



correctional services

Department:
Correctional Services
REPUBLIC OF SOUTH AFRICA

Private Bag X20530 , Bloemfontein , 9300 Agrimed Building, 103 Zastron Street, Bloemfontein, 9300,
Tel (051)4040 277,

DEPARTMENT OF CORRECTIONAL SERVICES

CLOSING DATE: 24 August 2018 @ 15H45

APPOINTMENTS UNDER THE CORRECTIONAL SERVICES ACT

**DD: HEAD CORRECTIONAL CENTRE [CB6]
FS & NC Region: Tswelopele (FSNC18/01/01)
Salary: R763 965 all-inclusive package**

Requirements: NQF 6 Degree / National Diploma in Behavioural Sciences and proof of Successful completion of Corrections Science Learnership/ Basic Training. At least 7 Years relevant experience in a junior management post. These requirements are in accordance with the relevant Occupational Specific Dispensation. Top secret security classification and Valid Driver's License. Previous experience as Head of Centre 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 the Correctional Services Act, Act 111 of 1998. Manage the implementation of the imperatives of the 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.

**ASD: HEAD CORRECTIONAL CENTRE x 2 [CB5]
FS & NC Region: Bethlehem (FSNC18/01/02), Kuruman (FSNC18/01/03),
Salary: R403 692 per annum**

Requirements: NQF 6 Degree / National Diploma in Behavioural Sciences and proof of Successful completion of Corrections Science Learnership/ Basic Training. At least 7 Years relevant experience in a supervisory post. These requirements are in accordance with the relevant Occupational Specific Dispensation. Top secret security classification and Valid Driver's License. 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 and good communication skills. Sound project and programme management skills. Transformation, change and conflict management abilities. Stakeholder management skills. Problem solving, analysis and decision making skills. Service delivery innovation. People management and empowerment. In depth understanding of safety and security within a correctional environment. Integrity and honesty. Good interpersonal relations. Knowledge of the Correctional Services Act, Act 111 of 1998.

Responsibilities: Management of all aspects of the Correctional Centre on a day to day basis through the implementation of the Correctional Services Act, Act 111 of 1998. Manage the implementation of the imperatives of the 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.

**ASD: INSPECTORATE [NCB]
FS & NC Region: Regional Office (FSNC18/01/04)
Salary: R348 231 per annum**

Requirements: Relevant B Degree / National Diploma and 5 years' experience on supervisory post. Proof of Successful completion of Corrections Science Learnership/ Basic Training. Valid Driver's License. Computer literate. These requirements are in accordance with the relevant Occupational Specific Dispensation.

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: Assist in the planning and compilation of the annual inspection programme. Assist in the evaluation and identification of deviations from policy. Determine the extent to which internal control measures are effective in the prevention of deviations from policies reconcilable with the practical operations. Assist in the development and maintenance of inspection tools. Assist with the proper management of finances and other resources allocated to the inspection to the inspection section. Manage of finances and human resources and assets.

SCO: HEAD CORRECTIONAL CENTRE [CB4]

FS & NC Region: Wepener (FSNC18/01/05)

Salary: R338 085 per annum

Requirements: NQF 6 Degree / National Diploma in Behavioural Sciences and proof of Successful completion of Corrections Science Learnership/ Basic Training. At least 7 Years relevant supervisory experience on production level. These requirements are in accordance with the relevant Occupational Specific Dispensation. Top secret security classification and Valid Driver's License. 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 and good communication skills. Sound project and programme management skills. Transformation, change and conflict management abilities. Stakeholder management skills. Problem solving, analysis and decision making skills. Service delivery innovation. People management and empowerment. In depth understanding of safety and security within a correctional environment. Integrity and honesty. Good interpersonal relations. Knowledge of the Correctional Services Act, Act 111 of 1998.

Responsibilities: Management of all aspects of the Correctional Centre on a day to day basis through the implementation of the Correctional Services Act, Act 111 of 1998. Manage the implementation of the imperatives of the 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.

SCO: HEAD OF COMMUNITY CORRECTIONS [CB4]

FS & NC Region: Qwaqwa (FSNC18/01/06)

Salary: R338 085 per annum

Requirements: NQF 6 Degree / National Diploma in Behavioural Sciences and proof of Successful completion of Corrections Science Learnership/ Basic Training. At least 7 Years relevant supervisory experience on production level. These requirements are in accordance with the relevant Occupational Specific Dispensation. Top secret security classification, Valid Driver's License. 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 and good communication skills. Sound project and programme management skills. Transformation, change and conflict management abilities. Stakeholder management skills. Problem solving, analysis and decision making skills. Service delivery innovation. People management and empowerment. In depth understanding of safety and security within a correctional environment. Integrity and honesty. Good interpersonal relations. Knowledge of the Correctional Services Act, Act 111 of 1998.

Responsibilities: Manage monitoring services. Determine conditions of house arrest and supervision for persons serving sentence in the community. Participate in case review team for community corrections. Manage programs. Identify community service programs. Responsible for the facilities and equipment of the section. Implement disciplinary steps against offending staff. Management of performance information. Manage human resources, finances and assets.

CHAIRPERSON: CASE MANAGEMENT COMMITTEE [CB4]

FS & NC Region: Kuruman (FSNC18/01/07)

Salary: R338 085 per annum

Requirements: NQF 6 Degree / National Diploma in Behavioural Sciences and proof of Successful completion of Corrections Science Learnership/ Basic Training. At least 7 Years relevant supervisory experience (CMC) on production level. These requirements are in

accordance with the relevant Occupational Specific Dispensation. Top secret security classification, Valid Driver's License. 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 and good communication skills. Sound project and programme management skills. Transformation, change and conflict management abilities. Stakeholder management skills. Problem solving, analysis and decision making skills. Service delivery innovation. People management and empowerment. In depth understanding of safety and security within a correctional environment. Integrity and honesty. Good interpersonal relations. Knowledge of the Correctional Services Act, Act 111 of 1998.

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.

APPOINTMENTS UNDER THE PUBLIC SERVICE ACT

DD: AREA COORDINATOR FINANCE AND SUPPLY CHAIN

FS & NC Region: AC Upington (FSNC18/01/08)

Salary: An all-inclusive package of R657 558 per annum

Requirements: Degree/ National Diploma in Accounting or Financial Management with 3-5 years management experience in a financial environment. Good knowledge of Public Finance Management Act, Treasury Regulations and the Basic Accounting System. Must have knowledge of BAS and LOGIS system. Must be willing to work outside normal working hours. Must have knowledge of Section 45 PFMA act. Computer literate. Valid driver's license.

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/liaison with stakeholders and Negotiation skills.

Responsibilities: Effective management of Financial and Supply Chain Management functions in the management area. Implement and monitoring of execution of duties in terms of the Public Finance Management Act (PFMA), the candidates must assist the Area Commissioner in the execution of his duties in terms of PFMA, 1999. Ensuring optimal utilization of resources and support with regard to the management area budgets. This includes by ensuring optimal utilization of resources support with regard to the management of regional budget within the framework of relevant legal directives and regulations, performing budget control and ensuring enforcement of financial discipline. Management of human and financial resource and assets.

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: 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, 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 and position you are applying for on your application form (Z83) and post your complete application to the address as indicated below:

Free State/Northern Cape Region:

Postal Address: Head Recruitment, Private Bag X20530, Bloemfontein, 9300

Contact person: Ms Mkuni NJ and Mr Jansen JS at 051 404 0283 or 051 404 0270

Physical Address: 103 Zastron Street, Agrimed Building, Bloemfontein