

## 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: GAUTENG REGION: Department of Correctional Services, Head Recruitment, Private Bag X393, Pretoria, 0001 OR hand deliver at: 1077 Forum East Building, Arcadia Street, Hatfield. Contact persons: Mr SS Masango/Ms Pinky Makwarela at 012 420 0179/73.

LIMPOPO, MPUMALANGA AND NORTH WEST (LMN) REGION: Department of Correctional Services, Head Recruitment, Private Bag X 99, Pretoria 0001 OR hand deliver at: 198 Masada Building, Cnr. Johannes Ramokhoase (Proes) and Paul Kruger Street, Pretoria. Contact persons: Mr Zamani Ziqubu 012 306 2041/Mrs Portia Bungqu 012 306 2032/Mr. Gugu Xaba at 012 306 2033/34.

KWAZULU-NATAL REGION: Department of Correctional Services, Head Recruitment, Private Bag X9126, Pietermaritzburg, 3200 OR hand deliver at: 1 Eugene Marais Road, Napierville, Pietermaritzburg. Contact persons: Mrs GJ Mchunu at 033 355 7386/Mr SM Dlamini at 033 355 7367/Ms SN Zikalala 033 355 7368.

FREE STATE AND NORTHERN CAPE REGION: Department of Correctional Services, Head Recruitment, Private Bag X20530, Bloemfontein, 9300 OR hand deliver at: 103 Zastron Street, Agrimed Building, Bloemfontein. Contact persons: Mr KME Monare and Ms NJ Mkuni at 051 404 0270 or 051 404 0283.

WESTERN CAPE REGION: Department of Correctional Services, Head Recruitment, Private Bag X01, Edgemoed, 7404 OR hand deliver at: Breede River Street, Monte Vista, Edgemoed. Contact persons: Ms M Sanders at 021 550 6059. 17 November 2017 @ 15h45

**CLOSING DATE**

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**NOTE**

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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 17 November 2017 @ 15h45. 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 45/13** : **HEAD OF CORRECTIONAL CENTRE [CB 6]**
- SALARY CENTRES** : R763 965 all-inclusive package  
Gauteng region (3 POSTS): Leeuwkop Management Area: Medium B (Youth) (Ref: GT 2017/11/01), Medium C (Ref: GT 2017/11/02); Zonderwater Management Area: Medium A (Ref: GT 2017/11/03).  
Western Cape region (3 POSTS): Pollsmoor Management Area: Pollsmoor Medium A (Ref: WC 2017/11/06); Southern Cape (George) Management Area: Oudtshoorn Medium A (Ref: WC 2017/11/07), George (Ref: WC 2017/11/08).  
Limpopo, Mpumalanga and North West region: Klerksdorp Management Area: Klerksdorp (Ref: LMN 2017/11/13)
- REQUIREMENTS** : Degree or national diploma in Behavioural Sciences and successful completion of the Corrections Science Learnership. 7 years' relevant experience in a supervisory post. Top secret security classification. Computer literacy. Valid driver's licence. Competencies and Attributes: Firearm skills and the use of relevant security technology. Strategic capability and leadership, policy development and good communication skills. Sound project and programme management skills. Transformation, change and conflict management abilities. Stakeholder management skills. Problem solving, analysis and decision making skills. Service delivery innovation. People management and empowerment. In depth understanding of safety and security within a correctional environment. Integrity and honesty. Good interpersonal relations. Knowledge of the Correctional Services Act, Act 111 of 1998.
- DUTIES** : Management of all aspects of the Correctional Centre on a day to day basis through the implementation of the Correctional Services Act, Act 111 of 1998. Manage the implementation of the imperatives of the White Paper on Corrections. Management of case management administration, security, development and care, unit management and case management committees. Foster a working relationship with the Justice Cluster and the community. Monitor, evaluate and take appropriate action in relation to outcomes on the risk trends. Management of performance information. Manage human resources, finances and assets.
- ENQUIRIES** : Gauteng region: Mr SS Masango/Ms Pinky Makwarela at 012 420 0179/73. Western Cape region: Ms M Sanders at 021 550 6059. LMN region: Mr Zamani Ziqubu 012 306 2041/Mrs Portia Bungqu 012 306 2032/Mr. Gugu Xaba at 012 306 2033/34
- NOTE** : Appointment under the Correctional Services Act.
- POST 45/14** : **HEAD OF COMMUNITY CORRECTIONS [CB 6]**
- SALARY CENTRE** : R763 965 all-inclusive package  
Limpopo, Mpumalanga and North West region (2 POSTS): Polokwane Management Area: Polokwane (Ref: LMN 2017/11/14); Thohoyandou Management Area: Thohoyandou (Ref: LMN 2017/11/15).  
Gauteng region: Modderbee Management Area: Modderbee (Ref: GT 2017/11/04)
- REQUIREMENTS** : Degree or national diploma in Behavioural Sciences and successful completion of the Corrections Science Learnership. 7 years' relevant experience in a supervisory post. Top secret security classification. Computer literacy. Valid driver's licence. Competencies and Attributes: Firearm skills and the use of relevant security technology. Strategic capability and leadership, policy development and good communication skills. Sound project and programme management skills. Transformation, change and conflict management abilities. Stakeholder management skills. Problem solving, analysis and decision making skills. Service delivery innovation. People management and empowerment. In depth understanding of safety and security within a correctional environment. Integrity and honesty. Good interpersonal relations. Knowledge of the Correctional Services Act, Act 111 of 1998.

<b><u>DUTIES</u></b>	:	Manage monitoring services. Determine conditions of house arrest and supervision for persons serving sentence in the community. Participate in case review team for community corrections. Manage programs. Identify community service programs. Responsible for the facilities and equipment of the section. Implement disciplinary steps against offending staff. Management of performance information. Manage human resources, finances and assets.
<b><u>ENQUIRIES</u></b>	:	LMN region: Mr Zamani Ziqubu 012 306 2041/Mrs Portia Bungqu 012 306 2032/Mr. Gugu Xaba at 012 306 2033/34. Gauteng region: Mr SS Masango/Ms Pinky Makwarela at 012 420 0179/73
<b><u>NOTE</u></b>	:	Appointment under the Correctional Services Act.
<b><u>POST 45/15</u></b>	:	<b><u>HEAD OF CORRECTIONAL CENTRE [CB 5]</u></b>
<b><u>SALARY CENTRE</u></b>	:	R403 692 per annum
	:	Limpopo, Mpumalanga and North West region (3 POSTS): Witbank Management Area: Middleburg (Ref: LMN 2017/11/16); Bethal Management Area: Piet Retief (Ref: LMN 2017/11/17); Rooigrond Management Area: Lichtenburg (Ref: LMN 2017/11/18). Gauteng region: Modderbee Management Area: Devon (Ref: GT 2017/11/05). Free State and Northern Cape region: Groenpunt Management Area: Sasolburg (Ref: FSNC 2017/11/19). Western Cape region (2 POSTS): West Coast Management Area: Riebeeck West (Ref: WC 2017/11/09); Breede River Management Area: Robertson (Ref: WC 2017/11/10)
<b><u>REQUIREMENTS</u></b>	:	Degree or national diploma in Behavioural Sciences and successful completion of the Corrections Science Learnership. 7 years' relevant experience in a supervisory post. Top secret security classification. Computer literacy. Valid driver's licence. Competencies and Attributes: Firearm skills and the use of relevant security technology. Strategic capability and leadership, policy development and good communication skills. Sound project and programme management skills. Transformation, change and conflict management abilities. Stakeholder management skills. Problem solving, analysis and decision making skills. Service delivery innovation. People management and empowerment. In depth understanding of safety and security within a correctional environment. Integrity and honesty. Good interpersonal relations. Knowledge of the Correctional Services Act, Act 111 of 1998.
<b><u>DUTIES</u></b>	:	Management of all aspects of the Correctional Centre on a day to day basis through the implementation of the Correctional Services Act, Act 111 of 1998. Manage the implementation of the imperatives of the White Paper on Corrections. Management of case management administration, security, development and care, unit management and case management committees. Foster a working relationship with the Justice Cluster and the community. Monitor, evaluate and take appropriate action in relation to outcomes on the risk trends. Management of performance information. Manage human resources, finances and assets.
<b><u>ENQUIRIES</u></b>	:	LMN region: Mr Zamani Ziqubu 012 306 2041/Mrs Portia Bungqu 012 306 2032/Mr. Gugu Xaba at 012 306 2033/34. Gauteng region: Mr SS Masango/Ms Pinky Makwarela at 012 420 0179/73. Free State and Northern Cape region: Mr KME Monare and Ms NJ Mkuni at 051 404 0270 or 051 404 0283. Western Cape region: Ms M Sanders at 021 550 6059
<b><u>NOTE</u></b>	:	Appointment under the Correctional Services Act.
<b><u>POST 45/16</u></b>	:	<b><u>HEAD OF COMMUNITY CORRECTIONS [CB 5]</u></b>
<b><u>SALARY CENTRES</u></b>	:	R403 692 per annum
	:	Free State and Northern Cape region: Bizzah Makhate Management Area: Kroonstad (Ref: FSNC 2017/11/20)
<b><u>REQUIREMENTS</u></b>	:	Degree or national diploma in Behavioural Sciences and successful completion of the Corrections Science Learnership. 7 years' relevant experience in a supervisory post. Top secret security classification. Computer literacy. Valid driver's licence. Competencies and Attributes: Firearm skills and the use of relevant security technology. Strategic capability and leadership, policy development and

good communication skills. Sound project and programme management skills. Transformation, change and conflict management abilities. Stakeholder management skills. Problem solving, analysis and decision making skills. Service delivery innovation. People management and empowerment. In depth understanding of safety and security within a correctional environment. Integrity and honesty. Good interpersonal relations. Knowledge of the Correctional Services Act, Act 111 of 1998.

**DUTIES** : Manage monitoring services. Determine conditions of house arrest and supervision for persons serving sentence in the community. Participate in case review team for community corrections. Manage programs. Identify community service programs. Responsible for the facilities and equipment of the section. Implement disciplinary steps against offending staff. Management of performance information. Manage human resources, finances and assets.

**ENQUIRIES** : Free State and Northern Cape region: Mr KME Monare and Ms NJ Mkuni at 051 404 0270 or 051 404 0283

**NOTE** : Appointment under the Correctional Services Act.

**POST 45/17** : **HEAD OF CORRECTIONAL CENTRE [CB 4]**

**SALARY CENTRE** : R338 085 per annum  
: KwaZulu-Natal region: Empangeni Management Area: Ingwavuma (Ref: KZN 2017/11/27).

Free State and Northern Cape region (6 POSTS): Goedemoed Management Area: Fauresmith (Ref: FSNC 2017/11/21); Kimberley Management Area: Barkley West (Ref: FSNC 2017/11/22); Grootvlei Management Area: Brandfort (Ref: FSNC 2017/11/23); Bizzah Makhate Management Area: Hoopstad (Ref: FSNC 2017/11/24), Ficksburg (Ref: FSNC 2017/11/25); Upington Management Area: Springbok (Ref: FSNC 2017/11/26).

**REQUIREMENTS** : Degree or national diploma in Behavioural Sciences and successful completion of the Corrections Science Learnership. 7 years' relevant experience in a supervisory post. Top secret security classification. Computer literacy. Valid driver's licence. Competencies And Attributes: Firearm skills and the use of relevant security technology. Strategic capability and leadership, policy development and good communication skills. Sound project and programme management skills. Transformation, change and conflict management abilities. Stakeholder management skills. Problem solving, analysis and decision making skills. Service delivery innovation. People management and empowerment. In depth understanding of safety and security within a correctional environment. Integrity and honesty. Good interpersonal relations. Knowledge of the Correctional Services Act, Act 111 of 1998.

**DUTIES** : Management of all aspects of the Correctional Centre on a day to day basis through the implementation of the Correctional Services Act, Act 111 of 1998. Manage the implementation of the imperatives of the White Paper on Corrections. Management of case management administration, security, development and care, unit management and case management committees. Foster a working relationship with the Justice Cluster and the community. Monitor, evaluate and take appropriate action in relation to outcomes on the risk trends. Management of performance information. Manage human resources, finances and assets.

**ENQUIRIES** : KwaZulu-Natal region: Mrs GJ Mchunu at 033 355 7386/Mr SM Dlamini at 033 355 7367/Ms SN Zikalala 033 355 7368.

Free State and Northern Cape region: Mr KME Monare and Ms NJ Mkuni at 051 404 0270 or 051 404 0283.

**NOTE** : Appointment under the Correctional Services Act.

**POST 45/18** : **HEAD OF COMMUNITY CORRECTIONS [CB 4]**

**SALARY CENTRE** : R338 085 per annum  
: Western Cape region (2 Posts): Overberg Management Area: Swellendam (Ref: WC 2017/11/11); Allandale Management Area: Obiqua (Ref: WC 2017/11/12)

**REQUIREMENTS** : Degree or national diploma in Behavioural Sciences and successful completion of the Corrections Science Learnership. 7 years' relevant experience in a supervisory post. Top secret security classification. Computer literacy. Valid driver's

licence.Competencies and Attributes: Firearm skills and the use of relevant security technology. Strategic capability and leadership, policy development and good communication skills. Sound project and programme management skills. Transformation, change and conflict management abilities. Stakeholder management skills. Problem solving, analysis and decision making skills. Service delivery innovation. People management and empowerment. In depth understanding of safety and security within a correctional environment. Integrity and honesty. Good interpersonal relations. Knowledge of the Correctional Services Act, Act 111 of 1998.

**DUTIES**

: Manage monitoring services. Determine conditions of house arrest and supervision for persons serving sentence in the community. Participate in case review team for community corrections. Manage programs. Identify community service programs. Responsible for the facilities and equipment of the section. Implement disciplinary steps against offending staff. Management of performance information. Manage human resources, finances and assets.

**ENQUIRIES**

: Ms M Sanders at 021 550 6059

**NOTE**

: Appointment under the Correctional Services Act.