



## correctional services

Department:  
Correctional Services  
REPUBLIC OF SOUTH AFRICA

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### DEPARTMENT OF CORRECTIONAL SERVICES

**CLOSING DATE: 01 FEBRUARY 2019 @ 15H45**

#### APPOINTMENTS UNDER THE CORRECTIONAL SERVICES ACT

##### HEAD OF CORRECTIONAL CENTRE: MEDIUM [CB 5]

Limpopo, Mpumalanga and North West Region

Polokwane Management Area: Tzaneen Correctional Centre (Ref: LMN 2019/01/01)

**Salary: R429 933 per annum**

**Requirements:** National diploma/ Degree in Behavioural Sciences and successful completion of the Corrections Science Learnership. Seven (7) years' relevant experience in a supervisory post. These requirements are in accordance with the relevant Occupational Specific Dispensation. Top secret security classification. Computer literacy. 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:** Management of all aspects of the Correctional Centre on a day to day basis through the implementation of the Correctional Services Act, Act 111 of 1998. Manage the implementation of the imperatives of the White Paper on Corrections. Management of case management administration, security, development and care, unit management and case management committees. Foster a working relationship with the Justice Cluster and the community. Monitor, evaluate and take appropriate action in relation to outcomes on the risk trends. Management of performance information. Management of human resources, finances, assets and performance information.

**CASE MANAGEMENT COMMITTEE: CHAIRPERSON [CB5]**

Limpopo, Mpumalanga and North West Region:

Bethal Management Area: Standerton Correctional Centre (Ref: LMN 2019/01/02)

**Salary: R429 933 per annum**

**Requirements:** National diploma/ Degree or equivalent qualification and 7 years relevant experience in a supervisory post. 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 inter-personal 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

**CASE MANAGEMENT COMMITTEE: CHAIRPERSON [CB4]**

Limpopo, Mpumalanga and North West Region:

Polokwane Management Area: Tzaneen Correctional Centre (Ref: LMN 2019/01/03)

**Salary: R360 060 per annum**

**Requirements:** National diploma/Degree or equivalent qualification and 7 years relevant experience in a supervisory post. Successful completion of Corrections Science Learnership/ Correctional Services 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 inter-personal relations, knowledge of the Correctional Services Act, Act 111 of 1998, as amended, assertiveness, ability to network and diplomacy.

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

**SECURITY MANAGER: DIVISIONAL HEAD: SECURITY [CB4]**

Limpopo, Mpumalanga and North West Region:

Barberton Management Area: Nelspruit Correctional Centre (Ref: LMN 2019/01/04)

**Salary: R360 060 per annum**

**Requirements:** National Diploma/ Degree in Behavioural Sciences and successful completion of Corrections Science Learnership. Seven (7) years relevant experience gained in a supervisory post. These requirements are in accordance with the relevant Occupational Specific Dispensation. Top secret security classification, 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:** Manage security matters. Responsible for maintenance of existing security matters and the upgrading. Implement departmental policies. Advice management regarding security matters. Management of escorts to hospitals, courts and other destinations. Keep personnel up to date regarding security matters. Management of human resources, finances, assets and performance information.

**SECURITY MANAGER : UNIT MANAGER**

Limpopo, Mpumalanga and North West Region:

Klerksdorp Management Area: Klerksdorp Correctional Centre (Ref: LMN 2019/01/05)

**Salary: R360 060 per annum**

**Requirements:** Relevant National Diploma/ Degree or equivalent qualification. 7 years relevant work experience gained on a supervisory post. Successful completion of Corrections Science Learner ship/Basic Training. These requirements are in accordance with the Occupational Specific Dispensation. Computer literate. Valid drivers' 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, financial management 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 Tac Resilient, influence and impact.

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

**SECURITY MANAGER: CASE MANAGEMENT ADMINISTRATION[CB4]**

Limpopo, Mpumalanga and North West Region:

Barberton Management Area: Med B Correctional Centre (Ref: 2019/01/06)

Rooigrond Management Area: Medium B Correctional Centre (Ref: 2019/01/07)

Rustenburg Management Area: Medium A Correctional Centre (Ref: 2019/01/08)

Thohoyandou Management Area: Makhado Correctional Centre (Ref: 2019/01/09)

Klerksdorp Management Area: Christiana Correctional Centre (Ref: LMN 2019/01/10); Wolmaranstad  
Correctional Centre (Ref: LMN 2019/01/11)

**Salary: R360 060 per annum**

**Requirements:** National Diploma/ Degree in Behavioural Sciences and successful completion of Corrections Science Learnership. Seven (7) years relevant experience gained in a supervisory post. These requirements are in accordance with the relevant Occupational Specific Dispensation. Top secret security classification as an added advantage. Computer literacy. 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 1998 as 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, finances, assets and performance information.

**SECURITY MANAGER : CC OPERATIONAL SUPPORT [CB4]**

Limpopo, Mpumalanga and North West Region:

Polokwane Management Area: Tzaneen Correctional Centre (Ref: LMN 2019/01/12)

**Salary: R360 060 per annum**

**Requirements:** Relevant National Diploma/ Degree in Behavioural Sciences or equivalent qualification. 7 years relevant experience gained on supervisory level. Successful completion of Corrections Science Learnership/Basic Training. These requirements are in accordance with the relevant Occupational Specific Dispensation. Top secret security classification as an added advantage. 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:** Execution of control regarding safe custody, physical care and treatment. Create secure environment conducive for rehabilitation. Execution of control regarding the establishment and rendering of security. Provide advice on departmental policy directives. Management of inmates' safe custody (internal and external security). Management of development and health care services. Management of human resources, finances, assets and performance information.

**SECURITY MANAGER : CC STAFF SUPPORT [CB4]**

Limpopo, Mpumalanga and North West Region:

Polokwane Management Area: Tzaneen Correctional Centre (Ref: LMN 2019/01/13)

**Salary: R360 060 per annum**

**Requirements:** Relevant National Diploma/ Degree in Behavioural Sciences or equivalent qualification. 7 years relevant experience gained on supervisory level. Successful completion of Corrections Science Learnership/Basic Training. These requirements are in accordance with the relevant Occupational Specific Dispensation. Top secret security classification as an added advantage. 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:** Provide human resources and related functions to the correctional centre. Effective management of the registration activities. Ensure proper dissemination of information for the correctional centre. Management of duty register and leave arrangements. Management of correctional centre through the implementation of correctional services act, Act 111 of 1998 as amended. Management of human resources, finances, assets and performance information.

### **CASE MANAGEMENT SUPERVISOR [CB4]**

Limpopo, Mpumalanga and North West Region:

Bethal Management Area: Standerton Correctional Centre (Ref: LMN 2019/01/14)

**Salary: R360 060 per annum**

**Requirements:** Relevant National Diploma/ Degree in Behavioural Sciences and 7 years relevant experience gained in a supervisory level. Successful completion of Corrections Science Learnership/Basic Training. These requirements are in accordance with the relevant Occupational Specific Dispensation. Computer literate. Valid drivers' 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, as amended. Assertiveness, diplomacy and tact. Resilient. Influence and impact.

**Responsibilities:** Supervise and maintain security of the unit in a correctional centre. Supervision of offenders programmes. Management and review of case file. Provide support on the development of offenders. Chair in case review teams. Management of human resources, finances, assets and performance information.

### **SECURITY MANAGER : CC CORRECTIONS [CB4]**

Limpopo, Mpumalanga and North West Region:

Polokwane Management Area: Tzaneen Correctional Centre (Ref: LMN 2019/01/15)

**Salary: R360 060 per annum**

**Requirements:** Relevant National Diploma/ Degree in Behavioural Sciences or equivalent qualification. 7 years relevant experience gained on supervisory level. Successful completion of Corrections Science Learnership/Basic Training. These requirements are in accordance with the relevant Occupational Specific Dispensation. Top secret security classification as an added advantage. 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. Coordinate the collation and dissemination of correction information. Coordinate activities relating to rehabilitation, case management administration and unit management systems. Promote corrections and security. Management of human resources, finances, assets and performance information.

**SECURITY MANAGER : NUTRITIONAL SERVICE [CB4] [2 POSTS]**

Limpopo, Mpumalanga and North West Region:

Bethal Management Area: Standerton Correctional Centre (Ref: LMN 2019/01/16)

Polokwane Management Area: Tzaneen Correctional Centre (Ref: LMN 2019/01/17)

**Salary: R360 060 per annum**

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

**Competencies and attributes:** Firearm 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 Nutritional Service's – Food Service activities by ensuring quality standards and efficiency control of production processes. Implementation of hygiene and food safety standards as per R. 638. Monitor plate wastage and opinion surveys ensure that production, serving and distribution of meals follow the prescribed prescripts. Ensure implementation of policies, procedures and guidelines and as well as the setting of goals within the department and involvement in short and long term plans of Food service and Food Service systems. Manage Human, Financial Resources, Assets and performance information.

**SECURITY MANAGER : AGRICULTURE: PLANT PRODUCTION [CB4] [2 POSTS]**

Limpopo, Mpumalanga and North West Region:

Bethal Management Area: Standerton Correctional Centre (Ref: LMN 2019/01/18)

Polokwane Management Area: Tzaneen Correctional Centre (Ref: LMN 2019/01/19)

**Salary: R360 060 per annum**

**Requirements:** Relevant National Diploma/ Degree in Agriculture/ Plant Production/ Horticulture or equivalent qualification. 7 years relevant experience gained on supervisory level. Successful completion of Corrections Science Learnership/Basic Training. These requirements are in accordance with the relevant Occupational Specific Dispensation. Computer literate. Valid driver's licence.

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

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

**SECTION HEAD: SKILLS DEVELOPMENT [2 POSTS]**

Limpopo, Mpumalanga and North West Region:

Bethal Management Area: Standerton Correctional Centre (Ref: LMN 2019/01/20)  
Polokwane Management Area: Tzaneen Correctional Centre (Ref: LMN 2019/01/21)

**Salary: R328 944 per annum**

**Requirements:** Relevant Four (4) year Degree or equivalent qualification in Education and Training. 3-5 years relevant work experience. Registration with South African Council for Education (SACE). These requirements are in accordance with the relevant Occupational Specific Dispensation. Computer Literate. Valid driver's Licence.

**Competencies and Attributes:** : Problem solving and decision making, facilitation skills, Plan and organize, lead and control 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, knowledge of the Correctional Service Act, Act 111 of 1998, as amended, influence and impact, presentation skills, conceptual skills and conflict management skills. Must be Computer Literate, Good communication skills (verbal and written).

**Responsibilities:** Identification and development of skills training opportunities for offenders, Compilation of appropriate skills development programs in consultation with the various supervisors and monitoring of the progress of offender's vs programs. Management of examinations and trade tests. Undertaking research on the results of programs offered and determining ways of improving on existing programs. Assistance to external researchers. Liaison with non-governmental organizations, arranging for media coverage of events, results and award ceremonies. Ensure that offenders have the opportunity to attend social work sessions and to participate in educational programs. Ensure that offenders have the opportunity to participate in psychological programs and attend religious meetings. Submit recommendations on offenders to Institutional Committee and ensure gratuity payments to offenders.

**SECTION HEAD: FORMAL EDUCATION [2 POSTS]**

Limpopo, Mpumalanga and North West Region:

Bethal Management Area: Standerton Correctional Centre (Ref: LMN 2019/01/22)  
Polokwane Management Area: Tzaneen Correctional Centre (Ref: LMN 2019/01/23)

**Salary: R328 944 per annum**

**Requirements:** Recognized four (4) years degree in Education with 4 years teaching experience. Registration with the South African Council of Educators. These requirements are in accordance with the relevant Occupational Specific Dispensation for Educationists. Computer literate. Valid driver's licence

**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, influence and impact, presentation skills, conceptual skills and conflict management skills.

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



**SECURITY OFFICER: FINANCIAL MANAGEMENT AND ACCOUNTING**

Limpopo, Mpumalanga and North West Region:

Polokwane Management Area: Tzaneen Correctional Centre (Ref: LMN 2019/01/24)

**Salary: R278 505 per annum**

**Requirements:** Relevant 3 year National Diploma /Degree in Accounting or Financial Management. 2- 3 years relevant work experience. Successful completion of Corrections Science Learner ship/ Basic Training. These requirements are in accordance with the relevant Occupational Specific Dispensation. Computer literate. Knowledge of PFMA, Treasury Regulations and BAS. Proven experience in a BAS environment. Valid driver's licence.

**Competencies and attributes:** Financial management, Facilitation skills, Plan, organise, lead and control, Project management, Presentation skills, Conflict Management, Report writing, Time management, confidentiality, coaching and mentoring, understanding of Public Service Policy and legislative framework, knowledge of the Public Finance Management Act, Treasury Regulations and BAS. 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. Sound communication skills

**Responsibilities:** Execute duties and accounting policy in the region and management areas in accordance with current procedures. Plan and execute management accounting functions / monitoring. Undertake financial investigations. Provide advice on financial issues. Execute the responsibilities of officials as stipulated in Section 45 of the Public Finance Management Act. Management of revenue accounts. Management of control / suspense accounts, management of debts accounts. Manage the settlement of payment due to the creditors within 30 days and management of losses. Monitor compliance with the financial management legislations, policies, procedures and related prescripts and maintenance of BAS system.

**SECURITY OFFICER: PROVISIONING ADMINISTRATION OFFICER**

Limpopo, Mpumalanga and North West Region:

Polokwane Management Area: Tzaneen Correctional Centre (Ref: LMN 2019/01/25)

**Salary: R278 505 per annum**

**Requirement:** Relevant National Diploma/Degree in Purchasing Management/Logistics/Supply Chain Management or any equivalent qualification. 2-3 years relevant work experience in Supply Chain Management. Successful completion of Corrections Science Learner ship/ Basic Training. These requirements are in accordance with the relevant Occupational Specific Dispensation. Working experience on LOGIS will be an added advantage. Computer literate. Valid driver's licence.

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

**Responsibilities:** Implementation and managing procurement. LOGIS and procurement policies. Conducting of procurement and LOGIS inspections. Handling and finalization of all inspection and audit queries within procurement and LOGIS. Assist with the administration of Bids. Handling of budget. Responsible for operational training within procurement management. Ensure compliance to the

Legislative frameworks and public service policies.

**SENIOR SECURITY OFFICER [CB3] [2 POSTS]**

Limpopo, Mpumalanga and North West Region:

Polokwane Management Area: Tzaneen Correctional Centre (Ref: LMN 2019/01/26)

**Salary: R278 505 per annum**

**Requirements:** Grade 12 **OR** National Diploma/Degree in Behavioural Science. 10 years relevant work experience. Successful completion of Corrections Science Learner ship/ 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:** Execution of control regarding safe custody, physical care and treatment. Create secure environment conducive for rehabilitation. Execution of control regarding the establishment and rendering of security. Provide advice on departmental policy directives. Management of inmates' safe custody (internal and external security). Management of financial, human resources and assets.

**SECURITY OFFICER: HUMAN RESOURCE MANAGEMENT**

Limpopo, Mpumalanga and North West Region:

Polokwane Management Area: Tzaneen Correctional Centre (Ref: LMN 2019/01/27)

**Salary: R228 474 per annum**

**Requirements:** National Diploma/Degree in Human Resource Management or equivalent qualification. 2-3 years relevant experience. Successful completion of Corrections Science Learner ship/ Basic Training. These requirements are in accordance with the relevant Occupational Specific Dispensation. Computer literate. Knowledge of PERSAL. 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 inter-personal relations, knowledge of the Correctional Services Act, Act 111 of 1998, as amended, assertiveness, ability to network and diplomacy.

**Responsibilities:** Maintenance of duty register. Ensure submission of human resources request to Divisional Head Personnel. Calculation of overtime worked. Management of leave in line with policies and capturing on PERSAL. Manage applications for promotions, PERSAL awards, achievements bonuses, remuneration control, housing subsidies, official accommodation, transfers, medical boards, appointments, termination of service and disciplinary matters. Management of resources

**SECURITY OFFICER : AGRICULTURE [5 POSTS]**

Limpopo, Mpumalanga and North West Region:

Bethal Management Area: Standerton Correctional Centre (Ref: LMN 2019/01/28)

Polokwane Management Area: Tzaneen Correctional Centre (Ref: LMN 2019/01/29) (4 POSTS)

**Salary: R228 474 per annum**

**Requirements:** Relevant National Diploma/ Degree in Agriculture/Horticulture or equivalent qualification. 2-3 years relevant work experience. Successful completion of Corrections Science Learnership/Basic Training. These requirements are in accordance with the relevant Occupational Specific Dispensation. Computer literate. Valid driver's licence.

**Competencies and attributes:** Firearm 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:** Coordinate the quality of agricultural services. Develop/maintain agricultural services standards in the management area. Manage plant production, agricultural labour, environment, agricultural equipment and occupational safety. Train personnel, Manage personnel, logistics, finance and administration.

**SPECIALISED CASE OFFICERS: [CB 1-2] [6 Posts]**

Limpopo, Mpumalanga and North West Region:

Polokwane Management Area: Tzaneen Correctional Centre (Ref: LMN 2019/01/30)

**Salary: R185 778 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).

**PERSONNEL CLERK**

Limpopo, Mpumalanga and North West Region:

Polokwane Management Area: Tzaneen Correctional Centre (Ref: LMN 2019/01/31)

**Salary: R151 053 per annum**

**Requirements:** National Diploma / Degree in Human Resource Management or equivalent qualification. 1-2 years relevant experience. Successful completion of Corrections Science Learner ship/ Basic Training. These requirements are in accordance with the relevant Occupational Specific Dispensation. Computer literate. Knowledge of PERSAL. 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 inter-personal relations, knowledge of the Correctional Services Act, Act 111 of 1998, as amended, assertiveness, ability to network and diplomacy.

**Responsibilities:** Administering of duty register. Ensure submission of human resources request to Divisional Head Personnel. Calculation of overtime worked. Management of leave in line with policies and capturing on PERSAL. Manage applications for promotions, PERSAL awards, achievements bonuses, remuneration control, housing subsidies, official accommodation, transfers, medical boards, appointments, termination of service and disciplinary matters. Manage assets

**APPOINTMENTS UNDER THE PUBLIC SERVICE ACT**

**PSYCHOLOGIST GRADE 1 [3 Posts]**

Limpopo, Mpumalanga and North West Region:

Bethal Management Area: (Ref: LMN 2019/01/32)

Polokwane Management Area: (Ref: LMN 2019/01/33 )

Thohoyandou Management Area: (Ref: 2019/01/34)

**Salary: R674 892 per annum**

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

**Competencies and attributes:** Problem solving and decision making, Facilitation skills, plan, organize, lead and control, Project and program management, Facilitation skills, Conflict management, Communication, Report writing. Time management, Confidentiality, Understanding of Public Services policy and legislative frame work, service delivery and client orientation, Integrity and honesty, Assertiveness, Influence and impact and ability to network.

**Responsibilities:** Render and coordinate Psychological services to offenders. Liaise with internal and external organizations for the provision of Psychological services. Management of human resources, finances, assets and performance information.

### **CLINICAL NURSE PRACTITIONER GRADE 1 (PHC) [7 Posts]**

Limpopo, Mpumalanga and North West Region:

Bethal Management Area: Standerton Correctional Centre (Ref: LMN 2019/01/35) [2 Posts]

Polokwane Management Area: Tzaneen Correctional Centre (Ref: LMN 2019/01/36) [2 Posts]

Witbank Management Area: Witbank Correctional Centre (Ref: LMN 2019/01/37) [2 Posts]

Rustenburg Management Area: Losperfontein Correctional Centre (Ref: LMN 2019/01/38)

**Salary: R362 559.00 per annum**

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

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

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

### **EDUCATIONIST (M+4) (TVET): ENGINEERING STUDIES [3 Posts]**

Limpopo, Mpumalanga and North West Region:

Bethal Management Area: Standerton Correctional Centre (Ref: LMN 2019/01/39)

Polokwane Management Area: Tzaneen Correctional Centre (Ref: LMN 2019/01/40)

Rustenburg Management Area: Losperfontein Correctional Centre ( Ref: LMN 2019/01/41)

**Salary: R262 896 per annum**

**Requirements:** Recognised four (4) year Degree or equivalent qualification in Education. Specializing in Electrical and Technical Mathematics. Registration with the South African Council of Educators. These requirements are in accordance with the relevant Occupational Specific Dispensation. Computer literate. Valid driver's licence.

**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, knowledge and understanding of public service management frame-work, 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. Management of resources.

**EDUCATIONIST (M+4) (TVET): ENGINEERING STUDIES [3 Posts]**

Limpopo, Mpumalanga and North West Region:

Bethal Management Area: Standerton Correctional Centre (Ref: LMN 2019/01/42)

Polokwane Management Area: Tzaneen Correctional Centre (Ref: LMN 2019/01/43)

Rustenburg Management Area: Losperfontein Correctional Centre ( Ref: LMN 2019/01/44)

**Salary: R262 896 per annum**

**Requirements:** Recognised four (4) year Degree or equivalent qualification in Education. Specializing in Mechanical and Technical Mathematics. Registration with the South African Council of Educators. These requirements are in accordance with the relevant Occupational Specific Dispensation. Computer literate. Valid driver's licence.

**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, knowledge and understanding of public service management frame-work, influence and impact, presentation skills, conceptual skills and conflict management skills.

**EDUCATIONIST (M+4) TVET (LIFE ORIENTATION & MATHEMATICS LITERACY)**

Limpopo, Mpumalanga and North West Region:

Rustenburg Management Area: Rustenburg Correctional Centre (Ref: LMN 2019/01/45)

**Salary: R262 896 per annum**

**Requirements:** Recognised four (4) year Degree or equivalent qualification in Education Specialising in Life Orientation and Mathematics Literacy. Registration with the South African Council of Educators. These requirements are in accordance with the relevant Occupational Specific Dispensation. Computer literate. Valid driver's licence.

**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, knowledge and understanding of public service management frame-work, 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. Management of resources.

**EDUCATIONIST (M+4): LANGUAGES**

Limpopo, Mpumalanga and North West Region:

Polokwane Management Area: Tzaneen Correctional Centre (Ref: LMN 2019/01/46)

**Salary: R262 896 per annum**

**Requirements:** Recognised four (4) year Degree or equivalent qualification in Education Specialising in English, Sepedi/Tsonga. Registration with the South African Council of Educators. These requirements

are in accordance with the relevant Occupational Specific Dispensation. Computer literate. Valid driver's licence.

**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, knowledge and understanding of public service management frame-work, 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. Management of resources.

**EDUCATIONIST (M+4): ENGLISH & ISIZULU**  
Limpopo, Mpumalanga and North West Region:

Bethal Management Area: Standerton Correctional Centre (Ref: LMN 2019/01/47)

**Salary: R262 896 per annum**

**Requirements:** Recognised four (4) year Degree or equivalent qualification in Education Specialising in English and IsiZulu. Registration with the South African Council of Educators. These requirements are in accordance with the relevant Occupational Specific Dispensation. Computer literate. Valid driver's licence.

**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, knowledge and understanding of public service management frame-work, 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. Management of resources.

**EDUCATIONIST (M+4): TECHNOLOGY [2 Posts]**  
Limpopo, Mpumalanga and North West Region:

Bethal Management Area: Standerton Correctional Centre (Ref: LMN 2019/01/48)

Polokwane Management Area: Tzaneen Correctional Centre (Ref: LMN 2019/01/49)

**Salary: R262 896 per annum**

**Requirements:** Recognised four (4) year Degree or equivalent qualification in Education specialising in Information Technology/ Life Science. Registration with the South African Council of Educators. These requirements are in accordance with the relevant Occupational Specific Dispensation. Computer literate. Valid driver's licence.

**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, knowledge and understanding of public service management frame-work, 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. Management of resources.

**EDUCATIONIST (M+4) (TVET): MATHEMATICS & SCIENCE [2 Posts]**

Limpopo, Mpumalanga and North West Region:

Bethal Management Area: Standerton Correctional Centre (Ref: LMN 2019/01/50)  
Polokwane Management Area: Tzaneen Correctional Centre (Ref: LMN 2019/01/51)

**Salary: R262 896 per annum**

**Requirements:** Recognised four (4) year Degree or equivalent qualification in Education specialising in Mathematics and Science. Registration with the South African Council of Educators. These requirements are in accordance with the relevant Occupational Specific Dispensation. Computer literate. Valid driver's licence.

**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, knowledge and understanding of public service management frame-work, 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. Management of resources.

**EDUCATIONIST (M+4): ACCOUNTING**

Limpopo, Mpumalanga and North West Region:

Bethal Management Area: Standerton Correctional Centre (Ref: LMN 2019/01/52)

**Salary: R262 896 per annum**

**Requirements:** Recognised four (4) year National Diploma/ Degree in Education specializing in Accounting. Registration of South African Council of Educators. These requirements are in accordance with the relevant Occupational Specific Dispensation for Educationists. Computer literate. Valid driver's licence.

**Competencies and attributes:** Plan and organize, lead and control 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, knowledge of the Correctional Service Act, Act 111 of 1998, as amended, influence and impact, presentation skills, conceptual skills and conflict management skills.

**Responsibilities:** Implement educational programmes for the offenders. Implement educational policy at correctional facilities in the Correctional Centre. Adhere to set standards for education services in accordance with Government Education Departments. Assess educational services. Ensure service level standards for education and training. Manage human resources, finances and assets.



**EDUCATIONIST (M+4): LIFE SCIENCE [ 2 Posts]**

Limpopo, Mpumalanga and North West Region:

Bethal Management Area: Standerton Correctional Centre (Ref: LMN 2019/01/53)

Polokwane Management Area: Tzaneen Correctional Centre (Ref: LMN 2019/01/54)

**Salary: R262 896 per annum**

**Requirements:** Recognised four (4) year National Diploma/ Degree in Education specializing in Human and Social Science. in accordance with the relevant Occupational Specific Dispensation for Educationists. Computer literate. Valid driver's licence.

**Competencies and attributes:** Plan and organize, lead and control 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, knowledge of the Correctional Service Act, Act 111 of 1998, as amended, influence and impact, presentation skills, conceptual skills and conflict management skills.

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

**ARTISAN FOREMAN GRADE A: PRODUCTION WORKSHOP [2 Posts]**

Limpopo, Mpumalanga and North West Region:

Bethal Management Area: Standerton Correctional Centre (Ref: LMN 2019/01/55)

Polokwane Management Area: Tzaneen Correctional Centre (Ref: LMN 2019/01/56)

**Salary: R286 500 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. Electrician, Plumber, Welder,). These requirements are in accordance with the relevant Occupational Specific Dispensation. Valid driver's licence. Computer literate.

**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:** Safe custody of offenders; 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: ELECTRICIAN**

Limpopo, Mpumalanga and North West Region:

Tohoyandou Management Area: Makhado Correctional Centre (Ref: 2019/01/57)

**Salary: R286 500 per annum**

**Requirements:** Appropriate/ (Accredited Artisan Trade Certificate/Diploma) trade test certificate and 5 years' post qualification experience as an Artisan. Experience in electrical works will be an added

advantage. Valid driver's licence. These requirements are in accordance with the relevant Occupational Specific Dispensation.

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

**Responsibility:** Training of offenders as well as apprentices. 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 re-sources and assets.

**SOCIAL WORKER: GRADE 1 [3 Posts]**

Limpopo, Mpumalanga and North West Region:

Bethal Management Area: Standerton Correctional Centre (Ref: LMN 2019/01/58)

Polokwane Management Area: Tzaneen Correctional Centre (Ref: LMN 2019/01/59) [2 Posts]

**Salary: R242 553.00 per annum**

**Requirements:** Recognised BA Degree in Social Work. Registration with the South African Council for Social Service Professions. These requirements are in accordance with the relevant Occupational Specific Dispensation. Computer literate. Valid drivers' licence.

**Competencies and attributes:** Problem solving and decision making, facilitation skills, Plan and organize, lead and control, project management, Presentation skills, counselling skills, ability to interpret policy/legislations, conflict management, coaching and mentoring, report writing, punctuality, confidentiality, understanding of Public Service policy and legislative frameworks, service delivery and client orientation, integrity and honesty, assertiveness, influence and impact, ability to work under pressure. Sound communication, negotiation and strategic management skills The ability to interpret policy/legislative matters and operate within the management area. The ability to coordinate and collaborate with internal and external stakeholder

**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.

**ARTISAN PRODUCTION GRADE A: PLUMBER [2 Posts]**

Limpopo, Mpumalanga and North West Region:

Bethal Management Area: Standerton Correctional Centre (Ref: LMN 2019/01/60)

Polokwane Management Area: Tzaneen Correctional Centre (Ref: LMN 2019/01/61)

**Salary: R179 523 per annum**

**Requirements:** Appropriate trade test Diploma/Certificate, underwritten by the Manpower Training Act (red seal). Experience as a qualified plumber, recognition will be given for relevant experience after completion of the trade diploma/certificate. These requirements are in accordance with the relevant Occupational Specific Dispensation. Computer literate. Valid driver's licence.

**Competencies and attributes:** Relationship building, innovation and creativity, people management time management, openness and transparency, integrity and honesty, coaching and mentoring,

confidentiality, interpersonal relations, networking and tact.

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

### **ARTISAN PRODUCTION GRADE A: ELECTRICIAN [2 Posts]**

Limpopo, Mpumalanga and North West Region:

Bethal Management Area: Standerton Correctional Centre (Ref: LMN 2019/01/62)  
Polokwane Management Area: Tzaneen Correctional Centre (Ref: LMN 2019/01/63)

**Salary: R179 523 per annum**

**Requirements:** Appropriate trade test Diploma/Certificate, underwritten by the Manpower Training Act (red seal). Experience as a qualified plumber, recognition will be given for relevant experience after completion of the trade diploma/certificate. These requirements are in accordance with the relevant Occupational Specific Dispensation. Computer literate. Valid driver's licence.

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

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

### **ARTISAN PRODUCTION GRADE A: CARPENTRY**

Limpopo, Mpumalanga and North West Region:

Polokwane Management Area: Tzaneen Correctional Centre (Ref: LMN 2019/01/64)

**Salary: R179 523 per annum**

**Requirements:** Appropriate/ (Accredited Artisan Trade Certificate/Diploma) Trade test certificate. These requirements are in accordance with the relevant Occupational Specific Dispensation. Computer Literate. Valid driver's licence.

**Competencies and attributes:** Technical analysis knowledge. Computer Aided technical applications. Knowledge of legal compliance. Technical report writing. Production, process knowledge and skills. Problem solving and analysis. Decision-making. Teamwork. Analytical skills. Creativity. Self-management. Customer Focus and responsiveness. Communication. Planning and organizing.

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

### **ARTISAN PRODUCTION GRADE A: WELDER**

Limpopo, Mpumalanga and North West Region:

Bethal Management Area: Standerton Correctional Centre (Ref: LMN 2019/01/65)

**Salary: R179 523 per annum**

**Requirements:** Appropriate/ (Accredited Artisan Trade Certificate/Diploma) Trade test certificate. These requirements are in accordance with the relevant Occupational Specific Dispensation. Computer

Literate. Valid driver's licence.

**Competencies and attributes:** Technical analysis knowledge. Computer Aided technical applications. Knowledge of legal compliance. Technical report writing. Production, process knowledge and skills. Problem solving and analysis. Decision-making. Teamwork. Analytical skills. Creativity. Self-management. Customer Focus and responsiveness. Communication. Planning and organizing.

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

### **SWITCHBOARD OPERATOR**

Limpopo, Mpumalanga and North West Region:

Bethal Management Area: Standerton Correctional Centre (Ref: LMN 2019/01/66)

**Salary: R 136 800 per annum**

**Requirements:** Grade 12 and relevant work experience. Experience in the operation of the switchboard. Computer literate.

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

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

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

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

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

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

**Applications:** Applications must be submitted on form Z83 (Public Service Application form), obtainable from any Public Service Department, and must be completed in full. **Applications must be accompanied by a CV, certified copies of qualifications and copy of identity document. Where an advertisement states that a valid driver's licence is required, then please submit a certified copy of your licence.** **Please Note: All copies attached must be certified and not older than three months.** Please send a separate and complete application for each post you apply for, stating the correct reference for each position you are interested in. **Faxed and e-mailed applications will not be accepted** • Candidates must comply with the minimum appointment requirements • CV's should be aligned to reflect one's degree of compliance with the advert requirements and responsibilities. It is the sole responsibility of an applicant to ensure that their application reaches DCS before the stipulated closing date and time.

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

**Limpopo/Mpumalanga/North West Region:**

**Postal Address** Head Recruitment, Department of Correctional Services, Private Bag X 99, Pretoria 0001

**Contact persons:** Mrs Portia Bungqu 012 306 2032

Mrs. Petunia Nomvela / Ms. Thandiwe Lekhuleni / Mr. Brent Botha at 012 306 2033/2034

**Physical Address:** 198 Masada Building, Cnr. Johannes Ramokhoase (Proes) and Paul Kruger Street, Pretoria