



correctional services

Department:
Correctional Services
REPUBLIC OF SOUTH AFRICA

DEPARTMENT OF CORRECTIONAL SERVICES

CLOSING DATE: 12 JULY 2024 @ 15H45

CHIEF PSYCHOLOGIST GRADE 1

- National Head Office (Ref: HO 2024/06/01)
Salary: R1 703 409 all-inclusive package

Post Requirements: Appropriate qualifications (Master's degree) that allow registration with the Health Professional Council of South Africa (HPCSA) as Psychologist in a relevant registration category (eg Clinical, counselling, Educational, Industrial, Research Psychology). Registration with the Health Professions Council of South Africa (HPCSA). A minimum of 3 years appropriate experience as Clinical Psychologist after registration with HPCSA as Clinical Psychologist. Computer literacy. Valid driver's licence.

Required knowledge: Understanding of the dynamics of the Justice Cluster, understanding of 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: Assessment and evaluation, research, ethics and standards, supervision, interpersonal relationships. Strategic capability and leadership. Service delivery innovation client orientation and customer focus financial management. Change management. People management and empowerment. 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. Accountability. Diplomacy and tact. Policy development and implementation. Good corporate governance principles.

Responsibilities: Manage the development of policies, procedures and standards in accordance with applicable legislation related to psychological services and monitor the implementation thereof for the treatment of inmates. Provide strategic leadership and direction for Psychologists in the department. Foster a working relationship with academic institutions, local and international psychology organisations including relevant cluster departments. Ensure the provision of Psychological Services to incarcerated persons (including special categories of offenders). Develop a centralized database and information system for Psychological Services for monitoring performance information on relevant output and outcome indicators. Ensure participation in inter-sectorial, inter-departmental, inter-branch, multi- 7 disciplinary and/ or cluster task teams (including provisioning of managerial, technical and administrative support services). Effectively manage risks within the Directorate: Psychological Services. Management of performance information. Management of human resources, finances and assets.

DEPUTY REGIONAL COMMISSIONER

- Free State and Northern Cape region (Ref: HO 2024/06/02)
Salary: R1 461 492 all-inclusive package

Post Requirements: An undergraduate qualification (NQF level 7) in Public Administration/Behavioural Sciences or equivalent as recognized by SAQA. A certificate for entry into the Senior Management Services (SMS) obtained from the National School of Government (NSG) is compulsory and should be submitted prior to appointment. Five [5] years' experience at a senior managerial level. 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 and the Correctional Service Act 111 of 1998 as amended).

Competencies and attributes: Strategic capability and leadership. Service delivery innovation. Client orientation and customer focus. Financial management. Change management. People management and empowerment. Programme and project management. Communication skills (verbal and written). Problem solving and decision making. Transformation management. Influencing and impact. Facilitation, conflict management and conceptual skills. Diversity management. Negotiation skills. Confidentiality. Interpersonal relations and time management. Accountability. Diplomacy and tact. Policy development and implementation. Good corporate governance principles.

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 resources, finance, assets and performance information.

DEPUTY COMMISSIONER: LEGAL SERVICES

- National Head Office (Ref: HO 2024/06/03) [RE-ADVERTISEMENT]

Salary: R 1 461 492 all-inclusive package

Post Requirements: An undergraduate LLB degree or equivalent Law degree (NQF level 7) as recognized by SAQA. A certificate for entry into the Senior Management Services (SMS) obtained from the National School of Government (NSG) is compulsory and should be submitted prior to appointment. Five [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.

DEPUTY COMMISSIONER: EMPLOYEE RELATIONS

- National Head Office (Ref: HO 2024/06/04) [RE-ADVERTISEMENT]

Salary: R 1 461 492 all-inclusive package

Post 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. A certificate for entry into the Senior Management Services (SMS) obtained from the National School of Government (NSG) is compulsory and should be submitted prior to appointment. 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, 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, 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 dispute 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.

DIRECTOR: FACILITIES MANAGEMENT

- National Head Office (Ref: HO 2024/06/05)

Salary: R1 238 355 all-inclusive package

Post Requirements: An undergraduate qualification (NQF level 7) as recognised by SAQA in Building Science or equivalent. A certificate for entry into the Senior Management Services (SMS) obtained from the National School of Government (NSG) is compulsory and should be submitted prior to appointment. 5 years' experience at a middle/senior managerial level in a similar environment. Registration with the relevant professional council of South Africa will be an added advantage. Security clearance. 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, Regulations and Labour Relations Act).

Competencies and attributes: Engineering, artisan and production workshop management. Facilities and technical management. Understanding of DCS environment. Knowledge of relevant prescripts. Care, planning and coordination. Quality improvement. Knowledge of PFMA – compilation of budgets, estimation, expenditure and reporting. Applied strategic thinking. Communication, project management, presentations and report writing skills. Service delivery standards. Developing others (coaching, mentoring, training). Project and programme management. Decision making, problem solving, networking/liaison with stakeholders, negotiation, organising and conflict management skills. Analytical thinking. Policy development; analysis, monitoring, evaluation and implementation advice. Information collection. Knowledge and understanding Public Service policies and mandates.

Responsibilities: Ensure quality facilities planning and proper works standards are maintained. Identification of substandard building planning services. Draw up strategies to improve sub-standard buildings in the regions. Manage and ensure building and ensure proper work standards. Manage the assessments of building projects requirements at all correctional centres. Manage the undertaking of preliminary feasibility studies of proposed sites for building. Oversee the development/maintenance of building work standards in DCS. Assess building maintenance requirements.

Plan/co-ordinate maintenance activities at correctional centres. Manage the procurement of rented office accommodation. Investigate and scrutinize applications for rented accommodation. Facilitate the obtaining of new accommodation. Management of human resources, finances and assets. Management of performance information.

AREA COORDINATOR: FINANCE

- Gauteng region: Johannesburg Management Area (Ref: HO 2024/06/06)

Salary: R1 238 355 all-inclusive package

Post Requirements: An undergraduate qualification (NQF level 7) as recognised by SAQA in Financial and Management Accounting or equivalent. Five [5] Years' of experience at a middle/senior managerial level in a similar environment. A certificate for entry into the Senior Management Services (SMS) obtained from the National School of Government (NSG) is compulsory and should be submitted prior to appointment. 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). Understanding of Treasury Regulations, Tax Legislation, BAS system, LOGIS, PERSAL and Supply Chain Management processes.

Competencies and attributes: Communication skills. Financial and management accounting knowledge. Managerial skills. Change management skills. Strategic leadership. Understanding of broader public service transformation processes. Good interpersonal relations. Ability to network. Integrity and honesty. Service delivery and client orientation. Project and programme management. Ability to make and implement decisions.

Responsibilities: Manage and render supply chain management services in the management area. Coordinate the rendering of procurement and demand services. Render logistics and disposal management services. Manage and render financial and management accounting services in the management area. Manage and monitor the effective utilisation of the management area budget. Manage the collection of revenue in the management area. Manage and render financial accounting services in the management area. Render and monitor expenditure control. Develop and implement strategies to ensure compliance to set internal controls within the department. Management of performance information. Management of human resources, finances and assets.

DIRECTOR: AREA COMMISSIONER

- Gauteng region: Baviaanspoort (Ref: HO 2024/06/07), Krugersdorp (Ref: HO 2024/06/08)
- KwaZulu Natal region: Pietermaritzburg (Ref: HO 2024/06/09), Empangeni (Ref: HO 2024/06/10)
 - Limpopo, Mpumalanga and North West region: Witbank (Ref: HO 2024/06/11)

Salary: R1 238 355 all-inclusive package

Post Requirements: An undergraduate qualification (NQF level 7) in Public Administration/Law/Criminology/Criminal Justice/Social Sciences or equivalent qualification as recognized by SAQA. A certificate for entry into the Senior Management Services (SMS) obtained from the National School of Government (NSG) is compulsory and should be submitted prior to appointment. 5 years' experience at a middle management/senior managerial level. 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 Services 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: 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 appearance of remand detainees. Management of the operational risks within the management area. Management of human resource, finance and assets. Promotion of social responsibility and development of all offenders and parolees subjected to community corrections. Management of performance information.

DIRECTOR: OFFENDER SPORTS, RECREATION, ARTS AND CULTURE

- National Head Office (Ref: HO 2024/06/12)
Salary: R1 238 355 all-inclusive package

Post Requirements: An undergraduate qualification (NQF level 7) as recognised by SAQA in Sports Management, Social Science, Biokinetic or equivalent qualification. [5] Years' of experience at a middle/senior managerial level in a similar environment. A certificate for entry into the Senior Management Services (SMS) obtained from the National School of Government (NSG) is compulsory and should be submitted prior to appointment. 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, Public Finance Management Act, with emphasis on the Correctional Service Act 111 of 1998 as amended).

Competencies and attributes: Understanding of DCS environment. Understanding of the justice cluster and relevant prescripts. Case management. Social cohesiveness. Screening and assessment. Care, planning and coordination. Quality improvement. PFMA – compilation of budgets, estimation, expenditure and reporting. Applied strategic thinking. Communication. Project management, presentations and report writing skills. Service delivery standards. Developing others (coaching, mentoring, training). Decision making, problem solving, networking/liaison with stakeholders, negotiation, organising, conflict management and analytical thinking skills. Policy development, analysis, monitoring, evaluation and implementation advice. Information collection. Knowledge and understanding public service policies and mandates. Knowledge of all legislation, norms and standards. Information and knowledge management. Corrections management. Sport and recreation management. Management of overcrowding. Continuous risk assessment tool. Personal development.

Responsibilities: Manage, develop, evaluate and design effective and efficient offender sports, recreation, arts and culture strategies and programs in line with relevant legislation, regulations, frameworks and departmental policies and procedures. Manage the coordination of sports and recreation. Manage the coordination of arts and culture. Manage and ensure the effective and efficient coordination of sports, recreation, arts and culture. Ensure effective program design and development. Ensure proper research and development of the program with regard to sports, recreation, arts and culture. Manage the correctional centres libraries. Monitor, develop and evaluate effective and efficient informative correctional centre libraries. Ensure the effective and efficient administration of libraries. Management of human resources, finances and assets. Management of performance information.

DIRECTOR: HEAD OF CORRECTIONAL CENTRE: REMAND DETENTION FACILITY (RDF)

- Western Cape region: Pollsmoor (Ref: HO 2024/06/13)

Salary: R1 238 355 all-inclusive package

Post Requirements: An undergraduate qualification (NQF level 7) as recognised by SAQA in Public Administration or equivalent qualification. A certificate for entry into the Senior Management Services (SMS) obtained from the National School of Government (NSG) is compulsory and should be submitted prior to appointment. [5] Years' of experience at a middle/senior managerial level. Top secret security classification will be an added advantage. 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. Plan, organise, lead and control. Policy development, diversity management, project and programme management, conflict management, financial management, facilitation, transformation management, change management, advanced computer literacy, problem solving and decision-making and communication skills (verbal and written). Service delivery and client orientation. Sound work ethics. Confidentiality. Interpersonal relations. Ability to work long hours. Diplomacy and tactful. Influence and impact. Accountability. Willingness to travel.

Responsibilities: Management of all aspects of the Correctional Centre on a day to day basis through the implementation of Correctional Services Act, Act 111 of 1998 as amended. Manage the implementation of the imperatives of White Paper on Remand Detention. Management of detention administration and caseflow. Manage operational support services. Foster a working relationship with the Justice Cluster and the community. Management of detention special categories. Monitor, evaluate and take appropriate action in relation to outcomes on the risk trends. Management of remand detainees bail. Manage internal security by ensuring that standby lists are available, sufficient security in centres and searching is done continuously according to registers etc. Manage the provision of social work services, spiritual/moral development. Management of performance information. Management of human resources, finances and assets.

DIRECTOR: ADMINISTRATION

- National Head Office: Office of the Commissioner (Ref: HO 2024/06/14)

Salary: R1 238 355 all-inclusive package

Requirements: An undergraduate qualification (NQF level 7) as recognized by SAQA in Social Science. Five (5) years' experience at middle management or senior managerial level in a comparable environment. A certificate for entry into the Senior Management Services (SMS) obtained from the National School of Government (NSG) is compulsory and should be submitted prior to appointment. Computer literate. 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, 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 and ability to network. Diplomacy, tactful, influence and impact.

Responsibilities: Provide guidance and leadership towards the realization of strategic goals and objectives of the division. Assist in establishing the strategic direction of the component to ensure alignment with its business plans. Align individual performance to the strategic business objectives as outlined in the components balance scorecard. Formulate, implement and report on all strategic frameworks in the area of functional responsibility. Effectively deal with and ensure consolidation of all strategic reports. Ensure and oversee the development and implementation of policies, directives, acts and regulations. Provide leadership and high-level coordination of the workflow in the office of the Commissioner. Develop and implement sound, effective and efficient administrative systems and work flow procedures. Ensure and maintain good relations within the department and relevant stakeholders. Management of human resources, finance, assets and performance information.

REGIONAL HEAD: INCARCERATION, CORRECTIONS AND REHABILITATION

- KwaZulu Natal region (Ref: HO 2024/06/15)
- Limpopo, Mpumalanga and North West region (Ref: HO 2024/06/16)

Salary: R1 238 355 all-inclusive package

Post Requirements: An undergraduate qualification (NQF level 7) as recognised by SAQA in Behavioural Science or equivalent qualification. A certificate for entry into the Senior Management Services (SMS) obtained from the National School of Government (NSG) is compulsory and should be submitted prior to appointment. 5 Years' of experience at a middle/senior managerial level. Security Clearance will be an added advantage. Computer literate. 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 Services 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 and analysis, service delivery innovation, decision making and financial management skills. People management and empowerment. Integrity and honesty, confidentiality, interpersonal relations. Understanding of Public Service policy and legislative framework. Assertiveness, ability to network, diplomacy and tactful, influence and impact.

Responsibilities: Ensure a safe and secure environment for members of the public, personnel and persons legally entrusted to our care. Manage health care services. Incarceration management. Manage and oversee self-sufficiency and sustainability programs and services. Management of human resources, finances and assets. Management of performance information.

AREA COORDINATOR: INCARCERATION, CORRECTIONS AND REHABILITATION

- Western Cape region: Pollsmoor (Ref: HO 2024/06/17)

Salary: R1 238 355 all-inclusive package

Post Requirements: An undergraduate qualification (NQF level 7) as recognized by SAQA in Behavioural Science or equivalent. A certificate for entry into the Senior Management Services (SMS) obtained from the National School of Government (NSG) is compulsory and should be submitted prior to appointment. [5] years' experience at a middle/senior managerial level in a similar environment. Security Clearance. Computer literate. 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 Services Act 111 of 1998 as amended).

Competencies and attributes: Programme management and development. Knowledge of Public Service Act, regulations, policies and procedures. Knowledge and experience of problem-solving techniques. Project management, presentation, communication, report writing and research skills.

Responsibilities: Manage the effective health care of offenders in the management area. Co-ordination of policy on health care in the management area. Quality assessment of health care. Manage social work services in the management area. Coordination of policy on social work services in the management area. Quality assessment of services. Manage spiritual care services to offenders in the management area. Co-ordination of policy on spiritual care services to offenders in the management area. Quality assessment of religious care. Coordinates the collation and dissemination of security and corrections information. Implement and monitor corrections, security and facilities policies and procedures. Management of human resources, finances and assets. Management of performance information.

REGIONAL HEAD: FACILITIES

- Gauteng region (Ref: HO 2024/06/18)

Salary: R1 238 355 all-inclusive package

Post Requirements: An undergraduate qualification (NQF level 7) as recognised by SAQA in Building Science or equivalent. A certificate for entry into the Senior Management Services (SMS) obtained from the National School of Government (NSG) is compulsory and should be submitted prior to appointment. 5 years' experience at a middle/senior managerial level in a similar environment. Registration with the relevant professional council of South Africa will be an added advantage. Security clearance. 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: Programme and project management. Engineering, legal and operational compliance. Engineering and operational communication. Process knowledge and skills mobile equipment operating and maintenance skills and knowledge. Engineering design and analysis knowledge. Research and development. Computer-aided engineering applications. Creating high performance culture. Technical consulting. Engineering and professional judgement. Strategic capability and leadership. Problem solving and analysis. Decision making. Team leadership. Creativity. Financial management. Customer focus and responsiveness. Communication, people management, planning and organization, conflict management and negotiation skills. Change management.

Responsibilities: The coordination of policy. Implementation of new policies, procedures and standards. Monitoring of effectiveness of policies, procedures and standards. Maintain operational effectiveness. Implement maintenance strategy through the provision of appropriate structures, systems and resources. Quality assessment of facilities. Assessment of facilities on a continuous basis to ensure that proper maintenance is carried out and documented and maintenance teams are properly trained, housed, financed and equipped for their task. Ensure adherence to OHS Act. Ensure training is affected as required by the OHS Act. Ensure continuous updating of the building and maintenance programme for the Region. Ensure that priorities in the building and maintenance programme are still in line with departmental strategies and objectives. Ensure the effective and cost-efficient provision of municipal services in the region. Ensure that payment for services are done in a timeous manner. Management of human resources, finances and assets. Management of performance information.

SOME OF THE ABOVE POSTS ARE RE-ADVERTISED, 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.

A pre-entry certificate from the National School of Government (NSG) is required from all SMS applicants prior to appointment. The full details of the SMS pre-entry course are 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 SMS 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 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 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 **12 JULY 2024 @ 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: Ms Ngoben TP 012 305 8589 or Ms Khumalo NS 012 307 2174.

**The Department of Correctional Services reserves the right not to fill any of these advertised posts.
THE YOUTH AND WOMEN ARE ENCOURAGED TO APPLY.**

