

DEPARTMENT OF CORRECTIONAL SERVICES



- APPLICATIONS** : Indicate the reference number and position you are applying for on your application form (Z83) and post your complete application to the address (es) as indicated below: The 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) or you can email your application to **Thapelo.Leballo@dcs.gov.za**. Contact persons: Mr Y Naidoo 012 307 2079, Ms TP Ngobeni 012 305 8589 or Ms NS Khumalo 012 307 2174.
- CLOSING DATE** : 14 October 2024 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. A pre-entry certificate from the National School of Government (NSG) is required from all applicants prior to appointment. The full details of the SMS pre-entry course are obtainable on: <http://www.thensg.gov.za/training/course/sms-pre-entry-programme/> 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/s 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 will be taken on the day of the interview. All shortlisted candidates will be subjected to a technical exercise that intends to test relevant technical elements of the job, the logistics of which will be communicated by the department. Following the interview and technical exercise, the selection panel will recommend candidates to attend a generic managerial competency assessment (in compliance with the DPSA directive on the implementation of competency-based assessment). The competency assessment will be testing generic managerial competencies using the mandated DPSA SMS competency assessment tool. Applications: Applications must be submitted on the 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. 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 the Department of Correctional Services before 14 October 2024 @ 15h45. Indicate the reference number and position you are applying for on your application form (Z83) and send your complete application to: The Department of Correctional Services reserves the right not to fill any of these advertised posts. The Youth and Women are encouraged to apply.

OTHER POSTS

- POST 35/01** : **CHIEF PSYCHOLOGIST GRADE 1 REF NO: HO 2024/10/01**
Re-advertisement: Candidates who previously applied, need to re-apply
- SALARY** : R1 703 409 per annum, (all-inclusive package)
CENTRE : National Head Office, Pretoria
REQUIREMENTS : Appropriate qualifications (Master's degree) that allow registration with the Health Professional Council of South Africa (HPCSA) as Psychologist in a relevant registration category (eg Clinical, counselling, Educational, Industrial, Research Psychology). Registration with the Health Professions Council of South Africa (HPCSA). A minimum of 3 years appropriate experience as Clinical Psychologist after registration with HPCSA as Clinical Psychologist. Computer literacy. Valid driver's licence. Required Knowledge: Understanding of the dynamics of the Justice Cluster, understanding of 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, Public Finance Management Act, with emphasis on the Correctional Service Act 111 of 1998 as amended). Competencies And Attributes: Assessment and evaluation, research, ethics and standards, supervision, interpersonal relationships. 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 of policies, procedures and standards in accordance with applicable legislation related to psychological services and monitor the implementation thereof for the treatment of inmates. Provide strategic leadership and direction for Psychologists in the department. Foster a working relationship with academic institutions, local and international psychology organisations including relevant cluster departments. Ensure the provision of Psychological Services to incarcerated persons (including special categories of offenders). Develop a centralized database and information system for Psychological Services for monitoring performance information on relevant output and outcome indicators. Ensure participation in inter-sectorial, inter-departmental, inter-branch, multi- 7 disciplinary and/ or cluster task teams (including provisioning of managerial, technical and administrative support services). Effectively manage risks within the Directorate: Psychological Services. Management of performance information. Management of human resources, finances and assets.
- ENQUIRIES** : Ms TP Ngobeni Tel No: (012) 305 8589 or Ms Khumalo NS Tel No: (012) 012 307 2174.
- NOTE** : Appointment under the Public Service Act.
- POST 35/02** : **DEPUTY COMMISSIONER: AREA COMMISSIONER REF NO: HO 2024/10/02**
Re-advertisement: Candidates who previously applied, need to re-apply
- SALARY** : R1 461 492 per annum, all-inclusive package
CENTRE : Western Cape region: Pollsmoor Management Area
REQUIREMENTS : An undergraduate qualification (NQF level 7) in Public Administration/Law/Criminology/Social Sciences or equivalent qualification as recognized by SAQA. A certificate for entry into the Senior Management Services (SMS) obtained from the National School of Government (NSG) is compulsory and should be submitted prior to appointment. 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 Systems and the Correctional Services architecture. Understanding of public service policy and related legislative framework (Public Service Act and Regulations, Public Finance Management Act, with emphasis on 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).

<u>DUTIES</u>	:	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.
	:	Responsibilities: Manage and provide direction for the Management Area in relation to the effective functioning of incarceration and corrections, parole boards, corporate services, development programmes, care services, correctional centres and community corrections. 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. 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. Promotion of social responsibility and human development of all offenders and parolees subjected to community corrections. Management of human resource, finance and assets. Management of performance information.
<u>ENQUIRIES</u>	:	Ms TP Ngobeni Tel No: 012 305 8589 or Ms Khumalo NS Tel No: (012) 012 307 2174.
<u>NOTE</u>	:	Appointment under the Correctional Services Act.
<u>POST 35/03</u>	:	<u>DEPUTY COMMISSIONER: COMMUNITY PROGRAMMES LIAISON REF NO: HO 2024/10/03</u> Re-advertisement: Candidates who previously applied, need to re-apply
<u>SALARY CENTRE REQUIREMENTS</u>	:	R1 461 492 per annum, (all-inclusive package)
	:	National Head Office, Pretoria
	:	An undergraduate qualification (NQF level 7) in Behavioural Science/ 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 and should be submitted prior to appointment. Five [5] years' experience at senior managerial level in a similar environment. Computer literacy. Valid driver's licence. Required Knowledge: Knowledge and understanding of the South African Criminal Justice System and the Correctional Services system and architecture. 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. 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.
<u>DUTIES</u>	:	Manage and facilitate the re-entry of offenders to the community. Mobilization of re-entry of offenders into the community through the involvement of all stakeholders. Facilitate the approval and the implementation of the profiling tool. Manage and monitor involvement of all role players in the rehabilitation process of offenders. Monitor successful reintegration of offenders to avoid re-offending and recidivism. Manage and ensure provision of restorative justice. Manage the provision of victim empowerment programme services. Develop and ensure coordination and execution of social crime prevention programmes. Management of victim offender mediation and empowerment through the restorative justice process. Management of human resources, finance, assets and performance information.
<u>ENQUIRIES</u>	:	Ms TP Ngobeni Tel No: (012) 305 8589 or Ms Khumalo NS Tel No: (012) 307 2174.
<u>NOTE</u>	:	Appointment under the Correctional Services Act.
<u>POST 35/04</u>	:	<u>DEPUTY COMMISSIONER: SELF SUFFICIENCY AND SUSTAINABILITY REF NO: HO 2024/10/04</u> Re-advertisement: Candidates who previously applied, need to re-apply
<u>SALARY</u>	:	R1 461 492 per annum, (all-inclusive package)

<u>CENTRE REQUIREMENTS</u>	: National Head Office, Pretoria : An undergraduate qualification (NQF level 7) in Behavioural Sciences/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 and should be submitted prior to appointment. Five [5] years' experience at a 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 system and architecture. 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: Understanding of DCS environment. Understanding of Justice Cluster, relevant prescripts, social cohesiveness, screening and assessment. Quality improvement. Knowledge of PFMA – compilation of budgets, estimation, expenditure and reporting. Applied strategic thinking. Communication. Project Management. Presentations, report writing and service delivery standards. Developing others (coaching, mentoring, training). Project and programme management. Decision making, problem solving and networking/liaison with stakeholders. Negotiation, organising, conflict management, analytical thinking, policy development, analysis, monitoring, evaluation and implementation advice. Information collection. Knowledge and understanding Public Service policies and mandates. Knowledge of all relevant legislation, norms and standards.
<u>DUTIES</u>	: Manage skills development and formal education in line with relevant legislation, regulations, frameworks and departmental policies and procedures. Manage, develop, and design skills curriculum programs and strategies for offenders. Manage and oversee production workshops and agriculture. Monitor, develop and evaluate effective and efficient production workshop strategies and programs design. Ensure the effective and efficient management of productive agriculture and production workshop systems. Manage and oversee offender sports, recreation, arts and culture. Monitor, develop, evaluate and design effective and efficient offender sports, recreation, arts and culture strategies and programs. Ensure the effective and efficient coordination of offender sports, recreation, arts and culture. Enterprise management. Provide guidance on the generation of income revenue that leads to long term economic growth. Develop rules for business improvement. Management of human resources, finance, assets and performance information.
<u>ENQUIRIES NOTE</u>	: Ms TP Ngobeni Tel No: (012) 305 8589 or Ms Khumalo NS Tel No: (012) 307 2174. : Appointment under the Correctional Services Act.
<u>POST 35/05</u>	: <u>DEPUTY REGIONAL COMMISSIONER</u> (Re-advertisement: Candidates who previously applied, need to re-apply)
<u>SALARY CENTRE REQUIREMENTS</u>	: R1 461 492 per annum, (all-inclusive package) : Free State and Northern Cape region Ref No: HO 2024/10/05 : Western Cape region Ref No: HO 2024/10/06 : 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 and should be submitted prior to appointment. 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 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. 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 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.

ENQUIRIES : Ms TP Ngobeni Tel No: (012) 305 8589 or Ms Khumalo NS Tel No: (012) 307 2174.

NOTE : Appointment under the Correctional Services Act.

POST 35/06 : **DEPUTY COMMISSIONER: LEGAL SERVICES REF NO: HO 2024/10/07**
Re-advertisement: Candidates who previously applied, need to re-apply

SALARY : R1 461 492 per annum, (all-inclusive package)

CENTRE : National Head Office, Pretoria

REQUIREMENTS : 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 and should be submitted prior to appointment. Five [5] Years' experience at a senior managerial level. Admitted as an attorney/advocate will be an added advantage. Valid driver's licence. 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, with emphasis on 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: Understanding of South African Law and regulatory framework. Financial management skills. Strategic capability and leadership. Policy development and implementation. Communication, project and programme management. Transformation and change management. Client orientation and customer focus. Problem solving and analysis. Service delivery innovation. Decision making. People management and empowerment. Confidentiality. Interpersonal relations. Assertiveness. Ability to network. Diplomacy and tact. Influence and impact.

DUTIES : 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.

ENQUIRIES : Ms TP Ngobeni Tel No: (012) 305 8589 or Ms Khumalo NS Tel No: (012) 307 2174.

NOTE : Appointment under the Correctional Services Act.

POST 35/07 : **DEPUTY COMMISSIONER: EMPLOYEE RELATIONS REF NO: HO 2024/10/08**
Re-advertisement: Candidates who previously applied, need to re-apply

SALARY : R1 461 492 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 qualification. [5] Years' senior managerial level experience in a similar environment. A certificate for entry into the Senior Management Services (SMS) obtained from the National School of Government (NSG) is compulsory and should be submitted prior to appointment. 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, Regulations and Labour Relations Act) Competencies and Attributes: 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, customer focus, communication, honesty and integrity.

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 grievance, discipline and dispute resolution. Manage collective bargaining 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 NOTE : Ms TP Ngobeni Tel No: (012) 305 8589 or Ms Khumalo NS Tel No: (012) 307 2174.
: Appointment under the Correctional Services Act.

POST 35/08 : **DIRECTOR: PRE-RELEASE RESETTLEMENT REF NO: HO 2024/10/09**
Re-advertisement: Candidates who previously applied, need to re-apply

SALARY CENTRE REQUIREMENTS : R1 238 355 per annum, all-inclusive package
: National Head Office, Pretoria
: An undergraduate qualification (NQF level 7) as recognised by SAQA in Behavioural Sciences/Social Sciences or equivalent. 5 years' experience at a middle/ 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 and should be submitted prior to appointment. 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: Parole administration. Corrections management. Management of overcrowding. Understanding of DCS environment. Understanding of Justice Cluster. Relevant prescripts. Case management. Screening and assessment. Planning and coordination. Quality improvement. 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. 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 : Develop, review, monitor and evaluate the implementation of legislation, policies and standard operating procedures (SOPs) and procedures operating systems on placement and release of offenders. Ensure policies and standard operating procedures are reviewed and up to date. Improve effective functioning and coordination of Correctional Supervision and Parole Boards (CSPB's). Develop and implement measures to improve performance and compliance of CSPB's in line with relevant policies and operational procedures on placement and release. Manage programs, projects and activities of Directorate: Pre-release Resettlement. Manage offender representations, complaints, inquiries and parliamentary questions received by the directorate. Management of performance information. Management of human resources, finances and assets.

ENQUIRIES NOTE : Ms TP Ngobeni Tel No: (012) 305 8589 or Ms Khumalo NS Tel No: (012) 307 2174.
: Appointment under the Correctional Services Act.

POST 35/09 : **DIRECTOR: FACILITIES FUND MANAGEMENT REF NO: HO 2024/10/10**
Re-advertisement: Candidates who previously applied, need to re-apply

SALARY CENTRE REQUIREMENTS : R1 238 355 per annum, (all-inclusive package)
: National Head Office, Pretoria
: An undergraduate qualification (NQF level 7) as recognised by SAQA in BCom Accounting or equivalent qualification. A certificate for entry into the Senior Management Services (SMS) obtained from the National School of Government (NSG) is compulsory and should be submitted prior to appointment. Five [5] Years of experience at middle management/ senior managerial level in a similar environment. Computer literacy. Valid driver's licence. 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. 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. Accountability. Diplomacy and tact. Good corporate governance principles.

DUTIES : 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.

ENQUIRIES : Ms TP Ngobeni Tel No: (012) 305 8589 or Ms Khumalo NS Tel No: (012) 307 2174.
NOTE : Appointment under the Correctional Services Act.

POST 35/10 : **DIRECTOR: SUPERVISION (PROBATIONERS AND PAROLEES) REF NO: HO 2024/10/11**
Re-advertisement: Candidates who previously applied, need to re-apply

SALARY : R1 238 355 per annum, (all-inclusive package)
CENTRE : National Head Office, Pretoria
REQUIREMENTS : An undergraduate qualification (NQF level 7) as recognised by SAQA in Public Administration or equivalent. [5] Years' of experience at a middle/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 and should be submitted prior to appointment. Computer literacy. Valid driver's licence. 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, Public Finance Management Act, with emphasis on the Correctional Service Act 111 of 1998 as amended). Competencies And Attributes: Sound knowledge of Social Re-Integration (Probationers and Parolees). 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. Safety and security awareness. Transformation and change management. Pro-active and vigilant. Tactfulness and confidentiality. Understanding and adherence of public service and correctional services policies and legislative framework. Knowledge and understanding of the regulatory framework of the justice cluster.

DUTIES : Provide strategic leadership and direction for the Directorate: Supervision. Monitor compliance with policies, procedures, programmes, standards and applicable legislation. Manage the implementation of the admission risk classification tool for Probationers and Parolees at Community Correction offices in each region. Manage the implementation of the framework on the prevention of absconding country wide. Facilitate the development of the reclassification tool for Probationers and Parolees. Develop policies and procedures on correctional supervision in line with the strategic direction of the department. Management of human resources, finances and assets. Management of performance information.

ENQUIRIES : Ms TP Ngobeni Tel No: (012) 305 8589 or Ms Khumalo NS Tel No: (012) 307 2174.
NOTE : Appointment under the Correctional Services Act.

<u>POST 35/11</u>	:	<u>DIRECTOR: REGIONAL HEAD: HUMAN RESOURCES REF NO: HO 2024/10/12</u> Re-advertisement: Candidates who previously applied, need to re-apply
<u>SALARY</u>	:	R1 238 355 per annum, (all-inclusive package)
<u>CENTRE</u>	:	Free State and Northern Cape region
<u>REQUIREMENTS</u>	:	An undergraduate qualification (NQF level 7) in in Human Resource Management or equivalent qualification. A certificate for entry into the Senior Management Services (SMS) obtained from the National School of Government (NSG) is compulsory and should be submitted prior to appointment. (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: Financial management skills. Strategic capability and leadership. Policy development. Communication. Project and programme management. Transformation management. Change Management. Client orientation and customer focus. Problem solving and analysis. Service delivery innovation. Decision making. People management and empowerment. Integrity and honesty. Confidentiality. Interpersonal relations. Understanding of public service policy and legislative framework. Assertiveness. Ability to network. Diplomacy and tactful. Influence and impact.
<u>DUTIES</u>	:	Manage human resource provisioning in the region. Ensure human resource development and training. Manage the employment equity. Manage employee relations and personnel discipline. Manage the employee health and wellness and the occupational health and safety in the region. Oversee the management of litigation cases. Manage risk effectively in order to ensure compliance with the risk management plan of DCS. Oversee performance management and monitoring. Management of human resources, finances and assets. Management of performance information.
<u>ENQUIRIES</u>	:	Ms TP Ngobeni Tel No: (012) 305 8589 or Ms Khumalo NS Tel No: (012) 307 2174.
<u>NOTE</u>	:	Appointment under the Correctional Services Act.
<u>POST 35/12</u>	:	<u>DIRECTOR: AREA COMMISSIONER</u> Re-advertisement: Candidates who previously applied, need to re-apply
<u>SALARY</u>	:	R1 238 355 per annum, (all-inclusive package)
<u>CENTRE</u>	:	Eastern Cape region: Mthatha Management Area Ref No: HO 2024/10/13 St Albans Management Area Ref No: HO 2024/10/14 Gauteng region: Bavianspoort Ref No: HO 2024/10/15 Krugersdorp Ref No: HO 2024/10/16 KwaZulu Natal region: Kokstad Management Area Ref: HO 2024/10/17 Pietermaritzburg Ref No: HO 2024/10/18 Empangeni Ref No: HO 2024/10/19 Limpopo, Mpumalanga and North West region: Witbank Ref No: HO 2024/10/20
<u>REQUIREMENTS</u>	:	An undergraduate qualification (NQF level 7) in Public Administration/Law/Criminology/Criminal Justice/Social Sciences or equivalent qualification as recognized by SAQA. A certificate for entry into the Senior Management Services (SMS) obtained from the National School of Government (NSG) is compulsory and should be submitted prior to appointment. 5 years' experience at a middle management/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, with emphasis on the Correctional Services Act 111 of 1998 as amended). competencies and attributes: Strategic capability and leadership. Programme and project management. Financial, change and diversity management. Knowledge management and service delivery innovation. Problem solving and analysis. People management and empowerment. Client orientation and customer focus. Communication. Honesty and integrity.
<u>DUTIES</u>	:	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. Promotion of social responsibility and development of all offenders and parolees subjected to community corrections. Management of performance information.

ENQUIRIES : Ms TP Ngobeni Tel No: (012) 305 8589 or Ms Khumalo NS Tel No: (012) 307 2174.
NOTE : Appointment under the Correctional Services Act.

POST 35/13 : **DIRECTOR: REMAND DETENTION AND CASE FLOW MANAGEMENT REF NO: HO 2024/10/21**

Re-advertisement: Candidates who previously applied, need to re-apply

SALARY : R1 238 355 per annum, (all-inclusive package)

CENTRE : National Head Office, Pretoria

REQUIREMENTS : An undergraduate qualification (NQF level 7) as recognized by SAQA in Public Administration/ Law/Criminology /Social Sciences or equivalent qualification. [5] Years' experience at middle/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 and should be submitted prior to appointment. Knowledge and understanding of the justice cluster. Computer literacy. Valid drivers' 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, 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. 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. Co-ordinate the management of admission and releases. Co-ordinate the management of diversions of remand detainees. General remand administration. Co-ordinate the management of deaths and burial processes. Effective and efficient case management. Co-ordinate the management of remand detainee discipline. Co-ordinate the management of remand detainees' rights and privileges. Monitor compliance to unit management principles. Effective and efficient case flow management. Ensure effective bail administration. Ensure diversion of RD's. Manage risks. Ensure the implementation of 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. Ensure submission of relevant cluster reports. Effective and efficient management of special categories. Ensure 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 human resources, finance, assets and performance information.

ENQUIRIES : Ms TP Ngobeni Tel No: (012) 305 8589 or Ms Khumalo NS Tel No: (012) 307 2174.
NOTE : Appointment under the Correctional Services Act.

POST 35/14 : **DIRECTOR: COMMUNICABLE DISEASES REF NO: HO 2024/10/22**

Re-advertisement: Candidates who previously applied, need to re-apply

SALARY : R1 238 355 per annum, (all-inclusive package)

CENTRE : National Head Office, Pretoria

REQUIREMENTS : An undergraduate qualification (NQF level 7) as recognised by SAQA in Nursing Science or Health Science or equivalent qualification. [5] Years' of experience at a middle/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 and should be submitted prior to appointment.

Security clearance. Computer literacy. Valid driver's licence. Required Knowledge: Knowledge and understanding public service policies and mandates. Knowledge of all legislation, norms and standards that governs health care. Communicable diseases care and support. Professional counselling. Nursing practice. First Aid. Building and sustaining relationships in primary health care. 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. 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.

DUITES : Manage the development, design and improvement of communicable disease programs and services in line with the national department of health and SANAC prescripts and directives. Develop and manage or review policies, guidelines, and standards for the delivery of care and support programmes and services. Manage and develop/customize communicable disease care and support social and behaviour change and communication information, education and communication materials in line with the latest national strategic plan for communicable diseases. Manage the coordination of communicable disease prevention and care support services strategies and execution of interventions/activities to ensure the provision of quality care and support programmes and services. Liaise and guide support organisations such as NGO's, CBO's and other stakeholders on communicable disease related activities. Conduct and facilitate communicable disease education and care support. Management of human resources, finances and assets. Management of performance information.

ENQUIRIES : Ms TP Ngobeni Tel No: (012) 305 8589 or Ms Khumalo NS Tel No: (012) 307 2174.
NOTE : Appointment under the Correctional Services Act.

POST 35/15 : **DIRECTOR: NON-COMMUNICABLE DISEASES AND SUPPORT SERVICES**
REF NO: HO 2024/10/23

Re-advertisement: Candidates who previously applied, need to re-apply

SALARY : R1 238 355per annum, (all-inclusive package)
CENTRE : National Head Office, Pretoria
REQUIREMENTS : An undergraduate qualification (NQF level 7) as recognised by SAQA in Nursing Science or Health Science or equivalent qualification. [5] Years' of experience at a middle/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 and should be submitted prior to appointment. Security Clearance. Computer literacy. Valid driver's licence. Required Knowledge: Knowledge and understanding Public Service policies and mandates. Knowledge of all legislation, norms and standards that governs health care. Medical practice. Nursing practice. Pharmacy. First Aid. Building and sustaining relationships in primary health care. Competencies And Attributes: Professional values and attitudes. Leadership interdisciplinary systems. PFMA – compilation of budgets, estimation, expenditure and reporting. Applied strategic thinking, communication and project management skills. Presentations, report writing. Service delivery standards. Developing others (coaching, mentoring, training). Project and programme management. Decision making, problem solving, networking/liaison with stakeholders, negotiation, organising, conflict management skills. Analytical thinking, policy development, analysis, monitoring, evaluation and implementation advice. Information collection.

DUTIES : Manage physical care in line with relevant legislation, regulations, frameworks and departmental policies and procedures. Manage the prevention of non-communicable diseases. Manage the processes in allocation of in and out patients. Manage clinical care services. Manage, develop, design and improve clinical service program. Liaise and guide support organisation such as NGO's, CBO's and other stakeholders on clinical services related activities. Manage the roll out of pharmaceutical services in line with available guidelines and procedures. Ensure the management and the coordination of medicine contract. Manage the medical depots. Manage nutritional & environmental hygiene services. Monitor and evaluate the effectiveness of care services to enhance service delivery.

		Management of human resources, finances and assets. Management of performance information.
<u>ENQUIRIES</u>	:	Ms TP Ngobeni Tel No: (012) 305 8589 or Ms Khumalo NS Tel No: (012) 307 2174.
<u>NOTE</u>	:	Appointment under the Correctional Services Act.
<u>POST 35/16</u>	:	<u>DIRECTOR: EXTERNAL TRAINING AND STANDARDS REF NO: HO 2024/10/24</u>
		Re-advertisement: Candidates who previously applied, need to re-apply
<u>SALARY</u>	:	R1 238 355 per annum, (all-inclusive package)
<u>CENTRE</u>	:	National Head Office, Pretoria
<u>REQUIREMENTS</u>	:	An undergraduate qualification (NQF level 7) as recognised by SAQA in Public Management/Administration/Business Management/Administration or equivalent qualification. [5] Years' of experience at a middle/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 and should be submitted prior to appointment. Top secret security clearance. 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: Risk management. Case management. Social cohesiveness. Screening and assessment. Care planning and coordination. Quality improvement. PFMA – compilation of budgets, estimation, expenditure and reporting. Applied strategic thinking. Project management. Presentations, communication, report writing, decision making, problem solving, networking/liason with stakeholders, negotiation and organising skills. Service delivery standards. Developing others (coaching, mentoring, training). Project and programme management. Conflict management. Analytical thinking. Policy development; analysis, monitoring, evaluation and implementation advice. Information collection. Knowledge and understanding public service policies and mandates. Knowledge of all legislation, norms and standards that governs health care.
<u>DUTIES</u>	:	Manage, develop and review bursary policy, procedure, process and guidelines. Monitor, interpret and review legislation, policy and procedures to determine whether policies and guidelines are still relevant and comply with current requirements. Manage and develop policy for learnership, basic training and RPL. Manage the implementation of bursaries and external training policy. Manage external policy and external training. Manage bursary administration. Manage and conduct quality assurance on training standards. Manage and develop quality assurance system. Manage and conduct monitoring and evaluation of the program. Manage and develop plan for assessment and standards. Manage and develop assessment and moderation tools. Manage and develop training standards. Management of human resources, finances and assets. Management of performance information.
<u>ENQUIRIES</u>	:	Ms TP Ngobeni Tel No: 012 305 8589 or Ms Khumalo NS 012 307 2174.
<u>NOTE</u>	:	Appointment under the Correctional Services Act.
<u>POST 35/17</u>	:	<u>DIRECTOR: HEAD OF CORRECTIONAL CENTRE</u>
		Re-advertisement: Candidates who previously applied, need to re-apply
<u>SALARY</u>	:	R1 238 355 per annum, all-inclusive package
<u>CENTRE</u>	:	KwaZulu Natal region: Durban Medium A Ref No: HO 2024/10/25 Durban Medium B Ref No: HO 2024/10/26
<u>REQUIREMENTS</u>	:	An undergraduate qualification (NQF level 7) as recognised by SAQA in Public Administration or equivalent. A certificate for entry into the Senior Management Services (SMS) obtained from the National School of Government (NSG) is compulsory and should be submitted prior to appointment. [5] Years' of experience at a middle/senior managerial level. Top secret security classification will be an added advantage. Successful completion of Corrections Science Learnership/Basic Training. Computer literacy. Valid driver's licence. Required Knowledge: Understanding of the dynamics of the Justice Cluster and 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, Public Finance Management Act, with emphasis on the Correctional Service Act 111 of 1998 as amended). Competencies And Attributes: Strategic capability and leadership. Communication skills (verbal and

written). Financial and transformation management. Policy development. Project and programme management. Facilitation. Change management. Problem solving and decision making. Time management and customer focus. Honesty and integrity. Coaching and mentoring. Good work ethics. Confidentiality. Interpersonal relations. Ability to work long hours. Diplomacy and tactful. Influence and impact. Accountability. Willingness to travel.

DUITES : Management of all aspects of the Correctional Centre on a day to day basis through the implementation of Correctional Services Act, Act 111 of 1998 as amended. Manage the implementation of the imperatives of White Paper on Corrections. Management of case management administration, security, development and care, unit management and case management committees by ensuring that admission and releases are conducted, property store is secured and reconciliation of offender's cash, fines and bail payments. Manage operational support services. Foster a working relationship with the Justice Cluster and the community. Monitor, evaluate and take appropriate action in relation to outcomes on the risk trends. Manage internal security by ensuring that standby lists are available, sufficient security in centre and searching is done continuously according to registers etc. Manage external security by ensuring that utilization of offenders is at work teams, officials are performing guard duty and manning of tower posts. Manage the development and care functions of offenders. Manage social work services, spiritual/moral development, health functions and hospital services for inmates. Ensure that a consistent system of activities within the centre is developed and regular committee sittings do take place. Management of performance information. Management of human resources, finances and assets.

ENQUIRIES NOTE : Ms TP Ngobeni Tel No: (012) 305 8589 or Ms Khumalo NS Tel No: (012) 307 2174.

POST 35/18 : **DIRECTOR: FACILITIES MANAGEMENT REF NO: HO 2024/10/27**
Re-advertisement: Candidates who previously applied, need to re-apply

SALARY CENTRE REQUIREMENTS : R1 238 355 per annum, (all-inclusive package)
: National Head Office, Pretoria
: An undergraduate qualification (NQF level 7) as recognised by SAQA in Building Science or equivalent. A certificate for entry into the Senior Management Services (SMS) obtained from the National School of Government (NSG) is compulsory and should be submitted prior to appointment. 5 years' experience at a middle/senior managerial level in a similar environment. Registration with the relevant professional council of South Africa will be an added advantage. Security clearance. 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, Regulations and Labour Relations Act). Competencies And Attributes: Engineering, artisan and production workshop management. Facilities and technical management. Understanding of DCS environment. Knowledge of relevant prescripts. Care, planning and coordination. Quality improvement. Knowledge of PFMA – compilation of budgets, estimation, expenditure and reporting. Applied strategic thinking. Communication, project management, presentations and report writing skills. Service delivery standards. Developing others (coaching, mentoring, training). Project and programme management. Decision making, problem solving, networking/liaison with stakeholders, negotiation, organising and conflict management skills. Analytical thinking. Policy development; analysis, monitoring, evaluation and implementation advice. Information collection. Knowledge and understanding Public Service policies and mandates.

DUTIES : Ensure quality facilities planning and proper works standards are maintained. Identification of substandard building planning services. Draw up strategies to improve sub-standard buildings in the regions. Manage and ensure building and ensure proper work standards. Manage the assessments of building projects requirements at all correctional centres. Manage the undertaking of preliminary feasibility studies of proposed sites for building. Oversee the development/maintenance of building work standards in DCS. Assess building maintenance requirements. Plan/co-ordinate maintenance activities at correctional centres. Manage the procurement of rented office accommodation. Investigate and scrutinize applications for rented accommodation. Facilitate the obtaining of new accommodation. Management of human resources, finances and assets. Management of performance information.

ENQUIRIES : Ms TP Ngobeni Tel No: (012) 305 8589 or Ms Khumalo NS Tel No: (012) 307 2174.

<u>NOTE</u>	:	Appointment under the Correctional Services Act.
<u>POST 35/19</u>	:	<u>AREA COORDINATOR: FINANCE REF NO: HO 2024/10/28</u> Re-advertisement: Candidates who previously applied, need to re-apply
<u>SALARY</u>	:	R1 238 355 per annum, (all-inclusive package)
<u>CENTRE</u>	:	Gauteng region: Johannesburg Management Area
<u>REQUIREMENTS</u>	:	An undergraduate qualification (NQF level 7) as recognised by SAQA in Financial and Management Accounting or equivalent. Five [5] Years' of experience at a middle/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 and should be submitted prior to appointment. Computer literacy. Valid driver's licence. Required Knowledge: Understanding of the dynamics of the Justice Cluster and 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, Public Finance Management Act, with emphasis on the Correctional Service Act 111 of 1998 as amended). Understanding of Treasury Regulations, Tax Legislation, BAS system, LOGIS, PERSAL and Supply Chain Management processes. Competencies And Attributes: Communication skills. Financial and management accounting knowledge. Managerial skills. Change management skills. Strategic leadership. Understanding of broader public service transformation processes. Good interpersonal relations. Ability to network. Integrity and honesty. Service delivery and client orientation. Project and programme management. Ability to make and implement decisions.
<u>DUTIES</u>	:	Manage and render supply chain management services in the management area. Coordinate the rendering of procurement and demand services. Render logistics and disposal management services. Manage and render financial and management accounting services in the management area. Manage and monitor the effective utilisation of the management area budget. Manage the collection of revenue in the management area. Manage and render financial accounting services in the management area. Render and monitor expenditure control. Develop and implement strategies to ensure compliance to set internal controls within the department. Management of performance information. Management of human resources, finances and assets.
<u>ENQUIRIES</u>	:	Ms TP Ngobeni Tel No: (012) 305 8589 or Ms Khumalo NS Tel No: (012) 307 2174.
<u>NOTE</u>	:	Appointment under the Correctional Services Act.
<u>POST 35/20</u>	:	<u>DIRECTOR: OFFENDER SPORTS, RECREATION, ARTS AND CULTURE REF NO: HO 2024/10/29</u> Re-advertisement: Candidates who previously applied, need to re-apply
<u>SALARY</u>	:	R1 238 355 per annum, (all-inclusive package)
<u>CENTRE</u>	:	National Head Office, Pretoria
<u>REQUIREMENTS</u>	:	An undergraduate qualification (NQF level 7) as recognised by SAQA in Sports Management, Social Science, Biokinetic or equivalent qualification. (5) Years' of experience at a middle/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 and should be submitted prior to appointment. 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: Understanding of DCS environment. Understanding of the justice cluster and relevant prescripts. Case management. Social cohesiveness. Screening and assessment. Care, planning and coordination. Quality improvement. PFMA – compilation of budgets, estimation, expenditure and reporting. Applied strategic thinking. Communication. Project management, presentations and report writing skills. Service delivery standards. Developing others (coaching, mentoring, training). Decision making, problem solving, networking/liaison with stakeholders, negotiation, organising, conflict management and analytical thinking skills. Policy development, analysis, monitoring, evaluation and implementation advice. Information collection. Knowledge and understanding public service policies and mandates. Knowledge of all legislation, norms and standards. Information and knowledge management. Corrections management. Sport and recreation

		management. Management of overcrowding. Continuous risk assessment tool. Personal development.
<u>DUTIES</u>	:	Manage, develop, evaluate and design effective and efficient offender sports, recreation, arts and culture strategies and programs in line with relevant legislation, regulations, frameworks and departmental policies and procedures. Manage the coordination of sports and recreation. Manage the coordination of arts and culture. Manage and ensure the effective and efficient coordination of sports, recreation, arts and culture. Ensure effective program design and development. Ensure proper research and development of the program with regard to sports, recreation, arts and culture. Manage the correctional centres libraries. Monitor, develop and evaluate effective and efficient informative correctional centre libraries. Ensure the effective and efficient administration of libraries. Management of human resources, finances and assets. Management of performance information.
<u>ENQUIRIES NOTE</u>	:	Ms TP Ngobeni Tel No: (012) 305 8589 or Ms Khumalo NS Tel No: (012) 307 2174.
	:	Appointment under the Correctional Services Act.
<u>POST 35/21</u>	:	<u>DIRECTOR: HEAD OF CORRECTIONAL CENTRE: REMAND DETENTION FACILITY (RDF) REF NO: HO 2024/10/30</u>
		Re-advertisement: Candidates who previously applied, need to re-apply
<u>SALARY CENTRE REQUIREMENTS</u>	:	R1 238 355 per annum, (all-inclusive package)
	:	Western Cape region: Pollsmoor
	:	An undergraduate qualification (NQF level 7) as recognised by SAQA in Public Administration or equivalent qualification. A certificate for entry into the Senior Management Services (SMS) obtained from the National School of Government (NSG) is compulsory and should be submitted prior to appointment. [5] Years' of experience at a middle/senior managerial level. Top secret security classification will be an added advantage. Computer literacy. Valid driver's licence. Required knowledge: Understanding of the dynamics of the Justice Cluster and 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, Public Finance Management Act, with emphasis on the Correctional Service Act 111 of 1998 as amended). Competencies And Attributes: Strategic capability and leadership. Plan, organise, lead and control. Policy development, diversity management, project and programme management, conflict management, financial management, facilitation, transformation management, change management, advanced computer literacy, problem solving and decision-making and communication skills (verbal and written). Service delivery and client orientation. Sound work ethics. Confidentiality. Interpersonal relations. Ability to work long hours. Diplomacy and tactful. Influence and impact. Accountability. Willingness to travel.
<u>DUTIES</u>	:	Management of all aspects of the Correctional Centre on a day to day basis through the implementation of Correctional Services Act, Act 111 of 1998 as amended. Manage the implementation of the imperatives of White Paper on Remand Detention. Management of detention administration and caseflow. Manage operational support services. Foster a working relationship with the Justice Cluster and the community. Management of detention special categories. Monitor, evaluate and take appropriate action in relation to outcomes on the risk trends. Management of remand detainees bail. Manage internal security by ensuring that standby lists are available, sufficient security in centres and searching is done continuously according to registers etc. Manage the provision of social work services, spiritual/moral development. Management of performance information. Management of human resources, finances and assets.
<u>ENQUIRIES NOTE</u>	:	Ms TP Ngobeni Tel No: (012) 305 8589 or Ms Khumalo NS Tel No: (012) 307 2174.
	:	Appointment under the Correctional Services Act.
<u>POST 35/22</u>	:	<u>DIRECTOR: ADMINISTRATION REF NO: HO 2024/10/31</u>
		Re-advertisement: Candidates who previously applied, need to re-apply
<u>SALARY CENTRE REQUIREMENTS</u>	:	R1 238 355 per annum, (all-inclusive package)
	:	National Head Office, Pretoria: Office of the Commissioner
	:	An undergraduate qualification (NQF level 7) as recognized by SAQA in Social Science. Five (5) years' experience at middle management or senior managerial level in a comparable environment. A certificate for entry into the Senior Management Services (SMS) obtained from the National School of Government (NSG) is compulsory and should be submitted prior to appointment. Computer

literate. 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: Financial management skills. Strategic capability and leadership. Policy development. Communication. Project and programme management. Transformation and change management, Client orientation and customer focus. Problem solving and analysis. Service delivery Innovation. Decision making, People management and empowerment. Integrity and honesty. Confidentiality. Interpersonal relations. Assertiveness and ability to network. Diplomacy, tactful, influence and impact.

DUTIES : Provide guidance and leadership towards the realization of strategic goals and objectives of the division. Assist in establishing the strategic direction of the component to ensure alignment with its business plans. Align individual performance to the strategic business objectives as outlined in the components balance scorecard. Formulate, implement and report on all strategic frameworks in the area of functional responsibility. Effectively deal with and ensure consolidation of all strategic reports. Ensure and oversee the development and implementation of policies, directives, acts and regulations. Provide leadership and high-level coordination of the workflow in the office of the Commissioner. Develop and implement sound, effective and efficient administrative systems and work flow procedures. Ensure and maintain good relations within the department and relevant stakeholders. Management of human resources, finance, assets and performance information.

ENQUIRIES NOTE : Ms TP Ngobeni Tel No: (012) 305 8589 or Ms Khumalo NS Tel No: (012) 307 2174.
: Appointment under the Correctional Services Act.

POST 35/23 : **REGIONAL HEAD: INCARCERATION, CORRECTIONS AND REHABILITATION**
(Re-advertisement: Candidates who previously applied, need to re-apply)

SALARY CENTRE : R1 238 355 per annum, (all-inclusive package)
: KwaZulu Natal region Ref No: HO 2024/10/32
: Limpopo, Mpumalanga and North West region Ref No: HO 2024/10/33

REQUIREMENTS : An undergraduate qualification (NQF level 7) as recognised by SAQA in Behavioural Science or equivalent qualification. A certificate for entry into the Senior Management Services (SMS) obtained from the National School of Government (NSG) is compulsory and should be submitted prior to appointment. 5 Years' of experience at a middle/senior managerial level. Security Clearance will be an added advantage. Computer literate. 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, with emphasis on the Correctional Services Act 111 of 1998 as amended). Competencies And Attributes: Strategic capability and leadership. Policy development, communication, project and programme management, transformation management, change management, client orientation and customer focus. Problem solving and analysis, service delivery innovation, decision making and financial management skills. People management and empowerment. Integrity and honesty, confidentiality, interpersonal relations. Understanding of Public Service policy and legislative framework. Assertiveness, ability to network, diplomacy and tactful, influence and impact.

DUTIES : Ensure a safe and secure environment for members of the public, personnel and persons legally entrusted to our care. Manage health care services. Incarceration management. Manage and oversee self-sufficiency and sustainability programs and services. Management of human resources, finances and assets. Management of performance information.

ENQUIRIES NOTE : Ms TP Ngobeni Tel No: (012) 305 8589 or Ms Khumalo NS Tel No: (012) 307 2174.
: Appointment under the Correctional Services Act.

POST 35/24 : **AREA COORDINATOR: INCARCERATION, CORRECTIONS AND REHABILITATION REF NO: HO 2024/10/34**
Re-advertisement: Candidates who previously applied, need to re-apply

SALARY CENTRE : R1 238 355 per annum, (all-inclusive package)
: Western Cape region: Pollsmoor

<u>REQUIREMENTS</u>	:	An undergraduate qualification (NQF level 7) as recognized by SAQA in Behavioural Science or equivalent. A certificate for entry into the Senior Management Services (SMS) obtained from the National School of Government (NSG) is compulsory and should be submitted prior to appointment. [5] years' experience at a middle/senior managerial level in a similar environment. Security Clearance. Computer literate. 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, with emphasis on the Correctional Services Act 111 of 1998 as amended). Competencies And Attributes: Programme management and development. Knowledge of Public Service Act, regulations, policies and procedures. Knowledge and experience of problem-solving techniques. Project management, presentation, communication, report.
<u>DUTIES</u>	:	Manage the effective health care of offenders in the management area. Co-ordination of policy on health care in the management area. Quality assessment of health care. Manage social work services in the management area. Coordination of policy on social work services in the management area. Quality assessment of services. Manage spiritual care services to offenders in the management area. Co-ordination of policy on spiritual care services to offenders in the management area. Quality assessment of religious care. Coordinates the collation and dissemination of security and corrections information. Implement and monitor corrections, security and facilities policies and procedures. Management of human resources, finances and assets. Management of performance information.
<u>ENQUIRIES NOTE</u>	:	Ms TP Ngobeni Tel No: (012) 305 8589 or Ms Khumalo NS Tel No: (012) 307 2174. Appointment under the Correctional Services Act.
<u>POST 35/25</u>	:	<u>REGIONAL HEAD: FACILITIES REF NO: HO 2024/10/35</u> Re-advertisement: Candidates who previously applied, need to re-apply
<u>SALARY CENTRE REQUIREMENTS</u>	:	R1 238 355 per annum, (all-inclusive package) Gauteng region
<u>DUTIES</u>	:	An undergraduate qualification (NQF level 7) as recognised by SAQA in Building Science or equivalent. A certificate for entry into the Senior Management Services (SMS) obtained from the National School of Government (NSG) is compulsory and should be submitted prior to appointment. 5 years' experience at a middle/senior professional level in a similar environment. Registration with the relevant professional council of South Africa will be an added advantage. 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, with emphasis on the Correctional Service Act 111 of 1998 as amended). Competencies And Attributes: Programme and project management. Engineering, legal and operational compliance. Engineering and operational communication. Process knowledge and skills mobile equipment operating and maintenance skills and knowledge. Engineering design and analysis knowledge. Research and development. Computer-aided engineering applications. Creating high performance culture. Technical consulting. Engineering and professional judgement. Strategic capability and leadership. Problem solving and analysis. Decision making. Team leadership. Creativity. Financial management. Customer focus and responsiveness. Communication, people management, planning and organization, conflict management and negotiation skills. Change management.
<u>DUTIES</u>	:	The coordination of policy. Implementation of new policies, procedures and standards. Monitoring of effectiveness of policies, procedures and standards. Maintain operational effectiveness. Implement maintenance strategy through the provision of appropriate structures, systems and resources. Quality assessment of facilities. Assessment of facilities on a continuous basis to ensure that proper maintenance is carried out and documented and maintenance teams are properly trained, housed, financed and equipped for their task. Ensure adherence to OHS Act. Ensure training is affected as required by the OHS Act. Ensure continuous updating of the building and maintenance programme for the Region. Ensure that priorities in the building and maintenance programme are still in line with departmental strategies and objectives. Ensure the effective and cost-efficient provision of municipal services in the region. Ensure that payment for services are

done in a timeous manner. Management of human resources, finances and assets.
Management of performance information.

ENQUIRIES
NOTE

: Ms TP Ngobeni Tel No: (012) 305 8589 or Ms Khumalo NS Tel No: (012) 307 2174.
: Appointment under the Correctional Services Act.

OTHER POSTS

POST 35/26

: **SOCIAL AUXILIARY WORKERS: GRADE 1**
(3 Year Contract)

SALARY
CENTRE

: R182 913 per annum, (Plus 37% in lieu of benefits)
: **Eastern Cape region:**
Amathole Management Area Ref No: EC 2024/10/01
East London Management Area Ref No: EC 2024/10/02
Kirkwood Management Area Ref No: EC 2024/10/03
Mthatha Management Area Ref No: EC 2024/10/0 (X2 Posts)
Sada Management Area Ref No: EC 2024/10/05
St Albans Management Area Ref No: EC 2024/10/06 (X2 Posts)
Free State and Northern Cape region:
Bizzah Makhate Ref No: FSNC 2024/10/01 (X2 Posts)
Colesberg Management Area Ref No: FSNC 2024/10/02
Goedemoed Management Area Ref No: FSNC 2024/10/03
Groenpunt Management Area Ref No: FSNC 2024/10/04
Grootvlei Management Area Ref No: FSNC 2024/10/05
Kimberly Management Area Ref No: FSNC 2024/10/06
Upington Management Area Ref No: FSNC 2024/10/07
National Head Office, Pretoria:
Directorate: Restorative Justice Ref No: HO 2024/10/36
Gauteng region:
Baviaanspoort Management Area Ref No: GP 2024/10/01
Boksburg Management Area Ref No: GP 2024/10/02
Johannesburg Management Area Ref No: GP 2024/10/03
Kgoši Mampuru II Management Area Ref No: GP 2024/10/04
Krugersdorp Management Area Ref No: GP 2024/10/05
Leeuwkop Management Area Ref No: GP 2024/10/06
Modderbee Management Area Ref No: GP 2024/10/07
Zonderwater Management Area Ref No: GP 2024/10/08
KwaZulu Natal region:
Durban Management Area Ref No: KZN 2024/10/01 (X2 Posts)
Empangeni Management Area Ref No: KZN 2024/10/02
Glencoe Management Area Ref No: KZN 2024/10/03
Kokstad Management Area Ref No: KZN 2024/10/04
Ncome Management Area Ref No: KZN 2024/10/05
Pietermaritzburg Management Area Ref No: KZN 2024/10/06
Waterval Management Area Ref No: KZN 2024/10/07
Limpopo, Mpumalanga and North West region:
Barberton Management Area Ref No: LMN 2024/10/01
Bethal Management Area Ref No: LMN 2024/10/02
Klerksdorp Management Area Ref No: LMN 2024/10/03
Rooigrond Management Area Ref No: LMN 2024/10/04
Rustenburg Management Area Ref No: LMN 2024/10/05
Polokwane Management Area Ref No: LMN 2024/10/06
Thohoyandou Management Area Ref No: LMN 2024/10/07
Witbank Management Area Ref No: LMN 2024/10/08
Western Cape region:
Allandale Management Area Ref No: WC 2024/10/01
Breede Rivier Management Area Ref No: WC 2024/10/02
Drakenstein Management Area Ref No: WC 2024/10/03
Goodwood Management Area Ref No: WC 2024/10/04
Overberg Management Area Ref No: WC 2024/10/05
Pollsmoor Management Area Ref No: WC 2024/10/06
Southern Cape (George) Management Area Ref No: WC 2024/10/07
Voorberg Management Area Ref No: WC 2024/10/08
Westcoast (Malmesbury) Management Area Ref No: WC 2024/10/09
: Registration with the SA Council for Social Service Professions (SACSSP) as a
Social Auxiliary Worker. Computer literacy. Competencies And Attributes: Report

REQUIREMENTS

writing, problem solving, interpersonal relations, conflict resolution and communication skills. Integrity and honesty. Friendly and adaptable. Self-discipline. Ability to work under pressure. Punctuality. Ability to network and willingness to travel.

DUTIES

: Keep updated on the Victim Offender Dialogue Programme and the objectives and targets as set out in the Strategic Plan and Operational Plan. Locate victims. Keep records on all attempts to locate victims. Orientation of victims with regard to the aims and benefits of the Victim Offender Dialogue programme. Facilitate contact between offender and victim. Assessment of potential areas of conflict. Referral of identified areas of conflict to the Departmental social workers for further intervention. Provision of particulars of victims to Case Management Committee and Parole Boards. Establish database of available support structures in the community (NGO's, religious care organizations, etc). Orientation of NGO's community leaders and other stakeholders with regard to the aims and benefits of the Victim Offender Dialogue Programme. Orientate NGO's, community leaders and families of both the offender as well as the victim (s) regarding the benefits of the acceptance and reintegration of offenders into the communities. Handling monthly returns to Head Office with regard to performance on targets as contained in the Strategic Plan. Provision of needs to Head Community Corrections with regard to communication and travel.

ENQUIRIES

: **Eastern Cape Region** Ms Myataza Z Tel No: (043) 706 7866/ Ms Mgugudo N Tel No: (043) 706 7882/ Mr Ndongela N Tel No: (043) 706 7883.
: **Free State and Northern Cape Region:** Ms Mkuni NJ Tel No: (051) 404 0268/ Ms Molutsoane N/ Ms. Moreki-Rathaba MP/ Ms. Ramncwana B Tel No: (051) 404 0283.
: **Gauteng Region:** Mr Masango SS Tel No: (012) 420 0173/ Ms Feni SAP Tel No: (012) 420 0173/ Tel No: (012) 420 0179.
: **National Head Office** Mr Y Naidoo Tel No: (012) 307 2079, Ms TP Ngobeni Tel No: (012) 305 8589 or Ms NS Khumalo Tel No: (012) 307 2174.
: **Kwa-Zulu Natal Region:** Ms Mchunu GJ Tel No: (033) 355 7386/ Ms Mkhize AL (033) 355 7370.
: **Limpopo, Mpumalanga and North West Region** Mr Ziqubu Z Tel No: (012) 306 2025/ Ms Nomvela PM Tel No: (012) 306 2033/ Ms Lekhuleni TD Tel No: (012) 306 2034.
: **Western Cape Region** Ms A Reddy Tel No: (021) 550 6059/ Mr S Sikisazane Tel No: (021) 550 6052/ (021)550 6054.

APPLICATIONS

Eastern Cape Region: The Regional Commissioner Eastern Cape. Recruitment Section, P/Bag X9013, East London or hand deliver at: Moore Street, Block E Ocean Terrace Quigney, East London, 5211 or you can email your application to [**ECHRM@dcs.gov.za**](mailto:ECHRM@dcs.gov.za)
Free State and Northern Cape Region: The Regional Commissioner Free State and Northern Cape, Recruitment Section, P/Bag X20530, Bloemfontein, 9300 or hand deliver at: 103 Zastron Street, Agrimed Building, Bloemfontein, 9300 or you can email your application to [**FSNCHRM@dcs.gov.za**](mailto:FSNCHRM@dcs.gov.za)
Gauteng Region: The Regional Commissioner Gauteng, Recruitment Section, P/Bag X393, Pretoria, 0001 or hand deliver at: 1077 Forum East Building, Arcadia Street, Hatfield or you can email your application to [**GPHRM@dcs.gov.za**](mailto:GPHRM@dcs.gov.za)
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) or you can email your application to [**Thapelo.Leballo@dcs.gov.za**](mailto:Thapelo.Leballo@dcs.gov.za)
KwaZulu Natal Region: The Regional Commissioner: Kwa-Zulu Natal, Recruitment Section, P/Bag X9126, Pietermaritzburg, 3201 or hand deliver at: Correctional Services, Eugene Marais Road, Napierville, Pietermaritzburg, 3201 or you can email your application to [**KZNHRM@dcs.gov.za**](mailto:KZNHRM@dcs.gov.za)
Limpopo, Mpumalanga And North West Region: The Regional Commissioner Limpopo, Mpumalanga & North West, Recruitment Section, P/Bag X142, Pretoria, 0001 or hand deliver at: Cnr Johannes Ramokhoase (Proes) & Paul Kruger Street, 196 Masada Building, 09th Floor, Pretoria, 0001 or you can email your application to [**LMNHRM@dcs.gov.za**](mailto:LMNHRM@dcs.gov.za)
Western Cape Region: The Regional Commissioner Western Cape, Recruitment Section, P/Bag X14, Goodwood, 7459 or hand deliver at: Peninsula Drive, Monte Vista, 7460 Or you can email your application to [**WCHRM@dcs.gov.za**](mailto:WCHRM@dcs.gov.za)

: Appointment under the Public Service Act.

NOTE