

**DEPARTMENT OF CORRECTIONAL SERVICES**

*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*

- APPLICATIONS** : Indicate the reference number and position you are applying for on your application form Z83 and post your complete application to: 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.
- FOR ATTENTION** : Post Advertisement
- CLOSING DATE** : 24 February 2017 @ 15h45
- NOTE** : Before you apply: All costs associated with an application will be borne by the applicant. 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. 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. Applicants must note that further checks will be conducted once they are shortlisted and that their appointment is subject to positive outcomes on these checks, which include security clearance, security vetting, qualification verification, and criminal records verification. Appointment to some of these posts will be provisional, pending the issue of a security clearance. If you cannot get a security clearance, your appointment will be re-considered/possibly terminated. Finger prints may be taken on the day of interview. The Department of Correctional Services reserves the right not to fill any of these advertised posts. Applications must be submitted on form Z83 Public Service Application form, obtainable from any Public Service Department, and must be completed in full. Applications must be accompanied by a CV, copies of qualifications, identity document and valid driver's licence. All copies attached must be certified a true copy of the original and not older than three months. Please send a separate and complete application for each post you apply for, stating the correct reference for each position you are interested in. Faxed and e-mailed applications will not be accepted. Candidates must comply with the minimum appointment requirements. CV's should be aligned to reflect one's degree of compliance with the advert requirements and duties. It is the sole responsibility of an applicant to ensure that their application reaches DCS before the closing date and time. All shortlisted candidates will be subjected to a technical exercise that intends to test relevant technical elements of the job, the logistics of which will be communicated by the department. Following the interview and technical exercise, the selection panel will recommend candidates to attend a generic managerial competency assessment in compliance with the DPSA directive on the implementation of competency based assessment. The competency assessment will be testing generic managerial competencies using the mandated DPSA SMS competency assessment tool.

**MANAGEMENT ECHELON**

- POST 07/29** : **DEPUTY COMMISSIONER: INTERGOVERNMENTAL RELATIONS REF NO: HO 2017/02/01**
- SALARY** : R1 087 803 per annum, all-inclusive package
- CENTRE** : National Head Office
- REQUIREMENTS** : An undergraduate qualification (NQF level 7) as recognised by SAQA in Public Management or equivalent. 5 years of experience at a senior managerial level in a similar environment. Knowledge and understanding of government decision-making processes and stakeholder engagement practices. Computer literate. Valid driver's licence. Competencies and attributes: Stakeholder management. Diplomacy. In-depth understanding of public service policies and procedures. Human resource management. Analytical, communication (verbal and written),

		presentation, facilitation, interpersonal, negotiation, problem solving, project management, financial management and research skills.
<b><u>DUTIES</u></b>	:	Provide leadership and strategic direction in the chief directorate. Develop, co-ordinate and implement intergovernmental relations policies and systems. Ensure policy synergy between the two spheres of government at the horizontal and vertical levels. Develop national legislation with a broadly enabling framework that is taken through the cabinet cluster process. Develop policy instruments appropriate to strengthen intergovernmental relations. Develop monitoring mechanisms for critical intergovernmental institutions. Develop mechanisms and procedures to facilitate dispute resolution. Determine and establish a framework for stakeholder participation. Manage bilateral and multilateral relations. Facilitate the implementation of governance principles and practices in the department. Management of human resources, finance and assets.
<b><u>ENQUIRIES</u></b>	:	Mr Y Naidoo Tel no: 012 307 2079/Ms M Marais Tel no: 012 307 2977/Ms TP Baloyi Tel no: 012 305 8589
<b><u>NOTE</u></b>	:	Appointment under the Correctional Services Act. Persons with disabilities are encouraged to apply.
<b><u>POST 07/30</u></b>	:	<b><u>DIRECTOR: CORRECTIONAL PROGRAMMES REF NO: HO 2017/02/03</u></b>
<b><u>SALARY</u></b>	:	R914 928 per annum, all-inclusive package
<b><u>CENTRE</u></b>	:	National Head Office
<b><u>REQUIREMENTS</u></b>	:	An undergraduate qualification (NQF level 7) as recognised by SAQA in Social Sciences viz. Penology, Criminology, or equivalent corrections related field of study. 5 years of experience at a middle/senior managerial level in a comparable environment. Computer literate. Valid driver's licence. Competencies and attributes: Knowledge and understanding of all facets of corrections in South Africa. Analytical skills both quantitative and qualitative. Communication (verbal and written), presentation, facilitation, interpersonal, negotiations, problem solving, project management and financial management skills.
<b><u>DUTIES</u></b>	:	Provide leadership and strategic direction for correctional programmes. Manage the correctional programmes in the DCS. Develop policy based on the national guidelines, practices, procedures and policies and ensure the implementation thereof. Ensure and maintain good relations within the department and relevant stakeholders. Management of human resources, finance and assets.
<b><u>ENQUIRIES</u></b>	:	Mr Y Naidoo Tel no: 012 307 2079/Ms M Marais Tel no: 012 307 2977/Ms TP Baloyi Tel no: 012 305 8589
<b><u>NOTE</u></b>	:	Appointment under the Correctional Services Act. Persons with disabilities are encouraged to apply.
<b><u>POST 07/31</u></b>	:	<b><u>DIRECTOR: ADMINISTRATION REF NO: HO 2017/02/04</u></b>
<b><u>SALARY</u></b>	:	R914 928 per annum, all-inclusive package
<b><u>CENTRE</u></b>	:	Office of the Commissioner
<b><u>REQUIREMENTS</u></b>	:	An undergraduate qualification (NQF level 7) as recognised by SAQA in Public Administration or equivalent. 5 years of experience at a middle/senior managerial level in a similar environment. Computer literate. Valid driver's licence. Competencies and attributes: Strategic capability and leadership. Project, programme, financial and change management. Integrity and honesty. Knowledge management. Service delivery innovation and creativity. Problem solving and analysis. People management and empowerment. Client orientation and customer care. Communication. Good work ethics. Confidentiality. Interpersonal relations. Time management. Openness and transparency. Ability to influence and create impact. Tact and diplomacy. Willingness to travel. Decision making and knowledge of national and foreign protocol.
<b><u>DUTIES</u></b>	:	Support the national commissioner. Provide secretarial services to the commissioner in the execution of his/her tasks. Rendering secretarial assistance to the commissioner in Pretoria and Cape Town. Provide administrative support in the office of the commissioner and the department. Management of human resources, finance and assets.
<b><u>ENQUIRIES</u></b>	:	Mr Y Naidoo Tel no: 012 307 2079/Ms M Marais Tel no: 012 307 2977/Ms TP Baloyi Tel no: 012 305 8589
<b><u>NOTE</u></b>	:	Appointment under the Correctional Services Act. Persons with disabilities are encouraged to apply.

<b><u>POST 07/32</u></b>	:	<b><u>DIRECTOR: CONTRACT MANAGEMENT REF NO: HO 2017/02/06</u></b>
<b><u>SALARY</u></b>	:	R914 928 per annum, all-inclusive package
<b><u>CENTRE</u></b>	:	National Head Office
<b><u>REQUIREMENTS</u></b>	:	An undergraduate qualification (NQF 7) in Logistics/Contract management or equivalent as recognized by SAQA. 5 years of experience at a middle/senior managerial level in a similar environment. Computer literate. Valid driver's licence. Competencies and attributes: Strategic capability and leadership. Communication skills (verbal and written). Financial management. Transformation management. Policy development. Project and programme management. Change management. Problem solving and decision making. Time management. Understanding of public service policy and legislative framework. Service delivery and innovation. Client orientation and customer focus. Honesty and integrity. Coaching and mentoring. Good work ethics. Confidentiality. Interpersonal relations. Diplomacy and tact. Influence and impact. Accountability.
<b><u>DUTIES</u></b>	:	Develop, maintain and review contract management policies and procedures. Effective management of optimum bed capacity. Effective management of contracts. Alignment of contract management policies with the vision and mission of the strategic document of the department. Ensure the swift resolution of disputes. Compliance with existing policies and internal control. Effective contract risk management to ensure compliance with the risk management plan of DCS. Management of resources.
<b><u>ENQUIRIES</u></b>	:	Mr Y Naidoo Tel no: 012 307 2079/Ms M Marais Tel no: 012 307 2977/Ms TP Baloyi Tel no: 012 305 8589
<b><u>NOTE</u></b>	:	Appointment under the Correctional Services Act. Persons with disabilities are encouraged to apply.
<b><u>POST 07/33</u></b>	:	<b><u>DIRECTOR: SPORTS AND RECREATION REF NO: HO 2017/02/07</u></b>
<b><u>SALARY</u></b>	:	R914 928 per annum, all-inclusive package
<b><u>CENTRE</u></b>	:	National Head Office
<b><u>REQUIREMENTS</u></b>	:	An undergraduate qualification (NQF level 7) as recognised by SAQA in Sport/Recreation Studies or equivalent. 5 years of experience at a middle/senior managerial level in a similar environment. Computer literate. Valid driver's licence. Competencies and attributes: Knowledge of national, regional and international mandates/policies regarding sports and recreation and national sports and recreation programmes. Knowledge of the public service rules and regulation, policies and procedure and national sports and recreation framework. DCS sport and recreation policies, strategies/sports plan. Transformation in sport charter. Negotiation skills. Management report writing. Transformation management. Communication skills. Applying research processes. Process facilitation. Event management. Programme coordination and development. Conflict management. National and international stakeholder relations management. Analytical thinking. Policy development, analysis, monitoring, evaluation and implementation advice. PFMA - compilation of budgets, estimation, expenditure and reporting. Knowledge of HR Policies. Project management principles.
<b><u>DUTIES</u></b>	:	Management of offender sport and recreation processes/support systems within DCS. Development and formulation of sport and recreation policies and the national sports plan. Research, marketing and promotion of offender sports and recreation in the department. Ensure implementation of offender sports, arts, culture and recreational programmes and policies. Monitoring and evaluation of offender sports, recreation, arts and culture programmes. Develop national and international relations with regard to sport and recreation. Provide for risk management practices by ensuring safety rules, regulations and procedures are followed. Develop alternative funding sources for programs and improvements. Management of human resources, finance and assets.
<b><u>ENQUIRIES</u></b>	:	Mr Y Naidoo Tel no: 012 307 2079/Ms M Marais Tel no: 012 307 2977/Ms TP Baloyi Tel no: 012 305 8589
<b><u>NOTE</u></b>	:	Appointment under the Correctional Services Act. Persons with disabilities are encouraged to apply.

**POST 07/34** : **REGIONAL HEAD: INCARCERATION AND CORRECTIONS REF NO: HO 2017/02/08**

**SALARY** : R914 928 per annum, all-inclusive package  
**CENTRE** : Eastern Cape Regional Office  
**REQUIREMENTS** : An undergraduate qualification (NQF level 7) as recognised by SAQA in Behavioural Sciences/Social Sciences or equivalent. 5 years of experience at a middle/senior managerial level in a similar environment. Computer literate. Valid driver's licence. Competencies and attributes: PFMA – compilation of budgets, estimation, expenditure and reporting. DCS delegations of authority. Applied strategic thinking. Communication. Project management. Presentations and report writing. Developing others (coaching, mentoring, and training). Project management principles. DCS strategic plan. Decision making and problem solving skills. Networking/liason with stakeholders. Negotiation, organising and listening skills. Conflict management. Knowledge of the Employment Equity and Basic Conditions of Employment Act. Analytical thinking. Policy development. Analysis, monitoring, evaluation and implementation advice. Information collection. Analysis, interpretation and dissemination with regard to HR policies, acts and regulations. HR mandates.

**DUTIES** : Management of security and related activities in the region. Ensuring an effective management of after care services in the region. Management of human resources, finance and assets.

**ENQUIRIES** : Mr Y Naidoo Tel no: 012 307 2079/Ms M Marais Tel no: 012 307 2977/Ms TP Baloyi Tel no: 012 305 8589

**NOTE** : Appointment under the Correctional Service Act. Persons with disabilities are encouraged to apply.

**POST 07/35** : **AREA COMMISSIONER REF NO: HO 2017/02/09**

**SALARY** : R914 928 per annum, all-inclusive package  
**CENTRE** : Leeuwkop Management Area  
**REQUIREMENTS** : An undergraduate qualification (NQF level 7) as recognised by SAQA in Public Administration or equivalent. 5 years of experience at a middle/senior managerial level in a similar environment. Computer literate. Valid driver's licence. Competencies and attributes: Policy development and implementation. Project, programme and change management. Plan, organise, lead, control and facilitation skills. Problem solving and decision making. Financial management. Team leadership. Service delivery innovation. Safety and security awareness. Presentation skills. Conflict management. Report writing skills. Transformation and change management. Pro-active and vigilant. Coaching and mentoring. Ability to work under pressure. Good communication skills. Service delivery and client orientation. Understanding and adherence of public service and correctional services policies and legislative frameworks. Knowledge and understanding of the regulatory framework of the justice cluster.

**DUTIES** : Management of corrections, parole boards, corporate services, development programs, care services, correctional centres and community corrections. Ensure the implementation and adherence to policies and procedures within the management area. Establish and maintain an effective relationship with key stakeholders. Oversee the administration of security systems/programmes including comprehensive risk assessments to ensure safety. Management of the operational risks within the management area. Manage human resource, finance and assets.

**ENQUIRIES** : Mr Y Naidoo Tel no: 012 307 2079/Ms M Marais Tel no: 012 307 2977/Ms TP Baloyi Tel no: 012 305 8589

**NOTE** : Appointment under the Correctional Services Act. Persons with disabilities are encouraged to apply.

**POST 07/36** : **DIRECTOR: RISK MANAGEMENT REF NO: HO 2017/02/05**  
3 years contract

**SALARY** : R898 743 per annum, all-inclusive package  
**CENTRE** : National Head Office  
**REQUIREMENTS** : An undergraduate qualification (NQF 7) in Internal Audit/Risk management or equivalent as recognized by SAQA. 5 years of experience at a middle/senior managerial level in a similar environment. Registration with IIA. Computer literate.

		Valid driver's licence. Competencies and attributes: Strategic capability and leadership. Communication skills (verbal and written). Financial management. Transformation management. Policy development. Project and programme management. Change management. Problem solving and decision making. Time management. Understanding of public service policy and legislative framework. Service delivery and innovation. Client orientation and customer focus. Honesty and integrity. Coaching and mentoring. Good work ethics. Confidentiality. Interpersonal relations. Diplomacy and tact. Influence and impact. Accountability.
<b><u>DUTIES</u></b>	:	Compile and advice management on risk management strategies and policies. Planning, designing and implementing an overall risk management process for the organization by developing operating models. Conducting audits of policy and compliance to standards, including liaison with internal and external auditors. Evaluation of risk which involves comparing estimated risks with risk criteria established by the organization such as costs, legal requirements and environmental factors. Monitoring and reviewing processes to ensure risk and compliance arrangements are in place in the department. Monitoring of risk mitigation strategies. Facilitation of risk assessment workshops. Management of resources.
<b><u>ENQUIRIES</u></b>	:	Mr Y Naidoo Tel no: 012 307 2079/Ms M Marais Tel no: 012 307 2977/Ms TP Baloyi Tel no: 012 305 8589
<b><u>NOTE</u></b>	:	Appointment under the Public Service Act. Persons with disabilities are encouraged to apply.
<b><u>POST 07/37</u></b>	:	<b><u>PRINCIPAL PSYCHOLOGIST GRADE 1 REF NO: HO 2017/02/10</u></b> Directorate: Psychological Services
<b><u>SALARY CENTRE REQUIREMENTS</u></b>	:	R856 911 – R951 036 per annum National Head Office An appropriate Master's degree in Clinical or Counselling Psychology. Current registration as a Clinical or Counselling psychologist with the Health Professional Council of South Africa. Applicant must have at least 5 years appropriate experience as a Clinical or Counselling psychologist and at least three years of managerial experience. Experience in research methodology, programme development and report writing. Computer literate. Valid driver's licence. Competencies and attributes: 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. Negotiation and facilitation skills. Project management principles.
<b><u>DUTIES</u></b>	:	Develop and formulate policies and guidelines. Develop needs based psychological programmes and services. Develop tools to monitor and evaluate psychological programmes and services. Coordinate the delivery of psychological programmes in the regions. Undertake regional visits to psychologists to monitor and improve the delivery of psychological interventions. Manage resources and ensure control over documentation in the Directorate. Draft reports to the Director: Psychological Services. Liaise with and establish partnership with relevant stakeholders. Management of resources, finance and assets.
<b><u>ENQUIRIES</u></b>	:	Mr Y Naidoo Tel no: 012 307 2079/Ms M Marais Tel no: 012 307 2977/Ms TP Baloyi Tel no: 012 305 8589
<b><u>NOTE</u></b>	:	Appointment under the Public Service Act. Persons with disabilities are encouraged to apply.