

## DEPARTMENT OF CORRECTIONAL SERVICES



- APPLICATIONS** : Must be submitted electronically via E-Mail: [LMNHRM@dcs.gov.za](mailto:LMNHRM@dcs.gov.za) For full details of the post, visit the Correctional Services website: [www.dcs.gov.za](http://www.dcs.gov.za) Limpopo/Mpumalanga/North West Region: no hand delivery applications will be accepted.
- CLOSING DATE** : 18 September 202 at 15H45
- NOTE** : Candidates must comply with the minimum appointment requirements CV's should be aligned to reflect one's degree of compliance with the advert requirements and responsibilities. It is the sole responsibility of an applicant to ensure that their application reaches DCS before the stipulated closing date and time. NB: Indicate the reference number and position you are applying for on your application form (Z83) before you apply: All costs associated with an application will be borne by the applicant. The Department of Correctional Services is an equal opportunity employer. The Department will take into consideration the objectives of Section 195 (1) (i) of the Constitution of the Republic of South Africa, 1996 (Act 108 of 1996) and the Employment Equity Act, 1998 (Act 55 of 1998) in filling of these vacancies. It is our intention to promote representivity in respect of race, gender and disability through the filling of these positions. In support of this strategy, applicants need to indicate race, gender and disability status on the application form/CV. Applicants who have retired from the Public Service with a specific determination that they cannot be re-appointed or have been declared medically unfit will not be considered. Please take note that correspondence will only be conducted with the shortlisted candidates. If you have not been contacted within three (3) months of the closing date of the advertisement, please accept that your application is unsuccessful. Please do not call the Department to enquire about the progress of your application. Applicants must note that further checks will be conducted once they are shortlisted and that their appointment is subject to positive outcomes on these checks, which include security clearance, security vetting, qualification verification, and criminal records verification. Appointment to some of these posts will be provisional, pending the issue of a security clearance. If you cannot get a security clearance, your appointment will be re-considered/possibly terminated. Finger prints may be taken on the day of interview. NB: The Department of Correctional Services reserves the right not to fill any of these advertised posts. Applications: Electronically 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 a valid driver's licence. Uncertified documents will be accepted. Where an advertisement states that a valid driver's licence is required, then please submit. Please Note: Should you be shortlisted applicants will be required to bring along original copies of qualification and SA ID document. Please send a separate and complete application for each post you applying for, stating the correct reference for each position you are interested in.

## OTHER POSTS

- POST 21/03** : **SOCIAL WORKER MANAGER GRADE 1 REF NO: LMN 2020/08/66**  
Management Area: Polokwane Correctional Centre
- SALARY** : R794 889 per annum
- CENTRE** : Polokwane Correctional Centre
- REQUIREMENTS** : Recognised BA Degree in Social Work and 10 years' experience after registration as Social Worker with the South African Council for Social Services Professions. At least 5 years' experience should be gained at supervisory level. Computer literate. Valid driver's licence. Competencies And Attributes: Plan and organize, report writing, punctuality, confidentiality, understanding of Public Service policy and legislative frameworks, service delivery and client orientation, integrity and honesty, assertiveness, influence and impact, ability to work under pressure. Sound communication, negotiation, conflict and

- strategic management skills. Ability to co-ordinate and collaborate with internal and external stakeholders.
- DUTIES** : Provide needs-based social work services to offenders through individual attention, group work and community work. Conduct research and social work administration. Conduct individual assessments. Market social work services. Monitor and evaluate social work interventions. Monitor and evaluate social work interventions. Provide guidance to subordinates and ensure that the requirements of the operational plans are complied with. Manage human resources, finance and assets.
- ENQUIRIES** : Mrs. Portia Bungqu Tel No: (012) 306 2032/Mrs. Petunia Nomvela/Ms. Thandiwe Lekhuleni/Mr. Tshepo Ndlamini/Mr. Brent Botha at Tel No: (012) 306 2033/2034 or Mr Zamani Ziqubu Tel No: (012) 306 2041.
- POST 21/04** : **DEPUTY DIRECTOR: REGIONAL COORDINATOR: LEGAL SERVICES (MR-6) REF NO: LMN 2020/08/63**  
Management Area: Regional Office
- SALARY CENTRE REQUIREMENTS** : R763 212 per annum (all-inclusive package)  
: Regional Office  
: Recognised LLB degree. Eight (8) years' experience of legal administration. Admitted as an Attorney/Advocate. Computer Literacy. Valid driver's licence. Competencies and Attributes: Financial management, Facilitation skills, Plan, organize, lead and control, Project management, Presentation skill, Conflict management, Report writing. Time management, Confidentiality, Coaching and mentoring, Understanding of Public Service policy and legislative framework, Knowledge of Correctional Service Act, delivery and client orientation, Integrity and honesty, Assertiveness, Willingness to travel, Influence and impact, Communication skills, Decision making, Problem solving skills, Networking/liaison with stakeholders, and Negotiation skills.
- DUTIES** : Interpretation and Initiation of policy amendments in DCS. Rendering of legal advice activities of the Department. The rendering of ad hoc advice to area managers on legal procedures/administrative law. The training of personnel in legal procedures/administrative law. Administering of claims against the DCS. Undertaking of hearing/trials administration. Administration of motion applications on the application of policy in the region. Administration of motion application on the content of policy in the DCS. Maintenance of legal libraries. Planning of activities. Management of personnel. Management of finance.
- ENQUIRIES** : Mrs. Portia Bungqu Tel No: (012) 306 2032/Mrs. Petunia Nomvela/Ms. Thandiwe Lekhuleni/Mr. Tshepo Ndlamini/Mr. Brent Botha at Tel No: (012) 306 2033/2034 or Mr Zamani Ziqubu Tel No: (012) 306 2041
- POST 21/05** : **DEPUTY DIRECTOR: REGIONAL COORDINATOR: FINANCIAL MANAGEMENT RE NO: LMN 2020/08/62**  
Management Area: Regional Office
- SALARY CENTRE REQUIREMENTS** : R733 257 per annum (all inclusive package)  
: Regional Office  
: Recognised three (3) National Diploma or B-Degree in Accounting or Financial Management. 3-5 years management experience in a financial management environment. Knowledge of BAS and LOGIS systems. Computer Literacy. Valid driver's licence. Competencies And Attributes: Financial management, Problem solving and decision making, Facilitation skills, Plan, organize, lead and control, Change Management, Project management, Presentation skill, Conflict management, Training skills, Communication skills, Time management, Confidentiality, Coaching and mentoring, In depth knowledge of Supply Chain Management, Proven knowledge of the Public Finance Management Act, 1999 and Treasury Regulations, relating to Financial Management and Accounting. Procurement Administration and Public Finance Administration, Service delivery and client orientation, Integrity and honesty, Assertiveness, Willingness to travel, Influence and impact, applied strategic thinking, Ability to network. Diplomacy and tactful Influence and impact.
- DUTIES** : The operationalization of financial management and accounting policy in the region. Planning and execution of management and accounting inspections. Undertaking of financial investigations. Management of the budget. Implementation and monitoring of execution of duties in terms of the Public Finance Management Act, 1999 (PFMA). Management of personnel. Management of infrastructure for financial management and accounting.

**ENQUIRIES** : Mrs. Portia Bungqu Tel No: (012) 306 2032/Mrs. Petunia Nomvela/Ms. Thandiwe Lekhuleni/Mr. Tshepo Ndlamin Mr. Brent Botha at Tel No: (012) 306 2033/2034 or Mr Zamani Ziqubu Tel No: (012) 306 2041

**POST 21/06** : **DEPUTY DIRECTOR: AREA COORDINATOR: CORPORATE SERVICES**  
**REF NO: LMN 2020/08/64**  
Management Area: Bethal Management Area

**SALARY** : R733 257 per annum (all-inclusive package)  
**CENTRE** : Area Commissioner's Office  
**REQUIREMENTS** : Recognize National Diploma/ B-Degree in Human Resource Management or equivalent qualification. At least 3-5 years' experience in entry middle management in Corporate Services/Human Resource Management environment. Knowledge of Persal System. Computer literacy. Valid driver's license.Competencies And Attributes: Policy coordination, communication, financial management, 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 and diplomacy.

**DUTIES** : The incumbent will be accountable for managing Human Resource Provisioning, Utilization, development, special programmes (EAP, HIV/AIDS, Equity and Employee wellness programmes), Employee Relations, and Legal Services in the management area. Ensure compliance to HR policies, procedures, standards and applicable legislative Implementation of the 7-day establishment. Coordinate and monitor improvement of provision, maintenance and the management systems. The incumbent will also be responsible for budget management of human resources as well as strategic issues. Improve performance and career management systems. Improve Human Resource development programmes and services. Performance management and monitoring is also a key responsibility.

**ENQUIRIES** : Mrs. Portia Bungqu Tel No: (012) 306 2032/Mrs. Petunia Nomvela/Ms. Thandiwe Lekhuleni Mr. Tshepo Ndlamini/Mr. Brent Botha at Tel No: (012) 306 2033/2034 or Mr Zamani Ziqubu Tel No: (012) 306 2041.

**POST 21/07** : **DEPUTY DIRECTOR: AREA COORDINATOR: FINANCE AND SUPPLY**  
**CHAIN MANAGEMENT REF NO: LMN 2020/08/65**  
Management Area: Polokwane Management Area

**SALARY** : R733 257 per annum (all-inclusive package)  
**CENTRE** : Area Commissioner's Office  
**REQUIREMENTS** : Recognized three year National Diploma/B-Degree in Accounting or Financial Management or equivalent qualification. 3-5 years management experience in a Financial Management environment. Knowledge of BAS and LOGIS systems. Proven experience in a LOGIS environment. Computer Literate. Valid driver's license.Competencies And Attributes: Financial management, Problem solving and decision making, Facilitation skills, Plan, organize, lead and control, Change Management, Project management, Presentation skill, Conflict management, Training skills, Communication skills, Time management, Confidentiality, Coaching and mentoring, In depth knowledge of Supply Chain Management, Proven knowledge of the Public Finance Management Act, 1999 and Treasury Regulations, relating to Financial Management and Accounting. Procurement Administration and Public Finance Administration, Service delivery and client orientation, Integrity and honesty, Assertiveness, Willingness to travel, Influence and impact, applied strategic thinking, Ability to network. Ability to network, Diplomacy and tactful Influence and impact.

**DUTIES** : Effective management of financial and supply chain management functions in Management Area. Implementation and monitoring of execution of duties in terms of the Public Finance Management Act, 1999 (PFMA). The candidate must assist the Area Commissioner in the execution of his duties in terms of the Public Finance Management Act, 1999 (PFMA). Ensuring optimal utilization of resources, Support with regard to the Management Area budgets. Management of human resource, finance and assets.

**ENQUIRIES** : Mrs. Portia Bungqu Tel No: (012) 306 2032/Mrs. Petunia Nomvela/Ms. Thandiwe Lekhuleni/Mr. Tshepo Ndlamini/Mr. Brent Botha at Tel No: (012) 306 2033/2034 or Mr Zamani Ziqubu Tel No: (012) 306 2041.

**POST 21/08** : **ASSISTANT MANAGER: NURSING (PHC) REF NO: LMN 2020/08/67**  
Management Area: Witbank Management Area

**SALARY** : R614 991 per annum  
**CENTRE** : Area Commissioner's Office  
**REQUIREMENTS** : Diploma/Degree in Nursing or an equivalent qualification that allows registration with the South African Nursing Council as a Professional Nurse. A minimum of 10 years appropriate experience in nursing after registration as a Professional Nurse with the SANC. At least 6 years of the period referred to above must be appropriate experience after obtaining the 1 year post-basic qualification in the relevant specialty. At least 3 years of the period referred to above must be appropriate/recognizable experience at management level. Current registration with the South African Nursing Council as a Professional Nurse. These requirements are in accordance with the relevant Occupational Specific Dispensation. Computer literate. Valid driver's licence. Competencies And Attributes: Policy coordination, Communication, Financial management, 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.

**DUTIES** : Provide direction and supervision in the implementation of the nursing plan (clinical practice/quality patient care) Implement standards, practices, criteria and indicators for quality nursing (quality of practices). Practise nursing and healthcare in accordance with the relevant laws and regulations. Manage and utilise human, material and physical resources efficiently and effectively. Display a concern for patients, promoting and advocating proper treatment and care, including an awareness and willingness to respond to patients' needs, requirements and expectations (Batho Pele principles) .Maintain the quality of nursing data and information and utilise it to advise, advance and evaluate the quality and cost-effectiveness of nursing care. Management of human and financial resources and assets.

**ENQUIRIES** : Mrs. Portia Bungqu Tel No: (012) 306 2032/Mrs. Petunia Nomvela/Ms. Thandiwe Lekhuleni/Mr. Tshepo Ndlamini/Mr. Brent Botha at Tel No: (012) 306 2033/2034 or Mr Zamani Ziqubu Tel No: (012) 306 2041

**POST 21/09** : **OPERATIONAL MANAGER NURSING (PHC) (X2 POSTS)**

**SALARY** : R562 800 per annum  
**CENTRE** : Management Area: Bethal Management Area: Bethal Correctional Centre Ref No: LMN 2020/08/68  
Management Area: Rustenburg Management Area: Mogwase Correctional Centre Ref No: LMN 2020/08/69

**REQUIREMENTS** : National Diploma/ Degree in Nursing or equivalent qualification. A minimum of 9 years appropriate experience in nursing after registration as a Professional Nurse with the SANC. At least 5 years of the period referred to above must be appropriate experience after obtaining the 1 year post-basic qualification in the relevant specialty. Current registration with the South African Nursing Council as a Professional Nurse. These requirements are in accordance with the relevant Occupational Specific Dispensation. Computer literate. Valid driver's licence. Competencies And Attributes: Understanding of the Public Service Policy and legislative Framework, Program Management, Confidentiality, time management, listening skills, interpersonal skills, client orientation, good communication skills, empathy, tactfulness, integrity and honesty, report writing skills, adaptability, conflict management. Ability to coordinate and collaborate with internal and external stakeholders. Demonstrate an in depth understanding of nursing legislation and related legal and ethical nursing practices and how this impacts on service delivery.

**DUTIES** : Provide direction and supervision in the implementation of the nursing plan (clinical practice/quality patient care). Implement standards, practices, criteria and indicators for quality nursing (quality of practices).Practice nursing and health care in accordance with the relevant laws and regulations .Display a

concern for patients, promoting and advocating proper treatment and care including an awareness and willingness to respond to patient's needs, requirements and expectations (Batho Pele Principles). Maintain the quality of nursing data and information and utilize it to advice. Advance and evaluate the quality and cost-effectiveness of nursing care ensure that a comprehensive general nursing service is delivered to patients in a cost effective, efficient and equitable manner at a primary health care facility. Ensure compliance to professional and ethical practice. Ensure clinical nursing practice by the nursing team (unit) in accordance with the scope of practice and nursing standards as determined by the relevant health facility. Promote quality of nursing care as directed by the professional scope of practice and standards as determined by the relevant health facility. Management of resources.

**ENQUIRIES** : Mrs. Portia Bungqu Tel No: (012) 306 2032/Mrs. Petunia Nomvela/Ms. Thandiwe Lekhuleni/Mr. Tshepo Ndlamini/Mr. Brent Botha at Tel No: (012) 306 2033/2034 or Mr Zamani Ziqubu Tel No: (012) 306 2041

**POST 21/10** : **CLINICAL NURSE PRACTITIONER GRADE 1 (PHC) (X9 POSTS)**

**SALARY CENTRE** : R383 226 per annum  
 : Barberton Management Area: Maximum Correctional Centre Ref No: LMN 2020/08/81 (X4 Posts)  
 : Brits Correctional Centre: Ref No: LMN 2020/08/82  
 : Rustenburg Centre of Excellence: Ref No: LMN 2020/08/83  
 : Rooigrond Management Area: Medium A Correctional Centre Ref No: LMN 2020/08/84  
 : Makhado Correctional Centre: Ref No: LMN 2020/08/85  
 : Medium B Correctional Centre: Ref No: LMN 2020/08/86

**REQUIREMENTS** : Diploma/Degree in Nursing or equivalent qualification. A minimum of 4 years relevant work experience after registration as a professional Nurse with South African Nursing Council. Post basic qualification with a duration of at least 1 year in curative skills in Primary Health Care accredited with South African Nursing Council. Current registration with the South African Council as a professional Nurse. These requirements are in accordance with the relevant Occupational Specific Dispensation. Computer literate. Valid drivers' licence .Competencies And Attributes: Understanding of Public Service Policy and legislative framework, program management, confidentiality, time management, listening skills, interpersonal skills, client orientation, good communication skills, empathy, tactfulness, integrity and honesty, report writing skills, adaptability, conflict management, ability to coordinate and collaborate with internal and external stakeholders.

**DUTIES** : Provide direction and supervision in the implementation of the nursing plan, Implement standards, practices, criteria and indicators for quality nursing (quality of practices); Practice nursing and health care in accordance with the relevant laws and regulations; Display a concern for patients, promoting and advocating proper treatment and care, including awareness to respond to patient's needs, requirement and expectations. Maintain a constructive working relationship with nursing and other stakeholders. Management of resources.

**ENQUIRIES** : Mrs. Portia Bungqu Tel No: (012) 306 2032/Mrs. Petunia Nomvela/Ms. Thandiwe Lekhuleni/Mr. Tshepo Ndlamini/Mr. Brent Botha at Tel No: (012) 306 2033/2034 or Mr Zamani Ziqubu Tel No: (012) 306 2041.

**POST 21/11** : **ASSISTANT DIRECTOR: MANAGER HUMAN RESOURCE ADMINISTRATION REF NO: LMN 2020/08/73**

**SALARY CENTRE** : R376 596 per annum  
 : Regional Office

**REQUIREMENTS** : Recognised three (3) year National Diploma/Degree in Human Resource Management or equivalent qualification. 3 – 5 years' supervisory experience in Human Resource environment. Knowledge of Persal system. Computer literacy. Valid driver's licence. Competencies And Attributes: Financial Management, Plan, organize, lead and control, Presentation skill, Conflict management, Time management, Confidentiality, Coaching and mentoring, Understanding of Public Service policy and legislative framework including PFMA, Service delivery and client orientation, Integrity and honesty, Assertiveness, Influence and impact, Communication skills, Decision making,

		Problem solving skills, Networking/liaison with stakeholders, Negotiation skills and Conflict management.
<b><u>DUTIES</u></b>	:	Manage the implementation of human resource policies. Co-ordinate staff privileges. Ensure proper leave administration within the Region. Quality assessment of personnel services. Inspection of personnel administration. Ensure control over personnel documentation/files. Manage personnel investigations. Render advice on HR related matters. Manage housing allowances. Ensure proper capturing of allowances on Persal. Manage transfers. Manage remuneration control. Manage effective disciplinary processes and record keeping. Management of resources.
<b><u>ENQUIRIES</u></b>	:	Mrs. Portia Bungqu Tel No: (012) 306 2032/Mrs. Petunia Nomvela/Ms. Thandiwe Lekhuleni/Mr. Tshepo Ndlamini/Mr. Brent Botha at Tel No: (012) 306 2033/2034 or Mr Zamani Ziqubu Tel No: (012) 306 2041
<b><u>POST 21/12</u></b>	:	<b><u>ASSISTANT DIRECTOR: MANAGER EMPLOYEE RELATIONS (X2 POSTS)</u></b>
<b><u>SALARY</u></b>	:	R376 596 per annum
<b><u>CENTRE</u></b>	:	Klerksdorp Management Area Ref No: LMN 2020/08/74 Polokwane Management Area Ref No: LMN 2020/08/75
<b><u>REQUIREMENTS</u></b>	:	National Diploma/Degree in Labour Law/ Labour Relations or equivalent qualification. 3-5 years supervisory experience in employee relations environment. Computer literate. Valid driver's licence. Competencies And Attributes: Financial Management, Plan, organize, lead and control, Presentation skill, Conflict management, Time management, Confidentiality, Coaching and mentoring, Understanding of Public Service policy and legislative framework including PFMA, Service delivery and client orientation, Integrity and honesty, Assertiveness, Influence and impact, Communication skills, Decision making, Problem solving skills, Networking/liaison with stakeholders, Negotiation skills and Conflict management System.
<b><u>DUTIES</u></b>	:	Co -manage the Department's Employee Relations Management Information System (ERMIS). Develop systems and procedures where by data pertaining to disciplinary hearings, appeals, suspensions, grievances and disputes are collected, monitor, analyse and interpreted in the Management Area, and corrective measures implemented. Develop management information report for DCS Regional Management. Co-manage employee grievances in the management area and assist with policy and procedure development. Act as custodian of the grievance procedure. Monitor compliance with the DCS grievance procedure. Facilitate conflict management individual and collective. Represent the Department/Management Area in conciliation and arbitration hearings. Management of resources.
<b><u>ENQUIRIES</u></b>	:	Mrs. Portia Bungqu Tel No: (012) 306 2032/Mrs. Petunia Nomvela/Ms. Thandiwe Lekhuleni/Mr. Tshepo Ndlamini/Mr. Brent Botha at Tel No: (012) 306 2033/2034 or Mr Zamani Ziqubu Tel No: (012) 306 2041
<b><u>POST 21/13</u></b>	:	<b><u>ASSISTANT DIRECTOR: MANAGER: HUMAN RESOURCE SUPPORT REF NO: LMN 2020/08/76</u></b> Management Area: Klerksdorp Management Area
<b><u>SALARY</u></b>	:	R376 596 per annum
<b><u>CENTRE</u></b>	:	Area Commissioner's Office
<b><u>REQUIREMENTS</u></b>	:	National Diploma/Degree in Human Resource Management or equivalent qualifications, plus 3- 5 years relevant work experience gained on a supervisory post. PERSAL training course, Computer literate. Valid driver's licence. Competencies And Attributes: Policy coordination, communication and negotiation skills, facilitation skills, financial management, project and programme management. Plan, organize, lead and control. Conflict and change management, client orientation and customer focus, service delivery innovation, time management and decision making, people management and empowerment, integrity and honesty, confidentiality and internal audits, coaching and mentoring, good interpersonal relations, understanding of Public Service policy and legislative framework, assertiveness and willingness to travel. Influence and impact, ability to network and diplomacy.
<b><u>DUTIES</u></b>	:	Manage performance management functions in the management area. Manage personnel awards and achievement bonuses. Effective confidential record keeping and data management. Management of resources.

- ENQUIRIES** : Mrs. Portia Bungqu Tel No: (012) 306 2032/Mrs. Petunia Nomvela/Ms. Thandiwe Lekhuleni/Mr. Tshepo Ndlamini/Mr. Brent Botha at Tel No: (012) 306 2033/2034 or Mr Zamani Ziqubu Tel No: (012) 306 2041
- POST 21/14** : **ASSISTANT DIRECTOR: MANAGER: HUMAN RESOURCE DEVELOPMENT REF NO: LMN 2020/08/77**  
Management Area: Polokwane Management Area
- SALARY CENTRE REQUIREMENTS** : R376 596 per annum  
: Area Commissioner's Office  
: National Diploma/Degree in Human Resource Management or equivalent qualification. 3-5 years relevant work experience gain on a supervisory field of HRD. Computer literate. Valid driver's licence. Competencies And Attributes: Policy coordination, communication, financial management, Plan, organise, lead and control, 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 and Diplomacy.
- DUTIES** : Conduct training needs analysis. Compilation of monthly training statistics and annual training reports. Deliver effective HRD a-ministration. Management of learnership programmes and conducts assessment on learners on the Correctional Science Learnership NQF Level 4. Management of the internship programmes. Facilitation of HRD programmes in the Management Area. Programming and scheduling of training interventions. Evaluation of training as well as monitoring of training and logistical arrangement of training courses. Assist with the marketing of bursaries. Management of resources.
- ENQUIRIES** : Mrs. Portia Bungqu Tel No: (012) 306 2032/Mrs. Petunia Nomvela/Ms. Thandiwe Lekhuleni/Mr. Tshepo Ndlamini/Mr. Brent Botha at Tel No: (012) 306 2033/2034 or Mr Zamani Ziqubu Tel No: (012) 306 2041.
- POST 21/15** : **ASSISTANT DIRECTOR: INFORMATION TECHNOLOGY (IT) REF NO: LMN 2020/08/78**  
Management Area: Thohoyandou Management Area
- SALARY CENTRE REQUIREMENTS** : R376 596 per annum  
: Area Commissioner's Office  
: Recognized National diploma/Degree in Information Technology or equivalent qualification in Information Technology and 3-5 years supervisory experience in Information Technology Infrastructure environment. Valid driver's licence. Competencies And Attributes: Strong communication and report-writing skills, Good understanding of MS Windows 10 as well as the MS Office suite, Experienced in switch configuration, Good Understanding Information Technology policies and standards, Good Understanding of Networks Infrastructure management, Good Understanding Information Technology Audit and Governance, Procurement processes, Good Understanding Computer systems analysis, Good Understanding System administration, Good Under-standing of access methods including cable modems, DSL, satellite, and wireless. Experience in VoIP/Video protocols their performance from the edge thru the core of the network, Experience in a wide range of data network access; from Analogue modems to Broadband technologies (Cable, DSL, Wireless, etc.), A working knowledge of current VoIP technologies and their implementations, Self-driven.
- DUTIES** : The effective management of department's LAN and WAN. The provision of support on the management of Transversal System. The provision of support with regards to the administration of Web Proxies. The provision of support with regards to the administration and management of VOIP and Video Conferencing. Team Leaders of human resource, finance and Management of IT Assets.
- ENQUIRIES** : Mrs. Portia Bungqu Tel No: (012) 306 2032/Mrs. Petunia Nomvela/Ms. Thandiwe Lekhuleni/Mr. Tshepo Ndlamini/Mr. Brent Botha at Tel No: (012) 306 2033/2034 or Mr Zamani Ziqubu Tel No: (012) 306 2041

<b><u>POST 21/16</u></b>	:	<b><u>ASSISTANT DIRECTOR: MANAGER: PRODUCTION WORKSHOP AND AGRICULTURE (X2 POSTS)</u></b>
<b><u>SALARY CENTRE</u></b>	:	R376 596 per annum Barberton Management Area Ref No: LMN 2020/08/79 Thohoyandou Management Area Ref No: LMN 2020/08/80
<b><u>REQUIREMENTS</u></b>	:	Relevant three (3) year National Diploma/Degree in Agricultural Sciences or equivalent qualification. 3-5 years' supervisory experience in production workshop or agricultural environment. Computer literate. Valid driver's licence. Competencies And Attributes: Financial management, Problem solving and decision making, Facilitation skills, Plan, organize, lead and control, Project management, Presentation skill, Conflict management, Training and development, Report writing, Confidentiality, Coaching and mentoring, Understanding of Public Service policy and legislative framework, Service delivery and client orientation, Integrity and honesty, Assertiveness.
<b><u>DUTIES</u></b>	:	Promotion of self-sufficiency with regard agricultural and workshop products. Coordinates the implementation of production workshop and agriculture policies and procedures. Conduct quality assessment of agricultural and production workshops services. Maintain production workshops and service standards in the management area. Manage the implementation of occupational safety Act in the production and agriculture environment (OHS Act). Manage human resources, finances and assets.
<b><u>ENQUIRIES</u></b>	:	Mrs. Portia Bungqu Tel No: (012) 306 2032/Mrs. Petunia Nomvela/Ms. Thandiwe Lekhuleni/Mr. Tshepo Ndlamini/Mr. Brent Botha at Tel No: (012) 306 2033/2034 or Mr Zamani Ziqubu Tel No: (012) 306 2041.
<b><u>POST 21/17</u></b>	:	<b><u>ASSISTANT DIRECTOR: MANAGER: LEGAL ADMINISTRATION OFFICER: MR5</u></b>
<b><u>SALARY CENTRE</u></b>	:	R373 389 – R533 772 per annum Klerksdorp Management Area Ref No: LMN 2020/08/71 Rustenburg Management Area Re No: LMN 2020/08/72
<b><u>REQUIREMENTS</u></b>	:	Recognised LLB Degree and/or experience in a legal administration environment. Admitted Attorney/Advocate will be recommended. At least eight (8) years' appropriate post qualification legal experience. Computer literate. Valid drivers' licence. competencies and attributes: Policy coordination, communication, financial management, Plan, organise, lead and control, 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 and Diplomacy. Excellent verbal and written communication skills. Good negotiation and conflict resolution skills. Service rendering and credibility.
<b><u>DUTIES</u></b>	:	The incumbent will provide legal advice to the Department. Initiate policy amendments in the Department. Draft memoranda on policy amendments. Draft legislation/legal documents. Receive request from functionaries for legal assistance. Furnish legal advice to personnel. Administer motion applications on the application of policy in the management areas. Maintain legal libraries. Manage finances. Conduct legal research and legal education. Represent the Department on various forums.
<b><u>ENQUIRIES</u></b>	:	Mrs. Portia Bungqu Tel No: (012) 306 2032/Mrs. Petunia Nomvela/Ms. Thandiwe Lekhuleni/Mr. Tshepo Ndlamini/Mr. Brent Botha at Tel No: (012) 306 2033/2034 or Mr Zamani Ziqubu Tel No: (012) 306 2041.
<b><u>POST 21/18</u></b>	:	<b><u>SOCIAL WORKER GRADE II RE NO: 2020/08/92</u></b> Management Area: Rustenburg Management Area
<b><u>SALARY CENTRE</u></b>	:	R316 794 per annum Rustenburg Correctional Centre
<b><u>REQUIREMENTS</u></b>	:	Recognised BA Degree in Social Work. Registration with the South African Council for Social Services. Ten (10) years' experience after registration with the South African Council for Social Services Professions. Computer literate. Valid driver's licence. Competencies And Attributes: Plan and organize, report writing, punctuality, confidentiality, understanding of Public Service policy and legislative frameworks, service delivery and client orientation, integrity and



		honesty, assertiveness, influence and impact, ability to work under pressure. Sound communication, negotiation, conflict and strategic management skills. Ability to coordinate and collaborate with internal and external stakeholders.
<b><u>DUTIES</u></b>	:	Provide needs-based social work services to offenders through individual attention, group work and community work. Conduct research and social work administration. Conduct individual assessments. Market social work services. Monitor and evaluate social work interventions. Monitor and evaluate social work interventions. Provide guidance to subordinates and ensure that the requirements of the operational plans are complied with. Management of resources.
<b><u>ENQUIRIES</u></b>	:	Mrs. Portia Bungqu Tel No: (012) 306 2032/Mrs. Petunia Nomvela/Ms. Thandiwe Lekhuleni/Mr. Tshepo Ndlamini/Mr. Brent Botha at Tel No: (012) 306 2033/2034 or Mr Zamani Ziqubu Tel No: (012) 306 2041
<b><u>POST 21/19</u></b>	:	<b><u>SENIOR ADMINISTRATION OFFICER: EMPLOYEE ASSISTANCE PRORAMME REF NO: LMN 2020/08/87</u></b> Management Area: Polokwane Management Area
<b><u>SALARY CENTRE REQUIREMENTS</u></b>	:	R316 791 per annum Area Commissioner's Office Recognized three years National Diploma/Degree in relation to the EAP work field and / or relevant 5 years' experience in EAP. A postgraduate qualification in Social Work or Clinical Psychology will serve as a strong recommendation. Registration with the relevant regulatory body is mandatory. Computer literate. Valid driver's licence. Competencies And Attributes: Problem solving and decision making, facilitation skills, plan, organize, lead and control, project management, presentation skills, counselling skills, Ability to interpret policy/ legislation. Conflict management, coaching and mentoring, Understanding of Public Service policy and legislative framework, service delivery and client orientation, integrity and honesty, assertiveness, willingness to travel, influence and impact and ability to network. Counselling, presentation and communication skills. Professionalism, ability to plan and organise.
<b><u>DUTIES</u></b>	:	Render direct EAP services to members and their families in a manner that ensures confidentiality and strong code of ethics. Assessments, referrals and short-term problem solutions. Effective confidential record-keeping and data management. Implement programmed promotion, training and awareness activities. Prepare annual programmed budgets and evaluate the attainment of programmed objectives as well as providing feedback.
<b><u>ENQUIRIES</u></b>	:	Mrs. Portia Bungqu Tel No: (012) 306 2032/Mrs. Petunia Nomvela/Ms. Thandiwe Lekhuleni/Mr. Tshepo Ndlamini/Mr. Brent Botha at Tel No: (012) 306 2033/2034 or Mr Zamani Ziqubu Tel No: (012) 306 2041
<b><u>POST 21/20</u></b>	:	<b><u>SENIOR ADMINISTRATION OFFICER: ADMINISTRATIVE SECRETARY REF NO: LMN 2020/08/88</u></b> Management Area: Rooigrond Management Area
<b><u>SALARY CENTRE REQUIREMENTS</u></b>	:	R316 791 per annum Area Commissioner's Office Relevant 3 year National Diploma/Degree or equivalent qualification in Public Administration/Office Administration and 3-5 years' relevant work experience in administration support services. Computer literate. Valid driver's licence. Competencies And Attributes: Communication, financial management, Plan, organise, lead and control, 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 and Diplomacy.
<b><u>DUTIES</u></b>	:	Manage documentation in the office of the Area Commissioner/ Regional Head and monitoring compliance thereof. Filing, quality control of documentation forwarded to the Regional Commissioner/Area Commissioner. Coordinate meetings, agenda preparation, minute taking and development of an action plan and reporting system on decisions taken in meetings. Financial and logistical management of the office including budgeting and costing processes. Drafting of routine letters and memos, receipt of correspondence and documentation and proactively acknowledging correspondence. Financial administration, expenditure and financial reporting of the office. Coordination

- of performance information. Coordination of reports in liaison with Department's oversight bodies. Liaise with various stakeholders.
- ENQUIRIES** : Mrs. Portia Bungqu Tel No: (012) 306 2032/Mrs. Petunia Nomvela/Ms. Thandiwe Lekhuleni/Mr. Tshepo Ndlamini/Mr. Brent Botha at Tel No: (012) 306 2033/2034 or Mr Zamani Ziqubu Tel No: (012) 306 2041
- POST 21/21** : **SENIOR PROVISIONING ADMINISTRATION OFFICER: PROCUREMENT (X2 POSTS)**
- SALARY CENTRE** : R316 791 per annum  
Barberton Management Area: Commissioner's Office: Ref No: LMN 2020/08/89  
Klerksdorp Management Area: Commissioner's Office Ref No: LMN 2020/08/90
- REQUIREMENTS** : National Diploma/Degree in Purchasing Management/Logistics/Supply Chain Management or any equivalent qualification. 3-5 years relevant work experience in a similar environment. Computer literate. Knowledge of LOGIS. Valid driver's licence. competencies and attributes: Problem solving and decision making, Facilitation skills, Plan, organize, lead and control, Project management, Presentation skill, Conflict management, Training skills, Communication skills, Time management, Confidentiality, Coaching and mentoring, Knowledge of the Public Finance Management Act, 1999 and Treasury Regulations. Knowledge of Tender process. Service delivery and client orientation, Integrity and honesty, Assertiveness, Influence and impact and Ability to network.
- DUTIES** : Implementation of relevant policies, management of LOGIS and Procurement. Conducting of procurement and LOGIS inspections. Finalization of all inspection and audit queries within procurement and LOGIS. Assist with the administration of Bids. Handling of budget. Responsible for operational training within procurement management. Ensure compliance to the Legislative frameworks and public service policies. Management of resources.
- ENQUIRIES** : Mrs. Portia Bungqu Tel No: (012) 306 2032/Mrs. Petunia Nomvela/Ms. Thandiwe Lekhuleni/Mr. Tshepo Ndlamini/Mr. Brent Botha at Tel No: (012) 306 2033/2034 or Mr Zamani Ziqubu Tel No: (012) 306 2041
- POST 21/22** : **SENIOR STATE ACCOUNTANT: SUPERVISOR FINANCIAL ACCOUNTING REF NO: 2020/08/91**
- SALARY CENTRE** : R316 791 per annum  
Rooigrond Management Area Commissioner's Office
- REQUIREMENTS** : National Diploma/Degree in Financial Management or equivalent qualification and 3-5 relevant work experience. Experience working on BAS. Computer literate. A valid driver's licence. Competencies And Attributes Communication, 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 and diplomacy. Knowledge of the Public Finance Management Act, Treasury Regulations.
- DUTIES** : Provide financial management information and advice to managers. Submit the monthly in-year management reports. Monitor and provide reports according to National Treasury reporting requirements. Compile and submit adjustment estimate and the MTEF budget Maintain activity delimitation of the Department. Provide financial training with regard to financial and human resource management. Provide an administrative support function. Manage finances, assets and human resources.
- ENQUIRIES** : Mrs. Portia Bungqu Tel No: (012) 306 2032/Mrs. Petunia Nomvela/Ms. Thandiwe Lekhuleni/Mr. Tshepo Ndlamini/Mr. Brent Botha at Tel No: (012) 306 2033/2034 or Mr Zamani Ziqubu Tel No: (012) 306 2041
- POST 21/23** : **SOCIAL WORKER: GRADE 1 (X2 POSTS)**
- SALARY CENTRE** : R257 592 per annum  
Rooigrond Management Area: Medium A Community Correction Ref No: 2020/08/102  
Rustenburg Management Area: Mogwase Community Correction Ref No: 2020/08/103

- REQUIREMENTS** : Recognised BA Degree in Social Work. Registration with the South African Council for Social Service Professions. These requirements are in accordance with the relevant Occupational Specific Dispensation. Computer literate. Valid drivers' licence. Competencies And Attributes: Problem solving and decision making, facilitation skills, Plan and organize, lead and control, project management, Presentation skills, counselling skills, ability to interpret policy/legislations, conflict management, coaching and mentoring, report writing, punctuality, confidentiality, understanding of Public Service policy and legislative frameworks, service delivery and client orientation, integrity and honesty, assertiveness, influence and impact, ability to work under pressure. Sound communication, negotiation and strategic management skills the ability to interpret policy/legislative matters and operate within the management area.
- DUTIES** : Provide needs based social work services to offenders through individual attention, group work and community work. Conduct research and social work administration. Conduct individual assessments. Market social work services. Monitor and evaluate social work interventions.
- ENQUIRIES** : Mrs. Portia Bungqu Tel No: (012) 306 2032/Mrs. Petunia Nomvela/Ms. Thandiwe Lekhuleni/Mr. Tshepo Ndlamini/Mr. Brent Botha at Tel No: (012) 306 2033/2034 or Mr Zamani Ziqubu Tel No: (012) 306 2041
- POST 21/24** : **STATE ACCOUNTANT: VOUCHER CONTROL REF NO: 2020/08/104**
- SALARY CENTRE REQUIREMENTS** : R257 508 per annum  
: Barberton Management Area: (Commissioner's Office)  
: National Diploma / Degree in Accounting or Financial Management. 2-3 years relevant work experience in Government Financial Systems. Computer literate. (Knowledge of BAS)Competencies And Attributes: Plan, organise, lead and control, client orientation & communication, policy analysis and interpretation, report writing, facilitation skills, presentation, problem solving and decision making Knowledge of the supply chain management framework (PFMA). Treasury Regulations relating to supply chain management. Good knowledge of Public Service Regulations. Knowledge of procurement administration and public finance administration, financial management, Integrity & honesty, good work ethics ,confidentiality, interpersonal relations, people management, accuracy, independent networking, influence and impact, computer skills.
- DUTIES** : Manage the infrastructure for finance related practises. Plan activities. Ensure the correctness of documentation before data capturing. Receiving and filling of all captured documentation in line with policy.
- ENQUIRIES** : Mrs. Portia Bungqu Tel No: (012) 306 2032/Mrs. Petunia Nomvela/Ms. Thandiwe Lekhuleni/Mr. Tshepo Ndlamini/Mr. Brent Botha at Tel No: (012) 306 2033/2034 or Mr Zamani Ziqubu Tel No: (012) 306 2041
- POST 21/25** : **STATE ACCOUNTANT: BUDGET REF NO: 2020/08/105**
- SALARY CENTRE REQUIREMENTS** : R257 508 per annum  
: Regional Office  
: Recognized National Diploma/ Degree in Accounting /Financial Management or relevant qualification and 2-3 years relevant experience. Computer literate. Experience working on BAS will be advantageous. A valid driver's licence. Competencies And Attributes: Plan, organise, lead and control, client orientation & communication, policy analysis and interpretation, report writing, facilitation skills, presentation, problem solving and decision making Knowledge of the supply chain management framework (PFMA). Treasury Regulations relating to supply chain management. Good knowledge of Public Service Regulation. Knowledge of procurement administration and public finance administration, financial management, Integrity & honesty, good work ethics, confidentiality, interpersonal relations, people management, accuracy, independent networking, influence and impact, computer skills.
- DUTIES** : Execute management accounting policy in the management area in accordance with current procedures. Plan and execute management accounting functions/inspection. Undertake financial investigations. Provide advice on budget related matters. Ensure budget data integrity on BAS. Evaluate expenditure trends. Ensure that MTEF planning is in place. Budget management. Human resource management. Execute the responsibilities of officials as stipulated in Section 45 of the public finance management act. Management of human resources and assets.

**ENQUIRIES** : Mrs. Portia Bungqu Tel No: (012) 306 2032/Mrs. Petunia Nomvela/Ms. Thandiwe Lekhuleni/Mr. Tshepo Ndlamini/Mr. Brent Botha at Tel No: (012) 306 2033/2034 or Mr Zamani Ziqubu Tel No: (012) 306 2041

**POST 21/26** : **STATE ACCOUNTANT: ACCOUNTING AND BOOKKEEPING REF NO: LMN 2020/08/106**

**SALARY** : R257 508 per annum  
**CENTRE** : Area Commissioner's Office  
**REQUIREMENTS** : Recognized National Diploma/ Degree in Accounting /Financial Management or relevant qualification and 2-3 years relevant experience. Computer literate. Experience working on BAS will be advantageous. A valid driver's licence. Competencies And Attributes: Communication, 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 and diplomacy.

**DUTIES** : Ensure optimal utilization of resources, support with regard to management of budgets within the framework of relevant legal directives and regulations. Control the budget Ensure enforcement of financial discipline Manage logistics and procurement. Plan and execute financial accounting functions/inspections. Conduct financial investigations. Ensure the financial accounting system maintains standards. Compile training programmes. Ensure the financial accounting system maintains standards. Compile training programmes. Ensure effective control over the collection and allocation of all revenue. Ensure financial data integrity on BAS. Execute the responsibilities of official as stipulated in section 45 of the Public Finance Management Act. Manage debts and control accounts. Management of human resources and assets.

**ENQUIRIES** : Mrs. Portia Bungqu Tel No: (012) 306 2032/Mrs. Petunia Nomvela/Ms. Thandiwe Lekhuleni/Mr. Tshepo Ndlamini/Mr. Brent Botha at Tel No: (012) 306 2033/2034 or Mr Zamani Ziqubu Tel No: (012) 306 2041

**POST 21/27** : **ADMINISTRATIVE CLEKR: BASIC ACCOUNTING SYSTEM REF NO: LMN 2020/08/107**

**SALARY** : R257 508 per annum  
**CENTRE** : Barberton Management Area (Commissioner's Office)  
**REQUIREMENTS** : Recognized National Diploma/ Degree in Accounting /Financial Management or relevant qualification and 2-3 years relevant experience. Computer literate. Experience working on BAS will be advantageous. A valid driver's licence. Competencies And Attributes: Plan, organise, lead and control, client orientation & communication, policy analysis and interpretation, report writing, facilitation skills, presentation, problem solving and decision making Knowledge of the supply chain management framework (PFMA). Treasury Regulations relating to supply chain management. Good knowledge of Public Service Regulation. Knowledge of procurement administration and public finance administration, financial management, Integrity & honesty, good work ethics, confidentiality, interpersonal relations, people management, accuracy, independent networking, influence and impact, computer skills.

**DUTIES** : Execution of financial management policies. The management of budget. The rendering of general activities, the management of Bas. Management of resources and assets.

**ENQUIRIES** : Mrs. Portia Bungqu Tel No: (012) 306 2032/Mrs. Petunia Nomvela/Ms. Thandiwe Lekhuleni/Mr. Tshepo Ndlamini/Mr. Brent Botha at Tel No: (012) 306 2033/2034 or Mr Zamani Ziqubu Tel No: (012) 306 2041

**POST 21/28** : **ADMINISTRATION OFFICER: PERSONNEL REF NO: LMN 2020/08/108**

**SALARY** : R257 508 per annum  
**CENTRE** : Thohoyandou Management Area (Commissioner's Office)  
**REQUIREMENTS** : National Diploma /Degree in human Resource management or equivalent qualification. 2 -3 years relevant work experience in Human Resource environment. Computer literate (PERSAL). Valid driver's licence. Competencies And Attributes: Plan and control. Report writing. Punctuality, Confidentiality, Understanding of Public Service policy and legislative frame-

<b><u>DUTIES</u></b>	:	work, Service delivery and client orientation, Integrity and honesty, Assertiveness, Influence and impact, Ability to work under pressure.
	:	Ensure the implementation of Human Resource policies such as leave administration, state accommodation, Performance Management, Development System grievances, disciplinary procedure, and injury on Duty, transfers, and termination of services. Communicate policy matters. Arrange personnel meetings. Maintain post establishment. Management of assets.
<b><u>ENQUIRIES</u></b>	:	Mrs. Portia Bungqu Tel No: (012) 306 2032/Mrs. Petunia Nomvela/Ms. Thandiwe Lekhuleni/Mr. Tshepo Ndlamini/Mr. Brent Botha at Tel No: (012) 306 2033/2034 or Mr Zamani Ziqubu Tel No: (012) 306 2041.
<b><u>POST 21/29</u></b>	:	<b><u>ADMINISTRATION OFFICER: LOGISTICS REF NO: LMN 2020/08/109</u></b>
<b><u>SALARY</u></b>	:	R257 508 per annum
<b><u>CENTRE</u></b>	:	Polokwane Management Area: Commissioner's Office
<b><u>REQUIREMENTS</u></b>	:	Relevant National Diploma/Degree in Purchasing Management/Logistics/Supply Chain Management or any equivalent qualification. 2-3 years relevant work experience in Supply Chain Management. Working experience on Logis will be an added advantage. Computer literate. Valid driver's licence. Competencies And Attributes: Problem solving and decision making, Facilitation skills, Plan, organize, lead and control, Project management, Presentation skill, Conflict management, Training skills, Communication skills, Time management, Confidentiality, Coaching and mentoring, Knowledge of the Public Finance Management Act, 1999 and Treasury Regulations. Knowledge of Tender process. Service delivery and client orientation, Integrity and honesty, Assertiveness, Influence and impact and Ability to network.
<b><u>DUTIES</u></b>	:	Implementation and managing procurement. LOGIS and procurement policies. Conducting of procurement and LOGIS inspections. Handling and finalization of all inspection and audit queries within procurement and LOGIS. Assist with the administration of Bids. Handling of budget. Responsible for operational training within procurement management. Ensure compliance to the Legislative frameworks and public service policies.
<b><u>ENQUIRIES</u></b>	:	Mrs. Portia Bungqu Tel No: (012) 306 2032/Mrs. Petunia Nomvela/Ms. Thandiwe Lekhuleni/Mr. Tshepo Ndlamini/Mr. Brent Botha at Tel No: (012) 306 2033/2034 or Mr Zamani Ziqubu Tel No: (012) 306 2041
<b><u>POST 21/30</u></b>	:	<b><u>PROVISIONING ADMINISTRATION OFFICER: TRANSIT WAREHOUSE (X2 POSTS)</u></b>
<b><u>SALARY</u></b>	:	R257 508 per annum
<b><u>CENTRE</u></b>	:	Polokwane Management Area: Commissioner's Office Ref No: LMN 2020/08/110 Rooigrond Management Area: Commissioner's Office Ref No: LMN 2020/08/111
<b><u>REQUIREMENTS</u></b>	:	National Diploma/ Degree in Purchasing Management/Logistics/Supply Chain Management, Store and Inventory Management or any equivalent qualification. 2-3 years relevant work experience. Computer literate. Valid driver's licence. Competencies And Attributes: Plan, organise, lead and control, client orientation & communication, policy analysis and interpretation, report writing, facilitation skills, presentation, problem solving and decision making Knowledge of the supply chain management framework (PFMA). Treasury Regulations relating to supply chain management. Good knowledge of Public Service Regulation. Knowledge of procurement administration and public finance administration , financial management, Integrity & honesty, good work ethics ,confidentiality, interpersonal relations, people management, accuracy, independent networking, influence and impact, computer skills.
<b><u>DUTIES</u></b>	:	Administrate the transit functions. Manage the planning of receipts with regard to stock/equipment. Manage and administer the safe keeping, storage and care of stock and equipment. Manage and check and update bin cards. Package and distribute/ dispatch items to sections. Manage the quality and quantity of items received/delivered and distributed. Management of Human Resources, finances and assets.
<b><u>ENQUIRIES</u></b>	:	Mrs. Portia Bungqu Tel No: (012) 306 2032/Mrs. Petunia Nomvela/Ms. Thandiwe Lekhuleni/Mr. Tshepo Ndlamini/Mr. Brent Botha at Tel No: (012) 306 2033/2034 or Mr Zamani Ziqubu Tel No: (012) 306 2041

**POST 21/31** : **PROFESSIONAL NURSE: GENERAL NURSING: GRADE 1 REF NO: LMN 2020/08/112**

**SALARY** : R256 905 per annum  
**CENTRE** : Bethal Correctional Centre

**REQUIREMENTS** : Diploma/ Degree in Nursing or equivalent qualification that allows registration with the South African Nursing Council as a Professional Nurse. Current registration with the South African Nursing Council (SANC). These requirements are in accordance with the relevant Occupational Specific Dispensation. Competencies And Attributes: Knowledge of nursing care process and procedures, nursing statures and other relevant legal frame works, including grievance procedure and disciplinary code and procedure, communication, report-writing, liaison, coordination, facilitation, problem-solving, planning and organising skills.

**DUTIES** : Provide direction and supervision in the implementation of the nursing plan. (Clinical practice/quality patient care). Implement standards, practices, criteria and indicators for quality nursing (quality of practice). Practice nursing and healthcare in accordance with the relevant law as and regulations. Utilise human, material and physical resources efficiently and effectively. Display a concern for patients, promoting and advocating proper treatment and care, including an awareness and willingness to respond to patients' needs, requirement and expectations (Batho Pele principles). Maintain a constructive working relationship with nursing and other stakeholders.

**ENQUIRIES** : Mrs. Portia Bungqu Tel No: (012) 306 2032/Mrs. Petunia Nomvela/Ms. Thandiwe Lekhuleni/Mr. Tshepo Ndlamini/Mr. Brent Botha at Tel No: (012) 306 2033/2034 or Mr Zamani Ziqubu Tel No: (012) 306 2041

**POST 21/32** : **ADMINISTRATION OFFICER: LOGISTICS ADMINISTRATION REF NO: LMN 2020/08/113**

**SALARY** : R208 584 per annum  
**CENTRE** : Witbank Management Area: Area Commissioner's Office

**REQUIREMENTS** : National Diploma/Degree in Logistics or equivalent qualification. 1-2 years' experience in Purchasing Management, Logistics, Supply Chain Management, Stores and Inventory Management. Knowledge of PAS2.6/LOGIS. Computer literate. Valid driver's licence. Competencies And Attributes: Plan, organise, lead and control, client orientation and communication, policy analysis and interpretation, report writing, facilitation skills, presentation, problem solving and decision making Knowledge of the supply chain management framework (PFMA). Treasury Regulations relating to supply chain management. Good knowledge of Public Service Regulations. Knowledge of procurement administration and public finance administration, financial management, Integrity & honesty, good work ethics ,confidentiality, interpersonal relations, people management, accuracy, independent networking, influence and impact, computer skills.

**DUTIES** : Execute logistical policies in the Management Area. Monitor and control incoming and outgoing stock. Administration of the ware-house, transit and fleet. Assets verification and logistical processes, asset reconciliations and inventory balancing. Reconcile BAS and LOGIS. Conduct logistical training. Management of resources.

**ENQUIRIES** : Mrs. Portia Bungqu Tel No: (012) 306 2032/Mrs. Petunia Nomvela/Ms. Thandiwe Lekhuleni/Mr. Tshepo Ndlamini/Mr. Brent Botha at Tel No: (012) 306 2033/2034 or Mr Zamani Ziqubu Tel No: (012) 306 2041

**POST 21/33** : **ADMINISTRATION RECRUITMENT AND PLACEMENT (X2 POSTS)**

**SALARY** : R208 584 per annum  
**CENTRE** : Barberton Management Area: Commissioner's Office Ref No: LMN 2020/08/114

**REQUIREMENTS** : Witbank Management Area: Commissioner's Office Ref No: 2020/08/115  
Recognized National Diploma/ Degrees in Human Resource or equivalent qualification and 1-2 years' experience in recruitment and placement. Computer Literate. Valid driver's licence. Competencies And Attributes: Plan, organise, lead and control, client orientation, Punctuality, Confidentiality, understanding of Public Service Policy, Recruitment processes and Legislative framework, service delivery, report writing, Integrity and honesty,

- Assertiveness, influence and impact. Ability to work under pressure. Dynamic and professional. Sound communication skills.
- DUTIES** : Render administrative function on transfers and placements. Assist in the interview and selection process. Schedule interviews with prospective candidates. Administer and manage information. Secure storage of memorandums. Present short listed candidates to selection panels. Control personnel information. Compile appointment memorandum. Compile approval of the short list and interview panel memorandum. Control documentation. Retrieve mail from the registration office. Retrieve fax mail from the fax office. Register incoming/outgoing mail. Issue regret letters to unsuccessful candidates. Perform PERSAL functions relating to appointments. Management of finances and assets.
- ENQUIRIES** : Mrs. Portia Bungqu Tel No: (012) 306 2032/Mrs. Petunia Nomvela/Ms. Thandiwe Lekhuleni/Mr. Tshepo Ndlamini/Mr. Brent Botha at Tel No: (012) 306 2033/2034 or Mr Zamani Ziqubu Tel No: (012) 306 2041
- POST 21/34** : **ARTISAN PRODUCTION GRADE A: WELDER REF NO: LMN 2020/08/116**  
Management Area: Barberton Management Area
- SALARY** : R190 653 per annum  
**CENTRE** : Medium B Correctional Centre  
**REQUIREMENTS** : Appropriate/ (Accredited Artisan Trade Certificate/Diploma) Trade test certificate. These requirements are in accordance with the relevant Occupational Specific Dispensation. Computer Literate. Valid driver's licence. Competencies And Attributes: Technical analysis knowledge. Computer Aided technical applications. Knowledge of legal compliance. Technical report writing. Production, process knowledge and skills. Problem solving and analysis. Decision-making. Teamwork. Analytical skills. Creativity. Self-management. Customer Focus and responsiveness. Communication. Planning and organizing.
- DUTIES** : Design, production, maintenance, performance administrative and related function. Maintain and advance expertise. Management of assets.
- ENQUIRIES** : Mrs. Portia Bungqu Tel No: (012) 306 2032/Mrs. Petunia Nomvela/Ms. Thandiwe Lekhuleni/Mr. Tshepo Ndlamini/Mr. Brent Botha at Tel No: (012) 306 2033/2034 or Mr Zamani Ziqubu Tel No: (012) 306 2041
- POST 21/35** : **ARTISAN PRODUCTION GRADE A: PLUMNER REF NO: LMN 2020/08/117**  
Management Area: Barberton Management Area
- SALARY** : R190 653 per annum  
**CENTRE** : Medium B Correctional Centre  
**REQUIREMENTS** : Appropriate trade test Diploma/Certificate, underwritten by the Manpower Training Act (red seal). Experience as a qualified plumber, recognition will be given for relevant experience after completion of the trade diploma/certificate. These requirements are in accordance with the relevant Occupational Specific Dispensation. Computer literate. Valid driver's licence. Competencies and Attributes: Relationship building, innovation and creativity, people management time management, openness and transparency, integrity and honesty, coaching and mentoring, confidentiality, interpersonal relations, networking and tact.
- DUTIES** : Train offenders in the applicable trade. Execute work as per requisition/orders received from clients. Apply quality control to manufactured products. Costing of product and supply quotes. Execute basic workshop administration.
- ENQUIRIES** : Mrs. Portia Bungqu Tel No: (012) 306 2032/Mrs. Petunia Nomvela/Ms. Thandiwe Lekhuleni/Mr. Tshepo Ndlamini/Mr. Brent Botha at Tel No: (012) 306 2033/2034 or Mr Zamani Ziqubu Tel No: (012) 306 2041
- POST 21/36** : **SECRETARY (X2 POSTS)**
- SALARY** : R173 703 per annum  
**CENTRE** : Management Area: Regional Office Ref No: LMN 2020/08/118  
Regional Head Finance and Supply Chain Management Ref No: LMN 2020/08/119
- REQUIREMENTS** : Grade 12 or secretarial diploma/certificate and relevant experience as a secretary will be an added ad-vantage. Computer literate. 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, influence and impact , ability to work under pressure and telephone etiquette.
<b><u>DUTIES</u></b>	:	Answer and screen telephone calls. Compile memoranda and presentations. Execute office and general administrative duties. Manage electronic document tracking system. Maintain diary and manage appointments. Acknowledge receipt of documents. Record and issue minutes. Arrange meetings/conferences/workshops with relevant stakeholders upon request. Make all transport arrangements for conferences, courses, meetings and hearings away from the office. Ensure submission of travel claims.
<b><u>ENQUIRIES</u></b>	:	Mrs. Portia Bungqu Tel No: (012) 306 2032/Mrs. Petunia Nomvela/Ms. Thandiwe Lekhuleni/Mr. Tshepo Ndlamini/Mr. Brent Botha at Tel No: (012) 306 2033/2034 or Mr Zamani Ziqubu Tel No: (012) 306 2041
<b><u>POST 21/37</u></b>	:	<b><u>SWITCHBOARD OPERATOR REF NO: LMN 2020/08/120</u></b> Management Area: Polokwane Management Area
<b><u>SALARY CENTRE REQUIREMENTS</u></b>	:	R145 281 per annum Tzaneen Correctional Centre Grade 12 and relevant work experience. Experience in the operation of the switchboard. Computer literate. Competencies And Attributes: Communication, Planning and organize, punctuality, Confidentiality, Understanding of Public Service policy and legislative framework, Service delivery and client orientation, Integrity and honesty, Assertiveness, advanced typing skills. Strong and friendly personality. Ability to work under pressure.
<b><u>DUTIES</u></b>	:	Ensure a proper maintenance of the switchboard equipment. Handle telephone calls and redirect calls to other individuals. Keep an updated telephone list. Record and maintain the register for security related matters. Management of assets.
<b><u>ENQUIRIES</u></b>	:	Mrs. Portia Bungqu Tel No: (012) 306 2032/Mrs. Petunia Nomvela/Ms. Thandiwe Lekhuleni/Mr. Tshepo Ndlamini/Mr. Brent Botha at Tel No: (012) 306 2033/2034 or Mr Zamani Ziqubu Tel No: (012) 306 2041
<b><u>POST 21/38</u></b>	:	<b><u>DRIVER/MESSENGER REF NO: LMN 2020/08/121</u></b>
<b><u>SALARY CENTRE REQUIREMENTS</u></b>	:	R145 281 per annum Office of the Regional Commissioner Grade 12. Valid code 08 driver's licence. Three (3) years' experience in driving. Completion of an advanced driver's course will be an advantage. Competencies And Attributes: Plan and organize, punctuality, confidentiality, understanding of Public Service policy and legislative framework, Service delivery and client orientation, Integrity and honesty, Ability to work under pressure. Good interpersonal relations. Good communication and listening skills. Knowledge of Government regulations relating to Transport.
<b><u>DUTIES</u></b>	:	Drive light and medium motor vehicles to transport passengers and deliver other items (mail and documents). Collect and deliver documentation and related items in the Department. Copy and fax documents and assist in the registry. Distribute documents in and outside of the Department. Maintain the vehicle allocated to the office of the Regional Commissioner. Keep accurate record of all the official trips, complete the log book.
<b><u>ENQUIRIES</u></b>	:	Mrs. Portia Bungqu Tel No: (012) 306 2032/Mrs. Petunia Nomvela/Ms. Thandiwe Lekhuleni/Mr. Tshepo Ndlamini/Mr. Brent Botha at Tel No: (012) 306 2033/2034 or Mr Zamani Ziqubu Tel No: (012) 306 2041