

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 TO Mokhele 012 3072173/Mr Y Naidoo 012 307 2079/Ms M Marais 012 307 2977/Ms TP Baloyi 012 305 8589
- CLOSING DATE** : 31 October 2017
- 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 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 31 October 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 41/01** : **DIRECTOR-GENERAL: NATIONAL COMMISSIONER: CORRECTIONAL SERVICES REF: HO 2017/10/01**
- SALARY** : An all-inclusive remuneration package of R1 782 687.00 per annum is offered. The package can be structured according to the individual's personal needs.

**CENTRE
REQUIREMENTS**

A non-pensionable HOD allowance equal to 10% of the annual all-inclusive. Remuneration package is also payable (Five year contract)

: National Head Office: Pretoria
: An undergraduate qualification (National Qualifications Framework (NQF) level 7) and a post graduate qualification (NQF level 8) as recognized by the South African Qualifications Authority (SAQA). 8-10 years' experience at a senior managerial level (of which 3 years must be as a senior manager in any organ of state as defined in the Constitution, Act 108 of 1996). Competencies and Attributes: Wide knowledge of all mandates applicable in the Public Service and specifically to the criminal justice cluster. Extensive knowledge of government policies in relation to financial and human resources. Knowledge of the functioning of the Public Service and the government programme of action. Policy development. Diversity management. Strategic capability and leadership. Performance information management. Innovation and creativity. Project, programme, conflict, financial, facilitation, transformation and change management. People management and empowerment. Problem solving, decision-making and presentation skills. Risk and compliance management. Coaching and mentoring skills. Interpersonal relations. Service delivery and client orientation. Management of security systems. Knowledge of the Management Information Security Systems (MISS). A high level of integrity and honesty.

DUTIES

: The successful candidate will sign a performance agreement with the executive authority and will be in control of the department as Accounting Officer. He/she will be responsible for rendering expert advice to the Minister of Justice and Correctional Services on the functioning of the Department and for the transformation of the corrections system in South Africa. To this end, he/she will be responsible for providing strategic advice to the Minister on the work of the department in the areas of corrections, rehabilitation, care and social reintegration of offenders/inmates. He/she will be responsible for the development and articulation of the overall strategy of the Department of Correctional Services in line with the priorities of government. As the Head of Department, he/she will be responsible for ensuring the attainment of the goals of the Department of Correctional Services enunciated in the RSA Constitution and other legislation, including the Correctional Services Act, the White Paper on Corrections in South Africa as well as the White Paper on Remand Detention. As the Accounting Officer the successful candidate will have to ensure the existence of effective governance systems in the Department to ensure compliance with the Public Finance Management Act and provide strategic direction on all key policy issues that confront the Department of Correctional Services. Further responsibilities include the maintenance of sound relations with internal and external stakeholders, including oversight bodies such as Parliamentary Committees, Cabinet Cluster Committees, the Auditor General of South Africa (AGSA), the Office of the Inspecting Judge and the National Council on Correctional Services (NCCS). The successful candidate will also play a pivotal role in the development and implementation of policies and strategies of the African Correctional Services Association (ACSA).

ENQUIRIES

: Mr TO Mokhele 012 307 2173/Mr Y Naidoo 012 307 2079/Ms M Marais 012 307 2977/Ms TP Baloyi 305 8589

NOTE

: Appointment under the Public Service Act. The service of a dynamic, versatile and experienced senior manager is required to fill this position. The successful candidate will be expected to enter into an employment contract of 5 years and to sign an annual performance agreement with the Minister of Justice and Correctional Services. Although the appointment of the National Commissioner will be made in accordance with the requirements of the Public Service Act of 1994, the conditions of employment will be regulated through the Correctional Service Act, Act 111 of 1998 : Re-Advertisement: Candidates Who Previously Responded To The Advertisement Of 10 September 2017 Need Not Re-Apply

POST 41/02

: **CHIEF DEPUTY COMMISSIONER: HUMAN RESOURCES REF: HO 2017/10/02**

**SALARY
CENTRE
REQUIREMENTS**

: R1 395 657 all-inclusive package
: National Head Office: Branch: Human Resources
: An undergraduate qualification (NQF level 7) and a post graduate qualification (NQF level 8) in Public Administration/equivalent as recognized by the SAQA.

8-10 years of experience at a senior managerial level. Relevant experience in regulatory framework governing Public Service planning processes. Extensive experience in collective bargaining mechanisms and traceable experience in ensuring efficient and effective human resources management. Computer literacy. Valid driver's license. Competencies and Attributes: Coordination, leadership, monitoring and evaluation skills. Service delivery champion. Diversity and change management. Planning, organizing, client orientation, customer focus and good communication skills. Performance information management. Risk and compliance management. Understanding of Public Service policy and legislative framework. Ability to network. Diplomacy, tactfulness, influence, impact and strategic capability skills. Policy development, financial management, project and programme management skills. Problem solving, analysis, decision making, people management and empowerment skills. Integrity, honesty, confidentiality, interpersonal relations and assertiveness. Facilitation and presentation skills. In-depth knowledge and understanding of Public Service human resources' transformation agenda and the ability to convert policy into action.

DUTIES : Provide strategic guidance and advice with regard to the following areas: Human resource management, human resource development, organizational design and development, employee relations, integrated employee health and wellness and equity and gender related matters. Provide sound financial management leadership to the Department with regard to the compensation of employees' budget for the Department as a whole and for the human resources' branch. Play a leading role in the design and implementation of all human resource strategies and tactics to ensure that the department achieves its strategic goals and objectives. Management of sound labour relations. Strengthening good working relations with strategic partners, clients and stakeholders (both internal and external). Management of human resource, finance and assets.

ENQUIRIES : Mr TO Mokhele 012 307 2173/Mr Y Naidoo 012 307 2079/Ms M Marais 012 307 2977/Ms TP Baloyi 305 8589

NOTE : Appointment under the Correctional Services Act: Re-Advertisement: candidates who previously responded to the advertisement of 10 September 2017 need not re-apply

POST 41/03 : **DEPUTY COMMISSIONER: AREA COMMISSIONER REF: HO 2017/10/03**

SALARY : R1 147 632 all-inclusive package
CENTRE : Johannesburg: Gauteng Region
REQUIREMENTS : An undergraduate qualification (NQF level 7) as recognised by SAQA in Public Administration or equivalent. [5] Years of experience at a senior managerial level in a similar environment. Computer literacy. Valid driver's licence. Competencies and Attributes: Policy development, implementation, project and programme management skills. Change management, problem solving and decision making skills. Financial management. Service delivery innovation. Safety and security management. Presentation and conflict management skills. Transformation and change management. Risk management skills. 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 : Enforcing sentences of the courts in the manner prescribed by the Correctional Services Act. Detaining all offenders in safe custody whilst ensuring their human dignity. Promoting the social responsibility and human development of all offenders and parolees subject to community corrections. Effective management of court appearances of remand detainees. 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. Management of human resource, finance and assets. Management of performance information.

ENQUIRIES : Mr TO Mokhele 012 3072173/Mr Y Naidoo 012 307 2079/Ms M Marais 012 307 2977/Ms TP Baloyi 305 8589

NOTE : Appointment under the Correctional Services Act.

<u>POST 41/04</u>	:	<u>DEPUTY REGIONAL COMMISSIONER REF: HO 2017/10/04</u>
<u>SALARY</u>	:	R1 147 632 all-inclusive package
<u>CENTRE</u>	:	Free State and Northern Cape Region
<u>REQUIREMENTS</u>	:	A NQF level 7 qualification in Public Administration as recognized by SAQA. [5] years of experience at a senior managerial level in a comparable environment. Computer literacy. Valid driver's licence. Competencies And Attributes: Policy development, implementation, project and programme management skills. Change management, problem solving and decision making skills. Financial management. Service delivery innovation. Safety and security management. Presentation and conflict management skills. Transformation and change management. Risk management skills. 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>	:	Support the process of effective and efficient management of the region to realize its objectives. Facilitate the provisioning of care programmes to maintain the personal well-being of offenders. Facilitate the provisioning of services aimed at the development of offenders. Coordinate the maintenance, improvement and/or extension of current facilities. Facilitate the development and implementation of after care services to offenders. Facilitate the development of institutional capacity and the implementation of correctional programmes to correct offending behaviour. Coordinate effective risk management to ensure compliance with the DCS Risk Management Plan. Provide strategic leadership and direction for the region and management areas. Management of Regional Head functions. Management of human resource, finance and assets. Management of performance information.
<u>ENQUIRIES</u>	:	Mr TO Mokhele 012 3072173/Mr Y Naidoo 012 307 2079/Ms M Marais 012 307 2977/Ms TP Baloyi 305 8589
<u>NOTE</u>	:	Appointment under the Correctional Services Act.
<u>POST 41/05</u>	:	<u>DIRECTOR: AREA COMMISSIONER REF: HO 2017/10/05</u>
<u>SALARY</u>	:	R965 250 all-inclusive package
<u>CENTRE</u>	:	Kokstad Management Area: Kwazulu Natal Region
<u>REQUIREMENTS</u>	:	An undergraduate qualification (NQF level 7) as recognized by SAQA in Public Administration or equivalent. [5] Years of experience at a middle/senior managerial level in a similar environment. Computer literacy. Valid driver's licence. Competencies And Attributes: Policy development, implementation, project and programme management skills. Change management, problem solving and decision making skills. Financial management. Service delivery innovation. Safety and security management. Presentation and conflict management skills. Transformation and change management. Risk management skills. 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>	:	Enforcing sentences of the courts in the manner prescribed by the Correctional Services Act. Detaining all offenders in safe custody whilst ensuring their human dignity. Promoting the social responsibility and human development of all offenders and parolees subject to community corrections. Effective management of court appearances of remand detainees. 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. Management of human resource, finance and assets. Management of performance information.
<u>ENQUIRIES</u>	:	Mr TO Mokhele 012 3072173/Mr Y Naidoo 012 307 2079/Ms M Marais 012 307 2977/Ms TP Baloyi 305 8589
<u>NOTE</u>	:	Appointment under the Correctional Services Act.