

## DEPARTMENT OF CORRECTIONAL SERVICES



- APPLICATIONS** : National Head Office: Department of Correctional Services, Post Advertisement Section, Private Bag X136, Pretoria, 0001 OR hand deliver at: 124 WF Nkomo Street, Poyntons Building, Cnr WF Nkomo and Sophie De Bruyn Street, Pretoria, 0001 (Previous: Cnr Church and Schubart Street).
- CLOSING DATE** : 28 February 2023 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. Some of the posts below are re-advertised, Candidates who previously applied need to re-apply. Indicate the reference number and position you are applying for on your application form (Z83) and post your complete application to:

## OTHER POSTS

- POST 05/34** : **REGIONAL COMMISSIONER REF NO: HO 2023/02/01**
- SALARY** : R1 619 385 per annum, (all-inclusive package)
- CENTRE** : Eastern Cape region
- REQUIREMENTS** : An undergraduate qualification (NQF level 7) and postgraduate qualification (NQF level 8) in Public Administration/ Behavioral Sciences or equivalent as recognized by SAQA. A certificate for entry into the Senior Management Services (SMS) obtained from the National School of Government (NSG) is compulsory. 8 -10 years' experience at a senior managerial level. Sound knowledge of the SA Correctional System and understanding the functioning of the Criminal Justice System. Computer literate. Valid driver's license. Required Knowledge: Understanding of the Public Service policy and related legislative framework (Public Service Act and Regulations, Public Finance Management Act and the Correctional Service Act 111 of 1998 as amended). Competencies And Attributes: Strategic capability and leadership. Service

		delivery innovation. Client orientation and customer focus. Financial management. Change management. People management and empowerment. Programme and project management. Communication skills (verbal and written). Problem solving and decision making. Transformation management. Influencing and impact. Policy development, facilitation, conflict management and conceptual skills. Diversity management. Negotiation skills. Confidentiality. Interpersonal relations and time management. Accountability. Diplomacy and tact. Policy development and implementation. Good corporate governance principles.
<b><u>DUTIES</u></b>	:	Effective, efficient and economic management of the region to realize policy outcomes. Manage the provision of care programmes to maintain the personal well-being of offenders. Manage the provision of programmes aimed at the development of offenders. Manage the rendering of security services to personnel, service providers, public, offenders and any other departmental operation. Manage the development and implementation of after care services to offenders. Manage the development and implementation of correctional programmes to correct offending behaviour. Effective risk management to ensure compliance with the risk management plan of the department. Management of human resources, finance, assets and performance information.
<b><u>ENQUIRIES</u></b>	:	Mr Mokotjo TN Tel No: 012 307 2039/ Mr Y Naidoo Tel No: 012 307 2079/ Ms TP Baloyi Tel No: 012 305 8589 or Ms Khumalo NS Tel No: 012 307 2174.
<b><u>NOTE</u></b>	:	Appointment under the Correctional Services Act.
<b><u>POST 05/35</u></b>	:	<b><u>DEPUTY COMMISSIONER: EMPLOYEE HEALTH AND WELLNESS REF NO: HO 2023/02/02</u></b>
<b><u>SALARY CENTRE REQUIREMENTS</u></b>	:	R1 331 601 per annum, (all-inclusive package)
	:	National Head Office, Pretoria
	:	An undergraduate qualification (NQF level 7) as recognised by SAQA in Behavioural/Social Sciences or equivalent. Knowledge and understanding of Occupational Health and Safety. A certificate for entry into the Senior Management Services (SMS) obtained from the National School of Government (NSG) is compulsory. (5) Years' experience at senior managerial level in a similar environment. Computer literacy. Valid driver's licence. Required Knowledge: Understanding of the dynamics of the Justice Cluster. Understanding of public service policy and related legislative framework (Public Service Act and Regulations, Public Finance Management Act and the Correctional Service Act 111 of 1998 as amended). Competencies And Attributes: Strategic capability and leadership. Service delivery innovation. Client orientation and customer focus. Financial management. Change management. People management and empowerment. Programme and project management. Communication skills (verbal and written). Problem solving and decision making. Transformation management. Influencing and impact. Policy development, facilitation, conflict management and conceptual skills. Diversity management. Negotiation skills. Confidentiality. Interpersonal relations and time management. Accountability. Diplomacy and tact. Policy development and implementation. Good corporate governance principles.
<b><u>DUTIES</u></b>	:	Provide strategic leadership and direction for the Chief Directorate. Development of programs to encourage healthy living and general well-being. Management of Employee Occupational Health and Safety standards and procedures within DCS. Management of employee wellness within the department. Management of facilities funds and schemes. Management of human resources, finances and assets. Management of performance information.
<b><u>ENQUIRIES</u></b>	:	Mr Mokotjo TN Tel No: 012 307 2039/ Mr Y Naidoo Tel No: 012 307 2079/ Ms TP Baloyi Tel No: 012 305 8589 or Ms Khumalo NS Tel No: 012 307 2174.
<b><u>NOTE</u></b>	:	Appointment under the Correctional Services Act.
<b><u>POST 05/36</u></b>	:	<b><u>DEPUTY COMMISSIONER: EMPLOYEE RELATIONS REF NO: HO 2023/02/03</u></b>
<b><u>SALARY CENTRE REQUIREMENTS</u></b>	:	R1 331 601 per annum, (all-inclusive package)
	:	National Head Office, Pretoria
	:	An undergraduate qualification (NQF level 7) as recognised by SAQA in Behavioural Sciences or equivalent. A certificate for entry into the Senior Management Services (SMS) obtained from the National School of

Government (NSG) is compulsory. Five (5) Years' senior managerial level experience in a similar environment. Computer literacy. Valid driver's license. Required Knowledge: Understanding of the dynamics of the Justice Cluster. Understanding of Public Service Policy and related legislative framework (Public Service Act and Regulations and Labour Relations Act). Competencies And Attributes: Strategic capability and leadership. Service delivery innovation. Client orientation and customer focus Financial management. Change management. People management and empowerment. Programme and project management. Communication skills (verbal and written). Problem solving and decision making. Transformation management. Influencing and impact. Policy development, facilitation, conflict management and conceptual skills. Diversity management. Negotiation skills. Confidentiality. Interpersonal relations and time management. Accountability. Diplomacy and tact. Policy development and implementation. Good corporate governance principles.

**DUTIES** : Manage the development, implementation and coordination of employee relations strategies, policies, codes and practices. Monitor the effectiveness of the employee relations environment. Directing the activities of the employee relations environment. Manage activities pertaining to grievances, discipline and disputes resolution. Manage collective bargaining processes in DCS. Provide leadership and strategic direction within the Chief Directorate. Manage the promotion of gender and employment equity in the DCS. Management of human resources, finances and assets. Management of performance information.

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

**NOTE** : Appointment under the Correctional Services Act.

**POST 05/37** : **DEPUTY COMMISSIONER: EXECUTIVE MANAGEMENT REF NO: HO 2023/02/04**

**SALARY CENTRE REQUIREMENTS** : R1 331 601 per annum, (all-inclusive package)  
 : National Head Office, Pretoria: Office of the National Commissioner  
 : An undergraduate qualification (NQF level 7) in Public Administration/Social Sciences or equivalent as recognized by SAQA. A certificate for entry into the Senior Management Services (SMS) obtained from the National School of Government (NSG) is compulsory. Five (5) years' experience at a senior managerial level. Computer literacy. Valid driver's license. Required Knowledge: Knowledge and understanding of the South African Criminal Justice System and the Correctional Services architecture. Understanding of public service policy and related legislative framework (Public Service Act and Regulations, Public Finance Management Act and Correctional Service Act 111 of 1998 as amended). Competencies And Attributes: Strategic capability and leadership. Service delivery innovation. Client orientation and customer focus. Financial management. Change management. People management and empowerment. Programme and project management. Communication skills (verbal and written). Problem solving and decision making. Transformation management. Influencing and impact. Policy development, facilitation, conflict management and conceptual skills. Diversity management. Negotiation skills. Confidentiality. Interpersonal relations and time management. Accountability. Diplomacy and tact. Policy development and implementation. Good corporate governance principles.

**DUTIES** : Provide strategic leadership and direction for the chief directorate. Provide management secretariat support in the office of the commissioner. Develop effective and efficient governance structures, systems and reporting including integration with other government structures. Manage and foster effective relationships with all the stakeholders. Ensure operational efficiency and service delivery within the chief directorate. Management of human resources, finance, assets and performance information.

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

**NOTE** : Appointment under the Correctional Services Act.

**POST 05/38** : **DEPUTY COMMISSIONER: IT INFRASTRUCTURE MANAGEMENT REF NO: HO 2023/02/05**

**SALARY CENTRE** : R1 331 601 per annum, (all-inclusive package)  
 : National Head Office, Pretoria

<b><u>REQUIREMENTS</u></b>	:	An undergraduate qualification (NQF level 7) as recognised by SAQA in Computer Science/Information Technology or equivalent. Five (5) Years' experience at senior managerial level in a similar environment. Computer literacy. Valid driver's license. Required Knowledge: Understanding of Public Service Policy and related legislative framework (Public Service Act and Regulations, SITA Act and Regulations and Public Finance Management Act). Understanding of System Development Life Cycle (SDLC), Information Technology Infrastructure Library (ITIL) and Control Objectives for Information and Related Technologies (COBIT). Competencies and Attributes: Demonstrable experience of designing and deploying large scale project i.e. Data Centre environments, VPN, VOIP, Video Conferencing, Security Technology etc. Competency in design and deployment of virtual infrastructures including the supporting networking, storage, backup and management. Project management. Strategic capability and leadership. Programme and project management, financial management, change management and diversity management. Knowledge management, service delivery innovation, problem solving and analysis, people management and empowerment, client orientation and customer focus, communication, honesty and integrity.
<b><u>DUTIES</u></b>	:	Planning, designing and managing the IT Infrastructure and Security Technology functions within the department. Install and accredit solutions and changes assessing technical requirements and developing relevant IT Infrastructure solutions (Surveillance, VPN, VOIP and Video) conferencing. Plan and manage performance and capacity of IT resources to ensure that cost justifiable capacity and performance are available to process agreed workloads. Develop and maintain IT security roles and responsibilities, policies, standards and procedures. Manage the IT infrastructure vendors and State Information Technology Agency (SITA) to ensure successful fulfilment of service level agreements. Provide leadership and strategic direction within the Chief Directorate. Manage the development, implementation and monitoring of applicable policies. Management of human resources, finances and assets. Management of performance information.
<b><u>ENQUIRIES</u></b>	:	Mr Mokotjo TN Tel No: 012 307 2039/ Mr Y Naidoo Tel No: 012 307 2079/ Ms TP Baloyi Tel No: 012 305 8589 or Ms Khumalo NS Tel No: 012 307 2174.
<b><u>NOTE</u></b>	:	Appointment under the Correctional Services Act.
<b><u>POST 05/39</u></b>	:	<b><u>DEPUTY COMMISSIONER: AREA COMMISSIONER REF NO: HO 2023/02/06</u></b>
<b><u>SALARY CENTRE REQUIREMENTS</u></b>	:	R1 331 601 per annum, (all-inclusive package) KwaZulu Natal region: Durban
<b><u>REQUIREMENTS</u></b>	:	An undergraduate qualification (NQF level 7) in Public Administration/Law/Criminology/Criminal Justice/Social Sciences or equivalent as recognized by SAQA. A certificate for entry into the Senior Management Services (SMS) obtained from the National School of Government (NSG) is compulsory. Five (5) years' experience at a senior managerial level. Computer literacy. Valid driver's licence. Required Knowledge: Knowledge and understanding of the South African Criminal Justice Systems and the Correctional Services architecture. Understanding of public service policy and related legislative framework (Public Service Act and regulations, Public Finance Management Act and the Correctional Services Act 111 of 1998 as amended).Competencies And Attributes: Strategic capability and leadership. Service delivery innovation. Client orientation and customer focus financial management. Change management. People management and empowerment. Programme and project management. Communication skills (verbal and written). Problem solving and decision-making. Transformation management. Influencing and impact. Policy development, facilitation, conflict management and conceptual skills. Diversity management. Negotiation skills. Confidentiality. Interpersonal relations and time management. Accountability. Diplomacy and tact. Policy development and implementation. Good corporate governance principles.
<b><u>DUTIES</u></b>	:	Oversee the effective functioning of incarceration and corrections, parole boards, corporate services, development programmes, care services, correctional centres and community corrections within the management area. Oversee the administration of security systems/ programmes including comprehensive risk assessments and programmes to ensure safety. Ensure the implementation and adherence to policies and procedures within the

		management area. Establish and maintain effective relationships with key stakeholders within the geographical location of the management area. Effective management of court appearances of remand detainees. Management of operational risks within the management area. Management of human resource, finance, assets and performance information. Promotion of social responsibility and human development of all offenders and parolees subjected to community corrections.
<b><u>ENQUIRIES</u></b>	:	Mr Mokotjo TN Tel No: 012 307 2039/ Mr Y Naidoo Tel No: 012 307 2079/ Ms TP Baloyi Tel No: 012 305 8589 or Ms Khumalo NS Tel No: 012 307 2174.
<b><u>NOTE</u></b>	:	Appointment under the Correctional Services Act.
<b><u>POST 05/40</u></b>	:	<b><u>DEPUTY COMMISSIONER: LEGAL SERVICES REF NO: HO 2023/02/07</u></b>
<b><u>SALARY</u></b>	:	R1 331 601 per annum, (all-inclusive package)
<b><u>CENTRE</u></b>	:	National Head Office, Pretoria
<b><u>REQUIREMENTS</u></b>	:	An undergraduate LLB degree or equivalent Law degree (NQF level 7) as recognized by SAQA. A certificate for entry into the Senior Management Services (SMS) obtained from the National School of Government (NSG) is compulsory. Five (5) Years' experience at a senior managerial level. Admitted as an attorney/advocate will be an added advantage. Valid driver's license. Computer literacy. Required Knowledge: Knowledge and understanding of the South African Criminal Justice System and the Correctional Services Architecture. Understanding of Public Service Policy and related legislative framework (Public Service Act and Regulations, Public Finance Management Act and the Correctional Service Act 111 of 1998 as amended). Knowledge in conducting litigation, legal research, drafting of legislation and regulations, legal opinions, service level agreements, Memorandum of Understanding (MOU) and other legal instruments. Knowledge in conducting briefings to Council. Competencies and Attributes: Strategic capability and leadership. Service delivery innovation. Client orientation and customer focus. Financial management. Change management. People management and empowerment. Programme and project management. Communication skills (verbal and written). Problem solving and decision making. Transformation management. Influencing and impact. Policy development, facilitation, conflict management and conceptual skills. Diversity management. Negotiation skills. Confidentiality. Interpersonal relations and time management. Accountability. Diplomacy and tact. Policy development and implementation. Good corporate governance principles.
<b><u>DUTIES</u></b>	:	Management of civil litigations by or against the department. Monitor and evaluate the departmental regulatory framework with the view to identify areas of non-compliance to legislative imperatives. Management of legal contracts. Manage the processes for the drafting and interpretation of all regulations related to operations of the department. Manage the provision of legal advisory services inclusive of legal opinions. Advise on medico-legal, labour and contract issues. Provide leadership and strategic direction within the Chief Directorate. Management of operational risks within the Chief Directorate. Management of human resources, finance and assets. Management of performance information.
<b><u>ENQUIRIES</u></b>	:	Mr Mokotjo TN Tel No: 012 307 2039/ Mr Y Naidoo Tel No: 012 307 2079/ Ms TP Baloyi Tel No: 012 305 8589 or Ms Khumalo NS Tel No: 012 307 2174.
<b><u>NOTE</u></b>	:	Appointment under the Correctional Services Act.
<b><u>POST 05/41</u></b>	:	<b><u>DEPUTY REGIONAL COMMISSIONER</u></b>
<b><u>SALARY</u></b>	:	R1 331 601 per annum, (all-inclusive package)
<b><u>CENTRE</u></b>	:	Limpopo, Mpumalanga and North West region Ref No: HO 2023/02/08 KwaZulu Natal region Ref No: HO 2023/02/09 Eastern Cape region Ref No: HO 2023/02/10 Gauteng region Ref No: HO 2023/02/11
<b><u>REQUIREMENTS</u></b>	:	An undergraduate qualification (NQF level 7) in Public Administration/Behavioural Sciences or equivalent as recognized by SAQA. A certificate for entry into the Senior Management Services (SMS) obtained from the National School of Government (NSG) is compulsory. Five (5) years' experience at a senior managerial level. Computer literacy. Valid driver's license. Required Knowledge: Knowledge and understanding of the South African Criminal Justice System and the Correctional Services architecture. Understanding of public service policy and related legislative framework (Public

		Service Act and Regulations, Public Finance Management Act and the Correctional Service Act 111 of 1998 as amended). Competencies And Attributes: Strategic capability and leadership. Service delivery innovation. Client orientation and customer focus. Financial management. Change management. People management and empowerment. Programme and project management. Communication skills (verbal and written). Problem solving and decision making. Transformation management. Influencing and impact. Policy development, facilitation, conflict management and conceptual skills. Diversity management. Negotiation skills. Confidentiality. Interpersonal relations and time management. Accountability. Diplomacy and tact. Policy development and implementation. Good corporate governance principles.
<b><u>DUTIES</u></b>	:	Manage the coordination of representation of offenders. Oversee the coordination of Information Technology Services. Oversee the rendering of Communication Services. Oversee the coordination of Inspection Services. Coordinate effective risk management to ensure compliance with the DCS Risk Management Plan. Provide strategic leadership and direction for the region and management areas. Management of human resources, finance, assets and performance information.
<b><u>ENQUIRIES</u></b>	:	Mr Mokotjo TN Tel No: 012 307 2039/ Mr Y Naidoo Tel No: 012 307 2079/ Ms TP Baloyi Tel No: 012 305 8589 or Ms Khumalo NS Tel No: 012 307 2174.
<b><u>NOTE</u></b>	:	Appointment under the Correctional Services Act.
<b><u>POST 05/42</u></b>	:	<b><u>DEPUTY COMMISSIONER: REMAND SUPPORT SERVICES REF NO: HO 2023/02/12</u></b>
<b><u>SALARY</u></b>	:	R1 331 601 per annum, (all-inclusive package)
<b><u>CENTRE</u></b>	:	National Head Office, Pretoria
<b><u>REQUIREMENTS</u></b>	:	An undergraduate qualification (NQF level 7) as recognized by SAQA in Behavioural/ Social Sciences or equivalent. A certificate for entry into the Senior Management Services (SMS) obtained from the National School of Government (NSG) is compulsory. Five (5) years' experience at senior managerial level in a similar environment. Security clearance. Computer literacy. Valid driver's licence. Required Knowledge: Knowledge and understanding of the South African Criminal Justice System and the Correctional Services architecture. Understanding of public service policy and related legislative framework (Public Service Act and Regulations, Public Finance Management Act and the Correctional Service Act 111 of 1998 as amended). Competencies and Attributes: Technical Competencies: Strategic capability and leadership. Service delivery innovation. Client orientation and customer focus. Financial management. Change management. People Management and empowerment. Programme and project management. Communication skills (verbal and written). Problem solving and decision making. Transformation management. Influencing and impact. Policy development, facilitation, conflict management and conceptual skills. Diversity management. Negotiation skills. Confidentiality. Interpersonal relations and time management. Accountability. Diplomacy and tact. Policy development and implementation. Good corporate governance principles.
<b><u>DUTIES</u></b>	:	Manage remand detention system (RDS) and safety in line with relevant legislation, regulations, frameworks and departmental policies and procedures. Manage security services in correctional centres for remand detainees. Management of virtual courts. Management of verification and tracking of remand detainees (RD's). Management of security services in correctional centres for remand detainees. Management of policies and procedures regarding security programmes for remand detainees. Manage and oversee the development and implementation of policies, procedures and strategies within remand detention support services. Ensure the effective use of remand detention systems and technology. Manage remand policy and analysis support in line with relevant legislation, regulations, frameworks and departmental policies and procedures. Manage policy formulation and policy research around the system of remand detention. Oversee the review of policy, protocols and procedures regarding the criminal/ justice system. Explore new innovations in the management of remand detention. Manage research projects regarding RDS. Management of human resources, finance, assets and performance information.
<b><u>ENQUIRIES</u></b>	:	Mr Mokotjo TN Tel No: 012 307 2039/ Mr Y Naidoo Tel No: 012 307 2079/ Ms TP Baloyi Tel No: 012 305 8589 or Ms Khumalo NS Tel No: 012 307 2174.
<b><u>NOTE</u></b>	:	Appointment under the Correctional Services Act.

**POST 05/43** : **DEPUTY COMMISSIONER: FACILITIES PLANNING AND PROPERTY MANAGEMENT REF NO: HO 2023/02/13**

**SALARY** : R1 331 601 per annum, (all-inclusive package)  
**CENTRE** : National Head Office, Pretoria  
**REQUIREMENTS** : An undergraduate qualification (NQF level 7) in Building Sciences or equivalent. Registration with Building related professional body. A certificate for entry into the Senior Management Services (SMS) obtained from the National School of Government (NSG) is compulsory. Five [5] Years' of experience at a senior managerial level. Computer literacy. Valid driver's licence. Required Knowledge: Understanding of the dynamics of the Justice Cluster. Understanding of Public Service Policy and related legislative framework (Public Service Act and Regulations, Public Finance Management Act and Correctional Service Act 111 of 1998 as amended). Competencies And Attributes: Strategic capability and leadership. Service delivery innovation. Client orientation and customer focus Financial management. Change management. People Management and empowerment. Programme and project management. Communication skills (verbal and written). Problem solving and decision making. Transformation management. Influencing and impact. Policy development, facilitation, conflict management and conceptual skills. Diversity management. Negotiation skills. Confidentiality. Interpersonal relations and time management. Accountability. Diplomacy and tact. Policy development and implementation. Good corporate governance principles.

**DUTIES** : Manage and ensure the upgrading of existing buildings, building of new facilities or replacement facilities. Manage the stakeholder relations with the Department of Public Works and IDT. Provide leadership and strategic direction within the Chief Directorate. Manage compliance to Government-wide Immovable Asset Management Act (GIAMA). Establish cost-effective (i.e maximum and minimum) size of correctional centres that include SIR project and other projects. Management of performance information. Management of human resources, finances and assets.

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

**NOTE** : Appointment under the Correctional Services Act.

**POST 05/44** : **DEPUTY COMMISSIONER: PERSONAL WELLBEING (REF NO: HO 2023/02/14)**

**SALARY** : R1 331 601 per annum, all-inclusive package  
**CENTRE** : National Head Office, Pretoria  
**REQUIREMENTS** : An undergraduate qualification (NQF level 7) as recognised by SAQA in Behavioural Sciences or equivalent. Five [5] Years' experience at senior managerial level in a similar environment. A certificate for entry into the Senior Management Services (SMS) obtained from the National School of Government (NSG) is compulsory. Computer literacy. Valid driver's license. Required Knowledge: Understanding of the dynamics of the Justice Cluster. Understanding of public service policy and related legislative framework (Public Service Act and Regulations, Public Finance Management Act and the Correctional Service Act 111 of 1998 as amended). Competencies And Attributes: Strategic capability and leadership. Service delivery innovation. Client orientation and customer focus Financial management. Change management. People management and empowerment. Programme and project management. Communication skills (verbal and written). Problem solving and decision making. Transformation management. Influencing and impact. Policy development, facilitation, conflict management and conceptual skills. Diversity management. Negotiation skills. Confidentiality. Interpersonal relations and time management. Accountability. Diplomacy and tact. Policy development and implementation. Good corporate governance principles.

**DUTIES** : Manage the development and review of policies and procedures pertaining to psychological services, spiritual care and social work services. Oversee the provision of psychological, spiritual care and social work services. Participate in the strategic projects with regard to personal wellbeing, development and care, DCS and cluster task teams. Provide a managerial, technical and administrative support services with regard to intersectoral and interdepartmental multi-disciplinary aspects. Facilitate the improvement of stakeholder involvement in the delivery of development needs-based

programmes and services. Management of performance information. Management of human resources, finances and assets.

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

**NOTE** : Appointment under the Correctional Services Act.

**POST 05/45** : **DEPUTY COMMISSIONER: REMAND OPERATIONS MANAGEMENT REF NO: HO 2023/02/15**

**SALARY** : R1 331 601per annum, (all-inclusive package)

**CENTRE** : National Head Office, Pretoria

**REQUIREMENTS** : An undergraduate qualification (NQF level 7) as recognised by SAQA in Behavioural Sciences/ Social Sciences or equivalent. A certificate for entry into the Senior Management Services (SMS) obtained from the National School of Government (NSG) is compulsory. Five (5) years' experience at a Senior Managerial level in a similar environment. Security Clearance. Computer literacy. Valid driver's license. Required Knowledge: Understanding of the dynamics of the Justice Cluster. Understanding of public service policy and related legislative framework (Public Service Act and Regulations, Public Finance Management Act and the Correctional Service Act 111 of 1998 as amended). Competencies And Attributes: Strategic capability and leadership. Service delivery innovation. Client orientation and customer focus. Financial management. Change management. People management and empowerment. Programme and project management. Communication skills (verbal and written). Problem solving and decision making. Transformation management. Influencing and impact. Policy development, facilitation, conflict management and conceptual skills. Diversity management. Negotiation skills. Confidentiality. Interpersonal relations and time management. Accountability. Diplomacy and tact. Policy development and implementation. Good corporate governance principles.

**DUTIES** : Effective and efficient remand detention administration. Management of admission and releases. Management of diversions of remand detainees. Effective and efficient case management. Management of remand detainee discipline. Management of remand detainees' rights and privileges. Effective and efficient case flow management. Oversee bail administration. Oversee diversion of remand detainees. Manage risks. Oversee the implementation of the Child Justice Act. Effective and efficient coordination of cluster activities. Participate in JCPS cluster activities. Facilitate JCPS sub-task teams through the development and implementation of the annual programme in consultation with the National Development Committee. Effective and efficient management of special categories. Oversee the management and implementation of provisions with regard to special categories (vulnerable, observation cases; foreign nationals, high risk, repatriation group, women, children, infants and mentally ill). Management of performance information. Management of human resources, finances and assets.

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

**NOTE** : Appointment under the Correctional Services Act.

**POST 05/46** : **DIRECTOR: FACILITIES FUND MANAGEMENT REF NO: HO 2023/02/16**

**SALARY** : R1 125 291 per annum, (all-inclusive package)

**CENTRE** : National Head Office, Pretoria

**REQUIREMENTS** : An undergraduate qualification (NQF level 7) as recognised by SAQA in Public Administration/Business Management/Administration/Business Administration or equivalent. Registration with the Institute of Internal Auditors. A certificate for entry into the Senior Management Services (SMS) obtained from the National School of Government (NSG) is compulsory. Five [5] Years of experience at a middle/senior managerial level in a similar environment. Computer literacy. Valid driver's license. Required Knowledge: Understanding of the dynamics of the Justice Cluster, White Paper on Corrections in South Africa and White Paper on Remand Detainees. Understanding of Public Service Policy and related legislative framework (Public Service Act and Regulations and Public Finance Management Act). Competencies And Attributes: Strategic capability and leadership. Service delivery innovation. Client orientation and customer focus. Financial management. Change management. People management and empowerment. Programme and



		project management. Communication skills (verbal and written). Problem solving and decision making. Transformation management. Influencing and impact. Policy development, facilitation, conflict management and conceptual skills. Diversity management. Negotiation skills. Confidentiality. Interpersonal relations and time management. Accountability. Diplomacy and tact. Policy development and implementation. Good corporate governance principles.
<b><u>DUTIES</u></b>	:	Effective management of members' financial and other interests by ensuring sound financial management of the Fund. Assist regions in the establishment of clubs and setting up trading points. Effective management of the Widow and Orphan Fund. Management of the Protea–Karridene agreement and Fund modernization projects. Continuously ensuring compliance with all policies, rules and regulations within the department and those affecting the Fund. Effective Risk management to ensure compliance with the Risk Management Plan. Efficient and effective management of the National Sport Fund and interest free study loans. Report on quarterly basis to the Board of Trustees on the Funds' strategic issues and developments. Ensuring that treasurers are trained on the applicable finance systems/software as well as on general financial management. Management of performance information. Management of human resources, finances and assets.
<b><u>ENQUIRIES</u></b>	:	Mr Mokotjo TN Tel No: 012 307 2039/ Mr Y Naidoo Tel No: 012 307 2079/ Ms TP Baloyi Tel No: 012 305 8589 or Ms Khumalo NS Tel No: 012 307 2174.
<b><u>NOTE</u></b>	:	Appointment under the Correctional Services Act.
<b><u>POST 05/47</u></b>	:	<b><u>DIRECTOR: EMPLOYEE WELLNESS REF NO: HO 2023/02/17</u></b>
<b><u>SALARY</u></b>	:	R1 125 291 per annum, (all-inclusive package)
<b><u>CENTRE</u></b>	:	National Head Office, Pretoria
<b><u>REQUIREMENTS</u></b>	:	An undergraduate qualification (NQF level 7) as recognized by SAQA in Sports/Recreational Studies/Public management or equivalent. A certificate for entry into the Senior Management Services (SMS) obtained from the National School of Government (NSG) is compulsory. Five [5] Years' experience at middle/senior managerial level. Knowledge and understanding of the justice cluster. Computer literacy. Valid driver's licence. Required Knowledge: Knowledge and understanding of the South African Criminal Justice System and the Correctional Services Architecture. Understanding of public service policy and related legislative framework (Public Service Act and Regulations, Public Finance Management Act and Correctional Service Act 111 of 1998 as amended). Competencies And Attributes: Strategic capability and leadership. Service delivery innovation. Client orientation and customer focus. Financial management. Change management. People management and empowerment. Programme and project management. Communication skills (verbal and written). Problem solving and decision making. Transformation management. Influencing and impact. Policy development, facilitation, conflict management and conceptual skills. Diversity management. Negotiation skills. Confidentiality. Interpersonal relations and time management. Accountability. Diplomacy and tact. Policy development and implementation. Good corporate governance principles. Transformation in sport charter.
<b><u>DUTIES</u></b>	:	Management of employee sport and recreation processes/support systems within DCS. Development and formulation of sport and recreation policies and National Sport Plan. Lead the employee assistance programmes policy development, monitoring and implementation support processes. Lead employee assistance programmes research. Establish gymnasiums and biokinetics centres at departmental premises. Research, marketing and promotion of sport and recreation in the department. Ensure implementation of sport and recreation programmes and policies. Monitoring and evaluation of sport and recreation programmes. Develop national and international relations with regard to sport and recreation. Management of performance information. Management of human resources, finances and assets.
<b><u>ENQUIRIES</u></b>	:	Mr Mokotjo TN Tel No: 012 307 2039/ Mr Y Naidoo Tel No: 012 307 2079/ Ms TP Baloyi Tel No: 012 305 8589 or Ms Khumalo NS Tel No: 012 307 2174.
<b><u>NOTE</u></b>	:	Appointment under the Correctional Services Act.
<b><u>POST 05/48</u></b>	:	<b><u>DIRECTOR: AREA COMMISSIONER</u></b>
<b><u>SALARY</u></b>	:	R1 125 291 per annum, (all-inclusive package)
<b><u>CENTRE</u></b>	:	Eastern Cape region: Sada Ref No: HO 2023/02/18 Gauteng region: Zonderwater Ref No: HO 2023/02/19

Gauteng region: Boksburg Ref No: HO 2023/02/20

Western Cape region: George Ref No: HO 2023/02/21

**REQUIREMENTS**

: An undergraduate qualification (NQF level 7) in Public Administration/Law/Criminology/Criminal Justice/ Social Sciences or equivalent as recognized by SAQA. A certificate for entry into the Senior Management Services (SMS) obtained from the National School of Government (NSG) is compulsory. Five (5) years' experience at middle management or senior managerial level in a comparable environment. Computer literacy. Valid driver's license. Required Knowledge: Knowledge and understanding of the South African Criminal Justice System and the Correctional Services architecture. Understanding of public service policy and related legislative framework (Public Service Act and Regulations, Public Finance Management Act and the Correctional Service Act 111 of 1998 as amended). Competencies And Attributes: Strategic capability and leadership. Service delivery innovation. Client orientation and customer focus. Financial management. Change management. People management and empowerment. Programme and project management. Communication skills (verbal and written). Problem solving and decision making. Transformation management. Influencing and impact. Policy development, facilitation, conflict management and conceptual skills. Diversity management. Negotiation skills. Confidentiality. Interpersonal relations and time management. Accountability. Diplomacy and tact. Policy development and implementation. Good corporate governance principles.

**DUTIES**

: Oversee the effective functioning of incarceration and corrections, parole boards, corporate services, development programmes, care services, correctional centres and community corrections within the management area. Oversee the administration of security systems/ programmes including comprehensive risk assessments and programmes to ensure safety. Ensure the implementation and adherence to policies and procedures within the management area. Establish and maintain effective relationships with key stakeholders within the geographical location of the management area. Effective management of court appearance of remand detainees. Management of the operational risks within the management area. Management of human resource, finance and assets. Management of performance information. Promotion of social responsibility and human development of all offenders and parolees subjected to community corrections.

**ENQUIRIES**

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

**NOTE**

: Appointment under the Correctional Services Act.

**POST 05/49**

: **DIRECTOR: RESEARCH (POLICY COORDINATION) REF NO: HO 2023/02/22**

**SALARY**

: R1 125 291 per annum, (all-inclusive package)

**CENTRE**

: National Head Office, Pretoria

**REQUIREMENTS**

: An undergraduate qualification (NQF level 7) as recognized by SAQA in Social Sciences, Criminology, Penology, Psychology, Sociology, Education or equivalent. 5 years of experience at a middle/senior managerial level in a similar environment in the conceptualization, supervision and management of large-scale multidisciplinary research projects. A certificate for entry into the Senior Management Services (SMS) obtained from the National School of Government (NSG) is compulsory. Five (5) Years' of experience at a middle/senior managerial level. Computer literacy. Valid driver's license. Required Knowledge: Knowledge and understanding of the South African Criminal Justice System and the Correctional Services architecture. Understanding of public service policy and related legislative framework (Public Service Act and Regulations, Public Finance Management Act and the Correctional Service Act 111 of 1998 as amended). Competencies And Attributes: Strategic capability and leadership. Service delivery innovation. Client orientation and customer focus. Financial management. Change management. People management and empowerment. Programme and project management. Communication skills (verbal and written). Problem solving and decision making. Transformation management. Influencing and impact. Policy development, facilitation, conflict management and conceptual skills. Diversity management. Negotiation skills. Confidentiality. Interpersonal relations and time management. Accountability. Diplomacy and tact. Policy development and implementation. Good corporate governance principles.

**DUTIES** : Provide leadership and advice on research. Advise in the conceptualization of research projects. Advise in the development of research projects. Supervise and manage research projects. Contributing towards service delivery in the Department of Correctional Services. Leverage partnership. Alliance and other resources, particularly in research institutions. Ensure positive collaboration in the interest of the Department of Correctional Services. Develop and maintain service delivery improvement. Strategic planning for Research. Initiate best practices and benchmark database. Management of performance information. Management of human resources, finances and assets.

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

**NOTE** : Appointment under the Correctional Services Act.

**POST 05/50** : **DIRECTOR: SOCIAL WORK SERVICES REF NO: HO 2023/02/23**

**SALARY** : R1 125 291 per annum, (all-inclusive package)

**CENTRE** : National Head Office, Pretoria

**REQUIREMENTS** : An undergraduate qualification (NQF level 7) as recognized by SAQA in Social Work or equivalent. 5 years of experience at a Middle /Senior Managerial level in a similar environment. Registration with the South African Council for Social Service Professions (SACSSP) as a Social Worker. A certificate for entry into the Senior Management Services (SMS) obtained from the National School of Government (NSG) is compulsory. Five (5) Years' of experience at a middle/senior managerial level. Computer literacy. Valid driver's licence. Required Knowledge: Knowledge and understanding of the South African Criminal Justice System and the Correctional Services architecture. Understanding of public service policy and related legislative framework (Public Service Act and Regulations, Public Finance Management Act and the Correctional Service Act 111 of 1998 as amended). Competencies And Attributes: Professional counselling. Social work services. Building and sustaining relationships in primary health care. Strategic capability and leadership. Service delivery innovation. Client orientation and customer focus. Financial management. Change management. People management and empowerment. Programme and project management. Communication skills (verbal and written). Problem solving and decision-making. Transformation management. Influencing and impact. Policy development, facilitation, conflict management and conceptual skills. Diversity management. Negotiation skills. Confidentiality. Interpersonal relations and time management. Accountability. Diplomacy and tact. Policy development and implementation. Good corporate governance principles.

**DUTIES** : Manage, develop, design, implementation, administration and evaluation of services and programmes in line with relevant legislation, regulations, frameworks and departmental policies and procedures. Manage social support services. Manage and monitor the coordination of special categories for inmates. Ensure the coordination of outreach programmes to educate others about psychosocial related problems. Plan and ensure that social work research is undertaken. Liaise and attend meetings with external stakeholders as part of stakeholder engagement. Management of human resources, finances assets and performance information.

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

**NOTE** : Appointment under the Correctional Services Act.

**POST 05/51** : **DIRECTOR: INTERNATIONAL RELATIONS REF NO: HO 2023/02/24**

**SALARY** : R1 125 291 per annum, (all-inclusive package)

**CENTRE** : National Head Office, Pretoria

**REQUIREMENTS** : An undergraduate qualification (NQF level 7) as recognized by SAQA in Social Science or equivalent. A certificate for entry into the Senior Management Services (SMS) obtained from the National School of Government (NSG) is compulsory. Five (5) Years' experience at middle/senior managerial level. Computer literacy. Valid driver's license. Required Knowledge: Knowledge and understanding of the South African Foreign Policy. Understanding of public service policy, Government priorities and related legislative framework (Public Service Act and Regulations, Public Finance Management Act and Correctional Service Act 111 of 1998 as amended). Competencies And Attributes: Strategic capability and leadership. Service delivery innovation.

		Client orientation and customer focus Financial management. Change management. People management and empowerment. Programme and project management. Communication skills (verbal and written). Problem solving and decision making. Transformation management. Influencing and impact. Policy development, facilitation, conflict management and conceptual skills. Diversity management. Negotiation skills. Confidentiality. Interpersonal relations and time management. Accountability. Diplomacy and tact. Policy development and implementation. Good corporate governance principles.
<b><u>DUTIES</u></b>	:	Provide leadership and strategic direction in the division. Manage and advise on the principles of international cooperation at all tiers of government. Develop, implement, monitor and review policies geared towards promoting and ensuring good, sound and ethical governance. Participate in the international forums (bilateral and multilateral) and at the ICTS Cluster to promote DCS interest and values. Develop partnerships and network with relevant stakeholders. Management of performance information. Management of human resources, finances and assets.
<b><u>ENQUIRIES</u></b>	:	Mr Mokotjo TN Tel No: 012 307 2039/ Mr Y Naidoo Tel No: 012 307 2079/ Ms TP Baloyi Tel No: 012 305 8589 or Ms Khumalo NS Tel No: 012 307 2174.
<b><u>NOTE</u></b>	:	Appointment under the Correctional Services Act.
<b><u>POST 05/52</u></b>	:	<b><u>DIRECTOR: INSPECTORATE REF NO: HO 2023/02/25</u></b>
<b><u>SALARY</u></b>	:	R1 125 291 per annum, (all-inclusive package)
<b><u>CENTRE</u></b>	:	National Head Office, Pretoria
<b><u>REQUIREMENTS</u></b>	:	An undergraduate qualification (NQF level 7) as recognised by SAQA in Public Administration/ Social Sciences or equivalent. A certificate for entry into the Senior Management Services (SMS) obtained from the National School of Government (NSG) is compulsory. Five [5] Years' of experience at a middle/senior managerial level. Computer literacy. Valid driver's licence. Required Knowledge: Understanding of the dynamics of the Justice Cluster. Understanding of public service policy and related legislative framework (Public Service Act and Regulations, Public Finance Management Act, with emphasis on the Correctional Service Act 111 of 1998 as amended).Competencies And Attributes: Strategic capability and leadership. Service delivery innovation. Client orientation and customer focus. Financial management. Change management. People management and empowerment. Programme and project management. Communication skills (verbal and written). Problem solving and decision making. Transformation management. Influencing and impact. Policy development, facilitation, conflict management and conceptual skills. Diversity management. Negotiation skills. Confidentiality. Interpersonal relations and time management. Accountability. Diplomacy and tact. Policy development and implementation. Good corporate governance principles.
<b><u>DUTIES</u></b>	:	Manage compliance inspections in DCS. Manage the development of policies, procedures and standards in accordance with applicable legislation. Provide strategic direction and oversight of inspection readiness and management. Manage follow-up inspections and provide information thereof. Provide leadership regarding establishment of corrective actions in response to inspection findings. Develop partnerships and network with relevant stakeholders. Management of performance information. Management of human resources, finances and assets.
<b><u>ENQUIRIES</u></b>	:	Mr Mokotjo TN Tel No: 012 307 2039/ Mr Y Naidoo Tel No: 012 307 2079/ Ms TP Baloyi Tel No: 012 305 8589 or Ms Khumalo NS Tel No: 012 307 2174.
<b><u>NOTE</u></b>	:	Appointment under the Correctional Services Act.
<b><u>POST 05/53</u></b>	:	<b><u>DIRECTOR: REMAND SUPPORT SERVICES REF NO: HO 2023/02/26</u></b>
<b><u>SALARY</u></b>	:	R1 125 291 per annum, (all-inclusive package)
<b><u>CENTRE</u></b>	:	National Head Office, Pretoria
<b><u>REQUIREMENTS</u></b>	:	An undergraduate qualification (NQF level 7) as recognized by SAQA in Public Administration/Law/Criminology/Criminal Justice/Social Sciences or equivalent. A certificate for entry into the Senior Management Services (SMS) obtained from the National School of Government (NSG) is compulsory. Five (5) Years' experience at middle/senior managerial level. Knowledge and understanding of the justice cluster. Computer literacy. Valid driver's license. Required Knowledge: Knowledge and understanding of the South African Criminal Justice System and the Correctional Services architecture. Understanding of public service policy and related legislative framework (Public

		Service Act and Regulations, Public Finance Management Act and the Correctional Service Act 111 of 1998 as amended).Competencies And Attributes: Strategic capability and leadership. Service delivery innovation. Client orientation and customer focus. Financial management. Change management. People management and empowerment. Programme and project management. Communication skills (verbal and written). Problem solving and decision making. Transformation management. Influencing and impact. Policy development, facilitation, conflict management and conceptual skills. Diversity management. Negotiation skills. Confidentiality. Interpersonal relations and time management. Accountability. Diplomacy and tact. Policy development and implementation. Good corporate governance principles.
<b><u>DUTIES</u></b>	:	Management of virtual courts. Management of verification and tracking of remand detainees (RD's). Management of security services in correctional centres for remand detainees. Management of policies and procedures regarding security programmes for remand detainees. Management of high-risk detainees. Management of performance information. Management of human resources, finances and assets.
<b><u>ENQUIRIES</u></b>	:	Mr Mokotjo TN Tel No: 012 307 2039/ Mr Y Naidoo Tel No: 012 307 2079/ Ms TP Baloyi Tel No: 012 305 8589 or Ms Khumalo NS Tel No: 012 307 2174.
<b><u>NOTE</u></b>	:	Appointment under the Correctional Services Act.
<b><u>POST 05/54</u></b>	:	<b><u>DIRECTOR: POLICY AND RESEARCH: REMAND DETENTION SYSTEMS REF NO: HO 2023/02/27</u></b>
<b><u>SALARY CENTRE REQUIREMENTS</u></b>	:	R1 125 291 per annum, (all-inclusive package) National Head Office, Pretoria An undergraduate qualification (NQF level 7) in Behavioural Science/ Social Sciences as recognized by SAQA. A certificate for entry into the Senior Management Services (SMS) obtained from the National School of Government (NSG) is compulsory. Five (5) Years' experience at middle/senior managerial level. Computer literacy. Valid driver's license. Required Knowledge: Knowledge and understanding of the South African Criminal Justice System and the Correctional Services architecture. Understanding of public service policy and related legislative framework (Public Service Act and Regulations, Public Finance Management Act and the Correctional Service Act 111 of 1998 as amended).Competencies And Attributes: Strategic capability and leadership. Service delivery innovation. Client orientation and customer focus. Financial management. Change management. People management and empowerment. Programme and project management. Communication skills (verbal and written). Problem solving and decision making. Transformation management. Influencing and impact. Policy development, facilitation, conflict management and conceptual skills. Diversity management. Negotiation skills. Confidentiality. Interpersonal relations and time management. Accountability. Diplomacy and tact. Policy development and implementation. Good corporate governance principles.
<b><u>DUTIES</u></b>	:	Coordinate the implementation of the bail protocol. Coordinate the operationalization of the White Paper on remand detention and provisions of the Correctional Matters' Amendment Bill. Ensure correct calculation of the average length of time spent in remand detention. Oversee the training of regions on relevant areas of remand detention such as: Bail protocol (in-service), mental observation protocol, provisions on RDs of the Correctional Matters Amendment Bill and regulations, delivery agreement, case flow issues and critical information management issues. Coordinate the following cluster-related activities in relation to the management of remand detainees (RDs): JCPS MATD, Case Flow Management Task Team and Dev Comm. Effective risk management to ensure compliance with the risk management plan of DCS. Management of performance information. Management of human resources, finances and assets.
<b><u>ENQUIRIES</u></b>	:	Mr Mokotjo TN Tel No: 012 307 2039/ Mr Y Naidoo Tel No: 012 307 2079/ Ms TP Baloyi Tel No: 012 305 8589 or Ms Khumalo NS Tel No: 012 307 2174.
<b><u>NOTE</u></b>	:	Appointment under the Correctional Services Act.
<b><u>POST 05/55</u></b>	:	<b><u>AREA COORDINATOR: DEVELOPMENT AND CARE</u></b>
<b><u>SALARY CENTRE</u></b>	:	R1 125 291 per annum, (all-inclusive package) Gauteng region: Johannesburg Management Area Ref No: HO 2023/02/28 Gauteng region: Kgoši Mampuru II Management Area Ref No: HO 2023/02/29

<b><u>REQUIREMENTS</u></b>	:	An undergraduate qualification (NQF level 7) recognised by SAQA in Behavioural Sciences/Social Sciences or equivalent. A certificate for entry into the Senior Management Services (SMS) obtained from the National School of Government (NSG) is compulsory. Five (5) Years' of experience at a middle/senior managerial level. Computer literacy. Valid driver's license. Required Knowledge: Understanding of the dynamics of the Justice Cluster, White Paper on Corrections in South Africa and White Paper on Remand Detainees. Understanding of Public Service Policy and related legislative framework (Public Service Act and Regulations and Public Finance Management Act). Competencies And Attributes: Strategic capability and leadership. Service delivery innovation. Client orientation and customer focus. Financial management. Change management. People Management and empowerment. Programme and project management. Communication skills (verbal and written). Problem solving and decision making. Transformation management. Influencing and impact. Policy development, facilitation, conflict management and conceptual skills. Diversity management. Negotiation skills. Confidentiality. Interpersonal relations and time management. Accountability. Diplomacy and tact. Policy development and implementation. Good corporate governance principles.
<b><u>DUTIES</u></b>	:	Coordinate effective management of compliance with policies, procedures, programmes, standards and applicable legislation in respect of care and development services in the management area. Coordinate the provision of social work, psychological, formal education, skills development, SRAC, production workshop and agriculture, spiritual care needs and medical care-based programmes and services of offenders, remand detainees and babies of incarcerated mothers. Management of development and care related risk. Coordinate adherence to nutritional and hygienic standards in the management area. Management of performance information. Management of human resources, finances and assets.
<b><u>ENQUIRIES</u></b>	:	Mr Mokotjo TN Tel No: 012 307 2039/ Mr Y Naidoo Tel No: 012 307 2079/ Ms TP Baloyi Tel No: 012 305 8589 or Ms Khumalo NS Tel No: 012 307 2174.
<b><u>NOTE</u></b>	:	Appointment under the Correctional Services Act.
<b><u>POST 05/56</u></b>	:	<b><u>DIRECTOR: MANAGEMENT ACCOUNTING REF NO: HO 2023/02/30</u></b>
<b><u>SALARY</u></b>	:	R1 125 291 per annum, (all-inclusive package)
<b><u>CENTRE</u></b>	:	National Head Office, Pretoria
<b><u>REQUIREMENTS</u></b>	:	An undergraduate qualification (NQF level 7) recognised by SAQA in Accounting/Financial Management or equivalent. 5 years' experience in a middle/senior managerial level in the relevant field. A certificate for entry into the Senior Management Services (SMS) obtained from the National School of Government (NSG) is compulsory. In-depth knowledge of Accounting Principles and knowledge of GRAAP. Computer literacy. Valid driver's license. Required Knowledge: Understanding of Public Service policies and related legislative framework (ie. Public Service Act and Regulations, Public Finance Management Act and Correctional Service Act 111 of 1998 as amended). Competencies and Attributes: PFMA. Treasury regulations. SCOA. White paper on corrections (applicable sections). DCS strategic plan. Public service regulations. HRM policies/procedures. Financial administration policies and procedures. Supply chain management policies/procedures. Procurement. GFS. Ability to access and utilise information. Report writing and presentation skills. Plan, organise, 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 actualisation (self-starter), motivated and observant.
<b><u>DUTIES</u></b>	:	Manage budget planning and budget control sub directorates. Develop and maintain policies and procedures for budget planning and control. Monitor the policy and legislative framework regarding budgeting. Compile internal departmental budget processes guidelines. Review planning inputs regarding spending priorities, key performance indicators and targets to determine funding requirements. Coordinate, review, analyse and quality assure the budget preparation processes and provide support to head office and regions. Coordinate the preparation and consultation for the MTEF budget processes. Analyse, interpret and implement the treasury guidelines for the estimates of national expenditure. Develop templates for the collection of budget information from DCS branches and regions and (sub) programme manager.

Align budget statements with the annual performance plan and strategic plan. Analyse and interpret the requirements for the annual spending plan and adjusted spending plan as prescribed by Treasury and facilitate and consolidate spending plans for approval. Undertake the planning and supervise the preparation and consultation process in the implementation of the adjustments estimates process. Analyse shifting of funds/ virements requests and make recommendations and administer the adjustments. Ensure the assessment of expenditure trends and make recommendations. Compile and evaluate monthly management accounting reports. Provide reports relevant for the preparation of the financial statements. Compile relevant information for the monthly and annual performance reports. Ensure appropriate regulatory reporting. Provide secretariat services to the departmental budget committee. Execute responsibilities of officials as stipulated in section 45 of the PFMA. Management of performance information. Management of human resources, finances and assets.

**ENQUIRIES**

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

**NOTE**

: Appointment under the Correctional Services Act.