



## correctional services

Department:  
Correctional Services  
REPUBLIC OF SOUTH AFRICA

DEPARTMENT OF CORRECTIONAL SERVICES  
CLOSING DATE: 4 NOVEMBER 2022 @ 15H45

### APPOINTMENTS UNDER THE CORRECTIONAL SERVICES ACT

#### DEPUTY DIRECTOR: SUPERVISION SERVICES [NCB4]

- National Head Office: Directorate: Supervision Services (Ref: HO 2022/10/73)  
**Salary: R768 261 all-inclusive package**

**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. Top secret security classification will be 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 and in depth understanding of safety and security in a correctional environment. Integrity and honesty, confidentiality and good interpersonal relations. Knowledge of the Correctional Services Act, Act 111 of 1998, as amended. Assertiveness, ability to network, diplomacy and tactful, resilient, influence and impact.

**Responsibilities:** Facilitate the development of operational plan in line with parole and correctional supervision. Oversee research initiatives with regard to national and international trends of correctional and parole supervision. Coordinate the development and formulation of legislations, regulations, policies, manuals and guidelines with regard to correctional and parole supervision. Manage and attend to enquiries from parliament or any other person or institution. Manage and attend to enquiries from practice. Manage and consolidate and provide inputs with regard to strategic documents, interpretation of legislation, regulations, policy, manuals and guidelines. Manage and ensure marketing and liaison with various stakeholders (internal and external). Monitoring and evaluation on the implementation of parole and correctional supervision. Manage human resources, finance and assets.

#### DEPUTY DIRECTOR: SECURITY SUPPORT [NCB4]

- National Head Office: Directorate: Security Management Services (Ref: HO 2022/10/74)  
**Salary: R768 261 all-inclusive package**

**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. Top secret security classification will be 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 and in depth understanding of safety and security in a correctional environment. Integrity and honesty, confidentiality and good interpersonal relations. Knowledge of the Correctional Services Act, Act 111 of 1998, as amended. Assertiveness, ability to network, diplomacy and tactful, resilient, influence and impact.

**Responsibilities:** Development and maintenance of national policy, standards and policy procedures regarding security equipment, technology and systems in DCS. Drafting /compilation of specifications and/or amendments of specifications. Evaluation of tenders. Development and maintenance of security technology, equipment and system strategies. Management of security technology, systems and equipment projects. Training of staff on security technology systems. Manage the maintenance of contracts for security systems. Management of human resources, finance and assets.

#### DEPUTY DIRECTOR: SECURITY OPERATIONS [NCB4]

- National Head Office: Directorate: Security Management Services (Ref: HO 2022/10/75)  
**Salary: R768 261 all-inclusive package**

**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. Top secret security classification will be an added advantage. Computer literate. Valid driver's licence.

**Competencies and attributes:** Firearm skills and the use of relevant security technology. Financial management. Problem solving, decision-making and facilitation skills. Plan, organize, lead and control. Change management. Team leadership. Project management. Presentation skills. Conflict management. Report writing. Training and development. Time management. Coaching and mentoring. Understanding of public services policy and legislative framework. Service delivery and client orientation. Integrity and honesty. Willingness to travel. Applied strategic thinking. Good interpersonal relations, Knowledge of the Correctional Services Act, Act 111 of 1998, as amended. Assertiveness, ability to network, diplomacy and tactful, resilient, influence and impact.

**Responsibilities:** Manage the development and implementation of security operation policies and procedures. Manage the coordination and ensure the existence of reliable security operations systems. Manage risk assessment security operation systems. Evaluate and improve security operations measures and procedures. Manage human resources, finance and assets.

#### **DEPUTY DIRECTOR: OFFENDER PROFILING [NCB4]**

- National Head Office: Directorate: Risk Profile Management (Ref: HO 2022/10/76)

**Salary: R768 261 all-inclusive package**

**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. Top secret security classification will be an added advantage. Computer literate. Valid driver's licence.

**Competencies and attributes:** Firearm skills and the use of relevant security technology. Financial management. Problem solving, decision-making and facilitation skills. Plan, organize, lead and control. Change management. Team leadership. Project management. Presentation skills. Conflict management. Report writing. Training and development. Time management. Coaching and mentoring. Understanding of public services policy and legislative framework. Service delivery and client orientation. Integrity and honesty. Willingness to travel. Applied strategic thinking. Good interpersonal relations, Knowledge of the Correctional Services Act, Act 111 of 1998, as amended. Assertiveness, ability to network, diplomacy and tactful, resilient, influence and impact.

**Responsibilities:** Control the development and mechanisms to establish profile of offenders. Conduct in-depth survey with the goal of profiling the offender population. Control the development and mechanism to establish and profile crime categories. Assess the programming needs of offenders based on their profiles and crime committed. Policy formulation. Ensure the development, implementation and monitoring of policies. Strategic planning. Compile operational and action plans to achieve the strategic objective of the department as set out in its strategic plan. Organizing and prioritizing of work. Ensure that predetermined goals and objectives are attained. Serve as nodal communication/liaison point for the sub directorate. Represent the department at various external and government forums when requested. Management of human resources, finance and assets.

#### **DEPUTY DIRECTOR: OFFENDING BEHAVIOUR ASSESSMENT [NCB4]**

- National Head Office: Directorate: Risk Profile Management (Ref: HO 2022/10/77)

**Salary: R768 261 all-inclusive package**

**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. Top secret security classification will be an added advantage. Computer literate. Valid driver's licence.

**Competencies and attributes:** Firearm skills and the use of relevant security technology. Financial management. Problem solving, decision-making and facilitation skills. Plan, organize, lead and control. Change management. Team leadership. Project management. Presentation skills. Conflict management. Report writing. Training and development. Time management. Coaching and mentoring. Understanding of public services policy and legislative framework. Service delivery and client orientation. Integrity and honesty. Willingness to travel. Applied strategic thinking. Good interpersonal relations, Knowledge of the Correctional Services Act, Act 111 of 1998, as amended. Assertiveness, ability to network, diplomacy and tactful, resilient, influence and impact.

**Responsibilities:** Develop, coordinate and monitor the implementation of policies, procedures and systems. Develop, coordinate, monitor and evaluate the implementation of offender risk and needs assessment and profile tools. Develop and facilitate the

implementation of the security classification and reclassification tools for sentenced offenders. Management of human resources, finances and assets. Control of research and design of databank on offender behaviour. Participate in strategic planning sessions.

**DEPUTY DIRECTOR: SAFETY OPERATIONS AND SUPPORT [NCB4]**

- National Head Office: Directorate: Remand Detention Systems and Safety (Ref: HO 2022/10/78)  
**Salary: R768 261 all-inclusive package**

**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. Top secret security classification will be an added advantage. Computer literate. Valid driver's licence.

**Competencies and attributes:** Analytical thinking skills. Research skills. 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. Knowledge and understanding of safety legislation (ISO 9001, 14001, 18000 and SHEQ).

**Responsibilities:** Management of safety services in correctional centres for remand detainees. Management of high-risk detainees. Development of policies regarding safety. Development of training framework for officials working in remand detention facilities. Evaluation of safety and security tenders. Manage human resources, finance and assets. Ensure security evaluation and reports within national and regional offices and other relevant role players. Conduct research into new practices.

**DEPUTY DIRECTOR: OFFENDER REINTEGRATION [NCB4]**

- National Head Office: Directorate: Community Corrections (Ref: HO 2022/10/79)  
**Salary: R768 261 all-inclusive package**

**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. Top secret security classification will be an added advantage. Computer literate. Valid driver's licence.

**Competencies and attributes:** Knowledge of the Correctional Services Act, Act 111 of 1998. Communication skills. Interpersonal skills. Negotiation skills. Facilitation skills. Analytical skills. Decision making. Problem solving. Project and programme management. Change management. Stakeholder management. People management and empowerment. Integrity and honesty. Confidentiality. Assertiveness. Ability to network. Reliable.

**Responsibilities:** Minimize obstacles for the successful reintegration of released offenders into their communities. Monitor and evaluate policy and procedures. Marketing and liaison with internal and external stakeholders. Design monitoring tools for the evaluation of services rendered by service providers to released offenders. Evaluate the impact of social reintegration process. Develop an operational plan for the sub-directorate. Management of human resources, finance and assets.

**DEPUTY DIRECTOR: SOCIAL PROFILING AND NETWORKING [NCB4]**

- National Head Office: Directorate: Community Corrections (Ref: HO 2022/10/80)  
**Salary: R768 261 all-inclusive package**

**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. Top secret security classification will be an added advantage. Computer literate. Valid driver's licence.

**Competencies and attributes:** Communication, interpersonal, negotiation, facilitation, analytical, decision-making, problem solving, project management and conflict management skills. Change management. Human resource management. Self-confidence, honesty, passion, reliable and confidentiality.

**Responsibilities:** Ensure after care services for parolees and probationers. Establish and maintain partnerships with relevant stakeholders. Facilitate and promote the activities of social reintegration. Encourage community involvement in successful reintegration of offenders. Liaison and networking with internal and external stakeholders in the rendering of social reintegration programmes. Management of human resources, finance and assets.

**DEPUTY DIRECTOR: CASE FLOW MANAGEMENT [NCB4]**

- National Head Office: Directorate: Remand Administration and Case Flow Management (Ref: HO 2022/10/81)

**Salary: R768 261 all-inclusive package**

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

**Responsibilities:** Manage the implementation of the bail protocol. Manage the implementation of S49F. Manage the roll out of uniform for remand detainees. Information management as it relates to remand detainees (daily unlock – RD's children and state patients, involuntary mental health care users), analyze statistics for the Criminal Justice System (CJS) review and preparing reports for the CJS role players. Manage information from the RD monitoring tool for the compilation of the APP report. Policy development, evaluation and monitoring of remand detention policies, programmes and case flow management procedures. Manage and facilitate the provision of training with the regions on relevant areas of remand detention such as: Bail protocol (in-service) S49F, RD Monitoring Tool. Manage human resources, finance and assets.

**RE-ADVERTISEMENT: CANDIDATES WHO PREVIOUSLY APPLIED NEED TO RE-APPLY.**

**ASSISTANT DIRECTOR: CONTROL TRAINER [CB 5]**

- Kroonstad Training College (Ref: HO 2022/10/82)

**Salary: R461 256 per annum**

**Requirements:** Relevant NQF 6 qualification in Behavioural Sciences and successful completion of the Correctional Science Learnership/Basic Training. (7) years relevant experience in a supervisory post. Registered and accredited assessor and moderator in FET certificate will be an added advantage. Computer literate. Valid driver's licence.

**Competencies and attributes:** Good communication, coordination and organizing skills. Good interpersonal relations. Integrity and honesty. Time management. Client orientation and customer focus. Problem solving and analysis. Financial management. Lead and control. Service delivery innovation. Decision making. People management and empowerment. Confidentiality. Applied strategic thinking and willingness to travel. Training and development. Team leadership. Project management. Report writing. Coaching and mentoring.

**Responsibilities:** Manage the delivery programme of instructional learning. Ensure that the delivery of instructional learning is in line with SAQA policies. Manage the presentation of lessons and administration of classes. Manage the administration of assessments. Oversee proper record keeping. Management of resources.

**ASSISTANT DIRECTOR: CORRECTIONAL SUPERVISION [NCB3]**

- National Head Office: Directorate: Supervision Services (Ref: HO 2022/10/83)

**Salary: R397 884 per annum**

**Requirements:** Relevant NQF 6 qualification in Behavioural Sciences. Successful completion of Correctional Services Learnership/Basic Training. At least 5 years relevant experience gained in a supervisory post (NCB2). Computer literate. Valid driver's licence.

**Competencies and attributes:** Knowledge of the Correctional Services Act, Act 111 of 1998, as amended. Knowledge of the relevant sections of the Criminal Procedure Act 51 of 1977. Knowledge of relevant sections of the Constitution of the Republic of SA

–Act 108 of 1996, The Bill of Rights, Children's Act, Child Justice Act, Labour Act and other relevant legislations. Assertiveness, networking / liaison with internal and external stakeholders, report writing, negotiation, facilitation, presentation, project management, research, communication and listening skills. Stakeholder management. Problem solving, analytical and decision-making skills. People management and empowerment. Integrity and honesty, confidentiality and good interpersonal relations.

**Responsibilities:** Coordinate the development and review of correctional supervision policies and guidelines within the department. Conduct research with regard to correctional supervision services. Develop systems and mechanisms in dealing with effective correctional supervision services, including absconders. Attend and deal with enquiries from parliament or any other person or institution. Conduct marketing and awareness campaign on correctional supervision. Monitor and evaluate services and operations to ensure that policies are being adhered to. Ensure quality assurance and measure the impact thereof in respect of correctional supervision. Manage resources and personnel information.

#### **ASSISTANT DIRECTOR: SECURITY SYSTEMS [NCB3]**

- National Head Office: Directorate: Security Management Services (Ref: HO 2022/10/84)

**Salary: R397 884 per annum**

**Requirements:** Relevant NQF 6 qualification in Behavioural Sciences. Successful completion of Correctional Services Learnership/Basic Training. At least 5 years relevant experience gained in a supervisory post (NCB2). Computer literate. Valid driver's licence.

**Competencies and attributes:** Knowledge of security technology systems and processes. Financial management. Logistical management skills. Problem solving and decision-making skills. Facilitation skills. Plan, organise, lead and control. Change management. Strong conceptual and formulation capabilities. Team leadership. Project management. Presentation skills. Conflict management. Report writing. Training and development. Time management. Confidentiality. Coaching and mentoring. Understanding of public service policy and legislative framework. Service delivery and client orientation. Integrity and honesty. Assertiveness. Ability to network. Applied strategic thinking. Influence and impact. Must be prepared to travel at short notice. Sound knowledge of security processes in a correctional environment.

**Responsibilities:** Develop and maintain national standards, policy and procedures regarding security equipment, technology and systems in DCS. Drafting or compilation of specifications and/or amendments of specifications. Manage security technology, systems, and equipment projects. Training of security staff. Liaise with practice, regions, management and other stakeholders. Management of resources.

#### **ASSISTANT DIRECTOR: PLACEMENT POLICY [NCB3]**

- National Head Office: Directorate: Pre-Release Resettlement (Ref: HO 2022/10/85)

**Salary: R397 884 per annum**

**Requirements:** Relevant NQF 6 qualification in Behavioural Sciences. At least 5 years relevant experience gained in a supervisory post (NCB2). Successful completion of Corrections Science Learnership/Basic Training. Computer literate. Valid driver's licence.

**Competencies and attributes:** Analytical thinking skills. Research, report writing and problem-solving skills. Facilitation and presentation, good communication and financial management skills. Integrity and honesty. Policy development and interpretation skills. Planning and organising skills. Ability to work under pressure. Interpersonal relations. Monitoring and evaluation. Applied strategic thinking. Client orientation. Confident and independent. Leadership skills and willingness to travel.

**Responsibilities:** Provide support regarding the development and review of policies on day parole, parole, placement on medical grounds, correctional supervision and victim participation. Monitoring and evaluation. Assist with training of parole board members. Monitoring the implementation of policies. Participate in consultation on litigations against decisions of parole board and policy on placement of offenders. Analyse parole board decisions reviewed by courts and Correctional Supervision and Parole Review Board. Ensure inspection manual for parole board is updated. Ensure that delegation of authority relating to the provisions relating to parole in Correctional Services Act 111 of 1998 and Criminal Procedure Act 51 of 1977 are updated. Establish monitoring mechanisms. Evaluate execution of policies. Revision of policy procedures and document control. Management of resources.

#### **ASSISTANT DIRECTOR: REMISSION AND PAROLE [NCB3]**

- National Head Office: Directorate: Pre-Release Resettlement (Ref: HO 2022/10/86)

**Salary: R397 884 per annum**

**Requirements:** Relevant NQF 6 qualification in Behavioural Sciences. At least 5 years relevant experience gained in a supervisory post (NCB2). Successful completion of Corrections Science Learnership/Basic Training. Computer literate. Valid driver's licence.

**Competencies and attributes:** Analytical thinking skills. Research, report writing and problem-solving skills. Facilitation and presentation, good communication and financial management skills. Integrity and honesty. Policy development and interpretation skills. Planning and organising skills. Ability to work under pressure. Interpersonal relations. Monitoring and evaluation. Applied strategic thinking. Client orientation. Confident and independent. Leadership skills and willingness to travel.

**Responsibilities:** Provide support regarding the development of policies on review of parole board decisions. Manage participation of SAPS in parole board sessions. Manage application for referral of decisions of the parole boards to the Correctional Supervision and Parole Review Board. Assist with the development of pamphlets and posters for marketing of parole boards. Conduct monitoring and evaluation. Monitor the implementation of policies. Manage the submission of lifer profile reports. Quality assurance of profile reports. Update and maintaining of lifers database. Management of resources.

**ASSISTANT DIRECTOR: CASE MANAGEMENT ADMINISTRATION [NCB3]**

- National Head Office: Directorate: Corrections Administration (Ref: HO 2022/10/87)

**Salary: R397 884 per annum**

**Requirements:** Relevant NQF 6 qualification in Behavioural Sciences. At least 5 years relevant experience gained in a supervisory post (NCB2). Successful completion of Corrections Science Learnership/Basic Training. Computer literate. Valid driver's licence.

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

**Responsibilities:** Review and implement existing systems and procedures relating to Case Management Administration and Case Management Committees. Review and implement existing systems and procedures relating to implementation of unit management. Review and implement existing systems and procedures of privileges for sentenced offenders. Convert chapters of the B-Order into procedures. Monitor provision of work opportunities to eligible offenders. Management of resources.

**ASSISTANT DIRECTOR: IMPACT ANALYSIS [NCB3]**

- National Head Office: Directorate: Risk Profile Management (Ref: HO 2022/10/88)

**Salary: R397 884 per annum**

**Requirements:** Relevant NQF 6 qualification in Behavioural Sciences. At least 5 years relevant experience in a supervisory post (NCB2). Successful completion of Corrections Science Learnership/Basic Training. Computer literate. Valid driver's licence.

**Competencies and attributes:** Knowledge and experience on the offender rehabilitation path (ORP)/ case management process execution. Knowledge and experience in monitoring and evaluation, monitoring and evaluation tools, policy development, research and analytic skills. Financial management. Problem solving and decision-making skills. Training and development. Plan, organise, lead and control. Change management. Team leadership. Project management. Presentation skills. Conflict management. Report writing. Facilitation skills. Understanding Public Service and criminal justice 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:** Policy development. Conduct monitoring and evaluation. Develop monitoring and evaluation tools/systems. Analyse impact of rehabilitation interventions. Conduct research on offending behaviour and analyse impacts thereof for offender rehabilitation. Provide and compile offender profiles. Manage the implementation of policies, procedures and systems. Management of resources.

### **SENIOR TRAINING OFFICER [CB 4: SCO] [3 POSTS]**

- Zonderwater Training College (Ref: HO 2022/10/89)  
**Salary: R386 292 per annum**

**Requirements:** Relevant NQF 6 qualification in Behavioural Sciences and successful completion of the Correctional Science Learnership or Basic Training. (7) years relevant experience gained in a supervisory post. 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:** Implement learnership policy. Compile and implement learnership syllabus. Research new international and national trends in corrections, evaluation of training and feedback. Programme design and lesson planning. Maintain high standard programmes. Advice management on necessary changes. Management of human, finance, physical and information resources. Facilitate the roll-out of orientation and induction. Facilitate and coordinate assessment, monitoring, moderation and verification processes. Train and develop learners.

### **SENIOR CORRECTIONAL OFFICER: BEHAVIOUR MANAGEMENT [NCB 2]**

- National Head Office: Directorate: Correctional Administration (Ref: HO 2022/10/90)  
**Salary: R334 728 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 policy development, analysis, monitoring, evaluation and implementation. Listening and report writing skills. Knowledge of Correctional Services Act, Public Service Regulations, Basic Conditions of Employment Act and other legislative mandates. Problem-solving and communication skills. The ability to access and interpret required management information. Networking/liaison with stakeholders. Fire arm knowledge. Facilitation, analytical and interpersonal skills. Coaching and mentoring.

**Responsibilities:** Develop, review and disseminate approved policies and procedures relating to privilege system. Facilitate the improvement of control measures and update on all latest development pertaining to policy changes. Provide work opportunities for sentenced offenders. Review and align policy procedures on monitors and payment of gratuity. Coordinate and conduct monitoring and evaluation at identified correctional centres to ensure compliance with policies and procedures. Improve schedule of visitation to offenders. Facilitate and conduct asset verification to ensure compliance with asset and logistical management policies and procedure. Handle communication enquiries. Update control sheet on APP & Operational Plan monthly, quarterly and yearly based on submissions from regions. Calculation of baseline and targets for directorate's indicators. Manage resources and assets.

### **SENIOR CORRECTIONAL OFFICER: OPERATIONAL SUPPORT [NCB 2]**

- National Head Office: Directorate: Correctional Administration (Ref: HO 2022/10/91)  
**Salary: R334 728 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:** Conflict resolution and grievance handling skills. Confidentiality and integrity. Financial and human resource management. Planning and organizing skills. Communication, interpersonal and report writing skills.

**Responsibilities:** Implement and monitor corrections policy procedures, tools, standards and applicable legislation in relation to admission, detention and release management. Monitoring and down management of overcrowding utilizing frameworks, action

plans and submission of reports to the relevant forum. Constant liaison with internal and external stakeholders. Deal with parliament, media, practice, NGO's, politicians, individuals, Auditor General, Portfolio Committee on Correctional Services, SCOPA, other departments, other directorates and sub-directorates. Provide inputs for quarterly, mid-term, annual reports and budget votes. Participate in the operational planning for the Directorate: Correction Administration. Monitoring implementation of the new Correctional Service Act, 1998 (Act No 111 of 1998) as amended. Management of human resources, finance and assets.

**SENIOR CORRECTIONAL ADMINISTRATION OFFICER: SECURITY [NCB 2]**

- National Head Office: Directorate: Security Standards (Ref: HO 2022/10/92)  
**Salary: R334 728 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:** Firearm skills and the use of relevant security technology. Problem solving, service delivery innovation. Knowledge of and the application of the Correctional Services Act, Act 111 of 1998, as amended, Control of Access to Public Premises and Vehicle Act, Minimum Physical Security Standards Document, Minimum Security Standards Document, Fire Arms Control Act, 2000 and other relevant legislation. People management and empowerment skills. Report writing and good communication skills. Ability to work under pressure. Planning and organizing, analytical thinking, co-ordination, time management, policy implementation and interpersonal skills.

**Responsibilities:** Supervision of security officials. Supervising access control. Develop and ensure implementation of standard operating procedures (SOPs). Manage performance development of staff. Ensure the safety of Head Office personnel, prominent visitors, and state assets in the facility. Report and investigate all security breaches. Manage security control room and security systems. Physical inspection of all security equipment and fire arms as prescribed. Liaise with internal and external stakeholders State Security Agency (SSA), SAPS, and Metro Police with regards to physical security. Manage and control keys of the building. Participate in organizational emergency preparedness and response activities in terms of the OHS Act. Attend to all personnel and client's requests/complaints in a prompt and professional manner. Manage human resources, finance and assets.

**TRAINER: [CB 3-1]**

- Zonderwater Training College (Ref: HO 2022/10/93)  
**Salary: R318 495 per annum**

**Requirements:** Grade 12 or relevant NQF6 qualification in Behavioural Sciences and successful completion of the Correctional Science Learnership or Basic Training. NQF 6 qualification plus at least (5) years relevant experience gained at production level (CB 2). 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:** Manage learnership administration. Manage establishment and preparation of Portfolio of Evidence (POE). Plan, prepare and manage resources. Communicate and relate professionally with learners and work as a team. Management of resources.

**ASSISTANT TRAINER: [CB 2-1]**

- Kroonstad Training College (Ref: HO 2022/10/94) [5 Posts]
  - Zonderwater Training College (Ref: HO 2022/10/95) [6 Posts]
- Salary: R246 279 per annum**

**Requirements:** Grade 12 or relevant NQF 6 qualification in Behavioural Sciences and successful completion of the Correctional Science Learnership or Basic Training. Ten (10) years relevant experience gained at the entry level production post (CB 1) **OR** for a person appointed with NQF 6, no previous experience is required. Completed 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 availability of facilities i.e sleeping accommodation for learners and training rooms prior to the commencement of the correctional science learnership programme.

**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 the **new** Z83 form (Public Service application form) obtainable from any Public Service department and must be completed in full. Only a comprehensive CV should be attached to your application form. **Only shortlisted candidates will be required to submit certified copies not older than 6 months of qualifications and other related documents on or before the day of the interview.** Please send a separate and complete application for each post you apply for, stating the correct reference number 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 **4 NOVEMBER 2022 @ 15h45.**

**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:**

**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 Mokotjo TN 012 307 2039/ Mr Y Naidoo 012 307 2079 /Ms TP Baloyi 012 305 8589 / Ms Khumalo NS 012 307 2174.

