

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).
- CLOSING DATE** : 14 May 2018 @ 15h45
- 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. 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 17/13** : **REGIONAL COMMISSIONER REF NO: HO 2018/04/01**
- SALARY** : R1 395 657 all-inclusive package
- CENTRE** : Eastern Cape region
- REQUIREMENTS** : An undergraduate qualification (National Qualifications Framework (NQF) level 7) and a post graduate qualification (NQF level 8) in Public Administration or equivalent as recognised by the South African Qualifications Authority (SAQA). [8-10] Years' senior managerial level experience in a similar environment. Advanced computer literacy. Valid driver's license. Required Knowledge: Understanding of the dynamics of the Justice Cluster, White Paper on Corrections in South Africa, White Paper on Remand Detainees. Understanding of Public Service Policy and related legislative framework (Public Service Act and Regulations, Public Finance Management Act, with emphasis on the Correctional Service Act 111 of 1998 as amended). Competencies: Strategic capability and leadership. Programme and project management, financial management, change management and diversity management. Knowledge management, service delivery innovation, problem solving and analysis, people management and empowerment, client orientation and customer focus, communication, honesty and integrity.
- DUTIES** : The successful candidate will sign a performance agreement with the National Commissioner and will be in control of the Eastern Cape Region as Accounting Officer. He/she will be responsible for rendering expert advice to the National Commissioner on the functioning of the Region in terms of the corrections system. To this end, he/she will be responsible for overseeing and providing strategic leadership on the work of the department in the areas of incarceration and corrections, rehabilitation, care and social reintegration of offenders/inmates, manage financial and corporate services and oversee the coordination of area management services in the Eastern Cape Region. He/she will be responsible for the development and articulation of the overall strategy of the Region in line with the priorities of government and the Department. As the Head of the Region, 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. The successful candidate will have to ensure the existence of effective governance systems in the Region 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 maintenance of sound relations with internal and external stakeholders at regional level, including oversight bodies such as Cluster Committees, the Auditor General of South Africa (AGSA), the Office of the Inspecting Judge and the Correctional Supervision and Parole Boards. Coordinate the effective risk management activities to ensure compliance to the Risk Management and fraud prevention of DCS. Management of human resource, finance and assets. Management of performance information.
- 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.
- POST 17/14** : **DEPUTY REGIONAL COMMISSIONER REF NO: HO 2018/04/02**
- SALARY** : R1 147 632 all-inclusive package
- CENTRE** : Kwazulu-Natal region
- REQUIREMENTS** : An undergraduate qualification (NQF level 7) in Public Administration as recognised by SAQA. [5] Years' of experience at a senior managerial level in a comparable environment. Computer literacy. Valid driver's licence. Required Knowledge: Understanding of the dynamics of the Justice Cluster, White Paper on Corrections in South Africa, White Paper on Remand Detainees.

		Understanding of Public Service Policy and related legislative framework (Public Service Act and Regulations, Public Finance Management Act, with emphasis on the Correctional Service Act 111 of 1998 as amended). Competencies: Strategic capability and leadership. Programme and project management, financial management, change management and diversity management. Knowledge management, service delivery innovation, problem solving and analysis, people management and empowerment, client orientation and customer focus, communication, honesty and integrity.
<u>DUTIES</u>	:	Manage the coordination of representation of offenders. Oversee the coordination of Information Technology Services. Oversee the rendering of Communication Services. Oversee the coordination of Inspection Services. 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 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 17/15</u>	:	<u>DEPUTY COMMISSIONER: AREA COMMISSIONER REF NO: HO 2018/04/03</u>
<u>SALARY</u>	:	R1 147 632 all-inclusive package
<u>CENTRE</u>	:	Durban Management Area
<u>REQUIREMENTS</u>	:	An undergraduate qualification (NQF level 7) in Public Administration as recognised by SAQA. [5] Years' of experience at a senior managerial level in a comparable environment. Computer literacy. Valid driver's licence. Required Knowledge: Understanding of the dynamics of the Justice Cluster, White Paper on Corrections in South Africa, White Paper on Remand Detainees. Understanding of Public Service Policy and related legislative framework (Public Service Act and Regulations, Public Finance Management Act, with emphasis on the Correctional Service Act 111 of 1998 as amended). Competencies: Strategic capability and leadership. Programme and project management, financial management, change management and diversity management. Knowledge management, service delivery innovation, problem solving and analysis, people management and empowerment, client orientation and customer focus, communication, honesty and integrity.
<u>DUTIES</u>	:	Oversee the effective functioning of Incarceration and Corrections, Parole Boards, Corporate Services, Development Programs, Care Services, Correctional Centres and Community Corrections within the Management Area. Oversee the administration of security systems/programmes including comprehensive risk assessments and programmes to ensure safety. Ensure the implementation and adherence to policies and procedures within the Management Area. Establish and maintain effective relationships with key stakeholders within the geographical location of the Management Area. Effective management of court appearances of remand detainees. Management of the operational risks within the management area. Management of human resource, finance and assets. Management of performance information. Promotion of social responsibility and human development of all offenders and parolees subjected to community corrections.
<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 17/16</u>	:	<u>DIRECTOR: FORMAL EDUCATION REF NO: HO 2018/04/04</u>
<u>SALARY</u>	:	R965 250 all-inclusive package
<u>CENTRE</u>	:	National Head Office
<u>REQUIREMENTS</u>	:	An undergraduate qualification (NQF level 7) as recognised by SAQA in Education and Training or equivalent. [5] Years' experience at a middle/senior managerial level in a comparable environment. Computer literacy. Valid

driver's licence. Required Knowledge: Understanding of the dynamics of the Justice Cluster, White Paper on Corrections in South Africa, White Paper on Remand Detainees. Understanding of Public Service Policy and related legislative framework (Public Service Act and Regulations, Public Finance Management Act, with emphasis on the Correctional Service Act 111 of 1998 as amended). Competencies: Strategic capability and leadership. Programme and project management, financial management, change management and diversity management. Knowledge management, service delivery innovation, problem solving and analysis, people management and empowerment, client orientation and customer focus, communication, honesty and integrity.

DUTIES : Promote education quality and effective service delivery in the education system through monitoring and evaluation, planning and assessment. Manage the development/alignment, implementation of and compliance with departmental policies, procedures and applicable legislation of formal education. Manage the provision, maintenance and enhancement of formal education programs and services to all incarcerated persons according to the set service level standards. Manage and promote the application of information technology in the correctional education environment. Develop and manage the measurement and evaluation of the impact and effectiveness of formal education programs and services. Provide managerial, technical and administrative support services with regard to intersectoral, interdepartmental, multi-disciplinary and cluster task teams. Effectively manage risks within the Directorate stemming from the Departmental Risk Management Plan. 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.

POST 17/17 : **DIRECTOR: RISK PROFILE MANAGEMENT REF NO: HO 2018/04/05**

SALARY : R965 250 all-inclusive package

CENTRE : National Head Office

REQUIREMENTS : An undergraduate qualification (NQF level 7) as recognised by SAQA in Behavioural Sciences/Social Sciences or equivalent. [5] Years' experience at a middle/senior managerial level in a similar environment. Security clearance. Computer literacy. Valid driver's licence. Required Knowledge: Understanding of the dynamics of the Justice Cluster, White Paper on Corrections in South Africa, White Paper on Remand Detainees. Understanding of Public Service Policy and related legislative framework (Public Service Act and Regulations, Public Finance Management Act, with emphasis on the Correctional Service Act 111 of 1998 as amended). Competencies: Strategic capability and leadership. Programme and project management, financial management, change management and diversity management. Knowledge management, service delivery innovation, problem solving and analysis, people management and empowerment, client orientation and customer focus, communication, honesty and integrity.

DUTIES : Develop and maintain risk profile assessment tools. Develop risk profile policy based on the national guideline practices, procedures and policies and ensure the implementation thereof. Ensure and maintain good relations within the department and relevant stakeholders. 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.

POST 17/18 : **DIRECTOR: CONTRACT MANAGEMENT REF NO: HO 2018/04/06**

Re-advertisement: candidates who previously applied, need to re-apply

SALARY : R965 250 all-inclusive package

<u>CENTRE REQUIREMENTS</u>	:	National Head Office
	:	An undergraduate qualification (NQF 7) in Logistics/Contract Management or equivalent as recognized by SAQA. [5] Years' experience at a middle/senior managerial level in a similar environment. Computer literacy. Valid driver's licence. Required Knowledge: Understanding of the dynamics of the Justice Cluster, White Paper on Corrections in South Africa, White Paper on Remand Detainees. Understanding of Public Service Policy and related legislative framework (Public Service Act and Regulations, Public Finance Management Act, with emphasis on the Correctional Service Act 111 of 1998 as amended). Competencies: Strategic capability and leadership. Programme and project management, financial management, change management and diversity management. Knowledge management, service delivery innovation, problem solving and analysis, people management and empowerment, client orientation and customer focus, communication, honesty and integrity.
<u>DUTIES</u>	:	Develop, maintain and review contract management policies and procedures. Effective management of contracts. Alignment of contract management policies with the vision and mission of the strategic document of the department. Ensure compliance with existing policies and internal control. Effective contract risk management to ensure compliance with the risk management plan of DCS. Management of human resource, finance and assets. Management of Public Private Partnerships (PPP) contracts for Asset Procurement and Operating Partnership Systems (APOPS). 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 17/19</u>	:	<u>DIRECTOR: AREA COMMISSIONER REF NO: HO 2018/04/07</u>
<u>SALARY</u>	:	R965 250 all-inclusive package
<u>CENTRE</u>	:	East London Management Area
<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. Required Knowledge: Understanding of the dynamics of the Justice Cluster, White Paper on Corrections in South Africa, White Paper on Remand Detainees. Understanding of Public Service Policy and related legislative framework (Public Service Act and Regulations, Public Finance Management Act, with emphasis on the Correctional Service Act 111 of 1998 as amended). Competencies: Strategic capability and leadership. Programme and project management, financial management, change management and diversity management. Knowledge management, service delivery innovation, problem solving and analysis, people management and empowerment, client orientation and customer focus, communication, honesty and integrity.
<u>DUTIES</u>	:	Oversee the effective functioning of Incarceration and Corrections, Parole Boards, Corporate Services, Development Programs, Care Services, Correctional Centres and Community Corrections within the Management Area. Oversee the administration of security systems/programmes including comprehensive risk assessments and programmes to ensure safety. Ensure the implementation and adherence to policies and procedures within the Management Area. Establish and maintain effective relationships with key stakeholders within the geographical location of the Management Area. Effective management of court appearances of remand detainees. Management of the operational risks within the management area. Management of human resource, finance and assets. Management of performance information. Promotion of social responsibility and human development of all offenders and parolees subjected to community corrections.
<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.

POST 17/20 : **DIRECTOR: INFORMATION TECHNOLOGY INFRASTRUCTURE AND TELEPHONY REF NO: HO 2018/04/08**
Re-advertisement: candidates who previously applied, need to re-apply

SALARY : R965 250 all-inclusive package
CENTRE : National Head Office
REQUIREMENTS : An undergraduate qualification (NQF level 7) as recognized by the SAQA in Computer Science or equivalent. 5 years' experience at a middle/senior managerial level in networks and infrastructure management with at least Cisco Certified Network Associate (CCNA) and Information Technology Infrastructure Library (ITIL) certifications. Computer literacy. Valid driver's licence. Required Knowledge: Understanding of the dynamics of the Justice Cluster, White Paper on Corrections in South Africa, White Paper on Remand Detainees. Understanding of Public Service Policy and related legislative framework (Public Service Act and Regulations, Public Finance Management Act, with emphasis on the Correctional Service Act 111 of 1998 as amended). Competencies: Strategic capability and leadership. Programme and project management, financial management, change management and diversity management. Knowledge management, service delivery innovation, problem solving and analysis, people management and empowerment, client orientation and customer focus, communication, honesty and integrity.

DUTIES : Plan, design, acquire and deploy a functional network. Maintain infrastructure for core applications, communications and internetworking technologies. Design, deploy and maintain an IT infrastructure including video, IP telephony, backup and disaster recovery infrastructure. Manage desktop support activities, configuration management process and IT procurement process. Negotiate with vendors, outsourcers, and contractors to secure network products and services. Manage the communications function on IT related infrastructure issues. Manage risks for infrastructure related matters. Conduct research and make recommendations on network products, services, protocols, and standards in support of network procurement and development efforts. Manage the tender specifications and serve on the tender specification committees. 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.