

DEPARTMENT OF CORRECTIONAL SERVICES



- 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). Contact persons: Mr Y Naidoo 012 307 2079/Ms M Marais 012 307 2977/Ms TP Baloyi 012 305 8589.
- 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. 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: 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 responsibilities. It is the sole responsibility of an applicant to ensure that their application reaches DCS before 26 MAY 2017 @ 15h45. 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 20/02** : **DEPUTY COMMISSIONER: STRATEGIC PLANNING AND MANAGEMENT REF NO: HO 2017/05/01**
- SALARY** : R1 087 803 all-inclusive package
- CENTRE** : National Head Office
- REQUIREMENTS** : An undergraduate qualification (NQF level 7) as recognised by SAQA in Public/Business Administration or equivalent. Five [5] years of experience at a

senior managerial level in a strategic management environment. Computer literate. Valid driver's licence. Competencies and Attributes: Strategic capability and leadership. Financial management. Policy development. Communication. Project and programme management. Transformation and change management. Client orientation and customer focus. Problem solving and analysis. Service delivery innovation. Decision making. People management and empowerment. Safety and security awareness. 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. High level of integrity and honesty.

DUTIES : Provide strategic leadership and overall management of the Chief Directorate. Enhance the provisioning of administrative support functions through: Management of strategic planning, monitoring and evaluation, development, implementation, monitoring and evaluation of service delivery improvement. Management of operations and improved service delivery, including integrated planning, monitoring and evaluation and performance reporting. Coordination of operational plans. Management of human resources, finances and assets. Management of performance information.

ENQUIRIES NOTE : Mr Y Naidoo 012 307 2079/Ms M Marais 012 307 2977/Ms TP Baloyi 305 8589
: Appointment under the Correctional Services Act.

POST 20/03 : **DEPUTY COMMISSIONER: IT INFRASTRUCTURE MANAGEMENT REF: HO 2017/05/02**

SALARY CENTRE REQUIREMENTS : R1 087 803 all-inclusive package
: National Head Office
: An undergraduate qualification (NQF level 7) as recognized by SAQA in Computer Science/Information Technology or equivalent qualification. At least seven [7] years of IT Infrastructure Management or 10 years of IT and business or IT Infrastructure industry work experience including architecture design and deployment. Five [5] years of leadership in implementing multiple, large, cross-functional IT Infrastructure projects. Competencies and Attributes: Demonstrable experience of designing and deploying large-scale project i.e. Data centre environments, VPN, VOIP, Video Conferencing, Security Technology etc. Competency in design and deployment of virtual infrastructures including the supporting networking, storage, backup and management. Project management. Quick thinking. Diagnostic action research. Strategic and conceptual orientation. Innovation thinking. Problem Solving. Self-driven. Interpersonal understanding. Change and time management skills. Analytical skills.

DUTIES : Planning, designing and managing the IT Infrastructure and Security Technology functions within the department. Install and accredit solutions and changes assessing technical requirements and developing relevant IT Infrastructure solutions (Surveillance, VPN, VoIP and Video) conferencing. Plan and manage performance and capacity of IT resources to ensure that cost-justifiable capacity and performance are available to process agreed workloads. Develop and maintain IT security roles and responsibilities, policies, standards and procedures. Manage the IT infrastructure vendors and SITA to ensure successful fulfilment of service level agreements. Manage the development, implementation and monitoring of applicable policies. Manage human resources, finance and assets. Management of performance information.

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POST 20/04 : **DEPUTY COMMISSIONER: AREA COMMISSIONER REF NO: HO 2017/05/03**

SALARY CENTRE REQUIREMENTS : R1 087 803 all-inclusive package
: Durban: Kwazulu-Natal
: An undergraduate qualification (NQF level 7) as recognised by SAQA in Public Administration or equivalent. Five [5] years of experience at a senior managerial level in a similar environment. Computer literate. Valid driver's licence. Competencies And Attributes: Policy development and implementation. Project and programme management. Change management. Plan, organize, 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.
<u>DUTIES</u>	:	Management of corrections, parole boards, corporate services, development programs and care services, correctional centres and community corrections. Ensure the implementation and adherence to policies and procedures within the management area. Establish and maintain effective relationships with key stakeholders. Oversee the administration of security systems/programmes including comprehensive risk assessments and programmes to ensure safety. Management of the operational risks within the management area. Manage human resources, finances and assets. Management of performance information.
<u>ENQUIRIES NOTE</u>	:	Mr Y Naidoo 012 307 2079/Ms M Marais 012 307 2977/Ms TP Baloyi 305 8589
	:	Appointment under the Correctional Services Act.
<u>POST 20/05</u>	:	<u>DIRECTOR: AREA COMMISSIONER REF NO: HO 2017/05/04</u>
<u>SALARY CENTRE REQUIREMENTS</u>	:	R914 928 all-inclusive package
	:	Waterval: Kwazulu-Natal
	:	An undergraduate qualification (NQF level 7) as recognised by SAQA in Public Administration or equivalent. Five [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 and programme management. Change management. Plan, organize, 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.
<u>DUTIES</u>	:	Management of corrections, parole boards, corporate services, development programs and care services, correctional centres and community corrections. Ensure the implementation and adherence to policies and procedures within the management area. Establish and maintain effective relationships with key stakeholders. Oversee the administration of security systems/programmes including comprehensive risk assessments and programmes to ensure safety. Management of the operational risks within the management area. Manage human resources, finances and assets. Management of performance information.
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	:	Appointment under the Correctional Services Act.
<u>POST 20/06</u>	:	<u>DIRECTOR: SENIOR BUSINESS ANALYST/BUSINESS ARCHITECTURE REF NO: HO 2017/05/05</u>
<u>SALARY CENTRE REQUIREMENTS</u>	:	R898 743 all-inclusive package [Contract: 3 years]
	:	National Head Office
	:	An undergraduate qualification (NQF level 7) in Computer Science/Information Technology or equivalent qualification. Five [5] years middle/senior managerial experience in a business/system analysis environment. Business process modelling experience and business function breakdown/ratification capabilities. Extensive product management experience with techniques such as user case analysis, data/process flow diagramming, process mapping and requirements documentation is highly desirable. Valid driver's licence. COMPETENCIES AND ATTRIBUTES: Project management. Ability to initiate, plan, manage, monitor and evaluate specific outputs. Strategic capability and leadership. Financial management. People management and empowerment. Self-driven with good interpersonal skills and thrive under pressure. JAS session facilitation skills. Use of

RESPONSIBILITIES

case tools and modelling methodologies. Good communication and report writing abilities.

: Develop and formulate business processes and structures that will effectively support the department in the acquisition and maintenance of applications as well as the necessary supporting, consulting and quality assurance services. Manage and analyse the business needs of the department. Identify business problems and propose solutions using the discipline of business analysis. Manage the delivery of business cases, scope and requirements documents, use case documentation, test plans, and roll-out communications. Lead projects or participate in the execution of projects such as developing information strategies; establishing business architectures and compiling user requirements specifications. Management of human resource, finance and assets. Management of performance information.

ENQUIRIES
NOTE

: Mr Y Naidoo 012 307 2079/Ms M Marais 012 307 2977/Ms TP Baloyi 305 8589
: Appointment under the Public Service Act.