



## correctional services

Department:  
Correctional Services  
REPUBLIC OF SOUTH AFRICA

### DEPARTMENT OF CORRECTIONAL SERVICES

CLOSING DATE: 17 JULY 2023 @ 15H45

#### APPOINTMENTS UNDER THE PUBLIC SERVICE ACT

##### DEPUTY DIRECTOR: TENDER MANAGEMENT

- National Head Office: Directorate: Procurement Administration (Ref: HO 2023/05/01)  
**Salary: R811 560 all-inclusive package**

**Requirements:** Recognized degree/national diploma in Contract Management or equivalent qualification. 3-5 years' experience in a supervisory/junior management at ASD level in a similar environment. Computer literacy. Valid driver's licence.

**Competencies and attributes:** Communication, client orientation and customer focus, problem solving and analysis, service delivery innovation, decision making, people management and empowerment, integrity and honesty, confidentiality and good interpersonal relations. Understanding of public service policy and legislative framework. Knowledge of supply chain management legislation and related prescripts. Knowledge of government procurement processes. Assertiveness, ability to network and diplomacy. Influence and impact. Change management.

**Responsibilities:** Manage advertising, invitation and closing of bids. Manage the evaluation and adjudication of bids. Manage, support and advise on bid processes. Manage the provision of secretariat services for bid evaluation and adjudication committees. Manage the application of supply chain management (SCM) prescripts. Manage the signing of service level agreements (SLA). Manage the rolling-out of contracts. Manage stakeholder relationships. Ensure that bid recommendations are in line with policies and prescripts. Manage performance information. Management of human resources, finance and assets.

##### DEPUTY DIRECTOR: LOGISTICAL SUPPORT

- National Head Office: Directorate: Logistics (Ref: HO 2023/05/02)  
**Salary: R811 560 all-inclusive package**

**Requirements:** Degree/National Diploma in Logistics Management/Supply Chain Management or equivalent qualification. 3-5 years' experience in a supervisory/junior management at ASD level in a similar environment. Computer literacy. Valid driver's licence.

**Competencies and attributes:** Knowledge of Public Finance Management Act, Supply Chain Management Guide for Accounting Officers (Section 6), Logistical Information System Manual (LOGISM), DCS Strategic Plan (Key departmental objective A1), Public Service Regulations, HRM Policies/procedure and Skills Development Act, Act 97 of 1998. Analytical thinking. Applying technology & problem analysis. Ability to access & utilise information. Liaison (internal/external). Creativity, initiative & innovative. Financial management, problem solving, decision making and facilitation skills. Plan, organize, lead and control. Change management, project management, presentation, conflict management, training and communication skills.

**Responsibilities:** Manage and ensure integrity in operational databases of the LOGIS. Formulate electronic policy for LOGIS based on legislation. Managing security policies within the LOGIS application. Management of LOGIS training. Formulation, development, maintenance of and advise on training material for courses that support logistical supply chain management. Monitor and evaluate logistical supply chain management courses and material. Management of LOGIS information. Manage and provide support for the marketing of LOGIS. Manage the constant updating of the homepage of logistics. Design, formulate and review policies, processes and procedures in line with departmental policies, guidelines and procedures and monitor the implementation thereof. Managing the evaluating/monitoring of LOGIS. Manage feedback on audit queries. Manage performance information. Management of human resources, finance and assets.

##### DEPUTY DIRECTOR: LOGISTICAL ADMINISTRATION SUPPORT

- National Head Office: Directorate: Logistics (Ref: HO 2023/05/03)  
**Salary: R811 560 all-inclusive package**

**Requirements:** Relevant degree/national diploma in Logistic Management, Supply Chain Management or equivalent qualification. 3-5 years supervisory/junior management experience at ASD level in SCM/Logistics. Knowledge of LOGIS, LBIS, balanced score card and financial statements. Computer literacy. Valid driver's licence.

**Competencies and attributes:** Knowledge in Supply Chain Management. Knowledge of Treasury Regulations and PFMA. Financial management. Problem solving and decision making. Team leadership. Project management. Presentation skills. Conflict management. Report writing. Training and development. Time management. Confidentiality. Understanding of public service policy and legislative framework. Service delivery and client orientation. Integrity and honesty. Assertiveness. Ability to network. Influence and impact. Applied strategic thinking. Willingness to travel.

**Responsibilities:** Design, formulate and review logistics administration policies, processes and procedures in line with departmental policies, guidelines and procedures. Manage the stores of the department. Manage assets of head office. Oversee the ordering process and order payment process. Manage travel arrangements and payment. Oversee the travel management office of the department. Analyse reports and advise senior management with regard to current issues in respect of logistics in the department and in general. Compilation of financial statements disclosure notes relating to commitments, accruals, payables, and fruitless and wasteful expenditure. Monitor and evaluate adherence to logistical policies and procedures throughout the department. Take appropriate corrective actions where necessary. Manage the vendor database and performance of suppliers. Implement Broad-Based Black Economic Empowerment. Monitoring of quotation activities. Management of human resources, finance and assets. Management of performance information.

#### **DEPUTY DIRECTOR: PROCUREMENT POLICY FORMULATION**

- National Head Office: Directorate: Procurement Administration (Ref: HO 2023/05/04)  
**Salary: R811 560 all-inclusive package**

**Requirements:** Recognized degree or national diploma in Procurement/Purchasing/Supply Chain Management or equivalent qualification. 3-5 years supervisory/junior management experience at ASD level in a related field. Computer literacy. Valid driver's licence.

**Competencies and attributes:** Policy coordination. Good communication skills. 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:** Oversee the effective and efficient implementation of policies. Maintain uniformity in procurement practices in the department. Train acquisition/procurement practitioners in the department. Develop and maintain monitoring tool for compliance with procurement prescripts. Evaluate cost-efficiencies of procurement management control process and initiate improvement interventions. Compile training material on procurement and present to all relevant forums within DCS. Management of human resources, finance and assets. Management of performance information.

#### **DEPUTY DIRECTOR: PROGRAMME DESIGN AND DEVELOPMENT**

- National Head Office: Directorate: Offender Sports, Recreation, Arts and Culture (Ref: HO 2023/05/05)  
**Salary: R811 560 all-inclusive package**

**Requirements:** Relevant national diploma/degree in Sports Management or equivalent qualification. 3-5 years' experience in a supervisory/junior management at ASD level in sports, recreation, arts and culture related environment. Computer literacy. Valid driver's licence.

**Competencies and attributes:** Policy development, analysis, coordination and implementation. Communication skills. Facilitation skills. Project and programme management. Change management. Client orientation and customer focus. Problem solving. Service delivery innovation. People management and empowerment. Integrity and honesty. Confidentiality. Good interpersonal relations. Understanding of public service policy and legislative framework. Knowledge of correctional services act as amended as well as applicable legislations. Experience and knowledge with regard to wellness programmes. Verbal and report writing skills. In-depth knowledge and implementation of employee health and wellness programs. Ability to network with external stakeholders. Financial management.

**Responsibilities:** Formulate, develop and review policies for offender sports, recreation, arts and culture (SRAC). Analyse new policy processes and procedures for execution, management and maintenance of SRAC through literature studies, research and consultation. Design and develop appropriate SRAC programmes according to the needs of offenders. Conduct research regarding national and international trends related to SRAC programmes and services in consultation with internal and external stakeholders. Design and review monitoring tool for sports, recreation, arts, culture and library programmes. Align the newly developed SRAC programmes in support of the Strategic Framework on Self-Sufficiency and Sustainability (SFSSS). Monitor and evaluate the implementation tool for offender sports, recreation, arts & culture. Ensure correct implementation of SRAC tools. Liaise with internal and external stakeholders with regard to SRAC programmes. Attend relevant conferences, symposiums, seminars and workshops. Develop and report against an annual budgeted workplan. Management of human resources, finance and assets. Manage performance information.

#### **DEPUTY DIRECTOR: PROGRAMME AND SERVICES**

- National Head Office: Directorate: Offender Sports, Recreation, Arts and Culture (Ref: HO 2023/05/06)  
**Salary: R811 560 all-inclusive package**

**Requirements:** Relevant national diploma/degree in Sports Management or equivalent qualification. 3-5 years' experience in a supervisory/junior management at ASD level in sports, recreation, arts and culture related environment. Computer literacy. Valid driver's licence.

**Competencies and attributes:** Policy development, analysis, coordination and implementation. Communication and facilitation skills. Project and programme management. Change management. Client orientation and customer focus. Problem solving. Service delivery innovation. People management and empowerment. Integrity and honesty. Confidentiality. Good interpersonal relations. Understanding of public service policy and legislative framework. Knowledge of correctional services act as amended as well as applicable legislations. Experience and knowledge with regard to wellness programmes. Verbal and report writing skills. In-depth knowledge and implementation of employee health and wellness programs. Ability to network with external stakeholders. Financial management.

**Responsibilities:** Manage implementation of offender sports, recreation, arts, culture and library programme and services. Ensure increase in the level of participation of offenders in SRAC programmes. Provide inputs in the formulation, development and review of policies for offender sports, recreation, arts and culture. Ensure policies are in line with SRAC programmes and services rendered to offenders. Manage the monitoring and evaluation of offender sports recreation programmes and services. Conduct monitoring and evaluation with regards to the implementation of SRAC programmes and services. Liaise with internal and external stakeholders with regard to SRAC programmes and services. Coordinate accreditation and training of participants. Management of human resources, finance and assets. Manage performance information.

#### **DEPUTY DIRECTOR: BUDGET CONTROL**

- National Head Office: Directorate: Management Accounting (Ref: HO 2023/05/07)  
**Salary: R811 560 all-inclusive package**

**Requirements:** An appropriate degree/national diploma in Finance related field with financial accounting or management accounting as a major subject or equivalent qualification. At least 3-5 years' experience in a supervisory/junior management at ASD level in a similar field. Computer literacy. Valid driver's licence.

**Competencies and attributes:** Knowledge of PFMA, treasury regulations, white paper on corrections (applicable sections) and DCS strategic plan (applicable sections), public service regulations. HRM policies/procedures. Financial administration procedures - Manual 3. Supply chain manuals, procurement and GFS. Ability to access and utilise information. Report writing and presentation skills. Plan, organise, leadership and control. Managing interpersonal conflict and resolving problems. Liaison (internal and external). Analytical thinking, applying technology, problem analysis and productivity. Honesty, integrity and committed. Creativity, logical and innovative. Internal actualisation (self-starter), motivated and observant.

**Responsibilities:** Monitor and control overall departmental budget and expenditure in order to prevent over and under spending of the budget. Co-ordinate, distribute and monitor budget allocations to regions and ensure the balancing of budget on BAS. Financial reporting which includes the following: Compile and consolidate in year monitoring reports; prepare appropriation statements to annual financial statements; compile monthly compensation model analysis to the compensation committee and prepare monthly and quarterly expenditure reports with variance analysis to management, regions, oversight bodies and relevant stakeholders. Facilitate and manage the processes of shifting of funds, departmental budget adjustment estimates as well as the request

for rollover of funds from treasury. Compile consolidated revised annual cash flow projections of the department. Manage interrogation of deviations per month of actual figures against the anticipated monthly breakdown of revenue and expenditure and report/correct accordingly. Analyse expenditure reports and ensure that all misallocations are journalised accordingly. Ensure effective utilisation and control over resources of the sub-directorate. Perform secretariat functions of the technical budget committee and cash flow monitoring forums. Management of human resources, finance and assets. Manage performance information.

**DEPUTY DIRECTOR: ACADEMIC SUPPORT**

- National Head Office: Directorate: Core Curriculum (Ref: HO 2023/05/08)  
**Salary: R811 560 all-inclusive package**

**Requirements:** Relevant (3) years national diploma/degree in Human Resources Development/Human Resources Management /Management of Training or equivalent qualification. Must have 3-5 years' supervisory/junior management experience at Assistant Director level in training and in a development environment. Must have completed OD-ETDP qualification with assessor and moderator learning areas completed. Computer literacy. Valid driver's licence.

**Competencies and attributes:** Knowledge and understanding of SAQA framework. Understanding unit standards of qualifications. Initiative, assertive, decisive, honesty and integrity, emotional intelligence and communication skills. Customer service, project management and service delivery innovation skills. Coaching, problem solving, conflict management and financial management skills. Planning and organizing. Confidentiality. Interpersonal, report writing, analytical, negotiation, research and policy development skills. Understanding of the PFMA, DCS legislatives and policy frameworks. Ability to develop training or learning programmes. Ability to work under pressure.

**Responsibilities:** Manage and ensure the implementation of operational plans and procedures in the sub-directorate. Manage the development of quality management system (QMS) in the sub-directorate. Manage and facilitate the accreditation process of the colleges. Oversee and manage budget /funds allocated to the sub-directorate. Manage and monitor performance management processes in the directorate. Manage and co-ordinate orientation and induction of new appointees in the directorate and also ensure that personnel in the directorate receive relevant training and development. Ensure that monitoring, evaluations, inspections and investigations are conducted and feedback reports are submitted. Provide support to the Heads of Colleges with training and development matters related to ETD. Develop and implement a marketing strategy and liaise with internal and external stakeholders. Manage the development and review of policies of the training and development of learners. Undertake research of relevant curriculum development, the new trends in training and development and monitoring and evaluation of training programmes. Management of human resources, finance and assets. Manage performance information.

**DEPUTY DIRECTOR: FUNCTIONAL TRAINING**

- National Head Office: Directorate: Functional and Management Training (Ref: HO 2023/05/09)  
**Salary: R811 560 all-inclusive package**

**Requirements:** Relevant (3) years national diploma/degree in Human Resources Development or equivalent. 3-5 years' supervisory/junior management experience at Assistant Director level in the field of Human Resource Development or Education Training and Development. Computer literacy. Valid driver's licence.

**Competencies and attributes:** Ability to plan, organise and control the activities of the sub-directorate. Knowledge of public finance and supply chain management. Knowledge and understanding of policy and legislation on education & training development. Project management, database management, communication and analytical skills. Assertiveness. Decisiveness.

**Responsibilities:** Management of training finances and supply chain for interventions nationally. Compile monthly reports of training interventions. Monitoring and evaluation of training interventions (quality assurance). Development and implementation of policy implementation procedures on functional training. Management of human resources, finance and assets. Manage performance information.

**ASSISTANT DIRECTOR: ENVIRONMENTAL HEALTH SERVICES: GRADE 1**

- National Head Office: Directorate: Health Care Services (Ref: HO 2023/05/10)  
**Salary: R578 367 per annum**

**Requirements:** Relevant degree/national diploma in Environmental Health/Public Health or an equivalent qualification that allows registration with the HPCSA in the profession. Minimum 5 years appropriate experience after registration with the HPCSA. Registration with Health Professions Council of South Africa (HPCSA). Knowledge and understanding of environmental health program as outlined in Regulation 698 of 2009 of the Health Professions Act as amended. Computer literate. Valid driver's licence.

**Competencies and attributes:** Sound knowledge of environmental health and hygiene legislations and the interpretation thereof. Sound knowledge of project management. Managerial, problem solving and decision-making skills. Human resource management. Financial management, administrative management, good interpersonal relations and good communication skills (verbal and written). Strong research skills. Facilitation, change management, ability to network, service delivery and client orientation and assertiveness. Analytical, planning, executing and organisational skills. Knowledge of logistical processes. Ability to work as part of a team. Willingness to travel and work irregular hours.

**Responsibilities:** Environmental Hygiene Program Management: Analyse the current internal and external environment for aligning to the new legislative developments with regard to environmental health programmes. Analyse and interpret reports on environmental health and hygiene from regions. Develop environmental health and hygiene prescripts. Design policies for the management of environmental health and hygiene in the department. Conduct monitoring and evaluation. Develop/compile monitoring tool for set performance standards. Monitor and evaluate adherence to set objectives and projects of the department. National Standard setting. Develop service level standards on environmental health and hygiene for correctional centres and remand detention centres. Consult and communicate service level standards to regions and other directorates. Management of performance information. Management of human resources, finance and assets.

#### **SENIOR LEGAL ADMINISTRATION OFFICER [MR6] [2 POSTS]**

- National Head Office: Directorate: Litigation (Ref: HO 2023/05/11)

**Salary: R531 381 per annum**

**Requirements:** LLB or equivalent legal qualification. Eight (8) years post-qualification legal experience. Admitted attorney/advocate will be an advantage. Supervisory experience in legal administrative environment. Computer literate. Valid driver's licence.

**Competencies and attributes:** Excellent verbal and written communication skills. Good negotiation, conflict resolution and facilitation skills. Service rendering and credibility. Presentation, analytical thinking and decision-making skills. Planning, organizing, conceptualization, listening and report writing skills. Lead and control. Financial management. Change management. Team leadership. Project management. Presentation skills. Conflict management. Training and development. Time management. Confidentiality. Coaching and mentoring. Understanding of public service policy and legislative framework. Service delivery and client orientation. Integrity and honesty. Assertiveness. Ability to network. Willingness to travel. Applied strategic thinking. Influence and impact.

**Responsibilities:** Management, administration and handling of litigation for and against the department. Provide legal advice to the department. Initiate policy amendments in the department. Draft memoranda on policy amendments. Draft legislation/legal documents. Receive request from functionaries for legal assistance. Furnish legal advice to the department. Conduct legal research and legal education. Represent the department at various forums. Supervise legal administration officers within the component. Management of human resources, finance and assets. Manage performance information. Maintain legal libraries.

#### **ASSISTANT DIRECTOR: INVESTIGATOR [3 POSTS]**

- National Head Office: Directorate: Departmental Investigation Unit (Ref: HO 2023/05/12)

**Salary: R527 298 per annum**

**Requirements:** National diploma/degree in Law/B Proc/Policing/Forensic Investigation or relevant qualification. 3-5 years' experience in conducting investigations. Ability to travel nationally. Computer literate. Valid driver's licence.

**Competencies and attributes:** Project management. Investigation and communication skills. Analytical, problem-solving, applied strategic thinking and decision-making skills. High level of confidentiality, research and integrity. Negotiating, interviewing and report writing skills.

**Responsibilities:** Conduct investigations on corruption, fraud, theft and maladministration cases. Study and analyse cases. Keep the database updated with all actions carried out in investigations weekly. Update DD Investigations on cases weekly. Consult with CEU on cases. Perform ad hoc duties. Management of human resources, finances and assets. Manage performance information.

**ASSISTANT DIRECTOR: INITIATOR**

- National Head Office: Directorate: Code Enforcement (Ref: HO 2023/05/13)  
**Salary: R527 298 per annum**

**Requirements:** Degree or national diploma in Labour Relations/Personnel Management/LLB/Labour Law or equivalent qualification. 3-5 years supervisory experience in a similar environment. Ability to travel nationally. Computer literacy. Valid driver's licence.

**Competencies and attributes:** Financial management. Initiation, facilitation, presentation, conflict, problem solving and decision-making skills. Knowledge of labour law. Report writing. Project management. Training and development. Change management. Plan, organize, lead and control. Time management. Confidentiality. Coaching and mentoring. Understanding of public service policies and legislation framework. Service delivery and client orientation. Integrity and honesty. Assertiveness. Ability to network. Influence and impact. Applied strategic thinking. Willingness to travel.

**Responsibilities:** Initiate in disciplinary hearings/arbitrations. Updating status reports weekly. Compile and update reports. Analyze investigation reports. Consultation with witnesses. Conduct research. Formulation of charges. Obtain approval/mandate for prosecution. Serving notification and setting dates of hearing. Preparation of witnesses. Liaise with external law enforcement agencies such as the Directorate Special Operations (DSO), Special Investigation Unit (SIU) and Department of Justice. Update database. Maintain case files and system. Management of human resources, finances and assets. Manage performance information.

**OPERATIONAL MANAGER: NURSING GRADE 1: NON-COMMUNICABLE DISEASES**

- National Head Office: Directorate: Health Care Services (Ref: HO 2023/05/14)  
**Salary: R497 193 per annum**

**Requirements:** Four (4) year diploma/degree in Nursing / Basic R425 qualification that allows registration with SANC as a professional nurse. Registration with the South African Nursing Council as a professional nurse. A minimum of (7) years appropriate/recognisable experience in nursing after registration as professional nurse with the SANC in General Nursing. Computer literacy. Valid driver's licence.

**Competencies and attributes:** Demonstrate an in depth understanding of nursing legislation and related legal and ethical nursing practices and how these impacts on service delivery. Promote quality of nursing care as directed by the professional scope of practice and standards as determined by the relevant health facility. Demonstrate a basic understanding of HR and financial policies and practices. Able to develop contacts, build and maintain a network of professional relations in order to enhance service delivery. Strategic and operational planning. Managerial skills. Programme/project management. Communication, monitoring and evaluation, good interpersonal and research skills. Liaison and networking.

**Responsibilities:** Design and development of policies and procedures. Assist in the development of and delivery of policies and procedures for non- communicable diseases, health promotion, disease prevention, curative and rehabilitative services. Programme management. Provide inputs for the designing of programmes for the implementation of Primary Health Care. Monitoring and evaluation. Provide inputs for the development of health provision monitoring mechanisms and health audit instruments/tools. Provide inputs into the development of an effective system for surveillance of non-communicable diseases. Assist in developing health care standards in line with National Health Standards. Execute the responsibilities of officials as stipulated in section 45 of the Public Finance Management Act 01 of 1999 as amended. Provide inputs into the designing of strategies and plans for the management of non- communicable diseases. Liaise with all relevant stakeholders in the delivery of health care services at all levels. Assist in coordinating the development and maintenance of partnership between the relevant government departments, NGOs, CBOs, FBOs, tertiary institutions, statutory bodies and individuals in the delivery of health care services to offenders. Management of human resources, finances and assets. Manage performance information.

**OPERATIONAL MANAGER: NURSING GRADE 1: COMMUNICABLE DISEASES**

- National Head Office: Directorate: Health Care Services (Ref: HO 2023/05/15)  
**Salary: R497 193 per annum**

**Requirements:** Four (4) year degree or national diploma in accordance with R425 in Nursing (basic R425 qualification) that allows registration with the South African Nursing Council (SANC) as a professional nurse. Registration with SANC as a professional nurse. A minimum of seven (7) years appropriate/recognisable experience in nursing after registration as a professional nurse with the SANC in General Nursing. Computer literacy. Valid driver's licence.

**Competencies and attributes:** Demonstrate an in depth understanding of nursing legislation and related legal and ethical nursing practices and how these impacts on service delivery. Promote quality of nursing care as directed by the professional scope of practice and standards as determined by the relevant health facility. Demonstrate a basic understanding of HR and financial policies and practices. Able to develop contacts, build and maintain a network of professional relations in order to enhance service delivery. Strategic and operational planning. Managerial skills. Programme/project management. Communication, monitoring and evaluation, good interpersonal and research skills. Liaison and networking.

**Responsibilities:** Provide a comprehensive package for preventive, promotive, curative and rehabilitative services for communicable diseases. Provide direction and supervision for the implementation of programmes and services for communicable diseases (clinical practice/quality patient care). Implement standards, practices, criteria and indicators for quality nursing (quality of practice). Facilitate the practice nursing and health care in accordance with the laws and regulations relevant to nursing and health care. Utilize resources efficiently and effectively. Maintain a constructive working relationship with nursing and other stakeholders. Conduct operational support visits at different correctional facilities and management areas. Management of performance information. Management of human resources, finance and assets.

#### **ASSISTANT DIRECTOR: MONITORING AND EVALUATION**

- National Head Office: Directorate: Formal Education (Ref: HO 2023/05/16)  
**Salary: R424 104 per annum**

**Requirements:** Recognised three (3) year degree or national diploma in Education or equivalent qualification. 3-5 years relevant experience as a supervisor. Computer literacy. Valid driver's licence.

**Competencies and attributes:** Negotiation and facilitation skills. People management. Strategic planning. Management, report writing and coordination skills. Transformation management. Communication and leadership skills. Programme coordination and development. Conflict management. Diversity management. Stakeholder relations management. Analytical thinking. Policy development, analysis, monitoring, evaluation and implementation advice. Knowledge of PFMA, project management principles and White Paper on corrections.

**Responsibilities:** Policy design and development. Set and monitor compliance to service level standards Monitoring and evaluation of programmes and reporting thereof. Manage administration of performance information. Manage statistical data for the enhancement of offender's development. Monitor and update the Management Information System (MIS) related to programmes and services. Liaise with relevant stakeholders for the improvement and delivery of programmes. Ensure the implementation of programmes in accordance with prescribed policies and procedures. Management of performance information. Management of human resources, finance and assets.

#### **ASSISTANT DIRECTOR: TRAINING AND DEVELOPMENT**

- Zonderwater Training College (Ref: HO 2023/05/17)  
**Salary: R424 104 per annum**

**Requirements:** Recognized national diploma or degree in HRD/Training or equivalent qualification. 3-5 years' supervisory experience in the field of Human Resource Development or Education, Training and Development. Computer literate. Valid driver's licence.

**Competencies and attributes:** Ability to plan, organise and control the training college. Knowledge of public finance and supply chain management. Knowledge and understanding of policy and legislation on education and training development. Project management skills. Database management. Communication and analytical skills. Assertiveness. Decisiveness.

**Responsibilities:** Develop an implementation plan for instructional learning. Oversee the scheduling of classes. Manage and oversee the presentation of classes according to the drawn delivery programme. Oversee the attendance of classes. Ensure that learners' needs are attended to. Evaluate the delivery of training. Manage record keeping for instructional learning. Ensure the availability of learning material. Appraise facilitators during the presentation of lessons. Manage the preparation for and the administration of assessments. Manage grievances of learners. Ensure that facilities are kept tidy to comply with SAQA requirements. Manage inventories in the component. Manage personnel in the component. Prepare written reports and make oral presentations. Management of performance information. Management of human resources, finance and assets.

**ASSISTANT DIRECTOR: ADMINISTRATIVE SECRETARY**

- National Head Office: Office of the DC: Facilities Planning and Property Management (Ref: HO 2023/05/18)
  - National Head Office: Office of the DC: Human Resources Management (Ref: HO 2023/05/19)
  - National Head Office: Office of the DC: Personal Development (Ref: HO 2023/05/20)

**Salary: R424 104 per annum**

**Requirements:** Recognized degree or national diploma in Public Management or equivalent qualification. 3-5 years' supervisory experience in a similar environment. Computer literate. Valid driver's licence.

**Competencies and attributes:** Financial management. Problem solving and decision-making skills. Facilitation skills. Plan, organize, lead and control. Team leadership. Project management. Presentation, conflict management and report writing skills. Training and development. Time management. Confidentiality. Coaching and mentoring. Understanding of public service policy and legislative framework. Service delivery and client orientation. Integrity and honesty. Assertiveness. Ability to network. Influence and impact. Applied strategic thinking. Willingness to travel.

**Responsibilities:** Ensure a smooth document flow system in the office. Ensure compliance of return dates. Ensure quality control over the documentation received. Facilitate convening of meetings, minute taking and implementation of decisions taken at meetings. Ensure the drafting of routine letters and memoranda, receipt of correspondence and documentation and proactively acknowledging receipt of correspondence. Process content of incoming and outgoing documentation. Ensure appropriate filing of documents. Liaise with various stakeholders. Management of performance information. Management of human resources, finance and assets.

**ASSISTANT DIRECTOR: COMMODITY MANAGEMENT**

- National Head Office: Directorate: Procurement (Ref: HO 2023/05/21) **[RE-ADVERTISEMENT]**

**Salary: R424 104 per annum**

**Requirements:** Recognized degree or national diploma in Purchasing Management or equivalent qualification. 3-5 years supervisory experience in a supply chain management environment. Knowledge of supply chain management processes, treasury regulations and PFMA. Computer literate. Valid driver's licence.

**Competencies and attributes:** Good communication skills. 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. Knowledge of supply chain management legislation and related prescripts. Knowledge of government procurement processes. Assertiveness. Ability to network and diplomacy.

**Responsibilities:** Conduct an industry and market analysis of the goods, works or services to be obtained by the department. Determine optimum method to satisfy the need for the required goods, work or services. Coordinate, review and collate information for demand management plan. Compile annual procurement plan. Monitor and assess compliance to the annual procurement plan. Coordinate, review and collate information for participation in transversal contracts. Compile product specifications. Management of performance information. Management of human resources, finance and assets.

**ASSISTANT DIRECTOR: NATIONAL PERSONNEL ADMINISTRATOR: CONTROLLER**

- National Head Office: Directorate: PERSAL Management (Ref: HO 2023/05/22)

**Salary: R424 104 per annum**

**Requirements:** National diploma/degree in Human Resource Management/ relevant qualification. 3-5 years supervisory experience in PERSAL. PERSAL Management Courses (Introduction to PERSAL, PERSAL Establishment, PERSAL Controllers course, PERSAL leave administration, PERSAL Personnel Administration, PERSAL Salary Administration, PERSAL Labour Relations and PERSAL Management Information course). Computer literate. Valid driver's licence.

**Competencies and attributes:** Knowledge of applicable regulations, policies and procedures, resolutions and acts. Good communication, project management, interpersonal, report writing and managerial skills.

**Responsibilities:** Ensure the effective utilization of the PERSAL system nationally. Registration/deregistration of PERSAL users and allocation of PERSAL functions applicable to their duties. Monitor the linking between the PERSAL system users and their revisers.



Conduct training of PERSAL users nationally. Monitor training of all the middle and senior officials in human resources nationally. Ensure that all regional PERSAL managers and controllers are trained in the PERSAL control functionality. Enhancement of the biometric access security system on PERSAL nationally. Reporting of risks/ fraud associated with usage of PERSAL system. Management and maintenance of personnel information. Ensure data integrity on personnel records. Identification of discrepancies on personnel data i.e. (Service record, nature of appointment, act of appointment, leave groups, capped leave and demographic data) and ensure corrective measures. Monitor the implementation of PERSAL data management and access security policy and procedure. Ensure that all users comply with PERSAL data management and access security policy, procedure, circulars, messages, directives and notices. Participate in the PERSAL steering committee. Management of performance information. Management of human resources, finance and assets.

**ASSISTANT DIRECTOR: NATIONAL SALARY CONTROLLER**

- National Head Office: Directorate: PERSAL Management (Ref: HO 2023/05/23)  
**Salary: R424 104 per annum**

**Requirements:** National diploma/degree in Human Resource Management/ relevant qualification. 3-5 years supervisory experience in PERSAL. PERSAL Management Courses (Introduction to PERSAL, PERSAL Establishment, PERSAL Controllers course, PERSAL leave administration, PERSAL Personnel Administration, PERSAL Salary Administration, PERSAL Labour Relations and PERSAL Management Information course). Computer literate. Valid driver's licence.

**Competencies and attributes:** Knowledge of applicable regulations, policies and procedures, resolutions and acts. Communication, project management, interpersonal, report writing and managerial skills.

**Responsibilities:** Ensure the effective utilization of the PERSAL system nationally. Registration/deregistration of PERSAL users and allocation of PERSAL functions applicable to their duties. Monitor the linking between the PERSAL system users and their revisers. Monitor the payment of allowances. Review the threshold for allowances to be monitored. Monitor the allowances paid exceeding the threshold. Enhancement of the biometric access security system on PERSAL nationally. Identification of risks/ fraud associated with usage of PERSAL system. Monitor access security violations. Ensure data integrity on salary records. Identification of discrepancies on salary data i.e. (Allowance codes, salary codes, scale codes, service record) and ensure corrective measures. Regularly update PERSAL system with the necessary information. Monitor the implementation of PERSAL data management and access security policy and procedure. Ensure that all users sign attestation of secrecy and have access to PERSAL policy, procedure and code of ethics. Monitor compliance to PERSAL policy, procedures, circulars, messages, directives and notices. Management of performance information. Management of human resources, finance and assets.

**ASSISTANT DIRECTOR: PROCUREMENT POLICY IMPLEMENTATION AND CONTROL**

- National Head Office: Directorate: Procurement (Ref: HO 2023/05/24)  
**Salary: R424 104 per annum**

**Requirements:** Recognized degree/national diploma in Supply Chain Management/Logistics/Public Administration/Public Management or equivalent qualification. 3-5 years' experience as a supervisor in a similar environment. Computer literate. Valid driver's licence.

**Competencies and attributes:** Financial management, problem solving and decision-making skills. Facilitation, plan, organize, lead and control, change management, project management, presentation, conflict management and training skills. Communication, time management, confidentiality, coaching and mentoring. Knowledge of the Public Finance Management Act, 1999 and Treasury Regulations. Service delivery and client orientation, Integrity and honesty.

**Responsibilities:** Manage the formulation and implementation of procurement policy, procedures and delegated powers. Monitor, identify and correct deficiencies regarding procurement. Facilitate training on procurement administration within the department. Handle enquiries regarding procurement policy and procedures. Continuous record keeping and reporting of irregular expenditure. Management of performance information. Management of human resources, finance and assets.

**ASSISTANT DIRECTOR: FINANCIAL DIRECTIVES, POLICIES AND TRAINING**

- National Head Office: Directorate: Financial Accounting (Ref: HO 2023/05/25)  
**Salary: R424 104 per annum**

**Requirements:** National diploma/degree in Finance with Financial Accounting and Management Accounting as majors or equivalent qualification. 3-5 years' experience in a supervisory post. Must be computer literate and in possession of a valid drivers' licence.

**Competencies and attributes:** DCS Delegations of Authority; PFMA – compilation of budgets, financial accounting processes, expenditure management and reporting. HR policies related to leave, performance assessment, discipline, grievances, skills development, occupational health & safety, employee wellness, remuneration and allowances, etc. Personnel directives/circulars and project management principles. DCS strategic plan. Access to Information Act. White Paper on corrections. Protection of Information Act. MISS Act (Minimum Information Security Standards). Relevant PERSAL Functions, Treasury Regulations and Code of Conduct. Relevant supply chain management policies related to requisition, transport, inventory control and procurement. DCS Financial policies and procedures. Project management principles. Basic Accounting System (BAS). General uniform filing system for the DCS. Post register system. Logistic Administration Procedure Manual. Basic Accounting System (BAS). The ability to access required management information. Planning, organising, leading and control. Networking/liason with stakeholders. Chairing of disciplinary hearings. Applied research and analysis of financial reports. Committed, honest and trustworthy. Innovative, initiative, creative, observant and motivated.

**Responsibilities:** Manage the section as indicated under Section 45 of the Public Finance Management Act (PFMA) Act 1 of 1999 as amended. Ensure that the system of financial management and or internal control established for the department is carried out effectively. Ensure effective, efficient, economical and transparent use of financial and other resources. Take appropriate steps to prevent any unauthorized, irregular, fruitless/wasteful expenditure and any other collection of revenue due. Management and maintenance of financial policies and procedures, financial circulars and financial and management accounting notices. Facilitation and coordination of both internal and external financial training. Management and maintenance of financial delegations with regard to PFMA and Treasury Regulations. Responsible for activity control functions of the Sub-Directorate: Financial Systems and office of the Director: Financial Accounting. Co-responsible for the maintenance of the human resource management plan of the Chief Directorate: Financial and Management Accounting. Management of performance information. Management of human resources, finance and assets.

#### **ASSISTANT DIRECTOR: STANDARD DEVELOPMENT**

- National Head Office: Directorate: Training Standards (Ref: HO 2023/05/26)  
**Salary: R424 104 per annum**

**Requirements:** Relevant 3 years degree or national diploma in Human Resource Development/Human Resources Management plus at least 3-5 Years' relevant supervisory experience in HR field of human resource development and training. Computer literate. Valid driver's licence.

**Competencies and attributes:** Planning and organising. Knowledge of human resources development and training. Compilation of management reports. Research. Knowledge and understanding of SAQA framework. Understanding unit standards of qualifications. Knowledge of project management and planning. Knowledge of procurement directives and procedures. Presentation, analytical thinking, report writing and communication skills.

**Responsibilities:** Coordinate the development of training quality standards within the department. Facilitate the development of training quality standards policies/guidelines/strategies. Facilitate and maintain the development of all unit standards/qualifications within the framework of SAQA. Ensure access to unit standards by all relevant role players. Facilitate and ensure the establishment and functioning of standards generating bodies within the field of corrections. Management of performance information. Management of human resources, finance and assets.

#### **ASSISTANT DIRECTOR: INDUCTION**

- National Head Office: Directorate: Core Curriculum (Ref: HO 2023/05/27)  
**Salary: R424 104 per annum**

**Requirements:** Recognized three (3) year national diploma/ degree in Human Resource Development, Management of training or HRM with specialisation in training and development or equivalent related qualification. 3-5 years relevant supervisory experience in HRD/training environment. Computer literate. Valid driver's licence.

**Competencies and attributes:** Teamwork. Decision making. Communication, report writing, time management, critical thinking and problem-solving skills. Project management. Information technology application. Planning organisation. Knowledge of government programmes and policies/legislations.

**Responsibilities:** Coordinate the delivery of DCS orientation and induction programme in the department. Coordinate the delivery of Public Service Induction (CIP) at all levels in the department in consultation with the National School of Government (NSG). Ensure proper planning and schedules for the delivery of the induction training programme. Ensure the availability of the database of newly appointed officials from PERSAL office/HRM office in order to make nominations. Consolidation of statistics and training reports. Liaise with internal and external stakeholders for the delivery of training. Management of performance information. Management of human resources, finance and assets.

**ASSISTANT DIRECTOR: POLICY, LEARNERSHIP, BASIC TRAINING, RPL**

- National Head Office: Directorate: Policy and External Training (Ref: HO 2023/05/28)  
**Salary: R424 104 per annum**

**Requirements:** National diploma/degree in Human Resource Development/relevant qualification. 3-5 years relevant work experience gained in a supervisory post in research and policy development. A qualification in Occupationally Directed Education and Training, Development Practices (ODETDP) will be an added advantage. Must be prepared to travel. Computer literate. Valid driver's licence.

**Competencies and attributes:** Ability to develop training or learning programmes. Facilitation, presentation, project management, communication and marketing, report writing, analytical, negotiation, research, generic management and diversity management skills. Database management. Assertiveness. Decisiveness. Customer service orientation. Tolerant. Initiative. Honesty and integrity. Emotional intelligence.

**Responsibilities:** Ensure HRD policy research, development and review. Conduct research on the latest trends on development and training initiatives. Assist in the development of the HRD policy and procedures. Review and administrate the implementation of all HRD policies in line with applicable legislation. Administrate the needs analysis process for the policy review and/or development. Conduct monitoring and evaluation of HRD policy and procedures at regions and branches. Inform regions and branches of intended visits and forward checklist to be utilized during monitoring and evaluation process. Management of performance information. Management of human resources, finance and assets.

**ASSISTANT DIRECTOR: BUDGET PLANNER: INCARCERATION AND SOCIAL REINTEGRATION**

- National Head Office: Directorate: Management Accounting (Ref: HO 2023/05/29)  
**Salary: R424 104 per annum**

**Requirements:** Relevant three-year degree/ national diploma in a financial management related field with Cost and Management Accounting as a major subject. 3-5 years relevant experience in budgeting or similar environment as a Senior State Accountant. Computer literate. Valid driver's licence.

**Competencies and attributes:** Problem solving, decision making and facilitation skills. Plan, organize, lead and control. Change management, project management, presentation, conflict management, training and communication skills. Time management. Confidentiality. Coaching and mentoring. Extensive knowledge of the Public Finance Management Act (PFMA), 1999 and Treasury Regulations. Sound knowledge of Government transversal systems including BAS and the budgeting process. Service delivery and client orientation, integrity and honesty, assertiveness, influence and impact and ability to network. Strong leadership qualities, initiative and drive. Excellent verbal and written communication skills.

**Responsibilities:** Advise and assist managers with costing of short, medium and long-term plans. Manage and advise on the prioritization of funds to ensure that they are directed and utilized to the best achievement of the departmental objectives. Manage consolidation of budget inputs from regions. Evaluate and interrogate inputs from regions for the Medium-term Expenditure Framework (MTEF) budget and Estimates of National Expenditure (ENE). Ensure that the department complies with the PFMA, Treasury Regulations and Treasury guidelines for the compilation and submission of the Medium-Term Expenditure Framework (MTEF) budget and the Estimates of National Expenditure (ENE). Manage alignment of departmental budget with the operational and strategic plans. Manage the breakdown per month of anticipated revenue and expenditure for that financial year. Develop, implement and maintain budget planning policies and procedures. Manage reporting of relevant and critical financial management information to senior management and external stakeholders. Ensure effective utilization and control over resources of the sub-directorate. Execute responsibilities of officials as stipulated in section 45 of the PFMA. Management of human resources, finance and assets.

**SENIOR ADMINISTRATION OFFICER: ADMINISTRATION**

- Krugersdorp Training College (Ref: HO 2023/05/30)  
**Salary: R359 517 per annum**

**Requirements:** Recognised three (3) year degree or national diploma in Human Resource Development, Human Resources Management or equivalent qualification. 3-5 years relevant experience in the same field. Computer literate. Valid driver's licence.

**Competencies and attributes:** Financial Management. Coordination, plan, organize, lead and control. Presentation skills. Conflict management. Time management. Confidentiality. Coaching and mentoring. Understanding of public service policy and legislative framework including PFMA. Service delivery and client orientation. Integrity and honesty. Assertiveness. Influence and impact. Communication skills. Decision making.

**Responsibilities:** Coordinate and monitor the delivery of middle and junior management training programmes. Coordinate and ensure the effective and efficient scheduling of different training programmes. Coordinate and monitor the facilitation, assessment and moderation of training programmes. Provide supervisory administration support i.e. preparation of documents, binding of documents, hand out copies, arranging presentations in terms of venue, travel arrangements invitations, set-up of office, computers and labour-saving devices needed during presentations. Management of resources and assets.

**SENIOR ADMINISTRATION OFFICER: GRAPHIC DESIGN**

- National Head Office: Directorate: Internal Communication and Media Production (Ref: HO 2023/05/31)  
**[RE-ADVERTISEMENT]**  
**Salary: R359 517 per annum**

**Requirements:** A recognized degree or national diploma in Graphic Design or equivalent qualification. 3-5 years' experience in graphic design. Proficiency in Adobe Creative Suite. Computer literate. Valid driver's licence.

**Competencies and attributes:** Good communication skills. Planning and organizing skills. Creativity. 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:** Produce high quality and effective designs (in its ability to convey the communication message) for media products, such as posters, brochures, newsletters, reports, presentations, etc. Render print media production services inclusive of design, layout, printing, assembling and installation of media products. Render electronic media production services such as innovative and effective power point presentations/multimedia products. Assess clients' communication needs and match with departmental branding requirements and strategic direction of the department. Procure print services from external service providers at times. Assist with managing and maintaining equipment in the graphic design unit. Management of resources and assets.

**SENIOR HR PRACTITIONER: DISCIPLINE ADMINISTRATION**

- National Head Office: Directorate: Employee Relations (Ref: HO 2023/05/32)  
**Salary: R359 517 per annum**

**Requirements:** Recognized three-year degree/diploma in Labour Law/Labour Relations or equivalent relevant qualification. Sound knowledge of labour legislation and labour relations practices. At least 3 years relevant experience as a supervisor in the labour relations environment. Generic managerial experience in relation to portfolio management, human resource management, financial and logistics management. Computer literate. Valid driver's licence.

**Competencies and attributes:** Must have an affinity for figures. Good communication and report writing skills. Good interpersonal and conflict facilitation skills.

**Responsibilities:** Administration of the department's Employee Relations Management Information System (ER MIS). Develop systems and procedures whereby data pertaining to disciplinary hearings, appeals, suspensions, grievances and disputes are collected, monitored, analysed and interpreted from all correctional facilities country-wide and corrective measures implemented. Develop management information reports for DCS top management. Administration of employee grievances in the DCS and assist with policy and procedure development. Act as custodian of the grievance procedure. Monitor compliance with the DCS grievance procedure. Assist with training of management and employees in the DCS ER MIS and in grievance management. Assist with the facilitation of conflict management – individual and collective. Assist with negotiations and consultations within the DCS Bargaining

Chamber. Manage the administration and communication with the various councils with regard to external dispute resolution. Represent the department in conciliation and arbitration hearings. Provide advice and guidance to all levels of management and employees in the DCS. Management of resources and assets.

**SENIOR PROVISIONING ADMINISTRATION OFFICER: PROFESSIONAL SERVICES**

- National Head Office: Directorate: Procurement (Ref: HO 2023/05/33)  
**Salary: R359 517 per annum**

**Requirements:** Recognized degree/national diploma in Supply Chain Management or equivalent qualification. At least 2-3 years' experience in a similar environment. Computer literate. Valid driver's licence.

**Competencies and attributes:** Knowledge of PFMA, BBBEE Act, PPPFA, PPR 2022, Competition Act and other applicable legislations. Numeracy, organizing and communication skills. Telephone etiquette. Time management. Problem solving. Report writing, presentation and decision-making skills.

**Responsibilities:** Effective demand and acquisition management. Follow-up on needs registered on procurement plan. Ensure that the needs link to the strategic plan of the department. Verify/arrange that the accounting officer provide approval for the invitation of bids. Verify availability of funds before procurement. Effective implementation of affirmative procurement (Points allocated to bidders; SBD 6). Confirm the estimated value of the bid requirements. Ensure that the points applicable are clearly specified in bid documents. Management of resources and assets.

**SENIOR STATE ACCOUNTANT: PROGRAMME ADMINISTRATION**

- National Head Office: Directorate: Management Accounting (Ref: HO 2023/05/34)  
**Salary: R359 517 per annum**

**Requirements:** National diploma/degree in Finance/Accounting/Cost Management Accounting or equivalent qualification. 2-3 years' supervisory experience in the relevant field. Computer literate. Valid driver's licence.

**Competencies and attributes:** DCS Delegations of Authority. PFMA – compilation of budgets, estimation, expenditure and reporting. DCS financial policy regarding expenditure, payments, etc. HR Policies related to leave, performance assessment, discipline, grievances, skills development, occupational health and safety, employee wellness, remuneration and allowances, etc. DCS strategic plan. Corporate Services Strategic Plan. Public Service Regulations. Public Service Act. Employee Relations Act and Correctional Service Act. Employment Equity Act. Access to Information Act. Relevant PERSAL Functions. Directives and circulars related to personnel and revenue. The ability to access required management information. Applied strategic thinking. Management - planning, organising, leading and control. Analysis of financial reports. Monitoring, strategic capability and productivity. Programme and project management.

**Responsibilities:** Management of the sub-section as per Section 45 of the Public Finance Management Act (PFMA) Act 1 of 1999 as amended. Ensure that the system of financial management and or internal control established for the department is carried out as required. Effective, efficient, economical and transparent use of financial and other resources. Take effective and appropriate steps to prevent any unauthorized, irregular and fruitless/wasteful expenditure and any other collection of revenue due. Comply with the provisions of the PFMA including any delegation and instruction in terms of section 44 of the PFMA. Safe guarding of the assets and the management of liabilities. Provide programme management support for programme administration. Monitor compliance and evaluate monthly expenditure against spending plans. Coordinate and distribute original and adjusted budgets to regions including head office. Reporting and coordination of fund shifts, virements and monitor balancing of programme administration budget on BAS. Support and financial advice to the ASD Programme Controller: Administration. Provide financial information and advice to managers on administration programme. Reporting according to financial reporting requirements. Programme administration inputs for the MTEF, ENE, and AENE budget submissions to treasury. Management of resources and assets.

**SENIOR HR PRACTITIONER: PERSONNEL**

- Kroonstad Training College (Ref: HO 2023/05/35)  
**Salary: R359 517 per annum**

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

**Competencies and attributes:** Financial management. Facilitation skills. Plan, organise, lead and control. Project management. Presentation skills. Conflict management. 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. Communication skills. Problem solving skills. Network and diplomacy. Coaching and mentoring. Negotiation skills.

**Responsibilities:** Coordinate PERSAL control. Ensure that inventory is managed properly. Control salary adjustments. Coordinate the outcome of disciplinary hearings. Control of transfers/interdepartmental transfers, post establishment and leave administration. Management of resources and assets.

**SENIOR HR PRACTITIONER: PERSONNEL CONTROLLER**

- National Head Office: Directorate: HR Administration and Utilization (Ref: HO 2023/05/36)  
**Salary: R359 517 per annum**

**Requirements:** Recognised (3) year degree/national diploma in Human Resources Management or equivalent qualification. 3-5 years' experience working with PERSAL. Computer literate. Valid driver's licence.

**Competencies and attributes:** Sound knowledge of Human Resources Management. Administration, listening, communication, report writing, problem solving and analysis skills. Understanding of public service and treasury regulations.

**Responsibilities:** Ensure data integrity. Monitor compliance with national minimum information requirements and auditing of establishment. Management of access security. Implementation of the PERSAL data management and access security policy and procedure. Management of risks associated with salary payments. Implementation of biometrics. Management of resources and assets.

**SENIOR ADMINISTRATION OFFICER: USER ASSET MANAGEMENT PLAN**

- National Head Office: Directorate: Facilities Management (Ref: HO 2023/05/37)  
**Salary: R359 517 per annum**

**Requirements:** Recognised (3) year degree /national diploma in Supply Chain Management/Property Management/Building Maintenance or equivalent qualification coupled with 3-5 years administrative experience in a similar environment. Computer literate. Valid driver's licence.

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

**Responsibilities:** Implementation of the user immovable asset management plan (UAMP). Develop and maintain an asset database. Conduct gap analysis. Determine a need for refurbishment or reconfiguration. Immovable asset management through preventing deterioration and failure, restoring the immovable asset to its specified level of operation etc. Management of resources and assets.

**SENIOR ADMINISTRATION OFFICER: NATIONAL ARCHIVES**

- National Head Office: Directorate: Information Management (Ref: HO 2023/05/38)  
**Salary: R359 517 per annum**

**Requirements:** Relevant (3) year degree or national diploma in Information Management or equivalent qualification. At least 3-5 years relevant experience in a similar environment. Computer literate. Valid driver's licence.

**Competencies and attributes:** Communication, decision making, problem solving and negotiation skills. Networking/liaison with stakeholders. Analytical thinking. Policy implementation. Understanding of public service policy and legislative framework. Knowledge of Correctional Service Act. Facilitation and time management skills. Confidentiality, coaching and mentoring. Service delivery and client orientation. Integrity and honesty. Assertiveness.

**Responsibilities:** Design, evaluation, implementation and maintenance of records classification systems. Provide records management training. Conduct appraisal of records for disposal purposes. Conduct inspections to ensure compliance with proper records management practices. Provide professional support and advise to stakeholders. Collect, arrange, describe and preserve non-public and public records. Promote and market archival functions and services. Implement and monitor information resources of the organization in terms of the broad policy guidelines contained in the national archives act of South Africa. Ensure and maintain complete information regarding the custody, storage, treatment, filing and disposal of all public records in our care. Ensure the authorization to deviate from instructions. Management of resources and assets.

**SENIOR ADMINISTRATION OFFICER: ADMINISTRATION SUPPORT: COURSE ADMINISTRATION**

- National Head Office: Directorate: Core Curriculum (Ref: HO 2023/05/39)  
**Salary: R359 517 per annum**

**Requirements:** Relevant (3) year national diploma /degree in Procurement/Financial Management/Public Administration with specialisation in finance/procurement. Minimum of 3 years' experience in finance or procurement administration. Computer literate. Valid driver's licence.

**Competencies and attributes:** Initiative, honesty and integrity, emotional intelligence and good communication skills. Customer service, project management, service delivery innovation, coaching, problem solving, conflict management and financial management skills, Planning and organizing. Confidentiality. Interpersonal, report writing, analytical, negotiation and research skills, Understanding of the PFMA and procurement processes, DCS legislatives and policy frameworks. Ability to work under pressure.

**Responsibilities:** Coordinate and facilitate the allocation of funds for the directorate budget. Ensure the procurement of resources and appropriation of training resources. Ensure control over inventory controllers. Administrate travel and subsistence claims and advances. Administrate payment of advances/invoices of services rendered. Procurement of human resource within the entire directorate. Processing of management information regarding training and development. Administrate all personnel functions/employees matters within the directorate. Management of physical, human and information management. Management of resources and assets.

**SENIOR ADMINISTRATION OFFICER: DEVELOPMENT SUPPORT**

- Zonderwater Training College (Ref: HO 2023/05/40)  
**Salary: R359 517 per annum**

**Requirements:** Recognized three (3) year degree or national diploma in Human Resource Development or equivalent qualification. 3-5 years' experience in human resource development environment. PERSAL knowledge. Computer literate. Valid driver's licence.

**Competencies and attributes:** Coordination and organising skills. Training skills. Human Resource Development skills. Analytical and innovative skills. Coaching and mentoring skills. Knowledge of applicable legislations, policies, and regulations. Good communication and interpersonal skills. Time management. Problem solving skills.

**Responsibilities:** Coordinate and ensure the availability of required training materials and sub inventories. Coordinate and ensure the setting up of lecture halls. Coordinate the setting up of equipment for presentations and events. Manage human resources, finance and assets.

**ADMINISTRATION OFFICER: NATIONAL ARCHIVES [2 POSTS]**

- National Head Office: Directorate: Information Management (Ref: HO 2023/05/41)  
**Salary: R294 321 per annum**

**Requirements:** Recognised three (3) year degree/national diploma. 1-2 years relevant experience. Computer literate. Valid driver's licence.

**Competencies and attributes:** Communication, decision making, negotiation and problem-solving skills. Networking/liason with stakeholders. Analytical thinking. Policy implementation. Understanding of Public Service policy and legislative framework. Knowledge of Correctional Service Act. Facilitation and time management skills. Confidentiality. Coaching and mentoring. Service delivery and client orientation. Integrity and honesty. Assertiveness.

**Responsibilities:** Design, evaluate, implement and maintain records classification systems. Provide records management training. Conduct appraisal of records for disposal purposes. Conduct inspections to ensure compliance with proper records management practices. Provide professional support and advise to stakeholders. Collect, arrange, describe and preserve non-public and public records. Promote and market archival functions and services. Management of resources and assets.

**PROVISIONING ADMINISTRATION OFFICER: GENERAL STOCK PROCUREMENT**

- National Head Office: Directorate: Procurement (Ref: HO 2023/05/42)

**Salary: R294 321 per annum**

**Requirements:** Recognised three (3) year degree or national diploma in Purchasing Management/Procurement/Supply Chain Management or equivalent qualification. 1-2 years' experience in procurement. Computer literate. Valid driver's licence.

**Competencies and attributes:** Knowledge of BAS. Clerical, numeracy, organizing and communication skills. Telephone etiquette. Time management. Problem solving. Decision making. Impact and Influence. Supply Chain Management user manual in respect of procurement. White Paper on Corrections (applicable sections). Procurement Preference Policy Framework Act (PPPFA) and its regulations. PFMA and its regulations. Public Service Act and regulations.

**Responsibilities:** Assist and provide advice on procurement issues to management and other role-players. Monitor the adherence to legislation, policy, procedures and delegated powers by means of inspections. Execute the procurement processes and policies. Handling all aspects with regard to price quotations for mass stock up to the value of R30 000.00. Handling all aspects with regard to bids for mass stock to an unlimited value. Verification of all aspects regarding bids. Distribute and manage contracts for textiles, blankets, underwear etc. Co-managing stock during meetings with Witbank Logistics as extension of Head Office procurement. Consolidation of needs and compilation of multi-year estimation. Application for ex post facto approvals with regard to mass stock items. Management of resources and assets.

**HR PRACTITIONER: USER ASSISTANT: PERSONNEL CONTROLLER**

- National Head Office: Directorate: PERSAL Management (Ref: HO 2023/05/43)

**Salary: R294 321 per annum**

**Requirements:** Recognised three (3) year national diploma/degree in Human Resource Management/ relevant qualification. 1-2 years' experience in PERSAL. PERSAL Management Courses (Introduction to PERSAL, PERSAL Establishment, PERSAL Controllers course, PERSAL leave administration, PERSAL Personnel Administration, PERSAL Salary Administration, PERSAL Labour Relations, PERSAL Management Information course). Computer literate. Valid driver's licence.

**Competencies and attributes:** Knowledge of applicable regulations, policies and procedures, resolutions and acts. Communication, project management, interpersonal, report writing and managerial skills.

**Responsibilities:** Ensure the effective utilization of the PERSAL system nationally. Facilitate training of PERSAL users nationally. Enhancement of the biometric access security system on PERSAL nationally. Ensure data integrity on personnel records. Ensure compliance with the implementation of PERSAL data management and access security policy and procedure. Management of resources and assets.

**ADMINISTRATION OFFICER: DEVELOPMENT**

- Kroonstad Training College (Ref: HO 2023/05/44)

**Salary: R294 321 per annum**

**Requirements:** Recognised three (3) year degree or national diploma in Human Resource Development or equivalent qualification. 1-2 years' experience in human resource development /training environment. Computer literate. Valid driver's licence.

**Competencies and attributes:** Coordination, organising, training, human resource development, analytical, innovative, coaching and mentoring skills. Knowledge of applicable legislations, policies, and regulations. Communication, interpersonal, time management and problem-solving skills.

**Responsibilities:** Coordinate and ensure the availability of required training materials and sub inventories. Coordinate and ensure the setting up of lecture halls. Coordinate the setting up of equipment for presentations and events. Render support services in the POE/QMS office. Management of resources and assets.



**ADMINISTRATION OFFICER: REGISTRATION**

- Kroonstad Training College (Ref: HO 2023/05/45)  
**Salary: R294 321 per annum**

**Requirements:** Recognised three (3) year degree or national diploma in Public Administration or equivalent qualification. 1-2 years' relevant experience. Computer literate. Valid driver's licence.

**Competencies and attributes:** Job knowledge. Good communication skills and interpersonal relations. Professional integrity and the ability to perform under pressure. Financial management. Facilitation skills. Plan, organise, lead and control. Project management. Presentation skills. Conflict management. 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. Problem solving skills. Network and diplomacy. Understanding of the work in registry.

**Responsibilities:** Manage archives and registry sections. Transfer records to archives. Withdraw records from archives and registry. Dispose files. Control uniform filing system. Safe keeping of departmental files. General filing. Management of resources and assets.

**ADMINISTRATION OFFICER: RESEARCH AND EVALUATION**

- National Head Office: Directorate: Core Curriculum (Ref: HO 2023/05/46)  
**Salary: R294 321 per annum**

**Requirements:** Recognized three (3) years national diploma or degree in Human Resource Development, Management of training, HRM with specialisation in training and development or equivalent related field qualification. 1-2 years functional experience in the research field or training environment. Computer literate. Valid driver's licence.

**Competencies and attributes:** Teamwork. Decision making. Good oral/written communication. Report writing. Time management. Critical thinking. Problem-solving. Project management. Information technology application. Planning and organising.

**Responsibilities:** Continuously analyse the departmental strategy and identify training research topics. Undertake all training related research. Research of opportunities for training and personnel/staff development (needs analysis). Conduct training research, based on special needs as requested by the office of the commissioner. Manage and analyse all training data within the unit. Manage and monitor research activities. Conduct the provincial client satisfaction survey. Monitor and evaluate impact of training. Conduct impact assessment. Management of resources and assets.

**ADMINISTRATION OFFICER: PROGRAM DESIGN**

- National Head Office: Directorate: Core Curriculum (Ref: HO 2023/05/47)  
**Salary: R294 321 per annum**

**Requirements:** Recognized three years (3) national diploma/ degree in Education and Training, Human Resource Development, Management of Training or relevant qualification. 1-2 years relevant experience in HRD. Must have completed ODETDP qualification, with assessor and design outcomes-based learning programmes unit standards. Computer literate. Valid driver's licence.

**Competencies and attributes:** Communication and problem-solving skills. Ability to type and prepare documents. Filing system, program designing, research and analytical skills.

**Responsibilities:** Conduct needs analysis: Analyse problem, doing research, gather information literature study, interviews and questionnaire's and describe real problem. Design of curriculum: Research the object and gathering and elimination of information. Finalize the most applicable concept curriculum. Identify target population: determine role players and work group. Describe target group: Visit role players and do training consultations. Obtain unit standards and specific outcomes from Seta's. Develop program: Determine time per object and training. Coordinate the writing of lectures: Link up with the subject matter experts for the writing of material, facilitate the process and give the format and due dates for the material. Management of physical and information resources. Management of assets.

### CONSUMER CLERK

- Zonderwater Training College (Ref: HO 2023/05/48)

**Salary: R202 233 per annum**

**Requirements:** Grade 12. Relevant working experience will be an added advantage. Computer literate.

**Competencies and attributes:** Honesty and integrity, Planning and organizing skills. Punctuality and confidentiality. Service delivery and client orientation. Excellent communication skills (written and verbal). Ability to work under pressure. Ability to coordinate and organize work related tasks. Good telephone etiquette. High level of reliability. Strong interpersonal skills, Ability to work independently and within a team. Able to follow guidelines. Understanding of PFMA and Supply Chain management procedures. Computer skills. Accurate and deadline driven.

**Responsibilities:** Request quotations from various vendors/service providers. Ensuring all invited quotations and contract are correct. Capture internal and external requisitions and clearing of internal charges. Filing of requisition voucher (log 10) and mess. Tracking orders and ensuring end users gets proper items. Verify the accuracy of all pricing invoices and purchase orders. Maintain accurate records of all financial activities. Conduct research on new and existing vendors to ensure the best pricing. Perform other duties as assigned. Management of assets.

### ADMINISTRATION CLERK: SALARIES AND QUALIFICATIONS

- National Head Office: Directorate: HR Administration and Utilization (Ref: HO 2023/05/49)

**Salary: R202 233 per annum**

**Requirements:** Grade 12 or equivalent. PERSAL Training and relevant working experience will be an added advantage. Computer literate.

**Competencies and attributes:** Understanding of public service prescripts. Report writing, presentation, problem solving and decision-making skills. Interpersonal relations. Policy implementation. Conflict resolution. Communication, typing and training skills. Confidentiality. Integrity and honesty. Friendly and adaptability. Ability to work long hours. Confident, independent and accurate. Ability to work under pressure.

**Responsibilities:** Handling of salary enquiries. Rectification of under and overpayment of salaries. Control the correctness of salaries of employees. Verification and authentication of qualifications. Determine the applicability of qualifications. Management of assets.

### ADMINISTRATION CLERK: FINANCIAL MANAGEMENT

- National Head Office: Directorate: Management Accounting (Ref: HO 2023/05/50)

**Salary: R202 233 per annum**

**Requirements:** Grade 12 with mathematics or accounting. Experience in a similar environment will be an added advantage. Computer literate.

**Competencies and attributes:** Plan and organise. Client orientation and communication, policy analysis and interpretation. Report writing. Knowledge of PFMA, treasury regulations, public service regulations and public finance administration. Financial management, integrity and honesty. Good work ethics. Confidentiality, interpersonal relations. Accuracy, influence and impact.

**Responsibilities:** Co-responsible for all Directorate: Management Accounting clerical matters. Co-responsible for the compiling of the clerical activities. Responsible for user clerk function. Efficient utilization of the financial systems within the department. Handling of financial source documents. Management of assets.

### SECRETARY

- National Head Office: Office of the DC Human Resources Management (Ref: HO 2023/05/51)
- National Head Office: Office of the DC: Intergovernmental Relations (Ref: HO 2023/05/52)
- National Head Office: Directorate: Cluster and Parliamentary Liaison (Ref: HO 2023/05/53)
  - National Head Office: Directorate: International Relations (Ref: HO 2023/05/54)
  - National Head Office: Directorate: Community Liaison (Ref: HO 2023/05/55)

- National Head Office: Directorate: Training Standards (Ref: HO 2023/05/56)
- National Head Office: Directorate: Specialised Audit (Ref: HO 2023/05/57)
- National Head Office: Directorate: Core Curriculum (Ref: HO 2023/05/58)
  - National Head Office: Office of the CDC GITO (Ref: HO 2023/05/59)
  - National Head Office: Directorate: Research (Ref: HO 2023/05/60)

**Salary: R202 233 per annum**

**Requirements:** Grade 12 with typing as a subject or any other training course or qualification that will enable the person to perform the work satisfactorily. Computer literate.

**Competencies and attributes:** Honesty and integrity. Attention to detail. Plan and organize. Punctuality and confidentiality. Service delivery and client orientation. Excellent communication skills (written and verbal). Ability to work under pressure. Ability to coordinate and organize work related tasks. Good telephone etiquette. High level of reliability. Ability to act with tact and discretion.

**Responsibilities:** Execute office and general administrative duties. Screen and answer telephone calls. Type correspondence. Compile documentation and presentations. Ensure proper record management through effective filing systems. Manage electronic document tracking system. Maintain diary and manage appointments. Responsible for the management of document tracking system. Arrange and coordinate meetings, workshops etc. Facilitate the procurement of office equipment such as stationery. Perform all such tasks and duties related to the role. Make all transport arrangements for conferences, courses, meetings and hearings away from the office. Management of assets.

#### **DRIVER**

- National Head Office: Office of the CDC GITO (Ref: HO 2023/05/61)

**Salary: R171 537 per annum**

**Requirements:** Grade 12. Three (3) years' experience in driving. Completion of an advanced driver's course will be an advantage. Valid driver's licence.

**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. Ability to work under pressure. Good interpersonal relations. Good communication and listening skills. Knowledge of government regulations relating to transport.

**Responsibilities:** Collect and deliver documents from the post office. Distribute documents in and outside of the department. Maintain the vehicle allocated to the office of the CDC: GITO. Keep accurate record of all official trips. Complete log book. Manage assets.

### **APPOINTMENTS UNDER THE CORRECTIONAL SERVICES ACT**

#### **DEPUTY DIRECTOR: COMMUNITY INVOLVEMENT [NCB4]**

- National Head Office: Directorate: Community Liaison (Ref: HO 2023/05/62) **[RE-ADVERTISEMENT]**

**Salary: R837 762 all-inclusive package**

**Requirements:** Relevant NQF level 6 qualification in Behavioural Science. At least 7 years (combined) relevant experience on supervision and junior management production levels. Successful completion of the Correctional Science Learnership or Basic Training. Computer literate. Valid driver's licence.

**Competencies and attributes:** Self-confidence, honest, passionate and reliable. Good analytical thinking skills. Good communication, negotiation, networking, listening and interpersonal skills. Sound financial management. Problem solving, decision making, presentation and facilitation skills. Good self-management, time management, conflict management, stress management and project management skills. Monitoring and evaluation skills. Mentoring. Implementation of performance standards. Good report writing skills. Planning and coordination.

**Responsibilities:** Formalise partnership aimed at promoting corrections as a societal responsibility. Implement a framework on social reintegration. Develop and implement policy procedures on social reintegration and community/liason participation. Develop guidelines on the role of primary and secondary levels of community organisations. Facilitate after care services for the continuation of ex-offenders. Ensure that the sub-directorate is managed in accordance with the Public Finance Management Act (PFMA) and other relevant laws. Develop an operational plan for the sub directorate. Manage human resources, finance and assets. Manage performance information.

**ASSISTANT DIRECTOR: MONITORING AND EVALUATION [NCB3]**

- National Head Office: Directorate: Community Liaison (Ref: HO 2023/05/63) **[RE-ADVERTISEMENT]**  
**Salary: R440 745 per annum**

**Requirements:** Relevant NQF level 6 qualification in Behavioural Sciences. At least five (5) years' experience gained in a supervisory post (NCB 2). Successful completion of Corrections Science Learnership/Basic Training. Computer literate. Valid driver's licence.

**Competencies and attributes:** Knowledge of the Public Service Act, regulations, policies and procedures. Analytical, problem solving, report writing, negotiation, listening, communication, research, facilitation and presentation skills. Networking/liaison with internal and external stakeholders. Project management. Monitoring and evaluation skills, financial management, interpersonal relations and the ability to initiate change.

**Responsibilities:** Develop national policies and procedures in terms of community liaison. Monitor and evaluate policy implementation. Design the monitoring tool. Manage and co-ordinate the activities of community involvement. Liaise with relevant external service providers involved in rendering community involvement services. Management of performance information. Manage human resources, finance and assets.

**ASSISTANT DIRECTOR: MONITORING [NCB3]**

- National Head Office: Directorate: Supervision (Ref: HO 2023/05/64)  
**Salary: R440 745 per annum**

**Requirements:** Relevant NQF level 6 qualification in Behavioural Sciences. At least five (5) years relevant experience gained in a supervisory post (NCB2). Successful completion of Correctional Services Learnership/Basic Training. Security clearance. Experience within the field of community corrections will be an added advantage. Computer literate. Valid driver's licence.

**Competencies and attributes:** Communication and listening skills. Stakeholder management. Problem solving and analytical skills. Decision making. People management and empowerment. Integrity and honesty. Confidentiality. Good interpersonal relations. Knowledge of the Correctional Services Act, Act 111 of 1998, as amended. Knowledge of the relevant sections of the Criminal Procedure Act 51/1977. Knowledge of relevant sections of the Constitution of the Republic of SA –Act 108/1996, (The Bill of Rights), Children's Act, Child Justice Act, Labour Act and other relevant legislations. Assertiveness. Networking / liaison with internal and external stakeholders. Report writing, negotiation, facilitation, presentation, project management and research skills.

**Responsibilities:** Participate in the development of the directorate's operational plan in line with correctional and parole supervision services and programmes. Conduct research with regard to national and international tendencies of monitoring services for probationers and parolees. Participate in coordination, review and development of policies and procedures, manuals and guide lines within the department with regard to monitoring services for probationers and parolees. Participate in development and management of correctional and parole supervision services and programmes. Monitor and evaluate services and operations in line with correctional and parole supervision. Conduct marketing and awareness campaign on correctional and parole supervision. Management of performance information. Manage human resources, finance and assets.

**ASSISTANT DIRECTOR: IMPACT ANALYSIS [NCB3]**

- National Head Office: Directorate: Risk Profile Management (Ref: HO 2023/05/65)  
**Salary: R440 745 per annum**

**Requirements:** Relevant NQF level 6 qualification in Behavioural Sciences. At least five (5) years relevant experience gained in a supervisory post (NCB2). Successful completion of Correctional Services Learnership/Basic Training. Security clearance. Computer literate. Valid driver's licence.

**Competencies and attributes:** Excellent negotiation and financial management skills. Intermediate training in protocol issues. Exceptional planning ability combined with good judgment. Project planning training and training in all DCS application systems. Labour relations practices, policy formulation and research methodology. Analytical thinking. Research. Policy formulation. Financial management. Change management. Diversity management. Ensure that performance standards remain adequate and that responsibilities are adhered to. Adaptability during changes to meet the goals. Communication skills. Problem solving skills.

**Responsibilities:** Control the development and maintenance of a system to analyze impact of profiles. Assess the adequacy and impact of intervention programmes and services. Monitor and evaluate offender behaviour. Develop monitoring and evaluation tools with the goal of monitoring and evaluating the assessment of offending behaviour patterns and trends of the offender population. Control the conducting of research and design of offending behaviour assessment tool. Conduct research on best practices in the area of behaviour analysis tools to assess offending behaviour. Attend to ad hoc tasks within the directorate. Assist in compiling of the operational and strategic plan. Management of performance information. Manage human resources, finance and assets.

**SENIOR CORRECTIONAL POLICY ADMINISTRATION OFFICER: OPERATIONAL SUPPORT [NCB 2]**

- National Head Office: Directorate: Correction Administration (Ref: HO 2023/05/66)  
**Salary: R373 545 per annum**

**Requirements:** Relevant NQF level 6 qualification in Behavioural Sciences. At least 5 years relevant experience gained in a production post (NCB1). Successful completion of the Correctional Science Learnership or Basic Training. Computer literate. Valid driver's licence.

**Competencies and attributes:** Conflict resolution and grievance handling skills. Confidentiality and integrity. Financial and human resource management. Planning and organizing skills. Communication, interpersonal and report writing skills.

**Responsibilities:** Implement and monitor corrections policy, procedures, tools, standards and applicable legislation in relation to admission, detention and release management. Monitoring and down management of overcrowding utilizing frameworks, action plans and submission of reports to the relevant forum. Constant liaison with internal and external stakeholders. Deal with parliament, media, practice, NGO's, politicians, individuals, Auditor General, Portfolio Committee on Correctional Services, SCOPA, other departments, other directorates and sub-directorates. Provide inputs for quarterly, mid-term, annual reports and budget votes. Participate in the operational planning for the Directorate Correction Administration. Monitor implementation of the new Correctional Service Act, 1998 (Act No 111 of 1998) as amended. Management of resources and assets.

**SENIOR CORRECTIONAL POLICY ADMINISTRATION OFFICER: IMPACT ANALYSIS [NCB2]**

- National Head Office: Directorate: Risk Profile Management (Ref: HO 2023/05/67)  
**Salary: R373 545 per annum**

**Requirements:** Relevant NQF level 6 qualification in Behavioural Sciences. At least 5 years relevant experience gained in a production post (NCB1). Successful completion of the Correctional Science Learnership or Basic Training. Computer literate. Valid driver's licence.

**Competencies and attributes:** Understanding of public service policy and legislative framework. Analytical thinking, research, policy formulation, financial management, change management and diversity management. Ensure that performance standards remain adequate and that responsibilities are adhered to. Adaptability during changes to meet the goals. Communication skills.

**Responsibilities:** Provide support with coordinating development and maintenance of the offenders profiling system to analyse the impact of profiles. Facilitate with coordinating development of monitoring and evaluation tools and guidelines of the offender population to assess offending behaviour patterns, trends to monitor and evaluate offender behaviour. Participate in conducting research on offender's behaviour and design offending behaviour assessment tool. Management of resources and assets.

**FOR ALL RE-ADVERTISEMENTS: CANDIDATES WHO PREVIOUSLY APPLIED NEED TO RE-APPLY.**

**Note:** • **Before you apply:** All costs associated with an application will be borne by the applicant. The Department of Correctional Services is an equal opportunity employer. The Department will take into consideration the objectives of Section 195 (1) (i) of the Constitution of the Republic of South Africa, 1996 (Act 108 of 1996) and the Employment Equity Act, 1998 (Act 55 of 1998) in filling of these vacancies. It is our intention to promote representivity in respect of race, gender and disability through the filling of these positions. In support of this strategy, applicants need to indicate race, gender and disability status on the application form/CV. Applicants who have retired from the Public Service with a specific determination that they cannot be re-appointed or have been declared medically unfit will not be considered.

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

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

**Applications:** Applications must be submitted on the new Z83 form (Public Service application form) obtainable from any Public Service department and must be completed in full. Only a comprehensive CV 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 number for each position you are interested in. **Faxed and e-mailed applications will not be accepted.** • Candidates must comply with the minimum appointment requirements. **Requirement for valid driver's licence is not applicable to applicants with a disability.**

• CV's should be aligned to reflect one's degree of compliance with the advert requirements and responsibilities. It is the sole responsibility of an applicant to ensure that their application reaches DCS before **17 JULY 2023 @ 15h45.**

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

**NATIONAL HEAD OFFICE:** Department of Correctional Services, Post Advertisement Section, Private Bag X136, Pretoria, 0001 **OR hand deliver at:** 124 WF Nkomo Street, Poyntons Building, Cnr WF Nkomo and Sophie De Bruyn Street, Pretoria, 0001 (Previous: Cnr Church and Schubart Street). **Contact persons:** Ms TP Baloyi 012 305 8589 / Ms Khumalo NS 012 307 2174/ 2089.

