ANNEXURE B

DEPARTMENT OF CORRECTIONAL SERVICES

APPLICATIONS: 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: 11 July at 15H45

NOTE: Before you apply: All costs associated with an application will be borne by the applicant. The Department of Correctional Services is an equal opportunity employer. The Department will take into consideration the objectives of Section 195 (1) (i) of the Constitution of the Republic of South Africa, 1996 (Act 108 of 1996) and the Employment Equity Act, 1998 (Act 55 of 1998) in filling of these vacancies. It is our intention to promote representivity in respect of race, gender and disability through the filling of these positions. In support of this strategy, applicants need to indicate race, gender and disability status on the application form/CV. Applicants who have retired from the Public Service with a specific determination that they cannot be re-appointed or have been declared medically unfit will not be considered. Please take note that correspondence will only be conducted with the shortlisted candidates. If you have not been contacted within three (3) months of the closing date of the advertisement, please accept that your application is unsuccessful. Please do not call the department to enquire about the progress of your application. 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. The Department of Correctional Services reserves the right not to fill any of these advertised posts. Applications: "Applications must be submitted on the new Z83 form (Public Service application form) obtainable from any Public Service department and must be completed in full. Only a detailed CV should be attached to your application form. Only shortlisted candidates will be required to submit certified copies not older than 6 months of qualifications and other related documents on or before the day of the interview." 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. 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 11 July 2022 @ 15h45. Indicate the reference number and position you are applying for on your application form (Z83) and post your complete application to:

OTHER POSTS

POST 23/43: DEPUTY DIRECTOR: DEPARTMENTAL BUSINESS PLANS REF NO: HO 2022/06/01
Directorate: Management Accounting

SALARY: R744 255 per annum (all-inclusive package)
CENTRE: National Head Office: Pretoria
REQUIREMENTS: An appropriate national diploma/degree in Financial Management or equivalent. 3-5 years relevant experience in management accounting at supervisory/management level (ASD). Computer literacy. Valid driver’s licence. Competencies And Attributes: Extensive knowledge of the public finance management act and treasury regulations. Knowledge of BAS; knowledge and experience of policy and procedures related to Budget Planning. Budget process in a government environment. Extensive Knowledge of Public Finance Management Act (PFMA), Treasury Regulations, Public Service Act, PSCBC Resolutions and other Governmental prescripts regarding
financial matters. Sound knowledge of PERSAL System, Basic Accounting System (BAS) and Safetynet. Good communication (written and verbal), analytical and computer literacy (Microsoft Package) skills. Excellent verbal and written communication skills. Report writing and Presentation skills. Plan, organize, leadership and control. Managing interpersonal conflict and resolving problems. Liaison (internal and external). Analytical thinking, applying technology, problem analysis and productivity. Honesty, integrity and committed. Creativity, logical and innovative. Internal actualization (self-starter), motivated and observant.

**DUTIES**

Responsibilities: Co-ordination and management of department budgetary process and support to head office and regions. Co-ordinate and consolidate department MTEF budget and estimates of national expenditure (ENE). Co-ordinate the process of budget bilateral hearing with department units and national treasury. Facilitate and consolidate annual spending plan. Provide secretarial services to the departmental budget committee. Rendering of program financial planning support, undertake costing of departmental activities. Formulation of development of, maintenance of and advice on financial policies. Pertaining to management accounting department. Verification and management of assets in the directorate. Execute responsibilities of officials as stipulated in section 45 of the PFMA. Management of human resources, finance and assets.

**ENQUIRIES**

Mr Mokotjo TN Tel No: 012 307 2039/ Mr Y Naidoo 012 307 2079/Ms TP Baloyi 012 305 8589 or Ms Khumalo NS 012 307 2174.

**NOTE**

Appointment under the Public Service Act.

**POST 23/44**

DEPUTY DIRECTOR: ACCOUNTS AND BOOKKEEPING REF NO: HO 2022/06/02

**SALARY**

R744 255 per annum (all-inclusive package)

**CENTRE**

National Head Office: Pretoria

**REQUIREMENTS**


**DUTIES**

Responsibilities: Administration of banking and cash flow management. Exercise control over exchequer accounts, departmental ledger and activity allocations. Ensure that all suspense accounts that must have zero balance at month-end and year end closure are zero to enable the department closes on its own BAS for the month-end and the financial year end. Analyze the general ledger and trial balance of the entire department and ensure that all accounts are correctly stated, for example, that all expenditure items should have debit balances only. Ensure that all suspense accounts are cleared. Coordinate and compile monthly compliance certificate. Prepare monthly financial statements, quarterly financial statements as well as annual financial statements. Manage Safety Web. Ensure that all officials under DD: Accounts and Bookkeeping responsibility receive necessary training. Monitor and supervise staff.

**ENQUIRIES**

Mr Mokotjo TN Tel No: 012 307 2039/ Mr Y Naidoo 012 307 2079/Ms TP Baloyi 012 305 8589 or Ms Khumalo NS 012 307 2174.

**NOTE**

Appointment under the Public Service Act.

**POST 23/45**

DEPUTY DIRECTOR: FUNDS AND SCHEMES REF NO: HO 2022/06/03

**Directorate:** Facilities Funds Management

**SALARY**

R744 255 per annum (all-inclusive package)

**CENTRE**

National Head Office: Pretoria

**REQUIREMENTS**

Recognized degree or national diploma in Public Management or equivalent qualification. 3-5 years management experience in a comparable finance and
social clubs environment. Computer literacy. Valid driver’s licence.


DUTIES

Responsibilities: Manage facilities Funds and Schemes and ensure that funds and schemes are annually audited. Manage, Develop and review facilities funds schemes clubs and Messes policies, procedures, processes and guidelines and monitor the implementation thereof. Manage and monitor the administering of sport fund portfolio as well as Widows and Orphans fund portfolios in terms of applicable policies, processes and guidelines. Manage the administering of Clubs and Messes operations. Manage of human resources, finance and assets.

ENQUIRIES

Mr Mokotjo TN Tel No: 012 307 2039/ Mr Y Naidoo 012 307 2079/ Ms TP Baloyi 012 305 8589 or Ms Khumalo NS 012 307 2174.

NOTE

Appointment under the Public Service Act.

POST 23/46

ASSISTANT DIRECTOR: SECRETARIAT TENDER COMMITTEE REF NO: HO 2022/06/04
Directorate: Procurement

SALARY
R382 245 per annum

CENTRE
National Head Office: Pretoria

REQUIREMENTS

DUTIES

Responsibilities: Monitor the implementation of BBBEE and communicate with bidders on bid related results. Coordinate the training of Senior Provisioning Administration Officers and development of training manuals. Coordinate the sitting and preparation for Bid committee meetings. Ensure the effective implementation of procedures and guidelines with regards to Bid committee. Management of resources.

ENQUIRIES

Mr Mokotjo TN Tel No: 012 307 2039/ Mr Y Naidoo 012 307 2079/ Ms TP Baloyi 012 305 8589 or Ms Khumalo NS 012 307 2174.

NOTE

Appointment under the Public Service Act.

POST 23/47

ASSISTANT DIRECTOR: LOGISTICAL LOSS CONTROL REF NO: HO 2022/06/05
Directorate: Logistics

SALARY
R382 245 per annum

CENTRE
National Head Office: Pretoria

REQUIREMENTS
National diploma or degree in Supply Chain Management/ Purchasing Management/ Procurement or equivalent qualification. 3-5 years’ experience gained at supervisory level. Computer literate. Valid driver’s licence. Competencies and Attributes: Labour legislation committed, ethical, initiative. Supply chain manuals- procurement, PASM chapter 12,14,15. PFMA chapter 5. PASM chapter 15, IBAS manual, GRAP. White paper on corrections (applicable sections). DSC strategic plan (applicable sections). Managing
interpersonal conflict and resolving problems. Ability to access and utilize 
information. Project management. Analytical thinking, liaison, monitoring and 
advocatory skills.

**DUTIES**

Responsibilities: Manage or control proactive steps to prevent losses. Manage or control of firearms report. Manage or control the implementing of announced delegated powers. Manage/ control decisions which were taken on logistical work sessions. Support the formulation and development of supply management system. Assist with the formulation of development of maintenance of and advice on policy and procedures with loss control management, and research of best technology. Monitor and evaluate loss control evaluation of assets taking reports. Control and administering the announcement of delegated powers. Provide needs-based information and support to management. Assist and provide logistical information and advice to the Director: Logistics. Assist with alignment of departmental policies. Assist managers on the handling of losses. Handling of monitoring visits. Responsible for the submission of the reports pertaining to losses to the Director: Logistics. Management of resources.

**ENQUIRIES**

Mr Mokotjo TN Tel No: 012 307 2039/ Mr Y Naidoo 012 307 2079/ Ms TP Baloyi 012 305 8589 or Ms Khumalo NS 012 307 2174.

**NOTE**

Appointment under the Public Service Act.

**POST 23/48**

**ASSISTANT DIRECTOR: FINANCIAL MANAGEMENT SUPPORT REF NO:**

**HO 2022/06/06**

Directorate: Procurement

**SALARY**

R382 245 per annum

**CENTRE**

National Head Office: Pretoria

**REQUIREMENTS**


**DUTIES**


**ENQUIRIES**

Mr Mokotjo TN Tel No: 012 307 2039/ Mr Y Naidoo 012 307 2079/ Ms TP Baloyi 012 305 8589 or Ms Khumalo NS 012 307 2174.

**NOTE**

Appointment under the Public Service Act.

**POST 23/49**

**ASSISTANT DIRECTOR: BUDGET CONTROL: HEAD OFFICE AND COLLEGES REF: HO 2022/06/07**

Directorate: Financial Accounting

**SALARY**

R382 245 per annum

**CENTRE**

National Head Office: Pretoria

**REQUIREMENTS**


**DUTIES**

Responsibilities: Manage arrangements. Assist with regards to financial planning and management. Serve as a financial agent between CFO, Directorates at Head Office and the Colleges. Giving financial advice to our clients, management and other officials. Control the budget. Control over
suspense account (ledger accounts). Revenue and budget management. Examine the department’s operations to identify sources or potential sources of revenue. Regular evaluation of the effectiveness of sources of revenue; timely collection of revenue. Ensure that sound systems and procedures for Budget management and control are in place. Manage the responsibilities of Section 45 of the PFM Act. Ensure that the system of financial management and internal control established for Correctional Services is carried out within the area of responsibility of that official. Effective, efficient, economical and transparent use of financial and other resources within that official’s area of responsibility. Accounting and reporting requirements. Design, implement and maintain accounting systems to ensure complete, valid, accurate and timely financial/non-financial information. Maintenance of appropriate and consistent financial/non-financial reports that satisfy the needs of the users of financial/non-financial information. Guidance on regular performance reporting to management. Management of resources.

ENQUIRIES: Mr Mokotjo TN Tel No: 012 307 2039/ Mr Y Naidoo 012 307 2079/ Ms TP Baloyi 012 305 8589 or Ms Khumalo NS 012 307 2174.

NOTE: Appointment under the Public Service Act.

POST 23/50: ASSISTANT DIRECTOR: PERSONNEL COMPENSATION REF: HO 2022/06/08
Directorate: Financial Accounting

SALARY: R382 245 per annum
CENTRE: National Head Office: Pretoria

DUTIES: Responsibilities: Monitoring and controlling of Service Termination cases on PERSAL and managing employees Deduction Pay Over to relevant institutions. Manage clearance of Suspense Accounts that falls under Sub-Directorate Accounting. Management of Payroll, Garnishee Order, PERSAL Exception and ensure the timeous reconciliation of all Deduction Ledger Accounts. Management of employees’ tax. Management of Sundry Salary related payments. Management of resources.

ENQUIRIES: Mr Mokotjo TN Tel No: 012 307 2039/ Mr Y Naidoo 012 307 2079/ Ms TP Baloyi 012 305 8589 or Ms Khumalo NS 012 307 2174.

NOTE: Appointment under the Public Service Act.

POST 23/51: ASSISTANT DIRECTOR: FINANCIAL MANAGEMENT ADMINISTRATION REF: HO 2022/06/09
Directorate: Management Accounting

SALARY: R382 245 per annum
CENTRE: National Head Office: Pretoria
REQUIREMENTS: Relevant three (3) year degree or national diploma in a financial management related field with cost and management accounting as a major subject. 3-5 years relevant experience in budgeting or similar environment as a senior state accountant. Computer literate. Valid driver’s licence. Competencies and Attributes: Problem solving and decision making. Sound knowledge of government transversal systems including BAS and the budgeting process. Service delivery and client orientation, integrity and honesty. Assertiveness, influence and impact and ability to network. Strong leadership qualities. Excellent verbal and written communication skills.

DUTIES: Responsibilities: Advice and assist managers with costing of short, medium and long-term plans. Manage and advice on the re-prioritization of funds to ensure that they are directed and utilized to the best achievement of the departmental objectives. Manage and consolidate of budget inputs from
regions. Evaluate and interrogate inputs from regions for the medium-term expenditure framework (MTEF) budget and estimates of national expenditure (ENE). Ensure that the department complies with the PFMA, treasury regulations and treasury guidelines for the compilation and submission of the medium-term expenditure framework work (MTEF) budget and the estimates of national expenditure (ENE). Manage the alignment budget with the operational and strategic plans. Manage the breakdown per month of anticipate revenue and expenditure for that financial year. Develop, implement and maintain budget planning policies and procedures. Manage reporting of relevant and critical financial management information to senior and external stakeholders. Execute responsibilities of officials in section 45 of the PFMA. Management of resources.

ENQUIRIES: Mr Mokotjo TN Tel No: 12 307 2039/ Mr Y Naidoo 012 307 2079/ Ms TP Baloyi 012 305 8589 or Ms Khumalo NS 012 307 2174.

NOTE: Appointment under the Public Service Act.

POST 23/52: ASSISTANT DIRECTOR: AGRICULTURE OPERATIONS REF: HO 2022/06/10
Directorate: Production Workshops and Agriculture

SALARY: R382 245 per annum
CENTRE: National Head Office: Pretoria

DUTIES: Responsibilities: Provide agricultural technical/advisory services at operational level. Provide support in policy design and development. Provide support on the compilation and execution of the Operational Plan. Oversee agricultural operations and monitor production performance against the targets nationally. Optimize the use of agricultural resources for enhancement of self-sufficiency and offender development. Conduct monitoring and evaluation of farms. Deliver organizational and scientific support service to the Sub-Directorate Agriculture. Manage human resources, finances and assets. Provide support on development and training of agricultural personnel. Ensure stakeholder relations is maintained. Management of resources.

ENQUIRIES: Mr Mokotjo TN Tel No: 12 307 2039/ Mr Y Naidoo 012 307 2079/ Ms TP Baloyi 012 305 8589 or Ms Khumalo NS 012 307 2174.

NOTE: Appointment under the Public Service Act.

POST 23/53: SENIOR ADMINISTRATION OFFICER: PLANT/CROP PRODUCTION REF: HO 2022/06/11
Directorate: Production Workshops and Agriculture

SALARY: R321 543 per annum
CENTRE: National Head Office: Pretoria
DUTIES: Responsibilities: Provide agricultural plant/crop production technical/advisory services to the Department. Provide support in policy design and development. Provide inputs in the compilation of the operational and strategic plan objectives. Monitor optimum utilization of agricultural resources for enhancement of self-sufficiency and offender development. Management of resources.

ENQUIRIES: Mr Mokotjo TN Tel No: 012 307 2039/ Mr Y Naidoo 012 307 2079/ Ms TP Baloyi 012 305 8589 or Ms Khumalo NS 012 307 2174.

NOTE: Appointment under the Public Service Act.

POST 23/54: SENIOR STATE ACCOUNTANT: BUDGET PLANNER: ADMINISTRATION REF: HO 2022/06/12
Directorate: Management Accounting

SALARY: R321 543 per annum
CENTRE: National Head Office: Pretoria
REQUIREMENTS: Relevant degree/ national diploma in financial management related field with cost and management accounting as a major subject. Minimum of three (3) years relevant experience in budgeting or similar environment. Computer literate. Valid driver’s licence. Competencies and Attributes: Good knowledge of public finance management act, treasury regulations, report writing, problem solving skills, interpersonal relations, policy implementation, conflict resolution, communication skills, typing skills. Sound knowledge of BAS and the budgeting process. Integrity and honest, friendly and adaptability, confident, self-disciple. Ability to work under pressure and punctuality. Excellent verbal and written communication skills.

DUTIES: Responsibilities: Support the Assistant Director Budgets with the costing of short, medium and long-term plans. Render programmes financial planning support and compilation of financial and non-financial related reports. Assist with the updating and compilation of MTEF and ENE budgets. Assist with the updating and consolidation of annual spending plan. Render budget committee secretariat functions. Assist with the development, implantation and maintenance of budget planning policies procedures. Render administrative and financial support within the directorate including the compilation of directorate’s budget and spending plan. Verification and management of assets in the directorate. Execute responsivities of officials as stipulated in section 45 of the PFMA. Management of resources.

ENQUIRIES: Mr Mokotjo TN Tel No: 012 307 2039/ Mr Y Naidoo 012 307 2079/ Ms TP Baloyi 012 305 8589 or Ms Khumalo NS 012 307 2174.

NOTE: Appointment under the Public Service Act.

POST 23/55: SENIOR PROVISIONING ADMINISTRATION OFFICER: COMMODITY MANAGEMENT REF: HO 2022/06/13
Directorate: Procurement

SALARY: R321 543 per annum
CENTRE: National Head Office: Pretoria

DUTIES: Responsibilities: Coordinate and administer the effective use of commodities in line with the commodity policy. Administer and provide advice and support with regard to the commodity policy and the implementation thereof. Attend to audit queries. Management of resources.

ENQUIRIES: Mr Mokotjo TN Tel No: 012 307 2039/ Mr Y Naidoo 012 307 2079/ Ms TP Baloyi 012 305 8589 or Ms Khumalo NS 012 307 2174.

NOTE: Appointment under the Public Service Act.
POST 23/56

SENIOR STATE ACCOUNTANT: FINANCIAL TRAINING REF: HO 2022/06/14
Directorate: Financial Accounting

SALARY: R321 543 per annum
CENTRE: National Head Office: Pretoria


ENQUIRIES: Mr Mokotjo TN Tel No: 012 307 2039/ Mr Y Naidoo 012 307 2079/ Ms TP Baloyi 012 305 8589 or Ms Khumalo NS 012 307 2174.

NOTE: Appointment under the Public Service Act.

POST 23/57

SENIOR STATE ACCOUNTANT: ACTIVITY CONTROL REF: HO 2022/06/15
Directorate: Financial Accounting

SALARY: R321 543 per annum
CENTRE: National Head Office: Pretoria

REQUIREMENTS: An appropriate three-year national diploma or degree in Finance with Accounting, Management Accounting and or Financial Information System as a major subject. 2-3 years relevant finance/tax experience. Computer literate. Valid driver’s licence. Competencies And Attributes: Good knowledge of Public Finance Management Act (PFMA). Treasury Regulations. and Standard Chart of accounts (SCOA). Division of revenue Act. and the Basic Accounting System. Good interpersonal relations and communication skill. Professional person with integrity and ability to perform under pressure. Computer literal (Knowledge of PERSAL will be an added advantage).


ENQUIRIES: Mr Mokotjo TN Tel No: 012 307 2039/ Mr Y Naidoo 012 307 2079/ Ms TP Baloyi 012 305 8589 or Ms Khumalo NS 012 307 2174.

NOTE: Appointment under the Public Service Act.

POST 23/58

SENIOR STATE ACCOUNTANT: FINANCIAL DIRECTIVES AND POLICIES
REF NO: HO 2022/06/16
Directorate: Financial Accounting

SALARY: R321 543 per annum
CENTRE: National Head Office: Pretoria

**DUTIES**

**ENQUIRIES**
Mr Mokotjo TN Tel No: 012 307 2039/ Mr Y Naidoo 012 307 2079/ Ms TP Baloyi 012 305 8589 or Ms Khumalo NS 012 307 2174.

**NOTE**
Appointment under the Public Service Act.
and honesty. Confidentiality. Good interpersonal relations, Assertiveness, ability to work independently as well as in a team.

**DUTIES**
- Responsibilities: Prepare and submit Annual and Bi-annual employees tax reconciliation and payments to SARS. Responsible for Monthly Employees Tax Reconciliation and payments to SARS. Manage the checking and control of Tax on Service Terminations on PERSAL. Administration of Employees Tax Certificates. Clearing suspense accounts on salary related accounts. Management of resources.

**ENQUIRIES**
- Mr Mokotjo TN Tel No: 012 307 2039/ Mr Y Naidoo 012 307 2079/ Ms TP Baloyi 012 305 8589 or Ms Khumalo NS 012 307 2174.

**NOTE**
- Appointment under the Public Service Act.

**POST 23/61**
- SENIOR STATE ACCOUNTANT: EXPENDITURE CONTROL REF NO: HO 2022/06/19
- Directorate: Financial Accounting

**SALARY**
- R321 543 per annum

**CENTRE**
- National Head Office: Pretoria

**REQUIREMENTS**

**DUTIES**
- Responsibilities: Control the accounting of State monies and petty cash of Head Office. Control over BAS ledger accounts and institution of various debt accounts. Control over payment of subsistence and travel advances for Head Office. Approve BAS Sundry payment advices, BAS journals, BAS Receipts, BAS Debt take-on and Telephone Registers for Financial Control Office. Control the correct issuing of receipts and the correct data capturing on BAS. Checking of claims for Motor Finance Scheme for senior employees. Control over Z59 salary claims for Head Office. Handle the monthly telephone list as prescribed in the procedure manual. Ensure that the personnel in the section comply with the norms and the standards of the Directorate Financial Accounting. Manage, train and supervise personnel. Handle sensitive queries from clients. Acting in higher positions on an “Ad Hock” basis when necessary. Execute the responsibilities of officials as stipulated in terms of Section 45 of the PFMA. Management of resources.

**ENQUIRIES**
- Mr Mokotjo TN Tel No: 012 307 2039/ Mr Y Naidoo 012 307 2079/ Ms TP Baloyi 012 305 8589 or Ms Khumalo NS 012 307 2174.

**NOTE**
- Appointment under the Public Service Act.

**POST 23/62**
- SENIOR STATE ACCOUNTANT

**SALARY**
- R321 543 per annum

**CENTRE**
- National Head Office: Pretoria Office of the CFO
- Office of the CDC Incarceration and Corrections Ref No: HO 2022/06/20
- Office of the CDC Community Corrections Ref No: HO 2022/06/22

**REQUIREMENTS**

**DUTIES**
- Responsibilities: Compiling the branch expenditure reports. Monitoring of irregular and wasteful expenditure and ensure that measures are in place to prevent such. Compiling the monthly disclosure report. Consolidate all the chief-directorate (Branch) disclosure financial reports for gifts and registers. Prepare monthly projection branch expenditure. Coordinate budget monthly
meetings for the branch. Compile branch monthly asset register in the office of the CDC. Monitoring financial performance. 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. Coordinate the rendering of 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.

ENQUIRIES: Mr Mokotjo TN Tel No: 012 307 2039/ Mr Y Naidoo 012 307 2079/ Ms TP Baloyi 012 305 8589 or Ms Khumalo NS 012 307 2174.

NOTE: Appointment under the Public Service Act.

POST 23/63: SENIOR PROVISIONING ADMINISTRATION OFFICER: HEAD OFFICE STORES REF NO: HO 2022/06/23
Directorate: Logistics

SALARY: R321 543 per annum
CENTRE: National Head Office: Pretoria

DUTIES: Responsibilities: Implementation of asset management policy. Monitor and control transfer of assets. Manage the administration of the warehouse for assets. Supervise the asset verification and logistical processes and asset reconciliations. Manage the asset disposal process for Head Office. Supervise the reconciliation between BAS and LOGIS. Facilitate logistical training on assets. Management of resources.

ENQUIRIES: Mr Mokotjo TN Tel No: 012 307 2039/ Mr Y Naidoo 012 307 2079/ Ms TP Baloyi 012 305 8589 or Ms Khumalo NS 012 307 2174.

NOTE: Appointment under the Public Service Act.

POST 23/64: STATE ACCOUNTANT REF NO: HO 2022/06/24
Directorate: Financial Accounting

SALARY: R261 372 per annum
CENTRE: National Head Office: Pretoria

DUTIES: Responsibilities: Control and authorise creditor, sundry payments and journals. Checking and authorising payments due to other Department, suppliers such as: Telkom, Auditor General, Department of Justice (attorney’s claims), Transnet (Spoornet, XPS, PX), first Auto. Control and manage Ledger accounts. Request reports and identify problems on a monthly basis. Perform all the administrative functions required of the job. Budget and Financial Management. Management of resources.

ENQUIRIES: Mr Mokotjo TN Tel No: 012 307 2039/ Mr Y Naidoo 012 307 2079/ Ms TP Baloyi 012 305 8589 or Ms Khumalo NS 012 307 2174.

NOTE: Appointment under the Public Service Act.
POST 23/65: STATE ACCOUNTANT: LEDGER CONTROL REF NO: HO 2022/06/25 (2 POSTS)
Directorate: Financial Accounting

SALARY: R261 372 per annum
CENTRE: National Head Office: Pretoria

DUTIES: Responsibilities: Control over Asset and Liability accounts. Ensure proper recording of all transactions in appropriate accounts and ledgers. Ensure correct closure of account months and financial year. Ensure that closure is done in terms of National Treasury requirements. Control over BAS input documents. Ensure all documents captured are authorized. Ensure that all documents are available for audit purposes. Perform daily office duties. Maintaining fax machine. Sorting and distributing of mail. Sorting and distributing of faxes. Ensure safe-keeping of old reports. Request Stationary monthly according to office needs. Control over Inter responsibility clearance account. Ensure that outstanding cases are cleared. Monthly reporting on status of suspense accounts to Directorate: Financial Management. Ensure that reporting is done in accordance with PFMA Section 32. Responsibilities in accordance with the PFM Act, Section 45. Ensure that the system of financial management and internal control established for Correctional Services is carried out within his/her area of responsibility. Management of resources.

ENQUIRIES: Mr Mokotjo TN Tel No: 012 307 2039/ Mr Y Naidoo 012 307 2079/ Ms TP Baloyi 012 305 8589 or Ms Khumalo NS 012 307 2174.

NOTE: Appointment under the Public Service Act.

POST 23/66: STATE ACCOUNTANT: DEDUCTION CONTROL REF NO: HO 2022/06/26
Directorate Financial Accounting

SALARY: R261 372 per annum
CENTRE: National Head Office: Pretoria
REQUIREMENTS: An appropriate three (3) year degree or national Diploma in Accounting or Financial Management or equivalent qualification. 1-2 years’ experience in a financial management environment. In depth knowledge of BAS system. Computer literate. Valid driver’s licence. Competencies And Attributes: Financial training skills, data analysis skills and communication skills. Knowledge of Public Financial Management Act (PFMA), Treasury Regulations. Computer literacy, Ability to prioritise and manage multiple tasks, Innovative and creative. Understanding of Public Service policy and legislative framework. Understanding of broader Public Service transformation processes. Good interpersonal relations, Ability to network, Integrity and honesty.


ENQUIRIES: Mr Mokotjo TN Tel No: 012 307 2039/ Mr Y Naidoo 012 307 2079/ Ms TP Baloyi 012 305 8589 or Ms Khumalo NS 012 307 2174.

NOTE: Appointment under the Public Service Act.

POST 23/67: STATE ACCOUNTANT: EXPENDITURE CONTROL REF NO: HO 2022/06/27
Directorate: Financial Accounting

SALARY: R261 372 per annum
CENTRE: National Head Office: Pretoria

ENQUIRIES: Mr Mokotjo TN Tel No: 012 307 2039/ Mr Y Naidoo 012 307 2079/ Ms TP Baloyi 012 305 8589 or Ms Khumalo NS 012 307 2174.

NOTE: Appointment under the Public Service Act.

POST 23/68: STATE ACCOUNTANT: BUDGET CONTROL REF NO: HO 2022/06/28

Directorate: Financial Accounting

SALARY: R261 372 per annum

CENTRE: National Head Office: Pretoria

REQUIREMENTS: National Diploma/Degree in Finance or relevant qualification. 1-2 years relevant experience in Finance. Computer literate. Valid driver’s licence. Competencies And Attributes: Financial Training skills, Data analysis skills, Communication skills, Problem solving skills, Knowledge of Public Financial Management Act (PFMA), Treasury Regulations, Computer literacy, Ability to prioritise and manage multiple tasks, Innovative and creative, Understanding of Public Service policy and legislative framework, understanding of broader Public Service transformation processes, Good interpersonal relations, Ability to network, Integrity and honesty.


ENQUIRIES: Mr Mokotjo TN Tel No: 012 307 2039/ Mr Y Naidoo 012 307 2079/ Ms TP Baloyi 012 305 8589 or Ms Khumalo NS 012 307 2174.

NOTE: Appointment under the Public Service Act.

POST 23/69: STATE ACCOUNTANT: TAX CONTROL REF NO: HO 2022/06/29 (2 POSTS)

Directorate: Financial Accounting

SALARY: R261 372 per annum

CENTRE: National Head Office: Pretoria


of tax related queries. Perform all the administrative functions required of the job. Budget and financial management. Management of resources.

ENQUIRIES: Mr Mokotjo TN Tel No: 012 307 2039/ Mr Y Naidoo 012 307 2079/ Ms TP Baloyi 012 305 8589 or Ms Khumalo NS 012 307 2174.

NOTE: Appointment under the Public Service Act.

POST 23/70: STATE ACCOUNTANT: PERSONNEL COMPENSATION REF NO: HO 2022/06/30
Directorate: Financial Accounting

SALARY: R261 372 per annum
CENTRE: National Head Office: Pretoria
REQUIREMENTS: National diploma/degree in Finance or relevant qualification. 1-2 years’ experience in Finance. Computer literate. Valid driver’s licence. Competencies And Attributes: Financial Training skills, Data analysis skills, Communication skills, Problem solving skills, Knowledge of Public Financial Management Act (PFMA), Knowledge of White Paper on Corrections, Understanding of Public Service legislative framework, Networking skills, Integrity and honesty.


ENQUIRIES: Mr Mokotjo TN Tel No: 012 307 2039/ Mr Y Naidoo 012 307 2079/ Ms TP Baloyi 012 305 8589 or Ms Khumalo NS 012 307 2174.

NOTE: Appointment under the Public Service Act.

POST 23/71: STATE ACCOUNTANT: EXCHEQUER CONTROL REF NO: HO 2022/06/31
Directorate: Financial Accounting

SALARY: R261 372 per annum
CENTRE: National Head Office: Pretoria
REQUIREMENTS: National diploma/degree in Finance or relevant qualification. 1-2 years’ experience in Finance. Computer literate. Valid driver’s licence. Competencies And Attributes: Financial Training skills, Data analysis skills, Communication skills, Problem solving skills, Knowledge of Public Financial Management Act (PFMA), Knowledge of White Paper on Corrections, Understanding of Public Service legislative framework, Networking skills, Integrity and honesty.


ENQUIRIES: Mr Mokotjo TN Tel No: 012 307 2039/ Mr Y Naidoo 012 307 2079/ Ms TP Baloyi 012 305 8589 or Ms Khumalo NS 012 307 2174.

NOTE: Appointment under the Public Service Act.

POST 23/72: PROVISIONING ADMINISTRATION OFFICER: PUBLIC PRIVATE PARTNERSHIP (PPP) REF NO: HO 2022/06/32
Directorate: Contract Management

SALARY: R261 372 per annum
CENTRE: National Head Office: Pretoria
presentation and analytical thinking. Applied strategic thinking. Management planning.

**DUTIES**

**Responsibilities:** Administer and verify compliance regarding the PPP Contract. Administer and maintain relation to suppliers’ contracts for public/private partnerships. Liaise with Treasury with regard to contract deviations as well as private party networking and negotiation. Management of resources.

**ENQUIRIES:** Mr Mokotjo TN Tel No: 12 307 2039/ Mr Y Naidoo 012 307 2079/ Ms TP Baloyi 012 305 8589 or Ms Khumalo NS 012 307 2174.

**NOTE:** Appointment under the Public Service Act.

**POST 23/73**

**ADMINISTRATION OFFICER: STORES**

**REF NO:** HO 2022/06/33

**SALARY:** R261 372 per annum

**CENTRE:** Zonderwater Training College


**DUTIES**


**ENQUIRIES:** Mr Mokotjo TN Tel No: 012 307 2039/ Mr Y Naidoo 012 307 2079/ Ms TP Baloyi 012 305 8589 or Ms Khumalo NS 012 307 2174.

**NOTE:** Appointment under the Public Service Act.

**POST 23/74**

**WAREHOUSE CLERK**

**REF NO:** HO 2022/06/34

**SALARY:** R176 310 per annum

**CENTRE:** Kroonstad Training College


**DUTIES**


**ENQUIRIES:** Mr Mokotjo TN Tel No: 012 307 2039/ Mr Y Naidoo 012 307 2079/ Ms TP Baloyi 012 305 8589 or Ms Khumalo NS 012 307 2174.

**NOTE:** Appointment under the Public Service Act.

**POST 23/75**

**CLERK: FINANCIAL DIRECTIVE AND POLICIES**

**REF NO:** HO 2022/06/35

**Directorate:** Financial Accounting

**SALARY:** R176 310 per annum

**CENTRE:** National Head Office: Pretoria

**REQUIREMENTS:** National diploma/degree in Finance or relevant qualification. Relevant experience in Finance will be an added advantage. Computer literate.
Competencies And Attributes: Financial Training skills, Data analysis skills and communication skills. Problem solving skills, Knowledge of Public Financial Management Act (PFMA), Treasury Regulations. Computer literacy, Ability to prioritise and manage multiple tasks. Innovative and creative, Understanding of Public Service policy and legislative framework. Understanding of broader Public Service transformation processes. Good interpersonal relations, Ability to network, Integrity and honesty.


ENQUIRIES: Mr Mokotjo TN Tel No: 012 307 2039/ Mr Y Naidoo 012 307 2079/ Ms TP Baloyi 012 305 8589 or Ms Khumalo NS 012 307 2174.

NOTE: Appointment under the Public Service Act.

POST 23/76: CLERK: EXPENDITURE CONTROL REF NO: HO 2022/06/36
Directorate: Financial Accounting

SALARY: R176 310 per annum
CENTRE: National Head Office: Pretoria


ENQUIRIES: Mr Mokotjo TN Tel No: 012 307 2039/ Mr Y Naidoo 012 307 2079/ Ms TP Baloyi 012 305 8589 or Ms Khumalo NS 012 307 2174.

NOTE: Appointment under the Public Service Act.