



## GAUTENG REGION

**Closing date 03 March 2023 @ 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.

### **Applications:**

Applications must be submitted on the **new** Z83 form (Public Service application form) obtainable from any Public Service department and must be completed in full. Only a comprehensive CV, Identity document and/or Valid driver's licence should be attached to your application form. **Only shortlisted candidates will be required to submit certified copies not older than 6 months of qualifications and other related documents on or before the day of the interview.** Please send a separate and complete application for each post you apply for, stating the correct reference for each position you are interested in. **Faxed and emailed applications will not be accepted.**

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 **03 March 2023 @ 15h45.**

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

**Gauteng Region: Postal Address: Head Recruitment, Private Bag X393, Pretoria, 0001. Physical Address: 1077 Forum East Building, Arcadia Street, Hatfield.**

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

**The Department of Correctional Services reserves the right not to fill any of these advertised posts.**



# APPOINTMENTS UNDER THE CORRECTIONAL SERVICES ACT

## DEPUTY DIRECTOR CORRECTIONAL ADMINISTRATOR: FACILITIES AND SECURITY (NCB4)

Gauteng Region: Johannesburg: (Ref: DCS/02/01)

Salary: 791 310 (all inclusive salary package)

**Requirements:** Degree/National Diploma in Social Sciences or equivalent qualification and at least 7 years relevant experience on supervision and junior management production levels (NCB3). 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. 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,

**Responsibilities:** Implement the policy to relevant role players. Supervise access control to correctional centres grounds. Supervise the manning of watch towers. Supervise the escort of inmates to courts, Doctors and Hospitals etc. Assess security services. Improve standard of physical security in the management area. Manage emergency support team. Manage infrastructure for security service. Communicate with interest groups. Ensure service level standards for accommodation of inmates. Ensure the separation of high risk offenders. Exercise control over human resources, finances and assets. Management of performance information.

## ASSISTANT DIRECTOR CORRECTIONAL POLICY ADMINISTRATOR: INSPECTORATE (NCB3)

Gauteng Region: Regional Office: (Ref: DCS/02/02) X3

Salary: R409 821 per annum

**Requirements:** Relevant Degree/National Diploma plus Seven (7) years (combined) relevant in supervisory post level (NCB 2). 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:** 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:** Ensuring of compliance with national policy The undertaking of fault finding inspection visits to all management areas in the region. The identification of areas of non-compliance with national standards. The rendering of in-service training in identified areas of non-compliance. The identification of management areas requiring specialized attention for remedial action. The drawing up of inspection reports on each management area visited. Undertaking of specialized investigations. Assist with the proper management of finances and other resources allocated to the inspections section. Management of finance and human resources and assets. Management of performance information.

**ASSISTANT DIRECTOR CORRECTIONAL POLICY ADMINISTRATOR: FACILITIES AND SECURITY  
(NCB3)**

**Gauteng Region: Krugersdorp: (Ref: DCS/02/03)**

**Salary: R409 821 per annum**

**Requirements:** Relevant Degree/National Diploma plus Seven (7) years (combined) relevant in supervisory post level (NCB 2). 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,

**Responsibilities:** Implement the policy to relevant role players. Supervise access control to correctional centres grounds. Supervise the manning of watch towers. Supervise the escort of inmates to courts, Doctors and Hospitals etc. Assess security services. Improve standard of physical security in the management area. Manage emergency support team. Manage infrastructure for security service. Communicate with interest groups. Ensure service level standards for accommodation of inmates. Ensure the separation of high risk offenders. Exercise control over human resources, finances and assets. Management of performance information.

**CENTRE COORDINATOR MED: CASE MANAGEMENT COMMITTEE (CB5)**

**Gauteng Region: Johannesburg Medium B (Ref: DCS/02/04)**

**Salary: R475 095 per annum**

**Requirements:** Relevant B degree/National Diploma in Behavioural Sciences or equivalent qualification. 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 inter-personal 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. Manage and Control of offender records. Management of human resources, logistical administration and assets. Management of performance information.

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

**Gauteng Region: Leeuwkop Max (Ref: DCS/02/05)**

**Salary: R475 095 per annum**

**Requirements:** Relevant B degree/National Diploma in Behavioural Sciences or equivalent qualification. 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 inter-personal 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. Management of performance information.

**CENTRE COORDINATOR MED: CENTRE COORDINATOR: CORRECTIONS (CB5)**

**Gauteng Region: Kgoši Mampuru II Odi (Ref: DCS/02/06)**

**Salary: R475 095 per annum**

**Requirements:** Relevant B degree/National Diploma in behavioural sciences or equivalent qualification. 7 year's 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 un-derstanding of safety and security in a correctional environment. Integrity and honesty, confidentiality, good interper-sonal 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. Pro-mote corrections and security. Management of financial and human resources and assets. Management of performance information.

**HEAD CORRECTIONAL CENTRE (CB5)**  
**Gauteng Region: Modderbee Devon (Ref: DCS/02/07)**  
**Salary: R475 095 per annum**

**Requirements:** Relevant B degree/National Diploma in Behavioral Science or equivalent qualification. 7 years relevant experience on supervisory post. 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 inter-personal relations, knowledge of the Correctional Services Act, Act 111 of 1998, as amended, assertiveness, ability to network and diplomacy.

**Responsibilities:** Manage operational support within Correctional Centre by ensuring effective implementation of security services, development and care and the provision of health services within the Correctional Centre. Manage implementation of the imperatives of white paper on Corrections. Manage Case Management Administration, Unit Management and Case Management Committees. Manage and administer the coordination of finance and Human resource services within the Correctional Centre. Management of all aspects of the Correctional centre on a day to day basis through the implementation of Correctional Services Act, 111 of 1998 as amended, Foster a working relationship with the Justice Cluster and the Community. Monitor, evaluate and take appropriate actions in relation to outcomes on the risk trends. Manage human resources, finances and assets. Management of performance information.

**SENIOR CORRECTIONAL ADMINISTRATION OFFICER: CORRECTIONS(NCB2)**  
**Gauteng Region: Kgoši Mampuru II (Ref: DCS/02/08), Boksburg(Ref: DCS/02/09)**  
**Salary: R344 769 per annum**

**Requirements:** Recognised three (3) year Degree/ National Diploma or equivalent qualification in Behavioural Sciences and 5 years relevant experience on production post (NCB1) 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, knowledge of the Correctional Services Act, Act 111 of 1998, as amended. Assertiveness, Ability to network, Diplomacy and tact, Resilience, Influence and impact.

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

## SENIOR CORRECTIONAL ADMINISTRATION OFFICER: FACILITIES AND SECURITY (NCB2)

Gauteng Region: Johannesburg (Ref: DCS/02/10)

Salary: R344 769 per annum

**Requirements:** Relevant Degree/National Diploma plus Seven (7) years (combined) relevant in supervisory post level (NCB 2). 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,

**Responsibilities:** Implement the policy to relevant role players. Supervise access control to correctional centres grounds. Supervise the manning of watch towers. Supervise the escort of inmates to courts, Doctors and Hospitals etc. Assess security services. Improve standard of physical security in the management area. Manage emergency support team. Manage infrastructure for security service. Communicate with interest groups. Ensure service level standards for accommodation of inmates. Ensure the separation of high risk offenders. Exercise control over human resources, finances and assets. Management of performance information.

## PAROLE BOARD SECRETARY (NCB2)

Gauteng Region: Kgoši Mampuru II (Ref: DCS/02/11)

Salary: R344 769 per annum

**Requirements:** Recognised three (3) year Degree/ National Diploma or equivalent qualification in Behavioural Sciences and 5 years relevant experience on production post (NCB1). 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, Stakeholder management, Problem solving, Analysis, Service Delivery Innovation, decision making, People Management and Empowerment, understanding of safety and security in a correctional environment. Integrity and honesty, Confidentiality, Good Interpersonal relations, knowledge of the Correctional Services Act, Act 111 of 1998, as amended. Assertiveness, Ability to network, Diplomacy and tactful, Resilient, Influence and impact, Computer literacy.

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

### SECURITY MANAGER: EXTERNAL SECURITY (CB4)

Gauteng Region: Kgoši Mampuru II Central (Ref: DCS/02/12), Leeuwkop Medium A (Ref: DCS/02/13), Zonderwater Medium A (Ref: DCS/02/14)

Salary: R397 881 per annum

**Requirements:** Degree/ National Diploma in Behavioural Sciences or an equivalent qualification and successful completion of Corrections Science Learner ship/Basic Training. Combined 7 years relevant experience in a supervisory post (CB3). These requirements are in accordance with the Occupational Specific Dispensation. Top secret security classification as an added advantage. Valid driver's licence. Computer literacy.

**Competencies and attributes:** Firearm skills and the use of relevant security technology. Communication, Project and programme management, Transformation management, Change Management, Stakeholder management, Problem solving, 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:** Oversee 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. Management of performance information.

### SECURITY MANAGER: UNIT MANAGER (CB4)

Gauteng Region: Baviaanspoort Medium (Ref: DCS/02/15), Johannesburg Medium B (Ref: DCS/02/16)

Salary: R397 881 per annum

**Requirements:** Degree/ National Diploma in Behavioural Sciences or an equivalent qualification and successful completion of Corrections Science Learner ship/Basic Training. Combined 7 years relevant experience in a supervisory post (CB3). These requirements are in accordance with the Occupational Specific Dispensation. Top secret security classification as an added advantage. Valid driver's licence. Computer literacy.

**Competencies and attributes:** Firearm skills and the use of relevant security technology. Communication, Project and programme management, Transformation management, Change Management, Stakeholder management, Problem solving, 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 the safe custody of offenders. Manage the process of representation of offenders. Develop measures for handling offender complaints and requests. Facilitate the induction of new offenders. Implementation of unit management principles. Management of case files. Provision of infrastructural needs to enhance the implementation of unit management principles. Manage human resource, finance and assets. Management of performance information.

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

**Gauteng Region: Kgoši Mampuru II Odi (Ref: DCS/02/17)**

**Salary: R397 881 per annum**

**Requirements:** Relevant B degree/National Diploma in Behavioural Sciences or equivalent qualifications. 7 year's relevant experience on supervisory post. 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. Strategic capability and Lead-reship, 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, con-fidentiality, 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. Supervision of 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. Management of performance information.

**SECURITY MANAGER: CASE MANAGEMENT COMMITTEE (CB4)**

**Gauteng Region: Zonderwater Medium B (Ref: DCS/02/18)**

**Salary: R397 881 per annum**

**Requirements:** Relevant B degree/National Diploma in Behavioral Sciences or equivalent qualifications. 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 inter-personal 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. Management of performance information.



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

**Gauteng Region: Johannesburg Medium A (Ref: DCS/02/19) X2**

**Salary: R397 881 per annum**

**Requirements:** Degree/ National Diploma in Behavioural Sciences or an equivalent qualification and successful completion of Corrections Science Learner ship/Basic Training. Combined 7 years relevant experience in a supervisory post (CB3). These requirements are in accordance with the Occupational Specific Dispensation. Top secret security classification as an added advantage. Valid driver's licence. Computer literacy.

**Competencies and attributes:** Firearm skills and the use of relevant security technology. Communication, Project and programme management, Transformation management, Change Management, Stakeholder management, Problem solving, 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.

**Responsibility:** 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. Management of performance information.

**SECURITY MANAGER: UNIT MANAGER: (PAROLEES + PROBATIONERS) (CB4)**

**Gauteng Region: Johannesburg Community Corrections (Ref: DCS/02/20)**

**Salary: R397 881 per annum**

**Requirements:** Relevant B Degree/National diploma in Behavioral Sciences or equivalent qualification. 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. Management of Human resources, Finance and Assets. Management of performance information.

## SPECIALISED CASE OFFICERS: CASE MANAGEMENT COMMITTEE (CB 2- 1)

Gauteng Region: Kgoši Mampuru II Central (Ref: DCS/02/21), Zonderwater Medium A (Ref: DCS/02/22)

**Requirements:** 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 . Successful completion of the Corrections Science Learnership/ Basic Training. Computer literacy Driver's license.

**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).

## PAROLE BOARD CLERK (NCB1)

Gauteng Region: Kgoši Mampuru II (Ref: DCS/02/23), Krugersdorp (Ref: DCS/02/24)

Salary: R150 336 per annum

**Requirements:** Grade 12 coupled with 8 years relevant work experience. OR National Diploma/Degree in Behavioural Sciences with no experience. Successful completion of Corrections Science Learnership/ Basic Training. These requirements are in accordance with the relevant Occupational Specific Dispensation. Computer literate. Valid driver's licence.

**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. Management of performance information.

## APPOINTMENTS UNDER THE PUBLIC SERVICE ACT

### DEPUTY DIRECTOR: FACILITIES

Gauteng Region: Regional Office: (Ref: DCS/02/25)

Salary: 766 584 all-inclusive salary package

**Requirements:** A three year tertiary qualification in Built Environment, Facilities Management, Property Management/Real Estate with appropriate 3-5 years middle management experience in Property Management or Programme Management. Computer literacy and drivers licence. Applicants with electrical or mechanical or equivalent qualification and experience are also encouraged to apply.

**Competencies and attributes:** Knowledge: Occupational Health and Safety Act. knowledge of Government Procurement system, General built environment, integrated Facilities Management, Public Financial management Act, Supply Chain Management Framework, knowledge of the Government budget processes: Financial skills, time management administration skills, Report writing skills, planning and Organising, Diplomacy Skills, project management skills and leadership skills, Problem solving, Facilitation skills, effective communication skills, trustworthy, Dependable, innovative, Hardworking, Analytical thinking, Ability to work under pressure, Self-Motivated, Creative.

**Responsibilities:** The co-ordination of the policy and procedures within the Region. The quality assessment of facilities. The development/maintenance of building works standards in the region. Ensure compliance with occupational health and safety Act, Management of capital projects, Development of human resources for building works. Management of building/maintenance equipment. The management of the procurement of rented office accommodation. Conduct research on stakeholder analysis, and engagement in the development of projects and business requirements, Monitor and review service level agreements. Management of resources. Management of performance information.

### DEPUTY DIRECTOR: SPECIAL PROGRAMS

Gauteng Region: Regional Office: (Ref: DCS/02/26)

Salary: 766 584 all-inclusive salary package

**Requirements:** Relevant B-degree/National Diploma in Human Resource Management or equivalent qualification with 3-5 years' experience in middle management in comparable environment. Valid driver's licence. Computer literacy.

**Competencies and attributes:** Policy coordination, Financial management, Communication, Facilitation skills, Project and programme management, Change management, Client orientation and Customer Focus, Problem Solving and Analysis, Service Delivery Innovation, Decision making, People Management and Empowerment, Integrity and honesty, Confidentiality, Good interpersonal relations, Under-standing of Public Service Policy and legislative Framework, Assertiveness, Ability to network, Diplomacy and tact, Influence and impact.

**Responsibilities:** Promotion of the code of conduct of the Department. Co-ordination of all EAP operations. Planning of all EAP operations in the region. Promotion of gender sensitivity in the Region. Ensuring of the gainful employment of disabled. Ensuring of the alignment of DCS policies. Policy co-ordination of sports. Management of sports event in the region Maintenance of performance plans of subordinates. Assessments of subordinates. Ensure compliance with DCS HR policies / directives Budgeting for funds. Compilation of business plans. Accountable for the sport and recreation. Personnel Management. Financial Management. Logistical Resource Management. Management of performance information.

## DEPUTY DIRECTOR: CARE

Gauteng Region: Regional Office: (Ref: DCS/02/27)

Salary: 766 584 all-inclusive salary package

**Requirement:** National Diploma/Degree in Social Work, Psychological Services, Theology or equivalent relevant qualification. Professional registration with a professional body will be an added advantage. At least 3-5 years' experience in middle management in a comparable environment. Valid driver's licence. Computer literacy.

**Competencies and attributes:** Counselling skills, Programme and project management, Project principles and methodologies, Research and development, Knowledge of legal compliance, Technical report writing, Creating high performance culture, Technical consulting, Professional judgement. Decision making, Team leadership, Analytical skills, Creativity, Self-management, Financial management, Customer focus and responsiveness, Communication, Computer literacy, Planning and organization, Conflict management, Problem solving and analysis, People management, Change management and innovation. .

**Responsibilities:** Enhance the coordination of policies and procedures. The monitoring of the performance on social work, psychological services and spiritual care. Development action plans to improve identified sub standards in social work, psychological services and spiritual care in the region. Monitor and evaluate service level standards. The undertaking of short-/ medium-/long-term planning of social work in the region. The rendering of advice to area managers with social work, psychological services and spiritual care planning at management areas. Ensure adherence to strategic objectives of the DCS in the region. Management of infrastructure for care services. Management of resources and performance information.

## DEPUTY DIRECTOR: AREA COORDINATOR: FINANCE AND SUPPLY CHAIN MANAGEMENT

Gauteng Region: Baviaanspoort: (Ref: DCS/02/28)

Salary: 766 584 all-inclusive salary package

**Requirements:** Recognized and appropriate three year Degree/ National Diploma in Accounting or Financial Management with 3-5 years supervisory experience gained at ASD level in financial management environment. Knowledge of BAS and LOGIS systems. Computer Literacy, Valid driver's licence.

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

**Responsibilities:** Effective management of financial and supply chain management functions in management area. Coordinate Logistical services within the management area, Manage and Coordinate procurement of goods and services , Manage and coordinate financial accounting ensuring efficient voucher control, Basic accounting system, ledger dept activity. Manage the allocation budget within management area and expenditure control. Implementation and monitoring of execution of duties in terms of the Public Finance Management Act, 1999 (PFMA). Ensuring optimal utilization of resources, Support with regard to the management area budgets. Management of human resource, finance and assets. Management of resources and performance information

## **SOCIAL WORK MANAGER GRADE 1**

**Gauteng Region: Zonderwater: (Ref: DCS/02/29)**

**Salary: 831 015 all-inclusive salary package**

**Requirements:** Relevant BA degree in Social Work and a minimum of 10 years appropriate experience in the field of Social Work after registration with South African Council for Social Services Profession. Computer literacy and Valid driver's licence.

**Competencies and Attributes:** Conversant with Acts, policies and legislation pertaining to social work practice. Understanding of human behaviour social systems, Social work intervention, Empowerment, Confidentiality, Time management, listening skills, Interpersonal skills,

**Responsibilities:** Provide needs based social work service of an advanced nature within a defined area/s of specialization with regard to the care, development, correction and after care of offenders through the relevant departmental programmes is rendered. Provide mentorship and guidance to senior social worker (specialist) in order to assist them to integrate theory and practice and develop appropriate skills relevant to area of specialization. Monitor, interpret and review legislation and policies to determine whether the legislation and policies are still relevant and complies with current requirements. Develop proposals to change the relevant acts and policies to maintain them and research and develop new policies where required. Facilitate the development and planning of programmes and interventions to render a social work service through the efficient, economical and effective utilization of financial resources in compliance with the PFMA. Manage a social work unit to ensure that an efficient and effective social work service is delivered through the efficient and effective utilization of human resources. Keep up to date and ensure compliance with new developments in the social work / correctional social work field. Plan and ensure that social work research and development are undertaken. Undertake complex social work research. Perform and/or ensure that all administrative functions required in the unit are performed. Personnel administration. Financial administration. Management of performance information.

## **ADMINISTRATIVE SECRETARY: AREA COMMISSIONER**

**Gauteng Region: Johannesburg: (Ref: DCS/02/30)**

**Salary: R393 711 per annum**

**Requirements:** Recognised three (3) degree/diploma in the field of Administration /management with 3-5 years' supervisory experience in administration support services. Computer literacy. Valid driver's licence.

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

**Responsibilities:** Ensure a smooth document flow system in the office of the Area Commissioner. Ensure compliance by members with return dates. Ensure quality control over the documentation forwarded to the Area Commissioner. Ensure convening of meetings, agenda preparation, minute taking and development of an action plan and reporting system on decisions taken in meetings. Ensure the financial and logistical management of the office including budgeting and costing processes. Ensure the drafting of routine letters and memos, receipt of correspondence and documentation and proactively acknowledging correspondence. Process content of in-coming and outgoing documentation. Ensure compliance with return dates. Ensure appropriate filing of documents. Ensure logistical provisioning for the office. Provide financial administration support to the Area Commissioner in relation to the budgeting, expenditure and financial reporting on office spending on a monthly basis. Liaise with various stakeholders. Management of performance information.

## **ADMINISTRATIVE SECRETARY: DEPUTY REGIONAL COMMISSIONER**

**Gauteng Region: Regional Office: (Ref: DCS/02/31)**

**Salary: R393 711 per annum**

**Requirements:** Recognised three (3) degree/diploma in the field of Administration /management with 3-5 years' supervisory experience in administration support services. Computer literacy. Valid driver's licence.

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

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

## **ASSISTANT DIRECTOR: HR SUPPORT**

**Gauteng Region: Johannesburg: (Ref: DCS/02/32)**

**Salary: R393 711 per annum**

**Requirements:** Recognised three (3) year degree/national diploma in Human Resource Management or equivalent qualification and 3-5 years supervisory experience in human resource environment. PERSAL knowledge. Valid driver's licence. Computer Literacy

**Competencies and attributes:** Financial management, Facilitation skills, Plan, organize, lead and control, Project management, Presentation skill, Conflict management, Report writing. Time management, Confidentiality, Coaching and mentoring, Understanding of Public Service policy and legislative framework, Knowledge of Correctional Service Act, De-livery and client orientation, Integrity and honesty, Assertiveness, Willingness to travel, Influence and impact, Communication skills, Decision making, Problem solving skills, Networking/liaison with stakeholders, and Negotiation skills.

**Responsibilities:** Manage performance management function in the management area • Manage personnel awards and achievement bonuses • Manage personnel, finances and logistics. Management of performance information.

## **ASSISTANT DIRECTOR: HR UTILIZATION**

**Gauteng Region: Johannesburg: (Ref: DCS/02/33)**

**Salary: R393 711 per annum**

**Requirements:** Degree/ National Diploma in Human Resource Management and 3- 5 five years relevant supervisory experience in similar environment. PERSAL knowledge. Valid driver's license. Computer literate.

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

**Responsibilities:** Control cost effective personnel administration and utilization. Co-ordinate the operation of personnel functions in the Management Area. Implement national human resources management policy in the Management Area. Inspect personnel administration in the Management Area. Manage remuneration control, housing subsidies, official accommodation, leave administration, transfer of personnel and appointment of staff. Management of human and financial resources and assets. Management of performance information.

## **ASSISTANT DIRECTOR: MANAGER: EMPLOYEE (LABOUR) RELATIONS**

**Gauteng Region: Johannesburg: (Ref: DCS/02/34)**

**Salary: R393 711 per annum**

**Requirements:** Degree/ National Diploma in Labour Law/ Labour Relations or equivalent relevant qualification and 3- 5 five years relevant supervisory experience in similar environment. Valid driver's license. Computer literate

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

**Responsibilities:** Co-manage the Department's Employee Relations Management Information System (ERMIS). De-velop systems and procedures where by data pertaining to disciplinary hearings, appeals, suspensions, grievances and disputes are collected, monitor, ana-lyze and interpreted in the Management Area, and corrective measures implemented. Develop management infor-mation report for DCS Regional Management. Co-manage employee grievances in the man-agement area and assist with policy and procedure development. Act as custodian of the grievance procedure. Monitor compliance with the DCS grievance procedure. Facilitate conflict management individual and collective. Represent the Department/Management Area in consolation and arbitration hearings. Management of human and financial resources and assets. Management of performance information

## **ASSISTANT DIRECTOR: INFORMATION TECHNOLOGY (IT)**

**Gauteng Region: Johannesburg: (Ref: DCS/02/35), Kgoši Mampuru II: (Ref: DCS/02/36)**

**Salary: R393 711 per annum**

**Requirements:** Recognised three (3) year degree/National diploma in Information Technology or equivalent qualification in Infor-mation Technology. 3-5 years supervisory experience in Information Technology. Valid driver's license.

**Competencies and attributes:** Strong communication and report-writing skills, Good understanding of MS Windows,2000/XP/Novell as well as the MS Office suite, Linux/Novell and Open Office Suite understanding, Experienced in switch configuration, Good Un-derstanding Information Technology policies and standards, Good Understanding of Networks Infrastructure management, Good Understanding Information Technology Audit and Governance, Procurement processes, Good Understanding Computer systems analysis, Good Understanding System administration,Good Understanding of access methods including cable modems, DSL, satel-lite, and wireless. Must be proficient with Windows, especially its communications and networking capabilities, Experience in VoIP protocols their performance from the edge thru the core of the network, Experience in a wide range of data network access; from Analogue modems to Broadband technologies (Cable, DSL, Wireless, etc.), A working knowledge of current VoIP technologies and their implementations, Self-driven

**Responsibilities:** The effective management of department's LAN and WAN. The provision of support on the management of Trans-versal System. The provision of support with regards to the administration of Web Proxies. The provision of support with regards to the administration and management of VOIP. Management of human resource, finance and assets. Management of performance information.



## **ASSISTANT DIRECTOR: UAMP: MUNICIPAL SERVICES & LEASES (FACILITIES)**

**Gauteng Region: Regional Office: (Ref: DCS/02/37)**

**Salary: R393 711 per annum**

**Requirements:** Recognized degree/national diploma in Property Management/Architectural/Mechanical or equivalent qualification coupled with 3-5 years supervisory experience in the built environment. Proven knowledge on Building Standards, Municipal Finance Act, PFMA and Treasury Regulations. Computer literacy. Valid driver's license. Applicants with electrical or mechanical or equivalent qualification and experience are also encouraged to apply.

**Competencies and attributes:** Financial management, Problem solving, Facilitation skills, Plan, organize, lead and control, Project management, Presentation skill, Conflict management, Training skills, Communication skills, Time management, Confidentiality, Coaching and mentoring, Proven knowledge of the Public Finance Management Act, 1999 and Treasury Regulations, Procurement Administration and Public Finance Administration, Municipal Finance Act, Service delivery and client orientation, Integrity and honesty, Assertiveness, influence and impact, Ability to network, Knowledge of Property Management Act and Building Act.

**Responsibilities:** Coordinate the maintenance of departmental property. Ensure effective risk and compliance management within the asset management unit. Implement sector policy and set norms and standards for the sector, which addresses infrastructure development. Implementation of infrastructure policy and delivery systems, sectoral norms and standards, 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 infrastructure project. Management of municipal accounts. Management of human resources, finances and assets. Management of performance information.

## **MANAGER: EDUCATION AND TRAINING**

**Gauteng Region: Zonderwater (Ref: DCS/02/38)**

**Salary: R443 316 per annum**

**Requirements:** Recognised Degree/National Diploma in Education (REQV 13) coupled with eight (8) years' experience in the educational field. Post graduate degree will be an added advantage. Registration with SACE as professional Educator is preferred. Computer Literate, Valid driver's license. These requirements are in accordance with Occupational Specific Dispensation DCS Educators.

**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. Implement policy with regard to sport, recreation, arts and culture libraries and skills development programmes and formal education. Implement and Manage education, SRAC and Skills training system. Liaise with the external role players regarding education, SRAC and Skills training system. Manage human resource, finances and assets. Management of performance information.

## ASSISTANT MANAGER: NURSING (PHC)

Gauteng Region: Baviaanspoort Emthonjeni (Ref: DCS/02/39)

Salary: R642 942 per annum

**Requirements:** Degree/ National Diploma in Nursing or an equivalent qualification that allows registration with the South African Nursing Council as a Professional Nurse plus eight (8) years relevant experience after registration, of which at least 3 years of the period referred to above must be appropriate/ recognisable experience at management level. 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. Computer literacy. Valid driver's licence.

**Competencies and attributes:** Policy coordination, Communication, Financial management, Project and programme management, Change Management, Client Orientation and Customer focus, Problem solving and analysis, Service Delivery Innovation, Decision making, People Management and Empowerment, Integrity and honesty, Confidentiality, Good Interpersonal relations, Understanding of Public Service policy and legislative framework. Assertiveness, Ability to network, Diplomacy and tact, Influence and impact.

**Responsibilities:** Provide direction and supervision in the implementation of the nursing plan (clinical practice/quality patient care) | Implement standards, practices, criteria and indicators for quality nursing (quality of practices). Practise nursing and healthcare in accordance with the relevant laws and regulations. Manage and utilise human, material and physical resources efficiently and effectively. Display a concern for patients, promoting and advocating proper treatment and care, including an awareness and willingness to respond to patients' needs, requirements and expectations (Batho Pele principles). Maintain the quality of nursing data and information and utilise it to advise, advance and evaluate the quality and cost-effectiveness of nursing care. Management of human and financial resources and assets. Management of performance information

## SENIOR AGRICULTURAL ADVISOR ( MANAGER: AGRICULTURE)

Gauteng Region: Leeuwkop (Ref: DCS/02/40)

Salary: R393 711 per annum

**Requirements:** Appropriate 4 year qualification in agriculture, Valid driver's license (code B), 3-5 years appropriate experience. Computer literacy

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

**Responsibilities:** Render scientific and technical advice to internal and external clients to ensure sustainable development through application of efficient methods and utilization of resources like soil, water, veld, money, demonstrations of farming/production methods and present present/organise farmers days, information sessions. Provide technical support for organized agriculture and other agricultural stakeholders, provide advice and after care and also assist with planning, which would, **promote** the establishment of co-operatives, farmers; associations, interest groups, Provide advice on various subject areas eg. Industrial positioning, improvement of revenue, animal science, crop science etc and facilitate capacity building by developing the relevant training material,

presenting courses and mentoring of Agricultural Advisors, farmers and other stakeholders. Provide technical support for Government funded projects (such as CASP, LRAD etc.) provide advice and after care and also assist with planning, which would mobilize groups to form entities or institutions, facilitate the development and implementation of business plans. Promote sustainable production of Agricultural products through gathering and analyzing relevant information in order to assist with identification of problem areas and prioritization thereof, facilitate the identification of real and perceived needs, establish structures to address the need identified. Involvement in research activities; Perform administrative and related functions which would entail keeping up to date with regard to the applicable prescripts, policies, procedures, technologies and new developments to be able to render an efficient and effective technical service. Management of performance information. Management of resources.

### **AGRICULTURAL ADVISOR: ANIMAL PRODUCTION**

**Gauteng Region: Baviaanspoort: (Ref: DCS/02/41)**

**Salary: R331 188 per annum**

**Requirements:** Appropriate 4 year qualification in agriculture (Animal Production) or equivalent qualification. Valid driver's license (code B) 2-3 years appropriate experience. Computer skills, Knowledge of extension methodology.

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

**Responsibilities:** Render scientific and technical advice to internal and external clients under mentorship to ensure sustainable; Provide technical support in terms of planning, advice and after care for organized agriculture and other agricultural stakeholders; Provide technical support on Government funded projects and also assist with planning; Promote sustainable production of Agricultural products; Involvement in research activities under guidance of seniors; Perform administrative and related functions; Keep up to date with regard to the applicable prescripts, policies, procedures, technologies and new developments to be able to render an efficient and effective extension service Conduct quality assessment of agricultural services. Ensure the adherence occupational safety. Manage human resources, finance and assets. Management of Performance information. Management of resources.

### **SENIOR PROVISIONING ADMINISTRATION OFFICER: TRANSPORT**

**Gauteng Region: Johannesburg: (Ref: DCS/02/42)**

**Salary: R331 188 per annum**

**Requirements:** Recognized three (3) year degree/ national diploma in Fleet Management or equivalent qualification with 3 – 5 years' experience in a relevant environment. 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:** Identify transport infrastructure needs. Ensure effective maintenance of fleet. Manage the transport policy and procedures in the Management Area. Ensure effective control over the utilization of vehicles. Conduct regular transport inspection and investigations. Management of human resources, finance and assets. Management of performance information.

**SENIOR ADMINISTRATION OFFICER: CLUBS**  
**Gauteng Region: Kgoši Mampuru II: (Ref: DCS/02/43)**  
**Salary: R331 188 per annum**

**Requirements:** Degree/ National diploma or equivalent. 3-5 years relevant experience in a comparable environment. Valid driver's licence. Must be computer literate.

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

**Responsibilities:** Management of mess and financial outlets. Membership management (clubs and sub clubs). Promotion of sport and recreation. Financial management of club affairs. Management of human resources, finances and assets. Management of performance information.

**PERSAL CONTROLLER: PERSAL MANAGEMENT**  
**Gauteng Region: Krugersdorp: (Ref: DCS/02/44), Leeuwkop: (Ref: DCS/02/45)**  
**Salary: R331 188 per annum**

**Requirements:** Grade 12 and three (3) years degree/diploma in human resource management and 3-5 relevant experience in PERSAL management. \* Successful completion of PERSAL Course. \* Thorough knowledge of the requirements applicable to the work sphere and that of PERSAL users. \* Supervisory skills. \* Ability to manage PERSAL function. \* Knowledge of Basic Conditions of Employment Act and Labour Relations. \* Communication skills. \* Corporate governance. Valid driver's licence.

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

**Responsibilities:** The main purpose of the position is to manage PERSAL within the management area. \* Coordinate and manage PERSAL. Oversee PERSAL in the management area. \* Monitor the selective allocation of functions. \* Responsible for the creation and maintenance of departmental codes on the departmental code file. \* Evaluate and recommend/reject requested changes on the PERSAL systems. \* Manage and control PERSAL notices and messages and bring important issues to the attention of Management. \* Monitor effective use of the PERSAL system. \* Ensure interaction between the PERSAL User Support and the Department. \* Responsible for the composition and maintenance of Departmental PERSAL policy, manuals and procedures. Management of performance information.

**NB: Short-listed candidates may be subjected to a PERSAL test as part of the interview process.**

**EMPLOYEE ASSISTANCE PRACTITIONER (EAP)**

**Gauteng Region: Krugersdorp : (Ref: DCS/02/46)**

**Salary: R331 188 per annum**

**Requirements:** Recognized and appropriate three year degree/diploma in relation to the EAP work field and /or 3-5 relevant experience in EAP • A postgraduate qualification in Social Work or Clinical Psychology will serve as a strong recommendation. Registration with the relevant regulatory body is mandatory • Computer literacy • Counselling, presentation and communication skills • Professionalism, ability to plan and organise • 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:** Render direct EAP services to members and their families in a manner that ensures confident ability and strong code of ethics • Assessments, referrals and short-term problem solutions • Effective confidential record-keeping and data management • Implement programmed promotion, training and awareness activities. Prepare annual programmed budgets and evaluate the attainment of programmed objectives as well as providing feedback. Management of performance information.

**PROVISIONING ADMINISTRATION OFFICER: LOGISTIC ADMINISTRATION:**

**Gauteng Region: Boksburg (Ref: DCS/02/47), Johannesburg : (Ref: DCS/02/48), Krugersdorp :**

**(Ref: DCS/02/49), Leeuwkop : (Ref: DCS/02/50)**

**Salary: R269 214 per annum**

**Requirements:** Recognized three (3) year Degree/National Diploma in Supply Chain Management or equivalent qualification. At least 1 - 2 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. Management of performance information.

## NETWORK CONTROLLER (IT)

**Gauteng Region: Regional Office (Ref: DCS/02/51), Boksburg (Ref: DCS/02/52), Leeuwkop (Ref: DCS/02/53)**

**Salary: R269 214 per annum**

**Requirements:** Recognised Degree/National Diploma in IT with 1-2 years in a comparable environment. Valid driver's licence. Computer literacy

**Competencies and attributes:** Report writing Problem solving skills Interpersonal relations punctuality Computer literacy Conflict resolution Communication skills Integrity and honest Friendly and adaptability Self-discipline Confident Ability to work under pressure Policy implementation Assertiveness Influence and impact

**Responsibilities:** Maintain access control and physical access to server rooms. Complete IT registers and inventories. Monitor performance of network connection. Perform software and hardware rollout projects. Provide first line helpdesk and desktop support. Install and upgrade software and hardware products. Provide technical advice and support to all the users. Enforce and monitor strict adherence to information and communication technology policies. Management of performance information.

## CLINICAL NURSE PRACTITIONER (PHC) GRADE 1

**Gauteng Region: Kgoši Mampuru II Female (Ref: DCS/02/54), Zonderwater Medium B (Ref: DCS/02/55), Modderbee (Ref: DCS/02/56)**

**Salary: R400 644 per annum**

**Requirements:** Basic R425 i.e. 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 4 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 equipment/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. Management of performance information.

## OPERATIONAL MANAGER NURSING (PHC) GRADE 1

Gauteng Region: Kgoši Mampuru II Local (Ref: DCS/02/57) X2

Salary: R588 378 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 9 years appropriate/recognisable nursing experience after registration as Professional Nurse with the SANC in General Nursing. At least 5 years of the period referred to above must be appropriate/recognisable experience after obtaining the 1-year post-basic qualification in the relevant specialty. 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 practices 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. Management of performance information.

## PSYCHOLOGIST GRADE 1

Gauteng Region: Kgoši Mampuru II Central (Ref: DCS/02/58)X2

Salary: 745 785 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 delivery and client orientation, Integrity and honesty, Assertiveness, Influence and impact and Ability to network.

**Responsibilities:** Render and coordinate psychological services to offenders. Liaise with internal and external organizations for the provision of psychological services. Management of assets. Management of performance information.

## PHARMACIST GRADE 1

Gauteng Region: Leeuwkop (Ref: DCS/02/59)

Salary: 724 887 all-inclusive salary package

**Requirements:** Four (4) year degree in Pharmacy or equivalent qualification. Registration with the South African Pharmacy Council as a Pharmacist. Computer literate. Valid driver's licence. These requirements are in accordance with the relevant Occupational Specific Dispensation.

**Competencies and attributes:** Financial management, Problem Solving and decision making, Facilitation skills, Plan organise lead and control. Knowledge of the Public Health and Pharmaceutical system, Presentation skills, Conflict management, Report writing, Confidentiality, Understanding of Public Service Policy and legislative Framework, Service delivery and Client orientation, Integrity and honesty, Assertive-ness, Influence and impact ,Ability to network.

**Responsibilities:** Manage the pharmacy facility in terms of applicable legislation, regulations and policies. Perform pharmacy risk management and networking (internal and external stakeholders). Issuing and control of medicines. Manage human resource, finance and assets. Management of performance information.

## SOCIAL WORK SUPERVISOR GRADE 1

Gauteng Region: Modderbee (Ref: DCS/02/60)

Salary: R401 691 per annum

**Requirements:** 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. • Current Registration with the South African Council for Social Services Valid driver's licence • Computer literacy.

**Competencies and attributes:** Conversant with Acts, policies and legislation pertaining to social work practice. Understanding of human behaviour social systems, Social work intervention, Empowerment, Confidentiality, Time management, listening skills, Interpersonal skills, Client orientation, Good communication skills, Empathy, Tactfulness, Integrity and honesty, Report writing skills, Adaptability, Conflict management. Ability to co-ordinate and collaborate with internal and external stakeholders.

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



## SOCIAL WORK GRADE 1

Gauteng Region: Boksburg Juvenile (Ref: DCS/02/61), Johannesburg Medium A (Ref: DCS/02/62),  
Kgoši Mampuru II Atteridgeville (Ref: DCS/02/63)

Salary: R269 301 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. Ability to coordinate and collaborate with internal and external stakeholders •

**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. Management of resources. Management of resources and information.

## EDUCATIONIST M+4

Gauteng Region: Johannesburg Female (Ref: DCS/02/64)

Salary: R296 574 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. Management of performance information.

## CHIEF ARTISAN GRADE A: WOOD

Gauteng Region: Kgoši Mampuru II (Ref: DCS/02/65)

Salary: R404 052 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 personnel. Economic analysis of workshop 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, manuals and legislation. Compiling financial budgets and estimates Evaluate financial expenditure and control at all workshop facilities. Understand 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.

## CHIEF ARTISAN GRADE A: STEEL

Gauteng Region: Kgoši Mampuru II (Ref: DCS/02/66)

Salary: R404 052 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 personnel. Economic analysis of workshop 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, manuals and legislation. Compiling financial budgets and estimates Evaluate financial expenditure and control at all workshop facilities. Understand 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.

## INVESTIGATOR: LABOUR RELATIONS

Gauteng Region: Baviaanspoort (Ref: DCS/02/67) X2, Kgoši Mampuru II (Ref: DCS/02/68)

Salary: R269 214 per annum

**Requirements:** Degree/National Diploma in Labour Relations/LBB/HRM/ or equivalent qualification coupled with 1 - 2 years' relevant experience. Valid driver's license. Computer literacy.

**Competencies and attributes:** Relationship building, innovation and creativity, people management, time management, openness and transparency, integrity and honesty, coaching & mentoring, confidentiality, interpersonal relations, networking and computer skills. Assertiveness, Ability to network, Diplomacy and tact, Resilience, Influence and impact. Assertiveness, Ability to network, Diplomacy and tact, Resilience, Influence and impact.

**Responsibilities:** Investigate escapes, assaults and injuries to offenders. Investigate injuries to staff and prosecution of staff. Management of performance information.

## EMPLOYEE (LABOUR) RELATIONS OFFICER: EMPLOYEE RELATIONS AND PERSONNEL DISCIPLINE

Gauteng Region: Regional Office (Ref: DCS/02/69)

Salary: R269 214 per annum

**Requirements:** B-Degree /National Diploma in Labour Relations/HRM/Personnel Management or equivalent relevant qualification with 1-2 years' experience in a comparable environment. Valid driver's licence. Computer literacy.

**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:** Act as custodian of dispute resolution and co-manage the Department's Dispute Resolution Office: i.e. Liaise with the CCMA and dispute resolution agencies in the Public Service. Deal with administration pertaining to disputes. Conduct investigations and research disputes. Represent the employer (the department) in grievances, disciplinary hearings, appeals, conciliation and arbitration hearings. Assist with conducting training of management and employees in dispute resolution and in the generic labour relations field. Provide support with negotiations and consultations within the DCS Bargaining Chamber. Management of performance information.

## ADMINISTRATION CLERK: FACILITIES

Gauteng Region: Regional Office (Ref: DCS/02/70)

Salary: R181 599 per annum

**Requirements:** Grade 12 or equivalent certificate. Experience in HR will be an added advantage. Computer literacy.

**Competencies and attributes:** Plan and organize, report writing. Punctuality, confidentiality, service delivery and client orientation, integrity and honesty, assertiveness, influence and ability to work under pressure.

**Responsibilities:** File management for the Directorate. Answer and screen telephone calls. Compile presentations and Memorandums. Execute office and general administrative duties. Manage electronic document tracking system. Acknowledge receipt of documents. Record and issue minutes. Make all transport arrangements for meetings, conferences, courses away from the office. Consolidate reports for the Directorate. Ensure correct submission of travelling and subsistence claims. Management of Assets. Management of performance information.

### **CAREER MANAGEMENT CLERK: HR DEVELOPMENT**

**Gauteng Region: Modderbee (Ref: DCS/02/71)**

**Salary: R181 599 per annum**

**Requirements:** Grade 12 or equivalent. Experience in HR will be an added advantage. Computer literacy.

**Competencies and Attributes:** Ability to apply and interpret policy / legislation. Time management, confidentiality, understanding of Public service policy and legislative framework, service delivery and client orientation, integrity and honesty, assertiveness, influence and impact, ability to network, communication skills, interpersonal skills,

**Responsibilities:** Apply HR development policies and procedures in the Region. Provide clerical administration on training programmes, examinations, in-service training programmes and self-development activities. Administrate bursaries/ study loans. Provide logistical administration support for HR development. Recording of incoming and outgoing documents and filing thereof. maintenance of the Human resource development database for reference purpose. Management of performance information.

### **CLERK COMMUNICATIONS**

**Gauteng Region: Modderbee (Ref: DCS/02/72), Regional Office (Ref: DCS/02/73)**

**Salary: R181 599 per annum**

**Requirements:** Grade 12 or equivalent. experience in administration will be an added advantage.

**Competencies and attributes:** Ability to apply and interpret policy / legislation. Time management, confidentiality, understanding of Public service policy and legislative framework, service delivery and client orientation, integrity and honesty, assertiveness, influence and impact, ability to network, communication skills, interpersonal skills,

**Responsibilities:** Public relations management. The co-ordination of policy. Event management and protocol. Management profiling. Management of the frontline etiquette. Management of corporate gifts. Publicity management. Management of corporate identity. Management of Departmental museums Manage media service. Management of performance information.

### **REGISTRATION CLERK: HR ADMIN**

**Gauteng Region: Bavianspoort (Ref: DCS/02/74), Modderbee (Ref: DCS/02/75), Kgoši Mampuru II (Ref: DCS/02/76), Zonderwater (Ref: DCS/02/77)**

**Salary: R181 599 per annum**

**Requirements:** Grade 12 or equivalent. Experience in administration will be an added advantage Computer literacy.

**Competencies and Attributes:** Plan and control, punctuality, Confidentiality, Understanding of Public Service policy and legislative framework, Service delivery and client orientation, Integrity and honesty, Assertiveness, In-fluence and impact, Ability to work under pressure.

**Responsibilities:** Maintain records for archives and registry sections. Transfer records to archives. Withdraw records from archives and registry. Dispose of files. Control uniform filling system. Safe keeping of departmental files. Management of performance information.

### CLERK TRANSPORT

**Gauteng Region: Boksburg (Ref: DCS/02/78), Johannesburg (Ref: DCS/02/79)X3, Krugersdorp (Ref: DCS/02/80), Modderbee (Ref: DCS/02/81)**

**Salary: R181 599 per annum**

**Requirements:** Relevant B degree/National Diploma, Experience in administration will be an added advantage Computer literacy. Computer literacy. Valid driver's licence.

**Competencies and attributes:** Knowledge of the Traffic Regulations. Basic knowledge and insight of the Public Service Financial legislation (PFMA & Financial Manual). Basic knowledge of financial functions and practices. Competencies needed: Driving skills. Problem-solving skills. Communication (written, verbal) skills. Computer literacy. Planning and organizing skills. Analytical skills. Coordination skills. Attributes: Ability to capture data and operate computer. Ability to work in a team and independently. Ability to work under pressure. Systematic. Assertiveness. Integrity. Initiative. Consistent. Compliant. Honesty. Adaptive. Good interpersonal relations. Accuracy and thoroughness. Commitment.

**Responsibilities:** Issue GG vehicles. Inspect government vehicles prior to issuing as well as when they are returned. Facilitate maintenance of vehicles, book vehicles for service, deliver cars at service point and re-collect the after service. Liaise with G-Fleet officials to report the condition of the vehicles and register all problems of government vehicles. Facilitate the cleaning and tidying of government vehicles. Management of performance information.

### ADMIN CLERK: CLUBS

**Gauteng Region: Boksburg (Ref: DCS/02/82)X2, Leeuwkop (Ref: DCS/02/83)**

**Salary: R181 599 per annum**

**Requirements:** Grade 12 and three (3) year Degree/Diploma, Experience in administration 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:** Receive Stock from suppliers. Conduct stock taking at the different trading points. Bank cash collected from all trading points. Order stock. Update Pastel System. Pay creditors. Compile income statements, balance sheet reconciliation. Bank reconciliation. Maintain SARS payments. Attending/take minutes of Club meetings. Management of performance information.

**ADMIN CLERK: MESS (CATERER)**

**Gauteng Region: Boksburg (Ref: DCS/02/84)**

**Salary: R181 599 per annum**

**Requirements:** Grade 12 and three (3) year Degree/Diploma. Experience in administration will be an added advantage Computer literate. Driver's license.

**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. Management of performance information.

**ADMIN CLERK: RECRUITMENT & SELECTION**

**Gauteng Region: Johannesburg (Ref: DCS/02/85)**

**Salary: R181 599 per annum**

**Requirements: Requirements:** Grade 12 and three (3) year Degree/Diploma. Experience in administration will be an added advantage Computer literacy. (Ms Word, Outlook, Excel, and PowerPoint). Valid driver's licence.

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

**Responsibilities:** Render clerical administration functions on transfers and placements. Assist in the interview and selection process. Schedule interviews with prospective candidates. Secure storage of memorandums. Present short listed candidates to selection panels. Control personnel information. Assist with the compilation of appointment memorandum. Compile approval of the short list and interview panel memorandum. Control documentation. Retrieve mail from the registration office. Manage assets. Management of performance information.

**ADMIN CLERK CORRECTIONS**

**Gauteng Region: Baviaanspoort (Ref: DCS/02/86), Johannesburg (Ref: DCS/02/87)**

**Salary: R181 599 per annum**

**Requirements: 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:** Correspondence to and from the Area Commissioner. Arrangement and administration of meetings. Planning and managing of activities for the Area Coordinator: Corrections. Communication on behalf of the Area Coordinator: Corrections. Handle Internal as well as External calls. Managing of classified information. Ensure that knowledge of classified issues to other persons is conveyed on a need to know basis only. Typing of documents for the Area Coordinator: Corrections Logistical administration. Coordinating monthly statistics the Area Coordinator: Corrections.

### **SWITCHBOARD OPERATOR**

**Gauteng Region: Boksburg (Ref: DCS/02/88), Leeuwkop (Ref: DCS/02/89)**

**Salary: R151 884 per annum**

**Requirements:** Grade 12. Experience in administration will be an added advantage Good communication skills as well as a strong and friendly personality.

**Responsibilities:** Ensure the proper maintenance of the switchboard equipment. Handling of telephone calls and redirecting calls to other individuals. To keep an updated telephone list. To record and maintain the register for security related matter. Management of performance information.

### **DATA CAPTURERS**

**Gauteng Region: Baviaanspoort (Ref: DCS/02/90), Boksburg (Ref: DCS/02/91), Leeuwkop (Ref: DCS/02/92) X2, Zonderwater (Ref: DCS/02/93)**

**Salary: R151 884 per annum**

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

**Competencies and Attributes:** Plan and organize, punctuality, Confidentiality, Understanding of Public Service policy and legislative framework, Service delivery and client orientation, Integrity and honesty, Assertiveness, advanced typing skills. Ability to work under pressure.

**Responsibilities:** Capture data from available records into the required formats e.g. databases, table, spreadsheet. · Verify query missing data and errors observed during data entry. Review and validate all data from the records · Submit data. Make regular backups of data. Update registers and statistics. Keep and maintain records and files · Ensure records and files are properly sorted and secured. Provide information to components. Management of performance information.