



## correctional services

Department:  
Correctional Services  
REPUBLIC OF SOUTH AFRICA

### DEPARTMENT OF CORRECTIONAL SERVICES

**CLOSING DATE: 20 MAY 2024 @ 15H45**

#### **CHIEF DEPUTY COMMISSIONER: HUMAN RESOURCES MANAGEMENT AND DEVELOPMENT**

- National Head Office (Ref: HO 2024/04/01)

**Salary: R1 693 164 all-inclusive package**

**Post Requirements:** A postgraduate qualification (NQF level 8) in Human Resource Management/Human Resource Development/Public Administration or equivalent qualification as recognized by SAQA with 8 years senior management 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 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). Relevant experience in regulatory framework governing public service planning processes. Extensive experience in collective bargaining mechanisms and traceable experience in ensuring efficient and effective human resource management. In-depth knowledge and experience of the human resources legislation and regulatory framework.

**Competencies and Attributes:** In-depth knowledge and experience of the human resource legislation and regulatory framework. Proven competencies in strategic capability and leadership, programme and project management, financial management, change management, people management and empowerment, service delivery and innovation, customer orientation and service delivery and problem solving. Proven experience and skills in policy development, implementation and stakeholder management. Strategic management and leadership. Good verbal and written communication skills. Knowledge of the government planning and delivery cycle. Ability to articulate strategy and work under pressure. Incumbent must be self-driven, innovative and creative.

**Responsibilities:** Provide strategic guidance and advice with regard to the following areas: human resource management, human resource development, organizational design and development, employee relations and integrated employee health and wellness including occupational health and safety. Provide sound financial management leadership in relation to the compensation of employees' budget. Play a leading role in the design and implementation of all human resource strategies and tactics to ensure that the department achieves its strategic human resource goals. Facilitate the management of an effective employee performance system and human resource system support. Strengthening good working relations with its strategic partners, clients and stakeholders. Playing a pivotal in positioning the department's function of human resources and development within the justice, crime prevention and security cluster. Effective risk management to ensure compliance with the risk management plan of the department. Management of human resources, finance, assets and performance information.

#### **CHIEF DEPUTY COMMISSIONER: REHABILITATION**

- National Head Office (Ref: HO 2024/04/02)

**Salary: R1 693 164 all-inclusive package**

**Post Requirements:** A postgraduate qualification (NQF level 8) in Behavioural Sciences/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. 8 years' experience at a senior managerial level. Security clearance. Computer literate. 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:** 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, presentation and report writing skills. Service delivery standards. Developing others (coaching, mentoring, training). Project and programme management. Decision making, problem solving and networking/liason with stakeholders. Negotiation, organising, conflict management, 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. Parole administration, tracing, community mobilisation, corrections management and remand detention. Management of overcrowding, security, continuous risk assessment tool and personal development.

**Responsibilities:** Manage all functions related to self-sufficiency and sustainability in the department. Manage and coordinate offender sports, recreation, arts and culture activities. Manage formal education and skills training. Manage and coordinate production workshop and agricultural services. Manage, provide guidelines and oversee implementation of all health care related initiatives in DCS in a manner prescribed by law. Manage primary health care. Manage and co-ordinate nutritional, pharmaceutical and care services within DCS. Manage communicable diseases as prescribed by health legislative framework. Manage, all functions related to the development of offenders in the department. Manage and render social work services, psychological and spiritual care services. Management of human resources, finance, assets and performance information.

#### **REGIONAL COMMISSIONER**

- Western Cape region (Ref: HO 2024/04/03)
- Gauteng region (Ref: HO 2024/04/04)

**Salary: R 1 693 164 all-inclusive package**

**Post Requirements:** A postgraduate qualification (NQF level 8) in Public Administration/Law/Criminology/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. 8 years' experience at a senior managerial level. Sound knowledge of the SA Correctional System and understanding the functioning of the Criminal Justice System. Computer literate. 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. 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:** Provide strategic leadership in ensuring effective, efficient and economic management of the region to realize policy outcomes. Manage the provision of care programmes to maintain the personal well-being of offenders. Manage the provision of programmes aimed at the development of offenders. Manage the rendering of security services to personnel, service providers, public, offenders and any other departmental operation. Management of Justice, Crime Prevention Security cluster and other stakeholders in the region. Manage the development and

implementation of after care services to offenders. Manage the development and implementation of correctional programmes to correct offending behaviour. Effective risk management to ensure compliance with the risk management plan of the department. Management of human resources, finance, assets and performance information.

#### **CHIEF FINANCIAL OFFICER**

- National Head Office (Ref: HO 2024/04/05)  
**Salary: R1 693 164 all-inclusive package**

**Post Requirements:** A postgraduate qualification (NQF level 8) in Accounting or Financial Management or equivalent qualification as recognized by SAQA. Registration as a Chartered Accountant (SA) will serve as a strong recommendation. 8 years senior management experience in an accounting or financial management 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:** 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. Financial management, policy development, communication, project and programme management. Transformation and change management. Client orientation and customer focused. Problem solving and analysis, service delivery innovation, decision making, people management and empowerment. Safety and security awareness. Integrity and honesty. Confidentiality and good interpersonal relations. Understanding of public service policy and legislative framework. Assertiveness, ability to network, diplomacy and tact, influence and impact. Technical ability to optimally support the Accounting Officer to align the allocation of financial resources to the imperatives set by the strategic and annual performance plans of the department and to account thereof.

**Responsibilities:** Provide strategic direction in the implementation of financial and management accounting practices. Ensure strategic leadership in complying with the supply chain management processes. Manage all salary queries from various stakeholders. Manage departmental compensation and deduction management. Management and adherence to supply chain management policy requirements. Implementation of the Preferential Procurement Policy Framework Act and Broad Based Black Economic Empowerment Act. Develop and implement fiscal policies including supply chain management. Advice and ensure compliance to finance and supply chain management policies, procedures and systems. Develop communication strategies and systems for the department. Advice and communicate on the strategies developed. Set performance standards and benchmarks against which to measure target achievement. Monitor and ensure compliance with norms and standards of the Treasury Regulations, PFMA and BBBEE. Prepare annual financial statements in line with treasury regulations. Ensure that the preparations of the budget are in line with strategic plans and departmental objectives. Develop and manage memorandum of understanding, service level agreements and expenditure review. Represent the strategic intent of the department in intergovernmental and technical structures within the National Treasury on matters dealing with the allocation of financial resources and policy directives. Management of human resources, finance, assets and performance information.

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

- Western Cape region: Pollsmoor Management Area (Ref: HO 2024/04/06) [RE-ADVERTISEMENT]  
**Salary: R 1 395 885 all-inclusive package**

**Post Requirements:** An undergraduate qualification (NQF level 7) in Public Administration/Law/Criminology/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 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. 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 and provide direction for the Management Area in relation to the effective functioning of incarceration and corrections, parole boards, corporate services, development programmes, care services, correctional centres and community corrections. 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. 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. Promotion of social responsibility and human development of all offenders and parolees subjected to community corrections. Management of human resource, finance and assets. Management of performance information.

#### **DEPUTY COMMISSIONER: IT INFRASTRUCTURE MANAGEMENT**

- National Head Office (Ref: HO 2024/04/07) [RE-ADVERTISEMENT]

**Salary: R 1 395 885 all-inclusive package**

**Post Requirements:** An undergraduate qualification (NQF level 7) as recognised by SAQA in Computer Science/Information Technology or equivalent. Five [5] Years' experience at 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 Public Service Policy and related legislative framework (Public Service Act and Regulations, SITA Act and Regulations and Public Finance Management Act). Understanding of System Development Life Cycle (SDLC), Information Technology Infrastructure Library (ITIL) and Control Objectives for Information and Related Technologies (COBIT).

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

#### **DEPUTY COMMISSIONER: EXECUTIVE MANAGEMENT**

- National Head Office (Ref: HO 2024/04/08) [RE-ADVERTISEMENT]

**Salary: R 1 395 885 all-inclusive package**

**Post Requirements:** An undergraduate qualification (NQF level 7) in Public Administration/Social 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:** 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. 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:** Provide administration leadership for the Office of National Commissioner while being accountable to the National Commissioner. Provide management secretariat support in the office of the National Commissioner. Develop effective and efficient governance structures, systems and reporting including integration with other government structures. Oversee the management of the National Operation Centre (NOC). Manage and foster effective relationships with all the stakeholders. Ensure operational efficiency and service delivery within the chief directorate. Management of human resources, finance, assets and performance information.

#### **DEPUTY COMMISSIONER: COMMUNITY PROGRAMMES LIAISON**

- National Head Office (Ref: HO 2024/04/09)

**Salary: R 1 395 885 all-inclusive package**

**Post Requirements:** An undergraduate qualification (NQF level 7) in Behavioural Science/ Social 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 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 system and architecture. Understanding of public service policy and related legislative framework (Public Service Act and Regulations, Public Finance Management Act, with emphasis on the Correctional Service Act 111 of 1998 as amended).

**Competencies and Attributes:** Strategic capability and leadership. Service delivery 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 and facilitate the re-entry of offenders to the community. Mobilization of re-entry of offenders into the community through the involvement of all stakeholders. Facilitate the approval and the implementation of the profiling tool. Manage and monitor involvement of all role players in the rehabilitation process of offenders. Monitor successful reintegration of offenders to avoid re-offending and recidivism. Manage and ensure provision of restorative justice. Manage the provision of victim empowerment programme services. Develop and ensure coordination and execution of social crime prevention programmes. Management of victim offender mediation and empowerment through the restorative justice process. Management of human resources, finance, assets and performance information.

#### **DEPUTY COMMISSIONER: SELF SUFFICIENCY AND SUSTAINABILITY**

- National Head Office (Ref: HO 2024/04/10)  
**Salary: R 1 395 885 all-inclusive package**

**Post Requirements:** An undergraduate qualification (NQF level 7) in Behavioural Sciences/Social 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 in a similar environment. Security clearance. Computer literacy. Valid driver's licence.

**Required knowledge:** Knowledge and understanding of the South African Criminal Justice System and the Correctional Services system and 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:** Understanding of DCS environment. Understanding of Justice Cluster, relevant prescripts, social cohesiveness, screening and assessment. Quality improvement. Knowledge of PFMA – compilation of budgets, estimation, expenditure and reporting. Applied strategic thinking. Communication. Project Management. Presentations, report writing and service delivery standards. Developing others (coaching, mentoring, training). Project and programme management. Decision making, problem solving and networking/liason with stakeholders. Negotiation, organising, conflict management, analytical thinking, policy development, analysis, monitoring, evaluation and implementation advice. Information collection. Knowledge and understanding Public Service policies and mandates. Knowledge of all relevant legislation, norms and standards.

**Responsibilities:** Manage skills development and formal education in line with relevant legislation, regulations, frameworks and departmental policies and procedures. Manage, develop, and design skills curriculum programs and strategies for offenders. Manage and oversee production workshops and agriculture. Monitor, develop and evaluate effective and efficient production workshop strategies and programs design. Ensure the effective and efficient management of productive agriculture and production workshop systems. Manage and oversee offender sports, recreation, arts and culture. Monitor, develop, evaluate and design effective and efficient offender sports, recreation, arts and culture strategies and programs. Ensure the effective and efficient coordination of offender sports, recreation, arts and culture. Enterprise management. Provide guidance on the generation of income revenue that leads to long term economic growth. Develop rules for business improvement. Management of human resources, finance, assets and performance information.

### **DEPUTY COMMISSIONER: CORRECTIONAL SECURITY OPERATIONS**

- National Head Office (Ref: HO 2024/04/11)  
**Salary: R 1 395 885 all-inclusive package**

**Post Requirements:** An undergraduate qualification (NQF level 7) in Security Management/Criminology/Behavioral 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 in a similar environment. Security clearance. Computer literacy. Valid driver's licence.

**Required knowledge:** Knowledge and understanding of the South African Criminal Justice System and the Correctional Services system and 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:** DCS/public service management knowledge. Policy development and analysis. Knowledge and understanding of security management dynamics. Intelligence and counter-intelligence operations and analysis. Research. Diplomacy and negotiation skills. Risk management. Strategic management and capability. Programme and project management.

**Responsibilities:** Provide leadership and strategic direction within the chief directorate. Develop strategies, policies, procedures and frameworks to ensure alignment with business plan of the department. Ensure implementation and monitoring of the operational plans in line with the departmental strategic plan. Ensure safe and secure DCS facilities and provide security standards services with respect to DCS. Ensure that sufficient and effective emergency support team services are available in correctional centres to support officials in their duties in order to create a safe environment for both inmates and officials. Manage the creation and maintenance of a national operational centre. Manage the effective capacitation and management of emergency support teams. Manage stakeholder relations. Management of liaison in relation to client expectations (internal & external). Effectively participate in cluster programs (NatJOINTS etc). Manage correctional programmes rendered in the department. Ensure that correctional programmes are rendered effectively in the department. Develop policies based on the national guidelines practices, procedures and policies and ensure the implementation thereof. Management of risks within the chief directorate. Develop action plans to mitigate the identified risks. Monitor and evaluate the effectiveness of the control measures in place. Management of human resources, finance, assets and performance information.

### **DEPUTY REGIONAL COMMISSIONER**

- Western Cape region (Ref: HO 2024/04/12)  
**Salary: R1 395 885 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.

**DIRECTOR: PRE-RELEASE RESETTLEMENT**

- National Head Office (Ref: HO 2024/04/13)  
**Salary: R1 182 765 all-inclusive package**

**Post Requirements:** An undergraduate qualification (NQF level 7) as recognised by SAQA in Behavioural Sciences/Social Sciences or equivalent. 5 years' 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. 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 and the Correctional Service Act 111 of 1998 as amended).

**Competencies and Attributes:** Parole administration. Corrections management. Management of overcrowding. Understanding of DCS environment. Understanding of Justice Cluster. Relevant prescripts. Case management. Screening and assessment. Planning and coordination. Quality improvement. 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:** Develop, review, monitor and evaluate the implementation of legislation, policies and standard operating procedures (SOPs) and procedures operating systems on placement and release of offenders. Ensure policies and standard operating procedures are reviewed and up to date. Improve effective functioning and coordination of Correctional Supervision and Parole Boards (CSPB's). Develop and implement measures to improve performance and compliance of CSPB's in line with relevant policies and operational procedures on placement and release. Manage programs, projects and activities of Directorate: Pre-release Resettlement. Manage offender representations, complaints, inquiries and parliamentary questions received by the directorate. Management of performance information. Management of human resources, finances and assets.

**DIRECTOR: FACILITIES FUND MANAGEMENT**

- National Head Office (Ref: HO 2024/04/14) [RE-ADVERTISEMENT]  
**Salary: R1 182 765 all-inclusive package**

**Post Requirements:** An undergraduate qualification (NQF level 7) as recognised by SAQA in BCom Accounting 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. Five [5] Years of experience at middle management/ 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:** 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. Accountability. Diplomacy and tact. Good corporate governance principles.

**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 fund. 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 funds' 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: SUPERVISION (PROBATIONERS AND PAROLEES)**

- National Head Office (Ref: HO 2024/04/15)

**Salary: R1 182 765 all-inclusive package**

**Post Requirements:** An undergraduate qualification (NQF level 7) as recognised by SAQA in Public Administration or equivalent. [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, 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:** Sound knowledge of Social Re-Integration (Probationers and Parolees). 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 correctional services policies and legislative framework. Knowledge and understanding of the regulatory framework of the justice cluster.

**Responsibilities:** Provide strategic leadership and direction for the Directorate: Supervision. Monitor compliance with policies, procedures, programmes, standards and applicable legislation. Manage the implementation of the admission risk classification tool for Probationers and Parolees at Community Correction offices in each region. Manage the implementation of the framework on the prevention of absconding country wide. Facilitate the development of the reclassification tool for Probationers and Parolees. Develop policies and procedures on correctional supervision in line with the strategic direction of the department. Management of human resources, finances and assets. Management of performance information.

**DIRECTOR: REGIONAL HEAD: HUMAN RESOURCES**

- Free State and Northern Cape region (Ref: HO 2024/04/16)

**Salary: R1 182 765 all-inclusive package**

**Post Requirements:** An undergraduate qualification (NQF level 7) in Human Resource Management 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. 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:** 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. Manage the employment equity. Manage employee relations and personnel discipline. Manage the employee health and wellness and the occupational health and safety in the region. Oversee the management of litigation cases. Manage risk effectively in order to ensure compliance with the risk management plan of DCS. Oversee performance management and monitoring. Management of human resources, finances and assets. Management of performance information.

**DIRECTOR: AREA COMMISSIONER**

- Eastern Cape region: Mthatha Management Area (Ref: HO 2024/04/17) [RE-ADVERTISEMENT], Sada Management Area (Ref: HO 2024/04/18), St Albans Management Area (Ref: HO 2024/04/19)
- KwaZulu Natal region: Kokstad Management Area (Ref: HO 2024/04/20) [RE-ADVERTISEMENT]

**Salary: R1 182 765 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: REMAND DETENTION AND CASE FLOW MANAGEMENT**

- National Head Office (Ref: HO 2024/04/21)  
**Salary: R1 182 765 all-inclusive package**

**Post Requirements:** An undergraduate qualification (NQF level 7) as recognized by SAQA in Public Administration/ Law/Criminology /Social Sciences or equivalent qualification. [5] Years' experience at 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. Knowledge and understanding of the justice cluster. Computer literacy. Valid drivers' licence.

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

**Competencies and Attributes:** Strategic capability and leadership. Service delivery 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:** Effective and efficient Remand Detention Administration. Co-ordinate the management of admission and releases. Co-ordinate the management of diversions of remand detainees. General remand administration. Co-ordinate the management of deaths and burial processes. Effective and efficient case management. Co-ordinate the management of remand detainee discipline. Co-ordinate the management of remand detainees' rights and privileges. Monitor compliance to unit management principles. Effective and efficient case flow management. Ensure effective bail administration. Ensure diversion of RD's. Manage risks. Ensure the implementation of Child Justice Act. Effective and efficient coordination of cluster activities. Participate in JCPS cluster activities. Facilitate JCPS sub-task teams through the development and implementation of the annual programme in consultation with the National Development Committee. Ensure submission of relevant cluster reports. Effective and efficient management of special categories. Ensure the management and implementation of provisions with regard to special categories (vulnerable, observation cases; foreign nationals, high risk, repatriation group, women, children, infants and mentally ill). Management of human resources, finance, assets and performance information.

**DIRECTOR: COMMUNICABLE DISEASES**

- National Head Office (Ref: HO 2024/04/22)  
**Salary: R1 182 765 all-inclusive package**

**Post Requirements:** An undergraduate qualification (NQF level 7) as recognised by SAQA in Nursing Science or Health Science 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. Security clearance. Computer literacy. Valid driver's licence.

**Required knowledge:** Knowledge and understanding public service policies and mandates. Knowledge of all legislation, norms and standards that governs health care. Communicable diseases care and support. Professional counselling. Nursing practice. First Aid. Building and sustaining relationships in primary health care.

**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 development, design and improvement of communicable disease programs and services in line with the national department of health and SANAC prescripts and directives. Develop and manage or review policies, guidelines, and standards for the delivery of care and support programmes and services. Manage and develop/customize communicable disease care and support social and behaviour change and communication information, education and communication materials in line with the latest national strategic plan for communicable diseases. Manage the coordination of communicable disease prevention and care support services strategies and execution of interventions/activities to ensure the provision of quality care and support programmes and services. Liaise and guide support organisations such as NGO's, CBO's and other stakeholders on communicable disease related activities. Conduct and facilitate communicable disease education and care support. Management of human resources, finances and assets. Management of performance information.

#### **DIRECTOR: NON-COMMUNICABLE DISEASES AND SUPPORT SERVICES**

- National Head Office (Ref: HO 2024/04/23)

**Salary: R1 182 765 all-inclusive package**

**Post Requirements:** An undergraduate qualification (NQF level 7) as recognised by SAQA in Nursing Science or Health Science 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. Security Clearance. Computer literacy. Valid driver's licence.

**Required knowledge:** Knowledge and understanding Public Service policies and mandates. Knowledge of all legislation, norms and standards that governs health care. 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 and project management skills. Presentations, report writing. Service delivery standards. Developing others (coaching, mentoring, training). Project and programme management. Decision making, problem solving, networking/liaison with stakeholders, negotiation, organising, conflict management skills. Analytical thinking, policy development, analysis, monitoring, evaluation and implementation advice. Information collection.

**Responsibilities:** Manage physical care in line with relevant legislation, regulations, frameworks and departmental policies and procedures. Manage the prevention of non-communicable diseases. Manage the processes in allocation

of in and out patients. Manage clinical care services. Manage, develop, design and improve clinical service program. Liaise and guide support organisation such as NGO's, CBO's and other stakeholders on clinical services related activities. Manage the roll out of pharmaceutical services in line with available guidelines and procedures. Ensure the management and the coordination of medicine contract. Manage the medical depots. Manage nutritional & environmental hygiene services. Monitor and evaluate the effectiveness of care services to enhance service delivery. Management of human resources, finances and assets. Management of performance information.

**DIRECTOR: EXTERNAL TRAINING AND STANDARDS**

- National Head Office (Ref: HO 2024/04/24)

**Salary: R1 182 765 all-inclusive package**

**Post Requirements:** An undergraduate qualification (NQF level 7) as recognised by SAQA in Public Management/Administration/Business Management/Administration 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. Top secret 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 and Regulations, Public Finance Management Act, with emphasis on the Correctional Service Act 111 of 1998 as amended).

**Competencies and attributes:** Risk management. Case management. Social cohesiveness. Screening and assessment. Care planning and coordination. Quality improvement. PFMA – compilation of budgets, estimation, expenditure and reporting. Applied strategic thinking. Project management. Presentations, communication, report writing, decision making, problem solving, networking/liaison with stakeholders, negotiation and organising skills. Service delivery standards. Developing others (coaching, mentoring, training). Project and programme management. Conflict management. 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, develop and review bursary policy, procedure, process and guidelines. Monitor, interpret and review legislation, policy and procedures to determine whether policies and guidelines are still relevant and comply with current requirements. Manage and develop policy for learnership, basic training and RPL. Manage the implementation of bursaries and external training policy. Manage external policy and external training. Manage bursary administration. Manage and conduct quality assurance on training standards. Manage and develop quality assurance system. Manage and conduct monitoring and evaluation of the program. Manage and develop plan for assessment and standards. Manage and develop assessment and moderation tools. Manage and develop training standards. Management of human resources, finances and assets. Management of performance information.

**DIRECTOR: HEAD OF CORRECTIONAL CENTRE**

- KwaZulu Natal region: Durban Medium A (Ref: HO 2024/04/25)
  - Durban Medium B (Ref: HO 2024/04/26)
- Western Cape region: Pollsmoor Medium A (Ref: HO 2024/04/27)

**Salary: R1 182 765 all-inclusive package**

**Post 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 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. Successful completion of Corrections Science Learnership/Basic Training. 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 is 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: DEPARTMENTAL INVESTIGATION UNIT**

- National Head Office (Ref: HO 2024/04/28) [RE-ADVERTISEMENT]  
**Salary: R1 182 765 all-inclusive package**

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

**Required knowledge:** Understanding of the dynamics of the Justice Cluster and White Paper on Corrections in South Africa and White Paper on Remand Detainees. Understanding of Public Service Policy and related legislative framework (Public Service Act and Regulations, Public Finance Management Act, with emphasis on the Correctional Service Act 111 of 1998 as amended).

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

#### **DIRECTOR: NATIONAL OPERATIONS CENTRE**

- National Head Office (Ref: HO 2024/04/29)

**Salary: R1 182 765 all-inclusive package**

**Post Requirements:** An undergraduate qualification (NQF level 7) as recognised by SAQA in Public Administration 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. 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:** Operations management, financial management, strategic capability and leadership. Policy development and communication skills. 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 and interpersonal relations. Understanding of public service policy and legislative framework. Assertiveness, ability to network, diplomacy and tactful. Influence and impact.

**Responsibilities:** Develop strategies, policies, procedures, norms and standards on the management of Operations Centres. Develop and improve information management system. Oversee and regulate the Management Area Operations Centre and Local Operations Centre. Draw information from all sources through the MOC at MA level and LOC at Correctional centres as well from external stakeholders. Gather value added information and analysis from centres of excellence. Conduct impact analysis to improve on gaps. Development of plans to mitigate risks factors. 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 **20 MAY 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: 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.**

