



correctional services

Department:
Correctional Services
REPUBLIC OF SOUTH AFRICA

6REGIONAL COMMISSIONER: CORRECTIONAL SERVICES: EASTERN CAPE; PRIVATE BAG
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DEPARTMENT OF CORRECTIONAL SERVICES APPOINTMENTS UNDER THE CORRECTIONAL SERVICES ACT

ASSISTANT DIRECTOR: HEAD CORRECTIONAL CENTRE X 2

Eastern Cape Region: Mthatha Management Area (Lusikisiki Correctional Centre)
(Ref: EC-CSA 01/2019); Sada Management Area (Sada Correctional Centre) (Ref: EC-CSA
02/2019)

Salary: R454 440.00 per annum

Requirements: Relevant degree / National Diploma in Behavioural Sciences and successful completion of Corrections Science Learnership. 7 years' experience in a supervisory post. Top secret security classification. Valid Driver's license. Computer literacy.

Competencies and attributes: Firearm skills and the use of relevant security technology. Strategic capability and leadership, Policy development, Communication, Project and programme management, Transformation management, Change Management, Conflict Management, Stakeholder Management, Problem solving, Analysis, Service Delivery Innovation, decision making, People Management and Empowerment, In depth understanding of safety and security within a correctional environment. Integrity and honesty, Confidentiality, Good Interpersonal relations, knowledge of the Correctional Services Act, Act 111 of 1998 as amended,

Responsibility: 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. 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. Management of performance information. Manage human resources, finances and assets.

CENTRE COORDINATOR: CASE MANAGEMENT COMMITTEE

Eastern Cape Region: East London Management Area (East London Medium A Correctional Centre) (Ref: EC-CSA 03/2019)

Salary: R454 440.00per annum

Relevant: Degree/ND in Behaviour Science or equivalent qualifications 7 years relevant experience on supervisory post. These requirements are in accordance with the Occupational Specific Dispensation. Top secret security classification as an added advantage. Successful completion of Corrections Science Learnership/Basic Training. Valid driver's licence. Computer literacy.

Competencies and attributes: Communication, project and programme management, transformation management, change management, stakeholder management, problem solving, analysis, service de-livery Innovation, decision making, people management and empowerment, in depth understanding of safety and security in a correctional environment, integrity and honesty, confidentiality, good interpersonal relations, knowledge of the Correctional Services Act, Act 111 of 1998, as amended, assertiveness, ability to network and diplomacy.

Responsibility: Planning of the activities of the Case Management Committee. Holding of meetings of the CMC. Management of sentence plans. Management of offender records. Management of human resources, finance and assets.

CENTRE COORDINATOR: OPERATIONAL SUPPORT

**Eastern Cape Region: Mthatha Management Area (Mthatha Medium Correctional Centre)
(Ref: EC-CSA 04/2019);
Salary R454 440.00 per annum**

Requirements: Degree/ National Diploma in Behavioural Sciences or equivalent qualification and successful completion of Corrections Science Learner ship/Basic Training. 7 years relevant experience on production post. These requirements are in accordance with the Occupational Specific Dispensation. Top secret security classification as an added advantage. Valid driver's licence. Computer literacy.

Competencies and attributes: Firearm skills and the use of relevant security technology. communication, project and programme management, transformation management, change management, stakeholder management, problem solving, analysis, service delivery Innovation, decision making, people management and empowerment, in depth understanding of safety and security in a correctional environment, integrity and honesty, confidentiality, good interpersonal relations, knowledge of the Correctional Services Act, Act 111 of 1998, as amended, assertiveness, ability to network and diplomacy.

Responsibilities: Management of control regarding safe custody, physical care and treatment. Ensure a secure environment conducive for rehabilitation. Management of control regarding the establishment and rendering of security. Management of performance information. Provide advice on departmental policy directives. Management of inmates' safe custody (internal and external security). Management of development and care and health care services. Management of human resource, finance and assets.

CENTRE COORDINATOR: CORRECTIONS X2

**Eastern Cape Region: Mthatha Management Area (Mthatha Medium) (Ref: EC-CSA 05/2019);
East London Management Area (Mdantsane Correctional Centre) (Ref: EC-CSA 06/2019)
Salary: R454 440.00 per annum**

Requirements: Relevant degree / National Diploma in Behavioural Sciences and successful completion of Corrections Science Learnership. 7 Years relevant experience gained in a supervisory post Top secret security classification. Valid driver's license. Computer literacy.

Competencies and attributes: Firearm skills and the use of relevant security technology. Computer literacy, Communication, Project and programme management, Transformation management, Change management, Stakeholder management, Problem solving, Analysis, Service Delivery Innovation, decision making, People Management and Empowerment, In depth understanding of safety and security in a correctional environment. Integrity and honesty, Confidentiality, Good Interpersonal relations, knowledge of the Correctional Services Act, Act 111 of 1998, as amended. Assertiveness, Ability to network, Diplomacy and tactful, Resilient.

Responsibility: Management the development of correctional sentence plan and facilitate the implementation thereof. Execute correctional policies and procedures. Coordinates the collation and dissemination of correction information. Coordinates activities relating to rehabilitation programme, case management administration, case management committee and unit management systems. Promote corrections and security. Management of performance information. Manage human resources, finance and assets.

MANAGER: CORRECTIONS X2

**Eastern Cape Region: Mthatha Management Area (Ref: EC-CSA 07/2019); Kirkwood
Management Area (Ref: EC-CSA 08/2019)
Salary: R392 004.00 per annum**

Requirements: Relevant degree/National Diploma plus 7 years supervisory experience. These requirements are in accordance with the relevant Occupational Specific Dispensation. Successful completion of Corrections Science Learner ship/Basic Training. Valid driver's licence. Computer literacy.

Competencies and attributes: Firearm skills and the use of relevant security technology. communication, project and programme management, transformation management, change management, stakeholder management, problem solving, analysis, service delivery Innovation, decision making, people management and empowerment, in depth understanding of safety and **security in a correctional** environment, integrity and honesty, confidentiality, good inter-personal relations, knowledge of the Correctional Services Act, Act 111 of 1998, as amended, assertiveness, ability to network and diplomacy.

Responsibilities: Manage and process documentation to / from prisons and community corrections. Management of classified information. Management of policy documentation of DCS. Investigation of incidents. Management of human resources and assets.

SECURITY MANAGER: ADMISSION (PAROLEES & PROBATIONERS)

Eastern Cape Region: Sada Management Area (Middelburg Community Corrections) (Ref: EC-CSA 09/2019)

Salary: R380 583.00 per annum

Requirements: Relevant degree/ National Diploma in Behavioural Sciences or equivalent qualification and 7 years relevant experience in a supervisory post in the Security stream. These requirements are in accordance with the relevant Occupational Specific Dispensation. Top secret security classification as an added advantage. Successful completion of Corrections Science Learner ship/Basic Training. Valid driver's licence. Computer literacy.

Competencies and attributes: Communication, Project and programme management, Transformation management, Change Management, Stakeholder management, Problem solving, Service Delivery Innovation, decision making, People Management and Empowerment, In depth understanding of safety and security in a correctional environment. Integrity and honesty, Confidentiality, Good Interpersonal relations, knowledge of the Correctional Services Act, Act 111 of 1998, as amended. Assertiveness, Diplomacy and Tact, Resilient, Influence and impact, Computer literacy.

Responsibilities: Manage monitoring services. Oversee implementation of court sentences. Ensure the implementation of community corrections policies and procedures. Participate in case review team for community corrections. Facilitate the provision of social work and community service programmes. Management of performance information. Management of human resources, finances and assets.

UNIT MANAGER X 3

Eastern Cape Region: Amathole Management Area (Middledrift Correctional Centre) (Ref: EC-CSA 10/2019); Mthatha Management Area (Mthatha Medium (Ref: EC-CSA 11/2019); East London Management Area (East London Med. B)(Ref: EC-CSA 12/2019)

Salary: R380 583.00 per annum

Requirements: Relevant degree / National Diploma in Behavioural Sciences and successful completion of Corrections Science Learnership. 7 Years relevant experience gained in a supervisory post in the security stream. Top secret security classification, Valid driver's license. Computer literacy.

Competencies and attributes: Firearm skills and the use of relevant security technology. Communication, Project and programme management, Transformation management, Change Management, Stakeholder management, Problem solving, Service Delivery Innovation, decision making, People Management and Empowerment, In depth understanding of safety and security in a correctional environment. Integrity and honesty, Confidentiality, Good Interpersonal relations, knowledge of the Correctional Services Act, Act 111 of 1998, as amended. Assertiveness, Diplomacy and Tact, Resilient, Influence and impact, Computer literacy.

Responsibilities: Manage safe custody of offenders. Manage the process of representation of offenders. Develop measures for handling offender complains and requests. Facilitate the induction of new offenders. Implementation of unit management principles. Management of case files. Provision of infrastructural needs to enhance the implementation of unit management principles. Management of performance information. Manage human resource, finance and assets.

UNIT MANAGER: PAROLEES AND PROBATIONERS X2

Eastern Cape Region: East London Management Area (East London Community Corrections) (Ref: EC-CSA 13/2019); St Albans Management Area (St Albans Community Corrections) (Ref: EC-CSA 14/2019)

Salary: R380 583.00 per annum

Requirements: Relevant degree/Diploma and 7 years relevant experience gained on production level. These requirements are in accordance with the Occupational Specific Dispensation. Ability to plan and organize. Top secret security classification as an added advantage. Sound communication skills. Computer literacy. Driver's license. Completion of basic training/correctional service learner ship.

Competencies and attributes: Firearm skills and the use of relevant security technology, communication, project and programme management, transformation management, change management, stakeholder management, problem solving, analysis, service delivery innovation, decision making, people management and empowerment, in depth understanding of safety and security in a correctional environment, integrity and honesty, confidentiality, good inter personal relations, knowledge of the Correctional Services Act, Act 111 of 1998, as amended, assertiveness, influence and impact, Resilient, ability to network and diplomacy.

Responsibilities: Manage monitoring services. Oversee implementation of court sentences. Ensure the implementation of community corrections policies and procedures. Participate in case review team for community corrections. Facilitate the provision of social work and community service programmes. Management of performance information. Management of human resources, finances and assets.

HEAD CORRECTIONAL CENTRE X4

Eastern Cape Region: Amathole Management Area (Stutterheim Correctional Centre (Ref: EC-CSA 15/2019); Sada Management Area (Barkly East Correctional Centre) (Ref: EC-CSA 16/2019; Sterkspruit (Ref: EC-CSA 17/2019); Mthatha Management Area (Elliotdale Correctional Centre) (Ref: EC-CSA 18/2019)

Salary: R380 583.00 per annum

Requirements: Relevant degree / National Diploma in Behavioural Sciences and successful completion of Corrections Science Learnership. 7 Years relevant experience gained in a supervisory post. Top secret security classification, Valid driver's license. Computer literacy..

Competencies and attributes: Firearm skills and the use of relevant security technology. communication, project and programme management, transformation management, change management, stakeholder management, problem solving, analysis, service delivery Innovation, decision making, people management and empowerment, in depth understanding of safety and security in a correctional environment, integrity and honesty, confidentiality, good inter-personal relations, knowledge of the Correctional Services Act, Act 111 of 1998, as amended, assertiveness, ability to network and diplomacy.

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. 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. Management of performance information. Manage human resources, finances and assets.

CENTRE COORDINATOR: STAFF SUPPORT X 3

Eastern Cape Region: Amathole Management Area: (Middledrift Correctional Centre)(Ref: EC-

CSA 19/2019); (Fort Beaufort Correctional Centre (Ref: EC-CSA 20/2019); St Albans Management Area (Port Elizabeth Correctional Centre)(Ref: EC-CSA 21/2019)

Salary: R380 583.00 per annum

Requirements: Relevant degree / National Diploma in Behavioural Sciences and successful completion of Corrections Science Learnership. 7 Years relevant experience gained in a supervisory post. Top secret security classification, Valid driver's license. Computer literacy.

Competencies and attributes: Firearm skills and the use of relevant security technology. Communication, Project and programme management, Transformation management, Change Management, Stakeholder management, Problem solving, Analysis, Service Delivery Innovation decision making, People Management and Empowerment, In depth understanding of safety and security in a correctional environment. Integrity and honesty Confidentiality, Good Interpersonal relations, In depth knowledge of the Correctional Services Act, Act 111 of 1998, as amended. Assertiveness, Ability to network, Diplomacy and tact, Resilience, Influence and impact.

Responsibilities: Provide human resource and related functions to the correctional centre. Effective management of the registration activities. Ensure proper dissemination of information for the correctional centre. Manage duty register and leave arrangements. Ensure proper dissemination of information for the correctional centre. Management of performance information. Management of human resources finances and assets.

CENTRE COORDINATOR: OPERATIONAL SUPPORT

Eastern Cape Region: Amathole Management Area (Grahamstown Correctional Centre) (Ref: EC-CSA 22/2019)

Salary: R380 583.00 per annum

Requirements: Relevant degree / National Diploma in Behavioural Sciences and successful completion of Corrections Science Learnership. 7 Years relevant experience gained in a supervisory post. Top secret security classification. Valid driver's licence. Computer literacy.

Competencies and attributes: Firearm skills and the use of relevant security technology. communication, project and programme management, transformation management, change management, stakeholder management, problem solving, analysis, service delivery Innovation, decision making, people management and empowerment, in depth understanding of safety and security in a correctional environment, integrity and honesty, confidentiality, good interpersonal relations, knowledge of the Correctional Services Act, Act 111 of 1998, as amended, assertiveness, ability to network and diplomacy.

Responsibilities: Execution of control regarding safe custody, physical care and treatment. Create a secure environment conducive for rehabilitation. Execution of control regarding the establishment and rendering of security. Provide advice on departmental policy directives. Management of inmates' safe custody (internal and external security). Management of development and care and health care services. Management of performance information. Management of human resources and assets.

SECURITY MANAGER: INTERNAL SECURITY

Eastern Cape Region: East London Management Area (East London Medium C Correctional Centre) (Ref: EC-CSA 23/2019)

Salary: R380 583.00 per annum

Requirements: Relevant degree / National Diploma in Behavioural sciences and Successful completion of Corrections science learner ship/ Basic Training. 7 Years relevant experience on supervisory post in a similar environment. These requirements are in accordance with the relevant Occupational Specific Dispensation. Top secret security classification, Valid Driver's License and Computer literacy.

Competencies and attributes: Firearm skills and the use of relevant security technology. communication, project and programme management, transformation management, change management, stakeholder management, problem solving, analysis, service delivery Innovation, decision making, people management and empowerment, in depth understanding of safety and security in a correctional environment, integrity and honesty, confidentiality, good inter-personal

relations, knowledge of the Correctional Services Act, Act 111 of 1998, as amended, assertiveness, ability to network and diplomacy.

Responsibilities: Monitor access control to correctional centre's grounds. Manage internal security. Ensure that offenders are escorted to court, doctors and hospital safely. Ensure the safe custody for offenders. Ensure the guarding of offenders in external hospitals and at work teams. Control access of offenders to and from the unit and to the cells. Ensure control and allocation of security equipment to staff. Patrol at the section (general accommodation areas, single cells, kitchens, hospitals and work sections. Escort offenders inside the centre to, e.g. to Social Workers, CMC, Psychological services and educationists. Mann security systems. Supervise visits to offenders. Management of human resources and assets.

SECURITY MANAGER: DIVISIONAL HEAD SECURITY

Eastern Cape Region: Kirkwood Management Area (Kirkwood Correctional Centre)

(Ref: EC-CSA 24/2019)

Salary: R380 583.00 per annum

Requirements: Relevant degree / National Diploma in Behavioural sciences and Successful completion of Corrections science learner ship/ Basic Training. 7 Years relevant experience on supervisory post in a similar environment. These requirements are in accordance with the relevant Occupational Specific Dispensation. Top secret security classification, Valid Driver's License and Computer literacy.

Competencies and attributes: Firearm skills and the use of relevant security technology. communication, project and programme management, transformation management, change management, stakeholder management, problem solving, analysis, service delivery Innovation, decision making, people management and empowerment, in depth understanding of safety and security in a correctional environment, integrity and honesty, confidentiality, good inter-personal relations, knowledge of the Correctional Services Act, Act 111 of 1998, as amended, assertiveness, ability to network and diplomacy.

Responsibilities: Monitor access control to correctional centre's grounds. Manage internal security. Ensure that offenders are escorted to court, doctors and hospital safely. Ensure the safe custody for offenders. Ensure the guarding of offenders in external hospitals and at work teams. Control access of offenders to and from the unit and to the cells. Ensure control and allocation of security equipment to staff. Patrol at the section (general accommodation areas, single cells, kitchens, hospitals and work sections. Escort offenders inside the centre to, e.g. to Social Workers, CMC, Psychological services and educationists. Management of human resources, finance and assets.

CENTRE COORDINATOR: CASE MANAGEMENT COMMITTEE X3

Eastern Cape Region: Sada Management Area (Cradock Correctional Centre)

(Ref: EC-CSA 25/2019); East London Management Area Mdantsane Correctional Centre (Ref: EC-CSA 26/2019); Amathole Management Area (Middledrift Correctional Centre (Ref: EC-CSA 27/2019)

Salary: R380 583.00 per annum

Requirements: Relevant degree / National Diploma in Behavioural Sciences and successful completion of Corrections Science Learnership. 7 Years relevant experience gained in a supervisory post. Top secret security classification, Valid driver's license. Computer literacy.

Competencies and attributes: Firearm skills and the use of relevant security technology. communication, project and programme management, transformation management, change management, stakeholder management, problem solving, analysis, service delivery Innovation, decision making, people management and empowerment, in depth understanding of safety and security in a correctional environment, integrity and honesty, confidentiality, good interpersonal relations, knowledge of the Correctional Services Act, Act 111 of 1998, as amended, assertiveness, ability to network and diplomacy.

Responsibility: Planning of the activities of the Case Management Committee. Holding of meetings of the CMC. Management of sentence plans. Control of offender records. Management of performance information. Management of human resources, logistical administration and assets.

SECRETARY PAROLE BOARD

Eastern Cape Region: Amathole Management Area (Middledrift Parole Board) (Ref: EC-CSA 28/2019)

Salary: R329 781 per annum

Requirements: Relevant degree /National Diploma in Behavioural Science and successful completion of corrections Science Learnership. 5 years relevant experience gained in production post. Successful completion of Corrections Science Learnership Programme/Basic Training. Valid driver's licence. Computer literacy.

Competencies and attributes: Firearm skills and the use of relevant security technology. Communication, stakeholders management, Problem solving, Service Delivery Innovation, decision making. People Management and Empowerment, understanding of safety and security in a correctional environment. Integrity and honesty, Confidentiality, Good interpersonal relations. Knowledge of the Correctional Services Act, Act 111 of 1998, as amended. Assertiveness, Ability to network, diplomacy and tactful, Resilient, Influence and impact. Computer literacy.

Responsibility: Scheduling of meetings of the Board, Verification of information provided. Taking of minutes of sessions of the Board. Dealing with representations. Maintenance of safe custody. Manage human resources, finance and assets.

APPOINTMENTS UNDER THE PUBLIC SERVICES ACT

MANAGER: HEALTH CARE SERVICES

Eastern Cape Region: Regional Office (Ref: EC-PSA 29/2019)

Salary: R843 618.00 per annum

Requirement: Relevant degree/diploma in Nursing or an equivalent qualification that allows registration with the South African Nursing Council as a Professional Nurse. A minimum of 9 years appropriate experience in nursing after registration as a Professional Nurse with the SANC in General Nursing. At least 4 years of this period referred to above must be appropriate recognisable experience at management level. Current registration with the South African Nursing Council as a Professional Nurse. Valid driver's licence. Computer literacy.

Competencies and Attributes: Policy coordination, Communication, Financial management, Project and programme 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, Good Interpersonal relations, Understanding of Public Service policy and legislative framework. Assertiveness, Ability to network, Diplomacy and tact, Influence and impact.

Responsibility: Management of Health Care Services in the region. Monitor and evaluate the performance of PHC services in line with public health indicators, Set norms, standard, and targets with a view to report thereon and to initiate corrective action timeously at an appropriate level. Supervise and ensure the provision of quality comprehensive inmate health care through adequate nursing care. Coordinate, monitor and evaluate the implementation of PHC service and programs to the inmate population. Ensure analysis of health data, formulation and implementation of nursing guidelines, practices, standards and procedures. Management of performance information. Management of human and finance resources and assets.

AREA COORDINATOR: CORPORATE SERVICES

**Eastern Cape Region: East London Management Area (Area Commissioners Office)
(Ref: EC-PSA 30/2019)**

Salary: An all-inclusive package of R 733 257.00 per annum

Requirements: Relevant degree or National Diploma in Human Resource Management or equivalent qualification. 5 years experience at middle management level in a Corporate Services environment. Knowledge of PERSAL system. Computer literacy. Valid driver's licence.

Competencies and Attributes: Policy coordination, Financial management, Communication, Facilitation skills, Project and programme 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, Good Interpersonal relations, Understanding of Public Service policy and legislative Framework, Assertiveness, Ability to network, Diplomacy and tact, Influence and impact.

Responsibilities: Effective coordination of human resources policies and procedures at Management Area level. Coordinate Human Resources Provisioning, Utilization, Development, Communication, Information Technology, Special programmes (EAP, HIV/AIDS, and Equity), Legal Services and Employee Relations in the management area. Management of performance information. Management of human resources, finance and assets.

MANAGER: SPIRITUAL CARE (CHAPLAIN)

**Eastern Cape Region: Sada Management Area (Area Commissioner's Office: Dev & Care)
(Ref: EC-PSA 31/2019)**

Salary: An all-inclusive package of R733 257.00 per annum

Requirements: Relevant degree/National Diploma in Theology from an accredited theological institution or equivalent qualification. Ordination as a minister of religion/faith with 3-5 years middle management experience. Computer literacy. Valid driver's licence.

Competencies and attributes: Policy coordination, communication, financial management, project and programme 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, good interpersonal relations, understanding of Public Service policy and legislative framework, assertiveness, ability to network and diplomacy.

Responsibilities: Manage and coordinate spiritual care services. Implement, monitor and evaluate policies and procedures. Empower spiritual care personnel. Develop and present needs based spiritual care programmes. Market spiritual care services and establish partnership with internal and external stakeholders. Management of performance information. Manage spiritual care infrastructure. Implement the moral renewal programme for offenders. Liaise with internal and external stakeholders to enhance social reintegration services. Management of human and finance resources and assets.

REGIONAL COORDINATOR: HUMAN RESOURCE MANAGEMENT & SUPPORT

Eastern Cape Region: Regional Office (Ref: EC-PSA 32/2019)

Salary: An all-inclusive package of R733 257.00 per annum

Requirements: Relevant degree or National Diploma in HR Management / Administration with 3-5 years on Middle Management level. Computer literacy.

Competencies and attributes: Policy coordination, communication, financial management, project and programme 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, good interpersonal relations, understanding of Public Service Policy and legislative framework, assertiveness, ability to network and diplomacy.

Responsibility: Control cost effective personnel administration and utilization. Initiate policy within the framework of national policy; manage strategies in accordance with the departmental mission. Formulate overall strategies and objectives. Conduct research in order to develop and refine National HR policies and procedures on Service Termination, Remuneration Control, Service Benefits, Transfers, Appointment and recruitment, allowances etc. Management of performance information. Management human resources, finances and assets.

NB!!! THIS IS A RE-ADVERTISEMENT; PEOPLE WHO PREVIOUSLY APPLIED FOR POST OF HUMAN RESOURCE MANAGEMENT & SUPPORT- ARE REQUESTED TO RE-APPLY

PSYCHOLOGIST GRADE 1

Eastern Cape Region: Sada Management Area (Area Commissioner's Office: Dev & Care) (Ref: EC-PSA 33/2019)

Salary: R713 361.00 per annum

Requirements: Relevant Master's degree in Psychology and registration as a Clinical or Counselling Psychologist with Health Professional Council of South Africa. A minimum of three years appropriate experience as Clinical Psychologist after registration with the Professional Council of South Africa. These requirements are in accordance with the Occupational Specific Dispensation. Computer literacy. Valid driver's licence.

Competencies and attributes: Problem solving and decision making, Facilitation skills, plan, organize, lead and control, Project and program management, Facilitation skills, Conflict management, Communication, Report writing. Time management, Confidentiality, Understanding of Public Services policy and legislative frame work, service delivery and client orientation, Integrity and honesty, Assertiveness, Influence and impact and ability to network.

Responsibilities: Render and coordinate Psychological services to offenders. Liaise with internal and external organizations for the provision of Psychological services. Management of performance information. Management of human resources, finance and assets.

MANAGER: HUMAN RESOURCE SUPPORT

Eastern Cape Region: St Albans Management Area (Area Commissioner's Office) (Ref: EC-PSA 34/2018)

Salary: R376 596.00 per annum

Requirements: Relevant degree/National Diploma in Human Resource Management or equivalent qualifications and 3- 5 years supervisory experience. PERSAL training course, Valid driver's licence. Computer literacy.

Competencies and attributes: Policy coordination, communication and negotiation skills, facilitation skills, financial management, project and programme management. Plan, organize, lead and control. Conflict and change management, client orientation and customer focus, service delivery innovation, time management and decision making, people management and empowerment, integrity and honesty, confidentiality and internal audits, coaching and mentoring, good interpersonal relations, understanding of Public Service policy and legislative framework, assertiveness and willingness to travel. Influence and impact, ability to network and diplomacy.

Responsibilities: Manage performance management functions in the management area. Manage personnel awards and achievement bonuses. Effective confidential record keeping and data management. Management of performance information. Manage human, resources, finance and assets.

MANAGER: Equity
Eastern Cape Region: Regional Office (Ref: EC-PSA 35/2018)
Salary: R376 596.00 per annum

Requirements: Relevant degree/National Diploma in Human Resource Management or equivalent qualifications. 3- 5 years supervisory experience. Valid driver's licence. Computer literacy.

Competencies and attributes: Financial management, Problem solving and decision making skills, Conflict and change management, time management and decision making, integrity and honesty, integrity and honesty, client orientation and service delivery innovation, understanding of Public Service policy and legislative framework, assertiveness and willingness to travel,

Responsibilities: Managing of projects and programmes promoting equity issues. Implementing and monitoring of policy. Manage human, resources, finance and assets.

MANAGER: AGRICULTURE

Eastern Cape Region: Kirkwood Management Area (Area Commissioners Office)
(Ref: EC-PSA 36/2019)
Salary: R376 596.00

Requirements: Relevant degree/national diploma in Agricultural Science or equivalent qualification with 3-5 years' experience at Middle Management level in agriculture environment. Sound experience in agricultural and management. Valid drivers' licence. Computer literacy.

Competencies and attributes: Financial management, Problem solving and decision making , Facilitation skill, Plan, organize, lead and control, Project management, Presentation skill, Conflict management , Training and development, Report writing, Confidentiality, Coaching and mentoring, Understanding of Public Service policy and legislative framework, Service delivery and client orientation, Integrity and honesty, Assertiveness, Influence and impact, ability to network

Responsibilities: Promotion of self- sufficiency with regard to agricultural products. Coordinate the implementation of agriculture service. Maintain agricultural production and service standards in the management area. Manage the implementation of Occupation Safety Act in the Agricultural environment (OSD Act). Management of human resources, finances and assets.

MANAGER: SUPPLY CHAIN MANAGEMENT X2

Eastern Cape Region: Amathole Management Area (Area Commissioners Office)
(Ref: EC-PSA 37/2019); Kirkwood Management Area (Area Commissioner's Office) (Ref: EC-PSA 38/2019)
Salary: R376 596.00 per annum

Requirements: Relevant degree/National Diploma in Supply Chain Management or equivalent qualification with 3-5 years experience on supervisory post in a Supply Chain Management environment. Management or equivalent qualification with 3-5 years' supervisory experience in Logistics environment. Computer literacy. Valid driver's licence.

Competencies and attributes: Policy coordination, communication, financial management, project and programme 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. Knowledge of LOGIS. Knowledge of PFMA and Treasury Regulations. good interpersonal relations, understanding of Public Service policy and legislative framework, assertiveness, ability to network and diplomacy.

Responsibilities: Manage the procurement of assets, storage and distribution process in the management area. Operationalization of logistical policy in the Management area. The undertaking/management of logical inspections, management of stock and logistical

investigations. Administration of tender contracts and transport. Management of performance information. Management of finance and human resources and assets.

MANAGER: FINANCIAL ACCOUNTING X 2

Eastern Cape Region: East London Management Area (Area Commissioners Office) (Ref: EC-PSA 39/2019); Sada Management Area (Area Commissioners Office) (Ref: EC-PSA 40/2019)

Salary: R376 596.00 per annum

Requirements: Relevant degree or National Diploma in Financial Management or Accounting with 3 – 5 years' experience in a financial management environment. In depth knowledge of BAS. Computer Literacy, Valid driver's licence.

Competencies and attributes: Financial management, Problem solving and decision making, Facilitation skills, Plan, organize, lead and control, Change Management, Project management, Presentation skill, Conflict management, Training skills, Communication skills, Time management, Confidentiality, Coaching and mentoring, Proven knowledge of the Public Finance Management Act, 1999 and Treasury Regulations, relating to Financial Management and Accounting. Public Finance Administration, Service delivery and client orientation, Integrity and honesty, Assertiveness, Influence and impact, and Ability to network.

Responsibilities: Effective management of financial control in the management area. Implementation and monitoring of execution of duties in terms of the Public Finance Management Act, 1999 (PFMA). Ensure adherence to financial policies and procedure. Ensure enforcement of financial discipline. Management of performance information. Management of human resources, finance and assets.

CLINICAL NURSE PRACTITIONER GRADE 1 (PHC) X6

Eastern Cape Region: Amathole Management Area (Grahamstown Correctional Centre) (Ref: EC-PSA 41/2019); (Middledrift Correctional Centre) (Ref: EC-PSA 42/2019); Mthatha Management Area (Mount Fletcher Correctional Centre) (Ref: EC-PSA 43/2019); East London Management Area (East London Medium B) (Ref: EC-PSA 44/2019); Mdantsane Correctional Centre (Ref: EC-PSA 45/2019); Sada Management Area (Burgersdorp Correctional Centre) (Ref: EC-PSA 46/2019)

Salary: R383 226.00 per annum

Requirements: Relevant Diploma/Degree in Nursing or equivalent qualification. A minimum of 4 years relevant work experience after registration as a Professional Nurse with South African Nursing Council. Post basic qualification with duration of at least 1 year in curative skills in Primary Health Care accredited with South African Nursing Council. Current registration with the South African Council as a professional Nurse. These requirements are in accordance with the relevant Occupational Specific Dispensation. Computer literacy. Valid drivers' licence.

Competencies and attributes: Understanding of Public Service Policy and legislative framework, program management, confidentiality, time management, listening skills, interpersonal skills, client orientation, good communication skills, empathy, tactfulness, integrity and honesty, report writing skills, adaptability, conflict management, ability to coordinate and collaborate with internal and external stakeholders.

Responsibilities: Provide direction and supervision in the implementation of the nursing plan, Implement standards, practices, criteria and indicators for quality nursing (quality of practices); Practice nursing and health care in accordance with the relevant laws and regulations; Display a concern for patients, promoting and advocating proper treatment and care, including awareness to respond to patient's needs, requirement and expectations. Maintain a constructive working relationship with nursing and other stakeholders. Management of performance information.

Management of human resources, finance and assets .

LEGAL ADMINISTRATION OFFICER

**Eastern Cape Region: Sada Management Area (Area Commissioner's Office)
(Ref: EC-PSA 47/2019)**

Salary: R257 073 - R533 772 (MR3 - MR5) per annum

(Based on Qualifications and recognised experience as per relevant OSD)

Requirements: Relevant LLB degree with a minimum of two (2) to eight (8) years appropriate post qualification legal experience. An admitted attorney/advocate will be an advantage. Valid driver's licence. Computer literacy.

Competencies and attributes: Policy coordination, communication, financial management, Plan, organize, lead and control, Project and Programme 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, Good interpersonal relations, understanding of Public Service Policy and legislative framework, Assertiveness, Ability to network and Diplomacy. Excellent verbal and written communication skills. Good negotiation and conflict resolution skills, Service rendering and credit-ability.

Responsibilities: The incumbent will administer legal advice to DCS. Initiation of policy amendments in DCS. Drafting of memoranda on policy amendments. Drafting of legislation/legal documents. The receiving of requests from functionaries for legal assistance. Furnishing of legal advice to personnel. Provide legal training. Administrating of claims against DCS. Handling of arbitrations and labour related issues. Administration of motion applications on the application of policy in the Management Areas. Maintenance of legal libraries. Planning of activities. Management of personnel and finances. Legal research and legal education. Representation of DCS on various forums.

NB!!! THIS IS A RE-ADVERTISEMENT; PEOPLE WHO PREVIOUSLY APPLIED FOR POST OF LEGAL ADMINISTRATION OFFICER- ARE REQUESTED TO RE-APPLY

Manager: Legal Services (MR5)

Eastern Cape Region: St Albans Management Area (Area Commissioner's Office) (Ref. EC-PSA 48/2019)

Salary: R 373 389.00 per annum

Requirements: Relevant LLB degree and/or minimum 8 years' appropriate post qualification experience in a legal administration environment. Admitted as an Attorney/Advocate will be an added advantage. Valid driver's license is essential. Computer literacy.

Competencies and attributes: Amend in line with posts above and info forwarded previously Policy

coordination, communication, financial management, Plan, organize, lead and control, Project and Program 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, Good interpersonal relations, understanding of Public Service Policy and legislative framework, Assertiveness, Ability to network and Diplomacy. Excellent verbal and written communication skills. Good negotiation and conflict resolution skills, Service rendering and creditability

Responsibilities: Initiation of policy amendments in DCS, Rendering of legal opinions on the activities of the Department, Providing of legal. Administrating of claims. Undertaking of hearing/trials administration, Administration of motion applications on the application of policy in the management area, Administration of motion application on the content of policy in the DCS, Maintenance of legal libraries, The rendering of advice to area managers with legal activities planning at management areas, Manage human resources, financial resources and assets.

ARTISAN FOREMAN GRADE A: HEAD ASSET MAINTENANCE

Eastern Cape Region: East London Management Area (East London Medium A) (Ref: EC-PSA 49/2019)

Salary: R304 263.00 per annum

Requirements: An appropriate/(Accredited Artisan Trade Certificate /Diploma) trade test qualification underwritten by the Manpower Training Act (Red Seal) coupled with relevant of 5 years post qualification experience as an Artisan. Valid driver's license These requirements are in accordance with the relevant Occupational Specific Dispensation.

Competencies and attributes: Relationship building innovation and creativity. People management, Time management, Openness and transparency, integrity and honest. Coaching and mentoring, Confidentiality, Interpersonal Relations. Programme and Project management skills. Knowledge of SCM procurement processes. Stakeholder management. Knowledge of OHS Act compliance matters. Networking, Tact and Computer skills.

Responsibilities: Manage asset maintenance at the correctional centre. Asses the Quality of building services. Development/maintenance of building work standard. Manage capital Projects. Maintenance of projects, Facilitate occupational safety, Manage human resources, finances and assets. Financial management in accordance with PFMA. Manage training of offenders and apprentices. Responsible for all administrative work in the unit. Coordination of all Planned and Unplanned day to day maintenance activities. Monitoring of all Capital, Maintenance & Own resources projects from inception to completion. The undertaking of short-/ medium-/ long-term planning of maintenance activities in the management area. Management of artisans in all trades. The development/maintenance of building works standards in the Management area. Perform standby duties.

SECTION HEAD: EDUCATIONIST

Eastern Cape Region: East London Management Area (Mdantsane Correctional Centre) (Ref: EC-PSA 50/2018

Salary R347 694.00 per annum.

Requirements: Relevant degree or equivalent qualification in Education and registration with the South African Council of Educators. Six years relevant experience gained after registration with SACE. These requirements are in accordance with the relevant Occupational Specific Dispensation. Computer literacy. Valid driver's license.

Competencies and attributes: Plan, organise, lead and control, client orientation and communication, understanding of Public Service policy and Legislative framework, policy implementation, report writing, diversity management, training and development, service delivery innovation and creativity, project management, facilitation management, integrity and honesty, influence and impact, presentation skills, conceptual skills, conflict management, assertiveness and ability to work under pressure.

Responsibilities: Implement educational programmes for offenders. Implement educational policy at Correctional Facilities in the Management Area. Adhere to set standards for Education in accordance with Government Education Departments. Assess educational services. Ensure service level standards for education and training. Management of performance information. Manage human resources, finances and assets.

SENIOR ADMINISTRATION OFFICER: HUMAN RESOURCE DEVELOPMENT

Eastern Cape Region: Amathole Management Area: Area Commissioner's office (Ref: EC-PSA 51/2019)

Salary: R316 791.00 per annum

Requirements: Relevant degree diploma in Human Resource Management or HRD with 3-5 years relevant experience in the field of HRD. Good communication skills. Computer literacy. Valid driver's licence.

Competencies and attributes: Policy coordination, communication, financial management, plan organise, lead and control, Project and Programme. Change management, Client orientation and Customers focus, Problem solving and analysis, Service Delivery innovation, decision making, people management and empowerment, integrity and honesty, Confidentiality, Good interpersonal relations, understanding of Public Service Policy and legislative framework, Assertiveness, Ability to network and Diplomacy.

Responsibilities: Training and development interventions at all levels. Compile the business plan for HRD. Conduct training needs analysis. Compilation of monthly training reports. Deliver effective HRD administration. Management of Learnership programmes and conducts assessment of learners on the Correctional Science Learnership NQF Level 4. Management of the internship programmes. Facilitation of HRD programmes in the Region. Programming and scheduling of training interventions. Evaluation of training as well as monitoring of training and logistical arrangement of training courses. Assist with the marketing of bursaries. Management of performance information. Management of assets.

SENIOR ADMINISTRATION OFFICER: ACCOUNTING & BOOKKEEPING

Eastern Cape Region: Regional Office (Ref: EC-PSA 52/2019)

Salary: R316 791.00 per annum

Requirements: Relevant degree/National Diploma in Accounting/Financial Management/Economic Management Science/Bookkeeping. At least 3-5 years' experience in a financial management environment. In depth knowledge of BAS & LOGIS. Computer Literacy. Valid driver's licence.

Competencies and attributes: Communication, Project and programme management, Transformation management, Change, Management, Stakeholder management, Problem solving, Analysis, Service Delivery Innovation, decision making, People Management and Empowerment, In depth understanding of safety and security in a correctional environment. Integrity and honesty, Confidentiality, Good Interpersonal relations, Understanding of Public Service policy and legislative framework. Assertiveness, Ability to network Diplomacy and tact, Resilience, Influence and impact.

Responsibility: Effective management of financial control in the management area., Implementation and monitoring of execution of duties in terms of the Public Finance Management Act, 1999 (PFMA), Ensure adhere to financial policies and procedure, Ensure enforcement of financial discipline, Management of human resources, finance and assets.

SENIOR ADMINISTRATION OFFICER: PERSAL CONTROLLER

Eastern Cape Region: Kirkwood Management Area (Area Commissioners Office) (Ref: EC-PSA 53/2019)

Salary: R316 791.00 per annum

Requirements: Relevant degree or National Diploma in Human Resource Management and 3-5 years' experience in Human Resource environment. Successful completion of PERSAL Course. Valid Drivers' license. Computer literacy.

Competencies and attributes: Financial management, Facilitation skills, Plan, organize, lead and

control, Project management, Presentation skill, Conflict management, Report writing. Time management, Confidentiality, Coaching and mentoring, Understanding of Public Service policy and legislative framework, Knowledge of Correctional Service Act, Service delivery and client orientation, Integrity and honesty, Assertiveness, Influence and impact, Communication skills, Decision making, Problem solving skills, Networking/liaison with stakeholders and Negotiation skills.

Responsibilities: Management of PERSAL within the management area. Monitor the selective allocation of functions. Coordinate the creation and maintenance of departmental codes on the departmental code file. Evaluate and recommend/reject requested changes on the PERSAL systems. Manage and control PERSAL notices and messages and bring important issues to the attention of Management. Monitor effective use of the PERSAL system. Ensure interaction between the PERSAL User Support and the Department. Responsible for the composition and maintenance of Departmental Persal policy, manuals and procedures. Management of resources. Management of performance information. Management of human resources, finance and assets.

NB: SHORT-LISTED CANDIDATES MAY BE SUBJECTED TO A PERSAL TEST AS PART OF THE INTERVIEW PROCESS.

ARTISAN FOREMAN GRADE A: PLUMBER

Eastern Cape Region: St Albans Management Area (St Albans Med B) (Ref: EC-PSA 54/2019)

Salary: R304 263.00 per annum

Requirements: An appropriate/(Accredited Artisan Trade Certificate /Diploma) trade test qualification underwritten by the Manpower Training Act (Red Seal) coupled with relevant of 5 years post qualification experience as an artisan. Valid driver's license These requirements are in accordance with the relevant Occupational Specific Dispensation.

Competencies and attributes: Relationship building innovation and creativity, People management, Time management, Openness and transparency, integrity and honest, Coaching and mentoring, Confidentiality, Interpersonal relation, networking and tact computer skills. Basic knowledge of SCM procurement processes. Knowledge of OHS Act and Compliance matters.

Responsibilities: Train offenders and apprentices. Be responsible for plumbing work, service and repair cold and warm water supply, handle quotations and general administrative work, execute water pressure, air flow and smoke tests. The quality assessment of all plumbing services in the Management area. Train offenders and apprentices. Responsible for service and repair to all existing plumbing installations. Responsible for all new plumbing installations. Handle quotations, work orders and general administrative work. Control over workplaces and tools. Ensure health & safety of all plumbing installations in the Management Area. Perform standby duties.

ARTISAN FOREMAN GRADE A: WELDER/ BOILER MAKER/ FITTER & TURNER

Eastern Cape Region: St Albans Management Area (St Albans Med B) (Ref: EC-PSA 55/2019)

Salary: R304 263.00 per annum

Requirements: Appropriate/ (Accredited Artisan Trade Certificate/Diploma) trade test certificate and 5 years' post qualification experience as qualified Artisan. Experience in welding/sheet metal worker/fitter and turner will be an added advantage. Valid driver's licence.

These requirements are in accordance with the relevant Occupational Specific Dispensation.

Competencies and attributes: Relationship building, Innovation & creativity, People management time management, Openness & transparency, Integrity & honesty, Coaching & mentoring, Confidentiality, Interpersonal relations, Networking, Tact and computer skills.

Responsibility: Safe custody of offenders; The quality assessment of all welding/sheet metal services in the Management Area. Train offenders and apprentices. Responsible for welding/sheet metal work, service and repair to all existing steel installations. Handle quotations, work orders and general administrative work. Control over workplaces and tools. Ensure health & safety of all steel installations in the Management Area.

ARTISAN FOREMAN GRADE A: ELECTRICIAN X5

Eastern Cape Region: St Albans Management Area (St Albans Med. B) X3 (Ref: EC-PSA 56/2019); East London Management Area (East London Med. A) X2 (Ref: EC-PSA 57/2019)
Salary: R304 263.00 per annum

Requirements: Appropriate/ (Accredited Artisan Trade Certificate/Diploma) trade test qualification with 5 year's post qualification experience as an qualified Artisan. Wireman's license. 3 phase installer. Valid driver's licence.

These requirements are in accordance with the relevant Occupational Specific Dispensation.

Competencies and Attributes: Relationship building, innovation & creativity, People management, Time management, Openness & transparency, Integrity & honesty, Coaching & mentoring, Confidentiality, Interpersonal relations, Networking, Tact and Computer skills.

Responsibility: The quality assessment of all electrical services in the Management area. Train offenders and apprentices. Responsible for electrical work, service and repair to existing electrical installations. Handle quotations, work orders and general administrative work. Control over workplaces and tools. Ensure health & safety of all electrical installations in the Management Area. Perform standby duties.

ARTISAN FOREMAN GRADE A: RADIO TECHNICIAN

Eastern Cape Region: St Albans Management Area (St Albans Med B) (Ref: EC-PSA 58/2019)
Salary: R304 263.00 per annum

Requirements: Appropriate (accredited artisan trade test Certificate) trade test qualification with five (5) years' post qualification experience as a Radio Technician. Valid driver's licence.

These requirements are in accordance with the relevant Occupational Specific Dispensation.

Competencies and Attributes: Team leadership. Technical analysis knowledge. Computer aided applications. Knowledge of legal compliance. Technical report writing. Production process knowledge and skills. Problem solving and analysis. Decision making. Team work. Analytical skills. Creativity. Self-Management. Customer focus and responsiveness. Communication. Computer skills. Planning and organising. Conflict management. Basic knowledge of SCM procurement processes. Knowledge of OHS Act and compliance matters.

Responsibilities: The quality assessment of all radio services. Train apprentices. Responsible for service and repairs to all portable two way radios. Installation of new two way radios in state vehicles. Installation of base stations at Correctional Centres. Installation of repeater on the mountains. Handle quotations, work orders and general administrative work. Control over workplaces and tools. Ensure health & safety of all radio installations.

ARTISAN FOREMAN GRADE A: REFRIGERATOR

Eastern Cape Region: St Albans Management Area (St Albans Med B) (Ref: EC-PSA 59/2019)
Salary: R304 263.00 per annum

Requirements: Appropriate/ (Accredited Artisan Trade Certificate/Diploma) trade test certificate with 5 year's post qualification experience as a Refrigeration Technician. Valid driver's licence.

These requirements are in accordance with the relevant Occupational Specific Dispensation.

Competencies and Attributes: Relationship building, innovation & creativity, People management, Time management, Openness & transparency, Integrity & honesty, Coaching & mentoring, Confidentiality, Interpersonal relations, Networking, Tact and Computer skills.

Responsibility: The quality assessment of building services. The development / maintenance of building works standards in the Management area. The management of capital projects. The management of maintenance projects. The undertaking of short-/ medium-/ long-term planning of maintenance activities in the management area. The ensuring of adherence to the strategic,

maintenance objectives of the DCS in the management area

ARTISAN FOREMAN GRADE A: CABINET MAKER/ WOOD MACHINIST

Eastern Cape Region: St Albans Management Area (St Albans Med B) (Ref: EC-PSA 60/2019)

Salary: R304 263.00 per annum

Requirements: Appropriate/ (Accredited Artisan Trade Certificate/Diploma) trade test certificate with 5 year's post qualification experience as a qualified Artisan. Valid driver's licence. These requirements are in accordance with the relevant Occupational Specific Dispensation.

Competencies and Attributes: Relationship building, innovation & creativity, People management, Time management, Openness & transparency, Integrity & honesty, Coaching & mentoring, Confidentiality, Interpersonal relations, Networking, Tact and Computer skills. Basic knowledge of SCM procurement processes. Knowledge of OHS Act and compliance matters.

Responsibilities: Prepare, machine & assemble new office furniture. Training & development offenders and apprentices. Execute work as per requisition/orders received from clients. Apply quality control to manufactured products. Handle quotations, work orders and general administrative work. Inventory control and logistical administration. Control over workplaces and tools. Ensure health & safety procedures in the workplace.

EDUCATIONIST M+4

ABET

Eastern Cape Region: Amathole Management Area (Grahamstown Correctional Centre)

(Ref: EC-PSA 61/2019)

Salary: R279 195.00 per annum

Requirements: Relevant degree/National Diploma in Education. Valid driver's licence. Registration with the South African Council of Educators. Computer literacy. Valid Driver's License. These requirements are in accordance with the relevant Occupational Specific Dispensation.

Competencies and attributes: Plan, organise, lead and control, client orientation and communication, policy implementation, report writing, diversity management, training and development, service delivery innovation and creativity, project management, conflict management, facilitation management integrity and honesty, coaching and mentoring, good work ethics, confidentiality, interpersonal relations, openness and transparency, networking, influence and impact, presentation skills, conceptual skills, and conflict management skills.

Responsibilities: Implement educational programmes for offenders. Implement educational policy at correctional facilities in the Management Area. Adhere to set standards for education services in accordance with Government Education Departments. Assess educational services. Ensure service level standards for education and training.

EDUCATIONIST M+4 X3

MATHS

Eastern Cape Region: East London Management Area (East London Medium A) (Ref: EC-PSA 62/2019); (Mdantsane Correctional Centre) (Ref: EC-PSA 63/2019); Kirkwood Management Area (Kirkwood Correctional Centre) (Ref: EC-PSA 64/2019)

Salary: R279 195.00 per annum

Requirements: Relevant degree/National Diploma in Education. Valid driver's licence. Registration with the South African Council of Educators. Computer literacy. Valid Driver's License. These requirements are in accordance with the relevant Occupational Specific Dispensation.

Competencies and attributes: Plan, organise, lead and control, client orientation and communication, policy implementation, report writing, diversity management, training and development, service delivery innovation and creativity, project management, conflict management, facilitation management integrity and honesty, coaching and mentoring, good work ethics, confidentiality, interpersonal relations, openness and transparency, networking, influence and impact,

presentation skills, conceptual skills, and conflict management skills.

Responsibilities: Implement educational programmes for offenders. Implement educational policy at correctional facilities in the Management Area. Adhere to set standards for education services in accordance with Government Education Departments. Assess educational services. Ensure service level standards for education and training.

EDUCATIONIST M+4 X2

Tourism

Eastern Cape Region: Sada Management Area (Cradock Correctional Centre) (Ref: EC-PSA 65/2019); St Albans Management Area (Med. B Correctional Centre) (Ref: EC-PSA 66/2019)

Salary: R279 195.00 per annum

Requirements: Relevant degree/National Diploma in Education. Valid driver's licence. Registration with the South African Council of Educators. Computer literacy. Valid Driver's License. These requirements are in accordance with the relevant Occupational Specific Dispensation.

Competencies and attributes: Plan, organise, lead and control, client orientation and communication, policy implementation, report writing, diversity management, training and development, service delivery innovation and creativity, project management, conflict management, facilitation management integrity and honesty, coaching and mentoring, good work ethics, confidentiality, interpersonal relations, openness and transparency, networking, influence and impact, presentation skills, conceptual skills, and conflict management skills.

Responsibilities: Implement educational programmes for offenders. Implement educational policy at correctional facilities in the Management Area. Adhere to set standards for education services in accordance with Government Education Departments. Assess educational services. Ensure service level standards for education and training.

EDUCATIONIST M+4

History

Eastern Cape Region: Sada Management Area (Sada Correctional Centre) (Ref: EC-PSA 67/2019)

Salary: R279 195.00 per annum

Requirements: Relevant degree/National Diploma in Education. Valid driver's licence. Registration with the South African Council of Educators. Computer literacy. Valid Driver's License. These requirements are in accordance with the relevant Occupational Specific Dispensation.

Competencies and attributes: Plan, organise, lead and control, client orientation and communication, policy implementation, report writing, diversity management, training and development, service delivery innovation and creativity, project management, conflict management, facilitation management integrity and honesty, coaching and mentoring, good work ethics, confidentiality, interpersonal relations, openness and transparency, networking, influence and impact, presentation skills, conceptual skills, and conflict management skills.

Responsibilities: Implement educational programmes for offenders. Implement educational policy at correctional facilities in the Management Area. Adhere to set standards for education services in accordance with Government Education Departments. Assess educational services. Ensure service level standards for education and training.

EDUCATIONIST M+4

English

Eastern Cape Region: St Albans Management Area (Med. B Correctional Centre) (Ref: EC-PSA 68/2019)

Salary: R279 195.00 per annum

Requirements: Relevant degree/National Diploma in Education. Valid driver's licence. Registration

with the South African Council of Educators. Computer literacy. Valid Driver's License. These requirements are in accordance with the relevant Occupational Specific Dispensation.

Competencies and attributes: Plan, organise, lead and control, client orientation and communication, policy implementation, report writing, diversity management, training and development, service delivery innovation and creativity, project management, conflict management, facilitation management integrity and honesty, coaching and mentoring, good work ethics, confidentiality, interpersonal relations, openness and transparency, networking, influence and impact, presentation skills, conceptual skills, and conflict management skills.

Responsibilities: Implement educational programmes for offenders. Implement educational policy at correctional facilities in the Management Area. Adhere to set standards for education services in accordance with Government Education Departments. Assess educational services. Ensure service level standards for education and training.

SOCIAL WORKER GRADE 1 X2

Eastern Cape Region: Sada Management Area (Cradock Community Corrections): (Ref: EC-PSA 69/2019); St Albans Management Area (Patensie Correctional Centre) (Ref: EC-PSA 70/2019)

Salary: R257 592.00 per annum

Requirements: Relevant degree in Social Work and registration with the South African Council for Social Service Professions [SACSSP]. Computer literacy Valid driver's license.

Competencies and attributes: Conversant with acts, policies and legislation pertaining to Social Work practice, understanding of Human Behavioural systems, Social Work environment, empowerment, confidentiality, time management, listening skills, good interpersonal skills, client orientation, good communication skills, empathy, tactfulness, integrity and honesty, report writing skills, adaptability, conflict management. Ability to coordinate, collaborate with internal and external stakeholders.

Responsibilities: Manage the provision of needs-based social work services to offenders within the Management Area. Conduct research and social work administration. Conduct individual assessments. Market social work services. Monitor and evaluate social work interventions. Provide guidance to subordinate and ensure that the requirements of the operational plans are complied with. Management of performance information. Manage human resources, finances and assets

ADMINISTRATION OFFICER: LOGISTICS ADMINISTRATION

Eastern Cape Region: Amathole Management Area (Area Commissioner's Office) (Ref: EC-PSA 71/2019)

Salary: R257 508.00 per annum

Requirements: Relevant degree / National Diploma in Supply Chain Management or equivalent qualification with 2-3 years relevant experience in a supply chain management environment. Knowledge of LOGIS system. Computer literacy. Valid driver's licence.

Competencies and Attributes: Report writing. Problem solving skills. Interpersonal relations. Punctuality. Computer literacy. Conflict resolution. Communication skills. Integrity and honest. Friendly and adapt-ability. Self-discipline. Confident. Ability to work under pressure. Policy implementation. Assertiveness. Influence and impact. Ability to network.

Responsibilities: Implementation of logistical policies in the Management Area. Monitor and control in-coming and out-going stock. The administration of the warehouse, transit and fleet. Asset verification and logistical processes, asset and inventory balancing. Reconciliation between BAS and LOGIS. Management of human resources, finances and assets.

ADMINISTRATION OFFICER: PROCUREMENT X2

Eastern Cape Region: St Albans Management Area (Area commissioner's Office) (Ref: EC-PSA 72/2019)

Salary: R257 508.00 per annum

Requirements: Relevant degree / National Diploma in Supply Chain Management or equivalent

qualification with 2-3 years relevant experience in a supply chain management environment. Knowledge of LOGIS system. Computer Literacy. Valid driver's licence.

Competencies and attributes: Plan, organise, lead and control, client orientation & communication, policy analysis and interpretation, report writing, facilitation skills, presentation, problem solving and decision making Knowledge of the supply chain management framework (PFMA). Treasury Regulations relating to supply chain management. Good knowledge of Public Service Regulations. Knowledge of procurement administration and public finance administration , financial management, Integrity & honesty, good work ethics ,confidentiality, interpersonal relations, people management, accuracy, independent networking, influence and impact, computer skills.

Responsibilities: Placement of orders. Generate procurement advices. Conduct enquiries on orders and commitments placed. Maintain and update database of prospective suppliers. Administer quotations awarded from R30 000 to R500 000. Management of human resources, finance and assets..

ADMINISTRATION OFFICER: PERSONNEL X2

Eastern Cape Region: East London Management Area(Area Commissioner's Office) (Ref: EC-PSA 73/2019); Amathole Management Area (Area commissioner's Office) (Ref: EC-PSA 74/2019)

Salary: R257 508.00 per annum

Requirements: Relevant degree/ National Diploma in Human Resource Management or equivalent qualification. 2-3 years in relevant experience in human resource environment. Valid driver's licence Computer literacy. Knowledge of PERSAL.

Competencies and Attributes: Financial management, Facilitation skills, Plan, Organise, lead and control, project management, Presentation skills, Conflict management, Report writing. Time management, Confidentiality, Understanding of Public Service policy and legislative framework, Service delivery and client orientation, Integrity and honesty, Assertiveness, Influence and Impact, Communication skills, Problem solving skills, Network and diplomacy.

Responsibilities: Management of PERSAL, promotions, Persal awards, achievements bonuses, remuneration control, housing subsidies, official accommodation, leave, transfers, medical boards, appointments, termination of service and disciplinary matters. Management of human resources, finance and assets.

ADMINISTRATION OFFICER: STAFF SHOP KEEPER

Eastern Cape Region: St Albans Management Area (Area Commissioner's Office)
(Ref: EC-PSA 75/2019)

Salary: R257 508.00. per annum

Requirements: Relevant experience. Computer literacy (Excel, MS Word & Pastel). Valid driver's license. Adequate knowledge of the Pastel booking and King post system. Adequate knowledge of VAT, LBS & UIF submissions. Sound communication skills (writing and speaking) and ability to plan/organize. Interpersonal skills.

Competencies and attributes:

Responsibilities: Hygiene, Administration Management, Marketing, Manage shop and petrol station, Order and purchase of stock from suppliers, Stock control, Financial, logistical and personnel management.

ADMINISTRATION OFFICER: TRANSIT/WAREHOUSE X3

Eastern Cape Region: St Albans Management Area X2 (Ref: EC-PSA 76/2019); Kirkwood Management Area (Ref: EC-PSA 77/2019)

Salary: R257 508.00 per annum

Requirements: Relevant degree/diploma in Purchasing Management/ Logistics/Supply Chain Management or any equivalent qualification with at least 2-3 years relevant experience. Computer literacy. Knowledge of PFMA and Treasury Regulations. Knowledge of Supply Chain Management framework. The ability to utilize knowledge. A valid driver's license.

Competencies and attributes: Plan, organise, lead and control, client orientation & communication, policy analysis and interpretation, report writing, facilitation skills, presentation, problem solving and decision making Knowledge of the supply chain management framework (PFMA). Treasury Regulations relating to supply chain management. Good knowledge of Public Service Regulation. Knowledge of procurement administration and public finance administration , financial management, Integrity & honesty, good work ethics ,confidentiality, interpersonal relations, people management, accuracy, independent networking, influence and impact, computer skills

Responsibilities: Administrate the transit functions. Manage the planning of receipts with regard to stock/equipment. Manage and administer the safe keeping, storage and care of stock and equipment. Manage and check and update bin cards. Package and distribute/ dispatch items to sections. Manage the quality and quantity of items received/ delivered and distributed

IT NETWORK CONTROLLER X2

Eastern Cape Region: Regional Office (Ref: EC-PSA 78/2019); Amathole Management Area (Area Commissioner); (Ref: EC-PSA 79/2019)

Salary : R257 508.00 per annum

Requirements: Relevant degree /National Diploma in Information Technology or an equivalent qualification with 2-3 years of experience in IT environment. Valid driver's license.

Competencies and Attributes: Report writing. Problem solving skills. Interpersonal relations. Punctuality. Computer literacy. Conflict resolution. Communication skills. Integrity and honest. Friendly and adapt-ability. Self-discipline. Confident. Ability to work under pressure. Policy implementation. Assertiveness. Influence and impact. Ability to network. Experience in a similar environment will be an added advantage. Communication and report-writing skills, problem solving and decision making, Interpersonal relations, be able to function autonomously. Self driven able to work under pressure time management and accuracy and confidentiality

Responsibilities: Perform back-ups. Monitor wide and local area networks. Detect and repair faults on LAN/WAN, PC's, peripherals, network points and software. Assist with the planning, design and implementation of LAN/WAN infrastructure. Provide and maintain printing from Transversal Systems (e.g. LOGIS, PERSAL, BAS and DCS business systems). Provide desktop support. Manage and maintain a virus free network. Liaise with users on requests/faults. Create/maintain inventory of all desktop and network related equipment. Report on user-training needs regarding applications and systems. Install and support software/applications, man-age and Monitor IP Telephony and Video Conferencing.

PROFESSIONAL NURSE (GENERAL NURSING) GRADE 1

Eastern Cape Region: Mthatha Management Area (Mthatha Med. Correctional Centre) (Ref: EC-PSA 80/2019)

Salary: R 256 905.00 per annum

Requirements: Recognised three (3) year Degree/Diploma in Nursing or equivalent qualification that allows registration with the South African Nursing Council as a Professional Nurse. Current registration with the South African Nursing (SANC). These requirements are in accordance with the relevant Occupational Specific Dispensation.

Competencies and attributes: Knowledge of nursing care process and procedures, nursing statures and other relevant legal frame works, including grievance procedure and disciplinary code and procedure, communication, report writing, liaison, coordination, facilitation, problem solving, planning and organising skills.

Responsibilities: Provide direction and supervision in the implementation of the nursing plan. (Clinical practice/qualify patient care). Implemented standards, practises, criteria and indicators for quality nursing (quality of practise). Practise nursing and healthcare in accordance with the relevant law as and regulations. Utilise human, material and physical resources efficiently and effectively. Display a concern for patients, promoting and advocating proper treatment and care, including an

awareness and willingness to respond to patients needs, requirement and expectations (Batho Pele principles). Maintain a constructive working relationship with nursing and other stake holders.

ADMINISTRATION OFFICER: RECRUITMENT & PLACEMENT CLERK
Eastern Cape Region: East London Management Area (Ref: EC-PSA 81/2019)
Salary: R208 584.00 per annum

Requirements: Relevant degree/ National Diploma in Human Resource Management or equivalent qualification. 1-2 years relevant experience in a similar environment. Computer literacy. Valid driver's licence. PERSAL Knowledge.

Competencies and Attributes: Problem solving skills. Interpersonal relations. Punctuality. Computer literacy. Conflict resolution. Communication skills. Integrity and honest. Friendly and adaptability. Self-discipline. Confident. Ability to work under pressure. Policy implementation. Assertiveness. Influence and impact. Ability to network

Responsibilities: Render administrative function on transfers and placements. Assist in the interview and selection process. Schedule interviews with prospective candidates. Administer and manage information. Secure storage of memorandums. Present short listed candidates to selection panels. Control personnel information. Compile appointment memorandum. Compile approval of the short list and inter-view panel memorandum. Control documentation. Retrieve mail from the registration office. Retrieve fax mail from the fax office. Register incoming/outgoing mail. Issue regret letters to unsuccessful candidates. Perform PERSAL functions relating to appointments. Management of finances and assets.

ADMINISTRATION OFFICER: PERSONNEL ADMINISTRATION X3
Eastern Cape Region: Sada Management Area (Area Commissioner's Office)
(Ref: EC-PSA 82/2019); Kirkwood Management Area (Area Commissioner's Office) X2 (Ref: EC-PSA 83/2019) Salary: R208 584.00 per annum

Requirements: Relevant degree/ND in Human Resource Management and 1-2 years relevant experience. Valid driver's licence. Ability to plan /organize. Good communication skills. Ability to work independently. Computer literate. Knowledge of PERSAL.

Competencies and attributes: Financial management, Facilitation skills, Plan, Organise, lead and control, project management, Presentation skills, Conflict management, Report writing. Time management, Confidentiality, Understanding of Public Service policy and legislative framework, Service delivery and client orientation, Integrity and honesty, Assertiveness, Influence and Impact, Communication skills, Problem solving skills, Network and diplomacy.

Responsibilities: Management of PERSAL, promotions, Persal awards, achievements bonuses, remuneration control, housing subsidies, official accommodation, leave, transfers, medical boards, appointments, termination of service and disciplinary matters.

ADMINISTRATION OFFICER: BASIC ACCOUNTING SYSTEM
Eastern Cape Region: St Albans Management Area (Area Commissioner's Office)
(Ref: EC-PSA 84/2019)
Salary: R208 584.00 per annum

Requirements: Relevant degree / National Diploma in Accounting or Financial Management with 1- 2 years relevant experience in Government Financial systems Proven financial experience. Good knowledge of Public Finance. The ability to perform under pressure. Computer literate (knowledge of BAS).

Competencies and attributes: Plan, organise, lead and control, client orientation & communication, policy analysis and interpretation, report writing, facilitation skills, presentation, problem solving and decision making Knowledge of the supply chain management framework (PFMA). Treasury Regulations relating to supply chain management. Good knowledge of Public Service Regulation. Knowledge of procurement administration and public finance administration , financial management, Integrity & honesty, good work ethics ,confidentiality, interpersonal relations, people management,

accuracy, independent networking, influence and impact, computer skills.

Responsibilities: Manage the infrastructure for finance related practice. Plan activities. Ensure the correctness of documentation before data capturing. Receiving and filing of all captured documentation in line with policy. Management of human resources and assets.

ADMINISTRATION OFFICER: TRANSIT WAREHOUSE

Eastern Cape Region: Kirkwood Management Area (Ref: EC-PSA 85/2019)

Salary: R208 584.00 per annum

Requirements: Relevant degree/diploma in Purchasing Management/ Logistics/Supply Chain Management or any equivalent qualification with at least two years relevant experience. Computer literate. A valid driver's license.

Competencies and attributes: Plan, organise, lead and control, client orientation & communication, policy analysis and interpretation, report writing, facilitation skills, presentation, problem solving and decision making Knowledge of the sup-ply chain management framework (PFMA). Treasury Regulations relating to supply chain management. Good knowledge of Public Service Regulation. . Knowledge of procurement administration and public finance administration , financial management, Integrity & honesty, good work ethics ,confidentiality, interpersonal relations, people management, accuracy, independent networking, influence and impact, computer skills.

Responsibilities: Administrate the transit functions. Planning of receipts with regard to stock/equipment. Administer the safe keeping, storage and care of stock and equipment. Check and update bin cards. Package and distribute/ dispatch items to sections. Manage the quality and quantity of items received/ delivered and distributed. Management of resources, finances and assets

ADMINISTRATION OFFICER: PROCUREMENT

Eastern Cape Region: Kirkwood Management Area (Ref: EC-PSA 86/2019)

Salary: R208 584.00 per annum

Requirements: Relevant degree/National Diploma with 2 years experience in a comparable environment. Computer literacy. Valid driver's licence.

Competencies and attributes: Problem solving and decision-making skills, confidentiality, understanding of Public Service and legislative framework, service delivery and client orientation. integrity and honesty, assertiveness, influence and impact and ability to network. Knowledge of Logistical Information System (LOGIS).

Responsibilities: Manage the administration of the procurement process with regard to capital equipment in a fair, equitable transparent, competitive and cost-effective manner. Manage specifications and bid document are in order prior to the invitation of bids. Manage advertisement of bids. Manage evaluation of bid and submission of recommendation to the relevant Bid Adjudication Committee. Attend recommendation meetings at National Treasury. Attend SABS meetings. Liaise with external and internal clients.

ADMINISTRATION OFFICER: TRANSPORT

**Eastern Cape Region: Mthatha Management Area (Area Commissioner's Office)
(Ref: EC-PSA 87/2019)**

Salary: R208 584.00 per annum

Requirements: Relevant degree/ National Diploma in Fleet Management. 1-2 years relevant experience in Supply Chain Management (Fleet Management) Valid driver's licence and computer literacy.

Competencies and attributes: Financial management, , Facilitation skills, Plan, organise, lead and control, Project management, Presentation skills, Conflict Management, Report writing, Time management, confidentiality, coaching and mentoring, understanding of Public Service Policy and

legislative framework, Knowledge of the Correctional Services Act, Act 111 of 1998, Service delivery and Client orientation, Integrity and honesty, Assertiveness, Influence and impact, Communication skills, Decision making, Problem solving skills, Networking/liasion with stakeholders and Negotiation skills.

Responsibilities: Operate the transport policy in the Management Area, undertake / manage transport inspections and investigations, Manage transport. Attend required management meetings for the Management Area. Plan activities Management of transport infrastructure.

ADMINISTRATION OFFICER: LOGISTIC ADMINISTRATION

Eastern Cape Region: Mthatha Management (Area Commissioner's Office) (EC-PSA 88/2019)

Salary: R208 584.00 per annum

Requirements: Relevant degree /National Diploma equivalent qualification. Computer literate. Valid driver's licence. 1-2 years relevant experience.

Competencies and attributes: Plan, organise, lead and control, client orientation & communication, policy analysis and interpretation, report writing, facilitation skills, presentation, problem solving and decision making Knowledge of the supply chain management framework (PFMA). Treasury Regulations relating to supply chain management. Good knowledge of Public Service Regulations. Knowledge of procurement administration and public finance administration , financial management, Integrity & honesty, good work ethics ,confidentiality, interpersonal relations, people management, accuracy, independent networking, influence and impact, computer skills.

Responsibilities: Implement logistical policies in the Management Area. Check and control asset, including overall administration of logistic activities. Management of resources.

ARTISAN PRODUCTION GRADE A: UPHOLSTERY

Eastern Cape Region: St Albans Management Area (St Albans Correctional Centre) (Ref: EC-PSA 89/2019)

Salary: R190 653.00 per annum

Requirements: An appropriate (Accredited Artisan Trade Certificate) trade test qualification underwritten by the Manpower Training Act with 3 yrs post qualification exp as a qualified artisan. Valid driver's licence. These requirements are in accordance with the relevant Occupational Specific Dispensation.

Competencies and attributes: Relationship building innovation and creativity, People management, Time management, Openness and transparency, integrity and honest, Coaching and mentoring, Confidentiality, Interpersonal relation & networking. Knowledge of OHS Act and compliance matters

Responsibilities: Train offenders in the applicable trade. Execute work as per requisition/orders received from clients. Apply quality control to manufactured products. Costing of product and supply quotes. Execute basic workshop administration. Ensure health & safety in the workplace.

ARTISAN PRODUCTION GRADE A: WELDER

Eastern Cape Region: St Albans Management Area (St Albans Correctional Centre) (Ref: EC-PSA 90/2019)

Salary: R190 653.00 per annum

Requirements: An appropriate (Accredited Artisan Trade Certificate) trade test qualification underwritten by the Manpower Training Act with 2 yrs post qualification exp as a qualified artisan. Valid driver's licence. These requirements are in accordance with the relevant Occupational Specific Dispensation.

Competencies and attributes: Relationship building innovation and creativity, People management, Time management, Openness and transparency, integrity and honest, Coaching and mentoring, Confidentiality, Interpersonal relation & networking. Knowledge of OHS Act and compliance matters

Responsibilities: The quality assessment of all welding services in the Management Area. Train offenders and apprentices. Responsible for welding work, service and repair to all

existing steel installations. Handle work orders and quotations. Control over workplaces and tools. Ensure health & safety of all steel installations in the Management Area.

ARTISAN PRODUCTION GRADE A: WOOD MACHINIST/CABINET MAKER X2

Eastern Cape Region: St Albans Management Area (St Albans Correctional Centre) (Ref: EC-PSA 91/2019)

Salary: R190 653.00 per annum

Requirements: An appropriate trade test Diploma/Certificate, underwritten by the Manpower Training Act (red seal). Experience as a qualified Wood Machinist /Cabinet Maker.

These requirements are in accordance with the relevant Occupational Specific Dispensation.

Competencies and attributes: Relationship building, innovation and creativity, people management time management, openness and transparency, integrity and honesty, coaching and mentoring, confidentiality, interpersonal relations, networking and tact. **Responsibilities:**

Train offenders in the applicable trade. Execute work as per requisition/orders received from clients. Apply quality control to manufactured products. Costing of product and supply quotes. Execute basic workshop administration.

ARTISAN PRODUCTION GRADE A: PLUMBER

Eastern Cape Region: Kirkwood Management Area (Kirkwood Correctional Centre) (Ref: EC-PSA 92/2019)

Salary: R190 653.00 per annum

Requirements: An appropriate (Accredited Artisan Trade Certificate) trade test qualification underwritten by the Manpower Training Act with 2 yrs post qualification exp as a qualified artisan. Valid driver's licence. These requirements are in accordance with the relevant Occupational Specific Dispensation.

Competencies and attributes: Relationship building, innovation and creativity, people management time management, openness and transparency, integrity and honesty, coaching and mentoring, confidentiality, interpersonal relations, networking. Knowledge of OHS Act and compliance matters

Responsibilities: The quality assessment of all plumbing services in the Management area. Train offenders and apprentices. Responsible for service and repair to all existing plumbing installations. Responsible for all new plumbing installations. Handle quotations & work orders. Control over workplaces and tools. Ensure health & safety of all plumbing installations in the Management Area. Perform standby duties.

AGRICULTURE TECHNICIAN X2

Eastern Cape Region: Kirkwood Management Area (Kirkwood Correctional Centre) (Ref: EC-PSA 93/2019)

Salary: R257 508 per annum

Requirements: Relevant degree/national diploma in Agriculture. Experience in Plant Production will be an added advantage. Computer literacy. A valid driver's licence.

Competencies and attributes: Communication, project and programme management, transformation management, change management, stakeholder management, problem solving, analysis, service delivery Innovation, decision making, people management and empowerment, understanding of safety and security in a correctional environment, integrity and honesty, confidentiality, good inter-personal relations, knowledge of the Correctional Services Act, Act 111 of 1998, as amended, assertiveness, ability to network and diplomacy.

Responsibilities: Quality assesses agricultural services. Develop/maintain agricultural services standards in the management area . Manage plant production, agricultural labour, environment, agricultural equipment and occupational safety. Manage the budget allocation. Train personnel, Manage personnel, logistics, finance and administration.

ADMINISTRATION CLERK: BUDGET

Eastern Cape Region: Regional Office (Ref: EC-PSA 94/2019)

Salary: R173 703.00 per annum

Requirements: Grade 12. Knowledge of BAS system and experience in finance field. Computer literacy.

Competencies and attributes: Plan and organise, client orientation and communication, policy analysis and interpretation, report writing, Knowledge of PFMA, Treasury Regulations, Public Service Regulations, Public finance administration, financial management, Integrity and honesty, good work ethics, confidentiality, interpersonal relations, accuracy and impact.

Responsibilities: Execute budget planning functions. Provide budget support to Branches and stakeholders. Give financial advice to clients, Monitor expenditure.

PHARMACIST ASSISTANCE (POST-BASIC) GRADE 1

**Eastern Cape Region: Amathole Management Area (Middledrift Correctional Centre)
(Ref: EC-PSA 95/2019)**

Salary: R208 383.00 per annum

Requirements: Grade 12 or equivalent qualification plus Post-Basic Pharmacist Certificate that allows registration with South African Pharmacy Council. Computer Literacy.

Competencies and attributes: Communication skills, writing skills. Ability to function as part of a team, interpersonal skills, information management, trustworthiness

Responsibilities: Knowledge of pharmaceutical processes and procedures, statutes and other relevant frameworks such as Pharmacy Act, Medicine Act Good pharmacy practise guidelines etc.

TYPIST

Eastern Cape Region: St Albans Management Area: Area Commissioners Office (Ref: EC-PSA 96/2019)

Salary: R122 595.00 per annum

Requirements: Grade 12 with typing as a subject. Ability to type approximately 55 words per minute. Successful completion of a word processing course. Computer literacy.

Competencies and Attributes: Plan and organize, punctuality, confidentiality, understanding of Public Service policy and legislative framework, Service delivery and client orientation, integrity and honesty, assertiveness, advanced typing skills. Ability to work under pressure.

Responsibilities: Ensure a proper maintenance of the switchboard equipment. Handle telephone calls and redirect calls to other individuals. Keep and updated telephone list. Record for and maintain the register for security related matters. Management of assets.

Closing date: 13 September 2019 @ 15h45

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 representative 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 are not citizens of South Africa or 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.

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 interviews.** Take note that in certain posts competency based

assessment will be conducted.

THE DEPARTMENT OF CORRECTIONAL SERVICES RESERVES THE RIGHT NOT TO FILL ANY OF THESE ADVERTISED POSTS.

Applications: For applications to be accepted, applications must be submitted on form Z83 (Public Service Application form), obtainable from any Public Service Department, and must be completed in full. Applications must be accompanied by a CV and certified copies of qualifications and ID NOT older than 3 months. Where an advertisement states that a valid Driver's Licence is required, then please submit a certified copy of your licence. Please send a separate and complete application for each post you apply for, stating the correct reference for each position you are interested in.

Faxed and e-mailed applications will not be accepted • Candidates must comply with the minimum appointment requirements • CV's should be aligned to reflect one's degree of compliance with the above-mentioned requirements and responsibilities. Applications must reach DCS before the closing date and time. It is the sole responsibility of an applicant to ensure that their application reaches DCS before the stipulated closing date and time.

NB !!!!

- 1. The requirements of each position are in accordance with the relevant Occupational Specific Dispensation.**
- 2. As the Department is obliged to improve on its gender representative levels, people with disabilities are especially invited to present their candidature. Employment Equity targets of the Department will be adhered to.**
- 3. The post advertisement is also placed on the intranet under News: Post advertisements and it is available on the → DCS website: WWW.DCS.GOV.ZA Vacancies, for your convenience.**
- 4. Indicate the reference number, Regional Office, Management Area and Correctional Centre and position you are applying for on your application form (Z83) and post your complete application to the following address:**

EASTERN CAPE REGION:

Postal Address : Head Recruitment, Private Bag X 9013, East London, 5200

Contact person : Ms. Z Myataza at (043) 706 7866

Physical Address: Department of Correctional Services, Block E, Ocean Terrace, Moore Street, Quigney, East London, 5200