



DEPARTMENT OF CORRECTIONAL SERVICES

Closing date: 2019/11/22 @ 15h45

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

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

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

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

Applications: For applications to be accepted, applications must be submitted on form Z83 (Public Service Application form), obtainable from any Public Service Department, and must be completed in full. Applications must be accompanied by a CV and certified copies of qualifications and ID NOT older than 3 months. Where an advertisement states that a valid Driver's Licence is required, then please submit a certified copy of your licence.

Please send a separate and complete application for each post you apply for, stating the correct reference for each position you are interested in. Faxed and e-mailed applications will not be accepted • Candidates must comply with the minimum appointment requirements • CV's should be aligned to reflect one's degree of compliance with the above-mentioned requirements and responsibilities.

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

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

KwaZulu/Natal Region:

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

Contact person: Mrs GJ Mchunu at 033 355 7386/ Mr SM Dlamini at 033 355 7367/ Ms B Shange at 033 355 7369

Physical Address: 1 Eugene Marais Road, Napierville, Pietermaritzburg



APPOINTMENTS UNDER THE CORRECTIONAL SERVICES ACT

Head Correctional Centre : Large (CB6)

KwaZulu-Natal Region: Ebongweni Max, Ref.: (CSA 2019/10/01), Sevontein, Ref.: (CSA 2019/10/02),

An all Inclusive Package: R 851 913.00

Requirements: Degree / National Diploma in Behavioural Sciences and Successful completion of Corrections Science Learnership. At least 7 Years (combined) relevant experience on (CB 5) and junior management production levels. These requirements are in accordance with the relevant Occupational Specific Dispensation. Top secret security classification, Valid Driver's License and Computer literate will be an added advantage.

Competencies and attributes: Firearm skills and the use of relevant security technology. Strategic capability and Leadership, Policy development, Communication, Project and programme management, Transformation management, Change Management, Conflict Management, Stakeholder Management, Problem solving, Analysis, Service Delivery Innovation, decision making, People Management and Empowerment, In depth understanding of safety and security within a correctional environment. Integrity and honesty, Confidentiality, Good Interpersonal relations, knowledge of the Correctional Services Act, Act 111 of 1998 as amended,

Responsibility: Management of all aspects of the correctional centre on a day to day basis through the implementation of Correctional Services Act, Act 111 of 1998 as amended, Manage the implementation of the imperatives of White Paper on Corrections. Management of case management administration, security, development and care, unit management and case management committees. Foster a work-

ing relationship with the Justice Cluster and the Community. Monitor, evaluate and take appropriate action in relation to outcomes on the risk trends. Manage human resources, finances and assets.

DD: AREA COORDINATOR: DEVELOPMENT AND CARE

KwaZulu Natal Region: Ncome, Ref.: (CSA 2019/10/03)

All- inclusive package : R 756 906.00

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

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

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

HEAD: CORRECTIONAL CENTRE (MEDIUM) (CB 5)

KwaZulu-Natal Region: Durban Youth Centre, Ref.: (CSA 2019/10/04);

uMzinto, Ref.: (CSA 2019/10/05); Pietermaritzburg ComCor Ref.: (CSA 2019/10/06),

Salary: R454 440.00 per annum

Requirements: Recognised 3 year degree/diploma and 7 years (combined) relevant experience in a junior management post. Successful completion of Correctional Science Learnership / Basic training. Computer literacy. Valid driver's licence.

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

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

HEAD: COMMUNITY CORRECTIONS [CB 5]

KwaZulu-Natal Region: Estcourt, Ref.: (CSA 2019/10/07)

Salary: R454 440.00 per annum

Requirements: Degree or national diploma in Behavioural Sciences and successful completion of the Corrections Science Learnership. Seven (7) years'(combined) relevant experience in a supervisory post and CB4. Top secret security classification. Computer literate. Valid driver's licence.

Competencies and attributes: Firearm skills and the use of relevant security technology. Strategic capability and leadership, policy development and good communication skills. Sound project and programme management skills. Transformation, change and conflict management abilities. Stakeholder management skills. Problem solving, analysis and decision making skills. Service delivery innovation. People management and empowerment. In depth understanding of safety and security within a correctional environment. Integrity and honesty. Good interpersonal relations. Knowledge of the Correctional Services Act, Act 111 of 1998.

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.

ASD: CENTRE COORDINATOR: OPERATIONAL SUPPORT
KwaZulu-Natal Region: Durban Medium B Ref.: (CSA 2019/10/08);
Ncome Medium A Ref.: (CSA 2019/10/09); Waterval Medium A Ref.: (CSA 2019/10/10)
Salary: R454 440.00 per annum

Requirements: Degree/ National Diploma in Behavioural Sciences or equivalent qualification 7 years combined relevant experience on supervisory post and CB4. These requirements are in accordance with the Occupational Specific Dispensation. Top secret security classification as an added ad-vantage. Successful completion of Corrections Science Learner ship/Basic Training. Valid driver's licence. Computer literate.

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

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.

CHAIRPERSON: CASE MANAGEMENT COMMITTEE (CB5)
KwaZulu-Natal Region: Qalabusha, Ref.: (CSA 2019/10/11);
Estcourt, Ref.: (CSA 2019/10/12); Pietermaritzburg Med B, Ref.: (CSA 2019/10/13)
Salary: R454 440.00 per annum

Requirements: Grade 12 plus an RVQ 13 qualification in Correctional Services Management and successful completion of the Corrections Science Learnership. Seven (7) years' relevant experience in a supervisory post and CB4. Top secret security classification. Computer literate. Valid driver's licence.

Competencies and attributes: Firearm skills and the use of relevant security technology. Strategic capability and leadership, policy development and good communication skills. Sound project and programme management skills. Transformation, change and conflict management abilities. Stakeholder management skills. Problem solving, analysis and decision making skills. Service delivery innovation. People management and empowerment. In depth understanding of safety and security within a correctional environment. Integrity and honesty. Good interpersonal relations. Knowledge of the Correctional Services Act, Act 111 of 1998.

Responsibilities: Planning of the activities of the case management committee. Holding the meetings of the Case Management Committee. Management of sentence plans. Control of offender records. Management of offenders in assessment units. Management of offenders in housing units. Management of offenders in special care units. Management of offenders in pre-release units. Management of resources.

CENTRE COORDINATOR: CORRECTIONS (CB-5)
KwaZulu-Natal Region: Durban Med B, Ref.: (CSA 2019/10/14);
uMzinto, Ref.: (CSA 2019/10/15)
Salary: R454 440.00 per annum

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

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

Responsibilities: Ensure the development of correctional sentence plan and facilitate the implementation thereof. Execute correctional

policies and procedures. Coordinates the collation and dissemination of correction information. Coordinates activities relating to rehabilitation programme, case management administration, case management committee and unit management systems. Promote corrections and security. Management of human resources, finances and assets.

CENTRE COORDINATOR: AGRICULTURE (CB-5)

**KwaZulu-Natal Region: Waterval Medium A, Ref.: (CSA 2019/10/16), Sevontein Ref.: (CSA 2019/10/17),
Salary: R454 440.00 per annum**

Requirements: Degree/National Diploma in Agriculture or equivalent qualification. Seven (7) years' (combined) relevant experience in a supervisory post and CB4. Experience in Animal Production will be an added advantage. Computer literate. A valid driver's licence.

Competencies and attributes: Conflict resolution, report writing, presentation skills, problem solving, team leadership, policy interpretation, facilitation skills, analytical skills, mentoring and coaching. Confidentiality, integrity and honesty, time management, assertiveness, ability to network service delivery and client orientation, adaptive, confident and independent, ability to work under pressure.

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

CC - STAFF SUPPORT (CB-5)

**KwaZulu-Natal Region: Waterval Medium B Ref.: (CSA 2019/10/18);
Ebongweni Max, Ref.: (CSA 2019/10/19);
Salary: R454 440.00 per annum**

Requirements: Degree/ National Diploma in Behavioural Sciences or equivalent qualification and successful completion of Corrections Science Learner ship/Basic Training. Seven (7) years' (combined) relevant experience in a supervisory post and CB4. These requirements are in accordance with the Occupational Specific Dispensation. Top secret security classification as an added advantage. Valid driver's licence. Computer literacy.

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

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

MANAGER: FACILITIES & SECURITY (CB-5)

**KwaZulu-Natal Region: Glencoe, Ref.: (CSA 2019/10/20);
Ncome, Ref.: (CSA 2019/10/21); Waterval, Ref.: (CSA 2019/10/22)
Salary: R392 004.00 per annum**

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

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

Responsibilities: Coordination of policy relating to building and maintenance projects. Communicate policy matters to the relevant role players. Assist in the planning of building maintenance projects. Ensure maintenance of buildings. Draw up strategies to improve identified sub standards services building in the region. Evaluations of service levels. Quality assessment of building/maintenance related activities for occupational safety hazards. Election of work safety committees. Management of the procurement of rented office accommodation. Improve standard of physical security in the management area. Manage emergency support team. Manage infrastructure for security ser-

vice. Ensure service level standards for accommodation of inmates. Coordinate the separation of high risk offenders. Manage human resources, finances and assets.

ASD: INSPECTORATE
KwaZulu-Natal Region: Regional Office, Ref.: (CSA 2019/10/23)
Salary: R392 004.00 per annum

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

Competencies and attributes: Policy coordination, communication, financial management, Plan, organise, lead and control, Project and Programme management, Change Management, Client orientation and Customer focus, Problem solving and analysis, Service Delivery innovation, decision making, people management and empowerment, integrity and honesty, Confidentiality, Good interpersonal relations, understanding of Public Service Policy and legislative framework, Assertiveness, Ability to network and Diplomacy.

Responsibilities: Assist in the planning and compilation of the annual inspection programme. Assist in the evaluation and identification of deviations from policy. Determine the extent to which internal control measures are effective in the prevention of deviations from policies and procedures. Submit reports on inspection findings to enable management to make informed decisions. Assist institutions that are being reconcilable with the practical operations. Assist in the development and maintenance of inspection tools. Assist with the proper management of finances and other resources allocated to the inspections section. Management of finance and human resources and assets.

ASD: MANAGER: CORRECTIONS (NCB 3)
KwaZulu-Natal Region: Ncome, Ref.: (CSA 2019/10/24)
Salary: R 392 004.00 per annum

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

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

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

ASSISTANT DIRECTOR: CONTROLLER: REPRESENTATION (NCB 3)
KwaZulu Natal Region: Regional Office Ref.: (CSA 2019/10/25)
Salary: R 392 004.00 per annum

Requirements: National Diploma in Correctional Management, or BA Degree with penology and criminology as majors, or any recognized diploma/ certificate in security management. Seven (7) years' relevant experience in a supervisory post. Driver's license. Computer literacy.

Competencies and attributes: The incumbent must be dynamic and professional. Must have the planning and organising abilities. Sound communication skills, Project and programme management, Transformation management, Change Management, Stakeholder management, Problem solving, Service Delivery Innovation, decision making, People Management and Empowerment, ability to network, In depth understanding of safety and security in a correctional environment. Integrity and honesty, Confidentiality, Good Interpersonal relations, knowledge of the Correctional Services Act, Act 111 of 1998, as amended. Assertiveness, Diplomacy and Tact, Resilient, Influence and impact.

Responsibilities: The quality assessment of centre administration in the region. Ensuring uniformity in dealing with inmate matters. Administering presentations. Planning of activities. Management of finances and management of resources.

HEAD OF CORRECTIONAL CENTRE (CB 4)
KwaZulu-Natal Region: Ixopo Ref.: (CSA 2019/10/26), Stanger, Ref.: (CSA 2019/10/28);
Ingwavuma, Ref.: (CSA 2019/10/29); Maphumulo, Ref.: (CSA 2019/10/30)

Salary: R 380 583.00 per annum

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

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

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

HEAD SATELLITE COMCOR: SOCIAL RE-INTEGRATION

KwaZulu Natal Region: Kokstad, Ref.: (CSA 2019/10/31); Ixopo, Ref.: (CSA 2019/10/32)

Salary: R 380 583.00 per annum

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

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

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

SCO: MANAGER: INTERNAL SECURITY

KwaZulu-Natal Region: Durban Med A Ref.: (CSA 2019/10/33)

Salary: R 380 583.00 per annum

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

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

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

SCO: MANAGER: EXTERNAL SECURITY

**KwaZulu-Natal Region: Durban Med A Ref.: (CSA 2019/10/34), Ncome Med B Ref.: (CSA 2019/10/35),
Salary: R 380 583.00 per annum**

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

Competencies and attributes: Firearm skills and the use of relevant security technology. communication, project and programme management, trans-formation management, change management, stakeholder management, problem solving, analysis, service delivery Innovation, decision making, people management and empowerment, in depth understanding of safety and security in a correctional environment, integrity and honesty, confidentiality, good interpersonal relations, 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 policy. Advise 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.

DH: CARE SERVICES (CB 4)

**KwaZulu-Natal Region: Greytown, Ref.: (CSA 2019/10/36);
New Hanover, Ref.: (CSA 2019/10/37)
Salary: R 380 583.00 per annum**

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

Competencies and attributes: Firearm skills and the use of relevant security technology. communication, project and programme management, trans-formation management, change management, stakeholder management, problem solving, analysis, service delivery Innovation, decision making, people management and empowerment, in depth understanding of safety and security in a correctional environment, integrity and honesty, confidentiality, good interpersonal relations, 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 supervision of offenders. Develop measures for handling offender complaints and requests. Facilitate the induction of new offenders. Implementation of unit management principles. Provision of infrastructural needs to enhance the implementation of unit management principles. Management of human resources finances and assets

SCO: CC - STAFF SUPPORT (CB 4)

**KwaZulu-Natal Region: Ixopo Ref.: (CSA 2019/10/38); Pomeroy, Ref.: (CSA 2019/10/39);
UMzimkulu, Ref.: (CSA 2019/10/40)
Salary: R 380 583.00 per annum**

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

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

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

**SECURITY MANAGER: ADMISSION AND RELEASE (CB 4)
KwaZulu-Natal Region: Durban Med B, Ref.: (CSA 2019/10/41)
Salary: R 380 583.00 per annum**

Requirements: Degree/ National Diploma in Behavioural Science or equivalent qualification and 7 years' relevant experience gained in production post (NCB1). Successful completion of Correctional Science Learnership. Computer literacy. Valid driver's license.

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

Responsibilities: Management of admission and release system. Facilitate the induction of new offenders. 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: CASE MANAGEMENT COMMITTEE

**KwaZulu-Natal Region: Durban Youth Centre, Ref.: (CSA 2019/10/42);
Ekuseni, Ref.: (CSA 2019/10/43); Waterval Medium B, Ref.: (CSA 2019/10/44);
Pietermaritzburg Medium A X 2, Ref.: (CSA 2019/10/45); Estcourt, Ref.: (CSA 2019/10/46);
Sevontein, Ref.: (CSA 2019/10/47); Qalakabusha, Ref.: (CSA 2019/10/48);
Port Shepstone, Ref.: (CSA 2019/10/49);
Salary: R 380 583.00 per annum**

Requirements: Degree/ National Diploma in Behavioural Science or equivalent qualification and successful completion of Correctional Science Learnership. 7 years' relevant experience gained in production post, of which 4 years must be at supervisory post. Computer literacy. Valid driver's license.

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

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

DH: CASE MANAGEMENT ADMINISTRATION

**KwaZulu-Natal Region: Durban Youth Centre, Ref.: (CSA 2019/10/50);
Pietermaritzburg Medium A, Ref.: (CSA 2019/10/51);
Kokstad Med, Ref.: (CSA 2019/10/52); Ncome Med B, Ref.: (CSA 2019/10/53);
Port Shepstone, Ref.: (CSA 2019/10/54)
Salary: R 380 583.00 per annum**

Requirements: Recognized three year Degree/Diploma/equivalent qualification in Behavioural Sciences with 7 years relevant experience on a supervisory level or CB2. Top secret security classification as an added advantage. Successful completion of Corrections Science Learnership/Basic Training. Valid driver's licence.

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

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

SCO: CENTRE COORDINATOR: CORRECTIONS (CB 4)

**KwaZulu-Natal Region: Pietermaritzburg Medium B, Ref.: (CSA 2019/10/55);
Melmoth, Ref.: (CSA 2019/10/56); Mtunzini CC, Ref.: (CSA 2019/10/57); Stanger, Ref.: (CSA 2019/10/58);**

R 380 583.00 per annum

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

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

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

SECURITY MANAGER: ASSET MAINTENANCE

KwaZulu-Natal Region: Waterval Medium A, Ref.: (CSA 2019/10/59)

Salary: R 380 583.00 per annum

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

Competencies and attributes: Firearm skills and the use of relevant security technology. communication, project and programme management, trans-formation management, change management, stakeholder management, problem solving, analysis, service delivery Innovation, decision making, people management and empowerment, in depth understanding of safety and security in a correctional environment, integrity and honesty, confidentiality, good interpersonal relations, 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 supervision of offenders. Develop measures for handling offender complaints and requests. Facilitate the induction of new offenders. Implementation of unit management principles. Provision of infrastructural needs to enhance the implementation of unit management principles. Management of human resources finances and assets.

SECURITY MANAGER: TEXTILE (CB 4)

KwaZulu-Natal Region: Durban Female, Ref.: (CSA 2019/10/60);

Pietermaritzburg Medium A, Ref.: (CSA 2019/10/61)

Salary: R 380 583.00 per annum

Requirements: An appropriate Trade Diploma/certificate underwritten under Manpower Training Act (Red Seal)/ Diploma in Fashion designing. Five 4 years relevant experience in designing disciplines plus 3 years at a supervisory level. Successful completion of Corrections Science Learner ship/Basic Training. Recognition will be given for relevant experience after completion of the Trade diploma /certificate. Valid driver's license. These requirements are in accordance with the Occupational Specific Dispensation.

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

Responsibilities: 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.

SCO: CC: OPERATIONAL SUPPORT
KwaZulu-Natal Region: Ekuseni Correctional Centre, Ref.: (CSA 2019/10/62);
Ladysmith, Ref.: (CSA 2019/10/63)
Salary: R 380 583.00 per annum

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

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

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.

UNIT MANAGER

KwaZulu-Natal Region: Durban Med B, Ref: (CSA 2019/10/64),
Waterval Medium A, Ref: (CSA 2019/10/65); Durban Med C X 2, Ref.: (CSA 2019/10/66);
Pietermaritzburg Medium A, Ref.: (CSA 2019/10/67); Ebongweni, Ref.: (CSA 2019/10/68);
Ncome Medium A X 2, Ref.: (CSA 2019/10/69); Qalabusha, Ref.: (CSA 2019/10/70);
Empangeni Medium, Ref.: (CSA 2019/10/71); Pietermaritzburg Medium B, Ref.: (CSA 2019/10/72);
Sevontein, Ref.: (CSA 2019/10/73)
Salary: R 380 583.00 per annum

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

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

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

UNIT MANAGER: PAROLEES AND PROBATIONERS

KwaZulu-Natal Region: Durban Comcor X 2, Ref.: (CSA 2019/10/74);
Estcourt, Ref.: (CSA 2019/10/75); Dundee Comcor, Ref.: (CSA 2019/10/76);
Salary: R 380 583.00 per annum

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

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

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

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

SCO: COMMUNITY LIAISON

KwaZulu-Natal Region: Empangeni Comcor, Ref.: (CSA 2019/10/77)

Salary: R 380 583.00 per annum

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

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

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

SCO: NUTRITIONAL SERVICES

KwaZulu-Natal Region: Sevontein, (Ref: CSA 2019/10/78);

Waterval Med B, (Ref: CSA 2019/10/79)

Salary: R 380 583.00 per annum

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

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

SCO: CORRECTIONS ADMINISTRATION (NCB 3)

KwaZulu-Natal Region: Pietermaritzburg, Ref.: (CSA 2019/10/80)

Salary: R 329 781.00 per annum

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

Competencies and attributes: Firearm skills and the use of relevant security technology. communication, project and programme management, transformation management, change management, 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 and process documentation to / from correctional centre and community corrections. Management of classified information. Management of policy documentation of DCS. Investigation of incidents. Management of human resources and assets.

SPECIALISED CASE OFFICER [CB2:1- 2]

**KwaZulu-Natal Region: Waterval Medium A, Ref.: (CSA 2019/10/81);
Ebongweni Ref.: (CSA 2019/10/82); Kokstad Med, Ref.: (CSA 2019/10/83);
Salary: R 242 640.00 per annum**

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

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

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

APPOINTMENTS UNDER THE PUBLIC SERVICE ACT

MEDICAL OFFICER GRADE 1

**KwaZulu-Natal Region: Pietermaritzburg Med A, Ref.: (PSA 2019/10/84);
Ebongweni, Ref.: (PSA 2019/10/85)
R 821 205.00-R 884 670.00 (An all-inclusive package)**

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

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

DD: REGIONAL COORDINATOR: CARE

**KwaZulu Natal Region: Regional Office, Ref.: (PSA 2019/10/86)
All- inclusive package : R 756 906.00**

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

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

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

ASSISTANT MANAGER: NURSING (PHC)

KwaZulu-Natal Region: Ebongweni, Ref.: (PSA 2019/10/87); Waterval, Ref.: (PSA 2019/10/88);

Glencoe, Ref.: (PSA 2019/10/89)

Salary: R 614 991.00 per annum

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

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

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

OPERATIONAL MANAGER NURSING (PHC)

KwaZulu-Natal Region: Pietermaritzburg Med A Ref.: (PSA 2019/10/90); Ekuseni, Ref.: (PSA 2019/10/91);

Ebongweni, Ref.: (PSA 2019/10/92)

Salary: R562 800.00 per annum

Requirements: Degree/Diploma in Nursing or an equivalent qualification that allows registration with the South African Nursing Council as a Professional Nurse. A minimum of 9 years appropriate experience in nursing after registration as a Professional Nurse with the SANC. At least 5 years of the period referred to above must be appropriate experience after obtaining the 1 year post-basic qualification in the relevant speciality. Current registration with the South African Nursing Council as a Professional Nurse. Valid driver's licence. Computer literate. These requirements are in accordance with the relevant Occupational Specific Dispensation.

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

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

OPERATIONAL MANAGER: NURSING (GEN)

KwaZulu-Natal Region: Waterval Medium B, Ref.: (PSA 2019/10/93);

Qalakabusha, Ref.: (PSA 2019/10/94)

Salary: R 444 276.00 per annum

Requirements: Degree/Diploma in Nursing or an equivalent qualification that allows registration with the South African Nursing Council as a Professional Nurse. A minimum of 7 years appropriate experience in nursing after registration as a Professional Nurse with the SANC. Current registration with the South African Nursing Council as a Professional Nurse. Valid driver's licence. Computer literate. These requirements are in accordance with the relevant Occupational Specific Dispensation.

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

Responsibilities: Provide direction and supervision in the implementation of the nursing plan (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 in the facility. Ensure compliance to professional and ethical practice. Ensure 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 assets.

MANAGER: EDUCATION & TRAINING
KwaZulu-Natal Region: Waterval Area Office, Ref.: (PSA 2019/10/95)
Salary: R 414 003.00 per annum

Requirements: Recognised and appropriate (4) four- year degree/diploma in Education coupled with seven (7) years' relevant experience. Registration with SACE. Post graduate degree will be an added advantage. Must be professional. Ability to plan and organise. Sound communication skills. Valid driver's license.

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

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

CHIEF ARTISAN: GRADE A (ASSET MAINTENANCE)
KwaZulu-Natal Region: Ncome, Ref.: (PSA 2019/10/96)
Salary: R 386 487.00 per annum

Requirements: Appropriate Trade Test Certificate/ Building Environment qualification. Ten (10) years post qualification experience required as an Artisan/ Artisan Foreman. Valid Driver's license.

Competencies and attributes: Project Management, technical design and analysis knowledge, computer-aided technical applications, knowledge of legal compliance, technical report writing, technical consulting, production process, problem solving and analysis, decision making, team work, creativity, change management, financial management, Customer focus and responsiveness, communication, computer skills planning and organising.

Responsibilities: Manage technical services. Manage administrative and related functions. Maintain and advance expertise. Management of human resources, finances and assets

SOCIAL WORK SUPERVISOR GRADE 1
KwaZulu-Natal Region: Pietermaritzburg Med A, Ref.: (PSA 2019/10/97);
Pietermaritzburg Medium B, Ref.: (PSA 2019/10/98);
Glencoe, Ref.: (PSA 2019/10/99)
Salary: R 384 228.00 per annum

Requirements: BA Degree in Social Work and 7 years relevant experience in a Social work environment after registration with South African Council for Social Services Profession. Computer literacy and Valid driver's licence.

Competencies and Attributes: Conversant with Acts, policies and legislation pertaining to social work practice. Understanding of human behaviour social systems, Social work intervention, Empowerment, Confidentiality, Time management, listening skills, Interpersonal skills, Client orientation, Good communication skills, Empathy, Tactfulness, Integrity and honesty, Report writing skills, Adaptability, Conflict management. Ability to co-ordinate and collaborate with internal and external stakeholders.

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

CLINICAL NURSE PRACTITIONER GRADE 1 (PHC)

KwaZulu-Natal Region: Durban Medium B, Ref.: (PSA 2019/10/100); Durban Medium C, Ref.: (PSA 2019/10/101);

Waterval Medium A, Ref.: (PSA 2019/10/102); Waterval Medium B, Ref.: (PSA 2019/10/103);

Pietermaritzburg Med A, Ref.: (PSA 2019/10/104); Pietermaritzburg Med B, Ref.: (PSA 2019/10/105);

Ebongweni Max X 2, Ref.: (PSA 2019/10/106); uMzinto, Ref.: (PSA 2019/10/107);

UMzimkulu, Ref.: (PSA 2019/10/108); Empangeni Medium, Ref.: (PSA 2019/10/109); New Hanover, Ref.: (PSA 2019/10/110)

Salary: R383 226.00 per annum

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

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

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

ASD: MANAGER: HR UTILIZATION

KwaZulu-Natal Region: Ncome, Ref.: (PSA 2019/10/111); Pietermaritzburg, Ref.: (PSA 2019/10/112)

Salary: R 376 596.00 per annum

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

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

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

MANAGER: SUPPLY CHAIN MANAGEMENT

KwaZulu Natal Region: Kokstad AC, Ref.: (PSA 2019/10/113)

Salary: R 376 596.00 per annum

Requirements: Degree/National Diploma in Supply Chain Management or equivalent qualification with 5 years' experience in a supervisory post in a supply chain management environment. In depth knowledge LOGIS system. Computer literate. Valid driver's license.

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

Responsibilities: Manage the procurement of assets, storage and distribution process in the management area. Operationalization of logistical policy in the Management area. The undertaking/management of logical inspections, management of stock and logistical investigations. Administration of tenders contracts and transport. Management of human resources, finances and assets.

ASD: USER ASSET MANAGEMENT PLAN (UAMP) (FACILITIES-RC)
KwaZulu Natal Region: Regional Office, Ref.: (PSA 2019/10/114)
Salary: R 376 596.00 per annum

Requirements: Degree/National Diploma in Property Management coupled with 3-5 years' supervisory experience in a similar environment. Computer literate. Valid driver's license.

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

Responsibilities: Development of the user immovable asset management plan. Ensure the development, maintenance of an asset database. Ensuring that immovable assets are funded and match the service delivery objectives. Conduct gap analysis. Determine need for refurbishment or reconfiguration. Immovable asset management. Management of resources.

SAO: SUPERVISOR FINANCIAL ACCOUNTING
KwaZulu-Natal Region: Durban, Ref.: (PSA 2019/10/115)
Salary: R 316 791.00 per annum

Requirements: Grade 12 and recognized three year Degree/Diploma in Accounting or Financial Management with 3-5 years' relevant experience. Sound communication skills. Valid driver's licence. Must be computer literate. Dynamic and professional. Ability to plan and organize events properly. Knowledge of the Public Management Act, Treasury Regulations and BAS. Proven experience in a BAS environment. Proven experience in handling control ac-counts.

Competencies and Attributes: Communication, financial management, Plan, organise, lead and control, Project and Programme management, Change Management, Client orientation and customer focus, Problem solving and analysis, Service Delivery innovation, decision making, people management and empowerment, integrity and honesty, Confidentiality, Good interpersonal relations, understanding of Public Service Policy and legislative framework, Assertiveness, Ability to network and Diplomacy.

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

SAO: TRANSPORT
KwaZulu-Natal Region: Durban, Ref.: (PSA 2019/10/116)
Salary: R 316 791.00 per annum

Requirements: Recognized three (3) year degree or national diploma in Fleet Management or equivalent qualification. 3-5 years' experience in a relevant environment. Computer literacy. Valid driver's licence.

Competencies and attributes: Problem solving and decision making. Facilitation skills. Plan, organize, lead and control. Presentation skill. Conflict management. Training skills. Communication skills. Time management. Confidentiality. Coaching and mentoring. Knowledge

of the Public Finance Management Act. 1999 and Treasury Regulations. Knowledge of Tender process. Service delivery and client orientation. Integrity and honesty. Assertiveness. Influence and impact and Ability to network.

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

SAO: SUPERVISOR: MANAGEMENT ACCOUNTING
KwaZulu-Natal Region: Durban, Ref.: (PSA 2019/10/117)
Salary: R 316 791.00 per annum

Requirements: Relevant B degree/National Diploma in Accounting Management and 3-5 years' experience on supervisory post. Computer literacy. Valid driver's licence.

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

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

SAO: HUMAN RESOURCE SUPPORT
KwaZulu-Natal Region: Kokstad, Ref.: (PSA 2019/10/118); Ncome, Ref.: (PSA 2019/10/119)
Salary: R 316 791.00 per annum

Requirements: Grade 12 and Recognised 3 year degree/diploma (RVQ 13) in Human Resources Management, 3-5 years supervisory experience in Human Resources Environment, Ability to plan and organise. Knowledge of the Persal System. Valid Driver's licence, Sound communication skills. Must be computer literate.

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

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

SAO: MESS CATERER
KwaZulu-Natal Region: Waterval, Ref.: (PSA 2019/10/120)
Salary: R 316 791.00 per annum

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

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

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

SAO: CORRECTIONS ADMINISTRATIVE ASSISTANT
KwaZulu-Natal Region: Regional Office, Ref.: (PSA 2019/10/121)
Salary: R 316 791.00 per annum

Requirements: Relevant NQF 6 qualification in Behavioural Sciences or equivalent qualification and 3-5 year's relevant experience gained in a production post. Successful completion of Corrections Science Learnership/Basic Training. These requirements are in accordance with the Occupational Specific Dispensation. Computer literate. Valid driver's licence.

Competencies and attributes: Firearm competency and the use of relevant security equipment. 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.

Responsibilities: Implement and monitor correctional, security and facility policies and procedures. Coordinates the collation and dissemination information. Coordinates activities relating to critical DCS support structures such as the Parole Boards and Office of the Inspecting Judge within the Management Areas. 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.

SAO: INVESTIGATIONS
KwaZulu-Natal Region: Durban X 2, Ref.: (PSA 2019/10/122)
Salary: R 316 791.00 per annum

Requirements: Recognised three year degree/diploma or Correctional Service Administration Part III. 3-5 years relevant experience in a relevant environment. Department of Correctional Services training as investigator. Basic training as a correctional officer and training in Disciplinary Code. Good communication and interpersonal skills. Ability to organise and plan. Valid driver's licence.

Competencies and attributes: Policy coordination, communication, financial management, Plan, organise, lead and control, Project and Programme management, Change Management, Client orientation and Customer focus, Problem solving and analysis, Service Delivery innovation, decision making, people management and empowerment, integrity and honesty, Confidentiality, Good interpersonal relations, understanding of Public Service Policy and legislative framework, Assertiveness, Ability to network and Diplomacy.

Responsibilities: Investigating of escapes, assaults, injuries to prisoners and to staff. Act as an initiator disciplinary hearings.

SAO: PERSAL CONTROLLER
KwaZulu Natal Region: Kokstad, Ref.: (PSA 2019/10/123)
Salary: R 316 791. 00 per annum

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

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

Responsibilities: Effective management of PERSAL in a management area. Registration of supervisors and users on PERSAL and allocation of specific functions in relation to their jobs and levels. Monitor, evaluate and implement PERSAL transactions. Monitor changes to the system in line with SCC system. Maintenance of the post establishment on PERSAL. Facilitation of PERSAL training. Management of human resources, finances and assets.

ARTISAN FOREMAN GRADE A: ASSET MAINTENANCE
KwaZulu-Natal Region: Glencoe, Ref.: (PSA 2019/10/124);
Qalakabusha, Ref.: (PSA 2019/10/125)
Salary: R 304 263. 00 per annum

Requirements: Appropriate trade test certificate and 5 years' post qualification, experience as an artisan in the relevant field (maintenance and production workshop) (e.g. Welder, Electrician, Plumber). These requirements are in accordance with the relevant Occupational Specific Dispensation. Computer literate. Valid driver's licence.

Competencies and attributes: Relationship building, Innovation & creativity, People management time management, Openness & transparency, Integrity & honesty, Coaching & mentoring, Confidentiality, Interpersonal relations, Networking, Tact and computer skills.

Responsibility: Management of Administration Task; Training and Development of offenders; Control over workplaces and Tools; Inventory Control and Logistical Administration as well as Efficient Management of Resources and work orders and compliance with administration. Management of human and financial resources and assets.

ARTISAN FOREMAN GRADE A: PRODUCTION WORKSHOP
KwaZulu-Natal Region: Pietermaritzburg, Ref.: (PSA 2019/10/126);
Salary: R 304 263. 00 per annum

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

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

Responsibilities: Safe custody of offenders. Management of administration task. Training and development of offenders. Control over work-places and tools. Inventory control and logistical administration as well as efficient management of resources and work orders and compliance with administration. Management of human and financial resources and assets.

ARTISAN FOREMAN GRADE A: PLUMBER
KwaZulu-Natal Region: Waterval Medium A, Ref.: (PSA 2019/10/127);
Kokstad Corrections , Ref.: (PSA 2019/10/128); Durban Med C X 2, Ref.: (PSA 2019/10/129);
Qalakabusha, Ref.: (PSA 2019/10/130)
Salary: R 304 263. 00 per annum

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

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

Responsibilities: Safe custody of offenders. Management of administration task. Training and development of offenders. Control over work-places and tools. Inventory control and logistical administration as well as efficient management of resources and work orders and compliance with administration. Management of human and financial resources and assets.

ARTISAN FOREMAN GRADE A: PAINTER
KwaZulu-Natal Region: Waterval Medium A, Ref.: (PSA 2019/10/131)
Salary: R 304 263. 00 per annum

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

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

Responsibilities: Safe custody of offenders. Management of administration task. Training and development of offenders. Control over work-places and tools. Inventory control and logistical administration as well as efficient management of resources and work orders and compliance with administration. Management of human and financial resources and assets.

ARTISAN FOREMAN GRADE A: (ELECTRICIAN)
KwaZulu-Natal Region: Ekuseni Youth Centre, Ref.: (PSA 2019/10/132);
Ebongweni, Ref.: (PSA 2019/10/133); Durban Med C, Ref.: (PSA 2019/10/134)
Salary: R 304 263. 00 per annum

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

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

Responsibilities: Safe custody of offenders. Management of administration task. Training and development of offenders. Control over work-places and tools. Inventory control and logistical administration as well as efficient management of resources and work orders and compliance with administration. Management of human and financial resources and assets.

ARTISAN FOREMAN GRADE A: (CARPENTER)
KwaZulu-Natal Region: Durban Med C, Ref.: (PSA 2019/10/135)
Salary: R 304 263. 0 per annum

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

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

Responsibilities: Management of administration task. Training and development of offenders. Control over work-places and tools. Inventory control and logistical administration as well as efficient management of resources and work orders and compliance with administration. Management of human and financial resources and assets.

ARTISAN FOREMAN GRADE A: (WOOD MACHINIST)
KwaZulu-Natal Region: Pietermaritzburg Corrections, Ref.: (PSA 2019/10/136)
Salary: R 304 263. 00 per annum

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

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

Responsibilities: Management of administration task. Training and development of offenders. Control over work-places and tools. Inventory control and logistical administration as well as efficient management of resources and work orders and compliance with administration. Management of human and financial resources and assets.

ARTISAN FOREMAN GRADE A: (CIVIL)
KwaZulu-Natal Region: Pietermaritzburg Corrections, Ref.: (PSA 2019/10/137);
Sevontein, Ref.: (PSA 2019/10/138)
Salary: R 304 263. 00 per annum

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

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

Responsibilities: Management of administration task. Training and development of offenders. Control over work-places and tools. Inventory control and logistical administration as well as efficient management of resources and work orders and compliance with administration. Management of human and financial resources and assets.

ARTISAN FOREMAN GRADE A: (BOILER MAKER/WELDER)
KwaZulu-Natal Region: Pietermaritzburg Corrections, Ref.: (PSA 2019/10/139);
Salary: R 304 263. 00 per annum

An appropriate trade test certificate underwritten by the Manpower Training Act (Red Seal) and five (5) years post qualification experience as a Welder. Valid driver's licence. Computer literate. These requirements are in accordance with the relevant Occupational Specific Dispensation.

Competencies and attributes: Plan and organise, report writing, punctuality, understanding of Public Service policy and legislative frame-work, service delivery and client orientation, integrity and honesty, assertiveness, influence and impact, ability to work under pressure.

Responsibilities: Design, production, maintenance, performance administrative and related function. Maintain and advance expertise. Inventory control and logistical administration as well as efficient management of resources and work orders and compliance with administration. Management of human and financial resources and assets

EDUCATIONIST M+ 4 (MATHS & LIFE SCIENCE)
KwaZulu-Natal Region: Qalabusha, Ref.: (PSA 2019/10/140)
Salary: R 279 195. 00 per annum

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

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

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

EDUCATIONIST M+ 4 (MATHS, SCIENCE AND ISIZULU)
KwaZulu-Natal Region: Pietermaritzburg Medium B, Ref.: (PSA 2019/10/141)
Salary: R 279 195. 00 per annum

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

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

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

EDUCATIONIST M+4 (HISTORY AND ISIZULU)
KwaZulu-Natal Region: Durban Youth, Ref.: (PSA 2019/10/142)
Salary: R 279 195 .00 per annum

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

Competencies and attributes: Plan, organise, lead and control, client orientation and communication, policy implementation, report writing, diversity management, training and development, service delivery innovation and creativity, project management, conflict manage-

ment, facilitation management integrity and honesty, coaching and mentoring, good work ethics, confidentiality, interpersonal relations, openness and transparency, networking, influence and impact, presentation skills, conceptual skills, and conflict management skills.

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

EDUCATIONIST M+4 (CIVIL ENGINEERING)
KwaZulu-Natal Region: Waterval Medium A, Ref.: (PSA 2019/10/143);
Waterval Medium B, Ref.: (PSA 2019/10/144)
Salary: R 279 195 .00 per annum

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

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

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

EDUCATIONIST M+ 4 (HISTORY, ISIZULU AND MATHS LIT)
KwaZulu-Natal Region: Ixopo, Ref.: (PSA 2019/10/145)
Salary: R 279 195 .00 per annum

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

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

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

EDUCATIONIST M+4 (GEOGRAPHY AND MATHS)
KwaZulu-Natal Region: Durban Youth Centre, Ref.: (PSA 2019/10/146);
Salary: R 279 195 .00 per annum

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

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

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

EDUCATIONIST M+4 (LIFE SCIENCE/NATURAL SCIENCE)
KwaZulu-Natal Region: Durban Youth Centre, Ref.: (PSA 2019/10/147);
Salary: R 279 195 .00 per annum

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

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

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

EDUCATIONIST M+4 (ENGLISH & GEOGRAPHY)
KwaZulu-Natal Region: Durban Youth Centre, Ref.: (PSA 2019/10/148);
Salary: R 279 195 .00 per annum

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

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

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

SOCIAL WORKER GRADE 1
KwaZulu-Natal Region: Newcastle Comcor, Ref.: (PSA 2019/10/149);
Ebongweni X 3, Ref.: (PSA 2019/10/150);
Eshowe, Ref.: (PSA 2019/10/151); Durban Comcor, Ref.: (PSA 2019/10/152)
Salary: R 257 592.00 per annum

Requirements: BA Degree Social Work and registration with the South African Council of Social Service Professions. Computer literacy. Valid driver's licence.

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

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

AO: HR MANAGEMENT
KwaZulu-Natal Region: Regional Office Ref.: (PSA 2019/10/153)
Salary: R 257 508.00 per annum

Requirements: Grade 12 and Degree/ Diploma in Human Resource Management or equivalent qualification. Four years' experience in the field of Human Resources Management. Successful completion of Persal Training Course will serve as an added advantage. Computer literacy. Valid Driver's Licence.

Competencies and attributes: Plan and organize, report writing, punctuality, confidentiality, service delivery and client orientation, integ-

ity and honesty, assertiveness, influence and ability to work under pressure.

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

AO: REGIONAL HEAD: HUMAN RESOURCE
KwaZulu-Natal Region: Regional Office Ref.: (PSA 2019/10/154)
Salary: R 257 508.00 per annum

Requirements: Grade 12 and Degree/National Diploma in Human Resource Management or equivalent qualification and four (4) years relevant experience. Successful completion of Persal Training Course will serve as an added advantage. Computer literacy. Valid driver's licence.

Competencies and Attributes: Communication, client orientation and customer focus, problem solving and analysis, service delivery innovation, decision making, people management and empowerment, integrity and honesty, confidentiality, good interpersonal relations, un-der-standing of Public Service policy and legislative framework, assertiveness, ability to network and diplomacy.

Responsibilities: Maintain duty register. Record leave. Forward personnel requests to DH Personnel. Draw duty schedules. Calculate over-time 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.

AO: FINANCE AND CREDIT CONTROLLER
KwaZulu-Natal Region: Kokstad, Ref.: (PSA 2019/10/155)
Salary: R 257 508.00 per annum

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

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

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

AO: STATE ACCOUNTANT(BASIC ACCOUNTING)
KwaZulu-Natal Region: Waterval, Ref.: (PSA 2019/10/156);
Glencoe, Ref.: (PSA 2019/10/157); Empangeni, Ref.: (PSA 2019/10/158)
Salary: R 257 508.00 per annum

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

Competencies and Attributes: Plan, organise, lead and control, client orientation and communication. Policy analysis and interpretation, report writing, facilitation skills, presentation, problem solving and decision making, knowledge of the Supply Chain Management Framework (PFMA) and Treasury Regulations relating to supply chain management. Good knowledge of Public Service Regulations. Knowledge

of procurement administration and public finance administration, financial management, integrity and honesty, good work ethics, confidentiality, interpersonal relations, people management, accuracy, independent networking, influence and impact, computer skills.

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

AO: RECRUITMENT AND PLACEMENT (SR 7)
KwaZulu-Natal Region: Durban, Ref.: (PSA 2019/10/159)
Salary: R 257 508.00 per annum

Requirements: ND/Degree in Human Resources Management (a module in Industrial Psychology will be an added advantage), and 3-4 years' experience in the Recruitment environment. PERSAL Knowledge will be an added advantage. Computer literacy. Valid driver's license.

Competencies and attributes: Plan and organize, report writing, punctuality, confidentiality, service delivery and client orientation, integrity and honesty, assertiveness, influence and ability to work under pressure.

Responsibilities: Request of persal reports on a monthly basis. Determine vacant posts and register them for advertisement at the Regional Office. Ensure posts are vacant before registering them for advertisement. Handle inter-departmental transfers to ensure correct pensionable service. Handle all applications for buy-back service. Provide advice to officials/ex-officials and their dependants regarding GEPF benefits they are entitled to. Provide guidance to officials /ex-officials and their dependants on completion of documents. Interpreting, implementing and explaining policies and procedure to enhance quality service delivery. Attend general enquiries i.e. telephonic and written correspondences. Capture appointments on the Persal. Ensure correct filing of documents. Proper record keeping. Organize and order the Office stationery.

AO: VOUCHER CONTROL (SR 7)
KwaZulu-Natal Region: Kokstad, Ref.: (PSA 2019/10/160); Empangeni, Ref.: (PSA 2019/10/161)
Salary: R 257 508.00 per annum

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

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

Responsibilities: Responsible for the management of State monies and petty cash. Responsible for payment of subsistence and travel foreign advances. Responsible for approving BAS Sundry payment advices, BAS journals, BAS Receipts, BAS Debt take-on and Telephone Registers. Responsible for checking for MMS and SMS kilometer claims for Motor Finance Scheme. Responsible for the correct issuing of receipts and the correct data capturing on BAS. Responsible for management of Z59 salary claims. Execute responsibilities of officials as stipulated in section 45 of the PFMA. Management of resources

AO: CAREER MANAGEMENT
KwaZulu-Natal Region: Pietermaritzburg AC, Ref.: (PSA 2019/10/162)
Salary: R 257 508.00 per annum

Requirements: Recognised Diploma/Degree in Human Resources Management or relevant qualification and 3-4 years' experience in the field of training and development / Human Resource Environment. Valid driver's licence. Analytical ability. Sound communication skills. And ability to plan/ organise. Must be computer literate. Valid Driver's licence.

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

Responsibilities: Apply HR development policies in the management area. Administrate training programmes. Administrate examinations. Undertake training research. Administrate in-service training programmes. Administrate self-development activities. Administrate

bursaries/ study loans. Administrative infrastructural requirements for HR Development.

PROFESSIONAL NURSE GRADE 1

**KwaZulu-Natal Region: Waterval Medium A, Ref.: (PSA 2019/10/163);
Ixopo, Ref.: (PSA 2019/10/164); Ebongweni Max, Ref.: (PSA 2019/10/165);
Durban Medium A, Ref.: (PSA 2019/10/166); Ncome Med A, Ref.: (PSA 2019/10/167);
Newcastle, Ref.: (PSA 2019/10/168); Matatiele, Ref.: (PSA 2019/10/169); Qalakabusha X 3, Ref.: (PSA 2019/10/170);
Mtunzini CC, Ref.: (PSA 2019/10/171);
Salary: R 256 905.00 per annum**

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

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

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

AO: RECRUITMENT AND SELECTION (SR 6)

**KwaZulu-Natal Region: Regional Office, Ref.: (PSA 2019/10/172)
Salary: R 208 584.00 per annum**

Requirements: ND/Degree in Human Resources Management (a module in Industrial Psychology will be an added advantage), and 2-3 years' experience in the Recruitment environment. PERSAL Knowledge will be an added advantage Computer literacy. Valid driver's license.

Competencies and attributes: Plan and organize, report writing, punctuality, confidentiality, service delivery and client orientation, integrity and honesty, assertiveness, influence and ability to work under pressure.

Responsibilities: Request of persal reports on a monthly basis. Determine vacant posts and register them for advertisement. Ensure posts are vacant before registering them for advertisement. Handle inter-departmental transfers to ensure correct pensionable service. Handle all applications for buy-back service. Provide advice to officials/ex-officials and their dependants regarding GEPF benefits they are entitled to. Provide guidance to officials /ex-officials and their dependants on completion of documents. Interpreting, implementing and explaining policies and procedure to enhance quality service delivery. Attend general enquiries i.e. telephonic and written correspondences. Capture appointments on the Persal. Ensure correct filing of documents. Proper record keeping. Organize and order the Office stationery.

AO: APPOINTMENTS (SR 6)

**KwaZulu-Natal Region: Regional Office, Ref.: (PSA 2019/10/173)
Salary: R 208 584.00 per annum**

Requirements: Recognized National Diploma/ Degrees in Human Resource or equivalent qualification and 2-3 years' experience in recruitment and placement. PERSAL training Course. Valid driver's license.

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

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

AO: RECRUITMENT AND PLACEMENT(SR 6)

**KwaZulu-Natal Region: Durban, Ref.: (PSA 2019/10/174)
Salary: R 208 584.00 per annum**

Requirements: ND/Degree in Human Resources Management (a module in Industrial Psychology will be an added advantage), and 2-3 years' experience in the Recruitment environment. PERSAL Knowledge will be an added advantage. Computer literacy. Valid driver's license.

Competencies and attributes: Plan and organize, report writing, punctuality, confidentiality, service delivery and client orientation, integrity and honesty, assertiveness, influence and ability to work under pressure.

Responsibilities: Request of persal reports on a monthly basis. Determine vacant posts and register them for advertisement at the Regional Office. Ensure posts are vacant before registering them for advertisement. Handle inter-departmental transfers to ensure correct pensionable service. Handle all applications for buy-back service. Provide advice to officials/ex-officials and their dependants regarding GEPF benefits they are entitled to. Provide guidance to officials /ex-officials and their dependants on completion of documents. Interpreting, implementing and explaining policies and procedure to enhance quality service delivery. Attend general enquiries i.e. telephonic and written correspondences. Capture appointments on the Persal. Ensure correct filing of documents. Proper record keeping. Organize and order the Office stationery.

AO: DEVELOPMENT AND CARE (SR 6)
KwaZulu-Natal Region: Durban, Ref.: (PSA 2019/10/175)
Salary: R 208 584.00 per annum

Requirements: Relevant B Degree/National Diploma with 2-3 years' experience in a comparable environment. Computer literacy. Valid driver's licence.

Competencies and Attributes: Problem solving and decision-making skills, confidentiality, understanding of Public Service and legislative framework. Service delivery and client orientation. Integrity and honesty, assertiveness, influence and impact and ability to network.

Responsibilities: Ensure that the correspondence, which has been prepared for the signature of the Area Coordinator: Development and Care is in line with the policy and other statutory obligations and of high standard. Ensure that the memoranda are communicated to the relevant offices in time. Attend to inquiries/information needed from Regional Office and respond in due time under the signature of the Area Coordinator: Development and Care. Liaise with external organizations. Handle presentation and inputs from community.

ARTISAN PRODUCTION GRADE A: (PAINTER)
KwaZulu-Natal Region: Ekuseni Youth Centre, Ref.: (PSA 2019/10/176);
Kokstad, Ref.: (PSA 2019/10/177); Pietermaritzburg Corrections, Ref.: (PSA 2019/10/178)
Salary: R 190 653 .00 per annum

Requirements: Appropriate trade test certificate underwritten by the Manpower Training Act (Red Seal) or a relevant Diploma and 3 years post qualification experience as a Painter. Recognition will be given for relevant experience after completion of the Trade test Valid driver's license. These requirements are in accordance with the Occupational Specific Dispensation.

Competencies and attributes: Plan and organise, report writing, punctuality, understanding of Public Service policy and legislative frame-work, service delivery and client orientation, integrity and honesty, assertiveness, influence and impact, ability to work under pressure.

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

ARTISAN PRODUCTION GRADE A: (ELECTRICIAN)
KwaZulu-Natal Region: Ebongweni x 2, Ref.: (PSA 2019/10/179);
Sevontein x 2, Ref.: (PSA 2019/10/180);
Pietermaritzburg Corrections, Ref.: (PSA 2019/10/181)
Salary: R 190 653.00 per annum

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

Competencies and attributes: Plan and organise, report writing, punctuality, understanding of Public Service policy and legislative frame-work, service delivery and client orientation, integrity and honesty, assertiveness, influence and impact, ability to work under pressure.

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

ARTISAN PRODUCTION GRADE A: (PLUMBER)
KwaZulu-Natal Region: Ebongweni x 2, Ref.: (PSA 2019/10/182); Sevontein, Ref.: (PSA 2019/10/183);
Pietermaritzburg Corrections, Ref.: (PSA 2019/10/184)
Salary: R 190 653.00 per annum

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

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

Responsibilities: Training of offenders as well as apprentices. Execute work as per requisition/orders received from clients. Apply quality control to manufactured products. Costing of product and supply quotes. Execute basic workshop administration

ARTISAN PRODUCTION GRADE A: (CARPENTER)
KwaZulu-Natal Region: Kokstad Medium, Ref.: (PSA 2019/10/185);
Pietermaritzburg Corrections x 2, Ref.: (PSA 2019/10/186);
Salary: R 190 653.00 per annum

Requirements: An appropriate Trade test certificate underwritten by the Manpower Training Act (Red Seal) or a relevant Diploma. Three (3) years' experience in woodwork disciplines. Valid driver's license. These requirements are in accordance with the Occupational Specific Dispensation

Competencies and attributes: Plan and organise, report writing, punctuality, understanding of Public Service policy and legislative frame-work, service delivery and client orientation, integrity and honesty, assertiveness, influence and impact, ability to work under pressure

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

ARTISAN PRODUCTION GRADE A: (RADIO TECHNICIAN)
KwaZulu-Natal Region: Pietermaritzburg Corrections, Ref.: (PSA 2019/10/187)
Salary: R 190 653.00 per annum

Requirements: Matric and an appropriate Trade Certificate and 5 years' post qualification experience or Diploma in Electronics/equivalent qualification. Knowledge of Radio Telecommunications network as stipulated by the Telecommunications Act, Act 103 of 1996 in line with the ICASA (Independent Communications Authority of South Africa)

Competencies and attributes: Plan and organise, report writing, punctuality, understanding of Public Service policy and legislative frame-work, service delivery and client orientation, integrity and honesty, assertiveness, influence and impact, ability to work under-pressure.

Responsibilities: Conduct all repairs, visit and manage high sites, workshop safety, conduct all installations, pic and other equipment, update and control asserts and production of job cards and telephone register, experiential learning and adhoc tasks, safe custody

ARTISAN PRODUCTION GRADE A: (WELDER)
KwaZulu-Natal Region: Kokstad Medium, Ref.: (PSA 2019/10/188);
Pietermaritzburg Corrections x 2, Ref.: (PSA 2019/10/189)
Salary: R 190 653.00 per annum

Requirements: An appropriate trade test certificate underwritten by the Manpower Training Act (Red Seal) and four (4) years post qualification experience as a Welder. Valid driver's licence. Computer literate. These requirements are in accordance with the relevant Occupational Specific Dispensation.

Competencies and attributes: Plan and organise, report writing, punctuality, understanding of Public Service policy and legislative frame-work, service delivery and client orientation, integrity and honesty, assertiveness, influence and impact, ability to work under pressure.

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

ARTISAN PRODUCTION GRADE A: (BRICKLAYER/BUILDER)
KwaZulu/Natal Region: Ncome Corrections, Ref.: (PSA 2019/10/190);
Pietermaritzburg Corrections x 2, Ref.: (PSA 2019/10/191)
Salary R 179 523.00 per annum

Requirements: An appropriate Trade Diploma/certificate underwritten under Manpower Training Act (Red Seal). Three (3) years' relevant experience after completion of the Trade diploma/certificate will add advantage. Valid driver's license. These requirements are in accordance with the Occupational Specific Dispensation

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

Responsibilities: Management of administration task. Training and development of offenders. Control over work-places and tools. Inventory control and logistical administration, work orders and compliance with administration

ARTISAN PRODUCTION GRADE A: (WOOD MACHINIST/JOINER)
KwaZulu-Natal Region: Pietermaritzburg Corrections, Ref.: (PSA 2019/10/192)
Salary R 179 523.00 per annum

Requirements: An appropriate Trade Diploma/certificate underwritten under Manpower Training Act (Red Seal). Three (3) years relevant experience in woodwork disciplines will add advantage. Recognition will be given for relevant experience after completion of the Trade diploma/certificate. Valid driver's license. These requirements are in accordance with the Occupational Specific Dispensation

Competencies and attributes: Plan and organise, report writing, punctuality, understanding of Public Service policy and legislative framework, service delivery and client orientation, integrity and honesty, assertiveness, influence and impact, ability to work under pressure.

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

SECRETARY: RH: DEVELOPMENT AND CARE
KwaZulu-Natal Region: Regional Office: Ref.: (PSA 2019/10/194)
Salary: R 173 703.00 per annum

Requirements: Recognised three year Degree/Diploma in Office Admin or relevant qualification. Two (2) years relevant experience. Computer literacy. Experience as a Secretary will be an added advantage. Valid drivers licence.

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

Responsibilities: Answer and screen telephone calls. Compile memoranda and presentations. Execute office and general administrative duties. Manage electronic document tracking system. Maintain diary and manage appointments of the Director. 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 for the Director.

AO: INVESTIGATIONS (SR5)
KwaZulu-Natal Region: Durban X 2, Ref.: (PSA 2019/10/195)
Salary: R 173 703.00 per annum

Requirements: Recognised three year Degree/Diploma. Sound experience. Department of Correctional Services training as investigator. Basic training as a correctional officer and training in Disciplinary Code. Good communication and interpersonal skills. Ability to organise and plan. Valid driver's licence.

Competencies and attributes: Policy coordination, communication, financial management, Plan, organise, lead and control, Project and Programme management, Change Management, Client orientation and Customer focus, Problem solving and analysis, Service Delivery innovation, decision making, people management and empowerment, integrity and honesty, Confidentiality, Good interpersonal relations, understanding of Public Service Policy and legislative framework, Assertiveness, Ability to network and Diplomacy.

Responsibilities: Investigating of escapes, assaults, injuries to prisoners and to staff. Act as an initiator in disciplinary hearings.

AO: PERSONNEL ADMINISTRATION
KwaZulu Natal Region: Empangeni, Ref.: (PSA 2019/10/196)
Salary: 173 703.00 per annum

Requirements: National Diploma/ Degree in Human Resources or equivalent qualification plus 2 years' experience in a comparable environment. Valid driver's license. Computer literate.

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

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

SWITCHBOARD OPERATOR (SR 4)
KwaZulu-Natal Region: Kokstad Area Office, Ref.: (PSA 2019/10/197)
R 145 281.00 per annum

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

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

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

AO: PERFORMANCE (SR6)
KwaZulu-Natal Region: Regional Office: Ref.: (PSA 2019/10/179b)
Salary: R 208 584. 00 per annum

Requirement: Diploma / Degree in HR Management or equivalent qualification. 2-3 years' experience in a Human Resource environment. Valid driver's license. Computer literate.

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

Responsibilities: Answer and screen telephone calls, Compile memoranda and presentations, Executive office general administration duties, Manage electronic document tracking system, Acknowledge receipt of document, Assisting with filing system, Maintain diary and manage appointments, record and issue minutes, arrange meetings, conferences, workshops with relevant stakeholders including private sector representatives upon request, Make transport arrangements for conferences, course meetings, Ensure submission of travel claims for the Office.

AO: Procurement (SR6)
KwaZulu-Natal Region: Waterval (Ref: PSA 2019/10/198)
Salary: R 208 584. 00 per annum

Requirement: Degree/diploma in Purchasing Management/ Logistics/Supply Chain Management or any equivalent qualification with at least two years relevant experience. Relevant experience in Supply Chain Management or skills in Supply Chain Management or in LOGIS environment. Computer literate. Valid driver's licence.

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

Responsibilities: Placement of orders. Generate procurement advices. Conduct enquiries on orders and commitments placed. Maintain

and update database of prospective suppliers. Administer quotations and bids. Management of human resources, finances and assets.

SECRETARY

KwaZulu-Natal Region: Ncome: Ncome Area Commissioner Ref.: (PSA 2019/10/199)

Salary: R 173 703.00 per annum

Requirements: Recognised three year Degree/Diploma in Office Admin or relevant qualification. Two (2) years relevant experience. Computer literacy. Experience as a Secretary will be an added advantage

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

Responsibilities: Answer and screen telephone calls. Compile memoranda and presentations. Execute office and general administrative duties. Manage electronic document tracking system. Maintain diary and manage appointments of the Director. 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 for the Director.