



correctional services

Department:
Correctional Services
REPUBLIC OF SOUTH AFRICA

DEPARTMENT OF CORRECTIONAL SERVICES

CLOSING DATE: 30 JUNE 2022 @ 15H45

CHIEF DEPUTY COMMISSIONER: GOVERNMENT INFORMATION TECHNOLOGY OFFICE (GITO)

- National Head Office (Ref: HO 2022/05/01) [RE-ADVERTISEMENT]
Salary: R1 572 219 all-inclusive package

Requirements: An undergraduate qualification (NQF level 7) and postgraduate qualification (NQF level 8) as recognised by SAQA in Computer Science/ Information Technology or equivalent. 8-10 years' experience at Senior Management in an IT environment. A certificate for entry into the Senior Management Services (SMS) obtained from the National School of Government (NSG) is compulsory. 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. Service delivery and client orientation. Good work ethics. Financial management. High level of honesty and integrity. Change management. Coaching and mentoring. Training and development. 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. Understanding of public service policy and legislative framework. Ability to work long hours. Willingness to travel. Accountability. Diplomacy and tactful.

Responsibilities: Manage the provision of applications management and strategically position of the IT discipline in order to be the information enabler of choice within the DCS. Provide and facilitate Infrastructure and Operational Support Services within the Department, to achieve the pre-set targets and ensure innovative development and technological competitiveness. Manage the provision of IT portfolio & programme management and advise the Department on its needs. Provide strategic leadership and direction in delivering the government information technology for the Department of Correctional Services. Management of human resources, finance, assets and performance information.

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

DEPUTY COMMISSIONER: LEGAL SERVICES

- National Head Office (Ref: HO 2022/05/02) [RE-ADVERTISEMENT]
Salary: R1 292 817 all-inclusive package

Requirements: An undergraduate LLB degree or equivalent Law degree (NQF level 7) as recognized by SAQA. A certificate for entry into the Senior Management Services (SMS) obtained from the National School of Government (NSG) is compulsory. [5] Years' experience at a senior managerial level. Admitted as an attorney/advocate will be an added advantage. Valid driver's licence. Computer literacy.

Required knowledge: Knowledge and understanding of the South African Criminal Justice System and the Correctional Services Architecture. Understanding of Public Service Policy and related legislative framework (Public Service Act and Regulations, Public Finance Management Act, with emphasis on the Correctional Service Act 111 of 1998 as amended). Knowledge in conducting litigation, legal research, drafting of legislation and regulations, legal opinions, service level agreements, Memorandum of Understanding (MOU) and other legal instruments. Knowledge in conducting briefings to Council.

Competencies and attributes: Understanding of South African Law and regulatory framework. Financial management skills. Strategic capability and leadership. Policy development and implementation. Communication, project and programme man-

agement. Transformation and change management. Client orientation and customer focus. Problem solving and analysis. Service delivery innovation. Decision making. People management and empowerment. Confidentiality. Interpersonal relations. Assertiveness. Ability to network. Diplomacy and tact. Influence and impact.

Responsibilities: Management of civil litigations by or against the department. Monitor and evaluate the departmental regulatory framework with the view to identify areas of non-compliance to legislative imperatives. Management of legal contracts. Manage the processes for the drafting and interpretation of all regulations related to operations of the department. Manage the provision of legal advisory services inclusive of legal opinions. Advise on medico-legal, labour and contract issues. Provide leadership and strategic direction within the Chief Directorate. Management of operational risks within the Chief Directorate. Management of human resources, finance and assets. Management of performance information.

NOTE: 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 comprehensive CV, identity document and/or drivers licence 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 **30 JUNE 2022 @ 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:** Mr TN Mokotjo 012 307 2039/ Mr Y Naidoo 012 307 2079/ Ms Baloyi TP 012 305 8589 or Ms NS Khumalo 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.

