



## correctional services

Department:  
Correctional Services  
REPUBLIC OF SOUTH AFRICA

### DEPARTMENT OF CORRECTIONAL SERVICES

**CLOSING DATE: 18 JULY 2022 @ 15H45**

#### **DEPUTY COMMISSIONER: AREA COMMISSIONER**

- Durban Management Area: KwaZulu Natal region (Ref: HO 2022/07/01) **[RE-ADVERTISEMENT]**
  - Pollsmoor Management Area: Western Cape region (Ref: HO 2022/07/02)

**Salary: R1 292 817 all-inclusive package**

**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. 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 Systems 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. Management of performance information. Promotion of social responsibility and human development of all offenders and parolees subjected to community corrections.

#### **DEPUTY COMMISSIONER: SOCIAL REINTEGRATION**

- National Head Office (Ref: HO 2022/07/03)

**Salary: R1 292 817 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 senior managerial level. A certificate for entry into the Senior Management Services (SMS) obtained from the National School of Government (NSG) is compulsory.

**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:** Strategic capability and leadership. Plan, organise, lead and control. Communication skills (verbal and written). Policy development. Diversity management. Conceptual skills. Project and programme management. Conflict management. Financial management. Facilitation. Transformation. Management. Change management. Problem solving and decision making. Training and development. Presentation skills. High level of integrity and honesty. Coaching and mentoring. Good work ethics. Confidentiality. Interpersonal relations. Time management. Understanding of Public Service policy and legislative framework. Service delivery and client orientation. Influence and impact. Accountability.

**Responsibilities:** Management and Review of organizational structure and implementation of systems and tools for effective functioning at Community Corrections. Manage the effective administrative of correctional supervision and parole systems. Promotion and enhancement of stakeholder involvement in the delivery of reintegration programmes and services for crime-prevention with community structures and business sector. Effective management and coordination of DCS Victim-Empowerment Programme. Manage the development and implementation of policy procedures within social reintegration.

**DEPUTY COMMISSIONER: HEALTH CARE SERVICES**

- National Head Office (Ref: HO 2022/07/04) **[RE-ADVERTISEMENT]**  
**Salary: R1 292 817 all-inclusive package**

**Requirements:** An undergraduate qualification (NQF level 7) as recognised by SAQA in Behavioural Sciences/ Social Sciences or equivalent qualification. A certificate for entry into the Senior Management Services (SMS) obtained from the National School of Government (NSG) is compulsory. [5] Years' of experience at a senior managerial level. Security Clearance. Computer literacy. Valid driver's licence.

**Required knowledge:** Knowledge of Health programmes and legislation. Knowledge of HIV/AIDS. DCS Delegations of Authority. Employment Equity Act. Basic Conditions of Employment Act. Occupational Health and Safety Act. Skills Development Act. Medical practice. Nursing practice. Pharmacy. First Aid. Building and sustaining relationships in primary health care.

**Competencies and attributes:** Professional values and attitudes. Leadership interdisciplinary systems. PFMA – compilation of budgets, estimation, expenditure and reporting. Applied Strategic thinking, communication, project management, presentations, report writing, service delivery standards and developing others (coaching, mentoring and training). Project and programme management. Decision making, problem solving, networking/liaison with stakeholders, negotiation, organising, conflict management and analytical thinking. 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 that governs health care.

**Responsibilities:** Manage Health Services in line with relevant legislation, regulations, frameworks and departmental policies and procedures. Manage HIV/AIDS services in line with relevant legislation, regulations, frameworks and departmental policies and procedures. Management of performance information. Management of human resources, finances and assets.

**DIRECTOR: ADMINISTRATION**

- National Head Office: Office of the Commissioner (Ref: HO 2022/07/05) **[RE-ADVERTISEMENT]**  
**Salary: R1 092 516 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. 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 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. Understanding of Public Service policy and legislative frameworks. 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.

**DIRECTOR: AREA COMMISSIONER**

- Colesberg Management Area: Free State and Northern Cape region (Ref: HO 2022/07/06)
- Groenpunt Management Area: Free State and Northern Cape region (Ref: HO 2022/07/07)
  - Rooigrond Management Area: LMN region (Ref: HO 2022/07/08) [RE-ADVERTISEMENT]
- Helderstroom (Overberg) Management Area: Western Cape region (Ref: HO 2022/07/09) [RE-ADVERTISEMENT]
  - Brandvlei Management Area: Western Cape region (Ref: HO 2022/07/10)
  - Allandale Management Area: Western Cape region (Ref: HO 2022/07/11)
  - St Albans Management Area: Eastern Cape region (Ref: HO 2022/07/12)
  - Mthatha Management Area: Eastern Cape region (Ref: HO 2022/07/13)
  - Glencoe Management Area: KwaZulu Natal region (Ref: HO 2022/07/14)
- Kokstad Management Area: KwaZulu Natal region (Ref: HO 2022/07/26) [RE-ADVERTISEMENT]
- Waterval Management Area: KwaZulu Natal region (Ref: HO 2022/07/27) [RE-ADVERTISEMENT]
  - Bethal Management Area: LMN region (Ref: HO 2022/07/28) [RE-ADVERTISEMENT]
- Rustenburg Management Area: LMN region (Ref: HO 2022/07/29) [RE-ADVERTISEMENT]

**Salary: R1 092 516 all-inclusive package**

**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. Five (5) years' experience at middle management or 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:** 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. Management of performance information. Promotion of social responsibility and human development of all offenders and parolees subjected to community corrections.

**DIRECTOR: REGIONAL HEAD: FINANCE**

- Regional Office: Eastern Cape region (Ref: HO 2022/07/15)
- Regional Office: Free State and Northern Cape region (Ref: HO 2022/07/16)

**Salary: R1 092 516 all-inclusive package**

**Requirements:** An undergraduate qualification (NQF level 7) as recognised by SAQA in Accounting/Financial Management/Cost Management Accounting or equivalent qualification. A certificate for entry into the Senior Management Services (SMS) obtained from the National School of Government (NSG) is compulsory. [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:** 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. Understanding of Public Service policy and legislative frameworks. Assertiveness and ability to network. Diplomacy, tactful, influence and impact.

**Responsibilities:** Support and advice the Regional Commissioner and senior managers on finance and supply chain management matters. Effective management of financial accounting. Effective management of management accounting. Effective management of logistic administration. Effective management of procurement and contract management processes. Management of the external audit process. Effective risk management to ensure compliance with the risk management plan of the DCS. Management of performance information. Management of human resources, finances and assets.

#### **DIRECTOR: INTERNAL AUDIT**

- National Head Office (Ref: HO 2022/07/17)  
**Salary: R1 092 516 all-inclusive package**

**Requirements:** An undergraduate qualification (NQF level 7) as recognised by SAQA in Internal Auditing/ Auditing/ Accounting or equivalent. Five [5] Years' middle management experience in an auditing field. Registration with the Institute of Internal Auditors. Certified Internal Auditor (CIA). Certificate in Control Self-Assessment (CCSA). Certified Government Auditing Professional (CGAP) will be an added advantage. A certificate for entry into the Senior Management Services (SMS) obtained from the National School of Government (NSG) is compulsory. Computer literacy. Valid driver's licence.

**Required knowledge:** Understanding of Public Service Policy and related legislative framework (Public Finance Management Act (PFMA), Treasury Regulations, Correctional Service Act, Public Service Act, Public Service Regulations), Internal Audit Standards and Internal Audit Methodology. Understanding of the dynamics of the Justice Cluster, White Paper on Corrections in South Africa and White Paper on Remand Detainees.

**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, people management, audit techniques, risk assessment, presentation, problem solving, policy analysis and development, project management and report writing.

**Responsibilities:** Monitor and ensure implementation of the internal audit plan. Manage and provide direction for regularity audits. Ensure regularity audits are conducted. Develop policies and procedures in accordance with the regulatory framework. Develop standard tools and procedures to improve audit efficiency. Review audit findings and develop action plans. Ensure development of audit objectives and audit criteria. Management of human resources, finances and assets. Management of performance information. Build strong and co-operative working relationship with management, members of the Risk Committee and Audit Committee. Participate in the development of the internal audit plan.

#### **DIRECTOR: HEAD OF CORRECTIONAL CENTRE**

- Kgoši Mampuru II Local Correctional Centre: Gauteng region (Ref: HO 2022/07/18)
  - Kgoši Mampuru II Central Correctional Centre: Gauteng region (Ref: HO 2022/07/19) **[RE-ADVERTISEMENT]**
  - Johannesburg Management Area Medium A: Gauteng region (Ref: HO 2022/07/20) **[RE-ADVERTISEMENT]**
  - Johannesburg Management Area Medium B: Gauteng region (Ref: HO 2022/07/21) **[RE-ADVERTISEMENT]**
- Salary: R1 092 516 all-inclusive package**

**Requirements:** An undergraduate qualification (NQF level 7) as recognised by SAQA in Public Administration or equivalent. A certificate for entry into the Senior Management Services (SMS) obtained from the National School of Government (NSG) is compulsory. [5] Years' of experience at a middle/senior managerial level. Top secret security classification will be an added advantage. Successful completion of Corrections Science Learnership/Basic Training. Experience and knowledge of the South African Correctional System 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. Communication skills (verbal and written). Financial and transformation management. Policy development. Project and programme management. Facilitation. Change management. Problem solving and decision making. Time management and customer focus. Honesty and integrity. Coaching and mentoring. Good 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 Corrections. Management of case management administration, security, development and care, unit management and case management committees by ensuring that admission and releases are conducted, property store is secured and reconciliation of offender's cash, fines and bail payments. Manage operational support services. Foster a working relationship with the Justice Cluster and the community. Monitor, evaluate and take appropriate action in relation to outcomes on the risk trends. Manage internal security by ensuring that standby lists are available, sufficient security in centre and searching is done continuously according to registers etc. Manage external security by ensuring that utilization of offenders are at work teams, officials are performing guard duty and manning of tower posts. Manage the development and care functions of offenders. Manage social work services, spiritual/moral development, health functions and hospital services for inmates. Ensure that a consistent system of activities within the centre is developed and regular committee sittings do take place. Management of performance information. Management of human resources, finances and assets.

**DIRECTOR: AREA COORDINATOR: CORPORATE SERVICES**

- Johannesburg Management Area: Gauteng region (Ref: HO 2022/07/22) **[RE-ADVERTISEMENT]**  
**Salary: R1 092 516 all-inclusive package**

**Requirements:** An undergraduate qualification (NQF level 7) in Human Resource Management. A certificate for entry into the Senior Management Services (SMS) obtained from the National School of Government (NSG) is compulsory. [5] Years' of experience at a middle/senior managerial level. In-depth knowledge of Human Resource policies and procedures. 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 framework (Public Service Act and Regulations and Public Finance Management 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. 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: CORRECTIONS ADMINISTRATION**

- National Head Office (Ref: HO 2022/07/23)  
**Salary: R1 092 516 all-inclusive package**

**Requirements:** An undergraduate qualification (NQF level 7) as recognised by SAQA in Behavioural/Social Sciences or equivalent. [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. A certificate for entry into the Senior Management Services (SMS) obtained from the National School of Government (NSG) is compulsory. 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. Communication skills (verbal and written). Financial management. Facilitation. Change management. Problem solving and decision making. Time management. Understanding of public service policy and legislative framework. Service delivery and innovation. People management and empowerment. Client orientation and customer focus. Honesty and integrity. Knowledge and skills in project management. Ability to perform under pressure and analysis of performance information.

**Responsibilities:** Provide strategic leadership and direction on strategy, annual performance plans and activities to Directorate: Correction Administration. Facilitate the development, review and enhancement of policies, policy procedures, operating standards and systems and administrative controls and reporting tools for Incarceration and Corrections. Provide support and monitor compliance with applicable departmental legislation and policies with regard to implementation of unit management and provision of work opportunities for sentenced offenders. Coordinate the strategy to down manage overcrowding. Monitor compliance and service delivery improvement through M&E visits to regions. Attend cluster meetings and other meetings with various stakeholders. Liaise and coordinate with internal role players, inter-governmental and non-governmental institutions. Management of human resource, finance and assets. Management of performance information.

#### **DIRECTOR: FACILITIES FUND MANAGEMENT**

- National Head Office (Ref: HO 2022/07/24)

**Salary: R1 092 516 all-inclusive package**

**Requirements:** An undergraduate qualification (NQF level 7) as recognised by SAQA in Public Administration/Business Management/Administration/Business Administration or equivalent qualification. Registration with the Institute of Internal Auditors. A certificate for entry into the Senior Management Services (SMS) obtained from the National School of Government (NSG) is compulsory. [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 framework (Public Service Act and Regulations and Public Finance Management Act).

**Competencies and attributes:** Financial management skills. 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. 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:** Effective management of members' financial and other interests by ensuring sound financial management of the Fund. Assist regions in the establishment of clubs and setting up trading points. Effective management of the Widow and Orphan Funds. Management of the Protea-Karridene agreement and Fund modernization projects. Continuously ensuring compliance with all policies, rules and regulations within the department and those affecting the Fund. Effective Risk management to ensure compliance with the Risk Management Plan. Efficient and effective management of the National Sport Fund and interest free study loans. Report on quarterly basis to the Board of Trustees on the Fund' strategic issues and developments. Ensuring that Treasurers are trained on the applicable finance systems/software as well as on general financial management. Management of performance information. Management of human resources, finances and assets.

#### **DIRECTOR: REGIONAL HEAD: HUMAN RESOURCES**

- Regional Office: Gauteng region (Ref: HO 2022/07/25)

**Salary: R1 092 516 all-inclusive package**

**Requirements:** An undergraduate qualification (NQF level 7) in Human Resource or equivalent qualification. A certificate for entry into the Senior Management Services (SMS) obtained from the National School of Government (NSG) is compulsory. [5] Years' of experience at a middle/senior managerial level. 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 framework (Public Service Act and Regulations and Public Finance Management Act).

**Competencies and attributes:** Financial management skills. 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. 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:** Manage human resource provisioning in the region. Ensure human resource development and training in the region. Manage the employment equity in the region. Manage employee relations and personnel discipline in the region. Manage the employee health and wellness and the Occupational health and Safety in the region. Oversee the management of litigation cases in the region. To manage risk effectively in order to ensure compliance with the risk management plan of DCS. Performance management & monitoring. Management of human resources, finances and assets.

**NOTE: FOR RE-ADVERTISEMENTS: 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 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 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 **18 JULY 2022 @ 15h45.**

**Indicate the reference number and position you are applying for on your application form (Z83) and email 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 Mokotjo TN 012 307 2039/ Mr Y Naidoo 012 307 2079/ Ms Baloyi 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**