



correctional services

Department:
Correctional Services
REPUBLIC OF SOUTH AFRICA

DEPARTMENT OF CORRECTIONAL SERVICES
CLOSING DATE: 11 JULY 2022 @ 15H45

APPOINTMENTS UNDER THE PUBLIC SERVICE ACT

DEPUTY DIRECTOR: DEPARTMENTAL BUSINESS PLANS

- National Head Office: Directorate: Management Accounting (Ref: HO 2022/06/01)
Salary: R744 255 all-inclusive package

Requirements: An appropriate national diploma/degree in Financial Management or equivalent. 3-5 years relevant experience in management accounting at supervisory/management level (ASD). Computer literacy. Valid driver's licence.

Competencies and attributes: Extensive knowledge of the public finance management act and treasury regulations. Knowledge of BAS; knowledge and experience of policy and procedures related to Budget Planning. Budget process in a government environment. Extensive Knowledge of Public Finance Management Act (PFMA), Treasury Regulations, Public Service Act, PSCBC Resolutions and other Governmental prescripts regarding financial matters. Sound knowledge of PERSAL System, Basic Accounting System (BAS) and SafetyNet. Good communication (written and verbal), analytical and computer literacy (Microsoft Package) skills. Excellent verbal and written communication skills. Report writing and Presentation skills. Plan, organize, leadership and control. Managing interpersonal conflict and resolving problems. Liaison (internal and external). Analytical thinking, applying technology, problem analysis and productivity. Honesty, integrity and committed. Creativity, logical and innovative. Internal actualization (self-starter), motivated and observant.

Responsibilities: Co-ordination and management of department budgetary process and support to head office and regions. Co-ordinate and consolidate department MTEF budget and estimates of national expenditure (ENE). Co-ordinate the process of budget bilateral hearing with department units and national treasury. Facilitate and consolidate annual spending plan. Provide secretarial services to the departmental budget committee. Rendering of program financial planning support, undertake costing of departmental activities. Formulation of development of, maintenance of and advice on financial policies. Pertaining to management accounting department. Verification and management of assets in the directorate. Execute responsibilities of officials as stipulated in section 45 of the PFMA. Management of human resources, finance and assets.

DEPUTY DIRECTOR: ACCOUNTS AND BOOKKEEPING

- National Head Office: Directorate: Financial Accounting (Ref: HO 2022/06/02)
Salary: R744 255 all-inclusive package

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

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

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

Manage Safety Web. Ensure that all officials under DD: Accounts and Bookkeeping responsibility receive necessary training. Monitor and supervise staff. Management of human resources, finance and assets.

DEPUTY DIRECTOR: FUNDS AND SCHEMES

- National Head Office: Directorate: Facilities Funds Management (Ref: HO 2022/06/03)
Salary: R744 255 all-inclusive package

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

Competencies and attributes: Financial management. Problem solving and decision making. Facilitation skills. Plan, organise, lead and control. Change management. Team leadership. Project management. Presentation skills. Conflict management. Report writing. Training and development. Time management. Confidentiality. Coaching and mentoring. Understanding public service policy and legislative framework. Services delivery and client orientation. Integrity and honesty. Assertiveness. Ability to network. Influence and impact.

Responsibilities: Manage facilities Funds and Schemes and ensure that funds and schemes are annually audited. Manage, Develop and review facilities funds schemes clubs and Messes policies, procedures, processes and guidelines and monitor the implementation thereof. Manage and monitor the administering of sport fund portfolio as well as Widows and Orphans fund portfolios in terms of applicable policies, processes and guidelines. Manage and Monitor the operations of Karridene Resort in line with the agreement between DCS Facilities Fund and Protea Hotel Group (Marriot International). Manage the administering of Clubs and Messes operations. Management of human resources, finance and assets.

ASSISTANT DIRECTOR: SECRETARIAT TENDER COMMITTEE

- National Head Office: Directorate: Procurement (Ref: HO 2022/06/04)
Salary: R382 245 per annum

Requirements: Relevant bachelor's degree or national diploma in Supply Chain Management/Purchasing Management/Procurement/Logistics or equivalent qualifications. 3-5 years' relevant experience. Computer literate. Valid driver's licence.

Competencies and attributes: Strategic capability. Project management. Financial management. Knowledge of BBBEE. Knowledge of procedures and circulars related to Bid adjudication. Knowledge of supply chain management policy. Knowledge of supply chain management user manual in respect of procurement. Change management, integrity and honesty. Knowledge management, service delivery innovation and creativity. Problem solving and analysis. People management and empowerment. Client orientation and customer care. Communication, diversity management, conflict resolution, listening and time management skills. Good work ethics, interpersonal relations, confidentiality, openness and transparency. Ability to influence and create impact. Tact and diplomacy. Decision making and willingness to travel.

Responsibilities: Monitor the implementation of BBBEE and communicate with bidders on bid related results. Coordinate the training of Senior Provisioning Administration Officers and development of training manuals. Coordinate the sitting and preparation for Bid committee meetings. Ensure the effective implementation of procedures and guidelines with regards to Bid committee. Management of resources.

ASSISTANT DIRECTOR: LOGISTICAL LOSS CONTROL

- National Head Office: Directorate: Logistics (Ref: HO 2022/06/05)
Salary: R382 245 per annum

Requirements: National diploma or degree in Supply Chain Management/ Purchasing Management/ Procurement or equivalent qualification. 3-5 years' experience gained at supervisory level. Computer literate. Valid driver's licence.

Competencies and attributes: Labour legislation committed, ethical, initiative. Supply chain manuals- procurement, PASM chapter 12,14,15. PFMA chapter 5. PASM chapter 15, \BAS manual, GRAP. White paper on corrections (applicable sections). DSC strategic plan (applicable sections). Managing interpersonal conflict and resolving problems. Ability to access and utilize information. Project management. Analytical thinking, liaison, monitoring and advisory skills.

Responsibilities: Manage or control proactive steps to prevent losses. Manage or control of firearms report. Manage or control the implementing of announced delegated powers. Manage/ control decisions which were taken on logistical work sessions. Support the formulation and development of supply management system. Assist with the formulation of development of maintenance of and advice on policy and procedures with loss control management, and research of best technology. Monitor and evaluate loss control evaluation of assets taking reports. Control and administering the announcement of delegated powers. Provide needs-based information and support to management. Assist and provide logistical information and advice to the Director: Logistics. Assist with alignment of departmental policies. Assist managers on the handling of losses. Handling of monitoring visits. Responsible for the submission of the reports pertaining to losses to the Director: Logistics. Management of resources.

ASSISTANT DIRECTOR: FINANCIAL MANAGEMENT SUPPORT

- National Head Office: Directorate: Procurement (Ref: HO 2022/06/06)
Salary: R382 245 per annum

Requirements: National diploma or degree in Supply Chain Management/ Purchasing Management/ Procurement/Cost Accounting/ Financial Management/ Accounting or equivalent qualification. 3-5 years' experience gained at supervisory level. Computer literate. Valid driver's licence.

Competencies and attributes: Knowledge of BAS. Financial management skills. Time management. Telephone etiquette. Problem solving. Numeracy. Organizing. Communication skills. Decision making. Financial management skills. Interpersonal skills.

Responsibilities: Management of budget for the procurement processes. Management of the multi year estimations. Manage order placement with suppliers. Manage financial meetings. Manage the prompt. Manage and control financial documents. Settlement of accounts. Management of resources.

ASSISTANT DIRECTOR: BUDGET CONTROL: HEAD OFFICE AND COLLEGES

- National Head Office: Directorate: Financial Accounting (Ref: HO 2022/06/07)
Salary: R382 245 per annum

Requirements: Degree or national diploma in Finance or relevant qualification plus at least 3-5 years' experience as a supervisor level. Computer literate. Valid driver's licence.

Competencies and attributes: Financial training skills. Strategic planning skills. Monitoring and evaluation skills. Data analysis skills. Communication skills. Quality assurance skills. Facilitation skills. Problem solving skills. Knowledge of Public Financial Management Act (PFMA). Treasury Regulations. Knowledge of White Paper on Corrections Managerial skills. Ability to prioritise and manage multiple tasks. Innovative and creative. knowledge and experience in monitoring and evaluation systems. Understanding of Public Service policy and legislative framework. Understanding of broader Public Service transformation processes. Good interpersonal relations. Ability to network. Integrity and honesty. Service delivery and client orientation. Ability to make and implement decision.

Responsibilities: Manage arrangements. Assist with regards to financial planning and management. Serve as a financial agent between CFO, Directorates at Head Office and the Colleges. Giving financial advice to our clients, management and other officials. Control the budget. Control over suspense account (ledger accounts). Revenue and budget management. Examine the department's operations to identify sources or potential sources of revenue. Regular evaluation of the effectiveness of sources of revenue; timeous collection of revenue. Ensure that sound systems and procedures for Budget management and control are in place. Manage the responsibilities of Section 45 of the PFM Act. Ensure that the system of financial management and internal control established for Correctional Services is carried out within the area of responsibility of that official. Effective, efficient, economical and transparent use of financial and other resources within that official's area of responsibility. Accounting and reporting requirements. Design, implement and maintain accounting systems to ensure complete, valid, accurate and timeous financial/non-financial information. Maintenance of appropriate and consistent financial/non-financial reports that satisfy the needs of the users of financial/non-financial information. Guidance on regular performance reporting to management. Management of resources.

ASSISTANT DIRECTOR: PERSONNEL COMPENSATION

- National Head Office: Directorate: Financial Accounting (Ref: HO 2022/06/08)
Salary: R382 245 per annum

Requirements: Relevant three (3) year degree or national diploma in finance related field with Financial Accounting/Taxation as a major subject. 3-5 years relevant finance and tax experience in a supervisory level. Computer literate. Valid driver's licence.

Competencies and attributes: Financial management. Project management. Change management. Understanding of Public Service policy and legislative framework. Good knowledge of Public Finance Management Act, Treasury Regulations, PERSAL and BAS. Communication skills. Client orientation and customer focus. Problem solving and analysis. Service delivery innovation. Decision making. People management and empowerment. Integrity and honesty. Confidentiality. Good interpersonal relations, Assertiveness, ability to network, and ability to work independently as well as in a team.

Responsibilities: Monitoring and controlling of Service Termination cases on PERSAL and managing employees Deduction Pay Over to relevant institutions. Manage clearance of Suspense Accounts that falls under Sub-Directorate Accounting. Management of Payroll, Garnishee Order, PERSAL Exception and ensure the timeous reconciliation of all Deduction Ledger Accounts. Management of employees' tax. Management of Sundry Salary related payments. Management of resources.

ASSISTANT DIRECTOR: FINANCIAL MANAGEMENT ADMINISTRATION

- National Head Office: Directorate: Management Accounting (Ref: HO 2022/06/09)

Salary: R382 245 per annum

Requirements: Relevant three (3) year degree or national diploma in a financial management related field with cost and management accounting as a major subject. 3-5 years relevant experience in budgeting or similar environment as a senior state accountant. Computer literate. Valid driver's licence.

Competencies and attributes: Problem solving and decision making. Sound knowledge of government transversal systems including BAS and the budgeting process. Service delivery and client orientation, integrity and honesty. Assertiveness, influence and impact and ability to network. Strong leadership qualities. Excellent verbal and written communication skills.

Responsibilities: Advice and assist managers with costing of short, medium and long-term plans. Manage and advice on the re-prioritization of funds to ensure that they are directed and utilized to the best achievement of the departmental objectives. Manage and consolidate of budget inputs from regions. Evaluate and interrogate inputs from regions for the medium-term expenditure framework (MTEF) budget and estimates of national expenditure (ENE). Ensure that the department complies with the PFMA, treasury regulations and treasury guidelines for the compilation and submission of the medium-term expenditure framework (MTEF) budget and the estimates of national expenditure (ENE). Manage the alignment budget with the operational and strategic plans. Manage the breakdown per month of anticipate revenue and expenditure for that financial year. Develop, implement and maintain budget planning policies and procedures. Manage reporting of relevant and critical financial management information to senior and external stakeholders. Execute responsibilities of officials in section 45 of the PFMA. Management of resources.

ASSISTANT DIRECTOR: AGRICULTURE OPERATIONS

- National Head Office: Directorate: Production Workshops and Agriculture (Ref: HO 2022/06/10)

Salary: R382 245 per annum

Requirements: Recognised three (3) year degree/national diploma in Agriculture Plant or Animal Production. 3-5 years supervisory experience in the field of Agriculture Plant or Animal Production. Computer literate. Valid driver's licence.

Competencies and attributes: Understanding of Public Service Policy and Legislative Framework. Knowledge of Supply Chain Management legislation and related prescripts. Sound knowledge of project management, financial management, agricultural operations and production processes. Good writing and communication skills. Ability to work under pressure in a professional and friendly manner. Analytical skills. Report writing. 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.

Responsibilities: Provide agricultural technical/advisory services at operational level. Provide support in policy design and development. Provide support on the compilation and execution of the Operational Plan. Oversee agricultural operations and monitor production performance against the targets nationally. Optimize the use of agricultural resources for enhancement of self-sufficiency and offender development. Conduct monitoring and evaluation of farms. Deliver organizational and scientific support service to the Sub-Directorate Agriculture. Manage human resources, finances and assets. Provide support on development and training of agricultural personnel. Ensure stakeholder relations is maintained. Management of resources.

SENIOR ADMINISTRATION OFFICER: PLANT/CROP PRODUCTION

- National Head Office: Directorate: Production Workshops and Agriculture (Ref: HO 2022/06/11)
Salary: R321 543 per annum

Requirements: Recognised three (3) year degree/national diploma in Agriculture Plant/Crop Production or equivalent qualification. 2-3 years' applicable experience in the field of Agriculture Plant/Crop Production. Computer literate. Valid driver's licence.

Competencies and attributes: Understanding of Public Service Policy and Legislative Framework. Knowledge of Supply Chain Management legislation and related prescripts. Sound knowledge of agricultural operations and production processes. Good writing and communication skills. Ability to work under pressure in a professional and friendly manner. Analytical skills. Report writing. 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. Project management. financial management.

Responsibilities: Provide agricultural plant/crop production technical/advisory services to the Department. Provide support in policy design and development. Provide inputs in the compilation of the operational and strategic plan objectives. Monitor optimum utilization of agricultural resources for enhancement of self-sufficiency and offender development. Management of resources.

SENIOR STATE ACCOUNTANT: BUDGET PLANNER: ADMINISTRATION

- National Head Office: Directorate: Management Accounting (Ref: HO 2022/06/12)
Salary: R321 543 per annum

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

Competencies and attributes: Good knowledge of public finance management act, treasury regulations, report writing, problem solving skills, interpersonal relations, policy implementation, conflict resolution, communication skills, typing skills. Sound knowledge of BAS and the budgeting process. Integrity and honest, friendly and adaptability, confident, self-discipline. Ability to work under pressure and punctuality. Excellent verbal and written communication skills.

Responsibilities: Support the Assistant Director Budgets with the costing of short, medium and long-term plans. Render programmes financial planning support and compilation of financial and non-financial related reports. Assist with the updating and compilation of MTEF and ENE budgets. Assist with the updating and consolidation of annual spending plan. Render budget committee secretariat functions. Assist with the development, implantation and maintenance of budget planning policies procedures. Render administrative and financial support within the directorate including the compilation of directorate's budget and spending plan. Verification and management of assets in the directorate. Execute responsibilities of officials as stipulated in section 45 of the PFMA. Management of resources.

SENIOR PROVISIONING ADMINISTRATION OFFICER: COMMODITY MANAGEMENT

- National Head Office: Directorate: Procurement (Ref: HO 2022/06/13)
Salary: R321 543 per annum

Requirements: Recognized degree or national diploma in Supply Chain Management or equivalent qualification. 2-3 years' experience in Supply Chain Management. Computer literate. Valid driver's licence.

Competencies and attributes: Knowledge of supply chain management policy. Knowledge of supply chain management user manual in respect of procurement. Knowledge of Procurement Preference Policy Framework (PPPFA) and its regulations. Knowledge of Public Finance Management Act (PFMA), 1999 and Treasury Regulations. Communication and presentation skills. Problem solving and decision making. Confidentiality, communication, facilitation, conflict management and time management skills. Assertiveness. Integrity and honesty. Influence and impact. Ability to network. Service delivery and client orientation. Coaching and mentoring. Willingness to travel.

Responsibilities: Coordinate and administer the effective use of commodities in line with the commodity policy. Administer and provide advice and support with regard to the commodity policy and the implementation thereof. Attend to audit queries. Management of resources.

SENIOR STATE ACCOUNTANT: FINANCIAL TRAINING

- National Head Office: Directorate: Financial Accounting (Ref: HO 2022/06/14)
Salary: R321 543 per annum

Requirements: Degree or national diploma in Finance related field with Financial Accounting/Cost and Management Accounting as a major subject. 2-3 years relevant finance experience. Computer literate. Valid driver's licence.

Competencies and attributes: Policy coordination. Financial management. Project and programme management. Change management. Understanding of Public Service policy and legislative framework. Good knowledge of Public Finance Management Act, Treasury Regulations and BAS. Communication skills. Client orientation and customer focus. Problem solving and analysis. Service delivery innovation. Decision making. People management and empowerment. Integrity and honesty. Confidentiality. Good interpersonal relations. Assertiveness. Ability to network. Diplomacy and tact. Willingness to work outside normal working hours.

Responsibilities: Facilitation and coordination of both internal and external financial training. Compilation of financial training needs. Compilation of monthly formal and informal financial training statistics. Compilation and distribution of training manuals. Ensure that nominated officials attend training. Provide training on finance procedures and policies. Ensure that statistics of financial training is updated. Ensure that officials under your responsibility receive necessary training. Execute the responsibilities of officials as stipulated in section 45 of the Public Finance Management Act. Monitor and supervise staff. Management of resources.

SENIOR STATE ACCOUNTANT: ACTIVITY CONTROL

- National Head Office: Directorate: Financial Accounting (Ref: HO 2022/06/15)
Salary: R321 543 per annum

Requirements: An appropriate three-year national diploma or degree in Finance with Accounting, Management Accounting and or Financial Information System as a major subject. 2-3 years relevant finance/tax experience. Computer literate. Valid driver's licence.

Competencies and attributes: Good knowledge of Public Finance Management Act (PFMA). Treasury Regulations. and Standard Chart of accounts (SCOA). Division of revenue Act. and the Basic Accounting System. Good interpersonal relations and communication skill. Professional person with integrity and ability to perform under pressure. Computer literal (Knowledge of PERSAL will be an added advantage).

Responsibilities: Exercise control over Expenditure items. Ensuring balancing of the Internal Charges Concept. Control over the Revenue items. Responsible for checking expenditure against allocate budget. Manage the office. Execute responsibilities of officials as stipulated in Section 45 of the PFMA. Maintenance of Departmental Activity procedures. Management of resources.

SENIOR STATE ACCOUNTANT: FINANCIAL DIRECTIVES AND POLICIES

- National Head Office: Directorate: Financial Accounting (Ref: HO 2022/06/16)
Salary: R321 543 per annum

Requirements: Degree or national diploma in Finance related field with Financial Accounting/Cost and Management Accounting as a major subject. 2-3 years relevant finance experience. Willingness to work outside normal working hours. Computer literate. Valid driver's licence.

Competencies and attributes: Financial Training skills. Policy coordination. Financial management. Project management. Change management. Understanding of Public Service policy and legislative framework. Good knowledge of Public Finance Management Act, Treasury Regulations and BAS. Communication skills. Client orientation and customer focus. Problem solving and analysis. Service delivery innovation. People management and empowerment. Integrity and honesty. Confidentiality. Good interpersonal relations. Assertiveness. Ability to network.

Responsibilities: Facilitation and coordination of both internal and external financial training. Compilation of financial training needs. Compilation of monthly formal and informal financial training statistics. Compilation and distribution of training manuals. Ensure that nominated officials attend training. Provide training on finance procedures and policies. Ensure that statistics of financial training is updated. Ensure that officials under your responsibility receive necessary training. Execute the responsibilities of officials as stipulated in section 45 of the Public Finance Management Act. Monitor and supervise staff.

SENIOR STATE ACCOUNTANT: COMPENSATION CONTROL

- National Head Office: Directorate: Financial Accounting (Ref: HO 2022/06/17)
Salary: R321 543 per annum

Requirements: Degree or national diploma in Finance related field or relevant qualification plus 2-3 years' experience. BAS training and advanced MS Excel will be an added advantage. Computer literate. Valid driver's licence.

Competencies and attributes: PFMA. Treasury Regulations. White Paper on Corrections (applicable sections). DCS Strategic Plan (applicable sections). Public service regulations. HRM policies/procedures. Financial administration procedures. Supply chain manuals – transport, procurement, asset management. Ability to access and Utilise information. Plan, organise, leadership and control. Managing interpersonal conflict and resolving problems. Project management. Analytical thinking. Applying technology, problem analysis and productivity. Liaison (internal/external). Honesty, integrity and committed. Ethical, fairness and judgement. Creativity, logical initiative and Innovative. Internal actualisation (self-starter) and motivated.

Responsibilities: Ensure effective administration. Personnel evaluation and assessment. Internal and external training of personnel. Sub-inventory controller. Control over use of telephone in the office. Application of personnel discipline. Compile Financial Circulars. Control GUFFS. Ensure that personnel in the section comply with norms and standards of the directorate. Comply with the responsibilities in Section 45 of PFM Act. Handling of sensitive issues. Control over personnel compensation system. Institution/cancellation of state guarantees. Checking captured documents on Persal. Control and managed ledger account. Control over all unclaimed salaries. Control over all hand payments. Approve BAS payments advices. Institution/cancellation of bursary debt. Check termination of Service for correctness. Control over provisional salary debt. Control over Persal code absent ledger. Control over claims for pump allowance. Control over salary claims seconded personnel. Management of resources.

SENIOR STATE ACCOUNTANT: TAX CONTROL

- National Head Office: Directorate: Financial Accounting (Ref: HO 2022/06/18)
Salary: R321 543 per annum

Requirements: Degree or national diploma in finance related field with Financial Accounting/Taxation, Accounting as a major subject. 2-3 years relevant finance/tax experience. Computer literate. Valid driver's licence.

Competencies and attributes: Project management. Willingness to work outside normal working hours. Change management. Good knowledge of Public Finance Management Act, Treasury Regulations, BAS and PERSAL. Communication skills. Client orientation and customer focus. Problem solving and analysis. Service delivery innovation. People management and empowerment. Integrity and honesty. Confidentiality. Good interpersonal relations, Assertiveness, ability to work independently as well as in a team.

Responsibilities: Prepare and submit Annual and Bi-annual employees tax reconciliation and payments to SARS. Responsible for Monthly Employees Tax Reconciliation and payments to SARS. Manage the checking and control of Tax on Service Terminations on PERSAL. Administration of Employees Tax Certificates. Clearing suspense accounts on salary related accounts. Management of resources.

SENIOR STATE ACCOUNTANT: EXPENDITURE CONTROL

- National Head Office: Directorate: Financial Accounting (Ref: HO 2022/06/19)
Salary: R321 543 per annum

Requirements: Relevant degree/ national diploma in finance related field with Financial Accounting/Cost and Management Accounting as a major subject. 2-3 years proven financial and management experience in a similar environment. Computer literate. Valid driver's licence.

Competencies and attributes: Project management. Change management. Good knowledge of Public Finance Management Act, Treasury Regulations, BAS and PERSAL. Communication skills. Client orientation and customer focus. Problem solving and analysis. Service delivery innovation. People management and empowerment. Integrity and honesty. Confidentiality. Good interpersonal relations, Assertiveness, ability to work independently as well as in a team.

Responsibilities: Control the accounting of State monies and petty cash of Head Office. Control over BAS ledger accounts and institution of various debt accounts. Control over payment of subsistence and travel advances for Head Office. Approve BAS Sundry payment advices, BAS journals, BAS Receipts, BAS Debt take-on and Telephone Registers for Financial Control Office. Control the correct issuing of receipts and the correct data capturing on BAS. Checking of claims for Motor Finance Scheme for senior employees. Control over Z59 salary claims for Head Office. Handle the monthly telephone list as prescribed in the procedure manual. Ensure that the personnel in the section comply with the norms and the standards of the Directorate Financial Accounting. Manage, train and supervise personnel. Handle sensitive queries from clients. Acting in higher positions on an "Ad Hock" basis when necessary. Execute the responsibilities of officials as stipulated in terms of Section 45 of the PFMA. Management of resources.

SENIOR STATE ACCOUNTANT

- National Head Office: Office of the CFO (Ref: HO 2022/06/20)
- National Head Office: Office of the CDC Incarceration and Corrections (Ref: HO 2022/06/21)
- National Head Office: Office of the CDC Community Corrections (Ref: HO 2022/06/22)

Salary: R321 543 per annum

Requirements: Relevant bachelor's degree or national diploma in Cost and Management Accounting or equivalent qualification. 2-3 years' experience in a similar environment. Knowledge of BAS, PERSAL and Logis systems. Computer literacy. Valid driver's licence.

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

Responsibilities: Compiling the branch expenditure reports. Monitoring of irregular and wasteful expenditure and ensure that measures are in place to prevent such. Compiling the monthly disclosure report. Consolidate all the chief-directorate (Branch) disclosure financial reports for gifts and registers. Prepare monthly projection branch expenditure. Coordinate budget monthly meetings for the branch. Compile branch monthly asset register in the office of the CDC. Monitoring financial performance. Co-ordination and compilation of the Branch Medium-Term Expenditure Framework (MTEF) budget and the Estimates of National Expenditure (ENE). Capturing of inputs from the Branch for MTEF. Coordinate the rendering of support service by the Financial Control Office (FCO) in terms of giving financial and budgetary advice to the Directors within the Branch. Render an office support service to the branch. Ensure effective utilisation and control over resources of the office. Execute responsibilities of officials as stipulated in Section 45 of the PFMA. Management of resources.

SENIOR PROVISIONING ADMINISTRATION OFFICER: HEAD OFFICE STORES

- National Head Office: Directorate: Logistics (Ref: HO 2022/06/23)

Salary: R321 543 per annum

Requirements: Appropriate 3 years national diploma or degree in Supply Chain Management or equivalent qualification. 2-3 years functional experience in supply chain management environment dealing with asset management. Knowledge of LOGIS system and BAS. Computer literate. Valid driver's licence.

Competencies and attributes: Knowledge and understanding of the Departmental and Public Service policies. Knowledge of the Public Finance Management Act, 1999. Financial prescripts manual. Treasury Regulations. Financial management. Problem solving and decision making. Facilitation skills. Ability to plan, organize, lead and control. Presentation, conflict management, training, communication and time management skills. Confidentiality. Coaching and mentoring. Service delivery and client orientation. Integrity and honesty. Assertiveness. Influence and impact and Ability to network.

Responsibilities: Implementation of asset management policy. Monitor and control transfer of assets. Manage the administration of the warehouse for assets. Supervise the asset verification and logistical processes and asset reconciliations. Manage the asset

disposal process for Head Office. Supervise the reconciliation between BAS and LOGIS. Facilitate logistical training on assets. Management of resources.

STATE ACCOUNTANT: MISCELLANEOUS PAYMENTS

- National Head Office: Directorate: Financial Accounting (Ref: HO 2022/06/24)
Salary: R261 372 per annum

Requirements: National Diploma in finance or relevant qualification plus 1-2 years' experience in finance. Computer literate. Valid driver's licence.

Competencies and attributes: Financial Training, monitoring and evaluation, data analysis and communication skills. Quality Assurance and problem-solving skills. Knowledge of Public Financial Management Act (PFMA), Knowledge of White Paper on Corrections, Understanding of Public Service legislative framework, Networking skills, Integrity and honesty

Responsibilities: Control and authorise creditor, sundry payments and journals. Checking and authorising payments due to other Department, suppliers such as: Telkom, Auditor General, Department of Justice (attorney's claims), Transnet (Spoornet, XPS, PX), first Auto. Control and manage Ledger accounts. Request reports and identify problems on a monthly basis. Perform all the administrative functions required of the job. Budget and Financial Management. Management of resources.

STATE ACCOUNTANT: LEDGER CONTROL [2 POSTS]

- National Head Office: Directorate: Financial Accounting (Ref: HO 2022/06/25)
Salary: R261 372 per annum

Requirements: National Diploma in finance or relevant qualification plus 1-2 years relevant experience. Computer literate. Valid driver's licence.

Competencies and attributes: Typing skills. Computer literacy- Ms. office, access intra-and internet. Clerical, numeracy, and organizing and time management.

Responsibilities: Control over Asset and Liability accounts. Ensure proper recording of all transactions in appropriate accounts and ledgers. Ensure correct closure of account months and financial year. Ensure that closure is done in terms of National Treasury requirements. Control over BAS input documents. Ensure all documents captured are authorized. Ensure that all documents are available for audit purposes. Perform daily office duties. Maintaining fax machine. Sorting and distributing of mail. Sorting and distributing of faxes. Ensure safe-keeping of old reports. Request Stationary monthly according to office needs. Control over Inter responsibility clearance account. Ensure that outstanding cases are cleared. Monthly reporting on status of suspense accounts to Directorate: Financial Management. Ensure that reporting is done in accordance with PFMA Section 32. Responsibilities in accordance with the PFM Act, Section 45. Ensure that the system of financial management and internal control established for Correctional Services is carried out within his/her area of responsibility. Management of resources.

STATE ACCOUNTANT: DEDUCTION CONTROL

- National Head Office: Directorate: Financial Accounting (Ref: HO 2022/06/26)
Salary: R261 372 per annum

Requirements: An appropriate three (3) year degree or national Diploma in Accounting or Financial Management or equivalent qualification. 1-2 years' experience in a financial management environment. In depth knowledge of BAS system. Computer literate. Valid driver's licence.

Competencies and attributes: Financial training skills, data analysis skills and communication skills. Knowledge of Public Financial Management Act (PFMA), Treasury Regulations. Computer literacy, Ability to prioritise and manage multiple tasks, Innovative and creative. Understanding of Public Service policy and legislative framework. Understanding of broader Public Service transformation processes. Good interpersonal relations, Ability to network, Integrity and honesty.

Responsibilities: General office support. Reconcile the Garnishee order report. Conveyances of schedules and warrant vouchers of Garnishee orders. Handle all queries regarding garnishee orders report and payments. Issue 1084 payments for Garnishee orders. Management of resources.

STATE ACCOUNTANT: EXPENDITURE CONTROL

- National Head Office: Directorate: Financial Accounting (Ref: HO 2022/06/27)
Salary: R261 372 per annum

Requirements: National diploma/degree in Finance or relevant qualification. 1-2 relevant experience in Finance. Computer literate. Valid driver's licence.

Competencies and attributes: Financial Training skills. Data analysis skills. Communication skills. Problem solving skills. Knowledge of Public Financial Management Act (PFMA). Treasury Regulations. Computer literacy. Ability to prioritise and manage multiple tasks. Innovative and creative. Understanding of Public Service policy and legislative framework. Understanding of broader Public Service transformation processes. Good interpersonal relations. Ability to network. Integrity and honesty.

Responsibilities: Ensure administration of expenditures. Compliance with finance policy and regulations. BAS (Data Capturing). Handling Control Account. Handling Voucher Control Register and Documents. Safe and Cash Management Control over the accounting of State moneys. Administration of payment of suppliers. Administration of Head Office petty cash. Administration payment of travel and subsistence advances for Head Office. Management of resources.

STATE ACCOUNTANT: BUDGET CONTROL

- National Head Office: Directorate: Financial Accounting (Ref: HO 2022/06/28)
Salary: R261 372 per annum

Requirements: National Diploma/Degree in Finance or relevant qualification. 1-2 years relevant experience in Finance. Computer literate. Valid driver's licence.

Competencies and attributes Financial Training skills, Data analysis skills, Communication skills, Problem solving skills, Knowledge of Public Financial Management Act (PFMA), Treasury Regulations, Computer literacy, Ability to prioritise and manage multiple tasks, Innovative and creative, Understanding of Public Service policy and legislative framework, understanding of broader Public Service transformation processes, Good interpersonal relations, Ability to network, Integrity and honesty.

Responsibilities: Provision of financial planning. Assist with regards to financial planning and management. Serve as a financial agent between CFO and Directorates at Head Office. Provide financial advice to clients, management and other officials. Administration of the budget. Control over suspense account (ledger accounts). Control of financial circulars compiled by Office Heads and checked by Assistant Directors. Control of financial circulars compiled by Office Heads and checked by Assistant Directors. Administration and maintenance of financial systems. Serve as member of Financial Directives Control Committee. Handle the monthly telephone list as described in the procedure. Provide administration with regard to bargaining for funds. Administration of Budget Control services. Capturing of newly allocated budget on BAS per fund/ vote, responsibility, objective, item and project. Control over correctness of budget allocations and internal charges. Handling and finalization of budget related queries. Request and distribution of monthly financial reports. Capturing/ reconciling of multiyear estimates on excel. Management of resources.

STATE ACCOUNTANT: TAX CONTROL [2 POSTS]

- National Head Office: Directorate: Financial Accounting (Ref: HO 2022/06/29)
Salary: R261 372 per annum

Requirements: National diploma/degree in Finance or relevant qualification. 1-2 years' experience in Finance. Computer literate. Valid driver's licence.

Competencies and attributes: Financial training, quality assurance, data analysis, communication and problem-solving skills. Knowledge of Public Financial Management Act. Knowledge of White Paper on Corrections. Understanding of Public Service Legislative Framework. Networking skills.

Responsibilities: Controlling of completion of tax on termination of services. Administration of the control of tax on termination of service cases. Utilization of the General Uniform Filing System. Handling of general salary register. Safekeeping of general notices. Comply with the responsibility of section 45 of the PFMA. Capturing of information on the BAS and Persal system. Administration of employee tax certificates. Issuing of employees' tax certificate. Distribution of employees' tax certificate. Handling and answering of tax related queries. Perform all the administrative functions required of the job. Budget and financial management. Management of resources.

STATE ACCOUNTANT: PERSONNEL COMPENSATION

- National Head Office: Directorate: Financial Accounting (Ref: HO 2022/06/30)
Salary: R261 372 per annum

Requirements: National diploma/degree in Finance or relevant qualification. 1-2 years' experience in Finance. Computer literate. Valid driver's licence.

Competencies and attributes: Financial Training skills, Data analysis skills, Communication skills, Problem solving skills, Knowledge of Public Financial Management Act (PFMA), Knowledge of White Paper on Corrections, Understanding of Public Service legislative framework, Networking skills, Integrity and honesty.

Responsibilities: Handling of payments of all unclaimed salaries and wages. Control edger accounts. Control over the utilization of the General Uniform Filing System in the section. Management of resources.

STATE ACCOUNTANT: EXCHEQUER CONTROL

- National Head Office: Directorate: Financial Accounting (Ref: HO 2022/06/31)
Salary: R261 372 per annum

Requirements: National diploma/degree in Finance or relevant qualification. 1-2 years' experience in Finance. Computer literate. Valid driver's licence.

Competencies and attributes: Financial Training skills. Data analysis skills. Communication skills. Problem solving skills. Knowledge of Public Financial Management Act (PFMA). Knowledge of White Paper on Corrections. Understanding of Public Service legislative framework. Networking skills. Integrity and honesty.

Responsibilities: Financial Control. Control over warrant voucher transferred to revenue. Control over warrant voucher fraudulently negotiated. Control over cancellation and duplicate warrant voucher. Handling of unauthorised expenditure. Checking of the batch register. Handling of financial documents. Administration of the Sub directorate. Handling of queries and assistance. Control of register. Control over strong room. Control over filling system. Checking of reserved stock. Management of resources.

PROVISIONING ADMINISTRATION OFFICER: PUBLIC PRIVATE PARTNERSHIP (PPP)

- National Head Office: Directorate: Contract Management (Ref: HO 2022/06/32)
Salary: R261 372 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 supply chain management environment. Computer literate. Valid driver's licence.

Competencies and attributes: PFMA – compilation of budgets, estimation, expenditure and reporting. Administrators Guide on the Promotion of Administrative Justice Act. Financial Administrative Procedures (FAP) regarding claims, expenditure, advances, payments, invoices, etc. Financial directives/ circular and Basic Accounting System (BAS). HR Policies related to leave, performance assessment, discipline, grievances, skills development, occupational health and safety, employee wellness, remuneration and allowances. Personnel directives/circulars. Project management principles. Public Service Regulations. Public Service Act. Employee Relations Act. Public Private Partnership Manual, Procedures and Circulars. The ability to access required management information. Communication, problem solving, presentation and analytical thinking. Applied strategic thinking. Management planning.

Responsibilities: Administer and verify compliance regarding the PPP Contract. Administer and maintain relation to suppliers' contracts for public/private partnerships. Liaise with Treasury with regard to contract deviations as well as private party networking and negotiation. Management of resources.

ADMINISTRATION OFFICER: STORES

- Zonderwater Training College (Ref: HO 2022/06/33)
Salary: R261 372 per annum

REQUIREMENTS: Appropriate three (3) year degree or national diploma in Logistics/Supply Chain Management/ Purchasing Management or equivalent qualification. 1-2 years' functional experience in a supply chain management environment. Computer literate. Valid driver's licence.

COMPETENCIES AND ATTRIBUTES: Problem-solving, decision making and facilitation skills. Plan, organize, lead and control. Presentation, conflict management, training and communication skills. Time management, confidentiality, coaching and mentoring skills. Knowledge of LOGIS system. 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. Ability to network.

RESPONSIBILITIES: Implementation and administer Supply Chain Management, Transport, LOGIS and Procurement policies. Monitor and control incoming and out-going stock. Manage the administration of warehouse, transit and fleet. oversee the asset verification and logistical processes, asset reconciliations and inventory balancing. Administer reconciliation between BAS and LOGIS. Facilitate logistical training. Placement of orders. Generate procurement suppliers. Administer quotations and bids. Conduct enquiries on orders and commitments placed. Maintain and update database of prospective suppliers. Updating of asset register, asset balancing and reconciliation. Conducting monthly spot checks. Annual asset verification and asset disposals. Management of resources.

WAREHOUSE CLERK

- Kroonstad Training College (Ref: HO 2022/06/34)

Salary: R176 310 per annum

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

Competencies and attributes: Knowledge of Relevant prescripts for logistics. Understanding of the LOGIS system. Supply Chain Manuals – Procurement, LAPPM Chapter 1-10. Financial Management. PFMA Section 38. Treasury Regulations. Asset Management Guidelines. Public Service Regulations, HRM Policies and Procedures. Report writing, presentation, training and problem-solving skills. Liaison Externally and Internally.

Responsibilities: Administer all goods/stocks received in line with logistical policies. Administer transit and allocation of stock Provide general office administration support. Management of assets.

CLERK: FINANCIAL DIRECTIVE AND POLICIES

- National Head Office: Directorate: Financial Accounting (Ref: HO 2022/06/35)

Salary: R176 310 per annum

Requirements: National diploma/degree in Finance or relevant qualification. Relevant experience in Finance will be an added advantage. Computer literate.

Competencies and attributes: Financial Training skills, Data analysis skills and communication skills. Problem solving skills, Knowledge of Public Financial Management Act (PFMA). Treasury Regulations. Computer literacy, Ability to prioritise and manage multiple tasks. Innovative and creative, Understanding of Public Service policy and legislative framework. Understanding of broader Public Service transformation processes. Good interpersonal relations, Ability to network, Integrity and honesty.

Responsibilities: To render clerical assistance in the Financial Directives Office. Updating, maintenance and distribution of financial Documents. Updating, maintenance and distribution of FAP manuals. Compile memorandums, distribution and filling financial Act Regulations. Evaluation of FAP, Treasury regulations, Financial Circulars etc. Responsible in accordance with the PFM Act, Section Maintenance of communication column on financial matters. Management of assets.

CLERK: EXPENDITURE CONTROL

- National Head Office: Directorate: Financial Accounting (Ref: HO 2022/06/36)

Salary: R176 310 per annum

Requirements: Grade 12 with Mathematics/Accounting. Relevant experience will be an added advantage. Computer Literate.

Competencies and attributes: Plan and organise. Client orientation and communication. Policy analysis and interpretation, Report writing. Knowledge of PFMA, Treasury Regulations and Public Service Regulations. Public finance administration, Financial management. Integrity & honesty. Good work ethics, Confidentiality, Interpersonal relations. Accuracy and impact.

Responsibilities: To render support in financial accounting and office administration /management towards Directorate Finance Management. Co-responsible for all external and internal financial orientated training. Co-responsible for the compiling of the training program. Responsible for user clerk function. Efficient utilization of the financial systems within the Department. Handling of financial source documents. Management of assets.

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

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

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

Applications: "Applications must be submitted on the new Z83 form (Public Service application form) obtainable from any Public Service department and must be completed in full. Only a detailed CV should be attached to your application form. **Only shortlisted candidates will be required to submit certified copies not older than 6 months of qualifications and other related documents on or before the day of the interview.**" Please send a separate and complete application for each post you apply for, stating the correct reference for each position you are interested in. **Faxed and e-mailed applications will not be accepted.** • Candidates must comply with the minimum appointment requirements.

• CV's should be aligned to reflect one's degree of compliance with the advert requirements and responsibilities. It is the sole responsibility of an applicant to ensure that their application reaches DCS before **11 July 2022 @ 15h45.**

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

NATIONAL HEAD OFFICE: Department of Correctional Services, Post Advertisement Section, Private Bag X136, Pretoria, 0001 **OR hand deliver at:** 124 WF Nkomo Street, Poyntons Building, Cnr WF Nkomo and Sophie De Bruyn Street, Pretoria, 0001 (Previous: Cnr Church and Schubart Street). **Contact persons:** Mr Mokotjo TN 012 307 2039/ Mr Y Naidoo 012 307 2079/ Ms TP Baloyi 012 305 8589 or Ms Khumalo NS 012 307 2174.

