



DEPARTMENT OF CORRECTIONAL SERVICES

Closing date: 2018/08/10 @ 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 representivity in respect of race, gender and disability through the filling of these positions. In support of this strategy, applicants need to indicate race, gender and disability status on the application form/CV. Applicants who have retired from the Public Service with a specific determination that they cannot be re-appointed or have been declared medically unfit will not be considered.

Please take note that correspondence will only be conducted with the shortlisted candidates. If you have not been contacted within three (3) months of the closing date of the advertisement, please accept that your application is unsuccessful.

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.

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: Indicate the reference number, regional office, Management Area and position you are applying for on your application form (Z83) and post your complete application to the relevant addresses as indicated below:

KwaZulu/Natal Region:

Postal Address: Head Recruitment, Private Bag X 9126, Pietermaritzburg, 3200

Contact person: Mrs GJ Mchunu at 033 355 7386/ Mr SM Dlamini at 033 355 7367/Ms SN Zikalala at 033 355 7368

Physical Address: 1 Eugene Marais Road, Napierville, Pietermaritzburg



APPOINTMENTS UNDER THE CORRECTIONAL SERVICES ACT

DD: Head Correctional Centre

KwaZulu-Natal Region: Waterval Med B (Ref: KZN 2018/05/01),

Ncome Medium B (Ref: KZN 2018/05/02)

An all Inclusive Package: R 809 802.00

Requirements: Degree / National Diploma in Behavioural Sciences and Successful completion of Corrections Science Learnership. At least 7 Years (combined) relevant experience on supervisory and junior management production levels. These requirements are in accordance with the relevant Occupational Specific Dispensation. Top secret security classification, Valid Driver's License and Computer literate will be an added advantage.

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. Manage human resources, finances and assets.

Deputy Director: Regional Coordinator: Correctional Administration
KwaZulu-Natal Region: Regional Office (Ref: KZN 2018/05/03)
An all Inclusive Package: R 719 493.00

Requirements: Recognised three year Degree/National Diploma Correctional Services Management or equivalent qualification in Behavioural Sciences. At least combined 7 years relevant experience on supervisory and Junior Management post. These requirements are in accordance with the relevant Occupational Specific Dispensation. Top secret security classification as an added advantage. Successful completion of Corrections Science Learnership/Basic Training. 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, Stake-holder 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 tact, Resilience, Influence and impact.

Responsibilities: To manage the rendering of correction services in the region. The undertaking of research into possible improvements. The setting of standards for corrections, the monitoring of performance in corrections, the drawing of strategies to improve performance, the undertaking of research into the results achieved, the representing of the Department at Regional forums, the undertaking of negotiations with role players, the marketing of corrections rendered in the region, the obtaining of external expertise, the undertaking of short-/medium-/long-term planning, the rendering of advice on corrections, the ensuring of adherence to the strategic and security objectives, the identification of requirements for infrastructure. Implement and monitor correctional policies and procedures. Coordinates the collation and dissemination of corrections information. Coordinate activities relating to critical DCS support structures such as Parole Boards and Office of the Inspecting Judge within the management areas. Promote corrections awareness. Manage the emergency support systems. Provision of early warning intelligence correction and risk. Manage human resources and assets.

Deputy Director: Area Coordinator: Corrections
KwaZulu-Natal Region: Empangeni (Ref: KZN 2018/05/04),
Glencoe (Ref: KZN 2018/05/05), Kokstad (Ref: KZN 2018/05/06),
Ncome (Ref: KZN 2018/05/07)
An all Inclusive Package: R 719 493.00

Requirements: Recognised three year Degree/National Diploma Correctional Services Management or equivalent qualification in Behavioural Sciences. At least combined 7 years relevant experience on supervisory and Junior Management post. These requirements are in accordance with the relevant Occupational Specific Dispensation. Top secret security classification as an added advantage. Successful completion of Corrections Science Learnership/Basic Training. 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, Stake-holder 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 tact, Resilience, Influence and impact.

Responsibilities: Implement and monitor correctional, security and facility policies and procedures. Coordinate the collation and dissemination of security and correction information. Coordinate activities relating to critical DCS support structures such as the Parole Boards and Office of the Inspecting Judge within the management area. Promote corrections and security awareness. Manage the emergency support systems. Provision of early warning intelligence and security risks. Manage human resources, finance and assets.

ASD: Head: Correctional Centre
KwaZulu-Natal Region: Vryheid (Ref: KZN 2018/05/08)
Port Shepstone (Ref: KZN 2018/05/08b)
Salary: R 429 933.00 per annum

Requirements: Recognised 3 year degree/diploma and 7 years relevant experience in a junior management post. Successful completion of Correctional Science Learnership / Basic training. Computer literacy. Valid driver's licence.

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 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 financial and human resources and assets.

ASD: Centre Coordinator: Operational Support
KwaZulu-Natal Region: Waterval Med A (Ref: KZN 2018/05/09),
Pietermaritzburg Med A (Ref: KZN 2018/05/10),
Salary: R 429 933.00 per annum

Requirements: Degree/ National Diploma in Correctional Services Management or equivalent qualification coupled with seven (7) years combined relevant experience on supervisory post and CB2. These requirements are in accordance with the Occupational Specific Dispensation. Top secret security classification as an added ad-vantage. Successful completion of Corrections Science Learner ship/Basic Training. Valid driver's licence. Computer literate.

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, Assertiveness, Resilient, Ability to network, Diplomacy and tactful, Influence and impact.

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 ad-ministration, 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. Management of human resources, finance and assets.

ASD: Manager: Corrections
KwaZulu-Natal Region: Ncome (Ref: KZN 2018/05/11)
Salary: R 370 866.00 per annum

Requirements: Degree/ National Diploma in Correctional Services Management or equivalent qualification and at least seven 7 years combined relevant experience on supervisory post and NCB2. These requirements are in accordance with the Occupational Specific Dispensation. Top secret security classification as an added ad-vantage. Successful completion of Corrections Science Learner ship/Basic Training. Valid driver's licence. Computer literate.

Competencies and attributes: Firearm skills and the use of relevant security technology. communication, project and programme management, trans-formation 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: Manage and process documentation to / from correctional centre and community corrections. Management of classified information. Management of policy documentation of DCS. Investigation of incidents. Management of human resources and assets.

Head: Correctional Centre
KwaZulu-Natal Region: Bergville (Ref: KZN 2018/05/12),
UMzimkulu (Ref: KZN 2018/05/13)
Salary: R 360 060.00 per annum

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

Competencies and attributes: Firearm skills and the use of relevant security technology. communication, project and programme management, trans-formation 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 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. Manage human resources, finances and assets.

Head Satellite Comcor
KwaZulu Natal Region: Stanger (Ref: KZN 2018/05/14)
Salary: R 360 060.00 per annum

Requirements: Recognised three (3) year degree/ National Diploma or equivalent qualification in Behavioural Sciences and 7 years relevant experience on supervisory post. 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.

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 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. Manage human resources, finance and assets.

SCO: Agriculture: Animal Production
KwaZulu-Natal Region: Ncome x 2 (Ref: KZN 2018/05/15)
Salary: R 360 060.00 per annum

Requirements: Degree/National Diploma in Agriculture or equivalent qualification with Animal Production. Seven (7) years relevant experience. Experience in Animal Production will be an added advantage. Computer literate. A valid driver's licence.

Competencies and attributes: Conflict resolution, report writing, presentation skills, problem solving, team leadership, policy interpretation, facilitation skills, analytical skills, mentoring and coaching. Confidentiality, integrity and honesty, time management, assertiveness, ability to network service delivery and client orientation, adaptive, confident and independent, ability to work under pressure.

Responsibilities: Quality assess agricultural services. Develop/maintain agricultural services standards in the management area. Manage animal production, agricultural labour, environment, agricultural equipment and occupational safety. Management of human resources, finances and assets.

SCO: Manager: Internal Security
KwaZulu-Natal Region: Qalakabusha (Ref: KZN 2018/05/16),
Pietermaritzburg Med A(Ref: KZN 2018/05/17)
Salary: R 360 060.00 per annum

Requirements: Degree/ National Diploma in Correctional Services Management or an equivalent qualification and successful completion of Corrections Science Learner ship/Basic Training. Seven (7) years relevant experience in a supervisory post. These requirements are in accordance with the Occupational Specific Dispensation. Top secret security classification as an added advantage. Valid driver's licence. Computer literate.

Competencies and attributes: Firearm skills and the use of relevant security technology. communication, project and programme management, trans-formation 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: Manage safe custody of offenders. Manage the process of representation of offenders. Develop measures for handling offender complaints 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 human resources finances and assets.

SCO: Manager: External Security
KwaZulu-Natal Region: Durban Med A (Ref: KZN 2018/05/18)
Salary: R 360 060.00 per annum

Requirements: Degree/ National Diploma in Correctional Services Management or an equivalent qualification and successful completion of Corrections Science Learner ship/Basic Training. Seven (7) years relevant experience in a supervisory post. These requirements are in accordance with the Occupational Specific Dispensation. Top secret security classification as an added advantage. Valid driver's licence. Computer literate.

Competencies and attributes: Firearm skills and the use of relevant security technology. communication, project and programme management, trans-formation 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: Manage security matters. Responsible for maintenance of existing security matters and the upgrading. Implement departmental policy. Advise management regarding security matters. Management of escorts to hospitals courts and other destinations. Keep personnel up to date regarding security matters. Management of human resources, finances and assets.

SCO: Nutritional Services
KwaZulu-Natal Region: Kokstad Med (Ref: KZN 2018/05/19),
Ladysmith (Ref: KZN 2018/05/20),
Pietermaritzburg Med A (Ref: KZN 2018/05/21),
Waterval Med A (Ref: KZN 2018/05/22)
Salary: R 360 060.00 per annum

Requirements: Degree/National Diploma in Food Management or an equivalent qualification and at least seven (7) years relevant experience gained on production level. Successful completion of Corrections Science Learner ship/Basic Training. These requirements are in accordance with the relevant Occupational Specific Dispensation. Valid driver's licence. Ability to plan/organize.

Competencies and attributes: Firearm skills and the use of relevant security technology. communication, project and programme management, trans-formation 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: Preparation of meals. Serving of meals. Cleaning of utensils, kitchens, serveries. Training of offenders as caterers. Screening of offenders. Control of security equipment (keys, batons, teargas, radios). Supervise the unlocking of offenders. Control of catering equipment (knives, crockery etc.). Ensure medical parades. Ensure cleaning of kitchen. Supervision of recreation activities. Dealing with problematic offenders. Searching of kitchen. Treatment of offenders. Manage human resources, finances and assets.

Unit Manager
KwaZulu-Natal Region: Umzinto (Ref: KZN 2018/05/23),
Ebongweni Max (Ref: KZN 2018/05/24),Empangeni Medium (Ref: KZN 2018/05/25),
Ncome Med B (Ref: KZN 2018/05/26), Port Shepstone (Ref: KZN 2018/05/27),
Waterval Med B (Ref: KZN 2018/05/28)
Salary: R 360 060.00 per annum

Requirements: Degree/ National Diploma in Correctional Services Management or an equivalent qualification and successful completion

of Corrections Science Learner ship/Basic Training. Seven (7) years relevant experience in a supervisory post. These requirements are in accordance with the Occupational Specific Dispensation. Top secret security classification as an added advantage. Valid driver's licence. Computer literate.

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: Manage safe custody of offenders. Manage the process of representation of offenders. Develop measures for handling offender complaints 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 human resources finances and assets.

Security Manager: Case Management Administration
KwaZulu-Natal Region: UMzinto(Ref: KZN 2018/05/29)
Salary: R 360 060.00 per annum

Requirements: Grade 12 coupled with 15 years of relevant experience or recognized three year degree/diploma equivalent qualification in Behavioural Sciences with 5 years relevant experience. Top secret security classification as an added advantage. Successful completion of Corrections Science Learnership/Basic Training. Valid driver's licence.

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 1998as amended, Assertiveness, Resilience, Ability to network and diplomacy.

Responsibilities: Management of admission and release system. Supervise offender movements, offender cash administration and offender bail / fine payments. Ensure continuity and consistency in case management administration. Management of human resources, finance and assets.

Chairperson: Case Management Committee
KwaZulu Natal Region: Ebongweni Max (Ref: KZN 2018/05/30)
Salary: R 360 060.00 per annum

Requirements: Degree/ National Diploma in Behavioural Science or equivalent qualification and successful completion of Correctional Science Learnership. 7 years' relevant experience gained in production post. Computer literacy. Valid driver's license.

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 human resources, logistical administration and assets.

SCO: Centre Co-ordinator: Operational Support
KwaZulu-Natal Region: Ekuseni (Ref: KZN 2018/05/31),
Salary: R 360 060.00 per annum

Requirements: Degree/ National Diploma in Correctional Services Management or equivalent qualification coupled with (7) years combined relevant experience on supervisory post and CB2. These requirements are in accordance with the Occupational Specific Dispensation. Top secret security classification as an added ad-vantage. Successful completion of Corrections Science Learner ship/Basic Training. Valid driver's licence. Computer literate.

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, Assertiveness, Resilient, Ability to network, Diplomacy and tactful, Influence and impact.

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. Management of human resources, finance and assets.

SCO: CC: Staff Support
KwaZulu-Natal Region: Waterval Med B (Ref: KZN 2018/05/32),
Greytown (Ref: KZN 2018/05/33)
Salary: R 360 060.00 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, 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 resources and related functions to the correctional centre. Effective management of the registration activities. Ensure proper dissemination of information for the correctional centre. Management of duty registers and leave arrangements. Management of human resources, finances and assets. Management of correctional centre through the implementation of correctional services act, Act 111 of 1998 as amended.

Senior Correctional Officer: HRM
KwaZulu-Natal Region: Pietermaritzburg Comcor (Ref: KZN 2018/05/34)
Salary: R 360 060.00 per annum

Requirements: Degree/ National Diploma in Behavioural Sciences or equivalent qualification and successful completion of Corrections Science Learner ship/Basic Training. Seven (7) years relevant experience on production post. These requirements are in accordance with the Occupational Specific Dispensation. Sound knowledge of Persal System. 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, 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 resources and related functions to the correctional centre. Effective management of the registration activities. Ensure proper dissemination of information for the correctional centre. Management of duty registers and leave arrangements. Management of human resources, finances and assets. Management of correctional centre through the implementation of correctional services act, Act 111 of 1998 as amended.

SCO: DH: Textile
KwaZulu-Natal Region: Pietermaritzburg Med A (Ref: KZN 2018/05/35)
Salary: R 360 060.00 per annum

Requirements: An appropriate Trade Diploma/certificate underwritten under Manpower Training Act (Red Seal). Five 5 years relevant experience in designing disciplines plus 3 years at a supervisory level. Recognition will be given for relevant experience after completion of the Trade diploma /certificate. Valid driver's license. These requirements are in accordance with the Occupational Specific Dispensation.

Competencies and attributes: Plan and organise, report writing, punctuality, understanding of Public Service policy and legislative

framework, service delivery and client orientation, integrity and honesty, assertiveness, influence and impact, ability to work under pressure.

Responsibilities: Training of offenders as well as apprentices. Execute work as per requisition/orders received from clients. Apply quality control to manufactured products. Costing of products as well as services and supply quotes. Execute basic workshop administration. Manage human resources, finances and assets.

CB1-3: Textile

KwaZulu/Natal: Pietermaritzburg Med A (Ref: KZN 2018/05/36)

Salary: R 230 721. 00 per annum

Requirements: An appropriate Trade Diploma/certificate underwritten under Manpower Training Act (Red Seal). Three to five (3-5) years' relevant experience in fashion designing disciplines will add advantage. Recognition will be given for relevant experience after completion of the Trade diploma/certificate. Valid driver's license. These requirements are in accordance with the Occupational Specific Dispensation

Competencies and attributes: Plan and organise, report writing, punctuality, understanding of Public Service policy and legislative framework, service delivery and client orientation, integrity and honesty, assertiveness, influence and impact, ability to work under pressure.

Responsibilities: Training of offenders as well as apprentices. Execute work as per requisition/orders received from clients. Apply quality control to manufactured products. Costing of products and supply quotes. Execute basic workshop administration.

SCO: Secretary: Parole Board

KwaZulu-Natal Region: Ncome (Ref: KZN 2018/05/37),

Pietermaritzburg (Ref: KZN 2018/05/38)

Salary: R 311 997.00 per annum

Requirements: Recognised three (3) year Degree/ National Diploma or equivalent qualification in Behavioural Sciences and 5 years relevant experience on production post. 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.

Competencies and attributes: Firearm skills and the use of relevant security technology. Communication, Stakeholder 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, Diplomacy and Tact, Resilient, Influence and impact, Computer literacy.

Responsibilities: Effective administration of the Parole Board meetings including minutes taking. Supervise verification offender information prior to the meetings. Inform offenders of the decision of the board. Supervise representations activities. Supervise safe custody of offenders during Board meetings. Management of human resources, finance and assets.

APPOINTMENTS UNDER THE PUBLIC SERVICE ACT

Medical Officer Grade 1

KwaZulu-Natal Region: Pietermaritzburg Med A (Ref: KZN 2018/05/39),

Ebongweni (Ref: KZN 2018/05/40)

R 780 612.00-R 840 942.00 (An all-inclusive package)

Requirements: Grade 12 and relevant recognised MBCHB Degree with traceable experience in a health services environment, registration as medical practitioner with the Health Professions Counsel of South Africa, public health experience will be an added advantage, good interpersonal relations, financial management, computer literacy, leadership skills, programme management and evaluation skills, valid driver's licence.

Responsibilities: Render basic personal health care services to offenders, provide Clinical Care and relevant Primary Health Care programmes, render Medico – Legal services, maintain good medical practice, adhere to medical standards, write reports and keep records, effectively utilise resources, provide emergency medical care including after hours, refer patients to authorised and recognised health care providers, provide training when necessary, liaise with internal and external counterparts regarding healthcare delivery, adhere to departmental policies and orders, implement policy, implement the national drug policy including adherence to essential drug list, perform any other duties as prescribed by the Department of Correctional Services, supervisory responsibility to medical practitioners in the Region (full time and sessional medical practitioners).

DD: Manager: Spiritual Care (Chaplain)
KwaZulu/Natal Region: Waterval (Ref: KZN 2018/05/41)
Salary: R 697 011.00 (An all-inclusive package)

Requirements: B-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. Provide and facilitate supportive services to personnel. Soundly manage finances in terms of the PFMA. 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.

DD: Regional Coordinator: Performance Management and Monitoring
KwaZulu/Natal Region: Regional Office (Ref: KZN 2018/05/42)
Salary: R 697 011.00 (An all-inclusive package)

Requirements: Matric plus National Diploma/Degree in Human Resources/Personnel Management or relevant qualification coupled with seven (7) years' experience 4 years of which must be at a junior management level in Human Resources. Good communication skills. Computer literacy. Drivers 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: Operationalisation of the human resources policy in the Region. The quality assessment of performance management. The management of personnel investigations. Management of promotions. Management of personnel awards. The management of achievement bonuses. The planning of activities. The management of finances and Human Resources.

DD: Regional Coordinator: Information Technology
KwaZulu/Natal Region: Regional Office (Ref: KZN 2018/05/43)
Salary: R 697 011.00 (An all-inclusive package)

Requirements: Matric plus National Diploma/Degree in Information Technology coupled with seven (7) years' experience in Information Technology networks three years of which must be at junior management level (Novell, MS-Word, Windows, Word Perfect, In-house Software, and Hardware) in accordance with the PAS. Good communication skills. Drivers 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: Coordination of policy within the Region. Management of computer hardware. Quality assessment of services rendered by Information Technology staff. Integration of software. Rendering of customer assistance. Management of data security. Planning of activities. Management of finance. Management of Human Resources.

DD: Area Coordinator: Human Resources
KwaZulu-Natal Region: Empangeni (Ref: KZN 2018/05/44)
R 697 011.00 (An all-inclusive package)

Requirements: Recognized and appropriate three year Degree/Diploma in Human Resource Management / Diploma in Correctional Services Management or equivalent qualification. 5 years management experience. Proven knowledge of Human Resource policies and procedures in the Public Services, Labour Relation Policies and Procedures in the Public Service, disciplinary procedure and code are essential, as are excellent verbal and written communication skills and strong leadership qualities. Negotiation skills and ability to organize are required. A 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 Human Resources, finance and assets.

Regional Coordinator: Legal Services MR-6
KwaZulu-Natal Region: Regional Office (Ref: KZN 2018/05/45)
Salary: R 448 269.00 per annum

Requirements: Recognised B. Juris/ LLB Degree. Eight (8) years' experience post qualification legal experience. Valid driver's licence. 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, delivery and client orientation, Integrity and honesty, Assertiveness, Willingness to travel, Influence and impact, Communication skills, Decision making, Problem solving skills, Networking/liaison with stakeholders, and Negotiation skills.

Responsibilities: Interpretation and Initiation of policy amendments in DCS. Rendering of legal advice activities of the Department. The rendering of ad hoc advice to area managers on legal procedures/administrative law. The training of personnel in legal procedures/administrative law. Administrating of claims against the DCS. Undertaking of hearing/trials administration. Administration of motion applications on the application of policy in the region. Administration of motion application on the content of policy in the DCS. Maintenance of legal libraries. Planning of activities. Management of personnel. Management of finance.

Assistant Manager: Nursing (PHC)
KwaZulu-Natal Region: Durban Med A (Ref: KZN 2018/05/46)
Salary: R 581 826.00 per annum

Requirements: Basic qualification accredited with the SANC in terms of Government Notice (i.e. Diploma/Degree in Nursing) or equivalent qualification that allows registration with the SANC as a professional Nurse. Post Basic qualification with duration of at least 1 year in Curative Skills in Primary Health Care accredited with the SANC. A minimum of (8) years appropriate/ recognisable experience in nursing after registration as a Professional Nurse with the SANC in General Nursing, at least 3 years of the period referred to above must be appropriate/ recognisable experience at managerial level.

Competencies and Attributes: Financial management; Problem solving and decision making skills; Facilitation skills; Plan, organize, lead and control; Change Management; Team leadership; Project management; Presentation skills; Conflict management; Report writing; Training and development. Time management. Confidentiality; Coaching and mentoring; Understanding of Public Service policy and legislative framework; Service delivery and client orientation; integrity and honesty; Assertiveness; Ability to network; Influence and impact; Applied strategic thinking; Willingness to travel.

Responsibilities: To ensure that a comprehensive nursing treatment and care service is delivered to patients in a cost effective, efficient and equitable manner by Nursing Department, including the overall management of nursing services (i.e. operational, HR and Finance of the nursing department). Ensure compliance to professional and ethical practice. Ensure that the clinical nursing practice by the nursing team in the facility is rendered in accordance with the scope of practice and nursing standards as determined by relevant health facility. Promote quality nursing care as directed by the professional scope of practice and standards as determined by the relevant health facility. Management of human resources, finances and assets.

Operational Manager Nursing (PHC)
KwaZulu-Natal Region: Durban Med B (Ref: KZN 2018/05/47),
Newcastle (Ref: KZN 2018/05/48), Pietermaritzburg Med A x 3 (Ref: KZN 2018/05/49)
Salary: R 532 449.00 per annum

Requirements: 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. At least 5 years of the period referred to above must be appropriate experience after obtaining the 1 year post-basic qualification in the relevant speciality. Current registration with the South African Nursing Council as a Professional Nurse. Valid driver's licence. Computer literate. These requirements are in accordance with the relevant Occupational Specific Dispensation.

Competencies and Attributes: Understanding of the 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, and conflict management. Ability to coordinate and collaborate with internal and external stakeholders. Demonstrate an in depth understanding of nursing legislation and related legal and ethical nursing practices and how this impacts on service delivery.

Responsibilities: Provide direction and supervision in the implementation of the nursing plan (clinical practice/ quality patient care). 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 an awareness and willingness to respond to patient's needs, requirements and expectations (Batho Pele Principles). Maintain the quality of nursing data and information and utilize it to advice. Advance and evaluate the quality and cost-effectiveness of nursing care ensure that a comprehensive general nursing service is delivered to patients in a cost effective, efficient and equitable manner at a primary health care facility. Ensure compliance to professional and ethical practice. Ensure clinical nursing practice by the nursing team (unit) in accordance with the scope of practice and nursing standards as determined by the relevant health facility. Promote quality of nursing care as directed by the professional scope of practice and standards as determined by the relevant health facility. Management of human resources, finances and asset.

Manager: Education and Training
Kwa Zulu-Nata Region: Ncome (Ref: KZN 2018/05/50)
Salary: R 391 677.00 per annum

Requirements: Recognised and appropriate Four- year degree/diploma in Education coupled with seven (7) years' relevant experience. Post graduate degree will be an added advantage. Must be professional. Ability to plan and organise. Sound communication skills. Valid driver's license.

Competencies and attributes: Financial management, plan, organise, lead and control, presentation skills, conflict management, time management, confidentiality, coaching and mentoring, understanding of Public policy and legislative framework including PFMA, service delivery and client orientation. Integrity and honesty, client orientation, assertiveness, influence and impact, communication skills, decision making, problem solving skills, networking/liaison with stakeholders, negotiation skills and conflict management.

Responsibilities: Responsible for the administration of education and training. Manage budget of education and training. Advise the Area Commissioner. Responsible for personnel development within the Area. Responsible for the total establishment of the Area. Initiate policy with regard to sport and recreation, libraries and life skills programmes. Manage education and training system. Liaise with the external role players regarding education and recreation opportunity.

DH: Educationist
KwaZulu-Natal Region: Ekuseni (Ref: KZN 2018/05/51),
Ebongweni (Ref: KZN 2018/05/52)
Salary Range: R 391 677. 00 – R 459 276. 00 per annum

Requirements: Recognised four (4) year Degree or equivalent qualification in Education and registration with the South African Council of Educators. Seven (7) 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 Creative ty, project management, facilitation management, integrity and honesty, influence and impact, presentation skills,

conceptual skills, conflict management, assertiveness and ability to work under pressure.

Responsibilities: Responsible for the administration of education and training. Manage budget of education and training. Advise the Area Commissioner. Responsible for personnel development within the area. Responsible for the total establishment of the area. Initiate policy with regard to sport and recreation, libraries and life skills programmes. Manage education and training system. Liaise with external role-players regarding education and recreation opportunities.

Assistant Director: Procurement
KwaZulu Natal Region: Regional Office (Ref: KZN 2018/05/53)
Salary R 356 289. 00 per annum

Requirements: Degree/National Diploma in Finance, Supply Chain, Public Management or equivalent qualification. 3-5 years relevant experience as a supervisor. Valid driver's licence. Computer literate.

Competencies and attributes: Financial management; Problem solving and decision making skills; Facilitation skills; Plan, organize, lead and control; Change Management; Team leadership; Project management; Presentation skills; Conflict management; Report writing; Training and development. Time management. Confidentiality; Coaching and mentoring; Understanding of Public Service policy and legislative framework; Service delivery and client orientation; integrity and honesty; Assertiveness; Ability to network; Influence and impact; Applied strategic thinking; Willingness to travel.

Responsibilities: Assist end-users in the drafting of specifications. Review advertisement of tenders. Assist Bid Evaluation Committees in the evaluation of tenders. Liaise with the GSSC on all procurement-related matters. Process applications for price increases. Monitor the procurement of goods and services as well as payment of suppliers and service providers. Manage contracts. Ensure compliance to all procurement-related legislation. Management of human resources, finances and assets.

ASD: Manager: Financial & Management Accounting(AC)
KwaZulu-Natal Region: Pietermaritzburg (Ref: KZN 2018/05/54),
Empangeni (Ref: KZN 2018/05/55)
Salary: R 356 289. 00 per annum

Requirements: Relevant B Degree/National Diploma in Accounting Management/ Financial Management and 3-5 years' experience on supervisory post. 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: Implement a financial accounting policy in the region in accordance with the current procedures. Plan and execute financial accounting function/inspections. Undertake financial investigations. Keep financial accounting system on standards. Compile training programmes. Ensure effective control over the collection and allocation of the revenue. Ensure financial integrity of data on BAS. Manage Human Resource. Execute the responsibilities of officials as stipulated in Section 45 of the Public Finance Management Act. Manage debts and control accounts.

Administrative Secretary: Deputy Regional Commissioner
KwaZulu-Natal Region: Regional Office (Ref: KZN 2018/05/56)
Salary: R 356 289. 00 per annum

Requirements: RVQ13 (NQF6)/Degree/Diploma in Administration or equivalent qualification. At least three (3) to five (5) years' experience in administration support services. Computer literacy. Valid driver's licence.

Competencies and attributes: Plan, organise, lead and control, client orientation and communication, policy development and analysis, report writing, diversity management, training and development, relationship building, service delivery innovation and creativity, project and programme management, conflict management, financial management, facilitation management, transformation management, change management, integrity and honesty, coaching and mentoring, good work ethics, confidentiality, interpersonal relations, people management and empowerment, openness and transparency, networking, influence and impact, applied strategic planning, time management, tact and diplomacy, willingness to travel, presentation skills, conceptual skills, computer skills, negotiation skills and conflict management skills.

Responsibilities: Ensure a smooth document flow system in the office of the Deputy Regional Commissioner. Ensure compliance by members with return dates. Ensure quality control over the documentation forwarded to the Regional Commissioner/Area Commissioners.

Ensure convening of meetings, agenda preparation, minute taking and development of an action plan and reporting system on decisions taken in meetings. Ensure the financial and logistical management of the office including budgeting and costing processes. Ensure the drafting of routine letters and memos, receipt of correspondence and documentation and proactively acknowledging correspondence. Process content of in-coming and outgoing documentation. Ensure compliance with return dates. Ensure appropriate filing of documents. Ensure logistical provisioning for the office. Provide financial administrative support to the Deputy Regional Commissioner in relation to the budgeting, expenditure and financial reporting on office spending on a monthly basis. Liaise with various stakeholders.

ASD: Technician: Facilities
KwaZulu-Natal Region: Regional Office (Ref: KZN 2018/05/57)
Salary: R 356 289. 00 per annum

Requirements: Degree/National Diploma in Property Management or equivalent qualification coupled with and 3-5 years' experience on supervisory post. Proven knowledge in Municipal Finance Act, Treasury Regulations. Computer literacy. Valid driver's licence.

Competencies and attributes: Financial management, problem solving skills, plan, organize, lead and control, project management, presentation skills, conflict management, training skills, communication skills, time management, confidentiality, coaching and mentoring, proven knowledge of the Public Finance Management Act, 1999 and Treasury Regulations, Procurement Administration and Public Finance Administration, Municipal Finance Act, Service delivery and client orientation, integrity and honesty, assertiveness, influence and impact, ability to network, knowledge of Property Management Act and knowledge of Constitution of the Republic of South Africa.

Responsibilities: Coordinate the maintenance of departmental property. Ensure effective risk and compliance management within the asset management unit. Implement sector policy and set norms and standards for the sector, which addresses infrastructure development. Implementation of infrastructure policy and delivery systems, sectoral norms and standards, mobilise and coordinate support. Support municipalities to prepare and implement their sector development plan. Verify sector information in Key Performance indicator Reports as part of the National Monitoring System. Provide technical advice as required through the feasibility planning, design, tender and construction phases of a municipal infra-structure project. Management of human resources, finances and assets.

Assistant Director: Manager: Facilities and Security
KwaZulu-Natal Region: Glencoe (Ref: KZN 2018/05/58)
Salary: R 356 289. 00 per annum

Requirements: Degree/National Diploma in Correctional Services Management or equivalent qualification coupled with seven (7) years relevant experience gained in a supervisory post (NCB2). These requirements are in accordance with the 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 literate.

Competencies and attributes: Firearm skills and the use of relevant security technology. 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. Assertive-ness. Ability to network. Diplomacy and tact. Resilience. Influence and impact.

Responsibilities: Coordination of policy relating to building and maintenance projects. Communicate policy matters to the relevant role players. Assist in the planning of building maintenance projects. Ensure maintenance of buildings. Draw up strategies to improve identified sub standards services building in the region. Evaluations of service levels. Quality assessment of building/maintenance related activities for occupational safety hazards. Election of work safety committees. Management of the procurement of rented office accommodation. Improve standard of physical security in the management area. Manage emergency support team. Manage infrastructure for security service. Ensure service level standards for accommodation of inmates. Coordinate the separation of high risk offenders. Manage human resources, finances and assets.

Assistant Director: Manager: Legal Services (MR5 Legal Admin Officer)
KwaZulu-Natal Region: Pietermaritzburg (Ref: KZN 2018/05/59)
Durban (Ref: KZN 2018/05/60)
Salary: R 353 253. 00 – R 475 773. 00 per annum
(Based on Qualifications and recognised experience as per relevant OSD)

Requirements: Recognised LLB Degree and 5 years' appropriate post qualification experience gained in a legal administration environment. Admittance as an Attorney/Advocate will add advantage. Valid driver's licence. Excellent verbal and written communication skills. Good negotiation and conflict resolution skills. Computer literacy. Service rendering and credibility.

Competencies and attributes: Policy coordination, communication, financial management, Plan, organise, 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.

Responsibilities: The incumbent will provide legal advice to the DCS. Initiate policy amendments in the DCS. Draft memoranda on policy amendments. Draft legislation/legal documents. Receive request from functionaries for legal assistance. Furnish legal advice to personnel. Administer motion applications on the application of policy in the management areas. Maintain legal libraries. Manage finances. Conduct legal research and legal education. Represent the DCS on various forums.

Artisan Foreman Grade B: Steel
KwaZulu/Natal Region: Pietermaritzburg Med A (Ref: KZN 2018/05/61)
Salary: R 344 505. 00 per annum

Requirements: An appropriate Trade Diploma/certificate underwritten under Manpower Training Act (Red Seal). Six (6) years' relevant experience after completion of the Trade diploma/certificate will add advantage. Valid driver's license. These requirements are in accordance with the 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.

Responsibilities: Safe custody of offenders. Management of administration task. Training and development of offenders. Control over work-places and tools. Inventory control and logistical administration as well as efficient management of resources and work orders and compliance with administration. Management of human and financial resources and assets.

Artisan Foreman Grade B: Wood
KwaZulu/Natal Region: Pietermaritzburg Med A (Ref: KZN 2018/05/62)
Salary: 344 505. 00 per annum

Requirements: An appropriate Trade Diploma/certificate underwritten under Manpower Training Act (Red Seal). Six (6) years' relevant experience after completion of the Trade diploma/certificate will add advantage. Valid driver's license. These requirements are in accordance with the 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.

Responsibilities: Safe custody of offenders. Management of administration task. Training and development of offenders. Control over work-places and tools. Inventory control and logistical administration as well as efficient management of resources and work orders and compliance with administration. Management of human and financial resources and assets.

Section Head: Educationist: Formal Education
KwaZulu-Natal Region: Ekuseni (Ref: KZN 2018/05/63),
Ebongweni (Ref: KZN 2018/05/64)
Salary R 328 944. 00 per annum

Requirements: Recognised four (4) year Degree or equivalent qualification in Education and registration with the South African Council of Educators. Six (6) 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. Manage human resources, finances and assets.

Senior State Accountant
KwaZulu-Natal Region: Waterval (Ref: KZN 2018/05/65)

Salary: R 299 709. 00 per annum

Requirements: Grade 12 and recognized three year Degree/Diploma in Accounting or Financial Management with relevant management experience in Government Financial Systems. Sound communication skills. Valid driver's licence. Must be computer literate. Dynamic and professional. Ability to plan and organize events properly. Knowledge of the Public Management Act, Treasury Regulations and BAS. Proven experience in a BAS environment. Proven experience in handling control accounts.

Competencies and Attributes: Communication, financial management, Plan, organise, 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.

Responsibilities: Execute the responsibility of official as stipulated in Section 45 of Public Finance Management Act, Plan and execute financial accounting functions/inspection. Undertake financial investigations. Keep financial accounting system on standard. Compile training programmes. Ensure effective control over the collection and allocation of all revenue. Ensure financial data integrity on BAS. Manage all ledger and special functions accounts. Open, keep and control debt accounts. Submit applicable documents ensuring zero balances on the ledger for the month. Handle Z59 claims.

**Senior Administration Officer: Supervisor: Financial Accounting
KwaZulu-Natal Region: Pietermaritzburg (Ref: KZN 2018/05/66)
Salary: R 299 709. 00 per annum**

Requirements: Grade 12 and recognized three year Degree/Diploma in Accounting or Financial Management with 3-5 years' relevant experience. Sound communication skills. Valid driver's licence. Must be computer literate. Dynamic and professional. Ability to plan and organize events properly. Knowledge of the Public Management Act, Treasury Regulations and BAS. Proven experience in a BAS environment. Proven experience in handling control accounts.

Competencies and Attributes: Communication, financial management, Plan, organise, 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.

Responsibilities: Execute the responsibility of official as stipulated in Section 45 of Public Finance Management Act, Plan and execute financial accounting functions/inspection. Undertake financial investigations. Keep financial accounting system on standard. Compile training programmes. Ensure effective control over the collection and allocation of all revenue. Ensure financial data integrity on BAS. Manage all ledger and special functions accounts. Open, keep and control debt accounts. Submit applicable documents ensuring zero balances on the ledger for the month. Handle Z59 claims.

**SAO: Procurement Administration
KwaZulu-Natal Region: Ncome (Ref: KZN 2018/05/67)
Salary: R 299 709. 00 per annum**

Requirements: National diploma / Degree in Procurement plus 3-5 years relevant experience in a similar environment. Valid driver's licence and computer literate. Knowledge of LOGIS.

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

Responsibilities: Manage subordinates. Implementation and managing procurement. LOGIS and procurement policies. Conducting of procurement and LOGIS inspections. Handling and finalization of all inspection and audit queries within procurement and LOGIS. Assist with the administration of Bids. Handling of budget. Responsible for operational training within procurement management. Ensure compliance to the Legislative frameworks and public service policies. Management of human resources, finances and assets.

**SPAO: Tender Administration
KwaZulu-Natal Region: Regional Office (Ref: KZN 2018/05/68)
Salary: R 299 709. 00 per annum**

Requirements: Recognised Diploma or Degree/ Grade 12 plus 5 years' experience of the Government Financial System. Knowledge of BEE. Computer literacy. Valid driver's licence. Knowledge of the Supply Chain procurement policy. Good communication skills.

Competencies and attributes: Policy coordination, communication, financial management, Plan, organise, 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

Responsibilities: Handle bid-related enquiries. Compile and follow up on all BEE returns. Manage office, IT equipment and assets. Assist and provide advice on procurement policy to other role players. Register bids/price quotations. Liaise with internal and external stakeholders. Adhere to legislation, policy, and procedure and delegated powers. Ensure that recommendations are checked by two other officials before submission to the bid committee. Ensure that the appropriate preference point system is utilised in the evaluation of bids as prescribed by the Preferential Procurement Regulations, 2001.

SAO: Investigations

KwaZulu-Natal Region: Pietermaritzburg (Ref: KZN 2018/05/69),

Waterval (Ref: KZN 2018/05/70)

Salary: R 299 709. 00 per annum

Requirements: Recognised three year degree/diploma or Correctional Service Administration Part III. Sound experience. Department of Correctional Services training as investigator. Basic training as a correctional officer and training in Disciplinary Code. Good communication and interpersonal skills. Ability to organise and plan. Valid driver's licence.

Competencies and attributes: Policy coordination, communication, financial management, Plan, organise, 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

Responsibilities: Investigating of escapes, assaults, injuries to prisoners and to staff. Act as an initiator disciplinary hearings.

SAO: Human Resource Support

KwaZulu-Natal Region: Glencoe (Ref: KZN 2018/05/71)

Salary: R 299 709. 00 per annum

Requirements: Grade 12 and Recognised 3 year degree/diploma (RVQ 13) in Human Resources Management, Supervisory experience in Human Resources Administration and Management, Ability to plan and organise. Knowledge of the Persal System. Driver's licence, Sound communication skills. Must be computer literate.

Competencies and Attributes: Plan and control. Report writing. Punctuality, Confidentiality, Understanding of Public Services policy and legislative framework, Service delivery and client orientation, integrity and honest, Assertiveness, Influence and impact, Ability to work under pressure. Training in Persal, training in Recruitment policy and Personnel Administration training.

Responsibilities: Enhance coordination of policy, communicate policy matters, technical preparation of documents, arrange meetings, maintain post establishments and documents detailing training, undertake personnel administration, Management of promotions, Personnel awards, Achievement bonuses, staffing of management area, Management of Finance and logistics, management of personnel, Administer performance of merit assessments.

Artisan Production Grade C: Plumber

KwaZulu/Natal Region: Kokstad (Ref: KZN 2018/05/72)

Salary: R 246 870. 00 per annum

Requirements: An appropriate trade test certificate underwritten by the Manpower Training Act (Red Seal) and three (5) years post qualification experience as a Plumber. Valid driver's licence. Computer literate. These requirements are in accordance with the relevant Occupational Specific Dispensation.

Competencies and attributes: Plan and organise, report writing, punctuality, understanding of Public Service policy and legislative framework, service delivery and client orientation, integrity and honesty, assertiveness, influence and impact, ability to work under pressure.

Responsibilities: Design, production, maintenance, performance, administrative and related function. Maintain and advance expertise.

Artisan Production Grade C:Welder
KwaZulu/Natal Region: Kokstad (Ref: KZN 2018/05/73)
Salary: R 246 870. 00 per annum

Requirements: An appropriate trade test certificate underwritten by the Manpower Training Act (Red Seal) and three (5) years post qualification experience as a Welder. Valid driver's licence. Computer literate. These requirements are in accordance with the relevant Occupational Specific Dispensation.

Competencies and attributes: Plan and organise, report writing, punctuality, understanding of Public Service policy and legislative framework, service delivery and client orientation, integrity and honesty, assertiveness, influence and impact, ability to work under pressure.

Responsibilities: Design, production, maintenance, performance, administrative and related function. Maintain and advance expertise.

Artisan Production Grade C: Electrician
KwaZulu/Natal Region: Kokstad (Ref: KZN 2018/05/74), Pietermaritzburg (Ref: KZN 2018/05/75),
Sevontein x 2 (Ref: KZN 2018/05/76)
Salary: R 246 870. 00 per annum

Requirements: Degree in Electrical Engineering/an appropriate trade test certificate underwritten by the Manpower Training Act (Red Seal) and three (5) years post qualification experience as an Electrician. Valid driver's licence. Computer literate. These requirements are in accordance with the relevant Occupational Specific Dispensation.

Competencies and attributes: Plan and organise, report writing, punctuality, understanding of Public Service policy and legislative framework, service delivery and client orientation, integrity and honesty, assertiveness, influence and impact, ability to work under pressure.

Responsibilities: Design, production, maintenance, performance, administrative and related function. Maintain and advance expertise.

AO: Procurement Support
KwaZulu-Natal Region: Pietermaritzburg x 3 (Ref: KZN 2018/05/77)
Salary: R 242 475. 00 per annum

Requirement: Degree/diploma in Purchasing Management/ Logistics/Supply Chain Management or any equivalent qualification with at least two years relevant experience. Relevant experience in Supply Chain Management or skills in Supply Chain Management or in LOGIS environment. Computer literate. 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 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: Placement of orders. Generate procurement advices. Conduct enquiries on orders and commitments placed. Maintain and update database of prospective suppliers. Administer quotations and bids. Management of human resources, finances and assets.

AO: Logistics Administration
KwaZulu-Natal Region: Empangeni (Ref: KZN 2018/05/78)
Salary: R 242 475. 00 per annum

Requirements: Recognized three (3) year degree or national diploma in Supply Chain Management or equivalent qualification 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: Implementation of logistical policies in the Management Area. Monitor and control incoming and outgoing stock. The administration of the warehouse, transit and fleet. Asset verification and logistical processes, asset and inventory balancing. Reconciliation between BAS and LOGIS.

AO: Tender Administration

KwaZulu-Natal Region: Empangeni (Ref: KZN 2018/05/79)

Salary: R 242 475. 00 per annum

Requirements: Recognised Degree/National Diploma with 2 years' experience in Supply Chain Management environment. Computer literate. Valid driver's licence.

Competencies and attributes: Plan and Organize, report writing, punctuality, confidentiality, service delivery and client orientation, integrity and honesty, assertiveness, influence and ability to work under pressure. Understanding of Public Service Policy and legislative framework

Responsibilities: Handle bid-related enquiries. Compile and follow up on all BEE returns. Manage office IT equipment and assets. Assist and provide advice on procurement policy to other role players. Register bids/price quotations. Liaise with internal and external stakeholders. Arrange and act as secretary of adjudication bid committee meetings. Adhere to legislation, policy, procedures and delegated powers. Ensure that recommendations are checked by two other officials before submission to the bid committee. Ensure that the appropriate preference point system is utilised in the evaluation of bids as prescribed by the Preferential Procurement Regulations 2001. Management of human resources, finances and assets.

Social Worker Grade 1

**KwaZulu-Natal Region: Pietermaritzburg Comcor (Ref: KZN 2018/05/80),
Waterval Med B (Ref: KZN 2018/05/81) Ncome Med A(Ref: KZN 2018/05/82),**

Ncome Med B(Ref: KZN 2018/05/83) , Vryheid(Ref: KZN 2018/05/84)

Salary: R 242 553. 00 per annum

Requirements: BA Degree Social Work and registration with the South African Council of Social Service Professions. Computer literacy. Valid driver's licence.

Competencies and attributes: Conversancy 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 and 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. Manage human re-sources, finances and assets.

Artisan Production Grade B: Plumber

KwaZulu Natal Region: Ncome (Ref: KZN 2018/05/85)

Salary: R 211 464. 00 per annum

Requirements: Matric/Grade 12. An appropriate Trade test certificate underwritten by the Manpower Training Act (Red Seal) or a relevant Diploma. Three (3) years' experience after completion of the trade test will add advantage. These requirements are in accordance with the relevant Occupational Specific Dispensation. Valid driver's licence.

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.

Responsibilities: Training of offenders as well as apprentices. 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 B: Welder

KwaZulu/Natal Region: Pietermaritzburg (Ref: KZN 2018/05/86)

Salary: R 211 464. 00 per annum

Requirements: An appropriate trade test certificate underwritten by the Manpower Training Act (Red Seal) and four (4) years post qualification experience as an Electrician. Valid driver's licence. Computer literate. These requirements are in accordance with the relevant Occupational Specific Dispensation.

Competencies and attributes: Plan and organise, report writing, punctuality, understanding of Public Service policy and legislative framework, service delivery and client orientation, integrity and honesty, assertiveness, influence and impact, ability to work under pressure.

Responsibilities: Design, production, maintenance, performance administrative and related function. Maintain and advance expertise.

AO: Procurement Support
KwaZulu-Natal Region: Waterval (Ref: KZN 2018/05/87)
Salary: R 196 407. 00 per annum

Requirement: Degree/diploma in Purchasing Management/ Logistics/Supply Chain Management or any equivalent qualification with at least two years relevant experience. Relevant experience in Supply Chain Management or skills in Supply Chain Management or in LOGIS environment. Computer literate. 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 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.

Artisan Production Grade A: Plumber
KwaZulu Natal Region: Waterval Medium A (Ref: KZN 2018/05/88)
Salary: R 179 523. 00 per annum

Requirements: Matric/Grade 12. An appropriate Trade test certificate underwritten by the Manpower Training Act (Red Seal) or a relevant Diploma. Three (3) years' experience after completion of the trade test will add advantage. These requirements are in accordance with the relevant Occupational Specific Dispensation. Valid driver's licence.

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.

Responsibilities: Training of offenders as well as apprentices. 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: (Electrician)
KwaZulu-Natal Region: Durban Med C x 2 (Ref: KZN 2018/05/89)
Salary: R 179 523. 00 per annum

Requirements: Matric/Grade 12. Appropriate trade test certificate, underwritten by the Manpower Training Act (Red Seal) in Building and 3 years post qualification experience as an Electrician. Valid driver's licence. Computer literate. These requirements are in accordance with the relevant Occupational Specific Dispensation.

Competencies and attributes: Plan and organise, report writing, punctuality, understanding of Public Service policy and legislative framework, service delivery and client orientation, integrity and honesty, assertiveness, influence and impact, ability to work under pressure.

Responsibilities: Design, production, maintenance, performance administrative and related function. Maintain and advance expertise.
