AN EXXURE B

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


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 257 per annum (all-inclusive package)
CENTRE: National Head Office

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**


**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**

R733 257 per annum (all-inclusive package)

**CENTRE**

National Head Office

**REQUIREMENTS**


**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**

R733 257 per annum (all-inclusive package)

**CENTRE**

National Head Office

**REQUIREMENTS**


**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 spokes persons. 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**


**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**


**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.
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.

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 19/09 : DEPUTY DIRECTOR: REGULARITY AUDITING (RISK BASED AUDIT) REF NO: HO 2019/06/08
Directorate: Internal Audit

SALARY : R733 257 per annum (all-inclusive package)
CENTRE : National Head Office

DUTIES : 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.

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 19/10 : DEPUTY DIRECTOR: RISK MANAGEMENT REF NO: HO 2019/06/09 (X2 POSTS)
Directorate: Risk Management

SALARY : R733 257 per annum (all-inclusive package)
CENTRE : National Head Office

DUTIES : 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

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 19/11
ASSISTANT DIRECTOR: INSPECTION SERVICES REF NO: HO 2019/06/10
Directorate: Inspectorate

SALARY
R470 040 per annum

CENTRE
National Head Office

REQUIREMENTS

DUTIES
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.

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 19/12
OPERATIONAL MANAGER: COMMUNICABLE DISEASES REF NO: HO 2019/06/11
Directorate: Health Care Services

SALARY
R444 276 per annum

CENTRE
National Head Office

REQUIREMENTS

DUTIES
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:

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:

DUTIES:

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 19/15: ASSISTANT DIRECTOR: REGULARITY AUDITING (RISK BASED AUDIT) REF NO: HO 2019/06/14
Directorate: Internal Audit

SALARY: R376 596 per annum
CENTRE: National Head Office
REQUIREMENTS:
- 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.

DUTIES:
- Conduct audit planning and reporting activities according to established policies.
- Assist in developing budgets and timelines for upcoming audits.
- Develop audit procedures. Supervise audit team to ensure quality and on-time delivery.
- Evaluate performance of audit staff and provide appropriate feedback. Assist in risk assessment and mitigation activities.
- Identify staff technical developmental requirements and assist in organizing training programmes.
- Coordinate with team to review audit findings. Prepare reports with audit findings and recommendations.
- Evaluate and enhance internal controls to improve operational efficiency.
- Communicate audit status to management on a regular basis.
- Discuss with management audit observations, recommendations and actions to be taken.
- Prepare clear and complete audit work papers and store them in department repository.
- Analyse and resolve audit issues in a timely fashion.
- 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 19/16: ASSISTANT DIRECTOR: LANGUAGE SERVICES REF NO: HO 2019/06/15
Directorate: Internal Communication and Media Production

SALARY: R376 596 per annum
CENTRE: National Head Office
REQUIREMENTS:
- Recognised three (3) year degree or national diploma in Communications or equivalent. 3-5 years relevant experience in the communications environment.

DUTIES:
- 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.


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

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

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: 012 307 2173/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:

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: 012 307 2173/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:

DUTIES:

ENQUIRIES:
Mr TO Mokhele Tel No: 012 307 2173/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

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

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

**DUTIES**

**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 19/25**
SENIOR PROVISIONING ADMINISTRATION OFFICER: LOGISTICAL LOSS CONTROL REF NO: HO 2019/06/25
Directorate: Logistics

**SALARY**
R316 791 per annum

**CENTRE**
National Head Office

**REQUIREMENTS**

**DUTIES**
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.

**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 19/26**
SENIOR STATE ACCOUNTANT: FINANCIAL STATEMENTS AND DEBT CONTROL REF NO: HO 2019/06/26
Directorate: Financial Accounting

**SALARY**
R316 791 per annum

**CENTRE**
National Head Office

**REQUIREMENTS**

**DUTIES**
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.

**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 19/27**
SENIOR ADMINISTRATION OFFICER: DEVELOPMENT SUPPORT REF NO: HO 2019/06/27

**SALARY**
R316 791 per annum

**CENTRE**
Zonderwater Training College

**REQUIREMENTS**
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

**DUTIES**
- 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.

**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 19/28**
- SENIOR STATE ACCOUNTANT: AUDIT QUERIES REF NO: HO 2019/06/28 (X2 POSTS)
  Directorate: Internal Control and Compliance

**SALARY**
- R316 791 per annum

**CENTRE**
- National Head Office

**REQUIREMENTS**
- 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.

**DUTIES**
- 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.

**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 19/29**
- ADMINISTRATION CLERK: MEDIA LIAISON REF NO: HO 2019/06/29
  Directorate: Internal Communication and Media Production

**SALARY**
- R173 703 per annum

**CENTRE**
- National Head Office

**REQUIREMENTS**

**DUTIES**
- 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.

**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 19/30**
- SECRETARY (X2 POSTS)
  Directorate: Office of the Chief Security Officer Ref No: HO 2019/06/30
  Directorate: Risk Management Ref No: HO 2019/06/31

**SALARY**
- R173 703 per annum

**CENTRE**
- 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.

**DUTIES**

- Execute office and general administrative duties. Screen and answer telephone calls. Type correspondence. Compile documentation and presentations. Ensure proper record management through effective filling 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