



correctional services

Department:
Correctional Services
REPUBLIC OF SOUTH AFRICA

DEPARTMENT OF CORRECTIONAL SERVICES
CLOSING DATE: 28 OCTOBER 2019 @ 15H45

APPOINTMENTS UNDER THE PUBLIC SERVICE ACT

DEPUTY DIRECTOR: INSPECTORATE [2 POSTS]

- National Head Office: Directorate: Inspectorate (Ref: HO 2019/09/01)
Salary: R733 257 all-inclusive package

Requirements: Degree or national diploma in Social Sciences or equivalent qualification. 3-5 years relevant experience on middle management level. 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 skills. Conflict management skills. 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: Plan and coordinate inspection programmes. Manage, coordinate and quality control of inspection reports of national and regional inspectors. Execute comprehensive and high level inspections as directed by the Commissioner and the Director needing investigation. Management of inspection teams. Compilation and maintenance of inspection tools. Manage, train and develop staff (Regional and National). Management of human resources, finance and assets.

DEPUTY DIRECTOR: PHYSICAL SECURITY

- National Head Office: Directorate: Security Standards (Ref: HO 2019/09/02)
Salary: R733 257 all-inclusive package

Requirements: Recognised 3 year degree/national diploma in Security Management or Social Sciences. 3-5 managerial experience in a security environment. State Security Agency (SSA) security managers' course will be an added advantage. Must be prepared to undergo a Top Secret security clearance process. Computer literacy. Valid driver's licence.

Competencies and attributes: Sound knowledge and the practical application of the MISS, MPSS, Criminal Procedure Act, PFMA and other departmental/Public Service regulations and policies. Applied strategic thinking and decision making capability. Competency in project management and investigations. Planning, organizing and communication skills. Presentation and interpersonal skills. Report writing, analytical thinking, negotiation, problem solving and administrative skills. Technical computer skills and knowledge of ICT security solutions and applications. Willingness to travel extensively. Maintenance of high confidentiality and integrity.

Responsibilities: Provide an ongoing security related advice. Manage physical security activities and implement MISS within DCS. Manage compliance and monitoring security policies, procedures and security systems. Perform preliminary investigations of acceptable standards. Perform Threats and Risk Assessment (TRAs), audits and quality assurance on physical security measures and systems. Coordinate quality check function with the SSA. Manage the security awareness programmes. Assist in the implementation and support of security systems. Liaise with internal and external stakeholders: SSA, SAPS, Metro Police with regards to physical security on ensuring safety at events of the department. Management of human resources, finance and assets.

DEPUTY DIRECTOR: LOGISTICAL ADMINISTRATION SUPPORT

- National Head Office: Directorate: Logistics (Ref: HO 2019/09/03)
Salary: R733 257 all-inclusive package

Requirements: Relevant degree/national diploma in Supply Chain Management or equivalent qualification. 3-5 years management experience in Logistics. Knowledge of LOGIS, asset balancing and asset reconciliation. Knowledge of Vulindlela, LBIS, balanced score card and financial statements. Computer literacy. Valid driver's licence.

Competencies and attributes: Knowledge in Supply Chain Management. Knowledge of Treasury Regulations and PFMA. Financial management. Problem solving and decision making. Team leadership. Project management. Presentation skills. Conflict management. Report writing. Training and development. Time management. Confidentiality. 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: Manage assets of head office. Oversee the ordering process and order payment process. Manage travel arrangements and payment. Manage logistical systems and the disposal of movable assets and inventory of the department. Analyse reports and advise senior management with regard to current issues in respect of logistics in the department and in general. Monitor and evaluate adherence to logistical policies and procedures throughout the department. Take appropriate corrective actions where necessary. Manage the vendor database and performance of suppliers. Implement Broad-Based Black Economic Empowerment. Monitoring of quotation activities. Management of human resources, finance and assets.

DEPUTY DIRECTOR: INVENTORY MANAGEMENT

- National Head Office: Directorate: Logistics (Ref: HO 2019/09/04)
Salary: R733 257 all-inclusive package

Requirements: Relevant degree/national diploma in Supply Chain Management or equivalent qualification. 3-5 years management experience in an Inventory Environment. Knowledge of LOGIS and Inventory Management. Knowledge of Vulindlela, LBIS, balanced score card and financial statements. Computer literacy. Valid driver's licence.

Competencies and attributes: Knowledge in Supply Chain Management. Knowledge of Treasury Regulations and PFMA. Financial and inventory management. Problem solving and decision making. Team leadership. Project management. Presentation skills. Conflict management. Report writing. Training and development. Time management. Confidentiality. 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: Manage the national inventory register of the department. Develop, implement and maintain inventory management policies and procedures for the department. Develop, implement and monitor acquisition, maintenance and disposal plans for inventory. Develop and effectively implement the inventory management strategy within the department. Promote and obtain buy-in from internal and external stakeholders in the department with regard to the inventory management function. Ensure effective integration and working procedures between the inventory management function and supply chain management within the department. Ensure the effective management of inventory within the department according to the inventory management strategy and requirements of the PFMA. Oversee the effective execution of inventory management activities. Conduct economic appraisals for inventory (cost benefit analysis). Make decisions on the most appropriate inventory solution based on an analysis of pricing options for inventory and to make recommendations that is aligned with the department inventory policies. Make recommendations regarding the disposal of inventory. Ensure regular inventory counts and to verify results against the inventory register. Conduct regular Inventory evaluations to be incorporated in the inventory plan. Adhere to regular inventory management reporting requirements by preparing, analyzing and submitting inventory management reports and utilizing the appropriate system within the province/department. Improve the inventory management function within the department by proposing, implementing and reengineering inventory management processes and policies when required. Ensure all officials within the department understand inventory management requirements and the application thereof in their respective divisions. Prepare monthly reconciliation between the inventory register and ledger as well as an annual reconciliation of the register, Annual Financial Statements (AFS) and the ledger. Management of human resources, finance and assets.

DEPUTY DIRECTOR: CONTRACT INFORMATION PROVISION

- National Head Office: Directorate: Contract Management (Ref: HO 2019/09/05)
Salary: R733 257 all-inclusive package

Requirements: Relevant degree/national diploma in Supply Chain Management /Finance or any other relevant tertiary qualification. 3-5 years management experience in Contract Management. Completion of a middle management course (Management Development Program) will be an added advantage. Computer literacy. Valid driver's licence.

Competencies and attributes: Knowledge of Public Finance Management Act (PFMA), Treasury Regulations, PPPFA, Labour Legislation, Public service Act and Public Service Regulations. Multiple project and contract management skills. Analytical and research (quantitative and qualitative) skills. Financial management skills. Strategic planning and organizational skills. Problem solving skills. Communication (written, verbal and liaison) skills. People management skills. Internal / external networking skills. User knowledge of computer software related to research. Ability to work under pressure.

Responsibilities: Managing the functions of obtaining, capturing, analysing, interpreting and distributing contract data. Control the process with regard to irregular, wasteful and fruitless expenditures. Control data integrity. Control monitoring visits to practice. Advise on corrective steps where necessary. Liaison with other government departments to ensure uniformity of financial misconduct processes within government. Ensures compliance with legislation. Control / facilitation of training courses. Preparation and presentation of ad hoc subjects at national logistic conferences. Control / performing of performance assessments of personnel (term reviews / annual reviews). Management of human resources, finance and assets.

DEPUTY DIRECTOR: FUNDS AND SCHEMES

- National Head Office: Directorate: Facilities Fund Management (Ref: HO 2019/09/06)

Salary: R733 257 all-inclusive package

Requirements: Recognised degree or national diploma in Public Management or equivalent qualification. 3-5 years management experience in a comparable finance and social clubs environment. Computer literacy. Valid driver's licence.

Competencies and attributes: Financial management. Problem solving and decision making. Facilitation skills. Plan, organise, lead and control. Change management. Team leadership. Project management. Presentation skills. Conflict management. Report writing. Training and development. Training skills. Time management. Confidentiality. Coaching and mentoring. Understanding 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: Manage Facilities Funds and Schemes and ensure that funds and schemes are annually audited. Manage, develop and review facilities funds schemes clubs and messes policies, procedures, processes and guidelines. Monitor the implementation thereof. Manage and monitor the administering of sport fund portfolio as well as Widows and Orphans fund portfolios in terms of applicable policies, processes and guidelines. Manage and monitor the operations of the Karridene Resort in line with the agreement between DCS Facilities Fund and Protea Hotel Group (Marriot International). Manage the administering of clubs and messes operations. Management of human resources, finance and assets.

DEPUTY DIRECTOR: PROCUREMENT POLICY FORMULATION

- National Head Office: Directorate: Procurement Administration (Ref: HO 2019/09/07)

Salary: R733 257 all-inclusive package

Requirements: Recognised degree or national diploma in Procurement/Purchasing/Supply Chain Management or related field. 3-5 years junior management experience in a comparable environment. Computer literacy. Valid driver's licence.

Competencies and attributes: Policy coordination. Good communication skills. Financial management. Project and programme management. Change management. Client orientation and customer focus. Problem solving and analysis. Service delivery innovation. Decision making. People management and empowerment. Integrity and honesty. Confidentiality. Good interpersonal relations. Understanding of Public Service policy and legislative framework. Assertiveness. Ability to network. Diplomacy and tact. Influence and impact.

Responsibilities: Oversee the effective and efficient implementation of policies. Maintain uniformity in procurement practices in the department. Train acquisition/procurement practitioners in the department. Develop and maintain monitoring tool for compliance with procurement prescripts. Evaluate cost-efficiencies of procurement management control process and initiate improvement interventions. Compile training material on procurement and present to all relevant forums within DCS. Management of human resources, finance and assets.

DEPUTY DIRECTOR: TENDER MANAGEMENT

- National Head Office: Directorate: Procurement Administration (Ref: HO 2019/09/08)

Salary: R733 257 all-inclusive package

Requirements: Recognised degree/national diploma in Contract Management or equivalent qualification. 3-5 management experience in a similar environment. 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 and good interpersonal relations. Understanding of Public Service Policy and Legislative Framework. Knowledge of Supply Chain Management legislation and related prescripts. Knowledge of Government Procurement processes. Assertiveness, ability to network and diplomacy. Influence and impact and Change Management.

Responsibilities: Manage advertising, invitation and closing of bids, Manage the evaluation and adjudication of bids, Manage, support and advise on bid processes Manage the provision of secretariat services for bid evaluation and adjudication committees, Manage the application of Supply Chain Management (SCM) prescripts, Manage the signing of Service Level Agreement (SLA), Manage the rolling-out of contracts. Manage stakeholder relationship. Ensure that bid recommendations are in line with policies and prescripts. Management of resources (i.e. human, assets and financial). Manage performance information.

DEPUTY DIRECTOR: ACCOUNTS AND BOOKKEEPING

- National Head Office: Directorate: Financial Accounting (Ref: HO 2019/09/09)

Salary: R733 257 all-inclusive package

Requirements: An appropriate degree/national diploma in Finance related field with financial accounting or management accounting as a major subject or equivalent qualification. Minimum 3-5 years management experience in a similar environment. Must be willing to work outside normal working hours. Computer literacy. Valid driver's licence.

Competencies and attributes: Extensive knowledge of public finance management act. Good knowledge of treasury regulations and basic accounting systems. Project and programme management. Change management. Client orientation and customer focus. Problem solving and analysis. Service delivery. Innovation. Decision making. People management and empowerment. Integrity and honesty. Confidentiality. Good interpersonal relations. Understanding of Public Service policy and legislative framework. Assertiveness. Ability to network. Diplomacy and tact. Influence and impact. Policy coordination. Communication skills. Financial management skills.

Responsibilities: Administration of banking and cash flow management. Exercise control over exchequer accounts, departmental ledger and activity allocations. Ensure that all suspense accounts that must have zero balance at month-end and year end closure are zero to enable the department closes on its own BAS for the month- end and the financial year end. Analyze the general ledger and trial balance of the entire department and ensure that all accounts are correctly stated, for example, that all expenditure items should have debit balances only. Ensure that all suspense accounts are cleared. Coordinate and compile monthly compliance certificate. Prepare monthly financial statements, quarterly financial statements as well as annual financial statements. Manage Safety Web. Ensure that all officials under DD: Accounts and Bookkeeping responsibility receive necessary training. Monitor and supervise staff.

ASSISTANT DIRECTOR: PUBLIC PRIVATE PARTNERSHIPS (PPP) CONTRACT MANAGEMENT: KUTAMA SINTHUMULE

- National Head Office: Directorate: Contract Management (Ref: HO 2019/09/10)

Salary: R376 596 per annum

Requirements: Relevant degree/national diploma in Supply Chain Management /Finance or any other relevant tertiary qualification. 3-5 years management experience in contract management. Computer literate. Valid driver's licence.

Competencies and attributes: Knowledge of Public Finance Management Act (PFMA), Treasury Regulations, PPPFA, Labour Legislation, Public Service Act and Public Service Regulations. Multiple project and contract management skills. Analytical and research (quantitative and qualitative) skills. Financial management skills. Strategic planning and organizational skills. Problem solving skills. Communication (written, verbal and liaison) skills. People management skills. Internal / external networking skills. User knowledge of computer software related to research.

Responsibilities: Establish mechanisms for monitoring and regulating the implementation of, and performance of the Public Private Partnership agreement. Resolving disputes and differences with the private party. Generally overseeing the day-to-day management of the agreement. Ensure the distribution and implementation of contracts between the public sector and private companies. Ensure proper general contract administration. Ensure the administration of public private partnerships

deviation. Ensure compliance with commercial law when enacting penalties against suppliers for Public Private Partnerships. Consideration of appeals. Monitor supplier performance. Ensure proper safekeeping of contracts. Monitoring visits to practice. Managing of the manpower plan. Control / performing of performance assessments of personnel (term reviews / annual reviews). Management of human resources, finance and assets.

ASSISTANT DIRECTOR: CAPITAL EQUIPMENT AND PROJECTS

- National Head Office: Directorate: Contract Management (Ref: HO 2019/09/11)

Salary: R376 596 per annum

Requirements: Relevant degree/national diploma in Supply Chain Management /Finance or any other relevant tertiary qualification. 3-5 years management experience in contract management. Computer literate. Valid driver's licence.

Competencies and attributes: Knowledge of Public Finance Management Act (PFMA), Treasury Regulations, PPPFA, Labour Legislation, Public Service Act and Public Service Regulation. Multiple project and contract management skills. Analytical and research (quantitative and qualitative) skills. Financial management skills. Strategic planning and organizational skills. Problem solving skills. Communication (written, verbal and liaison) skills. People management skills. Internal / external networking skills. User knowledge of computer software related to research.

Responsibilities: Ensure the management of rental and lease contracts. Distribution and implementation of capital equipment and project contracts. General contract administration. Administration of capital equipment and project contracts deviations. Monitor supplier performance with regard to capital equipment and projects. Facilitate transversal / period contracts for capital equipment and projects. Monitoring visits to practice. Contract support to suppliers and end users. Management of human resources, finance and assets.

ASSISTANT DIRECTOR: IRREGULARITY MANAGEMENT

- National Head Office: Directorate: Contract Management (Ref: HO 2019/09/12)

Salary: R376 596 per annum

Requirements: Relevant degree/national diploma in Supply Chain Management /Finance or any other relevant tertiary qualification. 3-5 years management experience in Contract Management. Computer literate. Valid driver's licence.

Competencies and attributes: Knowledge of Public Finance Management Act (PFMA), Treasury Regulations and Labour Legislation relevant to the post. Client orientation and customer focus. Presentation skills. People and diversity management. Accountability and ethical conduct. Committed to high level of quality control. Good organizational and communication skills. Good financial management, facilitation, planning, organizing, change and time management skills. Strategic planning and organizational skills. Problem solving skills. Communication (written, verbal and liaison) skills. People management skills. Internal / external networking skills. User knowledge of computer software related to research.

Responsibilities: Monitor and ensure the prevention of irregular, wasteful and fruitless expenditures and provide advice on corrective steps. Undertake dispute resolution and ensure that all documentation are prepared and available to resolve disputes. Ensure the execution of disciplinary actions. Obtain results of disciplinary procedures. Ensure compliance with legislation. Monitoring visits to practice. Performance assessments of personnel (term reviews / annual assessment). Management of human resources, finance and assets.

ASSISTANT DIRECTOR: PROFESSIONAL SERVICES PROCUREMENT

- National Head Office: Directorate: Procurement Administration (Ref: HO 2019/09/13)

Salary: R376 596 per annum

Requirements: Recognized degree or national diploma in Purchasing Management or equivalent qualification. 3-5 years supervisory experience in supply chain management. Computer literate. Valid driver's licence.

Competencies and attributes: Communication skills. 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. Knowledge of supply chain management legislation and related prescripts. Knowledge of government procurement processes. Assertiveness. Ability to network and diplomacy.

Responsibilities: Manage the administration of bids for professional services. Ensure compliance to policy and prescripts with regard to appointments of bid specification and bid evaluation committees. Provide assistance and guidance during bid specification and evaluation committee meetings. Ensure that bids are advertised. Attend compulsory bid information meetings and provide guidance to bidding companies with regard to bidding processes. Ensure compliance with legislation and policies during opening, screening and evaluation of bids. Physical distribution of documents and safe storage thereof. Ensure that bid recommendations are in line with policies and prescripts. Attend bid adjudication committee meetings when required. Management of human resources, finance and assets.

ASSISTANT DIRECTOR: COMMODITY MANAGEMENT

- National Head Office: Directorate: Procurement Administration (Ref: HO 2019/09/14)
Salary: R376 596 per annum

Requirements: Recognized degree or national diploma in Purchasing management or equivalent qualification. 3-5 years supervisory relevant experience in a Supply Chain Management environment. Knowledge of Supply Chain Management processes, Treasury Regulations and PFMA. Computer literate. Valid driver's licence.

Competencies and attributes: Communication. Client orientation and customer focus. Problem solving and analysis. Service delivery innovation. Decision making. People management and empowerment. Integrity and honesty. Confidentiality. Good interpersonal relations. Understanding of Public Service policy and legislative framework. Knowledge of Supply Chain Management legislation and related prescripts. Knowledge of government procurement processes. Assertiveness. Ability to network and diplomacy.

Responsibilities: Conduct an industry and market analysis of the goods, works or services to be obtained by the department. Determine optimum method to satisfy the need for the required goods, work or services. Coordinate, review and collate information for demand management plan. Compile annual procurement plan. Monitor and assess compliance to the annual procurement plan. Coordinate, review and collate information for participation in transversal contracts. Compile product specifications. Management of human resources, finance and assets.

ASSISTANT DIRECTOR: CAPITAL PROCUREMENT

- National Head Office: Directorate: Procurement Administration (Ref: HO 2019/09/15)
Salary: R376 596 per annum

Requirements: Recognised degree or national diploma in Procurement/Purchasing/Supply Chain Management or related field. 3-5 years relevant supervisory experience. Computer literate. Valid driver's licence.

Competencies and attributes: Knowledge of BAS. Numeracy. Organizing. Service delivery and client orientation. Good communication skills. Telephone etiquette. Time management. Problem solving. Decision making. Financial management and interpersonal skills.

Responsibilities: Administration of bids. Ensure the evaluation of bids within the validity period. Administration of contracts. Ensure the distribution of contracts to end user and regions are done correctly. Preparation of bid committee. Ensure that the appropriate point system is utilized in the evaluation of bids. Management of human resources, finance and assets.

ASSISTANT DIRECTOR: PROCUREMENT POLICY IMPLEMENTATION AND CONTROL

- National Head Office: Directorate: Procurement Administration (Ref: HO 2019/09/16)
Salary: R376 596 per annum

Requirements: Recognised degree or national diploma in Procurement/Purchasing Management/Supply Chain Management. 3-5 years relevant supervisory experience. Computer literate. Valid driver's licence.

Competencies and attributes: Numeracy. Organizing. Good communication skills. Service delivery and client orientation. Telephone etiquette. Time management. Problem solving. Decision making. Financial management and interpersonal skills.

Responsibilities: Manage the formulation and implementation of procurement policy, procedures and delegated powers. Monitor, identify and correct deficiencies regarding procurement. Facilitate training on procurement administration within

the department. Handle enquiries regarding procurement policy and procedures. Continuous recordkeeping and reporting of irregular expenditure. Management of human resources, finance and assets.

ASSISTANT DIRECTOR: FLEET MANAGEMENT

- National Head Office: Directorate: Logistics (Ref: HO 2019/09/17)
Salary: R376 596 per annum

Requirements: Recognized degree or national diploma in Transport Management or equivalent qualification. 3-5 year's supervisory experience in fleet management. Knowledge of fleet management framework. Computer literate. Valid driver's licence.

Competencies and attributes: Knowledge on fleet management policies and guidelines. Project management. Communication skills. Problem solving and analysis. Service delivery innovation. Decision making. People management and empowerment. Integrity and honesty. Confidentiality. Good interpersonal relations. Service delivery and client orientation. Knowledge and application of Public Service policies and legislative framework. Treasury regulations. Ability to conduct research.

Responsibilities: Manage the budgeting, purchasing and the utilization of departmental fleet, subsidized and ministerial vehicles. Liaise with the appointed service provider for termination of contracts of subsidized vehicles. Maintain and update a register for all scheme A (subsidized) and scheme B applications. Assist with the development of fleet management policies and guidelines. Manage the disposal and losses of departmental, subsidized and ministerial vehicles. Management of human resources, finance and assets.

ASSISTANT DIRECTOR: ASSET/INVENTORY MANAGEMENT

- National Head Office: Directorate: Logistics (Ref: HO 2019/09/18)
Salary: R376 596 per annum

Requirements: Recognised degree or national diploma in Economics and Management Sciences (Commerce/Logistics/Public Administration, etc). 3-5 years related financial or asset management supervisory experience. Computer literate. Valid driver's licence.

Competencies and attributes: Knowledge of asset management framework and related asset management practice in the Public Service environment. Excellent verbal and written communication skills. Ability to plan. Must have strong leadership qualities, initiative and drive. Willingness to work outside normal working hours. Knowledge of the Public Finance Management Act, Treasury Regulations and Logistical Information System (LOGIS). Extensive knowledge of the LOGIS Web /LBIS/BAS/LOGIS Balanced Scorecard/Procurement Integration/Vulindlela.

Responsibilities: Maintain an accurate inventory register. Monitor and review the allocation of assets to asset holders. Promote correct implementation of sound asset management practices. Consolidate and analyze major and minor asset balancing and asset reconciliation monthly reports from regions. Report monthly on the performance of regions in asset management. Monitor and report the LOGIS Balance Score Card to management. Promote and obtain buy-in from all stakeholders regarding compliance to inventory management in the department. Compile inputs for the annual financial statement with regard to asset management. Ensure that all officials involved in asset management are trained. Execute responsibilities of officials as stipulated in Section 45 of the PFMA. Management of human resources, finance and assets.

ASSISTANT DIRECTOR: POLICY ADMINISTRATION

- National Head Office: Directorate: Policy and External Training (Ref: HO 2019/09/19)
Salary: R376 596 per annum

Requirements: Recognized degree or national diploma in Human Resources Development or equivalent qualification. 3-5 years appropriate experience in the field of Human Resource Development or Education Training and Development; conducting, research and policy development. Computer literate. Valid driver's licence.

Competencies and attributes: Ability to review policy, policy procedures, HRD circulars and directives. Facilitation, presentation, project management, communication and marketing skills. Report writing. Database management. Generic management, analytical, negotiation, research and diversity management skills. Assertive. Decisiveness. Customer service orientation. Tolerant. Initiative. Honesty and integrity. Emotional intelligence.

Responsibilities: Review, coordinate and administrate the HRD policies to all relevant national policies and applicable legislations. Coordinate; facilitate the Public Service internship programme (graduate and student interns) and their enrolment nationally. Coordinate the national internship programme Statistics. Conduct the monitoring and evaluation of Public Service Internship Programme nationally. Management of human resources, finance and assets.

ASSISTANT DIRECTOR: INFORMATION SECURITY

- National Head Office: Directorate: Security Standards (Ref: HO 2019/09/20)
Salary: R376 596 per annum

Requirements: Degree/national diploma in Security Management or equivalent qualification. 3-5 years relevant experience in a supervisory position in the information security environment. Computer literate. Valid driver's licence.

Competencies and attributes: Knowledge of Correctional Services Act 111 of 1998 as amended, regulations, policies and procedures. 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. Willingness to travel. 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.

Responsibilities: Coordinate information security activities within DCS. Monitor compliance to information security policy and procedures. Provide information security related report functions according to user requirements and acceptable standards. Perform threat and risk assessments regarding information security in the department. Ensure implementation of the MISS regarding the classification system of information. Conduct information security awareness programs in DCS. Maintain working relationship with other critical stakeholders (State Security Agency, SAPS etc.). Manage human resources, finance and assets. Management of human resources, finance and assets.

ASSISTANT DIRECTOR: BUDGET CONTROLLER: DEVELOPMENT AND CARE

- National Head Office: Directorate: Management Accounting (Ref: HO 2019/09/21)
Salary: R376 596 per annum

Requirements: Relevant three year degree/ national diploma in a financial management related field with Cost and Management Accounting as a major subject. 3-5 years relevant experience in budgeting or similar environment in a Senior State Accountant position. Computer literate. Valid driver's licence.

Competencies and attributes: Problem solving and decision making and facilitation skills. Plan, organize, lead and control. Change management, project management, presentation skill, conflict management, training and communication skills. Time management, confidentiality, coaching and mentoring. Extensive knowledge of the Public Finance Management Act (PFMA), 1999 and Treasury Regulations. Sound knowledge of government transversal systems including BAS and the budgeting process. Service delivery and client orientation, integrity and honesty, assertiveness, influence and impact. Ability to network. Strong leadership qualities, initiative and drive. Excellent verbal and written communication skills.

Responsibilities: Co-ordinate and consolidate departmental virement inputs and reprioritization of funds, shortfalls and surplus. Vote model Controller of the department and distribution of the original budget including reprioritized budget to the regions including Head Office. Coordinate DCS budget balancing on BAS and responsible for opening and closing the system for all regions including Head Office. It also includes the function of balancing of all the internal charges across all the regions. Monitor expenditure control which includes monitor performance between spending plan and actual expenditure and compile intervention plan to deviations. Draw expenditure reports, query regions on variances and maintain and update models to ensure that they are in line with all in year adjustments. Ensure that the department's limited budget is accurately and timeously allocated to address DCS critical and priority needs as far as possible thereby ensuring the attainment of the annual target (% of the budget spent). Management of human resources, finance and assets.

ASSISTANT DIRECTOR: BUDGET PLANNER

- National Head Office: Directorate: Management Accounting
- Programmes: Incarceration and Social Reintegration (Ref: HO 2019/09/22)
Rehabilitation and Care (Ref: HO 2019/09/23)

Salary: R376 596 per annum

Requirements: Relevant three year degree/ national diploma in a financial management related field with Cost and Management Accounting as a major subject. 3-5 years relevant experience in budgeting or similar environment as a Senior State Accountant. Computer literate. Valid driver's licence.

Competencies and attributes: Problem solving, decision making and facilitation skills. Plan, organize, lead and control. Change management, project management, presentation, conflict management, training and communication skills. Time management. Confidentiality. Coaching and mentoring. Extensive knowledge of the Public Finance Management Act (PFMA), 1999 and Treasury Regulations. Sound knowledge of Government transversal systems including BAS and the budgeting process. Service delivery and client orientation, integrity and honesty, assertiveness, influence and impact and ability to network. Strong leadership qualities, initiative and drive. Excellent verbal and written communication skills.

Responsibilities: Advise and assist managers with costing of short, medium and long term plans. Manage and advise on the re-prioritization of funds to ensure that they are directed and utilized to the best achievement of the departmental objectives. Manage consolidation of budget inputs from regions. Evaluate and interrogate inputs from regions for the Medium term Expenditure Framework (MTEF) budget and Estimates of National Expenditure (ENE). Ensure that the department complies with the PFMA, Treasury Regulations and Treasury guidelines for the compilation and submission of the Medium Term Expenditure Framework (MTEF) budget and the Estimates of National Expenditure (ENE). Manage alignment of departmental budget with the operational and strategic plans. Manage the breakdown per month of anticipated revenue and expenditure for that financial year. Develop, implement and maintain budget planning policies and procedures. Manage reporting of relevant and critical financial management information to senior management and external stakeholders. Ensure effective utilization and control over resources of the sub-directorate. Execute responsibilities of officials as stipulated in section 45 of the PFMA. Management of human resources, finance and assets.

SENIOR STATE ACCOUNTANT: BUDGET CONTROLLER: PERSONNEL AND REVENUE

- National Head Office: Directorate: Management Accounting (Ref: HO 2019/09/24)

Salary: R316 791 per annum

Requirements: Relevant three year degree/ national diploma in a financial management related field with Cost and Management Accounting as a major subject. Minimum of three (3) years relevant experience in budgeting or similar environment. Computer literate. Valid driver's licence.

Competencies and attributes: Sound knowledge of BAS and the budgeting process. Good knowledge of Public Finance Management Act, Treasury Regulations. Report writing, problem solving, interpersonal relations, policy implementation, conflict resolution, communication and typing skills. Integrity and honesty, friendly and adaptability, confident, self-discipline, ability to work under pressure and punctuality. Excellent verbal and written communication skills.

Responsibilities: Support the Assistant Director with the analysis and control of budget and expenditure and advise senior managers on the best decision to take in line with the achievements of the strategic objectives of the department. Ensure economical, effective and efficient utilization of budget allocated to the department. Interrogate and report on deviations per month against anticipated revenue and expenditure for that financial year. Advise on adherence to policy and procedure in respect of budget control and monitoring. Execute responsibilities of officials as stipulated in section 45 of the PFMA. Overall departmental budget and expenditure monitoring and control in order to prevent over and under spending of the budget. Financial reporting. Manage interrogation of deviations per month of actual figures against the anticipated monthly breakdown of revenue and expenditure and report/correct accordingly. Perform secretariat functions of cash flow monitoring and technical budget committee forums. Management of human resources, finance and assets.

SENIOR STATE ACCOUNTANT: PROGRAMME CONTROLLER: ADMINISTRATION

- National Head Office: Directorate: Management Accounting (Ref: HO 2019/09/25)

Salary: R316 791 per annum

Requirements: Relevant three year degree/ national diploma in a financial management related field with Cost and Management Accounting as a major subject. Minimum of three (3) years relevant experience in budgeting or similar environment. Computer literate. Valid driver's licence.

Competencies and attributes: Sound knowledge of BAS and the budgeting process. Good knowledge of Public Finance Management Act, Treasury Regulations. Report writing, problem solving, interpersonal relations, policy implementation, conflict resolution, communication and typing skills. Integrity and honesty, friendly and adaptability, confident, self-discipline, ability to work under pressure and punctuality. Excellent verbal and written communication skills.

Responsibilities: Support the Assistant Director Budgets with analysis and control of budget and expenditure to advise senior managers on the best decision to take in line with the achievements of the strategic objectives of the Department. Ensure economical, effective and efficient utilization of budget allocated to the Department. Maintain the master copy of the relevant programmes approved budget and ensure fair distribution, capturing and maintenance thereof on the financial system and monitor budget balancing on BAS on a monthly basis. Provide monthly in year monitoring inputs on the relevant programme with regard to state of expenditure as well as anticipated expenditure. Advise on the re-prioritization of funding on detecting planning deviations and report areas of risk to programme manager. Interrogate and report on deviations per month against anticipated revenue and expenditure for that financial year. Compilation and submission of monthly, quarterly and annual Appropriation statement. Monitor the rectification of misallocation of budget as well as the expenditure and compile a variance analysis report on a monthly basis. Advise on adherence to policy and procedure in respect of budget control. Execute responsibilities of officials as stipulated in section 45 of the PFMA. Management of human resources, finance and assets.

SENIOR PROVISIONING ADMINISTRATION OFFICER: GENERAL STOCK PROCUREMENT

- National Head Office: Directorate: Procurement Administration (Ref: HO 2019/09/26)
Salary: R316 791 per annum

Requirements: Recognised bachelor's degree/national diploma in Procurement/ Supply Chain Management. 3-5 years appropriate experience. Knowledge of LOGIS system. Computer literate. 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. Willingness to travel.

Responsibilities: Facilitate the implementation of procurement policy in the region. Undertaking/management of procurement inspections. Undertaking of procurement investigations. Maintain updated records of purchased products, delivery information and invoices. Management of procurement infrastructure. Management of human resources, finance and assets.

SENIOR PROVISIONING ADMINISTRATION OFFICER: TENDER COMMITTEE SECRETARIAT

- National Head Office: Directorate: Procurement Administration (Ref: HO 2019/09/27)
Salary: R316 791 per annum

Requirements: Degree or national diploma in Purchasing Management or equivalent qualification. 3-5 years relevant experience in supply chain management. Computer literate. Valid driver's licence.

Competencies and attributes: Knowledge of the PFMA and Treasury Regulations. Communication skills. 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. Knowledge of supply chain management legislation and related prescripts. Knowledge of government procurement processes. Assertiveness. Ability to network and diplomacy.

Responsibilities: Ensure that bid documents are correct and available for issuing to prospective bidders. Issue advertised bids to prospective bidders. Keep record of bids issued to prospective bidders. Execute the administration of the bid adjudication committees. Ensure the correctness of recommendations submitted for consideration by the adjudication committees. Arrange bid adjudication committee meetings. Compile minutes of the bid adjudication committee meetings. Ensure the execution of the decisions of the bid adjudication committee meetings. Ensure that information of the bids approved is captured on National Treasury Contract Information System. Management of human resources, finance and assets.

SENIOR PROVISIONING ADMINISTRATION OFFICER: PROFESSIONAL SERVICES: PROCUREMENT

- National Head Office: Directorate: Procurement Administration (Ref: HO 2019/09/28)
Salary: R316 791 per annum

Requirements: Recognized degree/national diploma in Supply Chain Management or equivalent qualification. 3-5 years' relevant experience in a similar environment. Computer literate. Valid driver's licence.

Competencies and attributes: Communication, client orientation and customer focus, problem solving and analysis, service delivery innovation, decision making, people management and empowerment, integrity and honesty, confidentiality and good interpersonal relations. Understanding of Public Service Policy and Legislative Framework. Knowledge of Supply Chain Management legislation and related prescripts. Knowledge of Government Procurement processes. Assertiveness, ability to network and diplomacy.

Responsibilities: Support end users and bid specification committees with compilation of specifications/terms of reference and functionality. Compile price quotations/ bid documents. Advertise tender bids and attend compulsory meetings and brief bidders regarding procurement processes. Evaluate price quotations/bids and compile recommendations. Attend Bid Specifications and Evaluation Committee meetings. Verify restriction and tender defaulter history of bidders on Treasury web site. Advertise bid results and ensure that information of bids approved is captured on National Treasury Contract Information System. Ensure safe keeping of bid documentation. Manage the human and financial resources and assets. Management of performance information.

SENIOR ADMINISTRATION OFFICER: SELECTIONS

- National Head Office: Directorate: HR Administration and Utilization (Ref: HO 2019/09/29)
Salary: R316 791 per annum

Requirements: Recognised degree or national diploma in Human Resource Management or equivalent qualification. 3-5 years' experience in a similar environment. Computer literate. Valid driver's licence.

Competencies and attributes: Knowledge of HR Policies related to leave, performance assessment, discipline, grievances, skills development, occupational health and safety, employee wellness, remuneration and allowances. Knowledge of DCS Financial Policy regarding claims, expenditure, advances, payments and invoices. Good communication skills. Problem solving and listening skills. Knowledge of Public Service Regulations and Employee Relations Act. Policy development including analysis, monitoring, evaluation and implementation. Information collection, analysis, interpretation and dissemination with regard to HR policies, acts and regulations. Knowledge of Basic Conditions of Employment Act, HR Mandates and Employment Equity Act.

Responsibilities: Development and monitoring of policies on selection. Manage the shortlisting process. Manage the shortlist panel. Application of selection instrument. Management of interview process and interview panel proceedings. Compilation of submission on the outcome of results during interview proceedings. Provide inputs during the formulation of HR policies. Ensure compliance to HR policies within the division. Approval of leave. Conduct merit assessment of staff. Determine the training needs of staff. Arrangement of training for staff. Resolution of conflicts/grievances of staff. Compilation of reports (monthly and quarterly reports). Management of human resources, finance and assets.

SENIOR ADMINISTRATION OFFICER: DEVELOPMENT SUPPORT

- Kroonstad Training College: Directorate: Core Curriculum (Ref: HO 2019/09/30)
Salary: R316 791 per annum

Requirements: Recognised three (3) year degree or national diploma in Human Resource Development or equivalent qualification. 3-5 years' experience in human resource development environment. Computer literate. Valid driver's licence.

Competencies and attributes: Coordination and organising skills. Training skills. Human Resource Development skills. Analytical and innovative skills. Coaching and mentoring skills. Knowledge of applicable legislations, policies, and regulations. Communication skills. Interpersonal skills. Time management. Problem solving skills.

Responsibilities: Coordinate and ensure the availability of required training materials and sub inventories. Coordinate and ensure the setting up of lecture halls. Coordinate the setting up of equipment for presentations and events. Management of human resources, finance and assets.

FACILITATOR

- Zonderwater Training College: Directorate: Core Curriculum (Ref: HO 2019/09/31)
Salary: R257 508 per annum

Requirements: Recognized degree or national diploma in Education Training Development Practices or equivalent qualification. 2-3 years' experience in a similar environment. Complete OD-ETP certificate will be an added advantage. Knowledge and skills in presenting of firearm training will be an added advantage. Completed assessor training. Computer literate. Valid driver's licence.

Competencies and attributes: Communication and facilitation skills. 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. Assertiveness. Ability to network and diplomacy.

Responsibilities: Presenting of instructional learning. Prepare for experiential learning. Implement training and development processes. Research new international and national trends in corrections. Evaluate training and give feedback. Knowledge of training-related administration and financial management. Training of learners. Responsible for the facilities and equipment in the section. Management of human resources, finances and assets. Management of learners and ensuring the deadlines of facilities i.e sleeping accommodation of learners and training rooms.

CLERK: STORES (TRANSIT)

- Kroonstad Training College: Directorate: Core Curriculum (Ref: HO 2019/09/32)
Salary: R173 703 per annum

Requirements: Grade 12 or equivalent. Knowledge of LOGIS, LAP and related experience in a comparable environment will be an added advantage. Computer literate.

Competencies and attributes: Knowledge of PFMA and Treasury Regulations. Knowledge of supply chain management framework. Communication skills. 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. Knowledge of government procurement processes. Assertiveness. Ability to network and diplomacy.

Responsibilities: Safekeeping of items in transit. Bar coding of assets received. Acknowledgement of receipts and issue voucher register. Monitor movement and face value forms. Checking the stock received for quality and quantity. Management of assets.

CLERK: STORES (WAREHOUSE)

- Kroonstad Training College: Directorate: Core Curriculum (Ref: HO 2019/09/33)
Salary: R173 703 per annum

Requirements: Grade 12 or equivalent. Knowledge of LOGIS, LAP and related experience in a comparable environment will be an added advantage. Computer literate.

Competencies and attributes: Knowledge of PFMA and Treasury Regulations. Knowledge of supply chain management framework. Communication skills. 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. Knowledge of government procurement processes. Assertiveness. Ability to network and diplomacy.

Responsibilities: Safekeeping, storage and care of items in the warehouses. Keeping/updating bin cards. Handling of key register (G304) for effective control over keys. Marking of all A-Class accountable stock and equipment and E-Class accountable stock. Sign Z584 for warehouses. Management of assets.

CLERK: STORES (POSTING)

- Kroonstad Training College: Directorate: Core Curriculum (Ref: HO 2019/09/34)

Salary: R173 703 per annum

Requirements: Grade 12 or equivalent. Knowledge of LOGIS, LAP and related experience in a comparable environment will be an added advantage. Computer literate.

Competencies and attributes: Knowledge of PFMA and Treasury Regulations. Knowledge of supply chain management framework. Communication skills. 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. Knowledge of government procurement processes. Assertiveness. Ability to network and diplomacy.

Responsibilities: Register requisitions and vouchers on LOG 10 files. Capture transactions on LOGIS. Posting of external as well as internal receipt/issue vouchers. Posting of extra ordinary receipts and issues. Channeling of vouchers to warehouse for issuing. Filing of requisitions and vouchers. Update LOG 10 files and filing documentation numerically as registered. Handling of enquiries from cost centres. Management of assets.

CLERK: ASSET INVENTORY MANAGEMENT

- National Head Office: Directorate: Logistics (Ref: HO 2019/09/35)

Salary: R173 703 per annum

Requirements: Grade 12 or equivalent. Relevant experience in a comparable environment will be an added advantage. Computer literate.

Competencies and attributes: Knowledge of PFMA and treasury regulations. Knowledge of supply chain management framework. Communication skills. 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. Knowledge of government procurement processes. Assertiveness. Ability to network and diplomacy.

Responsibilities: Updating of asset register, asset balancing and reconciliation. Conducting monthly spot checks. Conduct asset verification and asset disposals. Management of assets.

CLERK: STORES

- National Head Office: Directorate: Logistics (Ref: HO 2019/09/36)

Salary: R173 703 per annum

Requirements: Grade 12 or equivalent. Relevant experience in a comparable environment will be an added advantage. Computer literate.

Competencies and attributes: Knowledge of PFMA and treasury regulations. Knowledge of supply chain management framework. Communication skills. 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. Knowledge of government procurement processes. Assertiveness. Ability to network and diplomacy.

Responsibilities: Administer all goods received. Render asset administrative support. General office administration support. Management of assets.

ADMINISTRATION CLERK: POLICY COORDINATION

- National Head Office: Directorate: Policy and Procedure Coordination (Ref: HO 2019/09/37)

Salary: R173 703 per annum

Requirements: Grade 12 or equivalent. Relevant experience in a comparable environment will be an added advantage. Computer literate.

Competencies and attributes: Conversant with acts. Policy/legislative. Problem solving and decision making. Ability to interpret policy/legislation. Report writing. Time management. Confidentiality. Understanding of Public Service policy and legislative framework. Service delivery and client orientation. Integrity and honesty. Assertiveness. Willingness to travel. Influence and impact. Ability to network.

Responsibilities: Provide administrative support functions. Ensure compliance and execution of logistical functions. Effective administration and arrangement for transport (air and hired vehicles) and accommodation. Ensure all documents are filed according to the filing system of DCS. Safe keeping of files. Ensure compliance and execution of financial functions.

ADMINISTRATION CLERK: BURSARY ADMINISTRATION

- National Head Office: Directorate: Policy and External Training (Ref: HO 2019/09/38)
Salary: R173 703 per annum

Requirements: Grade 12 or equivalent. Relevant experience in a comparable environment will be an added advantage. Computer literate.

Competencies and attributes: Conversant with acts. Policy/legislative. Problem solving and decision making. Ability to interpret policy/legislation. Report writing. Time management. Confidentiality. Understanding of Public Service policy and legislative framework. Service delivery and client orientation. Integrity and honesty. Assertiveness. Willingness to travel. Influence and impact. Ability to network.

Responsibilities: Open files for all bursary holders. Prepare and submit quarterly progress report. Provide bursary information to Directorate Training Standards. Assist in the placement of external bursars. Ensure that bursary extensions, change of study directions/ study institution or conversion of bursary from full-time to part-time are properly managed. Implement best practices pertaining to finance and assets.

HR CLERK: PERSONNEL ADMINISTRATION

- Kroonstad Training College (Ref: HO 2019/09/39)
Salary: R173 703 per annum

Requirements: Grade 12 or equivalent. Relevant experience in a comparable environment will be an added advantage. Computer literacy.

Competencies and attributes: Report writing, Problem solving skills, Interpersonal relations. Policy implementation. Conflict resolution. Communication skills. Typing skills. Integrity and honesty. Friendly and adaptability. Confident. Self-discipline. Ability to work under pressure. Punctuality.

Responsibilities: Administer the implementation of HR policies such as leave administration, state accommodation, performance management, development system grievances, disciplinary procedure and injury on duty, transfers and termination of services. Communication policy matters. Arrange personnel meetings. Update and maintain Z8, Z168 and compiling duty list. Compile G224. Capture and process PERSAL transactions. Process leave gratuities. Management of finance and assets.

APPOINTMENTS UNDER THE CORRECTIONAL SERVICES ACT

DEPUTY DIRECTOR: PAROLE PROFILE MANAGEMENT [NCB 4]

- National Head Office: Directorate: Pre-Release Resettlement (Ref: HO 2019/09/40)
Salary: R756 906 per annum

Requirements: Relevant NQF level 6 qualification in Behavioural Science. At least 7 years (combined) relevant experience on supervision and junior management production levels. Successful completion of the Correctional Science Learnership or Basic Training. Computer literate. Valid driver's licence.

Competencies and attributes: Analytical thinking skills. Research, report writing, presentation, communication and leadership skills. Problem solving and analysis. Service delivery innovation. Decision making. People management and empowerment. Integrity and honesty. Confidentiality. Good interpersonal relations.

Responsibilities: Management of submission of lifers profiles to and from the National Council for Correctional Services. Manage offenders' complaints and requests from offenders or interested parties. Monitor functioning of audio visual system in the Correctional Supervision and Parole Boards. Management of parliamentary and media questions. Market parole policies, procedures and other guidelines through the intranet. Policy formulation. Manage human resources, finance and assets.

DEPUTY DIRECTOR: COMMUNITY INVOLVEMENT [NCB 4]

- National Head Office: Directorate: Community Liaison (Ref: HO 2019/09/41)

Salary: R756 906 per annum

Requirements: Relevant NQF level 6 qualification in Behavioural Science. At least 7 years (combined) relevant experience on supervision and junior management production levels. Successful completion of the Correctional Science Learnership or Basic Training. Computer literate. Valid driver's licence.

Competencies and attributes: Self-confidence, honest, passionate and reliable. Good analytical thinking skills. Good communication, negotiation, networking, listening and interpersonal skills. Sound financial management. Problem solving, decision making, presentation and facilitation skills. Good self-management, time management, conflict management, stress management and project management skills. Monitoring and evaluation skills. Mentoring. Implementation of performance standards. Good report writing skills. Planning and coordination.

Responsibilities: Formalise partnership aimed at promoting corrections as a societal responsibility. Implement a framework on social reintegration. Develop and implement policy procedures on social reintegration and community/liason participation. Develop guidelines on the role of primary and secondary levels of community organisations. Facilitate after care services for the continuation of ex-offenders. Ensure that the sub-directorate is managed in accordance with the Public Finance Management Act (PFMA) and other relevant laws. Develop an operational plan for the sub directorate. Manage human resources, finance and assets.

ASSISTANT DIRECTOR: MONITORING AND EVALUATION [NCB 3]

- National Head Office: Directorate: Community Liaison (Ref: HO 2019/09/42)

Salary: R392 004 per annum

Requirements: Relevant NQF 6 qualification in Behavioural Sciences. At least five (5) years' experience gained in a supervisory post (NCB 2). Successful completion of Corrections Science Learnership/Basic Training. Computer literate. Valid driver's licence.

Competencies and attributes: Knowledge of the Public Service Act, regulations, policies and procedures. Analytical, problem solving, report writing, negotiation, listening, communication, research, facilitation and presentation skills. Networking/liason with internal and external stakeholders. Project Management. Monitoring and evaluation skills, financial management, interpersonal relations and the ability to initiate change.

Responsibilities: Develop national policies and procedures in terms of community liaison. Monitor and evaluate policy implementation. Design the monitoring tool. Manage and co-ordinate the activities of community involvement. Liaise with relevant external service providers involved in rendering community involvement services. Management of information and resources.

ASSISTANT DIRECTOR: TRENDS AND PRACTICES [NCB 3]

- National Head Office: Directorate: Community Liaison (Ref: HO 2019/09/43)

Salary: R392 004 per annum

Requirements: Relevant NQF 6 qualification in Behavioural Sciences. At least five (5) years' experience gained in a supervisory post (NCB 2). Successful completion of Corrections Science Learnership/Basic Training. Computer literate. Valid driver's licence.

Competencies and attributes: Knowledge of the Public Service Act, regulations, policies and procedures. Analytical, problem solving, report writing, negotiation, listening, communication, research, facilitation and presentation skills. Networking/liason with internal and external stakeholders. Project Management.

Responsibilities: Co-ordinate the activities of trends and practices. Develop policy and guidelines on trends and practices. Develop mechanisms for the evaluation and monitoring of trends and practices. Deal with enquiries from regions/management areas, parliament and the media. Ensure adherence to policies and guidelines by functionaries. Manage the allocated budget of the sub-directorate in accordance with the PFMA and other relevant policies, procedures and legislation. Management of information and resources.

SENIOR CORRECTIONAL POLICY ADMINISTRATOR: PRELEASE PREPARATIONS [NCB 2]

- National Head Office: Directorate: Supervision (Ref: HO 2019/09/44)
Salary: R329 781 per annum

Requirements: Relevant NQF 6 qualification in Behavioural Sciences. At least 5 years relevant experience in a production post (NCB1). Successful completion of the Correctional Science Learnership/Basic Training. Computer literate. Valid driver's licence.

Competencies and attributes: Facilitation and coordination skills. Good communication Skills. Planning and organizing. Good liaison skills with other role players/clients. Report writing, analytical, rational decision making and interpersonal skills. Professionalism and integrity. Creativity and innovative thinking.

Responsibilities: Administer and coordinate the activities of benefits and employment for probationers and paroles. Participate in the development of policies, processes and guidelines for benefits and employment for probationers and parolees. Develop database for benefits of probationers and parolees. Provide administrative support to the Directorate: Supervision Parolees and Probationers. Manage human resources, finance and assets.

SENIOR CORRECTIONAL OFFICER: PHYSICAL TRAINING [NCB 2]

- Kroonstad Training College (Ref: HO 2019/09/45)
Salary: R329 781 per annum

Requirements: Relevant NQF 6 qualification in Behavioural Sciences. At least 5 years relevant experience gained in a production post (NCB1). Successful completion of the Correctional Science Learnership or Basic Training. OD-ETDP certificate will be an added advantage. Registration as an assessor and moderator will be an added advantage. Computer literate. Valid driver's licence.

Competencies and attributes: In-depth knowledge of DCS training policies, legislations/regulations and procedures pertaining to skills development, equity issues, labour relations. Knowledge of SAQA policies, NQF and SASSETA guidelines. Good communication, coordination and organizing skills. Good interpersonal relations. Integrity and honesty. Client orientation and customer focus. Problem solving and analysis. Service delivery innovation. Decision making. People management and empowerment. Confidentiality.

Responsibilities: Prepare for physical training during instructional learning. Supervision of training and development processes. Research new international and national movements. Evaluate training and give feedback. Training related administration. Manage training of learners. Manage human resources, finance and assets.

SENIOR CORRECTIONAL POLICY ADMINISTRATOR: INTERNAL SECURITY OPERATIONS [NCB 2]

- National Head Office: Directorate: Security Management Services (Ref: HO 2019/09/46)
Salary: R329 781 per annum

Requirements: Relevant NQF 6 qualification in Behavioural Sciences. At least 5 years relevant experience gained in a production post (NCB1). Successful completion of the Correctional Science Learnership or Basic Training. Computer literate. Valid driver's licence.

Competencies and attributes: Knowledge of security policies and procedures. Knowledge of the Correctional Services Act, Act 111 of 1998, as amended. Firearm skills and the use of relevant security technology. Communication skills. Sound knowledge of security processes in a correctional environment. Analytical, organisational and excellent leadership skills. Knowledge of minimum security standards. Project management experience. Listening and problem solving skills. Networking / Liaison with stakeholders. Disciplined, committed and observant.

Responsibilities: Assist in the development of policy and procedures and maintenance with regard to security operations in DCS. Assist in the development of security strategies to deal with security risks and trends. Coordinate security during emergencies involving inmates. Coordinate training of security staff. Liaise with regions and other stakeholders. Finance and logistics management.

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.

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

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

• CV's should be aligned to reflect one's degree of compliance with the advert requirements and responsibilities. It is the sole responsibility of an applicant to ensure that their application reaches DCS before **28 October 2019 @ 15h45.**

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

NATIONAL HEAD OFFICE: Department of Correctional Services, Post Advertisement Section, Private Bag X136, Pretoria, 0001 **OR hand deliver at:** 124 WF Nkomo Street, Poyntons Building, Cnr WF Nkomo and Sophie De Bruyn Street, Pretoria, 0001 (Previous: Cnr Church and Schubart Street). **Contact persons:** Mr TO Mokhele 012 307 2173/Mr Y Naidoo 012 307 2079/Ms M Marais 012 307 2079/Ms TP Baloyi 012 305 8589.

