

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** : 17 February 2020 @ 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 license. Please Note: All copies attached must be certified a true copy of the original and not older than six 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. 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. 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 17 February 2020 @ 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 below:

OTHER POSTS

- POST 04/04** : **DEPUTY DIRECTOR: COORDINATOR INVESTIGATIONS REF NO: HO 2020/01/01**
Directorate: Departmental Investigation Unit
- SALARY** : R869 007 per annum (all-inclusive package)
- CENTRE** : National Head Office
- REQUIREMENTS** : An undergraduate qualification (NQF Level 7) as recognised by SAQA in Social Science or equivalent qualification. 3-5 years management experience in an investigation environment. Valid driver's license. Computer literacy. Required Knowledge: Knowledge of legislation and regulations pertaining to public service administration, specifically: Public Service Act and Regulations, PFMA, Treasury Regulations, DCS Act 111 of 1998 as amended and Anti-Corruption Strategy of government. Competencies and Attributes: Policy coordination. Problem solving and decision-making skills. Communication skills (verbal and written). Adherence to Public Service Policy and legislative framework. Service delivery and client orientation. Honesty and integrity. Applied strategic thinking. Confidentiality. Conflict resolution skills. Report writing skills. Project management. Presentation and facilitation skills. Willingness to travel. Diversity management. Ability to work under pressure.

- DUTIES** : Analyse and manage reported cases of corruption, fraud, theft and maladministration. Ensure that an electronic database is maintained and kept up to date. Monitor the implementation of recommendations of investigations forwarded to Code Enforcement and regions. Conduct investigations nationally and compile investigation reports on corruption, fraud, theft and maladministration. Liaise with regions in respect of cases handled by DIU. Perform all directorate administration duties including management of human and financial resources and state assets.
- ENQUIRIES** : Mr TO Mokhele Tel No: 012 3072173/Mr Y Naidoo Tel No: 012 307 2079/Ms TP Baloyi Tel No: 012 305 8589
- POST 04/05** : **DEPUTY DIRECTOR: ACCOUNTING REF NO: HO 2020/01/02**
Directorate: Financial Accounting
- SALARY** : R733 257 per annum (all-inclusive package)
CENTRE : National Head Office
REQUIREMENTS : A recognized degree or national diploma in Financial Accounting or Management Accounting. 3-5 years management experience in Financial Accounting. Valid driver's licence. Computer literacy. Competencies and Attributes: Extensive knowledge of public finance management act. Good knowledge of treasury regulations and basic accounting systems. 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 tact. Influence and impact. Policy coordination. Communication skills. Financial management skills.
- DUTIES** : Manage the financial revenue, expenditure management and accounting Sub-directorate. Undertake revenue, expenditure management and accounting work as required. Manage the sub-directorate revenue, expenditure management and accounting. Manage human resources, finance and assets.
- ENQUIRIES** : Mr TO Mokhele Tel No: 012 3072173/Mr Y Naidoo Tel No: 012 307 2079/Ms TP Baloyi Tel No: 012 305 8589
- POST 04/06** : **DEPUTY DIRECTOR: POLICY COORDINATOR REF NO: HO 2020/01/04**
Directorate: Office of the CDC Remand Detention
- SALARY** : R733 257 per annum (all-inclusive package)
CENTRE : National Head Office
REQUIREMENTS : Recognised three (3) year degree or national diploma in Public Management or equivalent qualification. 3-5 years management experience in a similar environment. Valid driver's license. Computer literacy. 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. Manage human resources, finance and assets.
- ENQUIRIES** : Mr TO Mokhele Tel No: 012 3072173/Mr Y Naidoo Tel No: 012 307 2079/Ms TP Baloyi Tel No: 012 305 8589

<u>POST 04/07</u>	:	<u>ASSISTANT DIRECTOR: INVESTIGATORS REF NO: HO 2020/01/06 (X3 POSTS)</u> Directorate: Departmental Investigation Unit
<u>SALARY</u>	:	R470 040 per annum
<u>CENTRE</u>	:	National Head Office
<u>REQUIREMENTS</u>	:	An undergraduate qualification (NQF Level 7) as recognised by SAQA in Social Science or equivalent qualification. 3-5 years supervisory experience in an investigation environment. Valid driver's licence. Computer literacy. Competencies and Attributes: Policy coordination. Problem solving and decision-making skills. Communication skills (verbal and written). Understanding and adherence to Public Service Act and Regulations and other legislative framework (PFMA, Treasury Regulations, DCS Act 111 of 1998 as amended). Service delivery and client orientation. Honesty and integrity. Applied strategic thinking. Confidentiality. Conflict resolution skills. Report writing skills. Project management. Presentation and facilitation skills. Willingness to travel. Diversity management. Ability to work under pressure.
<u>DUTIES</u>	:	Analyse and investigate reported cases of corruption, fraud, theft and maladministration. Regularly maintain the electronic database on cases. Compile investigation reports on corruption, fraud, theft and maladministration. Monitor the implementation of recommendations of investigations forwarded to Code Enforcement and regions. Liaise with regions in respect of cases handled by DIU. Perform ad-hoc duties including management of human and financial resources and state assets.
<u>ENQUIRIES</u>	:	Mr TO Mokhele Tel No: 012 3072173/Mr Y Naidoo Tel No: 012 307 2079/Ms TP Baloyi Tel No: 012 305 8589
<u>POST 04/08</u>	:	<u>ASSISTANT DIRECTOR: ADMINISTRATIVE SECRETARY</u>
<u>SALARY</u>	:	R376 596 per annum
<u>CENTRE</u>	:	National Head Office: Office of the DC Legal Services Ref No: HO 2020/01/07 Office of the DC Remand Support Services Ref No: HO 2020/01/08 Office of the CDC Community Corrections Ref No: HO 2020/01/09 Office of the CDC Human resources Ref No: HO 2020/01/10
<u>REQUIREMENTS</u>	:	Recognized degree or national diploma in Public Management or equivalent qualification. 3-5 years' supervisory experience in a similar environment. Valid driver's license. Computer literacy. Competencies and Attributes: Financial management. Problem solving and decision-making skills. Facilitation skills. Plan, organize, lead and control. Team leadership. Project management. Presentation, conflict management and report writing skills. 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.
<u>DUTIES</u>	:	Ensure a smooth document flow system in the office. Ensure compliance of return dates. Ensure quality control over the documentation received. 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.
<u>ENQUIRIES</u>	:	Mr TO Mokhele Tel No: 012 3072173/Mr Y Naidoo Tel No: 012 307 2079/Ms TP Baloyi Tel No: 012 305 8589
<u>POST 04/09</u>	:	<u>ASSISTANT DIRECTOR: DISCIPLINE AND INDIVIDUAL GRIEVANCE MONITORING REF NO: HO 2020/01/11</u> Directorate: Collective Bargaining
<u>SALARY</u>	:	R376 596 per annum
<u>CENTRE</u>	:	National Head Office

<u>REQUIREMENTS</u>	:	Recognized three year degree/national diploma in Labour Law/Labour Relations or equivalent relevant qualification. 3-5 years relevant experience in a supervisory position in the labour relations environment. Valid driver's license. Computer literacy. Competencies and Attributes: Knowledge of the labour relations legislative framework, including the Public Service Act, Labour Relations Act, Basic Conditions of Employment Act, Public Finance Management Act, Employment Equity Act, Skills Development Act and Public Service Regulations and Resolutions. Good management skills, i.e. planning, organizing, activating, implementation, evaluation and monitoring. Good communication, administrative, language, articulation and report writing skills. Good interpersonal, conflict facilitation and change management skills. Ability in representing the employer in disputes in the CCMA and/PSCBC/sectoral bargaining councils in the Public Service. Financial management. People and programme management. Project management skills. Time management. Pro-activeness. Negotiation and networking skills. Client orientation and customer focus. Research and analytical skills. Problem solving skills. Language proficiency. Sound knowledge of labour legislation and labour relations practices.
<u>DUTIES</u>	:	Co-manage the DCS and the SMS Disciplinary Codes and Procedures and assist with policy and procedure development. Co-manage employee grievances in the DCS. Act as custodian of the Disciplinary Code and Procedures in use in the DCS. Monitor compliance with the DCS Disciplinary Code and Procedure. Develop and update monthly, quarterly, bi-annual and annual management reports. Assist with the Department's Employee Relations Management Information System (ER MIS), i.e. collect, analyze and interpret data pertaining to disciplinary hearings, appeals, suspensions, grievances and disputes. Assist with the development and implementation of remedial measures. Develop management information reports for DCS Top Management. Assist with negotiations and consultations in the Departmental Bargaining Chamber when required. Research recent case law and maintain a data base of applicable case law to the DCS. Assist with representing the Department in dispute resolution. Provide advice and guidance to all levels of management and employees in the DCS. Assist with training in employee discipline and grievance management, including conflict and dispute resolution management. Manage human resources, finance and assets.
<u>ENQUIRIES</u>	:	Mr TO Mokhele Tel No: 012 3072173/Mr Y Naidoo Tel No: 012 307 2079/Ms TP Baloyi Tel No: 012 305 8589
<u>POST 04/10</u>	:	<u>ASSISTANT DIRECTOR: AGRICULTURE PLANNING REF NO: HO 2020/01/12</u> Directorate: Production Workshop and Agriculture
<u>SALARY</u>	:	R376 596 per annum
<u>CENTRE</u>	:	National Head Office
<u>REQUIREMENTS</u>	:	Recognised three (3) year degree/ national diploma in Agriculture Plant and or Animal Production or equivalent qualification. 3-5 years supervisory experience in the field of Agriculture Plant and or Animal Production. Sound knowledge of agricultural planning and production processes. Valid driver's license. Computer literacy. Competencies and Attributes: Knowledge of project management. Financial management. Problem solving and decision making. Facilitation skills. Plan, organize, lead and control. Presentation skill. Good writing and communication skills. Ability to work under pressure in a professional and friendly manner. Conflict management. Training and development. Report writing. Coaching and mentoring. Understanding of Public Service policy and legislative framework. Service delivery and client orientation. Integrity and honesty. Assertiveness.
<u>DUTIES</u>	:	Provide agricultural technical/advisory services at strategic and operational level. Policy design and development. Compile and control the execution of the operational plan. Oversee agricultural planning. Optimize the use of agricultural resources for enhancement of self-sufficiency and offender development. Conduct monitoring and evaluation of farms. Develop agriculture feasibility studies and business cases for implementation of agricultural expansion opportunities. Management of human resources, finance and assets.
<u>ENQUIRIES</u>	:	Mr TO Mokhele Tel No: 012 3072173/Mr Y Naidoo Tel No: 012 307 2079/Ms TP Baloyi Tel No: 012 305 8589

<u>POST 04/11</u>	:	<u>ASSISTANT DIRECTOR: LEADERSHIP AND DEVELOPMENT REF NO: HO 2020/01/13</u> Directorate: Functional and Management Training
<u>SALARY</u>	:	R376 596 per annum
<u>CENTRE</u>	:	National Head Office
<u>REQUIREMENTS</u>	:	Recognised degree or national diploma in Human Resource Development or equivalent qualification. 3-5 years' supervisory experience in a similar environment. Ability to conduct or facilitate training courses. Valid driver's license. Computer literacy. Competencies and Attributes: Communication skills. Project management. Human Resource Management. Interpersonal skills. Report writing. Managerial skills. Knowledge of regulations, policies, procedures, resolutions and acts.
<u>DUTIES</u>	:	Facilitate the development of leadership training policy and monitor the implementation thereof. Facilitate the development learning material and curriculum. Monitor the process of leadership development within DCS. Facilitate and conduct leadership training. Management of human resources, finance and assets.
<u>ENQUIRIES</u>	:	Mr TO Mokhele Tel No: 012 3072173/Mr Y Naidoo Tel No: 012 307 2079/Ms TP Baloyi Tel No: 012 305 8589
<u>POST 04/12</u>	:	<u>ASSISTANT DIRECTOR: ADMINISTRATION CONTROLLER REF NO: HO 2020/01/14</u> Directorate: PERSAL Management
<u>SALARY</u>	:	R376 596 per annum
<u>CENTRE</u>	:	National Head Office
<u>REQUIREMENTS</u>	:	Recognized 3 year degree/national diploma in Human Resource Management or related field. At least 3-5 years supervisory experience working with PERSAL in HR environment. Must have a sound knowledge and understanding of the HR policies and procedures. Successfully passed the PERSAL course. Computer literate. Valid driver's license. Shortlisted candidates will be subjected to post related competency test. Competencies and Attributes: Good communication, planning and organizing skills. Excellent liaison skills with other role players. Creativity and innovative thinking. Analytical, presentation, negotiation, conflict management and diversity management skills. 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. Ability to network. Tact and diplomacy.
<u>DUTIES</u>	:	Formulation and maintenance of policies to ensure effective and sound control of the establishment and emolument attachment orders. Exercise control over the creation, abolishment, freezing/unfreezing and movement of posts. Management of out of adjustment and additional posts. Placement of staff and on the PERSAL post establishment. Management of the emolument attachment orders. Management of human resources, finance and assets.
<u>ENQUIRIES</u>	:	Mr TO Mokhele Tel No: 012 3072173/Mr Y Naidoo Tel No: 012 307 2079/Ms TP Baloyi Tel No: 012 305 8589
<u>POST 04/13</u>	:	<u>ASSISTANT DIRECTOR: POLICY ADMINISTRATION REF NO: HO 2020/01/15</u> Directorate: Policy and External Training
<u>SALARY</u>	:	R376 596 per annum
<u>CENTRE</u>	:	National Head Office
<u>REQUIREMENTS</u>	:	Relevant degree/ national diploma Human Resource Management /Development or equivalent qualification. 3-5 years' experience in the field of Human Resource Development or Education Training & Development; conducting research and policy development. Computer literate. Valid driver's license. Competencies and Attributes: Knowledge of skills development and related policies, legislation, strategies and programmes (Skills Development Act, SAQA Act, Skills Development Levies Act, National Skills Development Strategy, HRD Strategy,

ASGISA). Knowledge of DCS policies, legislation and strategy (WPCSA, Correctional Services Act, DCS Strategic Plan, Code of Conduct). Understanding of basic accounting systems, policies and legislation of Government (PFMA and Supply Chain Management. Knowledge of HR policies and Legislation (BCEA, OCHSA, Labour Relations Act, Disciplinary Code and Procedure). Knowledge of HRD or Education, Training and Development Practice. Knowledge of policy development process. Ability to develop training or learning programmes. Facilitation and presentation skills. Project management skills. Communication and marketing skills. Report writing skills. Database management. Generic management skills. Analytical and negotiation skills. Research. Diversity management. Assertiveness. Decisiveness. Customer service orientation. Tolerant. Initiative. Honesty and integrity. Emotional intelligence.

DUTIES : Review and coordinate the HRD policies to all relevant national policies and applicable legislations. Coordinate and facilitate DCS/SASSETA internship programmes and the placement of student interns. Coordinate the national internship statistics. Conduct monitoring and evaluation of internship programme at regions and branches. Management of human resources, finance and assets.

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

POST 04/14 : **ASSISTANT DIRECTOR: PERFORMANCE AUDIT REF NO: HO 2020/01/17**
Directorate: Internal Auditing

SALARY : R376 596 per annum
CENTRE : National Head Office
REQUIREMENTS : National diploma/ degree in Internal Audit or equivalent. Completion of the General Internal Auditing (including IAT learnership – (three years) learnership from the IIA plus 2 year performance audit experience will be an added advantage. Computer literate. Valid driver's license.

DUTIES : Plan and conduct performance audit activities as per the operational plan. Conduct and monitor effective execution of performance audit activities/projects. Formulate audit findings. Conduct audit reporting and follow-up on audit projects. Administration of internal audit function. Management of human resources, finance and assets.

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

POST 04/15 : **SENIOR ADMINISTRATION OFFICER: DISCIPLINE MONITORING ADMINISTRATIVE SUPPORT REF NO: HO 2020/01/18**
Directorate: Collective Bargaining

SALARY : R316 791 per annum
CENTRE : National Head Office
REQUIREMENTS : National diploma/ degree in Internal Audit or equivalent. Completion of the General Internal Auditing (including IAT learnership – (three years) learnership from the IIA plus 2 year performance audit experience. Computer literate. Valid driver's license. Competencies and Attributes: Technical knowledge of Standards for Professional Practice of Internal Auditors (SPPIA). Knowledge of evaluation technique. Reporting and presentation skills. Creativity and receptiveness. Analytical and innovative skills. Project management. Coaching and mentoring skills. Knowledge of applicable legislations, policies, and regulations. Communication and report writing skills. Interviewing, interpersonal, time management and problem solving skills.

DUTIES : Plan and conduct performance audit activities as per the operational plan. Conduct and monitor effective execution of performance audit activities/projects. Formulate audit findings. Conduct audit reporting and follow-up on audit projects. Administration of internal audit function. Management of human resources, finance and assets.

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

POST 04/16 : **SENIOR ADMINISTRATION OFFICER: OFFENDER INFORMATION REF NO: HO 2020/01/19**
Directorate: Information Management

SALARY : R316 791 per annum
CENTRE : National Head Office
REQUIREMENTS : Recognized national diploma in Information Management or equivalent. 2-3 years relevant experience in working with systems. Computer literate. Valid driver's license. Competencies and Attributes: Communication and project management skills. Ability to network. Report writing and managerial skills. Knowledge of relevant regulations, policies and procedures, resolutions and acts. Stakeholder management. Willingness to travel.

DUTIES : Perform data audits on Core systems (Admission, Detention Release (A&R) and Community Corrections); promote data integrity and compliance with the certification of data protocols. Participate and facilitate User Requirement Specification sessions in coordination and cooperation with business and systems development when new relevant systems (within this functionality) are developed. Ensure that the user requirements of business for their requested system(s) are incorporated and reflected in the end product. Facilitate and participate in the implementation of the enhancements to the A&R and Community Correction Systems as well as the implementation of new relevant operational systems within this function. Perform required administrative duties; taking minutes at meetings, maintain sound document management in line with DCS requirements. Conduct training of users on Community Correction System and relevant operational systems in relation to this functionality. Attend, investigate and resolve all calls/problems logged on Gestionnaire Libre de Parc Informatique (GLPI) system by Correctional Centres and Community Corrections' officials. Management of human resources, finance and assets.

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

POST 04/17 : **SENIOR ADMINISTRATION OFFICER: QUALITY ASSURANCE SYSTEMS DEVELOPMENT REF NO: HO 2020/01/21**
Directorate: Training Standards

SALARY : R316 791 per annum
CENTRE : National Head Office
REQUIREMENTS : Recognized degree/national diploma in HRD or equivalent qualification. 2-3 years' experience in a similar environment. Computer literate. Valid driver's license. Competencies and Attributes: Knowledge of the public service policies and legislative framework. Knowledge of DCS policies. Communication skills. Financial and logistical management. Planning and organizing. Analytical ability. Human resource management. Interpersonal skills. Report writing. Time management. Innovation. Integrity. Problem solving and analysis. Policy formulation.

DUTIES : Consolidate the training needs. Ensure the arrangement of HLC and NLC. Compile the monthly statistical report. Assist with the monitoring of the implementation of WSP at the regions. Assist with the compilation of the of QMR report. Management of human resources, finance and assets.

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

POST 04/18 : **SENIOR STATE ACCOUNTANT REF NO: HO 2020/01/22**
Office of the CDC Finance

SALARY : R316 791 per annum
CENTRE : National Head Office
REQUIREMENTS : Relevant bachelor's degree or national diploma in Cost and Management Accounting or equivalent qualification. 2-3 years' experience in a similar environment. Computer literate. Valid driver's license. Competencies and Attributes: Problem solving and decision making. Facilitation, presentation, training and communication skills. Plan, organize, lead and control. Project management. Conflict management. Time management. Confidentiality. Coaching and

		mentoring. Knowledge of the Public Finance Management Act and Treasury Regulations. Knowledge of tender process. Service delivery and client orientation. Integrity and honesty. Assertiveness. Influence and impact. Ability to network.
<u>DUTIES</u>	:	Capturing of Finance Branch budget at Head Office. Coordination and compilation of the Branch Medium-Term Expenditure Framework (MTEF) budget and the Estimates of National Expenditure (ENE). Capturing of inputs from the Branch for MTEF. Monitoring of expenditure. Render a support service by the Financial Control Office (FCO) in terms of giving financial and budgetary advice to the Directors within the Branch. Render an office support service to the branch. Ensure effective utilisation and control over resources of the office. Execute responsibilities of officials as stipulated in Section 45 of the PFMA. Management of human resources, finance and assets.
<u>ENQUIRIES</u>	:	Mr TO Mokhele Tel No: 012 3072173/Mr Y Naidoo Tel No: 012 307 2079/Ms TP Baloyi Tel No: 012 305 8589
<u>POST 04/19</u>	:	<u>SENIOR PROVISIONING ADMINISTRATION OFFICER: FLEET MANAGEMENT REF NO: HO 2020/01/24</u> Directorate: Logistics
<u>SALARY CENTRE REQUIREMENTS</u>	:	R316 791 per annum National Head Office Recognized national diploma/ degree in Logistics or relevant qualification plus at least 2-3 years' experience in the production post. Computer literate. Valid driver's license. Competencies and Attributes: DCS delegation of authority. Treasury Regulations. Public Service Act and Regulations. Performance Appraisal Manual. Disciplinary Code and Procedures. PFMA and its Regulations. White Paper on Corrections (applicable sections).DCS Strategic Plan (applicable sections). PFMA and its Regulations. PPPFA and its Regulations. Procedure manual on Transport. Managing interpersonal conflict and resolving problems. Customer awareness, responsiveness, liaison. Report writing, decision making, and productivity. Liaison (internal/external) in respect of the administration of designated bids.
<u>DUTIES</u>	:	Management support on transport functions and training. Presentation of the Transport management course. Compiling of training manuals and practical exercises. Assist managers with the understanding of transport management. Assist and provide advice on Transport Issues to Management and other Role-players. Assist with the compilation of draft preliminary policy. Provide inputs with regard to recommendation and maintaining policy. Preparation of recommendations regarding the policy deviations. Assist with policy formulation and maintenance. Management of human resources, finance and assets.
<u>ENQUIRIES</u>	:	Mr TO Mokhele Tel No: 012 3072173/Mr Y Naidoo Tel No: 012 307 2079/Ms TP Baloyi Tel No: 012 305 8589
<u>POST 04/20</u>	:	<u>SENIOR ADMINISTRATION OFFICER: NATIONAL ARCHIVES REF NO: HO 2020/01/25</u> Directorate: Information Management
<u>SALARY CENTRE REQUIREMENTS</u>	:	R316 791 per annum National Head Office Recognized degree or national diploma in Information Management or relevant qualification. At least 2-3 years' experience in Records Management. Knowledge of National Archive Act. Computer literate. Valid driver's license. Competencies and Attributes: Decision making. Planning and organising. Analytical thinking. Problem identification and solving. Co-ordination. Time management. Policy implementation.
<u>DUTIES</u>	:	Implement and monitor information resources of the organization in terms of the broad policy guidelines contained in the National Archives Act of South Africa. Maintain complete information regarding the custody, storage, treatment, filing and disposal of all public records in our care. Overall management of Archives sections. Ensure the protection of Archives building. Perform admission of documentation and research on instructions pertaining to archives. Management of human resources, finance and assets.

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

POST 04/21 : **SENIOR ADMINISTRATION OFFICER: MAIN USER TECHNICAL SYSTEMS: BUILDING MANAGEMENT REF NO: HO 2020/01/26**
Directorate: Facilities Management

SALARY : R316 791 per annum
CENTRE : National Head Office
REQUIREMENTS : Recognised national diploma/degree in Property Management or relevant qualification. At least 2-3 years' experience in the relevant field. Conducting training will be an added advantage. Computer literate. Valid driver's license. Competencies and Attributes: Financial training skills. Strategic planning skills. Monitoring and evaluation skills. Data analysis skills. Communication skills. Quality assurance skills. Facilitation skills. Problem solving skills. Knowledge of Public Financial Management Act (PFMA). Treasury Regulations. Knowledge of White Paper on Corrections. Managerial skills. Computer literacy. Innovative and creative. Knowledge and experience in monitoring and evaluation systems. Understanding of Public Service policy and legislative framework. Understanding of broader Public Service transformation processes. Good interpersonal relations. Ability to network. Integrity and honesty. Service delivery and client orientation.

DUTIES : Maintain the departmental building and update maintenance systems. Training of new and existing users of building and maintenance system. Reconciliation of maintenance and equipment reports. Inventory controller of building materials. Management of human resources, finance and assets.

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

POST 04/22 : **SENIOR ADMINISTRATION OFFICER: GRAPHIC DESIGN REF NO: HO 2020/01/27**
Directorate: Internal Communication and Media Production

SALARY : R316 791 per annum
CENTRE : National Head Office
REQUIREMENTS : A recognized degree or national diploma in Communication or equivalent qualification. 2-3 years' experience in graphic design or equivalent qualification. Computer literate. Valid driver's license. Competencies and Attributes: Good communication skills. Planning and organizing skills. Creativity. People management and empowerment. Integrity and honesty. Confidentiality. Good interpersonal relations. Understanding of Public Service policy and legislative framework. Assertiveness. Ability to network and diplomacy.

DUTIES : Produce high quality and effective designs (in its ability to convey the communication message) for media products, such as posters, brochures, newsletters, reports, presentations, etc. Render print media production services inclusive of design, layout, printing, assembling and installation of media products. Render electronic media production services such as innovative and effective power point presentations/multimedia products. Assess clients' communication needs and match with departmental branding requirements and strategic direction of the department. Procure print services from external service providers at times. Assist with managing and maintaining equipment in the graphic design unit. Management of human resources, finance and assets.

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

POST 04/23 : **SENIOR ADMINISTRATION OFFICER: AUDIO AND VIDEO PRODUCTION REF NO: HO 2020/01/28**
Directorate: Internal Communication and Media Production

SALARY : R316 791 per annum
CENTRE : National Head Office
REQUIREMENTS : Relevant degree or national diploma in Communications, Public Relations, Marketing, Journalism or related field. At least 2-3 years relevant experience in the

post. Computer literate. Valid driver's license. Competencies and Attributes: Technical skills as a video camera person and video editor. Expertise/working knowledge of a variety of broadcast equipment. Strong ability to conceptualise audio-visual productions. Strong ability to execute all audio-visual production processes. High level of computer competency in audio-visual editing software (various). Communication skills, problem solving skills, listening skills, planning skills. Working knowledge of public service policies and legislative framework. Good interpersonal relations, ability to network, integrity and honesty, service delivery and client orientation, ability to make and implement decisions.

DUTIES : Do professional audio-visual recordings of departmental programmes and events, electronically edit and produce programmes from footage gathered. Provide technical support and expertise for the development of corporate video materials. Regularly maintain the audio-visual equipment and stock and keep electronic and easily traceable records thereof. Provide support through the development and regular updating of a video library that ensures accessibility and easy retrieving. Provide support during the development, implementation and management of a distribution system of audio-visual products to target audiences and actual distribution tasks. Management of human resources, finance and assets.

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

POST 04/24 : **VETTING ADMINISTRATORS REF NO: HO 2020/01/29 (X6 POSTS)**
Directorate: Security Standards

SALARY : R257 508 per annum
CENTRE : National Head Office
REQUIREMENTS : NQF 4 (Grade 12) or NQF 5 (Diploma) in Administration/ Secretarial functions. 3-5 years' experience in rendering support/administrative services. Computer literate. Valid driver's license. Competencies and Attributes: Knowledge of relevant legislations, policies and procedures. Problem solving and analysis. Self-management and motivation. Customer focus and responsiveness. Initiative, reliable and responsible. Interpersonal relations. Planning and organizing. Communication skills.

DUTIES : Administration of the filing system for all documents within the department. Render administrative support services. Provide support to the Head of unit and the other staff regarding vetting operational meetings. Liaise regularly with NIA on vetting matters particularly in relation to administrative systems and processes. Management of human resources.

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

POST 04/25 : **LEGAL ADMINISTRATION OFFICER [MR 1- 5] REF NO: HO 2020/01/05**
Directorate: Directorate: Litigation

SALARY : R198 411 - R912 504 per annum
CENTRE : National Head Office
REQUIREMENTS : LLB or 4 year recognized legal qualification. At least 8 years' appropriate post qualification legal experience. Valid driver's license. Computer literacy. Competencies and Attributes: Financial management. Problem solving and decision making skills. Facilitation skills. Plan, organise, lead and control. Change management. Team leadership. Project management. Presentation skills. Conflict management. 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. Willingness to travel. Applied strategic thinking. Influence and impact.

DUTIES : Initiation of policy amendments in DCS. Rendering of legal opinions on the activities of the department. Provide legal training. Administrating of claims against the DCS. Undertaking of hearing/trials administration. Administration of motion applications on the application of policy. Administration of motion application on the content of policy in the DCS. Maintenance of legal libraries. Planning of activities. Management of human resources, finance and assets.

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

POST 04/26 : **ADMINISTRATION CLERK: POST ADVERTISEMENT REF NO: HO 2020/01/30**
Directorate: HR Administration and Utilization

SALARY CENTRE REQUIREMENTS : R173 703 per annum
: National Head Office
: Grade 12 or equivalent. Experience in a similar environment would be an added advantage. Computer literate. Competencies and Attributes: Report writing. Problem solving skills. Interpersonal relations. Punctuality. Conflict resolution. Communication skills. Typing skills. Integrity and honest. Friendly and adaptability. Confident.

DUTIES : Implement human resource administration practices. Record keeping of advertised posts. Capturing of regions and head office statistics. Ensure the correct handling of post advertisement related enquiries. Implement policies and procedures on post advertisements. Sorting of applications. Compilation of the grosslists. Management of resources.

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

POST 04/27 : **ADMINISTRATION CLERK: PERFORMANCE ASSESSMENT REF NO: HO 2020/01/31**
Directorate: HR Support

SALARY CENTRE REQUIREMENTS : R173 703 per annum
: National Head Office
: Grade 12 or equivalent. Experience in a similar environment would be an added advantage. Computer literate. Competencies and Attributes: DCS financial policy regarding claims, expenditure, advances, payments, invoices, etc. DCS uniform filing system. Memoranda, fax and letter format. Typing skills. Financial and logistical administration.

DUTIES : Administer the documentation of performance assessment booklets. Ensure the correct filing of all performance documents. Receive and capture performance information. Forward all documents to the Assistant Director for quality check. Make copies of all the documents. Provide general office administration support for the Sub Directorate. Maintenance of duty register. Processing of leave applications. Processing of miscellaneous personnel information pertaining to staff within the sub-directorate. Processing of claims of staff. Obtaining quotations. Exercise inventory control. Requisitioning of supplies. Management of resources.

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

POST 04/28 : **CLERK: STORES REF NO: HO 2020/01/34**

SALARY CENTRE REQUIREMENTS : R173 703 per annum
: Zonderwater Training College
: Grade 12. Knowledge in LOGIS or related experience in a comparable environment will be added advantage. Computer literate. Competencies and Attributes: Knowledge of PFMA and Treasury Regulations. Knowledge of supply chain management framework. Communication skills. 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. Knowledge of government procurement processes. Assertiveness. Ability to network and diplomacy.

DUTIES : Implement and manage supply chain management, transport, LOGIS and procurement policies. Assist with all LOGIS related problems, asset verifications and asset and inventory balancing. Responsible for LOGIS report management, transport management and transit management. Assist with the administration of bids and warehouse management. Management of finance and assets.

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

POST 04/29 : **SECRETARY**

SALARY CENTRE : R173 703 per annum
National Head Office:
Directorates: Pre-Release Resettlement Ref No: HO 2020/01/35
Information Management Ref No: HO 2020/01/36
Psychological Services Ref No: HO 2020/01/37
Collective Bargaining Ref No: HO 2020/01/38
Specialised Audit Ref No: HO 2020/01/39
Legal Contract Management Ref No: HO 2020/01/40
Office of the DC HR Management Ref No: HO 2020/01/41

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 literate. 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 TP Baloyi Tel No: 012 305 8589

POST 04/30 : **DRIVER REF NO: HO 2020/01/42**
Directorate: Office of the Chief Operations Commissioner

SALARY CENTRE : R122 595 per annum
National Head Office

REQUIREMENTS : Grade 12. Three (3) years' experience in driving. Completion of an advanced driver's course will be an advantage. Valid driver's license. Competencies and Attributes: Plan and organize. Punctuality. Confidentiality. Understanding of Public Service policy and legislative framework. Service delivery and client orientation. Integrity and honesty. Assertiveness. Ability to work under pressure. Good interpersonal relations. Good communication and listening skills. Knowledge of government regulations relating to transport.

DUTIES : Collect and deliver documents from the post office. Distribute documents in and outside of the Department. Maintain the vehicle allocated to the office of the Chief Operations Commissioner. Keep accurate record of all official trips. Complete log book. Manage assets.

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