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**DEPARTMENT OF CORRECTIONAL SERVICES**

**CLOSING DATE: 17 FEBRUARY 2020 @ 15H45**

**DEPUTY COMMISSIONER: IT INFRASTRUCTURE MANAGEMENT**

- National Head Office (Ref: HO 2020/01/46)  
**Salary: R1 273 710 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 and Regulations, SITA Act and Regulations and Public Finance Management Act). Understanding of System Development Life Cycle (SDLC), Information Technology Infrastructure Library (ITIL) and Control Objectives for Information and Related Technologies (COBIT).

**Competencies and attributes:** Demonstrable experience of designing and deploying large scale project i.e. Data Centre environments, VPN, VOIP, Video Conferencing, Security Technology etc. Competency in design and deployment of virtual infrastructures including the supporting networking, storage, backup and management. Project management. 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:** Planning, designing and managing the IT Infrastructure and Security Technology functions within the department. Install and accredit solutions and changes assessing technical requirements and developing relevant IT Infrastructure solutions (Surveillance, VPN, VOIP and Video) conferencing. Plan and manage performance and capacity of IT resources to ensure that cost justifiable capacity and performance are available to process agreed workloads. Develop and maintain IT security roles and responsibilities, policies, standards and procedures. Manage the IT infrastructure vendors and State Information Technology Agency (SITA) to ensure successful fulfilment of service level agreements. Provide leadership and strategic direction within the Chief Directorate. Manage the development, implementation and monitoring of applicable policies. Management of human resources, finances and assets. Management of performance information.

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

**DEPUTY COMMISSIONER: EMPLOYEE RELATIONS**

- National Head Office (Ref: HO 2020/01/47)  
**Salary: R1 273 710 all-inclusive package**

**Requirements:** An undergraduate qualification (NQF level 7) as recognised by SAQA in Behavioural Sciences or equivalent qualification. [5] Years' senior managerial level experience in a similar environment. Computer literacy. Valid driver's licence.

**Required knowledge:** Understanding of the dynamics of the Justice Cluster. Understanding of Public Service Policy 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**

**DIRECTOR: DEPARTMENTAL INVESTIGATION UNIT**

- National Head Office (Ref: HO 2020/01/48)  
**Salary: R1 076 370 all-inclusive package**

**Requirements:** An undergraduate qualification (NQF level 7) as recognised by SAQA in Behavioural/Social Sciences or equivalent. [5] Years' of experience at a middle/senior managerial level in a similar environment. [5] Years' experience at a middle/senior managerial level in a similar environment. Exposure and sound knowledge of the South African Correctional and Criminal Justice system. Computer literacy. Valid driver's licence.

**Required knowledge:** Understanding of the dynamics of the Justice Cluster and White Paper on Corrections in South Africa and White Paper on Remand Detainees. 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. Knowledge management. Service delivery innovation. Communication skills (verbal and written). Honesty and integrity. Strategic capability and leadership. Policy development and analysis. The ability to communicate effectively at all levels. Diversity management. Project and programme management. Conflict resolution skills. Problem solving and decision making. Understanding and adherence of public service policy and legislative framework. Facilitation skills and presentation skills. Confidentiality. Ability to work under pressure. Transformation and change management. Risk management. Good human relations skills. Analytical thinking.

**Responsibilities:** Ensure effective risk management within the Directorate in compliance with the risk management plan of the department. Investigate corruption, fraud and serious maladministration cases. Monitor the implementation of recommendation from DIU investigations made to regions and Directorate Code Enforcement. Analysis of trends on corruption, fraud, theft and serious maladministration case for executive management's attention. Conduct workshops and raise awareness on anti-corruption policies, procedures and ethics. Management of human resources, finances and assets. Management of performance information.

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**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 six 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 **17 February 2020 @ 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 TP Baloyi 012 305 8589.

**THE YOUTH AND WOMEN ARE ENCOURAGED TO APPLY!**

