



correctional services

Department:
Correctional Services
REPUBLIC OF SOUTH AFRICA

GAUTENG REGION

Closing date: 25 September 2020 @ 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 **six months (6) 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 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

25 September 2020 @ 15h45

Indicate the reference number, regional office, Management Area and position you are applying for on your application form (Z83) and email your complete application to **GPHRM@dcs.gov.za**

Contact person: Mr SS Masango / Ms. Annah Feni / Ms. Pinky Makwarela at
012 420 0179/73

APPOINTMENTS UNDER THE CORRECTIONAL SERVICES ACT

COR CENTRE HEAD LARGE: CENTRE COORDINATOR OPERATIONAL SUPPORT (CB6)

Gauteng Region: Johannesburg med A (Ref: DCS/08/01)

Salary: R851 913 all-inclusive salary package

Requirements: Relevant B degree/National Diploma and 7 years relevant experience on supervisory post. These requirements are in accordance with the Occupational relevant Specific Dispensation. Top secret security classification as an added advantage. Successful completion of Corrections Science Learnership/Basic Training. Valid driver's licence. Computer literacy.

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

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

COR CENTRE HEAD LARGE: HEAD CORRECTIONAL CENTRE (CB6)

Gauteng Region: Kgoši Mampuru II Atteridgeville (Ref: DCS/08/02)

Salary: R851 913 all-inclusive salary package

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

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

Responsibilities: Management of all aspects of the correctional centre on a day to day basis through the implementation of Correctional Services Act, Act 111 of 1998 as amended, Manage the implementation of the imperatives of White Paper on Corrections. Management of case management administration, security, development and care, unit management and case management committees. Foster a working relationship with the Justice Cluster and the Community. Monitor, evaluate and take appropriate action in relation to outcomes on the risk trends. Manage human resources, finances and assets

COR CENTRE HEAD LARGE: CENTRE COORDINATOR OPERATIONAL SUPPORT (CB6)

Gauteng Region: Kgoši Mampuru II Local (Ref: DCS/08/03)

Salary: R851 913 all-inclusive salary package

Requirements: Relevant B degree/National Diploma and 7 years relevant experience on supervisory post. These requirements are in accordance with the Occupational relevant Specific Dispensation. Top secret security classification as an added advantage. Successful completion of Corrections Science Learnership/Basic Training. Valid driver's licence. Computer literacy.

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

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

CENTRE COORDINATOR MED: CENTRE COORDINATOR: OPERATIONAL SUPPORT (CB5)

Gauteng Region: Kgoši Mampuru II Odi (Ref: DCS/08/04), Boksburg Medium A: (Ref: DCS/08/05)

Salary: R454 440 per annum

Requirements: Relevant B degree/National Diploma and 7 years relevant experience on supervisory post. These requirements are in accordance with the Occupational relevant Specific Dispensation. Top secret security classification as an added advantage. Successful completion of Corrections Science Learnership/Basic Training. Valid driver's licence. Computer literacy.

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

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

CENTRE COORDINATOR MED: CENTRE COORDINATOR: CORRECTIONS (CB5)

Gauteng Region: Leeuwkop Medium C (Ref: DCS/08/06), Boksburg Medium A: (Ref: DCS/08/07)

Salary: R454 440 per annum

Requirements: Relevant B degree/National Diploma 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. 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 and diplomacy.

Responsibilities: Ensure the development of correctional sentence plan and facilitate the implementation thereof. Execute correctional policies and procedures. Coordinate the collation and dissemination of correction information. Coordinate activities relating to rehabilitation, case management administration and unit management systems. Promote corrections and security. Management of financial and human resources and assets.

CENTRE COORDINATOR MED: HEAD SATELLITE (CB5)

Gauteng Region: Modderbee Community Corrections (Ref: DCS/08/08), Kgoši Mampuru II Odi: (Ref: DCS/08/09)

Salary: R454 440 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.

CENTRE COORDINATOR MED: CENTRE COORDINATOR: STAFF SUPPORT (CB5)

Gauteng Region: Johannesburg Medium A (Ref: DCS/08/10)

Salary: R454 440 per annum

Requirements: Relevant B degree/National Diploma and 7 years relevant experience on supervisory post. These requirements are in accordance with the Occupational relevant Specific Dispensation. Top secret security classification as an added advantage. Successful completion of Corrections Science Learnership/Basic Training. Valid driver's licence. Computer literacy.

Competencies and attributes: 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 register 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

CENTRE COORDINATOR MED: CASE MANAGEMENT COMMITTEE (CB5)

Gauteng Region: Johannesburg Medium B (Ref: DCS/08/11), Kgoši Mampuru II Atteridgeville (Ref: DCS/08/12)

Salary: R454 440 per annum

Requirements: Relevant B degree/National Diploma and 7 years relevant experience on supervisory post. These requirements are in accordance with the Occupational relevant Specific Dispensation. Top secret security classification as an added advantage. Successful completion of Corrections Science Learnership/Basic Training. Valid driver's licence. Computer literacy.

Competencies and attributes: 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.

CENTRE COORDINATOR MED: CENTRE COORDINATOR: CORRECTIONS (CB5)

Gauteng Region: Baviaanspoort Emthonjeni (Ref: DCS/08/13)

Salary: R454 440 per annum

Requirements: Relevant B degree/National Diploma 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. 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 and diplomacy.

Responsibilities: Ensure the development of correctional sentence plan and facilitate the implementation thereof. Execute correctional policies and procedures. Coordinate the collation and dissemination of correction information. Coordinate activities relating to rehabilitation, case management administration and unit management systems. Promote corrections and security. Management of financial and human resources and assets.

ASSISTANT DIRECTOR: MANAGER: AGRICULTURE (CB5)

Gauteng Region: Boksburg (Ref: DCS/08/14)

Salary: R454 440 per annum

Requirements: Degree/National Diploma in Agriculture and 7 years relevant experience. Experience in stock-management will be an added advantage. These requirements are in accordance with the relevant Occupational Specific Dispensation. Computer literacy. A 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.

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

SECURITY MANAGER : CENTRE COORDINATOR: CORRECTIONS (CB4)

Gauteng Region: Kgoši Mampuru II: Central: (Ref: DCS/08/15) X2, Kgoši Mampuru II Atteridgeville (Ref: DCS/08/16), Baviaanspoort Medium: (Ref: DCS/08/17)

Salary: 380 583 per annum

Requirements: Relevant B degree/National Diploma 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. 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 and diplomacy.

Responsibilities: Ensure the development of correctional sentence plan and facilitate the implementation thereof. Execute correctional policies and procedures. Coordinate the collation and dissemination of correction information. Coordinate activities relating to rehabilitation, case management administration and unit management systems. Promote corrections and security. Management of financial and human resources and assets.

SECURITY MANAGER : ADMISSION (PAROLEES + PROBATIONERS (CB4)

Gauteng Region: Johannesburg: Community Corrections: (Ref: DCS/08/18)

Salary: 380 583 per annum

Requirements: Degree/ National Diploma in Behavioural Science or equivalent qualification and successful completion of Correctional Science Learnership. 7 years' relevant experience on supervisory post. These requirements are in accordance with the Occupational relevant Specific Dispensation. Computer literacy. Valid driver's license.

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, Diplomacy an tact, influence and impact.

Responsibilities: Directing the activities of assessment officials, Receiving and consideration of assessment reports, Studying of assessment reports and warrants of detention, Exercising of control over monitoring of persons, Participation in the design of needs based rehabilitation programs, Discuss/submit reports of the offender's behaviour, Responsible for the facilities and equipment of the satellite office, Budgeting for Funds, Accountable for expenditure in terms of the section.

SECURITY MANAGER: CASE MANAGEMENT COMMITTEE (CB4)

Gauteng Region: Kgoši Mampuru II Local Ref: (Ref: DCS/08/19)

Salary: R380 583 per annum

Requirements: Relevant B degree/National Diploma and 7 years relevant experience on supervisory post. These requirements are in accordance with the Occupational relevant Specific Dispensation. Top secret security classification as an added advantage. Successful completion of Corrections Science Learnership/Basic Training. Valid driver's licence. Computer literacy.

Competencies and attributes: 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.

SECURITY MANAGER: DH: CASE/CENTRE MANAGEMENT ADMINISTRATION (CB4)

Gauteng Region: Baviaanspoort Medium: (Ref: DCS/08/20), Kgoši Mampuru II: Female: (Ref: DCS/08/21), Kgoši Mampuru II: Atteridgeville: (Ref: DCS/08/22)

Salary: R380 583 per annum

Requirements: Relevant B degree/National Diploma and 7 years relevant experience on supervisory post. These requirements are in accordance with the Occupational relevant Specific Dispensation. Top secret security classification as an added advantage. Successful completion of Corrections Science Learnership/Basic Training. Valid driver's licence. Computer literacy.

Competencies and attributes: 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, 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.

SECURITY MANAGER : CENTRE COORDINATOR: STAFF SUPPORT (CB4)

**Gauteng Region: Johannesburg: Female: (Ref: DCS/08/23), Boksburg Heidelberg: (Ref: DCS/08/24),
Modderbee (Ref: DCS/08/25), Johannesburg: Comcor: (Ref: DCS/08/26)**

Salary: 380 583 per annum

Requirements: Relevant B degree/National Diploma and 7 years relevant experience on supervisory post. These requirements are in accordance with the Occupational relevant Specific Dispensation. Top secret security classification as an added advantage. Successful completion of Corrections Science Learnership/Basic Training. Valid driver's licence. Computer literacy.

Competencies and attributes: 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 register 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

SECURITY MANAGER: DH: SECURITY (CB4)

Gauteng Region: Baviaanspoort Medium: (Ref: DCS/08/27), Modderbee Devon (Ref: DCS/08/28), Kgoši Mampuru II C-Max (Ref: DCS/08/29)

Salary: R380 583 per annum

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

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

Responsibilities: Access control to correctional centre's grounds. Manage internal security. Ensure that offenders are escorted to court, doctors and hospital safely. Ensure safe custody for offenders. Ensure the guarding of offenders in external hospitals and at work teams. Control access of offenders to and from the unit and to the cells. Ensure security equipment to staff. Patrol at the section (general accommodation areas, single cells, kitchens, hospitals and work sections. Escort offenders inside the centre, e.g. to different ODS's such as Social

Workers, CMC, Psychological services and educationists. Mann security systems. Supervise visits to offenders. Control security equipment. Search offenders entering and leaving the section. Management of Human and Finance resources and assets.

SECURITY MANAGER: EXTERNAL SECURITY (CB4)

Gauteng Region: Baviaanspoort Max: (Ref: DCS/08/30)

Salary: R380 583 per annum

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

Competencies and attributes: Firearm skills and the use of relevant security technology. Communication, Project and programme management, Transformation management, Change Management, Stakeholder management, Problem solving, 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: Supervise access control to the correctional centre's grounds. Manage internal and external security. Supervise the movement and safe custody for offenders. Patrol at the section (general accommodation areas, single cells, kitchens, hospitals and work sections). Manage security systems. Supervise visits to offenders. Management of human resources and assets.

SECURITY MANAGER: INTERNAL SECURITY (CB4)

Gauteng Region: Modderbee (Ref: DCS/08/31), Kgoši Mampuru II: Local: (Ref: DCS/08/32)

Salary: R380 583 per annum

Requirements: Relevant B degree/National Diploma and 7 years relevant experience on supervisory post. These requirements are in accordance with the Occupational relevant Specific Dispensation. Top secret security classification as an added advantage. Successful completion of Corrections Science Learnership/Basic Training. Valid driver's licence. Computer literacy.

Competencies and attributes: 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: Supervise access control to the correctional centre's grounds. Manage internal and external security. Supervise the movement and safe custody for offenders. Patrol at the section (general accommodation areas, single cells, kitchens, hospitals and work sections). Manage security systems. Supervise visits to offenders. Management of human resources and assets.

SECURITY MANAGER: MONITORING (PAROLEES AND PROBATIONERS) (CB4)

Gauteng Region: Johannesburg Community Corrections (Ref: DCS/08/33)

Salary: 380 583 per annum

Requirements: Degree/ National Diploma in Behavioural Science or equivalent qualification and successful completion of Correctional Science Learnership. 7 years' relevant experience on supervisory post. These requirements are in accordance with the Occupational relevant Specific Dispensation. Computer literacy. Valid driver's license.

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, Diplomacy an tact, influence and impact.

Responsibilities: Management of monitoring services. Determining the conditions of house arrest and supervision for persons serving sentences in the community. Participate in case review team for community corrections. Management of programmes. Identification of community service programme. Logistical administration. Responsible for the facilities and equipment of the section. Allocation of staff to specific duties. Disciplinary action against offending staff. Financial administration. Budgeting for funds.

SECURITY MANAGER: (ADMISSION + RELEASE OF INMATES) (CB4)

Gauteng Region: Johannesburg Medium A (Ref: DCS/08/34)

Salary: 380 583 per annum

Requirements: Relevant B degree/National Diploma and 7 years relevant experience on supervisory post. These requirements are in accordance with the Occupational relevant Specific Dispensation. Top secret security classification as an added advantage. Successful completion of Corrections Science Learnership/Basic Training. Valid driver's licence. Computer literacy.

Competencies and attributes: 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.

Admission, release and transfer of inmates. Control of prisoner movements. Manage Administration of inmates' cash. Maintenance of inmates' records. Manage Administration of fine/bail payments. Manage Administration of prison labour. Data integrity. Manage Visits administration. Personnel Management. Financial Management. Logistical Resource Management

SECURITY MANAGER: UNIT MANAGER (PAROLEES AND PROBATIONERS) (CB4)

Gauteng Region: Boksburg Community Corrections (Ref: DCS/08/35)

Salary: 380 583 per annum

Requirements: Grade 12 and Degree/National diploma or equivalent qualification and 7 years relevant experience in a supervisory post. Successful completion of Corrections Science Learner ship/ Correctional Service basic training. These requirements are in accordance with the relevant Occupational Specific Dispensation. Computer literacy. 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 1998 as amended, Assertiveness, Resilience, Ability to network and diplomacy, Computer literacy.

Responsibilities : Monitor of Parolee/Probationer Movements, Maintenance of Parolee/Probationer Records, Searching of Parolee's/ Probationers when necessary according approved processes and procedures, Tracing of Absconders as required, Monitor compliance to community service requirements, Counselling of cases when needed, Address confirmations, Management of information system, Refer/handle violations as and when required, Network with community/family to assist with information/Supervision, etc. Ensure that prescribed programmes are attended

SECURITY MANAGER: DH: SECURITY (CB4)

Gauteng Region: Modderbee Nigel (Ref: DCS/08/36)

Salary: 380 583 per annum

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

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

Responsibilities: Access control to correctional centre's grounds. Manage internal security. Ensure that offenders are escorted to court, doctors and hospital safely. Ensure safe custody for offenders. Ensure the guarding of offenders in external hospitals and at work teams. Control access of offenders to and from the unit and to the cells. Ensure security equipment to staff. Patrol at the section (general accommodation areas, single cells, kitchens, hospitals and work sections. Escort offenders inside the centre, e.g. to different ODS's such as Social

Workers, CMC, Psychological services and educationists. Mann security systems. Supervise visits to offenders. Control security equipment. Search offenders entering and leaving the section. Management of Human and Finance resources and assets.

SECURITY MANAGER: HEAD COMMUNITY LIAISON (CB4)

Gauteng Region: Boksburg Community Corrections (Ref: DCS/08/37)

Salary: 380 583 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. Experience in working with external stakeholders and others organs of states shall be an added advantage. 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: Marketing non- custodial sentences' options to judiciary; Marketing utilization of Section 62(f), Liaison with NGOs, CBOs and other State Departments to foster partnerships; Identification of service points for decentralization of Community Corrections' services, Identification of institutions for community services, Compilation of community profiling; Promotion of parolees and probationers' participation in Restorative Justice and monitoring performance of community service

SECURITY MANAGER: NUTRITIONAL SERVICES (CB4)

Gauteng Region: Krugersdorp (Ref: DCS/08/38)

Salary: R380 583 per annum

Requirements: Relevant B degree/National Diploma and 7 years relevant experience on supervisory post. These requirements are in accordance with the Occupational relevant Specific Dispensation. Top secret security classification as an added advantage. Successful completion of Corrections Science Learnership/Basic Training. Valid driver's licence. Computer literacy.

Competencies and attributes: 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 tactful, Resilient, Influence and impact, Computer literacy.

Responsibilities: Manage the preparation of meals. Serving of meals. Cleaning of utensils, kitchens, serveries. Training of prisoners as caterers. Screening of prisoners. Supervise the unlocking of inmates. Control of catering equipment (knives, crockery etc.). Ensure health and hygiene parades. Ensure cleaning of kitchen. Supervision of recreation activities. Searching of kitchen. Treatment of inmates. Logistical administration. Management of human resources, finance and assets.

SECURITY MANAGER: UNIT MANAGER (CB4)

Gauteng region: Johannesburg: Female: (Ref: DCS/08/39), Johannesburg: Medium A: (Ref: DCS/08/40)

Johannesburg: Medium B: (Ref: DCS/08/41) X2

Modderbee (Ref: DCS/08/42), Modderbee Nigel (Ref: DCS/08/43), Baviaanspoort Max: (Ref: DCS/08/44), Krugersdorp (Ref: DCS/08/45), Johannesburg: Medium A: (Ref: DCS/08/46)

Salary: 380 583 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 safe custody of offenders. Manage the process of representation of offenders. Develop measures for handling offender complains and requests. Facilitate the induction of new offenders. Implementation of unit management principles. Management of case files. Provision of infrastructural needs to enhance the implementation of unit management principles. Manage human resource, finance and assets.

UNIT MANAGER SMALL: EXTERNAL SECURITY (CB4)

Gauteng region: Kgoši Mampuru II: Local: (Ref: DCS/08/47)

Salary: 380 583 per annum

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

Competencies and attributes: Firearm skills and the use of relevant security technology. Communication, Project and programme management, Transformation management, Change Management, Stakeholder management, Problem solving, 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: Supervise access control to the correctional centre's grounds. Manage internal and external security. Supervise the movement and safe custody for offenders. Patrol at the section (general accommodation areas, single cells, kitchens, hospitals and work sections). Manage security systems. Supervise visits to offenders. Management of human resources and assets.

REINTERGRATION MANAGER: CENTRE COORDINATOR: CORRECTION (CB4)

Gauteng Region: Modderbee Devon (Ref: DCS/08/48)

Salary: R380 583 per annum

Requirements: Relevant B degree/National Diploma 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 Learnership/Basic Training. Valid driver's licence. Computer literacy.

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

Responsibilities: Ensure the development of correctional sentence plan and facilitate the implementation thereof. Execute correctional policies and procedures. Coordinate the collation and dissemination of correction information. Coordinate activities relating to rehabilitation, case management administration and unit management systems. Promote corrections and security. Management of financial and human resources and assets.

SPECIALISED CASE OFFICERS: CASE MANAGEMENT COMMITTEE (CB1-2)

Gauteng Region: Zonderwater Medium A (Ref: DCS/08/49), Krugersdorp: (Ref: DCS/08/50)

Salary: R242 640 per annum

Requirements: NQF level 6 qualification in Behavioural Science (in criminology, penology etc) with no previous experience *or* Grade 12 with 10 years relevant experience gained at entry level production post of CB 1. Successful completion of the Corrections Science Learnership/ Basic Training. Computer literacy.

Competencies and attributes: Knowledge of financial controls. Supervisory skills. Counselling skills. Problem solving and analysis skills. Behaviour observation skills. Communication, listening and interpersonal skills. Organizational, negotiation and report writing skills.

Responsibilities: Ensure the Facilitation of the implementation of the offender's individual sentence plan to support individual offenders in their personal development. Ensure that the monitoring and evaluation reports on offender behaviour are provided. Provide safe custody services in the unit. Ensure that complaints and requests are registered and referred to relevant structures (such as Case Management Committee, Case Management Administration).

CLERK PAROLE BOARD (NCB)
Gauteng Region: Krugersdorp: (Ref: DCS/08/51)
Salary: R143 799 per annum

Requirements: Grade 12. Computer literacy. Valid driver's licence. Experience in Boards/Committees will be an added advantage.

Competencies and attributes: Problem solving and decision making, facilitation skills, plan and organize, communication skills, time management, confidentiality, 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: Exercise control over profiles received from Case Management Committee Victim empowerment. Document control opening, closing addressing of mail. Deal with representations. Inform prisoner of the outcome of the discussion and Head of Prison if feedback is not received. Verify information provided to ensure that information provided on offenders, is correct. Assist with scheduling of meetings of the Board. Prepare venues for the meetings of the Board.

APPOINTMENTS UNDER THE PUBLIC SERVICE ACT

REGIONAL COORDINATOR: EDUCATION & TRAINING

Gauteng Region: Regional Office: (Ref: DCS/08/52)
Salary: 510 219 all-inclusive salary package

Requirements: Recognised four (4) year degree/national diploma in Education with 3 - 5 years management experience. Registration with the South African Council of Educators. 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, 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 honest, Assertiveness, Willingness to travel, Influence and impact, Applied strategic thinking, Ability to network

Responsibilities: The monitoring of performance in education services. Drawing up of strategies. The evaluation of service levels. The undertaking of research. The evaluation of results. The investigation of complaints/ representations. The devising of strategies. The undertaking of negotiations with role-players The undertaking of short-/ medium-/ long-term planning. Rendering of advice to area commissioners. The ensuring of adherence to the strategic objectives The management of finances. Rendering of service to education personnel. The identification of training requirements. The communication of training requirements. Ensuring of sufficiently trained personnel. The arranging of training workshops

DEPUTY MANAGER NURSING

Gauteng Region: Modderbee: (Ref: DCS/08/53)

Salary: 843 618 all-inclusive salary package

Requirements: Recognised three (3) year degree/diploma in Nursing or an equivalent qualification that allows registration with the South African Nursing Council as a Professional Nurse. A minimum of 7 years appropriate experience in nursing after registration as a Professional Nurse with the SANC. 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: 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: Monitor and evaluate the performance of Primary Health Care services in line with public health indicators, set norms, standard, and targets with a view to report thereon and to initiate corrective action timeously at an appropriate level. Supervise and ensure the provision of quality comprehensive inmate health care through adequate nursing care. Coordinate, monitor and evaluate the implementation of PHC service and programs to the inmate population. Ensure analysis of health data, formulation and implementation of nursing guidelines, practices, standards and procedures. Management of human and finance resources and assets.

ASSISTANT DIRECTOR: HUMAN RESOURCE DEVELOPMENT

Gauteng Region: Kgoši Mampuru II: (Ref: DCS/08/54)

Salary: R 376 596 per annum

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

Competencies and attributes: Policy coordination, communication, financial management, Plan, organise, lead and control, Project and Programme 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: Training and development interventions at all levels. Compile the business plan for HRD. Conduct training needs analysis. Compilation of monthly training statistics and annual training reports. Deliver effective HRD administration. Management of learnership programmes and conducts assessment on learners on the Correctional Science Learnership NQF Level 4. Management of the internship programmes. Facilitation of HRD programmes in the Region. Programming and scheduling of training interventions. Evaluation of training as well as monitoring of training and logistical arrangement of training courses. Assist with the marketing of bursaries.

SENIOR ADMINISTRATIVE OFFICER: PERSONNEL

Gauteng Region: Johannesburg: (Ref: DCS/08/55), Baviaanspoort: (Ref: DCS/08/175)

Salary: R316 791 per annum

Requirements: Degree/ National Diploma in human Resource management or relevant field plus 3 - 5 years relevant experience. Successful completion of Per-sal course. Valid driver's license and Computer literacy.

Competencies and attributes: Financial Management, Plan, organize, lead and control, Presentation skill, Conflict management, Time management, Con-fidentiality, Coaching and mentoring, Understanding of Public Service policy and legislative framework including PFMA, Service delivery and client orientation, Integrity and honesty, Assertiveness, Influence and impact, Communication skills, Decision making, Problem solving skills, Networking/liaison with stakeholders, Negotiation skills and Conflict management

Responsibilities: Manage the implementation of human resource policies. Co-ordinate staff privileges. Ensure proper leave administration within the Man-agement Area. Quality assessment of personnel services. Inspection of personnel administration. Ensure control over personnel documentation/files. Man-age personnel investigations. Render advice on HR related matters. Manage housing allowances. Ensure proper capturing of allowances on persal. Manage transfers. Manage remuneration control. Manage effective disciplinary processes and record keeping. Manage of human and financial resources and assets.

SENIOR ADMINISTRATIVE OFFICER: MOVABLE ASSETS

Gauteng Region: Regional Office: (Ref: DCS/08/56)

Salary: R316 791 per annum

Requirements: Requirements: Recognized three (3) year degree/ national diploma in Supply Chain Management or equivalent qualification with 3 - 5 years in a supply chain management environment. Knowledge of LOGIS system. Com-puter Literacy, Valid driver's licence.

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 Regula-tions. Knowledge of Tender process. Service delivery and client orientation, Integrity and honesty, Assertiveness, Influ-ence and impact and Ability to network

Control the implementation of national logistical policy. Assist in the formulation of region logistical policy. Prepare the communication of feedback on policy. Assist functionaries in the region. Prepare the proposed amendments. To analyse data with regard to logistical reports. To evaluate the system function for stability. To control system security on the PAS. Tabling of computer equipment needs. The making of recommendation on possible deviations. The referring of loss reports. The reporting of surplus stock to other regions. The submission of disposal of certificates for approval. The exercising of control. The approval of donations to the state. Ensure sound inventory control. To control stocktaking. To analyse with regard to stocktaking reports. To control the record keeping of equipment. The appointment of logistical inspection teams. The inspection of logistical administration. The identification of errors in logistical administration. The implementation of measures. The formulation of strategies. Advice Branch Head with regard to monitoring visits. Reporting of irregularities to Branch Head

Recruitment Section

SENIOR ADMINISTRATIVE OFFICER: SUPERVISOR: PROCUREMENT ADMINISTRATION

Gauteng Region: Boksburg: (Ref: DCS/08/57)

Salary: R316 791 per annum

Requirements: Requirements: Recognized three (3) year degree/ national diploma in Supply Chain Management or equivalent qualification with 3 - 5 years in a supply chain management environment. Knowledge of LOGIS system. Computer Literacy, Valid driver's licence.

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: Assist end-users in the drafting of specifications. Arrange for the advertisement of tenders. Assist Bid Evaluation Committees in the evaluation of bids. Liaise with the GSSC on all goods and services, as well as payment of suppliers and services providers. Ensure compliance with all procurement-related legislation. Manage database of contracts. Management of human resources, finance and assets.

SENIOR ADMINISTRATIVE OFFICER: SUPERVISOR: LOGISTICS

Gauteng Region: Kgoši Mampuru II: (Ref: DCS/08/58)

Salary: R316 791 per annum

Requirements: Degree/national diploma in Supply Chain Management or equivalent qualification. At least 3-5 years' experience in a Supply Chain Management environment. Knowledge of LOGIS system. Computer literacy. Valid driver's licence.

Competencies and attributes: Problem solving and decision making. Facilitation skills. Plan, organize, lead and control. 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: Implementation of logistical policies in the Management Area. Monitor and control incoming and outgoing stock. Manage the administration of the warehouse, transit and fleet. Supervise the asset verification and logistical processes, asset reconciliations and inventory balancing. Supervise the reconciliation between BAS and LOGIS. Facilitate logistical training. Management of human and financial resources and assets.

SENIOR ADMINISTRATIVE OFFICER: TRANSIT WAREHOUSE

Gauteng Region: Zonderwater: (Ref: DCS/08/59)

Salary: R316 791 per annum

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

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

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

SENIOR STATE ACCOUNTANT: BASIC ACCOUNTING SYSTEM

Gauteng Region: Baviaanspoort (Ref: DCS/08/60)

Salary: R316 791 per annum

Requirements: Recognized and appropriate three year degree/diploma in Accounting or Financial Management with at least two years relevant experience. Good communication skills. Computer literacy. Dynamic and professional. Ability to plan and organise events. Knowledge of the PFMA, Treasury Regulations and BAS environment. Proven experience in handling control accounts.

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: Execute the responsibility of the official as stipulated in Section 45 of the PFMA. 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 of the Management Area. Open, keep and control debt accounts. Submit applicable documents in ensuring zero balances on the ledgers for the month. Handle Z59 claims.

SENIOR STATE ACCOUNTANT: SUPERVISOR MANAGEMENT ACCOUNTING

Gauteng Region: Boksburg (Ref: DCS/08/61)

Salary: R316 791 per annum

Requirements: • Recognized three year degree / Diploma Accounting or Financial Management with at least two years relevant experience in Government Financial systems • Good communication and presentation skills • Valid driver's license. Must be computer literate • Dynamic and professional • Plan and organize events properly • Knowledge of the Public Finance Management Act, Treasury Regulations, BAS and Project Management • Proven experience in a BAS environment.

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

Responsibilities: • Implementation of financial accounting policy in the management area in accordance with current procedures • Planning and execution of management accounting functions / inspections • Undertaking of financial investigations. Keep financial accounting system on standard. Execute the responsibilities of officials as stipulated in Section 45 of the Public Finance Management Act. Ensure optimal utilisation of resources and support with regard to management of budgets within the framework of relevant legal directives and regulations. Perform budget control and ensure enforcement of financial discipline. Perform responsibilities for logistics and procurement management. Manage the allocation, maintenance, capturing and distribution of the budget for the management area. Render a support service form the Financial Control Office (FCO) in terms of giving financial and budgetary advice to the management area.

OPERATIONAL MANAGER NURSING (PHC)

Gauteng Region: Krugersdorp (Ref: DCS/08/62), Modderbee Devon (Ref: DCS/08/63), Kgoši Mampuru

II Central: (Ref: DCS/08/64) Kgoši Mampuru II Local: (Ref: DCS/08/65), Boksburg Heidelberg: (Ref:

DCS/08/66), Zonderwater Medium A: (Ref: DCS/08/67)

Salary: 562 800 per annum

Requirements: Recognised three (3) year degree/diploma in Nursing or an equivalent qualification that allows registration with the South African Nursing Council as a Professional Nurse. A minimum of 7 years appropriate experience in nursing after registration as a Professional Nurse with the SANC. Current registration with the South African Nursing Council as a Professional Nurse. Post basic qualification with a duration of at least 1 year in Curative Skills in Primary Health Care accredited with the SANC. These requirements are in accordance with the relevant Occupational Specific Dispensation. Valid driver's licence. Computer literacy.

Competencies and Attributes and Attributes: Demonstrate an in depth understanding of nursing legislation and related legal and ethical nursing practises and how this impacts on service delivery. 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. Demonstrate an basic understanding of HR and financial policies and practices

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. Practise nursing and healthcare in accordance with the relevant laws and regulations. Manage and utilise human, material and physical resources efficiently and effectively. Promoting and advocating proper treatment and care in line with Batho Pele principles. Maintain the quality of nursing data and information and utilise it to advice, advance and evaluate the quality and cost-effectiveness of nursing care.

OPERATIONAL MANAGER NURSING (GENERAL NURSING)

Gauteng Region: Boksburg Medium A: (Ref: DCS/08/68)

Salary: 562 800 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. A minimum of 8 years appropriate/ recognisable experience in nursing after registration as 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: Demonstrate an in depth understanding of nursing legislation and related legal and ethical nursing practises and how this impacts on service delivery. Ensure that the clinical nursing practice by the nursing team (area/facility) is rendered 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. Demonstrate a basic understanding of HR and financial policies and practices. Demonstrate a basic understanding of the legislative framework governing the public service

Responsibilities: To ensure that a comprehensive nursing 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 (area/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.

CLINICAL NURSE PRACTITIONERS GRADE 1 (PHC)

Gauteng Region: Baviaanspoort Medium (Ref: DCS/08/69), Baviaanspoort Emthonjeni (Ref: DCS/08/70), Boksburg Medium A (Ref: DCS/08/71) X2, Modderbee (Ref: DCS/08/72), Kgoši Mampuru II Local (Ref: DCS/08/73) Kgoši Mampuru II Odi (Ref: DCS/08/74)

Salary: R383 226 per annum

Requirements: Recognised three (3) year Degree/Diploma in Nursing or an equivalent qualification that allows registration with the South African Nursing Council as a Professional. Current registration with the South African Nursing Council as a Professional Nurse. Post basic qualification with a duration of at least 1 year in Curative Skills in Primary Health Care accredited with the SANC. A minimum of 5 years appropriate/recognisable nursing experience after registration as Professional Nurse with the SANC in General Nursing. These requirements are in accordance with the relevant Occupational Specific Dispensation. Valid driver's licence. Computer literacy.

Competencies and attributes: Demonstrate an understanding of nursing legislation and related legal and ethical nursing practises within a primary health care environment. Perform a clinical nursing practice in accordance with the scope of practice and nursing standards as determined for a primary health care facility. Promote quality of nursing care as directed by the professional scope of practice and standards as determined for a primary health care facility.

Responsibilities: Supervise the routine examination of offenders and treatment of minor ailments according to scope of practice. Supervise the assistance of immobile offender patients. Supervise the administration of medicine and other treatments. Supervise first aid and emergency series. Supervise sterilisation of equipments/facilities. Supervise the up-dating of offenders/s records. Counsel offender patients. Supervise medicine control maintain safe custody by nursing personnel. Identify offenders for medicines. Not medical condition as instructed by doctors. Man-age human resources, finance and assets.

PROFESSIONAL NURSES GARDE 1 (GEN NURS)

Gauteng Region: Johannesburg: Medium C: (Ref: DCS/08/75) X2 Leeuwkop Medium B (Youth) (Ref: DCS/08/76), Kgoši Mampuru II Female (Ref: DCS/08/77), Kgoši Mampuru II: Atteridgville: (Ref: DCS/08/78)

Kgoši Mampuru II Odi (Ref: DCS/08/79), Zonderwater Medium A (Ref: DCS/08/80), Zonderwater Medium B (Ref: DCS/08/81), Modderbee: Devon (Ref: DCS/08/82)

Salary: R256 905 per annum

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

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

Responsibilities: Provide direction and supervision in the implementation of the nursing plan. (Clinical practice/quality patient care). Implement standards, practices, criteria and indicators for quality nursing (quality of practice). Practice nursing and healthcare in accordance with the relevant law as and regulations. Utilise human, material and physical re-sources efficiently and effectively. Display a concern for patients, promoting and advocating proper treatment and care, including an awareness and willingness to respond to patients' needs, requirement and expectations (Batho Pele principles). Maintain a constructive working relationship with nursing and other stakeholders.

DIVISIONAL HEAD: EDUCATIONIST

Gauteng Region: Zonderwater Medium B: (Ref: DCS/08/83)

Salary: R414 003 per annum

Requirements: Degree/diploma in Education and 3-5 years relevant experience as supervisor. 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, 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 honest, Assertiveness, Willingness to travel, Influence and impact, Applied strategic thinking, Ability to network

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. Manage human resource, finances and assets.

Standards mobilize 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 infrastructure project. Management of human resources, finances and assets.

EDUCATIONIST M+4

Gauteng Region: Baviaanspoort Max: (Ref: DCS/08/84) Boksburg Medium A: (Ref: DCS/08/85) Leeuwkop Medium B (Youth) (Ref: DCS/08/86) Modderbee (Ref: DCS/08/87) Zonderwater Medium A (Ref: DCS/08/88), Zonderwater Medium B: (Ref: DCS/08/89)

Salary: R279 195 per annum

Requirements: Recognised four (4) year degree/national diploma in Education. Registration with the South African Council of Educators. Computer literacy. Valid Driver's License. These requirements are in accordance with the relevant Occupational Specific Dispensation.

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

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

SOCIAL WORKER SUPERVISOR GRADE 1

Gauteng Region: Zonderwater Medium A (Ref: DCS/08/90), Zonderwater Medium B (Ref: DCS/08/91), Leeuwkop Community Corrections (Ref: DCS/08/92), Modderbee (Ref: DCS/08/93)

Salary: R384 228 per annum

Requirements: Recognised BA degree in Social Work and 7 years relevant experience in a Social work environment after registration with South African Council for Social Services Profession. Computer literacy and Valid driver's licence.

Competencies and attributes: Problem solving and decision making, facilitation skills, plan, organize, lead and control, project management, presentation skill, counselling skills, Ability to interpret policy/legislation Conflict management, coaching and mentoring, Understanding of Public Service policy and legislative framework, service delivery and client orientation, integrity and honesty, assertiveness, willingness to travel, influence and impact and ability to network.

Responsibilities: Provide needs-based social work services to offenders through individual attention, group work and community work. Conduct research and social work administration. Conduct individual assessments. Market social work services. Monitor and evaluate social work interventions. Provide guidance to subordinates and ensure that the requirements of the operational plans are complied with. Manage human resources, finance and assets

SOCIAL WORKER GRADE 1

Gauteng Region: Kgosi Mampuru II Central: (Ref: DCS/08/94), Krugersdorp (Ref: DCS/08/95)

Salary: R257 592 per annum

Requirements: BA degree in Social Work • Current Registration with the South African Council for Social Services Valid driver's licence • Conversant with acts, policy/legislative matters and operating within the management areas • Sound communication, negotiation, conflict and strategic management skills • Ability to co-ordinate and collaborate with internal and external stakeholders • Computer literacy.

Competencies and attributes: Problem solving and decision making, facilitation skills, plan, organize, lead and control, project management, presentation skill, counselling skills, Ability to interpret policy/legislation Conflict management, coaching and mentoring, Understanding of Public Service policy and legislative framework, service delivery and client orientation, integrity and honesty, assertiveness, willingness to travel, influence and impact and ability to network.

Responsibilities: Provide needs-based social work services to offenders through individual attention, group work and community work • Conduct research and social work administration • Conduct individual assessments • Market social work services • Monitor and evaluate social work interventions

CLINICAL PSYCHOLOGIST

**Gauteng Region: Kgoši Mampuru II Atteridgville : (Ref: DCS/08/96), Boksburg Medium A:
(Ref: DCS/08/97)**

Salary: R713 361 all-inclusive salary package

Requirements: Recognised Master's degree in Psychology and registration as Clinical or Counselling Psychologist with the Health Professional Council of South Africa. Computer literacy. Valid driver's licence. These requirements are in accordance with the relevant Occupational Specific Dispensation.

Competencies and Attributes: Problem solving and decision making, Facilitation skills, Plan, organize, lead and control, Project and program management, Facilitation skills, Presentation skill, Conflict management, Communication, Report writing. Time management, Confidentiality, Understanding of Public Service policy and legislative framework, Service de-livery and client orientation, Integrity and honesty, Assertiveness, Influence and impact and Ability to network.

Responsibilities: Render and coordinate psychological services to offenders. Liaise with internal and external organiza-tions for the provision of psychological services. Management of assets.

PROVISIONING ADMINISTRATION OFFICER: LOGISTICS ADMINISTRATION

**Gauteng Region: Baviaanspoort (Ref: DCS/08/98), Leeuwkop (Ref: DCS/08/99)X2, Krugersdorp
(Ref: DCS/08/100)**

Salary: R257 508 per annum

Requirements: Degree/national diploma in Supply Chain Management or equivalent qualification. At least 3-5 years' experience in a Supply Chain Management environment. Knowledge of LOGIS system. Computer literacy. Valid driver's licence.

Competencies and attributes: Problem solving and decision making. Facilitation skills. Plan, organize, lead and control. 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: Implementation of logistical policies in the Management Area. Monitor and control incoming and outgoing stock. Manage the administration of the warehouse, transit and fleet. Supervise the asset verification and logistical processes, asset reconciliations and inventory balancing. Supervise the reconciliation between BAS and LOGIS. Facilitate logistical training. Management of human and financial resources and assets.

PROVISIONING ADMINISTRATION OFFICER: PROCUREMENT

**Gauteng Region: Kgoši Mampuru II (Ref: DCS/08/101) X2, Baviaanspoort (Ref: DCS/08/102) X2,
Modderbee (Ref: DCS/08/103) X2
Salary: R257 508 per annum**

Requirements: Relevant national diploma/degree in Purchasing Management/Logistics/Supply Chain Management or any equivalent qualification. 2-3 years relevant work experience in Supply Chain Management. Working experience on LOGIS will be an added advantage. Computer literate. Valid driver's licence.

Competencies and attributes: Plan, organise, lead and control. Client orientation and 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 and 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.

PROVISIONING ADMINISTRATION OFFICER: TRANSIT WAREHOUSE

**Gauteng Region: Zonderwater (Ref: DCS/08/104), Kgoši Mampuru II (Ref: DCS/08/105), Zonderwater
(Ref: DCS/08/106)
Salary: R257 508 per annum**

Requirements: Relevant national diploma/degree in Purchasing Management/Logistics/Supply Chain Management or any equivalent qualification. 2-3 years relevant work experience in Supply Chain Management. Working experience on LOGIS will be an added advantage. Computer literate. Valid driver's licence.

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

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

STATE ACCOUNTANT: BASIC ACCOUNTING SYSTEM

Gauteng Region: Leeuwkop (Ref: DCS/08/107), Zonderwater (Ref: DCS/08/108)

Salary: R257 508 per annum

Requirements: Recognized and appropriate three year degree/diploma in Accounting or Financial Management with at least two years relevant experience.. Good communication skills. Computer literacy. Dynamic and professional. Ability to plan and organise events. Knowledge of the PFMA, Treasury Regulations and BAS environment. Proven experience in handling control accounts.

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: Execute the responsibility of the official as stipulated in Section 45 of the PFMA. 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 of the Management Area. Open, keep and control debt accounts. Submit applicable documents in ensuring zero balances on the ledgers for the month. Handle Z59 claims.

STATE ACCOUNTANT: VOUCHER CONTROL

Gauteng Region: Johannesburg (Ref: DCS/08/109)

Salary: R257 508 per annum

Requirements: Recognized three year degree / Diploma Accounting or Financial Management with at least two years relevant experience in Government Financial systems Proven financial and experience. Good knowledge of Public Finance. The ability to perform under pressure. Computer literacy.

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

Responsibilities: Manage the infrastructure for finance -related practises. Plan activities. Ensure the correctness of documentation before data capturing. Receiving and filing of all captured documentation in line with policy.

ADMINISTRATION OFFICER: SUPERVISOR: PERSONNEL

Gauteng Region: Modderbee (Ref: DCS/08/110)

Salary: R257 508 per annum

Requirements: Grade 12 and/ or Degree/ National Diploma in human Resource management plus 5 years relevant experience. Valid driver's license and Computer literacy.

Competencies and Attributes: Plan and control. Report writing. Punctuality, Confidentiality, Understanding of Public Service policy and legislative frame-work, Service delivery and client orientation, Integrity and honesty, Assertiveness, Influence and impact, Ability to work under pressure.

Responsibilities: Ensure the implementation of Human Resource policies such as leave administration, state accommodation, Performance Management, Development System grievances, disciplinary procedure, and injury on Duty, transfers, and termination of services. Communicate policy matters. Arrange personnel meetings. Maintain post establishment. Management of assets.

CLERK MESS (CATERER)

Gauteng Region: Baviaanspoort (Ref: DCS/08/111) X2, Leeuwkop (Ref: DCS/08/112)

Salary: R173 703 per annum

Requirements: Grade 12 and three (3) year Degree/Diploma, relevant experience in a comparable environment will be an added advantage. Computer literacy.

Competencies and attributes: Problem solving and decision making. Ability to interpret policy/legislation, Report writing. Time management, Confidentiality, Coaching and mentoring, Understanding of Public Service policy and legislative framework, Service delivery and client orientation, Integrity and honesty, Assertiveness, Influence and impact, Ability to network.

Responsibilities: Preparation and serving of meals. Supervise cleaning of utensils, kitchens, serveries. Train inmates as caterers. Screening of inmates. Ensure hygienic food storage. Control of kitchen equipment. Supervise the unlocking of inmates. Ensure medical parades. Searching of kitchen for contraband. Management finances and assets.

CLERK RECRUITMENT & SELECTION

Gauteng Region: Regional Office (Ref: DCS/08/113)

Salary: R173 703 per annum

POST WITHDRAWN FROM THE ADVERTISEMENT

CLERK TRANSPORT

Gauteng Region: Johannesburg (Ref: DCS/08/114) X2, Kgoši Mampuru II (Ref: DCS/08/115)

Salary: R173 703 per annum

Requirements: Grade 12 or equivalent. Relevant experience in a comparable environment will be an added advantage. Computer literate.

Competencies and attributes: Problem solving and decision-making skills, time management, confidentiality. Understanding of Public Service and legislative framework. Service delivery and client orientation. Integrity and honesty. Assertiveness, influence and impact and ability to network.

Responsibilities: Undertake transport inspection. Commendation of transport inspection teams. Assist formulation strategies. Operate transport policy, assistance with implementation of national transport, the rendering of transport advice to functionaries, and the evaluation of proposed amendments. Undertake transport investigations, the investigation of irregularities in transport, the reporting on irregularities, plan activities, plan work session goals, and render advice to Area Commissioner's Office. Manage transport. Evaluate losses incurred with vehicles. Make recommendation on requests. Grant approval for the use of official vehicles. Management of assets.

CLERK AFTER CARE

Gauteng Region: Regional Office (Ref: DCS/08/116)

Salary: R173 703 per annum

Requirements: Grade 12 and three (3) year Degree/Diploma, relevant experience in a comparable environment will be an added advantage. Computer literacy.

Competencies and Attributes: Plan and organize meetings, report writing, punctuality, confidentiality, service delivery and client orientation, integrity and honesty, assertiveness, influence and ability to work under pressure.

Responsibilities: Arrangements of meetings. Control of diary of the office. Handling of guests. Handling of incoming and outgoing calls including faxes. Control uniform filling system.

CLERK CAREER MANAGEMENT

Gauteng Region: Zonderwater (Ref: DCS/08/117), Leeuwkop (Ref: DCS/08/118)

Salary: R173 703 per annum

Requirements: Grade 12 and three (3) year Degree/Diploma, relevant experience in a comparable environment will be an added advantage. Computer literacy.

Competencies and Attributes: Problem solving and decision making, ability to interpret policy / legislation, report writing. Time management, confidentiality, coaching and mentoring, understanding of public service policy and legislative framework, service delivery and client orientation, integrity and honesty, assertiveness, influence and impact, ability to network.

Responsibilities: Apply HR development policies in the Region. Administrate training programmes. Administrate examinations. Undertake training research. Administrate in-service training programmes. Administrate self-development activities. Administrate bursaries/ study loans. Administrate infrastructural requirements for HR development.

CLERK PERFORMANCE MANAGEMENT

Gauteng Region: Boksburg (Ref: DCS/08/119)

Salary: R173 703 per annum

Requirements: Grade 12 and three (3) year Degree/Diploma, relevant experience in a comparable environment will be an added advantage. Computer literacy.

Competencies and attributes: Plan and organize, Report writing. Punctuality, Confidentiality, 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: Administration of performance management and development system. Administration during moderation process and merit list. Monitoring of long service recognition and grade progression data base. Administration of pay progression and performance bonuses. Compiling of memorandums, faxes and taking minutes during meetings

SECRETARY OF THE AREA COORDINATOR: CORPORATE SERVICES

Gauteng Region: Kgoši Mampuru II (Ref: DCS/08/120), Zonderwater (Ref: DCS/08/121)

Salary: R173 703 per annum

Requirements: Grade 12 or secretarial diploma/certificate and relevant experience as a secretary will be an added advantage. Computer literate.

Competencies and Attributes: Plan and organize, punctuality, confidentiality, understanding of Public Service policy and legislative framework, service de-livery and client orientation, integrity and honesty, assertiveness, influence and impact, ability to work under pressure and Telephone etiquette.

Responsibilities: Answer and screen telephone calls. Compile memoranda and presentations. Execute office and general administrative duties. Manage electronic document tracking system. Maintain diary and manage appointments. Acknowledge receipt of documents. Record and issue minutes. Arrange meetings/conferences/workshops with relevant stakeholders upon request. Make all transport arrangements for conferences, courses, meetings and hearings away from the office. Ensure submission of travel claims. Management of assets.

ARTISAN CHIEF GRADE A: WOOD

Gauteng Region: Kgoši Mampuru II Central (Ref: DCS/08/122)

Salary: R386 487 per annum

Requirements: Appropriate/ (Accredited Artisan Trade Certificate/Diploma) trade test certificate with 10 years post qualification experience required as an artisan/artisan foreman. Valid driver's license. These requirements are in accordance with the relevant Occupational Specific Dispensation.

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

Responsibilities: Policy development and interpretation. Monitoring, evaluation and support service to workshop per-sonnel. Economic analysis of work-shop performance. Research and development of new workshop projects. Monitor

and evaluate adherence to set service level standards for production workshop. Interpret the relevant workshop policies, manuals and legislation for workshop personnel. Conduct compliance inspection workshop policies, manu-als and legisla-tion. Compiling financial budgets and estimates Evaluate financial expenditure and control at all workshop facilities. Un-derstand and apply good human resources relations with subordinates and workshop per-sonnel. Monitor and evaluate the credibility and effective management of the workshops costing system and its reports. Management of human and financial resources and assets.

ARTISAN CHIEF GRADE A: STEEL

Gauteng Region: Kgoši Mampuru II Central (Ref: DCS/08/123)

Salary: R386 487 per annum

Requirements: Appropriate/ (Accredited Artisan Trade Certificate/Diploma) trade test certificate with 10 years post qualification experience required as an artisan/artisan foreman. Valid driver's license. These requirements are in accordance with the relevant Occupational Specific Dispensation.

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

Responsibilities: Policy development and interpretation. Monitoring, evaluation and support service to workshop per-sonnel. Economic analysis of work-shop performance. Research and development of new workshop projects. Monitor

and evaluate adherence to set service level standards for production workshop. Interpret the relevant workshop policies, manuals and legislation for workshop personnel. Conduct compliance inspection workshop policies, manu-als and legisla-tion. Compiling financial budgets and estimates Evaluate financial expenditure and control at all workshop facilities. Un-derstand and apply good human resources relations with subordinates and workshop per-sonnel. Monitor and evaluate the credibility and effective management of the workshops costing system and its reports. Management of human and financial resources and assets.

ARTISAN CHIEF GRADE A: ELECTRICAL/MECHENICAL
Gauteng Region: Kgoši Mampuru II Central (Ref: DCS/08/124)

Salary: R386 487 per annum

Requirements: Appropriate/ (Accredited Artisan Trade Certificate/Diploma) trade test certificate with 10 years post qualification experience required as an artisan/artisan foreman. Valid driver's license. These requirements are in accordance with the relevant Occupational Specific Dispensation.

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

Responsibilities: Policy development and interpretation. Monitoring, evaluation and support service to workshop per-sonnel. Economic analysis of work-shop performance. Research and development of new workshop projects. Monitor and evaluate adherence to set service level standards for production workshop. Interpret the relevant workshop policies, manuals and legislation for workshop personnel. Conduct compliance inspection workshop poli-cies, manuals and legisla-tion. Compiling financial budgets and estimates Evaluate financial expenditure and control at all workshop facilities. Un-derstand and apply good human resources relations with subordinates and workshop personnel. Monitor and evaluate the credibility and effective management of the workshops costing system and its reports. Management of human and financial resources and assets.

ARTISAN CHIEF GRADE ASSET MAINTENANCE
Gauteng Region: Modderbee Nigel (Ref: DCS/08/125)

Salary: R386 487 per annum

Requirements: Appropriate/ (Accredited Artisan Trade Certificate/Diploma) trade test certificate with 10 years post qualification experience required as an artisan/artisan foreman. Valid driver's license. These requirements are in accordance with the relevant Occupational Specific Dispensation.

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

Responsibilities: Policy development and interpretation. Monitoring, evaluation and support service to workshop per-sonnel. Economic analysis of work-shop performance. Research and development of new workshop projects. Monitor and evaluate adherence to set service level standards for production workshop. Interpret the relevant workshop policies, manuals and legislation for workshop personnel. Conduct compliance inspection workshop policies, manu-als and legisla-tion. Compiling financial budgets and estimates Evaluate financial expenditure and control at all workshop facilities. Un-derstand and apply good human resources relations with subordinates and workshop per-sonnel. Monitor and evaluate the credibility and effective management of the workshops costing system and its reports. Management of human and financial resources and assets.

ARTISAN FOREMAN GRADE A: PLUMBER

Gauteng Region: Johannesburg (Ref: DCS/08/126) X2, Krugersdorp (Ref: DCS/08/127), Leeuwkop (Ref: DCS/08/128), Kgoši Mampuru II (Ref: DCS/08/129), Zonderwater Medium B (Ref: DCS/08/130)

Salary: R304 263 per annum

Requirements: Appropriate/ (Accredited Artisan Trade Certificate/Diploma) trade test certificate and 5 years' post qualification experience as an artisan. Experience in plumbing works will be an added advantage. Experience in wood / steel works will be an added advantage. Valid driver's licence. Computer literate. These requirements are in accordance with the relevant Occupational Specific Dispensation.

Competencies and Attributes: Relationship building, innovation and creativity, People management, Time management, Openness and transparency, Integrity and honesty, Coaching and mentoring, Confidentiality, Interpersonal relations, networking and tact.

Responsibilities: Training of offenders as well as apprentices. Execution of modern plumbing techniques and quality and maintenance. Management of resources. Execute work as per requisition/orders received from clients. Apply quality control to manufactured products. Execute basic workshop administration. Perform plumbing maintenance services.

ARTISAN FOREMAN GRADE A CARPENTER

Gauteng Region: Baviaanspoort (Ref: DCS/08/131), Kgoši Mampuru II Central (Ref: DCS/08/132), Zonderwater Medium A (Ref: DCS/08/133), Leeuwkop Facilities Ref: DCS/08/134)

Salary: R304 263 per annum

Requirements: Appropriate/ (Accredited Artisan Trade Certificate/Diploma) trade test certificate and 5 years' post qualification experience as an Artisan. Experience in all woodwork disciplines will added advantage. Valid driver's licence. These requirements are in accordance with the relevant Occupational Specific Dispensation.

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

Responsibility: Training of offenders as well as apprentices. Management of Administration Task; Training and Development of offenders; Control over workplaces 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. Perform carpentry maintenance services.

ARTISAN FOREMAN GRADE A BRICKLAYER

**Gauteng Region: Leeuwkop (Ref: DCS/08/135), Kgoši Mampuru II Central (Ref: DCS/08/136)X2,
Zonderwater Medium B (Ref: DCS/08/137)**

Salary: R304 263 per annum

Requirements: Appropriate/ (Accredited Artisan Trade Certificate/Diploma) trade test certificate and 5 years' post qualification experience as an Artisan. Experience in bricklaying works will be an added advantage. Valid driver's licence. These requirements are in accordance with the relevant Occupational Specific Dispensation.

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

Responsibility: Training of offenders as well as apprentices. Management of Administration Task; Training and Development of offenders; Control over workplaces 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. Perform bricklaying maintenance services.

ARTISAN FOREMAN GRADE A WELDER

Gauteng Region: Leeuwkop (Ref: DCS/08/138)X2

Salary: R304 263 per annum

Requirements: Appropriate/ (Accredited Artisan Trade Certificate/Diploma) trade test certificate and 5 years' post qualification experience as an artisan. Experience in welding/sheet metal worker/fitter and turner will be an added advantage. Valid driver's licence. Computer literate. These requirements are in accordance with the relevant Occupational Specific Dispensation.

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

Responsibility: Training of offenders as well as apprentices. Management of Administration Task; Training and Development of offenders; Control over workplaces 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. Perform welding maintenance services.

ARTISAN FOREMAN GRADE A: UPHOLSTERY/AUTO TRIMMER

**Gauteng Region: Leeuwkop (Ref: DCS/08/139)X2, Kgoši Mampuru II Central (Ref: DCS/08/140) X3,
Leeuwkop Ref: DCS/08/141)**

Salary: R304 263 per annum

Requirements: Appropriate/ (Accredited Artisan Trade Certificate/Diploma) trade test certificate and 5 years' post qualification experience as an Artisan. Experience in upholstery works will be an added advantage. Valid driver's licence. These requirements are in accordance with the relevant Occupational Specific Dispensation.

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

Responsibility: Training of offenders as well as apprentices. Management of Administration Task; Training and Development of offenders; Control over workplaces 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. Perform maintenance services.

ARTISAN FOREMAN GRADE A: SPRAY PAINTER/WOOD FINISHING

Gauteng Region: Leeuwkop (Ref: DCS/08/142)

Salary: R304 263 per annum

Requirements: Appropriate/ (Accredited Artisan Trade Certificate/Diploma) trade test certificate and 5 years' post qualification experience as an Artisan. Experience as qualified painter will added advantage. Valid driver's licence. These requirements are in accordance with the relevant Occupational Specific Dispensation.

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

Responsibility: Training of offenders as well as apprentices. Management of Administration Task; Training and Development of offenders; Control over workplaces 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. Perform maintenance services.

ARTISAN FOREMAN GRADE A: ELECTRICIAN

Gauteng Region: Kgoši Mampuru II Central (Ref: DCS/08/143)

Salary: R304 263 per annum

Requirements: Appropriate/ (Accredited Artisan Trade Certificate/Diploma) trade test certificate and 5 years' post qualification experience as an Artisan. Experience in electrical works will be an added advantage. Valid driver's licence. These requirements are in accordance with the relevant Occupational Specific Dispensation.

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

Responsibility: Training of offenders as well as apprentices. Management of Administration Task; Training and Development of offenders; Control over workplaces 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. Perform electrical maintenance services.

ARTISAN FOREMAN GRADE A: RADIO TECHNICIAN

Gauteng Region: Kgoši Mampuru II Central (Ref: DCS/08/144)

Salary: R304 263 per annum

Requirements: Appropriate/ (Accredited Artisan Trade Certificate/Diploma) trade test certificate and 5 years' post qualification experience as an Artisan. Experience as radio technician will be an added advantage. Valid driver's licence. These requirements are in accordance with the relevant Occupational Specific Dispensation.

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

Responsibility: Training of offenders as well as apprentices. Management of Administration Task; Training and Development of offenders; Control over workplaces 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. Perform maintenance services.

ARTISAN FOREMAN GRADE A: AIRCONDITIONER AND REFRIGERATOR TECHNICIAN

Gauteng Region: Kgoši Mampuru II Central (Ref: DCS/08/145)

Salary: R304 263 per annum

Requirements: Appropriate/ (Accredited Artisan Trade Certificate/Diploma) trade test certificate and 5 years' post qualification experience as an Artisan. Experience as air conditioner and refrigerator technician will be an added advantage. Valid driver's licence. These requirements are in accordance with the relevant Occupational Specific Dispensation.

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

Responsibility: Training of offenders as well as apprentices. Management of Administration Task; Training and Development of offenders; Control over workplaces 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. Perform maintenance services.

ARTISAN FOREMAN GRADE A: PANELBEATER

Gauteng Region: Kgoši Mampuru II Central (Ref: DCS/08/146)

Salary: R304 263 per annum

Requirements: Appropriate/ (Accredited Artisan Trade Certificate/Diploma) trade test certificate and 5 years' post qualification experience as an Artisan. Experience in panel beating will be an added advantage. Valid driver's licence. These requirements are in accordance with the relevant Occupational Specific Dispensation.

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

Responsibility: Training of offenders as well as apprentices. Management of Administration Task; Training and Development of offenders; Control over workplaces 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. Perform maintenance services.

ARTISAN FOREMAN GRADE A: CABINET MAKER

Gauteng Region: Kgoši Mampuru II Central (Ref: DCS/08/147)X2

Salary: R304 263 per annum

Requirements: Appropriate/ (Accredited Artisan Trade Certificate/Diploma) trade test certificate and 5 years' post qualification experience as an Artisan. Experience in all woodwork disciplines will added advantage. Valid driver's licence. These requirements are in accordance with the relevant Occupational Specific Dispensation.

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

Responsibility: Training of offenders as well as apprentices. Management of Administration Task; Training and Development of offenders; Control over workplaces 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. Perform maintenance services.

ARTISAN FOREMAN GRADE A: FITTER & TURNER
Gauteng Region: Kgoši Mampuru II Central (Ref: DCS/08/148)
Salary: R304 263 per annum

Requirements: Appropriate/ (Accredited Artisan Trade Certificate/Diploma) trade test certificate and 5 years' post qualification experience as an artisan. Experience in welding/sheet metal worker/fitter and turner will be an added advantage. Valid driver's licence. Computer literate. These requirements are in accordance with the relevant Occupational Specific Dispensation.

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

Responsibility: Training of offenders as well as apprentices. Management of Administration Task; Training and Development of offenders; Control over workplaces 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. Perform maintenance services.

ARTISAN FOREMAN GRADE A: MOTOR MECHANIC
Gauteng Region: Kgoši Mampuru II Central (Ref: DCS/08/149)
Salary: R304 263 per annum

Requirements: Appropriate/ (Accredited Artisan Trade Certificate/Diploma) trade test certificate and 5 years' post qualification experience as an Artisan. Experience in motor mechanic will be an added advantage. Valid driver's licence. These requirements are in accordance with the relevant Occupational Specific Dispensation.

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

Responsibility: Training of offenders as well as apprentices. Management of Administration Task; Training and Development of offenders; Control over workplaces 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. Perform motor mechanical maintenance services.

ARTISAN FOREMAN GRADE A: WELDER
Gauteng Region: Zonderwater Medium B: (Ref: DCS/08/150)
Salary: R304 263 per annum

Requirements: Appropriate/ (Accredited Artisan Trade Certificate/Diploma) trade test certificate and 5 years' post qualification experience as an Artisan. Experience in welding works will be an added advantage. Valid driver's licence. These requirements are in accordance with the relevant Occupational Specific Dispensation.

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

Responsibility: Training of offenders as well as apprentices. Management of Administration Task; Training and Development of offenders; Control over workplaces 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. Perform welding maintenance services.

ARTISAN PRODUCTION GRADE A: PLUMBER

Gauteng Region: Johannesburg (Ref: DCS/08/151)

Salary: R190 653 per annum

Requirements: An appropriate/ (Accredited Artisan Trade Certificate/Diploma) trade diploma/certificate underwritten by the Manpower Training Act (Red Seal). Valid driver's licence. These requirements are in accordance the relevant Occupational Specific Dispensation.

Competencies and Attributes: Relationship building, innovation and creativity, People management, Time management, Openness and transparency, Integrity and honesty, Coaching and mentoring, Confidentiality, Interpersonal relations, networking and tact.

Responsibilities: Training of prisoners as well as apprentices. Execution of modern plumbing techniques and quality and maintenance. Management of resources. Execute work as per requisition/orders received from clients. Apply quality control to manufactured products. Execute basic workshop administration. Perform plumbing maintenance services.

ARTISAN PRODUCTION GRADE A: ELECTRICIAN

Gauteng Region: Johannesburg (Ref: DCS/08/152), Krugersdorp (Ref: DCS/08/153)X2, Baviaanspoort (Ref: DCS/08/154), Boksburg (Ref: DCS/08/155), Modderbee (Ref: DCS/08/156)

Salary: R190 653 per annum

Requirements: An appropriate/ (Accredited Artisan Trade Certificate/Diploma) trade diploma/certificate underwritten by the Manpower Training Act (Red Seal). Valid driver's licence. These requirements are in accordance the relevant Occupational Specific Dispensation.

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

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

ARTISAN PRODUCTION GRADE A: WELDER

Gauteng Region: Leeuwkop (Ref: DCS/08/157), Baviaanspoort (Ref: DCS/08/158)

Modderbee (Ref: DCS/08/159),

Salary: R190 653 per annum

Requirements: An appropriate/ (Accredited Artisan Trade Certificate/Diploma) trade diploma/certificate underwritten by the Manpower Training Act (Red Seal). Valid driver's licence. These requirements are in accordance the relevant Occupational Specific Dispensation.

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

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

ARTISAN PRODUCTION GRADE A: WOOD MACHINIST

Gauteng Region: Leeuwkop (Ref: DCS/08/160), Boksburg (Ref: DCS/08/161)

Salary: R190 653 per annum

Requirements: An appropriate/ (Accredited Artisan Trade Certificate/Diploma) trade diploma/certificate underwritten by the Manpower Training Act (Red Seal). Valid driver's licence. These requirements are in accordance the relevant Occupational Specific Dispensation.

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

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

ARTISAN PRODUCTION GRADE A: CARPENTER

Gauteng Region: Baviaanspoort (Ref: DCS/08/162), Zonderwater Medium B (Ref: DCS/08/163)

Salary: R190 653 per annum

Requirements: An appropriate/ (Accredited Artisan Trade Certificate/Diploma) trade diploma/certificate underwritten by the Manpower Training Act (Red Seal). Valid driver's licence. These requirements are in accordance the relevant Occupational Specific Dispensation.

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

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

ARTISAN PRODUCTION GRADE A: PAINTER

Gauteng Region: Baviaanspoort (Ref: DCS/08/164), Zonderwater Medium B (Ref: DCS/08/165)

Salary: R190 653 per annum

Requirements: An appropriate/ (Accredited Artisan Trade Certificate/Diploma) trade diploma/certificate underwritten by the Manpower Training Act (Red Seal). Valid driver's licence. These requirements are in accordance the relevant Occupational Specific Dispensation.

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

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

ARTISAN PRODUCTION GRADE A: BRICKLAYER

Gauteng Region: Baviaanspoort (Ref: DCS/08/166), Boksburg (Ref: DCS/08/167), Zonderwater Medium B (Ref: DCS/08/168)

Salary: R190 653 per annum

Requirements: An appropriate/ (Accredited Artisan Trade Certificate/Diploma) trade diploma/certificate underwritten by the Manpower Training Act (Red Seal). Valid driver's licence. These requirements are in accordance the relevant Occupational Specific Dispensation.

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

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

ARTISAN PRODUCTION GRADE A: DIESEL MECHANIC

Gauteng Region: Baviaanspoort (Ref: DCS/08/169)

Salary: R190 653 per annum

Requirements: An appropriate/ (Accredited Artisan Trade Certificate/Diploma) trade diploma/certificate underwritten by the Manpower Training Act (Red Seal). Valid driver's licence. These requirements are in accordance the relevant Occupational Specific Dispensation.

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

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

ARTISAN PRODUCTION GRADE A: UPHOLSTERY

Gauteng Region: Kgoši Mampuru II Central (Ref: DCS/08/170), Boksburg (Ref: DCS/08/171) X2

Salary: R190 653 per annum

Requirements: An appropriate/ (Accredited Artisan Trade Certificate/Diploma) trade diploma/certificate underwritten by the Manpower Training Act (Red Seal). Valid driver's licence. These requirements are in accordance the relevant Occupational Specific Dispensation.

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

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

ARTISAN PRODUCTION GRADE A: CABINET MAKER

Gauteng Region: Boksburg (Ref: DCS/08/172) X2

Salary: R190 653 per annum

Requirements: An appropriate/ (Accredited Artisan Trade Certificate/Diploma) trade diploma/certificate underwritten by the Manpower Training Act (Red Seal). Valid driver's licence. These requirements are in accordance the relevant Occupational Specific Dispensation.

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

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

ARTISAN PRODUCTION GRADE A: BOILER MAKER

Gauteng Region: Boksburg (Ref: DCS/08/173)

Salary: R190 653 per annum

Requirements: An appropriate/ (Accredited Artisan Trade Certificate/Diploma) trade diploma/certificate underwritten by the Manpower Training Act (Red Seal). Valid driver's licence. These requirements are in accordance the relevant Occupational Specific Dispensation.

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

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

ARTISAN PRODUCTION GRADE A: FURNITURE POLISHER

Gauteng Region: Zonderwater Medium B (Ref: DCS/08/174)

Salary: R190 653 per annum

Requirements: An appropriate/ (Accredited Artisan Trade Certificate/Diploma) trade diploma/certificate underwritten by the Manpower Training Act (Red Seal). Valid driver's licence. These requirements are in accordance the relevant Occupational Specific Dispensation.

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

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