



correctional services

Department:
Correctional Services
REPUBLIC OF SOUTH AFRICA

DEPARTMENT OF CORRECTIONAL SERVICES
CLOSING DATE: 07 SEPTEMBER 2018 @ 15H45

APPOINTMENTS UNDER THE PUBLIC SERVICE ACT

DEPUTY DIRECTOR: REGIONAL COORDINATOR: COMMUNICATIONS

- Gauteng Regional Office [Ref: GP 2018/08/01]
Salary: R697 011 all-inclusive package

Requirements: A recognized Degree or National Diploma in Communications Science or equivalent qualification. 3-5 years management experience in a communications environment. Valid driver's license. Computer literate.

Competencies and attributes: Policy coordination. 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 tactful. Influence and impact.

Responsibilities: Public relations management. Policy coordination. Event management and protocol. Management profiling. Management of Departmental museums: Providing appropriate curator service for the museum where available and ensure its development and management. Publicity management: Identifying and capitalizing on publicity opportunities e.g. exhibitions, publicity groups, road shows, awareness campaigns, public address, open days, etc. Developing and maintaining a business plan for specific events/projects/campaigns. Management of corporate gifts: Ensuring that corporate gifts management is in line with Treasury and logistical prescriptions. Facilitating of the necessary consultation for the determination and procurement of corporate gifts. Manage media services. Manage human resources, finance and assets.

DEPUTY DIRECTOR: REGIONAL COORDINATOR: INFORMATION TECHNOLOGY (IT)

- Gauteng Regional Office [Ref: GP 2018/08/02]
Salary: R697 011 all-inclusive package

Requirements: Relevant Degree or National Diploma or equivalent qualification. 3-5 years management experience in a similar environment. Knowledge of the IT environment. Valid driver's license. Computer literate.

Competencies and attributes: Financial management. Problem solving and decision making skills. Facilitation skills. Plan, organise, lead and control. Change management. Team leadership. Project management. Presentation skill. 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. Willingness to travel. Applied strategic thinking. Influence and impact.

Responsibilities: Manage physical access to server rooms. Maintenance of the server. Ensure that registers are completed. Call login registers. Back-up register. Equipment removal register. Asset register. Maintenance of the software. Manage data security. Planning of new networks. Manage system hygiene on desktops. Setting of standards for minimum requirements for server rooms. Manage human resources, finance and assets.

DEPUTY DIRECTOR: REGIONAL COORDINATOR: SUPPLY CHAIN MANAGEMENT

- Gauteng Regional Office [Ref: GP 2018/08/03]
Salary: R697 011 all-inclusive package

Requirements: Recognized and appropriate three year Degree or National Diploma in Supply Chain Management coupled with 3-5 years relevant experience. Sound communication skills. Knowledge of PFMA, Treasury Regulations and LOGIS. Proven experience in a LOGIS environment. 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: The operationalization of national and regional supply chain management policy in the region. Identify and provide training to relevant personnel on supply chain management. Manage the maintenance and effective functioning of a Supply Chain Management System (LOGIS) as approved by National Treasury within the Gauteng Region e.g. analysing of LOGIS reports in order to advise the Regional Head: Finance and SCM on precautionary measures. The management of assets and inventory within the Gauteng Region e.g. asset and inventory balancing, BAS /LOGIS reconciliation, balance scorecards etc. Management of departmental fleet within the Gauteng Region. Management of the procurement process and promotion of affirmative procurement. Audit and review of contracts. Effective risk management to ensure compliance with the risk management plan of DCS. Management of human resources, finance and assets.

APPOINTMENTS UNDER THE CORRECTIONAL SERVICE ACT

DEPUTY DIRECTOR: AREA COORDINATOR: CORRECTIONS (NCB 4)

- Modderbee [Ref: GP 2018/08/04]
Salary: R719 493 all-inclusive package

Requirements: Degree or National Diploma in Behavioural Sciences and successful completion of the Corrections Science Learnership or Basic Training. 7 years' relevant experience in a supervisory post. Top secret security classification. Valid driver's licence. Computer literate.

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: 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 correction and security risks. Manage human resources, finance 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. Please do not call the department to enquire about the progress of your application.

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, copies of qualifications, identity document and valid driver's licence. Please Note: All copies attached must be certified a true copy of the original and not older than three months.** 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 advert requirements and responsibilities. It is the sole responsibility of an applicant to ensure that their application reaches DCS before **07 September 2018 @ 15h45.**

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

GAUTENG REGION: Department of Correctional Services, Head Recruitment, Private Bag X393, Pretoria, 0001 **OR hand deliver at:** 1077 Forum East Building, Arcadia Street, Hatfield. **Contact persons:** Mr SS Masango/Ms Pinky Makwarela at 012 420 0179/73.

