**DEPARTMENT OF CORRECTIONAL SERVICES**

**CLOSING DATE: 11 JANUARY 2019 @ 15H45**

### REGIONAL COMMISSIONER: LMN

- Limpopo, Mpumalanga and North West region (Ref: HO 2018/12/01)
  
  Salary: R1 472 418 all-inclusive package

**Requirements:** An undergraduate qualification (National Qualifications Framework [NQF] level 7) and a post graduate qualification (NQF level 8) in Public Administration or equivalent as recognised by the South African Qualifications Authority (SAQA). [8-10] Years’ senior managerial level experience in a similar environment. Advanced computer literacy. Valid driver’s licence.


**Competencies and attributes:** Strategic capability and leadership. Programme and project management, financial management, change management and diversity management. Knowledge management, service delivery innovation, problem solving and analysis, people management and empowerment, client orientation and customer focus, communication, honesty and integrity.

**Responsibilities:** The successful candidate will sign a performance agreement with the National Commissioner and will be in control of the LMN region as Accounting Officer. He/she will be responsible for rendering expert advice to the National Commissioner and Chief Operations Commissioner on the functioning of the region in terms of the corrections system. To this end, he/she will be responsible for overseeing and providing strategic leadership on the work of the department in the areas of incarceration and corrections, rehabilitation, care and social reintegration of offenders, manage financial and corporate services and oversee the coordination of area management services in the LMN region. He/she will be responsible for the development and articulation of the overall strategy of the region in line with the priorities of government and the Department. As the Head of the region, he/she will be responsible for ensuring the attainment of the goals of the Department of Correctional Services enunciated in the RSA Constitution and other legislation, including the Correctional Services Act, the White Paper on Corrections in South Africa as well as the White Paper on Remand Detention. The successful candidate will have to ensure the existence of effective governance systems in the region to ensure compliance with the Public Finance Management Act and provide strategic direction on all key policy issues that confront the Department of Correctional Services. Further responsibilities include maintenance of sound relations with internal and external stakeholders at regional level, including oversight bodies such as Cluster Committees, the Auditor General of South Africa (AGSA), the Office of the Inspecting Judge and the Correctional Supervision and Parole Boards. Coordinate the effective risk management activities to ensure compliance to the Risk Management and fraud prevention of DCS. Management of human resources, finances and assets. Management of performance information.

### DEPUTY COMMISSIONER: IT INFRASTRUCTURE MANAGEMENT

- National Head Office (Ref: HO 2018/12/02)

  Salary: R1 210 752 all-inclusive package

**Requirements:** An undergraduate qualification (NQF level 7) as recognised by SAQA in Computer Science/Information Technology or equivalent qualification. [5] Years’ experience at senior managerial level in a similar environment. Computer literacy. Valid driver’s licence.

**Required knowledge:** Understanding of Public Service Policy and related legislative framework (Public Service Act
Requirements: An undergraduate qualification (NQF level 7) as recognised by SAQA in Building Sciences or equivalent. Registration with Building related professional body. [5] Years’ experience at senior managerial level in a similar environment. Computer literacy. Valid driver’s licence.


Responsibilities: Manage and ensure the upgrading of existing buildings, building of new facilities or replacement facilities. Manage the stakeholder relations with the Department of Public Works and IDT. Provide leadership and strategic direction within the Chief Directorate. Manage compliance to Government-wide Immovable Asset Management Act (GIAMA). Establish cost-effective (i.e maximum and minimum) size of correctional centres that include SIR project and other projects. Management of human resources, finances and assets. Management of performance information.

NOTE: RE-ADVERTISEMENT: CANDIDATES WHO PREVIOUSLY APPLIED, NEED TO RE-APPLY
and related legislative framework (Public Service Act and Regulations, and Labour Relations Act)

**Competencies and attributes:** Strategic capability and leadership. Programme and project management, financial management, change management and diversity management. Knowledge management, service delivery innovation, problem solving and analysis, people management and empowerment, client orientation and customer focus, communication, honesty and integrity.

**Responsibilities:** Manage the development, implementation and coordination of employee relations strategies, policies, codes and practices. Monitor the effectiveness of the employee relations environment. Directing the activities of the employee relations environment. Manage activities pertaining to grievance, discipline and disputes resolution. Manage collective bargaining in DCS. Provide leadership and strategic direction within the Chief Directorate. Manage the promotion of gender and employment equity in the DCS. Management of human resources, finances and assets. Management of performance information.

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

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**DEPUTY COMMISSIONER: LEGAL SERVICES**

National Head Office: Office of the National Commissioner (Ref: HO 2018/12/05)

Salary: R1 210 752 all-inclusive package

**Requirements:** An undergraduate LLB or equivalent qualification (NQF level 7) as recognised by SAQA. [5] Years’ experience at a senior managerial level. Admitted as an attorney/advocate will be an added advantage. Computer literacy. Valid driver’s licence.


**Competencies and attributes:** Understanding of South African Law and regulatory framework. Knowledge in conducting litigation, legal research, drafting of legislation and regulations, legal opinions, service level agreements, memorandum of understanding (MOU) and other legal instruments. Strategic capability and leadership. Programme and project management, financial management, change management and diversity management. Knowledge management, service delivery innovation, problem solving and analysis, people management and empowerment, client orientation and customer focus, communication, honesty and integrity.

**Responsibilities:** Management of civil litigations by or against the Department. Monitor and evaluate the departmental regulatory framework with the view to identifying areas of non-compliance to legislative imperatives. Management of legal contracts. Manage the processes for the drafting and interpretation of all regulations related to operations of the department. Manage the provision of legal advisory services inclusive of legal opinions. Manage the provision of advice on medico-legal, labour and contract issues. Provide leadership and strategic direction within the Chief Directorate. Management of operational risks within the Chief Directorate. Management of human resources, finance and assets. Management of performance information.

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

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**DIRECTOR: AREA COMMISSIONER**

- Klerksdorp Management Area (Ref: HO 2018/12/06)
- Polokwane Management Area (Ref: HO 2018/12/08)

Salary: R1 023 165 all-inclusive package

**Requirements:** An undergraduate qualification (NQF level 7) as recognised by SAQA in Public Administration or equivalent. [5] Years’ of experience at a middle/senior managerial level in a similar environment. Computer literacy. Valid driver’s licence.

**Required knowledge:** Understanding of the dynamics of the Justice Cluster, White Paper on Corrections in South Africa and White Paper on Remand Detainees. Understanding of Public Service Policy and related legislative
### DIRECTOR: SPECIALIZED INTERNAL AUDIT
- National Head Office (Ref: HO 2018/12/09)
- Salary: R1 023 165 all-inclusive package

**Requirements:** An undergraduate qualification (NQF level 7) as recognised by SAQA in Internal Auditing or related field. Registration with the Institute of Internal Auditors. [5] Years of experience at a middle/senior managerial level in a similar environment. Computer literacy. Valid driver’s licence.


**Competencies and attributes:** Strategic capability and leadership. Communication skills (verbal and written). Policy development. Diversity management, project and programme management, conflict management, transformation management and change management. Problem solving and decision making. High level of integrity and honesty. Service delivery and client orientation. Knowledge of internet security, operating system security, network technology (routers, switches and firewalls), System Development Life Cycle (SDLC), system architecture, data modelling and general understanding of accounting principles. Strong technical skills in IT security, ERP configuration controls or system implementations, Advanced computer literacy skills with a high proficiency in MS Excel, Proficiency in data analytics and writing advanced SQL scripts to evaluate controls and risk exposures in the IT environment, Proven proficiency in the application of leading risk and controls frameworks such as COBIT, ISO27000 and ISACA standards,

**Responsibilities:** Management and provision of direction for specialized audit. Assist in developing a 3-year road map of the internal audit strategy. Providing assistance with IT audit coverage planning. Perform risk based IT Audits and Performance Audits. Conduct information security assessment. Build strong and co-operative working relationship with management, members of the Risk Committee and Audit Committee. Provide assurance around IT risks, developing and managing a plan to in-house or outsourced IT resources where needed. Plan internal audit projects in collaboration with management. Execute the audit program to the required standards. Write SQL scripts to perform data analysis, follow-up on data analysis results and perform quality review on script results to ensure that test objective is achieved. Collaborate with management to recommend practical solutions to mitigate the risk exposures identified and demonstrate the ability to communicate highly technical issues to both technical and non-technical audiences. Enhance the awareness and application of IT governance principles. Annually assess the IT governance processes within the organization. Ensure that critical risk areas are identified early and that appropriate risk management strategies are considered to mitigate the risks. Ensure that all key controls are identified and are incorporated into the control self-assessment process. Evaluate the effectiveness of the risk assessment process on an annual basis and provide recommendations. Provide effective on the job training.
Manage data analytic programs to up-skill all team members to become proficient in data analytics. Identify ways to improve internal audit activities. Deliver a value adding consulting service and collaborate with business on ad-hoc matters that will benefit the business operationally. Management of human resources, finances and assets. Management of performance information.

**DIRECTOR: SUPERVISION (PROBATIONERS AND PAROLEES)**

- National Head Office (Ref: HO 2018/12/10)
- Salary: R1 023 165 all-inclusive package

**Requirements:** An undergraduate qualification (NQF level 7) as recognised by SAQA in Public Administration or equivalent. [5] Years’ of experience at a middle/senior managerial level in a similar environment. Computer literacy. Valid driver’s licence.


**Competencies and attributes:** Sound knowledge of Social Re-Integration (Probationers and Parolees). Strategic capability and leadership. Programme and project management, financial management, change management and diversity management. Knowledge management, service delivery innovation, problem solving and analysis, people management and empowerment, client orientation and customer focus, communication, honesty and integrity. Safety and security awareness. Transformation and change management. Pro-active and vigilant. Tactfulness and confidentiality. Understanding and adherence of public service and correctional services policies and legislative framework. Knowledge and understanding of the regulatory framework of the justice cluster.

**Responsibilities:** Provide strategic leadership and direction for the Directorate: Supervision. Monitor compliance with policies, procedures, programmes, standards and applicable legislation. Manage the implementation of the admission risk classification tool for Probationers and Parolees at Community Correction offices in each region. Manage the implementation of the framework on the prevention of absconding country wide. Facilitate the development of the reclassification tool for Probationers and Parolees. Develop policy and procedures on supervision in line with the strategic direction of the department. Management of human resources, finances and assets. Management of performance information.

**DIRECTOR: MARKETING AND PROMOTIONS**

- National Head Office (Ref: HO 2018/12/11)
- Salary: R1 023 165 all-inclusive package

**Requirements:** An undergraduate qualification (NQF level 7) as recognised by SAQA in Communication/Public Relations/Marketing. [5] Years’ of experience at a middle/senior managerial level in a similar environment. Computer literacy. Valid driver’s licence.


**Competencies and Attributes:** Proven experience in communication management with a definite marketing component; demonstrable in-depth understanding of marketing, especially in the service industry; demonstrable understanding of the constitutional, statutory and policy framework that informs government communications services; track record of strategic leadership and management with excellent analytical capabilities; proven track record of implementing marketing strategies successfully; Strategic capability and leadership. Programme and project management, financial management, change management and diversity management. Knowledge management, service delivery innovation, problem solving and analysis, people management and empowerment, client orientation and customer focus, communication, honesty and integrity.

**Responsibilities:** Develop and implement marketing policies, procedures and strategies. Implement effective monitoring and evaluation systems to improve marketing outcomes. Promote Correctional Services corporate identity and strengthen the departmental brand among external audiences. Coordinate marketing and publicity
behaviour.
Facilitate
the
effective
prediction
of
future
criminal
offending
behaviour.

community.
Manage
Case
Management
Committees
work
with
the
prediction
of
future
criminal
offending
behaviour.

Responsibilities:
incarcerated
persons
(including
special
categories
of
offenders).
Develop
a
centralized
database
and
information
services.

Responsibilities:
Requirements:
An undergraduate qualification (NQF level 7) in Public Administration or equivalent as recognised by SAQA. [5] Years’ of experience at a middle/senior managerial level in a similar environment. Computer literacy. Valid driver’s licence.

Required knowledge:
Required knowledge:
Competencies and Attributes:
Competencies and Attributes:
Responsibilities:
Responsibilities:

DIRECTOR: HEAD: CORRECTIONAL CENTRE
Pollsmoor Maximum Correctional Centre: Western Cape region (Ref: HO 2018/12/12)
Salary: R1 023 165 all-inclusive package

DIRECTOR: PSYCHOLOGICAL SERVICES
National Head Office (Ref: HO 2018/12/13)
Salary: R1 023 165 all-inclusive package

Requirements: Recognised master’s degree in Clinical Psychological/Counselling Psychology or equivalent qualification. [5] Years’ of experience at a middle/senior managerial level in a similar environment. Registration with the Health Professions Council of South Africa (HPCSA). Computer literacy. Valid driver’s licence.

Required knowledge:
Required knowledge:
Competencies and Attributes:
Competencies and Attributes:
Responsibilities:
Responsibilities:

campaigns. Manage the department’s national events. Revive and develop a departmental museum. Manage and develop a contact centre. Manage and develop a team of subordinates. Provide strategic leadership to team development. Management of human resources, finances and assets. Management of performance information.
disciplinary and/or cluster task teams (including provisioning of managerial, technical and administrative support services). Effectively manage risks within the Directorate: Psychological Services stemming from the Departmental Risk Management Plan. Management of human resources, finances and assets. Management of performance information.

DIRECTOR: HUMAN RESOURCE ADMINISTRATION AND UTILIZATION

- National Head Office (Ref: HO 2018/12/14)
- Salary: R1 023 165 all-inclusive package


Competencies: Strategic capability and leadership. Programme and project management, financial management, change management and diversity management. Knowledge management, service delivery innovation, problem solving and analysis, people management and empowerment, client orientation and customer focus, communication, honesty and integrity. Safety and security awareness. Transformation and change management. Pro-active and vigilant. Tactfulness and confidentiality. Understanding and adherence of public service.


DIRECTOR: REMAND DETENTION SYSTEMS AND SAFETY

- National Head Office (Ref: HO 2018/12/15)
- Salary: R1 023 165 all-inclusive package

Requirements: An undergraduate qualification (NQF level 7) as recognised by SAQA. [5] Years’ of experience at a middle/senior managerial level in a similar environment. Computer literacy. Valid driver’s licence. Training and courses in management practices in correctional services or in the security cluster.


Competencies and attributes: Strategic capability and leadership. Programme and project management, financial management, change management and diversity management. Knowledge management, service delivery innovation, problem solving and analysis, people management and empowerment, client orientation and customer focus, communication, honesty and integrity. Safety and security awareness. Transformation and change management. Pro-active and vigilant. Tactfulness and confidentiality. Understanding and adherence of public service and correctional services policies and legislative framework. Knowledge and understanding of the regulatory framework of the justice cluster.


DIRECTOR: AREA COORDINATOR: CORPORATE SERVICES
• Kgoši Mampuru II Management Area: Gauteng Region (Ref: HO 2018/12/16)
Salary: R1 023 165 all-inclusive package


Competencies and attributes: Strategic capability and leadership. Programme and project management, financial management, change management and diversity management. Knowledge management, service delivery innovation, problem solving and analysis, people management and empowerment, client orientation and customer focus, communication, honesty and integrity. Safety and security awareness. Transformation and change management. Pro-active and vigilant. Tactfulness and confidentiality. Understanding and adherence of public service and legislative framework.

Responsibilities: Ensure compliance to human resource policies, procedures, standards and applicable legislation. Implementation of the 7-day establishment. Coordinate and monitor improvement of provision, maintenance and the management of human resources. Improve management of service terminations. Improve performance and career management systems. Improve human resource development programmes and services. Provide human resource development programmes and services. Coordinate and monitor implementation of the integrated employee health and wellness programme and manage workforce representation in line with the Employment Equity Plan and accelerate the empowerment of women and people with disabilities to achieve substantive equality. Management of performance information. Management of human resources, finances and assets.

DIRECTOR: REGIONAL HEAD: DEVELOPMENT AND CARE
• Limpopo, Mpumalanga and North West region (Ref: HO 2018/12/17)
Salary: R1 023 165 all-inclusive package


Competencies and attributes: Strategic capability and leadership. Programme and project management, financial management, change management and diversity management. Knowledge management, service delivery innovation, problem solving and analysis, people management and empowerment, client orientation and customer focus, communication, honesty and integrity. Safety and security awareness. Transformation and change management. Pro-active and vigilant. Tactfulness and confidentiality. Understanding and adherence of public service and correctional services policies and legislative framework. Knowledge and understanding of the regulatory framework of the justice cluster.


DIRECTOR: EMPLOYEE OCCUPATIONAL HEALTH AND SAFETY
• National Head Office (Ref: HO 2018/12/18)
Salary: R1 023 165 all-inclusive package

Requirements: An undergraduate qualification (NQF level 7) recognised by SAQA in Human Resource Management. [5] Years’ of experience at a middle/senior managerial level in a similar environment. A SAMTRAC certificate as

Competencies and attributes: Strategic capability and leadership. Programme and project management, financial management, change management and diversity management. Knowledge management, service delivery innovation, problem solving and analysis, people management and empowerment, client orientation and customer focus, communication, honesty and integrity. Safety and security awareness. Transformation and change management. Pro-active and vigilant. Tactfulness and confidentiality. Understanding and adherence of public service and legislative framework.


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

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

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

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

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

• Candidates must comply with the minimum appointment requirements • CV’s should be aligned to reflect one’s degree of compliance with the advert requirements and responsibilities. It is the sole responsibility of an applicant to ensure that their application reaches DCS before 11 JANUARY 2019 @ 15h45.

All shortlisted candidates will be subjected to a technical exercise that intends to test relevant technical elements of the job, the logistics of which will be communicated by the department. Following the interview and technical exercise, the selection panel will recommend candidates to attend a generic managerial competency assessment (in compliance with the DPSA directive on the implementation of competency based assessment). The competency assessment will be testing generic managerial competencies using the mandated DPSA SMS competency assessment tool.
Indicate the reference number and position you are applying for on your application form (Z83) and post your complete application to: Department of Correctional Services, Post Advertisement Section, Private Bag X136, Pretoria, 0001 OR hand deliver at: 124 WF Nkomo Street, Poyntons Building, Cnr WF Nkomo and Sophie De Bruyn Street, Pretoria, 0001 (Previous: Cnr Church and Schubart Street). Contact persons: Mr TO Mokhele 012 307 2173/Mr Y Naidoo 012 307 2079/Ms M Marais 012 307 2079/Ms TP Baloyi 012 305 8589.