

## DEPARTMENT OF CORRECTIONAL SERVICES



- APPLICATIONS** : All applications must be submitted to: National Head Office: 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 June 2019 @ 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. Please Note: 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. 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. The Department of Correctional Services reserves the right not to fill any of these advertised posts. 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 14 June 2019 @ 15h45. Indicate the reference number and position you are applying for on your application form (Z83) and post your complete application to the relevant address as indicated.

## OTHER POSTS

- POST 19/02** : **DEPUTY DIRECTOR: CONTRACT COMPLIANCE REF NO: HO 2019/06/01**  
Directorate: Contract Management
- SALARY** : R733 257 per annum (all-inclusive package)
- CENTRE** : National Head Office
- REQUIREMENTS** : Recognised three (3) year degree or national diploma in Supply Chain Management. 3-5 years' experience in a supervisory level. Valid driver's license. Computer literacy. Competencies and attributes: PFMA - compilation of budgets, estimation, expenditure and reporting. Administrators Guide on the Promotion of Administrative Justice Act. Financial Administrative Procedures (FAP) regarding claims, expenditure, advances, payments, invoices, etc. Financial directives/circular and Basic Accounting System (BAS). HR Policies related to leave, performance assessment, discipline, grievances, skills development, occupational health and safety, employee wellness, remuneration and allowances. Personnel directives/circulars. General and special conditions of contracts. Public Service Regulations. Public Service Act. Analytical thinking. Applied strategic thinking. Diversity management. Good communication, presentation, report writing,

facilitation, training, problem solving and decision making skills. Time management. Assertiveness. Change Management. Project management.

**DUTIES** : Management of the sub-directorate: Control/facilitation of training courses. Control/Performing of performance assessments of personnel (term reviews/annual assessment). Managing of the manpower plan. Preparation and presentation of ad hoc subjects at National Logistic Conferences. Representing of the sub-directorate at provincial work sessions on invitation of Regional Commissioners. Compliance control of capital equipment, professional services and general stock: Control the distribution and interpretation of contracts. Control general contract administration with regard to capital equipment, professional services, APOPS and general stock. Control contract deviation administration. Control compliance with commercial law when enacting penalties against suppliers. Consideration of appeals. Contract support to suppliers and users. Facilitate the continuation of transversal/ad hoc period contracts. Monitor supplier performance. Long term supplier relationships. Control proper safekeeping of contracts. Advise auditors, users and inspectorate with regard to contract deviations. Submit management information to management. Control monitoring visits to practise. APOPS Contract Management: The management of Public Private Partnership contracts. The maintenance of Public Private Partnership contracts. The financial management of Public Private Partnership contracts. The monitoring of socio economic empowerment during operational phase of the contract. The control of insurance's. Control over invoices/payments.

**ENQUIRIES** : Mr TO Mokhele Tel No: 012 3072173/Mr Y Naidoo Tel No: 012 307 2079/Ms M Marais Tel No: 012 307 2977/Ms TP Baloyi Tel No: 012 305 8589

**POST 19/03** : **DEPUTY DIRECTOR: ASSET MANAGEMENT REF NO: HO 2019/06/02**  
Directorate: Logistics

**SALARY** : R733 257per annum (all-inclusive package)  
**CENTRE** : National Head Office  
**REQUIREMENTS** : Recognised three (3) year degree or national diploma Logistics or relevant field. 3-5 years' management experience in supply chain management. Valid driver's license. Computer literacy. Competencies and Attributes: Managing interpersonal conflict and resolving problems. Liaison (internal/external). Analytical thinking, applying strategic thinking and technology. Decision making, advisory skills and productivity. Responsibility in respect of personnel issues. Initiative, integrity and credibility. Honesty and accountability in respect of personnel related issues. PFMA chapter 5, BAS Manuals, GRAP, Treasury Regulations, Public Service Regulations and applicable sections of the White Paper on Corrections. DCS Strategic Plan (applicable sections). HRM Policies/procedures and Labour legislation. Supply Chain Manuals - Procurement, PASM chapter 12, 14, 15, 17.

**DUTIES** : Manage the Sub-directorate Physical Asset Management. Formulate, develop and maintain a need based supply chain management system. Provide needs based information and support to management. Inform, guide and advise departmental employees on asset management matters to promote correct implementation of sound asset management practices. Management of human resources, finance and assets.

**ENQUIRIES** : Mr TO Mokhele Tel No: 012 3072173/Mr Y Naidoo Tel No: 012 307 2079/Ms M Marais Tel No: 012 307 2977/Ms TP Baloyi Tel No: 012 305 8589

**POST 19/04** : **DEPUTY DIRECTOR: OFFENDER INFORMATION REF NO: HO 2019/06/03**  
Directorate: Information Management

**SALARY** : R733 257 per annum (all-inclusive package)  
**CENTRE** : National Head Office  
**REQUIREMENTS** : Recognized degree or national diploma in Information Management or relevant field. 3-5 years' managerial experience in a similar environment Computer literacy. Valid driver's licence. Competencies and attributes: Communication and project management. Strategic management. Change management. Planning and organising skills. Human resource management. Interpersonal skills. Report writing and managerial skills. Knowledge of relevant regulations, policies and procedures, resolutions and acts.

- DUTIES** : Manage design of offender systems. Management of offender systems. Ensure compliance with policy and internal control measures. Marketing of Management Information System (MIS). Testing of Offender Systems. Data Integrity. Management of human resources, finance and assets.
- ENQUIRIES** : Mr TO Mokhele Tel No: 012 3072173/Mr Y Naidoo Tel No: 012 307 2079/Ms M Marais Tel No: 012 307 2977/Ms TP Baloyi Tel No: 012 305 8589
- POST 19/05** : **DEPUTY DIRECTOR: POLICY COORDINATION REF NO: HO 2019/06/04**  
Branch: Office of the CDC Human Resources
- SALARY CENTRE REQUIREMENTS** : R733 257 per annum (all-inclusive package)  
: National Head Office  
: Recognised three (3) year degree or national diploma in Public Management or equivalent qualification. 3-5 years management experience in a similar environment. Computer literacy. Valid driver's licence. Competencies and attributes: Policy coordination. Communication. Project and programme management. Change Management. Client Orientation and Customer focus. Problem solving and analysis. Service Delivery Innovation. Decision making. People management and empowerment. Integrity and honesty. Confidentiality. Good Interpersonal relations. Understanding of Public Service policy and legislative framework. Assertiveness. Ability to network. Diplomacy and tactful. Influence and impact.
- DUTIES** : Manage and coordinate the formulation and analysis of policies. Provide advice and support to management and operational staff with regard to strategic planning, operational planning and control. Management of processes of compliance in the branch. Provide administrative support to the Chief Deputy Commissioner's office. Research and benchmark on issues pertaining to strategic management. Management of human resources, finance and assets.
- ENQUIRIES** : Mr TO Mokhele 012 3072173/Mr Y Naidoo 012 307 2079/Ms M Marais 012 307 2977/Ms TP Baloyi 012 305 8589
- POST 19/06** : **DEPUTY DIRECTOR: STRATEGIC DEVELOPMENT AND MEDIA LIAISON REF NO: HO 2019/06/05**  
Directorate: Public Education, Stakeholder Relations and Media Services
- SALARY CENTRE REQUIREMENTS** : R733 257 per annum (all-inclusive package)  
: National Head Office  
: Recognized degree or national diploma in Public Relations/Corporate Communication/Journalism or equivalent qualification. Sound relevant experience preferably in media liaison and media services positions. 3-5 years relevant experience in management. Computer literacy. Valid driver's licence. Competencies and attributes: Knowledge of prescripts and government regulations. Project management skills. Excellent communication and interpersonal skills. Applied strategic thinking skills. Planning and organizing skills. Report writing skills. Editing and proofreading skills. Strategic capability and leadership. Project and programme management. Financial management. Change management. Integrity and honesty. Knowledge management. Service delivery innovation and creativity. Problem solving and analysis. People management and empowerment. Client orientation and customer care. Honesty and integrity. Good work ethics. Confidentiality. Interpersonal relations. Time management. Openness and transparency. Good interpersonal relations. Ability to influence and create impact. Tact and diplomacy. Willingness to travel, decision making and security awareness.
- DUTIES** : Assist in effectively and economically managing the department's needs for public education, stakeholder relations and media services, including strategic planning and operational planning. Financial and human resource management of the sub-directorate: Public Education and Media Liaison. Develop and implement policies, procedures, strategies and programmes for public education, media services and stakeholder relations. Assist with the establishment of effective mechanisms for overall communication impact assessment, inclusive of environmental scanning as well as media monitoring and daily media analysis. Build a comprehensive network of partners within and outside the department and government to ensure integration

and improved impact of public education campaigns and media services. Give key support in the management of media campaigns. Write speeches and speakers' notes. Handle media enquiries effectively and efficiently. Drive and coordinate the generation of good news to cater for various formats preferred by the media, inclusive of media statements, media briefings, features, audio and video clips, documentaries, live interviews, etc. Draft information fact sheets and "frequently asked questions" to support media relations activities. Ensure availability of updated press kits. Assist in briefing key branch managers to respond to media and provide necessary support and guidelines through communication and training of spokespersons. Management of human resources, finance and assets.

**ENQUIRIES** : Mr TO Mokhele Tel No: 012 3072173/Mr Y Naidoo Tel No: 012 307 2079/Ms M Marais Tel No: 012 307 2977/Ms TP Baloyi Tel No: 012 305 8589

**POST 19/07** : **DEPUTY DIRECTOR: INTERNAL COMMUNICATION REF NO: HO 2019/06/06**  
Directorate: Internal Communication and Media Production

**SALARY** : R733 257 per annum (all-inclusive package)  
**CENTRE** : National Head Office  
**REQUIREMENTS** : A recognized degree or national diploma in Communications or equivalent qualification. 3-5 years management experience in a similar environment. Computer literate. Valid driver's licence. Competencies and attributes advanced communication skills (verbal and written). Tact and diplomacy. Interpersonal relations. Knowledge of communication strategy and development. Knowledge of the Public Service legislative frameworks. Communication strategy development and execution. Photography and journalism skills. Events management. Financial management. Human resource management. Good knowledge of government communications. Project management. Presentation skills. Ability to conduct research. Policy formulation. Decision making skills. Planning and organizing skills. Analytical thinking. Problem identification and solving.

**DUTIES** : Ensure sound administration of the sub-directorate Internal Communication. Assist with the development and implementation of internal communication strategies and internal communication plans / operational plans that guide communication with and between all internal audiences (officials, offenders, parolees, probationers and remand detainees). Develop, edit and publish the department's national staff newsletter. Manage communication services to inmates. Ensure that the department's intranet is modernized and that the content is continuously managed and updated. Manage a language editing service. Develop messages for the various internal audiences and package them for various channels/products, e.g. notices, newsletters, e-mails, intranet, sms, posters, pamphlets, leaflets, etc. Develop and maintain a DCS photo library and display selected photographs in an electronic photo gallery. Management of human resources, finance and assets.

**ENQUIRIES** : Mr TO Mokhele Tel No: 012 3072173/Mr Y Naidoo Tel No: 012 307 2079/Ms M Marais Tel No: 012 307 2977/Ms TP Baloyi Tel No: 012 305 8589

**POST 19/08** : **DEPUTY DIRECTOR: MEDIA PRODUCTION REF NO: HO 2019/06/07**  
Directorate: Internal Communication and Media Production

**SALARY** : R733 257 per annum (all-inclusive package)  
**CENTRE** : National Head Office  
**REQUIREMENTS** : Recognised three (3) year degree or national diploma in Communications or equivalent relevant qualification. 3-5 years relevant experience in a communications environment. Computer literacy. Valid driver's licence. Competencies and attributes: Communication and interpersonal skills. Project and programme management. Change management. Client orientation and customer focus. Problem solving and analysis. Service delivery innovation. Decision making. People management and empowerment. Integrity and honesty. Confidentiality. Understanding of public service policy and legislative framework. Assertiveness. Willingness to travel. Applied strategic thinking. Ability to network. Diplomacy and tactful. Influence and impact. Knowledge of prescripts and government regulations. Planning and organising skills. Report writing skills. Editing and proofreading skills.

**DUTIES** : Provide effective and efficient media production services to the Department of Correctional Services with the aim to portray a positive image of the department.

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|  |   | Manage media production processes. Manage the production of corporate publications. Network and liaise with internal and external stakeholders. Management of human resources, finance and assets.   |
| <b><u>ENQUIRIES</u></b>                  | : | Mr TO Mokhele Tel No: 012 3072173/Mr Y Naidoo Tel No: 012 307 2079/Ms M Marais Tel No: 012 307 2977/Ms TP Baloyi Tel No: 012 305 8589  |
| <b><u>POST 19/09</u></b>                 | : | <b><u>DEPUTY DIRECTOR: REGULARITY AUDITING (RISK BASED AUDIT) REF NO: HO 2019/06/08</u></b><br>Directorate: Internal Audit   |
| <b><u>SALARY CENTRE REQUIREMENTS</u></b> | : | R733 257 per annum (all-inclusive package)<br>National Head Office<br>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. 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 and 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. Willingness to travel.  |
| <b><u>DUTIES</u></b>                     | : | Assist in the development of an annual operational and three (3) year strategic plan. Supervise, support and review audit engagements and assess audit results against engagements, objectives and scope. Determination of audit engagements 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 human resources, finance and assets.   |
| <b><u>ENQUIRIES</u></b>                  | : | Mr TO Mokhele Tel No: 012 3072173/Mr Y Naidoo Tel No: 012 307 2079/Ms M Marais Tel No: 012 307 2977/Ms TP Baloyi Tel No: 012 305 8589  |
| <b><u>POST 19/10</u></b>                 | : | <b><u>DEPUTY DIRECTOR: RISK MANAGEMENT REF NO: HO 2019/06/09 (X2 POSTS)</u></b><br>Directorate: Risk Management  |
| <b><u>SALARY CENTRE REQUIREMENTS</u></b> | : | R733 257 per annum (all-inclusive package)<br>National Head Office<br>National Diploma/degree in Risk Management/Auditing/Accounting/Economics. Five (5) years' experience in Risk Management and Internal Auditing environment of which 3 must be on supervisory level (ASD). Computer literacy. Valid driver's licence. Competencies and attributes: Knowledge of Public Finance Management Act (PFMA), Treasury Regulations, ISO31000, The Committee of Sponsoring Organizations (COSO) framework, King III report on corporate governance, labour legislation relevant to the post, anti-fraud, corruption policies and Public Service Regulations. Knowledge of risk management policies and procedures, risk management principles and philosophy. Government financial systems and knowledge of risk management in the public sector. Knowledge of implementing policies. Experience in identifying new risks and rolling out risk methodologies skills. Problem solving and analysis. Client orientation and customer focus. Presentation skills. People and diversity management. Accountability and ethical conduct. Committed to high level of quality control. Good organizational and communication skills. Good financial management, facilitation, planning, organizing, change and time management skills. |
| <b><u>DUTIES</u></b>                     | : | Manage the co-ordination and monitoring of risk management programs. Develop, review and implement risk management strategies, policies and procedures and annual risk management plan. Manage, implement review and improve risk  |

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|                            |   | management framework. Facilitate the institutionalisation of risk management. Conduct risk management awareness. Manage the maintenance of risk management systems. Monitor the regional and branches progress on mitigations. Liaise with external stakeholders on risk management. Assist in the development of the risk management plans. Coordinate risk management meetings. Management of human resources, finance and assets.  |
| <b><u>ENQUIRIES</u></b>    | : | Mr TO Mokhele Tel No: 012 3072173/Mr Y Naidoo Tel No: 012 307 2079/Ms M Marais Tel No: 012 307 2977/Ms TP Baloyi Tel No: 012 305 8589   |
| <b><u>POST 19/11</u></b>   | : | <b><u>ASSISTANT DIRECTOR: INSPECTION SERVICES REF NO: HO 2019/06/10</u></b><br>Directorate: Inspectorate  |
| <b><u>SALARY</u></b>       | : | R470 040 per annum  |
| <b><u>CENTRE</u></b>       | : | National Head Office  |
| <b><u>REQUIREMENTS</u></b> | : | Relevant degree or national diploma in Public Management or equivalent qualification. 3-5 years' experience on supervisory post in a similar environment. Computer literate. Valid driver's license. Competencies and attributes: Firearm skills and the use of relevant security technology. Communication. Project and programme management. Transformation management. Change management. Stakeholder management. Problem solving. Analysis. Service delivery innovation. Decision making. People management and empowerment. In-depth understanding of safety and security in a correctional environment. Integrity and honesty. Confidentiality. Good Interpersonal relations. Knowledge of the Correctional Services Act 111 of 1998 as amended. Assertiveness. Ability to network. Diplomacy and tact. Resilience. Influence and impact.   |
| <b><u>DUTIES</u></b>       | : | Assist on compilation of the directorate operational plan. Facilitate the annual inspection programme. Conducting of inspections in all regions, Private Public Partnership (PPP) correctional centres, training colleges and head office and priorities mandated by the national commissioner. Conduct inspections in order to comply with the standards set to support management in dealing with the risk of non-compliance. Compilation of inspection reports to the national commissioner. Facilitate the development and continuous maintenance of inspection tools. Coordination and analysis of all inspection reports and bi-monthly regional certifications. Management of human resources, finance and assets.   |
| <b><u>ENQUIRIES</u></b>    | : | Mr TO Mokhele Tel No: 012 3072173/Mr Y Naidoo Tel No: 012 307 2079/Ms M Marais Tel No: 012 307 2977/Ms TP Baloyi Tel No: 012 305 8589   |
| <b><u>POST 19/12</u></b>   | : | <b><u>OPERATIONAL MANAGER: COMMUNICABLE DISEASES REF NO: HO 2019/06/11</u></b><br>Directorate: Health Care Services   |
| <b><u>SALARY</u></b>       | : | R444 276 per annum  |
| <b><u>CENTRE</u></b>       | : | National Head Office  |
| <b><u>REQUIREMENTS</u></b> | : | Four (4) year degree or national diploma in accordance with R425 in nursing (basic R425 qualification) that allows registration with the South African Nursing Council (SANC) as a Professional Nurse. Current registration with SANC as a Professional Nurse. A minimum of seven (7) years appropriate/recognizable experience in nursing after registration as a Professional Nurse with the SANC in General Nursing. Computer literacy. Valid driver's license. Competencies and attributes: Policy and procedure design and development. Programme management. Monitoring and evaluation. National standard setting. Resource management. Nursing statutes and other relevant legal frameworks. Good communication (both written and verbal). Interpersonal relations. Research principles. Liaison and networking. Coordination. Facilitation. Problem solving. Planning and organizing. |
| <b><u>DUTIES</u></b>       | : | Provide a comprehensive package for preventive, promotive, curative and rehabilitative services for communicable diseases. Provide direction and supervision for the implementation of programmes and services for communicable diseases (clinical practice/quality patient care). Implement standards, practices, criteria and indicators for quality nursing (quality of practice). Facilitate the practice nursing and health care in accordance with the laws and regulations relevant to nursing and health care. Utilize resources efficiently and effectively. Maintain a constructive working relationship with nursing and other stakeholders. Conduct   |

operational support visits at different correctional facilities and management areas. Management of resources. Management of performance information. Management of human resources, finance and assets.

**ENQUIRIES** : Mr TO Mokhele Tel No: 012 3072173/Mr Y Naidoo Tel No: 012 307 2079/Ms M Marais Tel No: 012 307 2977/Ms TP Baloyi Tel No: 012 305 8589

**POST 19/13** : **ASSISTANT DIRECTOR: RISK MANAGEMENT REF NO: HO 2019/06/12 (X3 POSTS)**  
Directorate: Risk Management

**SALARY** : R376 596 per annum  
**CENTRE** : National Head Office  
**REQUIREMENTS** : National Diploma /Degree Risk Management/Auditing/Accounting or Economics. 3-5 years Risk Management experience or in a similar environment. Computer literate. Valid driver's license. Competencies and attributes: Knowledge of Public Finance Management Act (PFMA), Treasury Regulations and Public Service Regulations. Risk management policies and procedures, risk management principles and philosophy. Government financial systems. Knowledge of risk management in the public sector. Knowledge of implementation of policies. Problem solving and analysis. Client orientation and customer focus. People and diversity management. Accountability and ethical conduct. Committed to high level of quality control. Good organizational and communication skills.

**DUTIES** : Monitor and implement the risk management framework within DCS. Participate in the development and implementation of risk management framework. Conduct education and awareness on risk management. Monitor the application of risk management principles and environment. Monitor the regional progress reports. Liaise with external stakeholders on risk management. Coordinate regional risk management meetings. Monitor the capturing of data and maintenance of database on risk management information. Management of human resources, finance and assets.

**ENQUIRIES** : Mr TO Mokhele Tel No: 012 3072173/Mr Y Naidoo Tel No: 012 307 2079/Ms M Marais Tel No: 012 307 2977/Ms TP Baloyi Tel No: 012 305 8589

**POST 19/14** : **ASSISTANT DIRECTOR: ADMINISTRATIVE SECRETARY REF NO: HO 2019/06/13**  
Directorate: Office of the DC Chief Security Officer

**SALARY** : R376 596 per annum  
**CENTRE** : National Head Office  
**REQUIREMENTS** : Recognised degree or national diploma in Public Management or equivalent qualification. 3-5 years' supervisory experience in a similar environment. Computer literate. Valid driver's license. Competencies and attributes: Financial management. Problem solving and decision-making skills. Facilitation skills. Plan, organize, lead and control. Team leadership. Project management. Presentation skills. Conflict management skills. Report writing. Training and development. Time management. Confidentiality. Coaching and mentoring. Understanding of public service policy and legislative framework. Service delivery and client orientation. Integrity and honesty. Assertiveness. Ability to network. Influence and impact. Applied strategic thinking. Willingness to travel.

**DUTIES** : Ensure a smooth document flow system in the office of the Deputy Commissioner. Ensure compliance of return dates. Ensure quality control over the documentation forwarded to the Deputy Commissioner. Facilitate convening of meetings, minute taking and implementation of decisions taken at meetings. Ensure the drafting of routine letters and memoranda, receipt of correspondence and documentation and proactively acknowledging receipt of correspondence. Process content of incoming and outgoing documentation. Ensure appropriate filing of documents. Liaise with various stakeholders. Management of human resources, finance and assets.

**ENQUIRIES** : Mr TO Mokhele Tel No: 012 3072173/Mr Y Naidoo Tel No: 012 307 2079/Ms M Marais Tel No: 012 307 2977/Ms TP Baloyi Tel No: 012 305 8589

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| <b><u>POST 19/15</u></b>   | : | <b><u>ASSISTANT DIRECTOR: REGULARITY AUDITING (RISK BASED AUDIT) REF NO: HO 2019/06/14</u></b><br>Directorate: Internal Audit  |
| <b><u>SALARY</u></b>       | : | R376 596 per annum   |
| <b><u>CENTRE</u></b>       | : | National Head Office   |
| <b><u>REQUIREMENTS</u></b> | : | B. Comm/B. Compt. (with Accounting and Auditing as majors) or equivalent qualification or a 3 year National Diploma in Internal Auditing. 3-5 years' experience in the auditing field. Registration with the Institute of Internal Auditors of South Africa will be an added advantage. Computer literate. Valid driver's license. 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. Willingness to travel. |
| <b><u>DUTIES</u></b>       | : | 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 human resources, finance and assets.  |
| <b><u>ENQUIRIES</u></b>    | : | Mr TO Mokhele Tel No: 012 3072173/Mr Y Naidoo Tel No: 012 307 2079/Ms M Marais Tel No: 012 307 2977/Ms TP Baloyi Tel No: 012 305 8589  |
| <b><u>POST 19/16</u></b>   | : | <b><u>ASSISTANT DIRECTOR: LANGUAGE SERVICES REF NO: HO 2019/06/15</u></b><br>Directorate: Internal Communication and Media Production  |
| <b><u>SALARY</u></b>       | : | R376 596 per annum   |
| <b><u>CENTRE</u></b>       | : | National Head Office   |
| <b><u>REQUIREMENTS</u></b> | : | Recognised three (3) year degree or national diploma in Communications or equivalent. 3-5 years relevant experience in the communications environment. Computer literate. Valid driver's license. Competencies and attributes: Knowledge of prescripts and government regulations (PFMA). Excellent communication skills. Planning and organizing skills. Report writing skills. Financial management. Problem solving and decision making. Facilitation skills. Plan, organize, lead and control. Project management. Presentation skill. Conflict management. Training and development. Report writing. Confidentiality. Coaching and mentoring. Understanding of public service policy and legislative framework. Service delivery and client orientation. Integrity and honesty. Assertiveness. Willingness to travel. Influence and impact. Ability to network.   |
| <b><u>DUTIES</u></b>       | : | Language editing of documents, articles, texts for brochures, leaflets, etc. Ensure that the highest linguistic standards pertaining to the texts of marketing materials are maintained and provide advice in this regard. Proof reading of departmental publications for proper grammar and adherence to departmental style. Assist and guide writers (journalists and others) in improving their writing skills pertaining to English language. Assist with writing and/or rewriting of (headlines, captions, summaries, abstracts etc) information materials generated by authors with varying skills levels to ensure reader friendliness. Arrange for professional translations and proofreading of other South African languages when needed. Conduct research on language preferences and needs of the different target audiences of the  |



department and provide advice to communications management. Management of human resources, finance and assets.

**ENQUIRIES** : Mr TO Mokhele Tel No: 012 3072173/Mr Y Naidoo Tel No: 012 307 2079/Ms M Marais Tel No: 012 307 2977/Ms TP Baloyi Tel No: 012 305 8589

**POST 19/17** : **ASSISTANT DIRECTOR: OFFENDER INFORMATION REF NO: HO 2019/06/16**  
Directorate: Information Management

**SALARY** : R376 596 per annum  
**CENTRE** : National Head Office  
**REQUIREMENTS** : Relevant degree or national diploma in Information Management or equivalent. At least 3-5 years working experience in records/ information management environment. Computer literacy. Valid driver's license. Competencies and attributes: communication and project management skills. Human resource management. Interpersonal skills. Report writing and managerial skills. Knowledge of relevant regulations, policies and procedures, resolutions and acts.

**DUTIES** : Design offender systems. Management of offender systems. Ensure compliance with policy and internal control measures. Personnel management and empowerment. Marketing of Management Information System (MIS). Testing of offender systems. Data integrity. Manage human resources, finance and assets.

**ENQUIRIES** : Mr TO Mokhele Tel No: 012 3072173/Mr Y Naidoo Tel No: 012 307 2079/Ms M Marais Tel No: 012 307 2977/Ms TP Baloyi Tel No: 012 305 8589

**POST 19/18** : **ASSISTANT DIRECTOR: CLUSTER LIAISON REF NO: HO 2019/06/17**  
Directorate: Cluster and Parliamentary Liaison

**SALARY** : R376 596 per annum  
**CENTRE** : National Head Office  
**REQUIREMENTS** : Recognised degree or national diploma in Public Relations. 3-5 years supervisory experience in a comparable environment. Computer literate. Valid driver's license. Competencies and attributes: Programme and project management. Liaison skills. Financial management. Communication and interpersonal skills. Financial management. Planning and organising. Tact and diplomacy. Change management. People management. Analytical skills.

**DUTIES** : Alignment of departmental priorities with various clusters. Ensure alignment between the department strategic plan and cluster work programmes. Ensure effective attendance of cluster sub-structures and reporting by DCS representatives. Management of human resources, finance and assets.

**ENQUIRIES** : Mr TO Mokhele Tel No: 012 3072173/Mr Y Naidoo Tel No: 012 307 2079/Ms M Marais Tel No: 012 307 2977/Ms TP Baloyi Tel No: 012 305 8589

**POST 19/19** : **ASSISTANT DIRECTOR: MONITORING AND EVALUATION REF NO: HO 2019/06/18**  
Directorate: Spiritual Care

**SALARY** : R376 596 per annum  
**CENTRE** : National Head Office  
**REQUIREMENTS** : A recognized degree or national diploma in Theology. Ordination as a Minister of religion/faith. 3-5 years' experience as a Chaplain or supervisory experience in a similar environment. Computer literate. Valid driver's license. Competencies and attributes: Financial Management. Programme management and evaluation. Policy analysis. Monitoring and evaluation. Organizational skills. Research skills. Communication and interpersonal skills. Strategic and operational planning. Managerial leadership.

**DUTIES** : Policy design and development. Formulate policy and procedures to manage effective rendering of Spiritual care services. Programme management. Facilitate the development and maintain programmes for implementation of effective Spiritual Care Services. Monitoring and evaluation. Facilitate the development of mechanisms to monitor programme implementation and its impact. National standard setting. Facilitate the development of service level standards for the rendering of effective spiritual care services. Liaison with internal and external

stakeholders. Facilitate internal and external training for Spiritual Care personnel. Management of human resources, finance and assets.

**ENQUIRIES** : Mr TO Mokhele Tel No: 012 3072173/Mr Y Naidoo Tel No: 012 307 2079/Ms M Marais Tel No: 012 307 2977/Ms TP Baloyi Tel No: 012 305 8589

**POST 19/20** : **ASSISTANT DIRECTOR: COURSE INSTRUCTION REF NO: HO 2019/06/19**  
Directorate: Core Curriculum

**SALARY** : R376 596 per annum  
**CENTRE** : National Head Office  
**REQUIREMENTS** : A recognized degree or national diploma in Human Resources Development or Human Resources Management. 3-5 years relevant experience. Registered assessor and moderator. Computer literate. Valid driver's license. Competencies and attributes: Financial management. Problem solving and decision-making skills. Facilitation skills. Plan, organize, lead and control. Change management. Team leadership. Project management. Presentation skills. Conflict management. Report writing. Willingness to travel. Training and development. Time management. Confidentiality. Coaching and mentoring. Understanding of public service policy and legislative framework. Service delivery and client orientation. Integrity and honesty. Assertiveness. Ability to network. Influence and impact. Applied strategic thinking. Exposure to and knowledge of managing projects and processes in conflict environments.

**DUTIES** : Manage multiple compliance frameworks. Compile and marking of examinations. Compile mark sheets for moderations. Manage training and development processes. Manage implementation, monitoring and evaluation of training in colleges. Identify training needs and ensure the implementation of suitable training programs for trainers. Maintain discipline and ensure sound labour relations within the training institutions in terms of laid down policies and procedures. Management of human resources, finance and assets.

**ENQUIRIES** : Mr TO Mokhele Tel No: 012 3072173/Mr Y Naidoo Tel No: 012 307 2079/Ms M Marais Tel No: 012 307 2977/Ms TP Baloyi Tel No: 012 305 8589

**POST 19/21** : **ASSISTANT DIRECTOR: TEAM ASSESSMENT REF NO: HO 2019/06/20**  
Directorate: HR Support

**SALARY** : R376 596 per annum  
**CENTRE** : National Head Office  
**REQUIREMENTS** : Recognised three (3) years degree/national diploma in Human Resource Management or equivalent qualification and 3-5 years relevant experience in human resource environment (Performance Management). Computer literate. Valid driver's license. Competencies and attributes: Financial management. Facilitation skills. Plan, organize, lead and control. Project management. Presentation skill. Conflict management. Report writing. Time management. Confidentiality. Coaching and mentoring. Understanding of Public Service policy and legislative framework. Knowledge of Correctional Service Act. Delivery and client orientation. Integrity and honesty. Assertiveness. Willingness to travel. Influence and impact. Communication skills. Decision making. Problem solving skills. Networking/liaison with stakeholders. Negotiation skills. Knowledge of PERSAL system.

**DUTIES** : Manage the SMS performance process within DCS. Monitoring policy compliance on performance agreements, midterm review and annual assessment. Provide assistance on the application of policy and procedures. Monitoring of Performance agreements for newly appointed SMS members. Provide training/orientation to newly appointed SMS members. Maintaining a data base in respect of all SMS members' profiles. Provide PMDS Secretariat functions during moderations. Moderation of annual assessments. Completion of merit lists. Capturing of PMDS events on Persal. Administration and record keeping of documents. Management of human resources, finance and assets.

**ENQUIRIES** : Mr TO Mokhele Tel No: 012 3072173/Mr Y Naidoo Tel No: 012 307 2079/Ms M Marais Tel No: 012 307 2977/Ms TP Baloyi Tel No: 012 305 8589

**POST 19/22** : **ASSISTANT DIRECTOR: STANDARDS DEVELOPMENT REF NO: HO 2019/06/21**  
 Directorate: Training Standards

**SALARY** : R376 596 per annum  
**CENTRE** : National Head Office  
**REQUIREMENTS** : Recognised three (3) year degree or national diploma in Human Resources Development/Human Resources Management. At least 3-5 Years' relevant experience in Human Resource Development and Training. Computer literate. Valid driver's license. Competencies and attributes: planning and organising. Human resources development and training. Compilation of management reports. Research. Knowledge and understanding of SAQA framework. Understanding unit standards of qualifications. Knowledge of Project management and planning. Knowledge of Procurement directives and procedures. Presentation skills. Analytical Thinking. Report writing. Communication skills.

**DUTIES** : Manage training quality standards development within DCS. Development of training quality standards development policies/guidelines/strategies. Manage the development and maintenance of all unit standards/qualifications within the framework of SAQA. Manage access to unit standards by all relevant role players. Manage the establishment and functioning of standards generating bodies within the field of Corrections. Management of human resources, finance and assets.

**ENQUIRIES** : Mr TO Mokhele Tel No: 012 3072173/Mr Y Naidoo Tel No: 012 307 2079/Ms M Marais Tel No: 012 307 2977/Ms TP Baloyi Tel No: 012 305 8589

**POST 19/23** : **SENIOR ADMINISTRATION OFFICER: POST ADVERTISEMENT REF NO: HO 2019/06/23**  
 Directorate: HR Administration and Utilization

**SALARY** : R316 791 per annum  
**CENTRE** : National Head Office  
**REQUIREMENTS** : A recognized degree or national diploma in Human Resource Management. 3-5 years' experience in a human resource environment. Computer literate. Valid driver's license. Competencies and attributes: Knowledge of DCS recruitment and post advertisement policy and processes. Knowledge of Public Service Regulations with regard to advertisement, Basic Conditions of Employment Act and HR mandates. Information collection, analysis, interpretation, dissemination with regard to HR policies, acts and regulations. Policy development, analysis, monitoring, evaluation and implementation. Employment Equity Act. Networking/liaison with stakeholders. Problem solving skills. Human Resources Strategic Plan. Good communication skills. Knowledge of DCS Financial Policy regarding claims, expenditure, advances, payments, invoices, etc.

**DUTIES** : Provision of support with the post advertisement process within DCS by assisting in the development and monitoring of policies on post advertisement. Compile and facilitate the development of adverts and grosslists. Compilation of statistical reports. Management of leave. Conduct performance assessment of staff. Determine the training needs of staff. Arrange training of staff. Manage the resolution of conflicts/grievances of staff. Management of human resources, finance and assets.

**ENQUIRIES** : Mr TO Mokhele Tel No: 012 3072173/Mr Y Naidoo Tel No: 012 307 2079/Ms M Marais Tel No: 012 307 2977/Ms TP Baloyi Tel No: 012 305 8589

**POST 19/24** : **SENIOR ADMINISTRATION OFFICER: ADMINISTRATIVE SUPPORT REF NO: HO 2019/06/24**  
 Directorate: Office of the DC Communications

**SALARY** : R316 791 per annum  
**CENTRE** : National Head Office  
**REQUIREMENTS** : Relevant degree or national diploma in Public management or relevant qualification. 3-5 years relevant administration experience. Computer literate. Valid driver's license. Competencies and attributes: Planning and organising. Analytical thinking. Problem identification and solving skills. Co-ordination. Time management. Policy implementation. Achievement and maintenance of work

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|  |   | standard. Verbal communication. Control projects. Financial management. Analytical skills. Innovation and creativity. Interpersonal skills.   |
| <b><u>DUTIES</u></b>                     | : | Administration support during presentations. Documentation control. Performing of logistical administrative support. Performing of financial administrative support. Performing of personnel administrative support. Management of human resources, finance and assets.   |
| <b><u>ENQUIRIES</u></b>                  | : | Mr TO Mokhele Tel No: 012 3072173/Mr Y Naidoo Tel No: 012 307 2079/Ms M Marais Tel No: 012 307 2977/Ms TP Baloyi Tel No: 012 305 8589   |
| <b><u>POST 19/25</u></b>                 | : | <b><u>SENIOR PROVISIONING ADMINISTRATION OFFICER: LOGISTICAL LOSS CONTROL REF NO: HO 2019/06/25</u></b><br>Directorate: Logistics   |
| <b><u>SALARY CENTRE REQUIREMENTS</u></b> | : | R316 791 per annum<br>National Head Office<br>Recognized degree or national diploma in Supply Chain Management or equivalent. 3-5 years' experience in a supply chain management environment. Knowledge of LOGIS system. Computer literate. Valid driver's license. Competencies and attributes: Problem solving and decision making. Facilitation skills. Plan, organize, lead and control. Presentation skill. Conflict management. Training skills. Communication skills. Time management. Confidentiality. Coaching and mentoring. Knowledge of the Public Finance Management Act, 1999 and Treasury Regulations. Knowledge of Tender process. Service delivery and client orientation. Integrity and honesty. Assertiveness. Willingness to travel. Influence and impact and Ability to network. |
| <b><u>DUTIES</u></b>                     | : | Implementation of logistical policies in the management area. Monitor and control incoming and outgoing stock. Manage the administration of the warehouse, transit and fleet. Supervise the asset verification and logistical processes, asset reconciliations and inventory balancing. Supervise the reconciliation between BAS and LOGIS. Facilitate logistical training. Management of human resources, finance and assets.  |
| <b><u>ENQUIRIES</u></b>                  | : | Mr TO Mokhele Tel No: 012 3072173/Mr Y Naidoo Tel No: 012 307 2079/Ms M Marais Tel No: 012 307 2977/Ms TP Baloyi Tel No: 012 305 8589   |
| <b><u>POST 19/26</u></b>                 | : | <b><u>SENIOR STATE ACCOUNTANT: FINANCIAL STATEMENTS AND DEBT CONTROL REF NO: HO 2019/06/26</u></b><br>Directorate: Financial Accounting   |
| <b><u>SALARY CENTRE REQUIREMENTS</u></b> | : | R316 791 per annum<br>National Head Office<br>Recognized degree or national diploma in Finance related field with Financial Accounting/Cost and Management Accounting as a major subject. At least 3-5 years' experience in a production post. Computer literate. Valid driver's license. Competencies and attributes: Typing skills. Electronic information dissemination. Manual information dissemination. Language proficiency. Clerical. Numeracy. Organizing. Communication. Telephone etiquette. Time management.  |
| <b><u>DUTIES</u></b>                     | : | Control over debtor accounts (nationally). Request reports and gathering of information regarding financial statements. Responsibilities in accordance with the Public Finance Management Act (PFMA), Section 45. Provide information and statistics to management and office of the Auditor-General. Manage human resources, finance and assets.   |
| <b><u>ENQUIRIES</u></b>                  | : | Mr TO Mokhele Tel No: 012 3072173/Mr Y Naidoo Tel No: 012 307 2079/Ms M Marais Tel No: 012 307 2977/Ms TP Baloyi Tel No: 012 305 8589   |
| <b><u>POST 19/27</u></b>                 | : | <b><u>SENIOR ADMINISTRATION OFFICER: DEVELOPMENT SUPPORT REF NO: HO 2019/06/27</u></b>  |
| <b><u>SALARY CENTRE REQUIREMENTS</u></b> | : | R316 791 per annum<br>Zonderwater Training College<br>Recognised three (3) year degree or national diploma in Human Resource Development or equivalent qualification. 3-5 years' experience in human resource development environment. Computer literate. Valid driver's license. Competencies  |

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|                            |   | and attributes: Coordination and organising skills. Training skills. Human Resource Development skills. Analytical and innovative skills. Coaching and mentoring skills. Knowledge of applicable legislations, policies, and regulations. Communication skills. Interpersonal skills. Time management. Problem solving skills.  |
| <b><u>DUTIES</u></b>       | : | Coordinate and ensure the availability of required training materials and sub inventories. Coordinate and ensure the setting up of lecture halls. Coordinate the setting up equipment for presentations and events. Manage human resources, finance and assets.   |
| <b><u>ENQUIRIES</u></b>    | : | Mr TO Mokhele Tel No: 012 3072173/Mr Y Naidoo Tel No: 012 307 2079/Ms M Marais Tel No: 012 307 2977/Ms TP Baloyi Tel No: 012 305 8589   |
| <b><u>POST 19/28</u></b>   | : | <b><u>SENIOR STATE ACCOUNTANT: AUDIT QUERIES REF NO: HO 2019/06/28 (X2 POSTS)</u></b><br>Directorate: Internal Control and Compliance   |
| <b><u>SALARY</u></b>       | : | R316 791 per annum  |
| <b><u>CENTRE</u></b>       | : | National Head Office  |
| <b><u>REQUIREMENTS</u></b> | : | Recognized degree or national diploma in Internal Auditing with Internal Control/Auditing/Financial Accounting as a major subject. A minimum of 3-5 years' experience in an internal control or audit-related environment. Computer literate. Valid driver's license. Competencies and attributes: Conflict resolution, written and verbal communication skills. Analytical and problem solving skills, team work. Understanding of public sector regulatory environment. Computer literacy. Mentoring and coaching skills. Confidentiality, integrity, honesty, time management and good interpersonal skills. Ability to work under pressure, service delivery and client orientation. Willingness to travel. Ability to improve business processes and to add value within the department. |
| <b><u>DUTIES</u></b>       | : | Coordination of request for information and audit communications from the Office of the Auditor-General South Africa. Maintaining of electronic register on audit requests. Liaising with management on audit requests, analysis and reporting on such information. Coordination of audit action plans for internal and external audits. Conduct pre-audits and internal control reviews using COSO framework to assist management in improving internal controls on financial, compliance, performance information systems and processes. Checking and processing of invoices on audit fees. General office administration. Execution of responsibilities stipulated in Section 45 of the PFMA. Management of human resources, finance and assets.   |
| <b><u>ENQUIRIES</u></b>    | : | Mr TO Mokhele Tel No: 012 3072173/Mr Y Naidoo Tel No: 012 307 2079/Ms M Marais Tel No: 012 307 2977/Ms TP Baloyi Tel No: 012 305 8589   |
| <b><u>POST 19/29</u></b>   | : | <b><u>ADMINISTRATION CLERK: MEDIA LIAISON REF NO: HO 2019/06/29</u></b><br>Directorate: Internal Communication and Media Production   |
| <b><u>SALARY</u></b>       | : | R173 703 per annum  |
| <b><u>CENTRE</u></b>       | : | National Head Office  |
| <b><u>REQUIREMENTS</u></b> | : | Grade 12. Experience in a similar environment will be added an advantage. Computer literacy. Competencies and attributes: Plan and control. Report writing. Punctuality. Confidentiality. Understanding of Public Service policy and legislative framework. Service delivery and client orientation. Integrity and honesty. Assertiveness. Influence and impact. Ability to work under pressure.  |
| <b><u>DUTIES</u></b>       | : | Render general clerical support services. Provide supply chain clerical support services within the component. Provide personnel administration clerical support services within the component. Provide financial administration support services in the component. Management of finance and assets.   |
| <b><u>ENQUIRIES</u></b>    | : | Mr TO Mokhele Tel No: 012 3072173/Mr Y Naidoo Tel No: 012 307 2079/Ms M Marais Tel No: 012 307 2977/Ms TP Baloyi Tel No: 012 305 8589   |
| <b><u>POST 19/30</u></b>   | : | <b><u>SECRETARY (X2 POSTS)</u></b><br>Directorate: Office of the Chief Security Officer Ref No: HO 2019/06/30<br>Directorate: Risk Management Ref No: HO 2019/06/31   |
| <b><u>SALARY</u></b>       | : | R173 703 per annum  |
| <b><u>CENTRE</u></b>       | : | National Head Office  |

- REQUIREMENTS** : Grade 12 with typing as a subject or any other training course or qualification that will enable the person to perform the work satisfactorily. Computer literacy. Competencies and attributes: Honesty and integrity. Attention to detail. Plan and organize. Punctuality and confidentiality. Service delivery and client orientation. Excellent communication skills (written and verbal). Ability to work under pressure. Ability to coordinate and organize work related tasks. Good telephone etiquette. High level of reliability. Ability to act with tact and discretion.
- DUTIES** : Execute office and general administrative duties. Screen and answer telephone calls. Type correspondence. Compile documentation and presentations. Ensure proper record management through effective filing systems. Manage electronic document tracking system. Maintain diary and manage appointments. Responsible for the management of document tracking system. Arrange and coordinate meetings, workshops etc. Facilitate the procurement of office equipment such as stationery. Perform all such tasks and duties related to the role. Make all transport arrangements for conferences, courses, meetings and hearings away from the office. Management of finance and assets.
- ENQUIRIES** : Mr TO Mokhele Tel No: 012 3072173/Mr Y Naidoo Tel No: 012 307 2079/Ms M Marais Tel No: 012 307 2977/Ms TP Baloyi Tel No: 012 305 8589