



correctional services

Department:
Correctional Services
REPUBLIC OF SOUTH AFRICA

DEPARTMENT OF CORRECTIONAL SERVICES

CLOSING DATE: 28 MARCH 2022 @ 15H45

DIRECTOR GENERAL: NATIONAL COMMISSIONER

- National Head Office: Pretoria (Ref: HO 2022/03/01)

Salary: R2 044 359 all-inclusive package

**The package can be structured according to the individual's personal needs
A non-pensionable HOD allowance equal to 10% of the annual all-inclusive
remuneration package is also payable (Five year contract)**

The service of a dynamic, versatile and experienced senior manager is required to fill this position. The successful candidate will be expected to enter into an employment contract of 5 years and to sign an annual performance agreement with the Minister of Justice and Correctional Services. Although the appointment of the National Commissioner will be made in accordance with the requirements of the Public Service Act of 1994, the conditions of employment will be regulated through the Correctional Service Act, Act 111 of 1998.

Requirements: An undergraduate qualification (National Qualifications Framework (NQF) level 7) and a post graduate qualification (NQF level 8) as recognized by the South African Qualifications Authority (SAQA). 8-10 years' experience at a senior managerial level (of which 3 years must be as a senior manager in any organ of state as defined in the Constitution, Act 108 of 1996). A certificate for entry into the Senior Management Services (SMS) obtained from the National School of Government (NSG) is compulsory.

Required knowledge: Knowledge and understanding of the South African Criminal Justice System and the Correctional Services architecture. Understanding of public service policy and related legislative framework (Public Service Act and Regulations, Public Finance Management Act, with emphasis on the Correctional Service Act 111 of 1998 as amended).

Competencies and attributes: Wide knowledge of all mandates applicable in the Public Service and specifically to the criminal justice cluster. Extensive knowledge of government policies in relation to financial and human resources. Knowledge of the functioning of the Public Service and the government programme of action. Policy development. Diversity management. Strategic capability and leadership. Performance information management. Innovation and creativity. Project, programme, conflict, financial, facilitation, transformation and change management. People management and empowerment. Problem solving, decision-making and presentation skills. Risk and compliance management. Coaching and mentoring skills. Interpersonal relations. Service delivery and client orientation. Management of security systems. Knowledge of the Management Information Security Systems (MISS). A high level of integrity and honesty.

Responsibilities: The successful candidate will sign a performance agreement with the executive authority and will be in control of the department as Accounting Officer. He/she will be responsible for rendering expert advice to the Minister of Justice and Correctional Services on the functioning of the Department and for the transformation of the corrections system in South Africa. To this end, he/she will be responsible for providing strategic advice to the Minister on the work of the department in the areas of corrections, rehabilitation, care and social reintegration of offenders/ inmates. He/she will be responsible for the development and articulation of the overall strategy of the Department of Correctional Services in line with the priorities of government. As the Head of Department, 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. As the Accounting Officer the successful candidate will have to ensure the existence of effective governance systems in the Department 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 the maintenance of sound relations with internal and external stakeholders, including oversight bodies such as Parliamentary Committees, Cabinet Cluster Committees, the Auditor General of South Africa (AGSA), the Office of the Inspecting Judge and the National Council on Correctional Services (NCCS). The successful candidate will also play a pivotal role in the development and implementation of policies and strategies of the African Correctional Services Association (ACSA). As an Accounting Officer, the successful candidate will provide strategic leadership and direction in delivering the mandate of the Department of Correctional Services and the provision of strategic

vision and direction in the Department. Lead the development and implementation of appropriate policies and regulatory mechanism to integration of government development programmes.

CHIEF DEPUTY COMMISSIONER: GOVERNMENT INFORMATION TECHNOLOGY OFFICE (GITO)

- National Head Office (Ref: HO 2022/03/02)

Salary: R1 572 219 all-inclusive package

Requirements: An undergraduate qualification (NQF level 7) and postgraduate qualification (NQF level 8) as recognised by SAQA in Computer Science/ Information Technology or equivalent. 8-10 years' experience at Senior Management in an IT environment. A certificate for entry into the Senior Management Services (SMS) obtained from the National School of Government (NSG) is compulsory. Valid driver's licence.

Required knowledge: Knowledge and understanding of the South African Criminal Justice System and the Correctional Services architecture. Understanding of public service policy and related legislative framework (Public Service Act and Regulations, Public Finance Management Act, with emphasis on the Correctional Service Act 111 of 1998 as amended).

Competencies and attributes: Strategic capability and leadership. Service delivery and client orientation. Good work ethics. Financial management. High level of honesty and integrity. Change management. Coaching and mentoring. Training and development. Programme and project management. Communication skills (verbal and written). Problem solving and decision making. Transformation management. Influencing and impact. Policy development, facilitation, conflict management and conceptual skills. Diversity management. Negotiation skills. Confidentiality. Interpersonal relations and time management. Understanding of public service policy and legislative framework. Ability to work long hours. Willingness to travel. Accountability. Diplomacy and tactful.

Responsibilities: Manage the provision of applications management and strategically position of the IT discipline in order to be the information enabler of choice within the DCS. Provide and facilitate Infrastructure and Operational Support Services within the Department, to achieve the pre-set targets and ensure innovative development and technological competitiveness. Manage the provision of IT portfolio & programme management and advise the Department on its needs. Provide strategic leadership and direction in delivering the government information technology for the Department of Correctional Services. Management of human resources, finance, assets and performance information.

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.

A pre-entry certificate from the National School of Government (NSG) is required from all applicants. The full details of the SMS pre-entry course is obtainable on : <http://www.thensg.gov.za/training/course/sms-pre-entry-programme/>

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 the interview.

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.

Applications: Applications must be submitted on form Z83 (Public Service Application form), obtainable from any Public Service Department, and must be completed in full. **Applications must be accompanied by a CV, copies of qualifications, identity document and valid driver's licence.** **Please Note:** Only shortlisted candidates will be required to submit certified documents (not older than six months) on or before a day of 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 emailed applications will not be accepted.**

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

Indicate the reference number and position you are applying for on your application form (Z83) and send 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 TN Mokotjo 012 307 2907/ Mr Y Naidoo 012 307 2079/ Ms Baloyi TP or Ms NS Khumalo 012 305 8589.

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

THE YOUTH AND WOMEN ARE ENCOURAGED TO APPLY

