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.

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

**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


**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

**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
POST 04/07: ASSISTANT DIRECTOR: INVESTIGATORS REF NO: HO 2020/01/06 (X3 POSTS)
Directorate: Departmental Investigation Unit

SALARY: R470 040 per annum
CENTRE: National Head Office

DUTIES: 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.

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 04/08: ASSISTANT DIRECTOR: ADMINISTRATIVE SECRETARY

SALARY: R376 596 per annum
CENTRE: 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


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 04/09: ASSISTANT DIRECTOR: DISCIPLINE AND INDIVIDUAL GRIEVANCE MONITORING REF NO: HO 2020/01/11
Directorate: Collective Bargaining

SALARY: R376 596 per annum
CENTRE: National Head Office

DUTIES: 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.

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 04/10: ASSISTANT DIRECTOR: AGRICULTURE PLANNING REF NO: HO 2020/01/12
Directorate: Production Workshop and Agriculture

SALARY: R376 596 per annum

CENTRE: National Head Office


DUTIES: 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.

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 04/11**: ASSISTANT DIRECTOR: LEADERSHIP AND DEVELOPMENT REF NO: HO 2020/01/13
Directorate: Functional and Management Training

**SALARY**: R376 596 per annum

**CENTRE**: National Head Office

**REQUIREMENTS**: 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.

**DUTIES**: 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.

**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 04/12**: ASSISTANT DIRECTOR: ADMINISTRATION CONTROLLER REF NO: HO 2020/01/14
Directorate: Persal Management

**SALARY**: R376 596 per annum

**CENTRE**: National Head Office

**REQUIREMENTS**: 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.

**DUTIES**: Formulation and maintenance of policies to ensure effective and sound control of the establishment and emolument attachment orders. Exercise control over the creation, abolition, 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.

**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 04/13**: ASSISTANT DIRECTOR: POLICY ADMINISTRATION REF NO: HO 2020/01/15
Directorate: Policy and External Training

**SALARY**: R376 596 per annum

**CENTRE**: National Head Office

**REQUIREMENTS**: 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,

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

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

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

**DUTIES**
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.

**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 04/19**
SENIOR PROVISIONING ADMINISTRATION OFFICER: FLEET MANAGEMENT REF NO: HO 2020/01/24
Directorate: Logistics

**SALARY**
R316 791 per annum

**CENTRE**
National Head Office

**REQUIREMENTS**

**DUTIES**
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.

**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 04/20**
SENIOR ADMINISTRATION OFFICER: NATIONAL ARCHIVES REF NO: HO 2020/01/25
Directorate: Information Management

**SALARY**
R316 791 per annum

**CENTRE**
National Head Office

**REQUIREMENTS**

**DUTIES**
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:

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: 012 307 2173/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: 012 307 2173/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
Confidentiality. Coaching and mentoring. Understanding of Public Service policy
and legislative framework. Service delivery and client orientation. Integrity and
thinking. Influence and impact.

DUTIES:
Initiation of policy amendments in DCS. Rendering of legal opinions on the
activities of the department. Provide legal training. Administering 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 : R173 703 per annum
CENTRE : National Head Office


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 : R173 703 per annum
CENTRE : National Head Office
REQUIREMENTS : 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.


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 : R173 703 per annum
CENTRE : Zonderwater Training College

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 : R173 703 per annum
CENTRE : 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 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 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 : R122 595 per annum
CENTRE : National Head Office


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