraduate qualification (NQF level 7) as recognised by SAQA in Communication or equivalent qualification. [5] Years' middle/senior managerial level experience in a similar environment. Computer literacy. Valid driver's licence.

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

Competencies and attributes: DCS/Public Service management training. Project management training. Training in strategic management. Knowledge of merit assessment systems of the Department. Communication skills. Presentation skills. Research. Problem solving skills. Strategic planning and thinking. Policy formulation Decision making skills. Planning and organising skills. Analytical thinking. Problem identification and solving. Presentation and report writing skills. Interpersonal relations. Conflict management. Leadership skills. Developing, coaching, mentoring and training.

Responsibilities: Render public relations and departmental marketing services. Develop and manage policies and procedures for media production and implementation strategy. Manage internal communication and media liaison services. Manage and evaluate performance information. Management of human resources, finances and assets.

DIRECTOR: INFORMATION MANAGEMENT

- National Head Office (Ref: HO 2019/07/16)

Salary: R1 023 165 all-inclusive package

Requirements: An undergraduate qualification (NQF level 7) as recognised by SAQA in Information and Knowledge Management or equivalent qualification. [5] Years' middle/senior managerial level experience in a similar environment. In-depth knowledge of Information and Records Management. Computer literacy. Valid driver's licence.

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

Competencies and attributes: Strategic Capability and Leadership. Plan, organise, lead and control. Communication skills (verbal and written). Policy development. Diversity Management. Conceptual skills. Project and programme management. Conflict management. Financial Management. Facilitation. Transformation and change management. Advanced Computer literacy. Problem solving and decision making. Training and development. Presentation skills. High level of integrity and honesty. Coaching and mentoring. Good work ethics. Confidentiality. Interpersonal relations. Time management. Service delivery and client orientation. Accountability.

Responsibilities: Manage and develop departmental records system, outlook practices into support programs, processes, systems and procedures. Oversee the utilisation of departmental resource centre. Manage the information system services and provide direction on the development of an IT system regular user forum. Manage the departmental offender information. Manage and evaluate performance information. Management of human resources, finances and assets.

DIRECTOR: HEAD OF CORRECTIONAL CENTRE

- Kgoši Mampuru II Central Correctional Centre: Gauteng region (Ref: HO 2019/07/17)

Salary: R1 023 165 all-inclusive package

Requirements: An undergraduate qualification (NQF level 7) as recognised by SAQA in Public Administration or equivalent. [5] Years' of experience at a middle/senior managerial level in a similar environment. Top secret security classification as an added advantage. Successful completion of Corrections Science Learnership/Basic Training. Experience in, and knowledge of South African Correctional System and Criminal Justice System. Computer literacy. Valid driver's licence.

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

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

Responsibilities: Management of all aspects of the Correctional Centre on a day to day basis through the

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

DIRECTOR: CORRECTION ADMINISTRATION

- National Head Office (Ref: HO 2019/07/18)

Salary: R1 023 165 all-inclusive package

Requirements: An undergraduate qualification (NQF level 7) as recognised by SAQA in Behavioural/Social Sciences or equivalent. [5] Years' experience at a middle/senior managerial level in a similar environment. Exposure and sound knowledge of the South African Correctional and Criminal Justice system. Computer literacy. Valid driver's licence.

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

Competencies and Attributes: Strategic capability and leadership. Communication skills (verbal and written). Financial management. Facilitation. Change management. Problem solving and decision making. Time management. Understanding of public service policy and legislative framework. Service delivery and innovation. People management and empowerment. Client orientation and customer focus. Honesty and integrity. Knowledge and skills in project management. Ability to perform under pressure and analysis of performance information.

Responsibilities: Provide strategic leadership and direction on strategy, annual performance plans and activities to Directorate: Correction Administration. Facilitate the development, review and enhancement of policies, policy procedures, operating standards and systems and administrative controls and reporting tools for Incarceration and Corrections. Provide support and monitor compliance with applicable departmental legislation and policies with regard to implementation of unit management and provision of work opportunities for sentenced offenders. Coordinate the strategy to down manage overcrowding. Monitor compliance and service delivery improvement through M&E visits to regions. Attend cluster meetings and other meetings with various stakeholders. Liaise and coordinate with internal role players, inter-governmental and non-governmental institutions. Management of human resource, finance and assets. Management of performance information.

DIRECTOR: DEPARTMENTAL INVESTIGATION UNIT

- National Head Office (Ref: HO 2019/07/19)

Salary: R1 023 165 all-inclusive package

Requirements: An undergraduate qualification (NQF level 7) as recognised by SAQA in Behavioural/Social Sciences or equivalent. [5] Years' experience at a middle/senior managerial level in a similar environment. Exposure and sound knowledge of the South African Correctional and Criminal Justice system. Computer literacy. Valid driver's licence.

Required knowledge: Understanding of the dynamics of the Justice Cluster and White Paper on Corrections in South Africa and White Paper on Remand Detainees. Understanding of Public Service Policy and related

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

Competencies and Attributes: Strategic capability and leadership. Knowledge management. Service delivery innovation. Communication skills (verbal and written). Honesty and integrity. Strategic capability and leadership. Policy development and analysis. The ability to communicate effectively at all levels. Diversity management. Project and programme management. Conflict resolution skills. Problem solving and decision making. Understanding and adherence of public service policy and legislative framework. Facilitation skills and presentation skills. Confidentiality. Ability to work under pressure. Transformation and change management. Risk management. Good human relations skills. Analytical thinking.

Responsibilities: Ensure effective risk management within the Directorate in compliance with the risk management plan of the department. Investigate corruption, fraud and serious maladministration cases. Monitor the implementation of recommendation from DIU investigations made to regions and Directorate Code Enforcement. Analysis of trends on corruption, fraud, theft and serious maladministration case for executive management's attention. Conduct workshops and raise awareness on anti-corruption policies, procedures and ethics. Management of human resources, finances and assets. Management of performance information.

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

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

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

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

Applications: Applications must be submitted on form Z83 (Public Service Application form), obtainable from any Public Service Department, and must be completed in full. **Applications must be accompanied by a CV, copies of qualifications, identity document and valid driver's licence. All copies attached must be certified a true copy of the original and not older than 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 **5 AUGUST 2019 @ 15h45.**

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

Indicate the reference number and position you are applying for on your application form (Z83) and post your complete application to: Department of Correctional Services, Post Advertisement Section, Private Bag

X136, Pretoria, 0001 **OR** hand deliver at: 124 WF Nkomo Street, Poyntons Building, Cnr WF Nkomo and Sophie De Bruyn Street, Pretoria, 0001 (Previous: Cnr Church and Schubart Street). Contact persons: Mr TO Mokhele 012 307 2173/Mr Y Naidoo 012 307 2079/Ms M Marais 012 307 2079/Ms TP Baloyi 012 305 8589.

