



DEPARTMENT OF CORRECTIONAL SERVICES

CLOSING DATE: 18 NOVEMBER 2019 @ 15H45

CHIEF DEPUTY COMMISSIONER: COMMUNITY CORRECTIONS

- National Head Office (Ref: HO 2019/10/01)

Salary: R1 548 984 all-inclusive package

Requirements: An undergraduate qualification (National Qualifications Framework [NQF] level 7) and a post graduate qualification (NQF level 8) in Public Administration/Law/Criminology/Criminal Justice/Social Sciences or equivalent qualification as recognised by the South African Qualifications Authority (SAQA). [8-10] Years' senior managerial level experience in a similar environment. Computer literacy. 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: Knowledge of public service legislative framework. Project, financial and human resource management. Conflict and change management. Programme management and empowerment. Accountability. Interpersonal relations. Community liaison. Communication skills. Stakeholder management.

Responsibilities: Oversee the development of policies, procedures and strategies within the Branch. Management of correctional supervision of offenders. Ensure the rendering of correctional programmes for offenders. Provide an effective and efficient social reintegration of offenders. Management of the risk plan for the Branch. Provide strategic leadership and direction within the Branch. Ensure compliance to applicable legislation i.e. Correctional Services Act of 1998 as amended, Public Service Regulations, PFMA etc. Management of human resources, finances and assets. Management of performance information.

CHIEF DEPUTY COMMISSIONER: REMAND DETENTION

- National Head Office (Ref: HO 2019/10/02)

Salary: R1 548 984 all-inclusive package

Requirements: An undergraduate qualification (National Qualifications Framework [NQF] level 7) and a post graduate qualification (NQF level 8) in Public Administration/Law/Criminology/Criminal Justice/Social Sciences or equivalent qualification as recognised by the South African Qualifications Authority (SAQA). [8-10] Years' senior managerial level experience in a similar environment. Computer literacy. 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: Knowledge of public service legislative framework. Strategic capability and leadership. Project management. Financial management. Strong analytical skills. Rational decision making. Human resource and conflict management. Change and diversity management. Programme management and empowerment. Accountability. Interpersonal relations. Community liaison. Communication skills. Stakeholder management.

Responsibilities: Oversee the development of policies, procedures and strategies within the Branch. Ensure the management of case management and remand administration. Ensure the coordination of cluster activities. Oversee the special categories. Ensure the effective use of remand detention systems and technology. Ensure the profiling and classification of remand detainees. Oversee the release/medical release of remand detainees. Management of the risk plan for the Branch. Provide strategic leadership and direction on remand detention priorities. Ensure compliance to applicable legislation i.e. Correctional Services Act of 1998 as amended, Public Service Regulations, PFMA etc. Management of human resources, finances and assets. Management of performance information.

REGIONAL COMMISSIONER

- Limpopo, Mpumalanga and North West region (Ref: HO 2019/10/03)

Salary: R1 548 984 all-inclusive package

Requirements: An undergraduate qualification (NQF level 7) and a post graduate qualification (NQF level 8) in Public Administration/Law/Criminology/Criminal Justice/Social Sciences or equivalent qualification as recognised by the SAQA. [8-10] Years' senior managerial level experience in a similar environment. Advanced computer literacy. 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: Strategic capability and leadership. Programme and project management. Financial, change management and diversity management. Knowledge management and 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 region as Accounting Officer. He/she will be responsible for rendering expert advice to the National 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/inmates, manage financial and corporate services and oversee the coordination of area management services in the 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 resource, finance and assets. Management of performance information.

DEPUTY REGIONAL COMMISSIONER

- Kwazulu Natal region (Ref: HO 2019/10/04)
- Free State and Northern Cape region (Ref: HO 2019/10/05)

Salary: R1 273 710 all-inclusive package

Requirements: An undergraduate qualification (NQF level 7) in Public Administration/Law/Criminology/Criminal Justice/Social Sciences or equivalent qualification as recognised by the SAQA. [5] Years' of experience at a senior managerial level in a comparable environment. Computer literacy. 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. Programme and project management. Financial, change and diversity management. Knowledge management and service delivery innovation. Problem solving and analysis. People management and empowerment. Client orientation and customer focus. Communication. Honesty and integrity.

Responsibilities: Manage the coordination of representation of offenders. Oversee the coordination of Information Technology Services. Oversee the rendering of communication services. Oversee the coordination of inspection services. Coordinate effective risk management to ensure compliance with the DCS Risk Management Plan. Provide strategic leadership and direction for the region and management areas. Management of human resource, finance and assets. Management of performance information.

DEPUTY COMMISSIONER: AREA COMMISSIONER

- Durban Management Area (Ref: HO 2019/10/06)

Salary: R1 273 710 all-inclusive package

Requirements: An undergraduate qualification (NQF level 7) in Public Administration/Law/Criminology/Criminal Justice/Social Sciences or equivalent qualification as recognised by the SAQA. [5] Years' of experience at a senior managerial level in a comparable environment. Computer literacy. 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: 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: Oversee the effective functioning of incarceration and corrections, parole boards, corporate services, development programmes, care services, correctional centres and community corrections within the management area. Oversee the administration of security systems/programmes including comprehensive risk assessments and programmes to ensure safety. Ensure the implementation and adherence to policies and procedures within the management area. Establish and maintain effective relationships with key stakeholders within the geographical location of the management area. Effective management of court appearances of remand detainees. Management of the operational risks within the management area. Management of human resource, finance and assets. Management of performance information. Promotion of social responsibility and human development of all offenders and parolees subjected to community corrections.

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

DEPUTY COMMISSIONER: LEGAL SERVICES

- National Head Office (Ref: HO 2019/10/07)

Salary: R1 273 710 all-inclusive package

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

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). Knowledge in conducting litigation, legal research, drafting of legislation and regulations, legal opinions, service level agreements, Memorandum of Understanding (MOU) and other legal instruments. Knowledge in conducting briefings to Council.

Competencies and attributes: Understanding of South African Law and regulatory framework. Financial management skills. Strategic capability and leadership. Policy development and implementation. Communication, project and programme management. Transformation and change management. Client orientation and customer focus. Problem solving and analysis. Service delivery innovation. Decision making. People management and empowerment. Confidentiality. Interpersonal relations. Assertiveness. Ability to network. Diplomacy and tact. Influence and impact.

Responsibilities: Management of civil litigations by or against the department. Monitor and evaluate the departmental regulatory framework with the view to identify 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. Advise 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.

DIRECTOR: AREA COMMISSIONER

- Barberton Management Area: Limpopo, Mpumalanga and North West region (Ref: HO 2019/10/08)
- Rooigrond Management Area: Limpopo, Mpumalanga and North West region (Ref: HO 2019/10/09)
 - Uppington Management Area: Free State and Northern Cape region (Ref: HO 2019/10/10)
 - Baviaanspoort Management Area: Gauteng region (Ref: HO 2019/10/11)
 - Leeuwkop Management Area: Gauteng region (Ref: HO 2019/10/12)
 - Modderbee Management Area: Gauteng region (Ref: HO 2019/10/13)

Salary: R1 076 370 all-inclusive package

Requirements: An undergraduate qualification (NQF level 7) as recognised by SAQA in Public Administration/Criminology/Criminal Justice/Social Sciences or equivalent qualification. [5] Years' of experience at a middle/senior managerial level in a similar environment. Computer literacy. 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. Programme and project management. Financial, change and diversity management. Knowledge management and 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: Oversee the effective functioning of incarceration and corrections, parole boards, corporate services, development programmes, care services, correctional centres and community corrections within the management area. Oversee the administration of security systems/programmes including comprehensive risk assessments and programmes to ensure safety. Ensure the implementation and adherence to policies and procedures within the management area. Establish and maintain effective relationships with key stakeholders within the geographical location of the management area. Effective management of court appearances of remand detainees. Management of the operational risks within the management area. Management of human resources, finances and assets. Management of performance information. Promotion of social responsibility and human development of all offenders and parolees subjected to community corrections.

DIRECTOR: CONTRACT MANAGEMENT

- National Head Office (Ref: HO 2019/10/14)

Salary: R1 076 370 all-inclusive package

Requirements: An undergraduate qualification (NQF level 7) as recognised by SAQA in Logistics/Supply Chain/Law or equivalent qualification. [5] Years' of experience at a middle/senior managerial level in a similar environment. Computer literacy. 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). Understanding of Treasury Regulations, Tax Legislation, BAS system, LOGIS, PERSAL and Supply Chain Management processes.

Competencies and attributes: Strategic capability and leadership. Communication skills (verbal and written). Financial and transformation management. Policy development. Project and programme management. Change management. Problem solving and decision making. Time management. Service delivery and innovation. Client orientation and customer focus. Honesty and integrity. Coaching and mentoring. Good work ethics. Interpersonal relations. Diplomacy and tact. Influence and impact. Accountability.

Responsibilities: Develop, maintain and review contract management policies and procedures. Effective management of optimum bed capacity. Effective management of contracts. Alignment of contract management policies with the vision and mission of the strategic document of the department. Ensure the swift resolution of disputes. Compliance with existing policies and internal control. Effective contract risk management to ensure compliance with the risk management plan of DCS. Management of human resources, finances and assets. Management of performance information.

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

DIRECTOR: INFORMATION TECHNOLOGY INFRASTRUCTURE AND TELEPHONY

- National Head Office (Ref: HO 2019/10/15)
Salary: R1 076 370 all-inclusive package

Requirements: An undergraduate qualification (NQF level 7) as recognized by the SAQA in Computer Science or equivalent qualification. [5] Years' experience at a middle/senior managerial level in networks and infrastructure management with at least Cisco Certified Network Associate (CCNA) and Information Technology Infrastructure Library (ITIL) certifications. Computer literacy. 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: Strategic capability and leadership. Programme and project management. Financial, change and diversity management. Knowledge management and service delivery innovation. Problem solving and analysis. People management and empowerment. Client orientation and customer focus. Communication. Honesty and integrity.

Responsibilities: Plan, design, acquire and deploy a functional network. Maintain infrastructure for core applications, communications and internetworking technologies. Design, deploy and maintain an IT infrastructure including video, IP telephony, backup and disaster recovery infrastructure. Manage desktop support activities, configuration management process and IT procurement process. Negotiate with vendors, outsourcers, and contractors to secure network products and services. Manage the communications function on IT related infrastructure issues. Manage risks for infrastructure related matters. Conduct research and make recommendations on network products, services, protocols, and standards in support of network procurement and development efforts. Manage the tender specifications and serve on the tender specification committees. Management of human resource, finance and assets. Management of performance information.

DIRECTOR: REMAND SUPPORT SERVICES

- National Head Office (Ref: HO 2019/10/16)
Salary: R1 076 370 all-inclusive package

Requirements: An undergraduate qualification (NQF level 7) as recognized by SAQA in Public Administration/ Law/Criminology/Criminal Justice/Social Sciences or equivalent qualification. [5] Years' experience at middle/senior managerial level in a similar environment. Knowledge and understanding of the justice cluster. Computer literacy. Valid drivers' license.

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: Financial management skills. Strategic capability and leadership. Policy development. Communication. Project and programme management. Transformation and change management. Client orientation and customer focus. Problem solving and analysis. Service delivery innovation. Decision making. People management and empowerment. Integrity and honesty. Confidentiality. Interpersonal relations. Assertiveness. Ability to network. Diplomacy and tactful. Influence and impact.

Responsibilities: Management of virtual courts. Management of verification and tracking of remand detainees (RD's). Management of security services in correctional centres for remand detainees. Management of policies and procedures regarding security programmes for remand detainees. Management of high risk detainees. Management of human resource, finance and assets. Management of performance information.

DIRECTOR: REGIONAL HEAD: DEVELOPMENT AND CARE

- Regional Office: Gauteng region (Ref: HO 2019/10/17)
Salary: R1 076 370 all-inclusive package

Requirements: An undergraduate qualification (NQF level 7) as recognised by SAQA in Behavioural Science or Social Science or equivalent qualification. [5] Years' of experience at a middle/senior managerial level in a similar environment. Computer literacy. 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).

Responsibilities: Coordinate effective management of compliance with policies, procedures, programmes, standards and applicable legislation in respect of care and development services in the region. Coordinate the provision of social work, psychological, formal education, skills development, SRAC, production workshop, agriculture, spiritual care needs and medical care based programmes and services of offender, remand detainees and babies of incarcerated mothers. Management of development and care related risk. Coordinate the adherence to nutritional and hygienic standards in the region. Management of human resources, finances and assets. Management of performance information.

DIRECTOR: REGIONAL HEAD: CORRECTIONS

- Eastern Cape region (Ref: HO 2019/10/18)

Salary: R1 076 370 all-inclusive package

Requirements: An undergraduate qualification (NQF level 7) as recognized by SAQA in Public Administration/Law/Criminology/Criminal Justice/Social Sciences or equivalent qualification. [5] Years' experience at middle/senior managerial level in a similar environment. Knowledge and understanding of the justice cluster. Computer literacy. Valid drivers' license.

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. Policy development. Communication. Project and programme management. Transformation management. Change management. Client orientation and customer focus. Problem solving. Analysis. Service delivery innovation. Decision making. People management and empowerment. In-depth understanding of safety and security in a correctional environment. Integrity and honesty. Confidentiality. Good interpersonal relations. Assertiveness. Ability to network. Diplomacy and tactful. Resilient. Influence and impact.

Responsibilities: Management of security and related activities in the region: Coordination of policy on security in the region. Quality assessment of security services. Ensuring of standards of physical security in the region. Management of security in the region according to the MISS requirements. Management of reaction units. Management of infrastructure for security services. Undertaking of communication with interest groups. Ensuring of service levels for the accommodation of inmates. Assist in the planning of new correctional centres. Ensuring an effective management of after care services in the region. The coordination of policy in respect of the following: The evaluation and coordination of community correction policy inputs to Head Office. The marketing of community corrections in the region. The quality assessment of community correction services in the region. The management of data integrity and infrastructure community corrections. The planning of activities. Management of human resources, finances and assets. Management of performance information.

DIRECTOR: RISK PROFILE MANAGEMENT

- National Head Office (Ref: HO 2019/10/19)

Salary: R1 076 370 all-inclusive package

Requirements: An undergraduate qualification (NQF level 7) as recognized by SAQA in Public Administration/Law/Criminology/Criminal Justice/Social Sciences or equivalent qualification. [5] Years' experience at middle/senior managerial level in a similar environment. Knowledge and understanding of the justice cluster. Computer literacy. Valid drivers' license.

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: Strategic capability and leadership. Programme and project management. Financial, change and diversity management. Knowledge management and service delivery innovation. Problem solving and analysis. People management and empowerment. Client orientation and customer focus. Communication. Honesty and integrity.

Responsibilities: Develop and maintain risk profile assessment tools. Develop risk profile policy based on the national guideline practices, procedures and policies and ensure the implementation thereof. Ensure and maintain good relations within the department and relevant stakeholders. Management of human resources, finances and assets. Management of performance information.

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

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 **18 NOVEMBER 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.

THE YOUTH ARE ENCOURAGED TO APPLY!

