

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.
- CLOSING DATE** : It is the sole responsibility of an applicant to ensure that their application reaches DCS before 29 September 2017 @ 15h45.
- NOTE** : 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. 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.

OTHER POSTS

- POST 38/01** : **DEPUTY DIRECTOR: INFORMATION TECHNOLOGY AUDIT REF: HO 2017/09/08**
- SALARY** : R657 558 per annum
- CENTRE** : National Head Office: Directorate: Specialized Audit
- REQUIREMENTS** : A recognized 3 year National Diploma or Bachelor's degree in Information Technology or related field. Minimum 3-5 years' management experience in the IT auditing field. Certified Information Systems Auditor (CISA) certificate will be an added advantage. Registration with the Institute of Internal Auditors of South Africa and/or Information Systems Audit and Control Association (ISACA). Computer literacy. Valid driver's licence. Competencies And Attributes: Practical knowledge of Control Objectives for Information and Related Technologies (COBIT), Information Technology Infrastructure Library (ITIL), ISO 27002, IT Assurance Framework and Standards for the Professional Practices of Internal Auditing.

Knowledge of Public Finance Management Act (PFMA) and accompanying treasury regulations, Public Sector Corporate Governance of Information and Communications Technology Policy Framework (CGICTPF). Minimum Inter-Operability Standards (MIOS). Minimum Information Security Standards (MISS) and King III report on Corporate Governance. Ability to work in a team. Planning and organizing. Good written and verbal communication skills. Lateral and innovative thinking. Interpersonal relations, problem solving and time management skills. Application and interpretation of legislation. Project management and computer skills (MS Office, Audit Command Language [ACL], TeamMate). Ability to multi-task in a fast paced environment. Ability to interact with all levels of management. Good employee management skills and proven audit experience in IT security, general controls, application controls and/or Systems Development Life Cycle (SDLC). Confidentiality, fairness, respect and honesty.

DUTIES

: Participate in the compilation of the 3 year rolling internal audit plan and provide input into IT audit plan. Manage audit assignments in accordance with the internal audit methodology from planning to report. Conduct audit planning and reporting activities according to established policies. Assist in developing budgets and timelines for upcoming audits. Develop and execute audit procedures. Supervise audit team to ensure quality and timely delivery on project deliverables. Manage, monitor and control audit projects to ensure compliance to the professional standards for the practice of Internal Auditing. Ensure effective utilization of related audit and IT frameworks such as Control Objectives for Information and Related Technologies (COBIT) and Information Technology Infrastructure Library (ITIL) within information systems audit assignments. Ensure effective coordination of audit projects including: application controls and general controls reviews, System Development Life Cycle (SDLC) reviews, IT infrastructure reviews, contingency planning/disaster recovery reviews, etc. Provide technical support to the audit teams within the internal audit unit. Ensure full implementation and utilization of the continuous audit tools and continuous monitoring. Evaluate performance of audit staff and provide appropriate feedback. Participate in risk assessment and mitigation activities. Identify staff technical developmental requirements and assist in organizing training programmes. Coordinate with team to review audit findings. Prepare reports with audit findings and recommendations. Evaluate and enhance internal controls to improve operational efficiency. Communicate audit status to management on regular basis. Discuss with management audit observations, recommendations and actions to be taken. Prepare clear and complete audit work papers and store them in department repository. Analyze and resolve audit issues in a timely fashion in line with the internal audit methodology. Administration and management of human resources, finance and assets.

ENQUIRIES

: Mr Y Naidoo 012 307 2079/Ms M Marais 012 307 2977/Ms TP Baloyi 305 8589

NOTE

: Appointment under the Public Service Act.

POST 38/02

: **DEPUTY DIRECTOR: RISK BASED AUDIT REF: HO 2017/09/09**

SALARY

: R657 558 per annum

CENTRE

: National Head Office: Directorate: Internal Audit

REQUIREMENTS

: B. Comm/B. Compt. (with Accounting and Auditing as majors) or equivalent qualification. 3-5 years management experience in a similar environment. Registration with the Institute of Internal Auditors of South Africa. Willingness to travel. Computer literacy. Valid driver's licence. Competencies And Attributes: Knowledge of Public Finance Management Act (PFMA) and accompanying Treasury Regulations, Public Service Regulatory Framework (PSRF), Public Service Act and related regulations, standards for the Professional Practices of Internal Auditing. Risk management. Human resources management practices and service delivery principles (Batho Pele). Ability to work in a team. Project planning and management. Good written and verbal skills. Lateral and innovative thinking. Interpersonal relations. Problem solving, facilitation, coordination and leadership skills. Time management. Application and interpretation of legislation and project management. Confidentiality, fairness, respect and honesty.

DUTIES

: Assist in the development of an annual operational and 3 year strategic plan. Supervise, support and review audit engagements and assess audit results against engagements, objectives and scope. Determination of audit engagement resources

and resource allocation. Perform high level and other audit engagements as and when necessary. Evaluate audit conclusions and recommendations. Compile draft and final audit reports. Perform follow-up on management action plans. Compile progress reports and where applicable attend entry and exit meetings to present the reports. Management of resources.

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

POST 38/03 : **ASSISTANT DIRECTOR: INFORMATION TECHNOLOGY AUDIT REF: HO 2017/09/10**

SALARY : R334 545 per annum
CENTRE : National Head Office: Directorate: Specialized Audit
REQUIREMENTS : National Diploma or Degree in Information Technology or related field. Minimum of 3 years' supervisory experience in the IT auditing field. Certified Information Systems Auditor (CISA) certification will be an added advantage. Registration with the Institute of Internal Auditors of South Africa (IIASA) and/or Information Systems Audit and Control Association (ISACA) will be an added advantage. Willingness to travel extensively. Computer literacy. Valid driver's licence. Competencies And Attributes: Practical knowledge of Control Objectives for Information and Related Technologies (COBIT), IT Assurance Framework and Standards for the Professionals Practices of Internal Auditing. Exceptional analytical and decision-making skills. Strong prioritisation skills and ability to meet deadlines. Excellent written and verbal communication skills as well as interviewing and problem solving skills. Strong leadership. Strategic planning and management. Organizational, interpersonal and planning skills. Knowledge of the legislative requirements in the Public Sector e.g. Public Finance Management Act and Public Sector Corporate Governance of Information and Communications Technology Policy Framework (CGICTPF). Ability to multi-task in a fast paced environment and ability to interact in IT general controls, application controls and Systems Development Life Cycle (SDLC).

DUTIES : The successful candidate will be required to analyse the audit universe and identify auditable areas to be included in the Internal Audit Plan. Assist with the development of the IT Audit Plan. Implementation of the IT Audit Plan in line with the approved internal audit methodology and to ensure that engagement objectives are achieved. Plan the allocation of assigned audit resources. Document the audit program. Conduct audit fieldwork by evaluating the adequacy and effectiveness of risk management, control and governance processes. Assess and analyse data to ensure that reports and documents reach a reasonable conclusion. Gather sufficient, relevant, reliable, and useful evidence to support the work performed. Conclude on the work performed based on the audit objectives and document audit outcomes. Draft preliminary audit findings with concise root causes and value adding recommendations. Evaluate the adequacy of management action plans and monitor progress made in implementing them. Contribute to reviews of audit progress and against engagement, operational and strategic plans. Identify areas for improvement and recommend necessary training needs. Assist the Senior Internal Auditor in identifying training needs and developing a Personal Development Plan. Assess and review general and application controls as per the operational audit plan and ensure compliance with the IT Assurance Framework. Supervise staff members. Management of resources.

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

POST 38/04 : **ASSISTANT DIRECTOR: RISK BASED AUDIT 2 POSTS REF: HO 2017/09/11**

SALARY : R334 545 per annum
CENTRE : National Head Office: Directorate: Internal Audit
REQUIREMENTS : B. Comm/B. Compt. (with Accounting and Auditing as majors) or equivalent qualification or a 3 year National Diploma in Internal Auditing. Registration with the Institute of Internal Auditors of South Africa will be an added advantage. Computer literacy. Valid driver's licence. Competencies And Attributes: Knowledge of Public Finance Management Act (PFMA) and accompanying Treasury Regulations,

Public Service Regulatory Framework (PSRF), Public Service Financial and other system/s, Standards for the Professional Practices of Internal Auditing and Generally Recognized Accounting Principles. Risk management. Human resource management practices and service delivery principles (Batho Pele). Ability to work in a team. Planning and organizing. Good written and verbal skills. Lateral and innovative thinking. Interpersonal relations. Problem solving skills. Time management. Application and interpretation of legislation and project management. Confidentiality, fairness, respect and honesty.

DUTIES

: Conduct audit planning and reporting activities according to established policies. Assist in developing budgets and timelines for upcoming audits. Develop audit procedures. Supervise audit team to ensure quality and on-time delivery. Evaluate performance of audit staff and provide appropriate feedback. Assist in risk assessment and mitigation activities. Identify staff technical developmental requirements and assist in organizing training programmes. Coordinate with team to review audit findings. Prepare reports with audit findings and recommendations. Evaluate and enhance internal controls to improve operational efficiency. Communicate audit status to management on a regular basis. Discuss with management audit observations, recommendations and actions to be taken. Prepare clear and complete audit work papers and store them in department repository. Analyse and resolve audit issues in a timely fashion. Management of resources.

**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.

POST 38/05

: **SENIOR INTERNAL AUDITORS: RISK BASED AUDIT 5 POSTS REF: HO
2017/09/12**

**SALARY
CENTRE
REQUIREMENTS**

: R281 418 per annum
: National Head Office: Directorate: Internal Audit
: B. Comm/B. Compt. (with Accounting and Auditing as majors) or a 3 year National Diploma in Internal Auditing and 3-5 years' experience in the auditing field. Registration with the Institute of Internal Auditors of South Africa will be an added advantage. Willingness to travel. Computer literacy. Valid driver's licence. Competencies And Attributes: Knowledge of Public Finance Management Act (PFMA) and accompanying Treasury Regulations, Public Service Regulatory Framework (PSRF), Public Service Financial and other System/s, Standards for the Professional Practices of Internal Auditing and Generally Recognized Accounting Principles. Risk management. Human resources management practices and service delivery principles (Batho Pele). Ability to work in a team. Planning and organizing. Good written and verbal skills. Lateral and innovative thinking. Interpersonal relations. Problem solving skills. Time management. Application and interpretation of legislation and project management. Confidentiality, fairness, respect and honesty.

DUTIES

: Plan allocated audit assignments. Conduct audit assignments in accordance with the audit programmes. Communicate audit results. Follow-up on the implementation of audits recommendations. Compile audit file. Management of resources.

**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.