



correctional services

Department:
Correctional Services
REPUBLIC OF SOUTH AFRICA

Private Bag X20530, Bloemfontein, 9300 Agrimed Building, 103 Zastron Street, Bloemfontein, 9300, Tel (051)4040 200

DEPARTMENT OF CORRECTIONAL SERVICES

CLOSING DATE: 10th March 2023 @ 15H45

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

Please take note that correspondence will only be conducted with the shortlisted candidates. If you have not been contacted within six (06) months of the closing date of the advertisement, please accept that your application is unsuccessful. Please do not call the department to enquire about the progress of your application.

Applicants must note that further checks will be conducted once they are shortlisted and that their appointment is subject to positive outcomes on these checks, which include security clearance, security vetting, qualification verification, and criminal records verification. Appointment to some of these posts will be provisional, pending the issue of a security clearance. If you cannot get a security clearance, your appointment will be reconsidered/possibly terminated. Finger prints may be taken on the day of interview. **The Department of Correctional Services reserves the right not to fill any of these advertised posts.**

NB: APPLICANTS MUST PLEASE USE THE NEW Z83 APPLICATION FORM WHICH IS AVAILABLE FROM DPSA OR ANY GOVERNMENT DEPARTMENTS MUST BE COMPLETED IN FULL. APPLICATIONS MUST BE ACCOMPANIED BY A CV (CURRICULUM VITAE). ONLY SHORT LISTED CANDIDATES WILL BE REQUIRED TO SUBMIT CERTIFIED COPIES NOT OLDER THAN SIX (6) MONTHS OF QUALIFICATIONS AND OTHER RELATED DOCUMENTS ON OR BEFORE THE DAY OF THE INTERVIEWS.

Please send a separate and complete application for each post you apply for, stating the correct reference for each position you are interested in. 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 **on or before: 10th March 2023 @ 15h45. FAXED AND EMAILED APPLICATIONS WILL NOT BE ACCEPTED.**

MUST CLEARLY 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:

For full details (Competencies, attributes and responsibilities) on the advertised positions please visit our website at <http://www.dcs.gov.za> (search on vacancies). **Applications must be forwarded to:**

Free State/Northern Cape Region:

Postal Address: Head Recruitment, Private Bag X20530, Bloemfontein, 9300

Contact person: Mr. WS Gouws, Ms. NJ Mkuni, Ms. N Molutsoane, Ms. MP Moreki-Rathaba, Ms. B Ramncwana at 051 404 0283

Physical Address: 103 Zastron Street, Agrimed Building, Bloemfontein

APPOINTMENTS UNDER THE CORRECTIONAL SERVICES ACT

HEAD OF CORRECTIONAL CENTRE (CB-6)

FS & NC Region: Kimberley Correctional Centre (FS/NC 2023/02/01)

Salary: R890 634.00 per annum (all-inclusive package)

Requirements: Degree/National Diploma in Behavioral Sciences and successful completion of Corrections Science Learner-ship. Seven (7) years relevant supervisory experience. These requirements are in accordance with the relevant Occupational Specific Dispensation. Top secret security classification as an added advantage, Valid Driver's License. Computer literacy.

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

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

DEPUTY DIRECTOR CORRECTIONAL POLICY ADMINISTRATOR: REGIONAL COORDINATOR:

INSPECTORATE (NCB-4)

FS & NC Region: Regional Office (Ref: FS/NC 2023/02/02)

Salary: R791 310.00 per annum (all-inclusive package)

Requirements: Degree/National Diploma in Social Sciences or equivalent qualification and at least 7 years relevant experience on supervision and junior management production levels (NCB3). Successful completion of Corrections Science Learner ship/ Correctional Service / basic training. These requirements are in accordance with the relevant Occupational Specific Dispensation. Computer literacy. Valid driver's licence.

Competencies and Attributes: Financial management; Problem solving and decision-making skills; Facilitation skills; Plan, organize, lead and control; Change Management; Team leadership; Project management; Presentation skills; Conflict management; Report writing; Training and development. Time management. Confidentiality; Coaching and mentoring; Understanding of Public Service policy and legislative framework; in depth knowledge of the Correctional Services Act, Act 111 of 1998, Service delivery and client orientation; integrity and honesty; Assertiveness; Ability to network; Influence and impact; Applied strategic thinking; Willingness to travel.

Responsibilities: The undertaking of inspections on adherence to national policy. The rendering of advice to functionaries with the interpretation of national policies. The reporting on the adherence to national policies in the region. The drafting of recommendations on the possible amendments to national policy. The planning of quality assessment programs in the region. The undertaking of fault-finding inspection visits to all management areas in the region. The identification of areas of non-compliance with national standards. The identification of management areas requiring specialized attention for remedial action. The drawing up of inspection reports on each management area visited. The drafting of inspection reports on management areas for the attention of the RC, area commissioners, coordinators, Dir. Service Evaluation and Commissioner. The performing of investigations into high profile incidents in the region (only in exceptional cases). Management of performance information. Management of human and financial resources and assets.

DEPUTY DIRECTOR CORRECTIONAL POLICY ADMINISTRATOR: SECURITY (NCB-4)

FS & NC Region: Regional Office (Ref: FS/NC 2023/02/03)

Salary: R791 310.00 per annum (all-inclusive package)

Requirements: Degree/National Diploma in Social Sciences or equivalent qualification and at least 7 years relevant experience on supervision and junior management production levels (NCB3). Successful completion of Corrections Science Learner ship/ Correctional Service / basic training. These requirements are in accordance with the relevant Occupational Specific Dispensation. Computer literacy. Valid driver's licence.

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

Responsibilities: Implement and monitor correctional security policies and procedures. Conducting of quality assessment of security services including compliance with OSH Act. Ensure compliance to physical security and minimum information Security Standards (MISS) in the region. Oversee the coordination of Emergency Support Team (EST) activities. Oversee the management of infrastructure for security services. Ensure communication with interest groups. Monitor adherence to service level standards for accommodation of offenders. Provision of specifications on the determination of new correctional centres. Provision of early warning intelligence and security risks. Management of human resources, finance and assets. Management of performance information.

HEAD CORRECTIONAL CENTRE (CB-5)
FS & NC Region: Bethlehem Correctional Centre Ref: FS/NC 2023/02/04)
Salary: R475 095.00 per annum

Requirements: Degree/National Diploma in Behavioral Sciences and successful completion of Corrections Science Learner-ship/Basic Training. Seven (7) years relevant experience on supervisory level. These requirements are in accordance with the relevant Occupational Specific Dispensation. Top secret security classification as an added advantage, Valid Driver's License. Computer literacy.

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

Responsibilities: Manage operational support within the Correctional Centre by ensuring effective implementation of security services, development and care and the provision of health services within the Correctional Centre.

Manage implementation of the imperatives of white paper on Corrections. Manage Case Management Administration, Unit Management and Case Management Committees. Manage and administer the coordination of finance and Human resource services within the Correctional Centre. Management of all aspects of the Correctional centre on a day to day basis through the implementation of Correctional Services Act, 111 of 1998 as amended, Foster a working relationship with the Justice Cluster and the Community. Monitor, evaluate and take appropriate actions in relation to outcomes on the risk trends. Manage human resources, finances and assets. Management of performance information.

CENTRE COORDINATOR: OPERATIONAL SUPPORT (CB-5)
FS & NC Region: Groenpunt Medium Correctional Centre (Ref: FS/NC 2023/02/05)
Upington Correctional Centre (Ref: FS/NC 2023/02/06)
Salary: R475 095.00 per annum

Requirements: Degree/National Diploma in Behavioral Sciences and successful completion of Corrections Science Learner-ship. Seven (7) years (combined) relevant supervisory experience on production level of which three (3) years must be on a supervisor post level (CB 4). These requirements are in accordance with the relevant Occupational Specific Dispensation. Top secret security classification, Valid Driver's License. Computer literacy. These requirements are in accordance with the Occupational Specific Dispensation

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

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

HEAD SATELLITE COMMUNITY CORRECTIONS [CB-5]
FS & NC Region: Upington Community Corrections (Ref: FS/NC 2023/02/07)
Salary: R 475 095.00 per annum

Requirements National Diploma/ Degree in Behavioral Science or equivalent qualification, 7 years relevant experience on supervisory post. These requirements are in accordance with the Relevant Occupational Specific Dispensation Successful completion of Corrections Science Learnership/Basic Training. Computer literacy. Valid driver's licence.

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

Responsibilities: Manage the monitoring and evaluation the implementation of Correctional plan. Manage and oversee the operation of the Community Corrections Satellite office Effectively manage admissions of parolees and probationers. Ensure the provision of Social Work Services and Psychological services within the Satellite Community Corrections office. Determine conditions of house arrest and supervision for persons serving sentence in the community. Manage the provisions of needs based programmes and services to offenders and facilitate the social acceptance and effective reintegration into their communities. Participate in the case review team for community corrections. Manage and administer the coordination of finance and Human resource support services within the Community Corrections. Development of identity service programs. Exercise control over human resources, finances and assets. Manage of performance of information.

ASSISTANT DIRECTOR CORRECTIONAL POLICY ADMINISTRATOR: CORRECTIONS (NCB 3)
FS & NC Region: Colesberg (Ref: FS/NC 2023/02/08/)
Salary: R409 821.00 per annum

Requirements: Requirements: Relevant B degree/National Diploma and 7 years relevant experience on supervisory post. These requirements are in accordance with the relevant Occupational Specific Dispensation. Top secret security classification as an added advantage. Successful completion of Corrections Science Learnership/Basic Training. Valid driver's license. Computer literacy.

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

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

HEAD OF CORRECTIONAL CENTRE (CB-4)
FS & NC Region: Hoopstad Correctional Centre (Ref: FS/NC 2023/02/09)
Salary: R R397 881.00 per annum

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

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

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

CENTRE COORDINATOR: OPERATIONAL SUPPORT (CB-4)
FS & NC Region: De Aar Correctional Centre (Ref: FS/NC 2023/02/11)
Salary: R397 881.00 per annum

Requirements: Degree/ National Diploma in Behavioral Sciences or an equivalent qualification and successful completion of Corrections Science Learner ship/Basic Training. Combined 7 years relevant experience in a supervisory post (CB3). These requirements are in accordance with the Occupational Specific Dispensation. Top secret security classification as an added advantage. Valid driver's licence. Computer literacy.

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

Responsibilities: Execution of control regarding safe custody, physical care and treatment. Create a secure environment conducive for rehabilitation. Execution of control regarding the establishment and rendering of security. Provide advice on departmental policy directives. Management of inmates' safe custody (internal and external security). Management of development and health care services. Management of financial and human resources and assets. Management of performance information.

REINTEGRATION MANAGER: UNIT MANAGER (CB-4)
FS & NC REGION: Grootvlei Medium A Correctional Centre (Ref: FS/NC 2023/02/12)
Salary: R397 881.00 per annum

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

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

Responsibilities: Access control to correctional centre's grounds. Manage internal security. Ensure that offenders are escorted to court, doctors and hospital safely. Ensure safe custody for offenders. Ensure the guarding of offenders in external hospitals and at work teams. Control access of offenders to and from the unit and to the cells. Ensure security equipment to staff. Patrol at the section (general accommodation areas, single cells, kitchens, hospitals and work sections. Escort offenders inside the centre, e.g. to different ODS's such as Social Workers, CMC, Psychological services and educationists. Mann security systems. Supervise visits to offenders. Control security equipment. Search offenders entering and leaving the section. Management of Human and Finance resources and assets. Manage performance information

SECURITY MANAGER : SECURITY (CB-4)
FS & NC REGION: Colesberg Correctional Centre (Ref: FS/NC 2023/02/13)
Salary: R397 881.00 per annum

Requirements: National Diploma/Degree Qualification in Behavioral Sciences and successful completion of Corrections Science Learnership/Basic Training. Seven (7) years relevant experience gained in a supervisory post in the Security stream. These requirements are in accordance with the relevant Occupational Specific Dispensation. Valid driver's licence. Computer Literate.

Competencies and attributes: Analytical skills. Report writing. Presentation skill. Problem solving and decision-making. Team leadership. Policy interpretation. Communication skills. Computer literacy. Facilitation skills. Conflict resolution. Basic fireman skills. Negotiation skills. Crowd control. Riot control. Mentoring and coaching. Influence and impact. Observation. Vigilant, cautious. Vivid. Confidentiality. Integrity and honest. Accuracy. Ability to work under pressure.

Responsibilities: Manage security matters. Responsible for maintenance of existing security matters and the upgrading. Implement departmental policies. Advice management regarding security matters. Management of escorts to hospitals, courts and other destinations. Keep personnel up to date regarding security matters. Management of human resources, finances and assets. Manage of performance information.

SECURITY MANAGER (CB-4): EXTERNAL SECURITY
FS & NC Region: Grootvlei Medium A Correctional Centre (Ref: FS/NC 2023/02/14)
Salary: R397 881.00 per annum

Requirements: Degree/ National Diploma in Behavioral Sciences or an equivalent qualification and successful completion of Corrections Science Learner ship/Basic Training. Combined 7 years relevant experience in a supervisory post (CB3). These requirements are in accordance with the Occupational Specific Dispensation. Top secret security classification as an added advantage. Valid driver's licence. Computer literacy.

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

Responsibilities: Oversee access control to correctional Centre's grounds. Manage internal security. Ensure that offenders are escorted to court, doctors and hospital safely. Ensure safe custody of offenders. Ensure the guarding of offenders in external hospitals and at work teams. Control access of offenders to and from the unit and to the cells. Provision and control of security equipment to staff. Patrol at the section (general accommodation areas, single cells, kitchens, hospitals and work sections. Escort offenders inside the Centre to Social Workers, CMC, Psychological Services and Educationists. Manage security systems. Supervise visits to offenders. Search offenders entering and leaving the section. Management of Human, Finance and Assets. Manage performance information.

SECURITY MANAGER : CENTRE COORDINATOR OPERATIONAL SUPPORT [CB-4]
FS & NC REGION: Bizzah Makhate Medium C Correctional Centre (Ref: FS/NC 2023/02/15)
Salary: R397 881.00 per annum

Requirements: Relevant National Diploma/ Degree in Behavioral Sciences or equivalent qualification. 7 years relevant experience gained on supervisory level. Successful completion of Corrections Science Learnership/Basic Training. These requirements are in accordance with the relevant Occupational Specific Dispensation. Top secret security classification as an added advantage. Computer literate. Valid driver's licence.

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

Responsibilities: Execution of control regarding safe custody, physical care and treatment. Create secure environment conducive for rehabilitation. Execution of control regarding the establishment and rendering of security. Provide advice on departmental policy directives. Management of inmates' safe custody (internal and external security). Management of development and health care services. Management of human resources, finances, assets and performance information.

CENTRE COORDINATOR STAFF SUPPORT (CB-4)

FS & NC Region: Bizzah Makhate Centre C (Ref: FS/NC 2023/02/17)

Salary: R397 881.00 per annum

Requirements: Degree/ National Diploma in Behavioral Sciences or an equivalent qualification and successful completion of Corrections Science Learner ship/Basic Training. Combined 7 years relevant experience in a supervisory post (CB3). These requirements are in accordance with the Occupational Specific Dispensation. Top secret security classification as an added advantage. Valid driver's licence. Computer literacy.

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

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

UNIT MANAGER (CB-4)

FS & NC Region: Kimberley Correctional Centre (Ref: FS/NC 2023/02/18)

R397 881.00 per annum

Requirements: Degree/ National Diploma in Behavioral Sciences or an equivalent qualification and successful completion of Corrections Science Learner ship/Basic Training. 7 years relevant experience in a supervisory post CB3. These requirements are in accordance with the Occupational Specific Dispensation. Top secret security classification as an added advantage. Valid driver's licence. Computer literacy.

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

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

SECURITY MANAGER: UNIT MANAGER: (CB-4)

FS & NC Region: Kimberley Correctional Centre (Ref: FS/NC 2023/02/19)

R397 881.00 per annum

Requirements: Relevant B degree/National Diploma in Behavioral Sciences or equivalent qualifications. 7 year's relevant experience on

supervisory post. These requirements are in accordance with the relevant Occupational Specific Dispensation. Successful completion of Corrections Science Learnership/Basic Training. Valid driver's licence. Computer literacy.

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

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

SECURITY MANAGER: CASE MANAGEMENT COMMITTEE (CB-4)
FS & NC Region: Grootvlei Medium A Correctional Centre (Ref: FS/NC 2023/02/20)
Salary: R397 881.00 per annum

Requirements: Relevant B degree/National Diploma in Behavioral Sciences or equivalent qualifications. 7 years relevant experience on supervisory post. These requirements are in accordance with the Occupational relevant Specific Dispensation. Top secret security classification as an added advantage. Successful completion of Corrections Science Learnership/Basic Training. Valid driver's license. Computer literacy.

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

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

SECURITY MANAGER: CENTRE COORDINATOR STAFF SUPPORT (CB-4)
FS & NC Region: Ventersburg Correctional Centre (Ref: FS/NC 2023/02/21)
Salary: R397 881 per annum

Requirements: Relevant B degree/National Diploma in Behavioral Sciences or equivalent qualifications. 7 years relevant experience on supervisory post. These requirements are in accordance with the Occupational relevant Specific Dispensation. Top secret security classification as an added advantage. Successful completion of Corrections Science Learnership/Basic Training. Valid driver's license. Computer literacy.

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

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

SECURITY MANAGER (CB-4): AGRICULTURE (ANIMAL PRODUCTION)
FS & NC Region: Virginia Correctional Centre (Ref: FS/NC 2023/02/22)
Salary: R397 881 per annum

Requirements: Degree/National Diploma in Agriculture or equivalent qualification with Animal Production. Seven (7) years relevant experience.

Experience in Animal Production will be an added advantage. Successful completion of Corrections Science Learner ship/Basic Training. These requirements are in accordance with the relevant Occupational Specific Dispensation. Computer literate. A valid driver's licence.

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

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

CASE MANAGEMENT COMMITTEE (CB-4)

FS & NC Region: De Aar Correctional Centre (Ref: FS/NC 2023/02/23)

Salary: R397 881.00 per annum

Requirements: Degree/ National Diploma in Behavioral Sciences or an equivalent qualification and successful completion of Corrections Science Learner ship/Basic Training. 7 years relevant experience in a supervisory post CB3. These requirements are in accordance with the Occupational Specific Dispensation. Top secret security classification as an added advantage. Valid driver's licence. Computer literacy.

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

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

DIVISIONAL HEAD: HUMAN RESOURCE MANAGEMENT [CB-4]

FS & NC Region: Goedemoed Medium B Correctional Centre (Ref: FS/NC 2023/02/24)

Salary: R397 881.00 per annum

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

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

Responsibilities: Provide human resources functions to the correctional centre. Manage the registration activities. Ensure proper dissemination of information for the correctional centre. Management of duty registers and leave arrangements. Ensure that disciplinary measures are effected. Act as initiator in disciplinary hearings. Management of human resources, finances and assets.

SECURITY MANAGER: HUMAN RESOURCE MANAGEMENT [CB-4]

FS & NC Region: Upington Correctional Centre (Ref: FS/NC 2023/02/25)

Salary: R397 881.00 per annum

Requirements: Degree/ National Diploma in Behavioral Sciences or an equivalent qualification and successful completion of Corrections Science Learner ship/Basic Training. 7 years relevant experience in a supervisory post CB3. These requirements are in accordance with the Occupational Specific Dispensation. Top secret security classification as an added advantage. Valid driver's licence. Computer literate.

Competencies and attributes: Firearm competency and the use of relevant security equipment. Communication, Project and programme

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

Responsibilities: Provide human resources functions to the correctional centre. Manage the registration activities. Ensure proper dissemination of information for the correctional centre. Management of duty registers and leave arrangements. Ensure that disciplinary measures are effected. Act as initiator in disciplinary hearings. Management of human resources, finances and assets.

SENIOR CORRECTIONAL POLICY ADMINISTRATOR: CORRECTIONAL ADMINISTRATION (NCB-2)

FS & NC Region: Regional Office: (Ref: FS/NC 2023/02/26)

Salary: R344 769.00 per annum

Requirements: Recognized three (3) year Degree/ National Diploma or equivalent qualification in Behavioral Sciences and 5 years relevant experience on production post (NCB1). These requirements are in accordance with the relevant Occupational Specific Dispensation. Top secret security classification as an added advantage. Successful completion of Corrections Science Learnership/Basic Training. Valid driver's licence. Computer literacy.

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

Responsibilities: Coordination of policy and procedures. Coordinating the auxiliary and user support functions on A&R system. The controlling of subordinates. The technical preparation of documents. The arrangement of meetings for the Regional Head Corrections. Management of resources. The management of primary measurements. Management of performance information.

SPECIALISED CASE OFFICER (CB 2 -1)

FS & NC Region: Tswelopele Correctional Centre: (Ref: FS/NC 2023/02/27)

Salary: R253 668.00 per annum

Requirements: National Diploma/Degree Behavioral Sciences with no experience is required for this post. Successful completion of the Corrections Science Learnership/ Basic Training. 10 years relevant experience gained at entry level production post (CB1). Computer literacy.

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

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

CLERK: CORRECTIONAL POLICY ADMINISTRATION [NCB-1]

FS & NC Region: AC Kimberley (Ref: FS/NC 2023/02/28)

R 218 820 per annum

Requirements: National Diploma/Degree. 5 years relevant work experience. Successful completion of Corrections Science Learnership/ Basic Training. These requirements are in accordance with the relevant Occupational Specific Dispensation. Computer literate. Valid driver's licence.

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

Responsibilities: Deal with the Correspondences to and from the Area Commissioner. Arrangement and administration of meetings. Planning

and managing of activities for the Area Coordinator Corrections. Communication on behalf of the Area Coordinator Corrections. Handle Internal as well as External calls. Managing of classified information. Ensure that knowledge of classified issues to other persons is conveyed on a need to know basis only. Typing and filing of documents for the Area Coordinator Corrections. Logistical administration. Coordinating monthly statistics for the Area Coordinator Corrections.

CLERK PAROLE BOARD (NCB-1)
FS & NC Region: AC Bizzah Makhate (Ref: FS/NC 2023/02/29)
AC Kimberley (Ref: FS/NC 2023/30)
AC Groenpunt (Ref: FS/NC 2023/02/31)
R 218 820.00 per annum

Requirements: Grade 12. Computer literacy. Valid driver's licence. Experience in Boards/Committees will be an added advantage.

Competencies and attributes: Problem solving and decision making, facilitation skills, plan and organize, communication skills, time management, confidentiality, knowledge of the Public Finance Management Act, 1999 and Treasury Regulations, knowledge of Tender process, service delivery and client orientation, Integrity and honesty, assertiveness, Influence and impact and ability to network.

Responsibilities: Exercise control over profiles received from Case Management Committee Victim empowerment. Document control opening, closing addressing of mail. Deal with representations. Inform prisoner of the outcome of the discussion and Head of Prison if feedback is not received. Verify information provided to ensure that information provided on of-fenders, is correct. Assist with scheduling of meetings of the Board. Prepare venues for the meetings of the Board.

NB: THIS IS A RE-ADVERTISEMENT APPLICANTS WHO PREVIOUSLY APPLIED ARE ENCOURAGED TO APPLY

APPOINTMENTS UNDER THE PUBLIC SERVICE ACT

REGIONAL COORDINATOR CARE

FS & NC Region: Regional Office (Ref: FS/NC 2023/02/32)

Salary: R766 584.00 per annum (all-inclusive package)

Requirements: National diploma/ degree or equivalent qualification in Behavioral or Social Sciences. 3-5 years middle management experience in developmental and care services level. Valid driver's licence. Computer literacy.

Competencies and attributes: Strategic capability and Leadership, Financial management, Policy development, Communication, Project and programme management, Transformation management, Change Management, Client Orientation and Customer focus, Problem solving, analysis, Service Delivery Innovation, decision making, People Management and Empowerment, In depth understanding of safety and security in a correctional environment. Integrity and honesty, Confidentiality, Good Interpersonal relations, Understanding of Public Service policy and legislative framework, Assertiveness, Ability to network, Diplomacy and tact, Resilient, Influence and impact.

Responsibilities: Coordinate effective management of compliance with policies, procedures, programmes, standards and applicable legislation in respect of care and development services in the management area. Coordinate the provision of Social Work, Psychological services, Formal Education, Skills Development, Sports Recreation Arts and Culture, Production Workshops and Agriculture and Spiritual Care needs and Medical care based programmes and services of of-fenders, remand detainees and babies of incarcerated mothers. Management of development and care related risks. Co-ordinate the adherence to nutritional and hygienic standards in the management area. Management of performance information. Manage human resources, finances and assets.

DEPUTY DIRECTOR: HUMAN RESOURCE MANAGEMENT & SUPPORT

FS & NC Region: Regional Office: (Ref: FS/NC 2023/02/33)

Salary: R766 584.00 per annum (all-inclusive package)

Requirements: Relevant degree or National Diploma in HR Management / Administration with 3-5 years on Middle Management level. Computer literacy.

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

Responsibility: Control cost effective personnel administration and utilization. Initiate policy within the framework of national policy; manage strategies in accordance with the departmental mission. Formulate overall strategies and objectives. Conduct research in order to develop and refine National HR policies and procedures on Service Termination, Remuneration Control, Service Benefits, Transfers, Appointment and recruitment, allowances etc. Management of performance information. Management human resources, finances and assets.

DEPUTY DIRECTOR: POLICY COORDINATOR

FS & NC Region: Regional Office (Ref: FS/NC 2023/02/34)

Salary: R766 584.00 per annum (all-inclusive package)

Requirements: Recognized three (3) degree/ND in the field of Administration /management or equivalent qualification. 3-5 years management experience. Experience in administration will be an added advantage. Above average knowledge of HR Policy formulation and general HR Administration in a comparable environment. Computer Literacy, Valid driver's licence.

Competencies and attributes: Policy coordination, Communication and report writing, Project and programmes management, Plan, organize, lead and control, Change Management, Client Orientation and Customer focus, Problem solving and analysis, Service delivery, Innovation, Decision making, People management and Empowerment, Integrity and honesty, Time management, Confidentiality, Interpersonal relations, Applied strategic thinking. Willingness of travel. Understanding of Public Services Policy and legislative Framework, Assertiveness. Knowledge of post establishment cost and estimating.

Responsibilities: Manage and coordinate the formulation and analysis of policies. Provide advice and support to management and operational staff with regard to strategic planning. Operational planning, monitoring, evaluation and reporting. Management of processes of compliance in the Branch. Serve as principal interface between Central Finance and Regional Finance Operations. Provide administrative support to the Chief Deputy Commissioner's office. Research and bench mark on issues pertaining to strategic management. Manage human resources, finance and assets. Management of performance information.

DEPUTY DIRECTOR : CORPORATE SERVICES

FS & NC Region: Upington Area Commissioner's Office (Ref: FS/NC 2023/02/35)

Salary: R766 584.00 per annum (all-inclusive package)

Requirements: Recognized three year Degree/Diploma in Human Resource Management or equivalent qualification. 3-5 years middle management experience in corporate service environment. Computer literacy A valid driver's licence.

Competencies and attributes: Policy coordination, Financial management, Communication, Facilitation skills, 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: Effective coordination of human resources policies and procedures at management area level. Coordinate Human Resources Provisioning, Utilization, Development, Communication, Information Technology, Special Programmes (EAP, HIV/AIDS and Equity), Legal Services and Employee Relations in the management area. Management of Human Resources, finance and assets. Management of performance information.

CLINICAL PSYCHOLOGIST

FS & NC Region Tswelopele Correctional Centre (Ref: FS/NC 2023/02/36)

Salary: R745 785.00 (all-inclusive package)

Requirements: Master's degree in Psychology and registration as Clinical or Counselling Psychologist with the Health Professional Council of South Africa. A minimum of three (3) years appropriate experience as Clinical Psychologist after registration with the Professional Council of South Africa. Computer literacy. Valid driver's licence. These requirements are in accordance with the relevant Occupational Specific Dispensation.

Competencies and Attributes: Problem solving and decision making, Facilitation skills, Plan, organize, lead and control, Project and program management, Facilitation skills, Presentation skill, Conflict management, Communication, Report writing. Time management, Confidentiality, Understanding of Public Service policy and legislative framework, Service de-livery and client orientation, Integrity and honesty, Assertiveness, Influence and impact and Ability to network.

Responsibilities: Render and coordinate psychological services to offenders. Liaise with internal and external organizations for the provision of psychological services. Management of assets.

CHIEF ARTISAN GRADE A: ASSET MAINTENANCE

FS&NC Region: Bizzah Makhate Management Area (Ref: FS/NC 2023/02/37)

Salary: R404 052.00 per annum

Requirements: Appropriate trade test certificate and ten (10) years post qualification experience as an Artisan or Artisan Foreman. Valid driver's licence. These requirements are in accordance with the relevant Occupational Specific Dispensation. Computer literacy.

Competencies and attributes: Conflict resolution. Technical Report writing. Presentation skills. Problem solving and decision-making. Team leadership. Policy interpretation. Facilitation skills. Analytical skills. Training skills. Confidentiality. Integrity and honesty. Time management. Assertiveness. Ability to network. Service delivery and client orientation. Friendly and adaptability.

Confident and independent. Ability to work under pressure. Willingness to travel. Project management. Technical design and analysis knowledge. Computer-aided technical applications. Knowledge of legal compliance. Creativity. Change management. Financial management. Communication skills

Responsibility: The quality assessment of building services. The development/maintenance of building works standards in the Management area. Management of capital projects. The management of maintenance projects. The undertaking of short-/ medium-/ long-term planning of maintenance activities in the management area. The ensuring of adherence to the strategic, maintenance objectives of the DCS in the management area. Manage technical services and support in conjunction with Technicians /Artisans. Ensure the promotion of safety in line with statutory and regulatory requirements. Ensure quality assurance in line with specifications. Manage administrative and related functions. Management of human and financial resources and assets. Management of performance information.

ASSISTANT DIRECTOR: HR ADMINISTRATION
FS & NC Region: AC Goedemoed (Ref: FS/NC 2023/02/38)
Salary: R393 711.00 per annum

Requirements: National Diploma/Degree in Human Resources Management or equivalent qualification plus 3-5 supervisory experience gained in a similar environment. Successful completion of Persal course. Computer literate. Valid driver's licence.

Competencies and Attributes: Financial Management, Plan, organize, lead and control, Presentation skill, Conflict management, time management, confidentiality, coaching and mentoring, Understanding of Public Service policy and legislative framework including PFMA, Service delivery and client orientation, Integrity and honesty, Assertiveness, Influence and impact, Communication skills, Decision making, Problem solving skills, Networking/liaison with stakeholders, Negotiation skills and Conflict management.

Responsibilities: Ensure the implementation of Human Resource policies such as leave administration, co-ordinate staff privileges, Performance Management, Development System grievances, disciplinary procedure, and injury on Duty, transfers, and termination of services. Communicate policy matters. Inspection of personnel administration. Ensure control over personnel documentation/files. Manage personnel investigation. Render advice on HR related matters. Manage housing allowances. Maintain post establishment. Effective management of human resources practices. Ensure management of official accommodation. The exercising of control over the establishment. The management of PERSAL. Management of human resources, finances and assets.

ASSISTANT DIRECTOR: EMPLOYEE RELATIONS
FS & NC Region: AC Kimberley (Ref: FS/NC 2023/02/39)
R393 711.00 per annum

Requirements: Recognized three (3) year Degree/Diploma in Labour Law/ Labour Relations or equivalent relevant qualification. At least 3– 5 years Supervisory experience in the Employee Relations environment. Valid driver's licence. Computer literacy.

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

Responsibilities: Co-manage the Department's Employee Relations Management Information System (ERMIS). Develop systems and procedures where by data pertaining to disciplinary hearings, appeals, suspensions, grievances and disputes are collected, monitor, analyze and interpreted in the Management Area, and corrective measures implemented. Develop management information report for DCS Regional Management. Co-manage employee grievances in the Management Area and assist with policy and procedure development. Act as custodian of the grievance procedure. Monitor compliance with the DCS grievance procedure. Facilitate conflict management individual and collective. Represent the Department/ Management Area in conciliation an arbitration hearings. Manage human resources, finances and assets.

ASSISTANT DIRECTOR: MANAGER: INFORMATION TECHNOLOGY(IT)
FS & NC Region: AC Grootvlei (Ref: FS/NC 2023/02/40)
R393 711.00 per annum

Requirements: Recognized three (3) year degree/National diploma in Information Technology or equivalent qualification in Information Technology. 3-5 years supervisory experience in Information Technology or similar environment. Valid driver's license.

Competencies and attributes: Strong communication and report-writing skills, Good understanding of MS Windows, 2000/XP/Novell as well as the MS Office suite, Linux/Novell and Open Office Suite understanding, Experienced in switch configuration, Good Understanding Information Technology policies and standards, Good Understanding of Networks Infrastructure management, Good Understanding Information Technology Audit and Governance, Procurement processes, Good Understanding Computer systems analysis, Good Understanding System administration, Good Understanding of access methods including cable modems, DSL, satellite, and wireless. Must be proficient with Windows, especially its communications and networking capabilities, Experience in VoIP protocols their performance from the edge thru the core of the network, Experience in a wide range of data network access; from Analogue modems to Broad-band technologies (Cable, DSL, Wireless, etc.), A working knowledge of current VoIP technologies and their implementations, Self-driven.

Responsibilities: The effective management of department's LAN and WAN. The provision of support on the management of Transversal System. The provision of support with regards to the administration of Web Proxies. The provision of support with regards to the administration and management of VOIP. Management of human resource, finance and assets.

ASSISTANT DIRECTOR: MANAGER: COMMUNICATIONS
FS & NC Region: AC Kimberley (Ref: FS/NC 2023/02/41)
R 393 711.00 per annum

Requirements: Degree/ National Diploma in Communication Science and 5 years relevant experience working in the communication environment. Computer literacy. Valid driver's license.

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

Responsibilities: Gather information on newsworthy incidents in the management area and report management. Draft media release on incidents/activities. Disseminate information within the management area. Evaluate effectiveness of communication within the management area, submit recommendations to improve. Arrange visits to centres by groups with interest as approved by management. Arrange and manage public displays on activities of the department. Manage marketing of the Management Area. Liaise with external media. Management of human and financial resource and assets.

CLINICAL NURSE PRACTITIONER: PHC [06 Posts]
FS & NC Region: Hope Town Correctional Centre (Ref: FS/NC 2023/02/42)
Heilbron Correctional Centre (Ref: FS/NC 2023/02/43)
Groenpunt Medium Correctional Centre (Ref: FS/NC 2023/02/44)
Parys Correctional Centre (Ref: FS/NC 2023/02/45)
Vereeniging Correctional Centre (Ref: FS/NC 2023/02/46)
Victoria-West Correctional Centre (Ref: FS/NC 2023/02/47)
Salary: R 400 644.00 per annum

Requirements: Degree/National Diploma with four years relevant Nursing experience after registration as a professional Nurse with the South African Nursing Council and post graduate qualification in Primary Health Care accredited with the Council. Current registration with the council as a professional Nurse. Valid driver's License. Computer literate. These requirements are in accordance with the Occupational Specific Dispensation.

Competencies and attributes: Demonstrate an in depth understanding of nursing legislation and related legal and ethical nursing practices and how this impacts on service delivery. Ensure clinical nursing practice by the nursing team (unit) in accordance with the scope of practice and nursing standards. Promote quality of nursing care as directed by the professional scope of practice and standards as determined by the relevant health facility. Demonstrate a basic understanding of HR and financial policies and practices. Able to manage own work, time and that of junior colleagues to ensure proper nursing service. Display a concern for patients, promoting, advocating and facilitating proper treatment and care and ensuring that the principles of Batho Pele are adhered to.

Responsibilities: Routine examination of offenders and treatment of minor ailments according to scope of practice. Provide assistance to immobile offender patients. Administration of medicine and other treatments. Render first aid and emergency services. Practice nursing and healthcare in accordance with relevant laws and regulations. Render primary health care services. Ensure sterilisation of equipment's/facilities. Display a concern for patients, promoting and advocating proper treatment and care, including as awareness to respond to patients' needs, requirement and expectations. Maintain a constructive working relationship with nursing and other stakeholders. Updating of offenders/s records. Counsel offender patients. Ordering and control medicine and medical stock. Render health care assistant to medical doctors. Management of human and financial resources and assets.

ARTISAN FOREMAN GRADE A: PRODUCTION WORKSHOP: TEXTILE

FS & NC Region: Bizzah Makhate Medium A (Ref: FS/NC 2023/02/48)

Salary: R318 090.00 per annum

Requirements: Appropriate/ (Accredited Artisan Trade Certificate/Diploma) trade test certificate and 5 years' post qualification experience as an Artisan. Experience in textile work will be an added advantage. Valid driver's licence. These requirements are in accordance with the relevant Occupational Specific Dispensation.

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

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

ARTISAN FOREMAN GRADE A: CARPENTER

FS & NC Region: Bizzah Makhate Medium A (Ref: FS/NC 2023/02/49)

Salary: R318 090.00 per annum

Requirements: Appropriate/ (Accredited Artisan Trade Certificate/Diploma) trade test certificate and 5 years' post qualification experience as an Artisan. Experience in all woodwork disciplines will be an added advantage. Valid driver's licence. These requirements are in accordance with the relevant Occupational Specific Dispensation.

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

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

SAO: EMPLOYEE ASSISTANCE PRACTITIONER

FS & NC Region: Groenpunt (Ref: FS/NC 2023/02/50)

Upington (Ref: FS/NC 2023/02/51)

Salary R331 188.00 per annum

Requirements: Degree/ National Diploma in Social Sciences with 5 years' relevant experience in EAP environment. Understanding and adherence of Public Service policies and legislative frameworks. Computer literacy. Valid driver's licence.

Competencies and attributes: Financial management, Facilitation skills, Plan, lead and control, Project management. Presentation skill, Conflict management, Report writing. Time management, Confidentiality, Coaching and mentoring. Understanding of Public Service policy and legislative framework, Knowledge of Correctional Service Act, Service delivery and client orientation, Integrity and honesty, Assertiveness, Influence and impact, Communication skills, Decision making, Problem solving skills, Networking/liaison with stakeholders and Negotiation skills.

Responsibilities: Render direct EAP services to members and their families in a manner that ensures confidentiality and strong code of ethics. Assessments, referrals and short-term problem solutions. Effective confidential record keeping and data management. Implement programmed promotion, training and awareness activities. Prepare annual programmed budgets and evaluate the attainment of programme objectives as well

as providing feedback. Management of human and financial resources and assets.

SAO INVESTIGATIONS

FS & NC Region: Grootvlei AC (Ref: FS/NC 2023/02/52)

Salary: R331 188.00 per annum

Requirements: Degree/ National Diploma or equivalent qualification and 3-5 years relevant experience. Valid driver's licence. Computer literacy.

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

Responsibilities: Investigating of escapes, assaults, injuries to prisoners and to staff. Act as an initiator disciplinary hearings. Management of human re-sources and assets.

SENIOR ADMINISTRATIVE OFFICER: PERSONNEL

FS & NC Region: AC Bizzah Makhate (Ref: FS/NC 2023/02/53)

Salary: R331 188.00 per annum

Requirements: Degree/ National Diploma in human Resource management or relevant field plus 3 - 5 years relevant experience. Successful completion of Persal course. Valid driver's license and Computer literacy.

Competencies and attributes: Financial Management, Plan, organize, lead and control, Presentation skill, Conflict management, Time management, Confidentiality, Coaching and mentoring, Understanding of Public Service policy and legislative framework including PFMA, Service delivery and client orientation, Integrity and honesty, Assertive-ness, Influence and impact, Communication skills, Decision making, Problem solving skills, Networking/liaison with stakeholders, Negotiation skills and Conflict management.

Responsibilities: Manage the implementation of human resource policies. Co-ordinate staff privileges. Ensure proper leave administration within the Management Area. Quality assessment of personnel services. Inspection of personnel administration. Ensure control over personnel documentation/files. Man-age personnel investigations. Render advice on HR related matters. Manage housing allowances. Ensure proper capturing of allowances on Persal. Manage transfers. Manage remuneration control. Manage effective disciplinary processes and record keeping. Management of human and financial resources and assets.

SENIOR PERSAL CONTROLLER: PERSAL MANAGEMENT

FS & NC Region: AC Upington (Ref: FS/NC 2023/02/54)

Salary: R331 188.00 per annum

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

Competencies and attributes: Financial management, Facilitation skills, Plan, organize, lead and control, Project management, Presentation skill, Conflict management, Report writing. Time management, Confidentiality, Coaching and mentoring, Understanding of Public Service policy and legislative framework, Knowledge of Correctional Service Act, Service delivery and client orientation, Integrity and honesty, Assertiveness, Influence and impact, Communication skills, Decision making, Problem solving skills, Networking/liaison with stakeholders and Negotiation skills.

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

SAO: CLUBS

FS & NC Region: Goedemoed AC (Ref: FS/NC 2023/02/55)

Salary: R331 188.00 per annum

Requirements: Recognized three (3) year Degree/National Diploma in Financial Management/Accounting or equivalent. At least 3-5 years relevant experience in a comparable environment. Valid driver's licence. Computer literacy.

Competencies and attributes: Conflict resolution. Report writing. Presentation skills. Problem solving and decision-making. Team leadership. Policy interpretation. Computer literacy. Facilitation skills. Analytical skills. Training skills. Confidentiality. Integrity and honesty. Time management. Assertiveness. Ability to network. Service delivery and client orientation. Friendly and adaptability. Confident and independent. Ability to work under pressure. Willingness to travel.

Responsibilities: Management of mess and financial outlets. Membership management (clubs and sub clubs). Promotion of sport and recreation. Financial management of club affairs. Management of human resources, finances and assets.

SKILLS DEVELOPMENT EDUCATIONIST (M+4) (FITTING AND MACHINING)
FS & NC Region: Tswelopele Correctional Centre (FS/NC 2023/02/56)
Salary: R 296 574.00 per annum

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

Competencies and attributes: Plan, organize, lead and control, client orientation and communication, policy implementation, report writing, diversity management, training and development, service delivery innovation and creativity, project management, conflict management, facilitation management integrity and honesty, knowledge and understanding of public service management frame-work, influence and impact, presentation skills, conceptual skills and conflict management skills.

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

SKILLS DEVELOPMENT EDUCATIONISTS: M+4: ELECTRICAL
FS & NC Region: Groenpunt Youth Centre (Ref: FS/NC 2023/02/57)
Salary: R 296 574.00 per annum

Requirements: Four (4) year Degree/Diploma in Education *specializing in Electrical*. Registration of South African Council of Educators. Computer literate. A valid driver's license. These requirements are in accordance with the relevant Occupational Specific Dispensation for Educationists.

Competencies and attributes: Plan and organize, lead and control orientation and communication, policy implementation, report writing, diversity management, training and development, service delivery innovation and creativity, project management, conflict management, facilitation management integrity and honesty, knowledge of the Correctional Service Act, 111 of 1998, as amended, influence and impact, presentation skills, conceptual skills and conflict management skills.

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

SKILLS DEVELOPMENT EDUCATIONIST (M+4) (CHEMICAL ENGINEERING)
FS & NC Region: Groenpunt Correctional Centre (Ref: FS/NC 2023/02/58)
Salary: R 296 574. 00 per annum

Requirements: Recognized 4 year Degree or equivalent qualification in Education Specializing in Chemical Engineering. Registration with the South African Council of Educators. These requirements are in accordance with the relevant Occupational Specific Dispensation. Computer

literate. Valid driver's licence.

Competencies and attributes: Plan, organize, lead and control, client orientation and communication, policy implementation, report writing, diversity management, training and development, service delivery innovation and creativity, project management, conflict management, facilitation management integrity and honesty, knowledge and understanding of public service management frame-work, influence and impact, presentation skills, conceptual skills and conflict management skills.

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

EDUCATIONIST (SKILLS DEVELOPMENT): M+4
FS & NC Region: Uppington (Ref: FS/NC 2023/02/59)
Salary: R 296 574.00 per annum

Requirements: Four (4) year Degree/Diploma in Education with registration with the South African Council of Educators. These requirements are in accordance with the relevant Occupational Specific Dispensation. Computer literacy. Valid driver's licence.

Competencies and attributes: Plan, organize, lead and control, client orientation and communication, policy implementation, report writing, diversity management, training and development, service delivery innovation and creativity, project management, conflict management, facilitation management integrity and honesty, knowledge of the Correctional Services Act, Act 111 of 1998, as amended, influence and impact, presentation skills, conceptual skills and conflict management skills.

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

EDUCATIONIST (M+4) (FORMAL EDUCATION)
FS & NC Region: Uppington Correctional Centre X 3 (Ref: FS/NC 2023/02/60)
Goedemoed Medium A Correctional Centre (Ref: FS/NC 2023/02/61)
Salary: R 296 574.00 per annum

Requirements: Recognized 4 year Degree or equivalent qualification in Education. Registration with the South African Council of Educators. These requirements are in accordance with the relevant Occupational Specific Dispensation. Computer literate. Valid driver's licence.

Competencies and attributes: Plan, organize, lead and control, client orientation and communication, policy implementation, report writing, diversity management, training and development, service delivery innovation and creativity, project management, conflict management, facilitation management integrity and honesty, knowledge and understanding of public service management frame-work, influence and impact, presentation skills, conceptual skills and conflict management skills.

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

NETWORK CONTROLLER: INFORMATION TECHNOLOGY
FS & NC Region: AC Grootvlei (Ref: FS/NC 2023/02/62)
Salary: R269 214.00 per annum

Requirements: Degree/ National Diploma in IT with 1- 2 years' experience in a comparable environment. Valid driver's licence. Computer literacy.

Competencies and attributes: Problem solving and decision making, Ability to interpret policy/legislation, Report writing. Time management, Confidentiality, Coaching and mentoring, Understanding of Public Service policy and legislative framework, Service delivery and client orientation, Integrity and honesty, Assertiveness, Influence and impact, Ability to network. Knowledge of suite products and network peripherals. Ability to

work in a culturally diverse environment. Interpersonal and communication skills. Ability to work independently.

Responsibilities: Maintain access control and physical access to server rooms. Complete IT registers and inventories. Monitor performance of network connection. Perform software and hardware rollout projects. Provide first line helpdesk and desktop support. Install and upgrade software and hardware products. Provide technical advice and support to all the users. Enforce and monitor strict adherence to information and communication technology policies. Management of human resources and assets. Management of performance information.

PERSAL CONTROLLER: PERSAL MANAGEMENT
FS & NC Region: AC Colesberg (Ref: FS/NC 2023/02/63)
Salary: R 269 214.00 per annum

Requirements: Degree/ National Diploma in Human Resource Management or equivalent qualification and 5 years relevant experience in Human Resources environment and extensive experience in PERSAL Management. Successful completion of PERSAL Course. Thorough knowledge of the requirements applicable to the work sphere and that of PERSAL users. Supervisory skills. Ability to manage PERSAL function. Knowledge of Basic Conditions of Employment Act and Labour Relations. Communication skills. Corporate governance.

Competencies and attributes: Financial management, Facilitation skills, Plan, organize, lead and control, Project management, Presentation skill, Conflict management, Report writing. Time management, Confidentiality, Coaching and mentoring, Understanding of Public Service policy and legislative framework, Knowledge of Correctional Service Act, Service delivery and client orientation, Integrity and honesty, Assertiveness, Influence and impact, Communication skills, Decision making, Problem solving skills, Networking/liaison with stake-holders and Negotiation skills.

Responsibilities: Effective management of PERSAL within the management area. . Registration of supervisors and users on PERSAL and allocation of specific functions in relation to their jobs and levels. Coordinate and manage PERSAL. Oversee PERSAL in the management area. Monitor the selective allocation of functions. Responsible for the creation and maintenance of departmental codes on the departmental code file. Evaluate and recommend/reject requested changes on the PERSAL systems. Manage and control PERSAL notices and messages and bring important issues to the attention of Management. Monitor effective use of the PERSAL system. Ensure interaction between the PERSAL User Support and the Department. Responsible for the com-position and maintenance of Departmental PERSAL policy, manuals and procedures. Management of performance information.

PROVISIONING ADMINISTRATION OFFICER: LOGISTIC ADMINISTRATION
FS/NC Region: AC Bizzah Makhate (Ref: FS/NC 2023/02/64)
Salary: R269 214.00 per annum

Requirements: Recognized three (3) year degree or national diploma in Supply Chain Management or equivalent qualification with 1-2 years' experience in a comparable environment. Computer literacy. Valid driver's licence.

Competencies and attributes: Problem solving and decision-making skills, confidentiality, understanding of Public Service and legislative framework, service delivery and client orientation. Integrity and honesty, assertiveness, influence and impact and ability to network. Knowledge of Logistical Information System (LOGIS).

Responsibilities: Implementation of logistical policies in the Management Area. Monitor and control incoming and out-going stock. The administration of the warehouse, transit and fleet. Asset verification and logistical processes, asset and inventory balancing. Reconciliation between BAS and LOGIS. Manage assets.

PROFESSIONAL NURSE: GENERAL NURSING: GRADE 1
FS & NC Region: Kimberley Correction Centre (Ref: FS/NC 2023/02/65)
Tswelopele Correction Centre (Ref: FS/NC 2023/02/66)
Salary: R 268 584.00 per annum

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

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

Responsibilities: Practice nursing and healthcare in accordance with the relevant law as and regulations. Utilize human, material and physical resources efficiently and effectively. Display a concern for patients, promoting and advocating proper treatment and care, including an awareness and willingness to respond to patients' needs, requirement and expectations (Batho Pele principles). Maintain a constructive working relationship with nursing and other stakeholders. Provide direction and supervision in the implementation of the nursing plan. Implement standards, practices, criteria and indicators for quality nursing (quality of practice).

ARTISAN PRODUCTION GRADE A: CARPENTER
FS/NC Region: Tswelopele Correctional Centre: (Ref: FS/NC 2023/02/67)
Salary: R199 317.00 per annum

Requirements: An appropriate Trade test certificate, underwritten by the Manpower Training Act (Red Seal). Valid driver's licence. These requirements are in accordance the relevant Occupational Specific Dispensation

Competencies and attributes: Plan and organise, technical report writing, Technical analysis knowledge, Computer-aided technical applications, Knowledge of legal compliance, Technical report writing, Production process knowledge and skills, Problem solving and analysis, Decision making, Team work, Analytical skills, Creativity, Self-management, Customer focus and responsiveness, Communication, Computer skill.

Responsibilities: Train offenders in the applicable trade. Execute work as per requisition/orders received from clients. Apply quality control to manufactured products. Costing of product and supply quotes. Execute basic workshop administration. Perform carpentry services according to client specification and within limits production capability. Produce objects with material and equipment according to job specifications and recognized standards. Inspects equipment and facilities for technical faults. Repair equipment's according to standards. Service equipment's according to schedule. Execute basic workshop administration performance administrative and related function. Maintain and advance expertise. Execute administrative and related functions. Manage resources.

ARTISAN PRODUCTION GRADE A: WOOD
FS/NC Region: Bizzah Makhate Medium A (FS/NC 2023/02/68)
Salary: R199 317.00 per annum

Requirements: An appropriate (Accredited Artisan Trade Certificate/Diploma) trade diploma/certificate underwritten by the Manpower Training Act (Red Seal). These requirements are in accordance the relevant Occupational Specific Dispensation. Valid driver's licence.

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

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

ARTISAN PRODUCTION GRADE A: ELECTRICIAN
FS & NC Region: Grootvlei Medium Correctional Centre (Ref: FS/NC 2022/10/69)
Salary: R199 317.00 per annum

Requirements: An appropriate Trade test certificate, underwritten by the Manpower Training Act (Red Seal). Valid driver's licence. These requirements are in accordance the relevant Occupational Specific Dispensation

Competencies and Attributes: Plan and organise, technical report writing, Technical analysis knowledge, Computer-aided technical applications, Knowledge of legal compliance, Technical report writing, Production process knowledge and skills, Problem solving and analysis, Decision making, Team work, Analytical skills, Creativity, Self-management, Customer focus and responsiveness, Communication, Computer

skills,

Responsibilities: Training of offender as well as apprentices. The quality assessment of electrical services. Maintenance of building works standard in the management Area. The management of maintenance project. Perform electrical maintenance services. Manage resources

ARTISAN PRODUCTION GRADE A: PAINTER
FS/NC Region: Kimberley Correctional Centre (Ref: FS/NC 2023/02/70)
Salary: R199 317.00 per annum

Requirements: An appropriate (Accredited Artisan Trade Certificate/Diploma) trade diploma/certificate underwritten by the Manpower Training Act (Red Seal). These requirements are in accordance the relevant Occupational Specific Dispensation. Valid driver's licence.

Competencies and attributes: Plan and organise, technical report writing, Technical analysis knowledge, Computer-aided technical applications, Knowledge of legal compliance, Technical report writing, Production process knowledge and skills, Problem solving and analysis, Decision making, Team work, Analytical skills, Creativity, Self-management, Customer focus and responsiveness, Communication, Computer skills,

Responsibilities: Train offenders in the applicable trade. Execute work as per requisition/orders received from clients. Apply quality control to manufactured products. Costing of product and supply quotes. Execute basic workshop administration. Perform painting services according to client specification and within limits production capability. Produce objects with material and equipment according to job specifications and recognized standards. Inspects equipment and facilities for technical faults. Repair equipment's according to standards. Service equipment's according to schedule. Execute basic workshop administration performance administrative and related function. Maintain and advance expertise. Execute administrative and related functions. Manage resources.

HUMAN RESOURCE CERK: PERSONNEL ADMINISTRATION [03 POSTS]
FS & NC Region: Colesberg Management Area (Ref: FS/NC 2023/02/71)
Goedemoed Management Area (Ref: FS/NC 2023/02/72)
Groenpunt Management Area (Ref: FS/NC 2023/02/73)
R181 599.00 per annum

Requirements: Matric/Grade 12 or equivalent. Knowledge and experience in Human Resource Management will be an added advantage, Computer literate.

Competencies and Attributes: Facilitation skills. Report writing. Presentation skills. Problem solving and decision-making. Interpersonal relations. Policy implementation. Computer literacy. Conflict resolution. Communication skills. Typing skills. Training skills. Confidentiality. Integrity and hones. Friendly and adaptability. Confident and independent. Accuracy. Ability to work under pressure. Ability to work long hours.

Responsibilities: Maintenance of duty register. Recording of leave, forwarding of personnel information to the HR Administration. Forwarding of personnel requests to HR Administration. Drawing up of duty schedules. Calculating of overtime worked. Reporting of overtime worked via G224 to the Management Area Personnel Office. All cases of absenteeism without leave to be reported to HR Administration and initiators. Issuing leave forms to staff. Forwarding of leave forms for processing by staff of the HR Administration. Refers to application for transfers, housing subsidies, accommodation, bursaries, grievances, disciplinary proceedings and any other miscellaneous information required. Management of Performance Information

HUMAN RESOURCE CLERK: RECRUITMENT AND APPOINTMENT
FS & NC Region: Regional Office (Ref: FS/NC 2023/02/74)
Salary: R181 599.00 per annum

Requirements: Requirements: Matric/Grade 12 or equivalent. Knowledge and experience in Human Resource Management will be an added advantage, Computer literate.

Competencies and Attributes: Facilitation skills. Report writing. Presentation skills. Problem solving and decision-making. Interpersonal relations. Policy implementation. Computer literacy. Conflict resolution. Communication skills. Typing skills. Training skills. Confidentiality. Integrity and hones. Friendly and adaptability. Confident and independent. Accuracy. Ability to work under pressure. Ability to work long hours.

Responsibilities: Implementation of policy on HR provisioning. Appointment of all new entry levels, interns, contract workers on PERSAL. Ensure that all documents regarding appointment are correctly completed and signed. Filing and keep records. Liaise with the Management Areas with regards recruitment and appointment. Ensure that on assumption of duty vetting has been conducted.

ADMINISTRATION CLERK: TRANSPORT
FS/NC Region: Bizzah Management Area (Ref: FS/NC 2023/02/75)
Salary: R181 599.00 per annum

Requirements: Grade 12 or equivalent. Experience in office administration will be an added advantage. Computer literate.

Competencies and attributes: Problem solving and decision-making skills, time management, confidentiality, Under-standing of Public Service and legislative framework, service delivery and client orientation, integrity and honesty,. Assertiveness, influence and impact and ability to network.

Responsibilities: Undertake transport inspection, the commendation of transport inspection teams. Assist formulation strategies. Operate transport policy, assistance with implementation of national transport, the rendering of transport advice to functionaries, and the evaluation of proposed amendments. Undertake transport investigations, the investigation of irregularities in transport, the reporting on irregularities, plan activities, plan work session goals, and render advice to Area Commissioner's Office. Manage transport, evaluate losses incurred with vehicles. Make recommendation on re-quests; grant approval for the use of official vehicles. Management of performance information.

HUMAN RESOURCE CLERK: CAREER MANAGEMENT
FS & NC Region: Grootvlei Management Area (Ref: FS/NC 2023/02/76)
Salary: R181 599.00 per annum

Requirements: **Requirements:** Grade 12 or equivalent. Experience in office administration will be an added advantage. Computer literacy.

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

Responsibilities: Apply HR development policies and procedures in the Management Area. Administrate training programmes. Administrate examinations. Undertake training research. Administrate in-service training programmes. Administrate self-development activities. Administrate bursaries/ study loans. Administrate infrastructural requirements for HR development. Management of performance information.

HUMAN RESOURCE: CLERK REGISTRATION
FS & NC Region: AC Grootvlei (Ref: FS/NC 2023/02/77)
AC Bizzah Makhate (Ref: FS/NC 2023/02/78)
Salary: R181 599.00 per annum

Requirements: Grade 12 experience in a comparable environment will be an added advantage. Computer literacy, valid driver's license.

Competencies and Attributes: Plan and organize, client orientation and communication, policy analysis an interpretation, report writing, Knowledge of Public Service Regulations. Knowledge of procurement administration and public finance administration, Integrity and honesty, confidentiality, interpersonal relations, accuracy, independent networking, influence and impact. Ability to work under pressure.

Responsibilities: Maintain archives and registry sections. Transfer records to archives. Withdraw records from archives and registry. Disposal of files. Control uniform filling system. Safe keeping of departmental files. General filing. Management of assets.

STAFF SHOP KEEPER
FS & NC Region: Goedemoed Management Area (Ref: FS/NC 2023/02/79)
R181 599.00 per annum

Requirements: Grade 12 experience in a comparable environment will be an added advantage. Computer literacy .Valid driver's license.

Competencies and attributes: Financial management, plan, organize, lead and control, conflict management influence and impact, understanding of Public Service policy and legislative framework including PFMA, communication skills, decision making report writing, presentation skill, 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 negotiation skills.

Responsibilities: Maintain the smooth running of the shop through sound Business administration, adherence to hygiene standards, and oversee the petrol station, order and purchase of stock from suppliers, receiving of stock and issue out of stock, controlling of the stock of the bulk store, calculating the liquor prices of the bar after the stock is received, financial, logistical and personnel management. Management of performance information.

SECRETARY: REGIONAL HEAD: FINANCE
FS & NC Region: Regional Office: (Ref: FS/NC 2023/02/80)
R181 599.00 per annum

Requirements: Grade 12 or secretarial diploma/certificate and relevant experience as a secretary will be an added ad-vantage. Computer literate.

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

Responsibilities: Answer and screen telephone calls. Compile memoranda and presentations. Execute office and general administrative duties. Manage electronic document tracking system. Maintain diary and manage appointments. Acknowledge receipt of documents. Record and issue minutes. Arrange meetings/conferences/workshops with relevant stakeholders upon request. Make all transport arrangements for conferences, courses, meetings and hearings away from the office. Ensure submission of travel claims. Management of assets.

ADMIN CLERK: DEV & CARE
FS & NC Region: AC Grootvlei Management (Ref: FS/NC 2023/02/81)
R181 599.00 per annum

Requirements: Grade 12 Computer literate.

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

Responsibilities: Correspondence to and from the Area Commissioner. Arrangement and administration of meetings. Planning and managing of activities for the Area Coordinator: Dev & Care. Communication on behalf of the Area Coordinator: Dev & Care. Handle Internal as well as External calls. Managing of classified information. Ensure that knowledge of classified issues to other persons is conveyed on a need to know basis only. Typing of documents for the Area Coordinator: Dev & Care Logistical administration. Coordinating monthly statistics the Area Coordinator: Dev & Care.

ARTISAN FOREMAN GRADE A PRODUCTION WORKSHOPS (12 MONTHS CONTRACT)

ARTISAN FOREMAN GRADE A (PLUMBER) [04 POSTS]
FS/NC Region: Colesberg Correctional Centre X2 (Ref: FS/NC 2023/02/82)
Upington Correctional Centre X2 (Ref: FS/NC 2023/02/83)
Salary: R318 090.00 per annum (Plus 37% in lieu of benefits)

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

Competencies and Attributes: Relationship building, innovation & creativity, People management, Time management, Openness &

transparency, Integrity & honesty, Coaching & mentoring, Confidentiality, Interpersonal relations, Networking, Tact and Computer skills.

Responsibilities: Management of administration task. Training and development of offenders. Control over work-places and tools. Inventory control and logistical administration as well as efficient management of resources and work orders and compliance with administration. Design, production, maintenance, performance administrative and related function. Maintain and advance expertise. Management of human and financial resources and assets. Management of performance information.

ARTISAN FOREMAN GRADE A PRODUCTION WORKSHOPS (12 MONTHS CONTRACT)

ARTISAN FOREMAN GRADE A (ELECTRICIAN) [04 POSTS]

FS & NC Region: Colesberg Correctional Centre X2: (Ref: FS/NC 2023/02/84)

Upington Correctional Centre X2 (Ref: FS/NC 2023/02/85)

Salary: R318 090.00 per annum (Plus 37% in lieu of benefits)

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

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

Responsibilities: Management of administration task. Training and development of offenders. Control over work-places and tools. Inventory control and logistical administration as well as efficient management of resources and work orders and compliance with administration. Design, production, maintenance, performance administrative and related function. Maintain and advance expertise. Management of human and financial resources and assets. Management of performance information.

ARTISAN PRODUCTION GRADE A: PRODUCTION WORKSHOPS (12 MONTHS CONTRACT)

ARTISAN PRODUCTION GRADE A: CARPENTER [02 POSTS]

FS & NC Region: Colesberg Correctional Centre: (Ref: FS/NC 2023/02/86)

Upington Correctional Centre: (Ref: FS/NC 2023/02/87)

Salary: R199 317.00 per annum (Plus 37% in lieu of benefits)

Requirements: An appropriate Trade test certificate, underwritten by the Manpower Training Act (Red Seal). Valid driver's licence. These requirements are in accordance the relevant Occupational Specific Dispensation

Competencies and attributes: Plan and organise, technical report writing, Technical analysis knowledge, Computer-aided technical applications, Knowledge of legal compliance, Technical report writing, Production process knowledge and skills, Problem solving and analysis, Decision making, Team work, Analytical skills, Creativity, Self-management, Customer focus and responsiveness, Communication, Computer skills.

Responsibilities: Train offenders in the applicable trade. Execute work as per requisition/orders received from clients. Apply quality control to manufactured products. Costing of product and supply quotes. Execute basic workshop administration. Perform carpentry services according to client specification and within limits production capability. Produce objects with material and equipment according to job specifications and recognized standards. Inspects equipment and facilities for technical faults. Repair equipment's according to standards. Service equipment's according to schedule. Execute basic workshop administration performance administrative and related function. Maintain and advance expertise. Execute administrative and related functions. Manage resources.

ARTISAN PRODUCTION GRADE A: PRODUCTION WORKSHOPS (12 MONTHS CONTRACT)

ARTISAN PRODUCTION GRADE A: PAINTER [02 POSTS]

FS & NC Region: Colesberg Correctional Centre: (Ref: FS/NC 2023/02/88)

Upington Correctional Centre: Ref: FS/NC 2023/02/89)

Salary: R199 317.00 per annum (Plus 37% in lieu of benefits)

Requirements: An appropriate (Accredited Artisan Trade Certificate/Diploma) trade diploma/certificate underwritten by the Manpower Training Act (Red Seal). These requirements are in accordance the relevant Occupational Specific Dispensation. Valid driver's licence.

Competencies and attributes: Plan and organise, technical report writing, Technical analysis knowledge, Computer-aided technical applications, Knowledge of legal compliance, Technical report writing, Production process knowledge and skills, Problem solving and analysis, Decision making, Team work, Analytical skills, Creativity, Self-management, Customer focus and responsiveness, Communication, Computer skills,

Responsibilities: Train offenders in the applicable trade. Execute work as per requisition/orders received from clients. Apply quality control to manufactured products. Costing of product and supply quotes. Execute basic workshop administration. Perform painting services according to client specification and within limits production capability. Produce objects with material and equipment according to job specifications and recognized standards. Inspects equipment and facilities for technical faults. Repair equipment's according to standards. Service equipment's according to schedule. Execute basic workshop administration performance administrative and related function. Maintain and advance expertise. Execute administrative and related functions. Manage resources.

ARTISAN PRODUCTION GRADE A: PRODUCTION WORKSHOPS (12 MONTHS CONTRACT)

ARTISAN PRODUCTION GRADE A: BRICKLAYER [02 POSTS]
FS & NC Region: Colesberg Correctional Centre: (Ref: FS/NC 2023/02/90)
Upington Correctional Centre: Ref: FS/NC 2023/02/91)
Salary: R199 317.00 per annum (Plus 37% in lieu of benefits)

Requirements: An appropriate Trade test certificate, underwritten by the Manpower Training Act (Red Seal). Experience and qualified working as a Bricklayer, recognition will be given for relevant experience after completion of the trade test. These requirements are in accordance with the relevant Occupational Specific Dispensation. Computer literate. Valid driver's licence.

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

Responsibilities: Produce building designs according to specification and within limits production capability. Laying bricks with material and equipment according to job specifications and recognized standards. Inspects brick laying equipment and facilities for technical faults. Repair equipment's according to standards. Apply brick laying according to schedule. Train offenders in the applicable trade. Execute work as per requisition/orders received from clients. Apply quality control to manufactured products. Costing of product and supply quotes. Execute basic workshop administration.