

DEPARTMENT OF CORRECTIONAL SERVICES



- APPLICATIONS** : Send your complete application to: National Head Office: Department of Correctional Services, Post Advertisement Section, Private Bag X136, Pretoria, 0001 OR hand deliver at: 124 WF Nkomo Street, Poyntons Building, Cnr WF Nkomo and Sophie De Bruyn Street, Pretoria, 0001 (Previous: Cnr Church and Schubart Street) OR you can indicate the reference number on the subject line and email your application to NationalOfficeHRM@dcs.gov.za. Contact persons: Ms N Khumalo (012) 305 8589/ (012) 307 2174. Candidates must comply with the minimum appointment requirements. CV's should be aligned to reflect one's degree of compliance with the advert requirements and responsibilities. It is the sole responsibility of an applicant to ensure that their application reaches DCS before the closing date of 14 October 2025 @ 15h45.
- CLOSING DATE** : 14 October 2025 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 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. Fingerprints may be taken on the day of the interview. 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. For re-advertised posts, candidates who previously applied need to re-apply. The Department of Correctional Services reserves the right not to fill any of these advertised posts.

OTHER POSTS

- POST 35/24** : **CHIEF ENGINEER (MECHANICAL): GRADE A REF NO: HO 2025/09/01**
Directorate: Professional Services
- SALARY** : R1 266 450 per annum, (all-inclusive package)
- CENTRE** : National Head Office: Pretoria
- REQUIREMENTS** : Degree in Mechanical Engineering/BSC Engineering or relevant qualification as recognized by SAQA. Professional registration with the Engineering Council of South Africa (ECSA) as a Mechanical Engineer or Mechanical Engineering Technologist. Six (6) years post qualification experience required as a registered professional engineer. Computer literate. Valid driver's licence. Competencies And Attributes: Knowledge of Engineering Profession Act, 2000, Construction Industry Development Board Act and Regulations of 2000, Council for Built Environment Act of 2000 and PFMA/DORA/Treasury

		Regulations. Knowledge of all different contract options for infrastructure projects, supply chain management policies, Promotion of Access to Information Act of 2000, Broad-Based Black Empowerment Act of 2003, Preferential Procurement Act and Regulations of 2000. Knowledge of Public Service Act of 1994 and Regulations of 2001. Knowledge of Government Immovable Asset Management Act of 2007, Occupational Health and Safety Act and Regulations of 1993. Strategic capability and leadership. Problem solving and analysis. Decision making. Team leadership. Financial management. Customer focus and responsiveness. Communication and people management skills. Planning and organising. Conflict management and negotiation skills. Programme and project management. Engineering legal and operational compliance. Engineering operational communication. Process knowledge and skills. Maintenance skills and knowledge. Engineering principles. Mobile equipment and operating skills. Technical consulting. Professional judgment. Research and development. Creating a high-performance culture.
<u>DUTIES</u>	:	Perform final review and approval of audits on new engineering designs according to design principles or theory. Co-ordinate the design efforts and integration across disciplines to ensure seamless integration with current technology. Monitor current deployed technology and pioneer new engineering services. Manage the execution of maintenance strategy through the provision of appropriate structures, systems and resources. Set engineering maintenance standards, specifications and service levels according to organisational objectives to ensure optimum operational availability. Monitor maintenance efficiencies according to organisational goals to direct or redirect engineering services for the attainment of organisational objectives. Compile risk logs and manage significant risk according to sound risk management practice and organizational requirements. Management of performance information, finances, human resources and assets.
<u>ENQUIRIES</u>	:	Ms N Khumalo Tel No: (012) 305 8589/ (012) 307 2174
<u>NOTE</u>	:	Appointment under the Public Service Act
<u>POST 35/25</u>	:	<u>CHIEF ENGINEER (CIVIL): GRADE A REF NO: HO 2025/09/02</u>
<u>SALARY</u>	:	R1 266 450 per annum, (all-inclusive package)
<u>CENTRE</u>	:	National Head Office: Pretoria: Directorate: Professional Services
<u>REQUIREMENTS</u>	:	Degree in Engineering/BSC Engineering or relevant qualification as recognized by SAQA. Professional registration with the Engineering Council of South Africa as a Civil Engineer or Civil Engineering Technologist. Six (6) years post qualification experience required as a registered professional engineer. Computer literate. Valid driver's licence. Competencies And Attributes: Knowledge of various facets of civil engineering practice, including construction methods, techniques and system applied in full spectrum of the civil engineering profession. Knowledge of contract building law to the extent applied in the profession. Knowledge of all aspects of the building engineering design and analysis, engineering operational communication, process and maintenance, to the extent applied in the profession. Technical consulting. A good understanding and competence in the context of the built environment. Legislative and legal aspects of built environment developments and informed decision-making. Knowledge and understanding of national government's strategic visions and goals as well as provincial and local government strategies and policies. Well-developed project management, analytical, planning, legal compliance, interpersonal, communication, executive report-writing and presentation skills. Innovation and creative thinking, resourceful, people orientated, assertive, hardworking, self-motivated and ability to use professional judgment in decision making.
<u>DUTIES</u>	:	Oversee all engineering aspects of civil infrastructure projects, including design, construction, and maintenance. Manage engineering teams, develop project plans and ensure projects are completed on time and within budget. Manage all civil/structural aspects of construction projects, including design, documentation, and inspection. Provide technical guidance, reviewing designs and ensuring projects adhere to engineering principles and standards. Developing and managing project budgets, allocating resources and ensuring cost-effectiveness. Ensure that projects comply with relevant regulations, codes and quality standards. Management of risks through identifying potential risks, developing mitigation strategies and ensuring a safe working

		environment. Management of performance information, finances, human resources and assets.
<u>ENQUIRIES</u>	:	Ms N Khumalo Tel No: (012) 305 8589/ (012) 307 2174
<u>NOTE</u>	:	Appointment under the Public Service Act.
<u>POST 35/26</u>	:	<u>DEPUTY DIRECTOR: BAVIAANSPOORT DOG TRAINING CENTRE (NCB4)</u> <u>REF NO: HO 2025/09/90</u> Directorate: Core Curriculum
<u>SALARY</u>	:	R925 380 per annum, (all-inclusive package)
<u>CENTRE</u>	:	Baviaanspoort Dog Training Centre
<u>REQUIREMENTS</u>	:	Relevant NQF level 6 qualification in Behavioural Science. At least 7 years (combined) relevant experience on supervision and junior management production levels. Successful completion of the Correctional Science Learnership or Basic Training. Computer literate. Valid driver's licence. Competencies and Attributes: Knowledge of government programmes such as ASGISA. Knowledge of policies, legislation and strategy (WPCSA, Correctional Services Act, Strategic Plan, Code of Conduct etc.) Understanding of basic accounting systems, policies and legislation of government (PFMA and Supply Chain Management). Knowledge of HR policies and legislation (BCEA, OCHSA, Labour Relations Act, Disciplinary Code and Procedure). Knowledge protection/rights of animals (Policies and legislation). Knowledge of skills development and related policies, legislation, strategies and programmes (Skills Development Act, SAQA Act, Skills Development Levies Act, National Skills Development Strategy, HRD Strategy and ASGISA). Facilitation, presentation and project management skills. Communication and marketing skills. Report writing skills. Database management. Generic management and analytical skills. Negotiation, transformation and change management skills. Dog handling skills. Assertiveness. Decisiveness. Customer service orientation. Tolerant. Initiative. Honesty and integrity. Emotional intelligence. Love/care for animals.
<u>DUTIES</u>	:	Coordination of attendance of courses and training interventions scheduled by the dog training centre. Alignment of training programmes with relevant unit standards and development of learning materials. Management of auxiliary support services. Manage administrative functions of the dog training centre. Management of performance information, finances, human resources and assets.
<u>ENQUIRIES</u>	:	Ms N Khumalo Tel No: (012) 305 8589/ (012) 307 2174
<u>NOTE</u>	:	Appointment under the Correctional Services Act.
<u>POST 35/27</u>	:	<u>DEPUTY DIRECTOR: KROONSTAD TRAINING COLLEGE (NCB4) REF NO: HO 2025/09/91</u> Directorate Core Curriculum
<u>SALARY</u>	:	R925 380 per annum, (all-inclusive package)
<u>CENTRE</u>	:	Kroonstad Training College
<u>REQUIREMENTS</u>	:	Relevant NQF level 6 qualification in Behavioural Science. At least 7 years (combined) relevant experience on supervision and junior management production levels. Successful completion of the Correctional Science Learnership or Basic Training. Computer literate. Valid driver's licence. Competencies And Attributes: Sound experience in middle management. Knowledge of skills development and related policies, legislation and strategy. Understanding of basic accounting systems, policies and legislation of government. Ability to develop training or learning programmes. Facilitation, project management, communication, marketing, report writing, database management, generic management, analytical and negotiation skills. Assertiveness, decisiveness, customer service, orientation, tolerance, initiative, honesty and integrity. Exposure to and knowledge of managing projects and processes in conflict environments. Registered assessor and moderator in FET Certificate in Corrections Services NQF Level 4. Compile and marking of examinations and compile of mark sheets for moderations. Experience in managing multiple compliance framework environment. Managing of training and development processes. Sound decision of planning, organizing, leading and coordinating.
<u>DUTIES</u>	:	Manage the provision of basic training in line with Corrections Science Learnership to newly appointed officials at entry level. Ensure that basic training materials are aligned to NQF/SAQA requirements. Ensure that

monitoring and evaluation of basic training is conducted. Manage the verification process. Ensure compliance to policies relating to the roll out of basic training. Oversee Corporate Services in the capacity of Head of College. Lead Human Resource functions. Manage logistical operations and support. Administer college finances. Supervise clubs and mess facilities. Manage training and development functions. Supervise training and development support. Identify and assess training needs. Ensure training initiatives align with the college objectives. Develop and overseeing training budgets. Design and implementing effective training programmes. Oversee the administration and operations of the college library. Facilitate access to primary health care and social work services for learners within the college. Oversee the delivery of primary health care services to support the well-being of learners. Provide social work services to support the well-being of learners. Design and implement training policies. Implement national training policies at the college level. Ensure compliance with the national training standards and regulations. Contribute to the review and development of training policies and guidelines. Communicate training policies effectively to all stakeholders. Monitor, evaluate and control the implementation of training policies. Management of performance information, finances, human resources and assets.

ENQUIRIES
NOTE

: Ms N Khumalo Tel No: (012) 305 8589/ (012) 307 2174
: Appointment under the Correctional Services Act.

POST 35/28

: **DEPUTY DIRECTOR: SECURITY EVALUATION (NCB4) REF NO: HO 2025/09/92**
Directorate: Security Standards and Management

SALARY
CENTRE
REQUIREMENTS

: R925 380 per annum, (all-inclusive package)
: National Head Office: Pretoria
: Degree/national diploma in behavioural sciences or equivalent qualification and successful completion of the Corrections Science Learnership/Basic Training. At least seven (7) years' relevant experience gained in a supervisory and junior management production post. Top secret security classification as an added advantage. Computer literate. Valid driver's licence. Competencies And Attributes: Firearm skills and the use of relevant security technology. Project and programme management. Transformation, change, and stakeholder management. Problem solving, Analysis and service delivery Innovation. Decision making, people management and empowerment. In depth understanding of safety and security in a correctional environment. Integrity and honesty. Good Interpersonal relations, knowledge of the Correctional Services Act, Act 111 of 1998, as amended. Assertiveness, ability to network, diplomacy and tactful. Resilient, influence and impact.

DUTIES

: Development, maintenance and implementation of standards, policies and policy procedures regulating the management of security information. Development of manual/tool for the evaluation of security policies. Manage and evaluate security risks. Conduct investigations of security incidents/breaches. Liaison with internal and external stakeholders on security evaluation and assessments. Manage the development and maintenance of a data base on security information. Analysis and presentation of information. Management of performance information, finances, human resources and assets.

ENQUIRIES
NOTE

: Ms N Khumalo Tel No: (012) 305 8589/ (012) 307 2174
: Appointment under the Correctional Services Act.

POST 35/29

: **DEPUTY DIRECTOR: SECURITY OPERATIONS (NCB4) REF NO: HO 2025/09/93**
Directorate: Security Standards and Management

SALARY
CENTRE
REQUIREMENTS

: R925 380 per annum, all-inclusive package
: National Head Office: Pretoria
: Relevant NQF level 6 qualification in Behavioural Science. At least 7 years (combined) relevant experience on supervision and junior management production levels. Successful completion of the Correctional Science Learnership or Basic Training. Top secret security classification will be an added advantage. Computer literate. Valid driver's licence. Competencies And Attributes: Firearm skills and the use of relevant security technology. Financial management, problem solving, decision-making and facilitation skills. Plan, organize, lead and control. Change management. Team leadership. Project management. Presentation skills. Conflict management. Report writing.

		Training and development. Time management. Coaching and mentoring. Understanding of public services policy and legislative framework. Service delivery and client orientation. Integrity and honesty. Willingness to travel. Applied strategic thinking. Good interpersonal relations. Knowledge of the Correctional Services Act, Act 111 of 1998, as amended. Assertiveness, ability to network, diplomacy, tactful, resilient, influence and impact.
<u>DUTIES</u>	:	Manage the development and implementation of security operation policies and procedures. Manage the coordination and ensure the existence of reliable security operations systems. Manage risk assessment security operation systems. Evaluate and improve security operations measures and procedures. Management of performance information, finances, human resources and assets.
<u>ENQUIRIES</u>	:	Ms N Khumalo Tel No: (012) 305 8589/ (012) 307 2174
<u>NOTE</u>	:	Appointment under the Correctional Services Act.
<u>POST 35/30</u>	:	<u>DEPUTY DIRECTOR: SECURITY SUPPORT (NCB4) REF NO: HO 2025/09/94</u> Directorate: Security Standards and Management
<u>SALARY</u>	:	R925 380 per annum, all-inclusive package
<u>CENTRE</u>	:	National Head Office: Pretoria
<u>REQUIREMENTS</u>	:	Relevant NQF level 6 qualification in Behavioural Science. At least 7 years (combined) relevant experience on supervision and junior management production levels. Successful completion of the Correctional Science Learnership or Basic Training. Top secret security classification will be an added advantage. Computer literate. Valid driver's licence. Competencies And Attributes: Firearm skills and the use of relevant security technology. Good communication, project, programme, transformation, change and stakeholder management skills. Problem solving, analysis, service delivery innovation, decision making, people management and empowerment skills. In- depth understanding of safety and security in a correctional environment. Integrity, honesty, confidentiality and good interpersonal relations. Knowledge of the Correctional Services Act, Act 111 of 1998, as amended. Assertiveness, ability to network, diplomacy, tactful, resilient, influence and impact.
<u>DUTIES</u>	:	Development and maintenance of national policy, standards and policy procedures regarding security equipment, technology and systems in DCS. Drafting /compilation of specifications and/or amendments of specifications. Evaluation of tenders. Development and maintenance of security technology, equipment and system strategies. Management of security technology, systems and equipment projects. Training of staff on security technology systems. Manage the maintenance of contracts for security systems. Management of performance information, finances, human resources and assets.
<u>ENQUIRIES</u>	:	Ms N Khumalo Tel No: (012) 305 8589/ (012) 307 2174.
<u>NOTE</u>	:	Appointment under the Correctional Services Act.
<u>POST 35/31</u>	:	<u>DEPUTY DIRECTOR: CASE MANAGEMENT (NCB4) REF NO: HO 2025/09/95</u> Directorate: Corrections Administration
<u>SALARY</u>	:	R925 380 per annum, (all-inclusive package)
<u>CENTRE</u>	:	National Head Office: Pretoria
<u>REQUIREMENTS</u>	:	Degree/national diploma in behavioural sciences or equivalent qualification and successful completion of the Corrections Science Learnership/Basic Training. At least seven (7) years' relevant experience gained in a supervisory and junior management production post. Computer literate. Valid driver's licence. Competencies And Attributes: Understanding of Public Service policy and legislative framework. Service delivery and client orientation. Integrity and honesty. Ability to network and willingness to travel. Applied strategic thinking. Influence and impact. Financial management, problem solving and decision-making skills. Plan, organise, lead and control. Change management, team leadership, project management and presentation skills. Conflict management, report writing, training and development. Time management, confidentiality, coaching and mentoring.
<u>DUTIES</u>	:	Review, develop, enhance & implement systems/tools and procedures in relation to case administration. Ensure the alignment of the following chapters of the B- Order with Unit management and the offender rehabilitation path: Unit

management, case management committees, labour, monitors, gratuity, privileges and disciplinary system. Ensure interpretation and compliance regarding policy procedures. Deal with enquiries by parliament, media, practice, NGO's, politicians, individuals, portfolio committees and regions. Provide inputs for annual report, budget vote, motions against the department and media briefings. Monitor progress with case management utilizing frameworks and action plans. Provisioning of frameworks and tools to regions. Monthly monitoring of successes/failures per region against set targets. Monitor performance of labour by offenders. Monthly monitoring of successes/failures per region against set targets. Monitor compliance with unit management, including a structured day programme and three (3) meals a day system. Quarterly monitoring of successes/failures per region against set targets. Management of performance information, finances, human resources and assets.

ENQUIRIES
NOTE

: Ms N Khumalo Tel No: (012) 305 8589/ (012) 307 2174.
: Appointment under the Correctional Services Act.

POST 35/32

: **DEPUTY DIRECTOR: CORRECTIONAL CENTRES (NCB4) REF NO: HO 2025/09/96**
Directorate: Corrections Administration

SALARY
CENTRE
REQUIREMENTS

: R925 380 per annum, (all-inclusive package)
: National Head Office: Pretoria
: Degree/national diploma in behavioural sciences or equivalent qualification and successful completion of the Corrections Science Learnership/Basic Training. At least seven (7) years' relevant experience gained in a supervisory and junior management production post. Computer literate. Valid driver's licence. Competencies And Attributes: Understanding of public service policy and legislative framework. Service delivery and client orientation. Integrity and honesty. Assertiveness. Ability to network. Willingness to travel. Applied strategic thinking, influence and impact. Financial management, problem solving, decision-making and facilitation skills. Plan, organise, lead and control. Change management and project management. Presentation skills, conflict management and report writing. Training and development. Time management, confidentiality, coaching and mentoring.

DUTIES

: Facilitate and monitor the implementation of correctional programmes policy and procedures. Register the need for Training of Master Trainers with Human Resource Development (HRD). Assist HRD in developing a training schedule for orientation of relevant officials on the implementation of the policy and policy procedures on correctional programmes. Obtain approval for orientation of relevant officials on correctional programmes policy and policy procedures. Ensure submission of consolidated name list of relevant officials to be orientated. Facilitate and support HRD in training of Master Trainers. Ensure availability of copies of Correctional programmes policy and procedures for orientation of relevant officials. Support HRD in orientation of relevant officials on correctional programmes policy and procedures. Ensure submission of the Directorate's compliance framework to the Directorate: Inspectorate for monitoring policy implementation on correctional programmes. Ensure submission of evaluation report on policy implementation. Review correctional programmes policy and procedures based on the evaluation report. Conduct research, develop and facilitate the implementation of Correctional Sentence Plan (CSP) and Correctional Sentence Plan Revision Framework (CSPRF) nationally. Updating of the training manual following the training standards set by HRD. Obtain approval of the training manual on CSP and CSPRF. Register the need for training of available CATs master trainers at COEs on the compilation of the CSP and the purpose of CSPRF. Assist HRD in developing a training schedule for training of available CATs master trainers at COEs on the implementation of the CSP and the CSPRF. Conduct research and ensure finalisation of the concept document on correctional programmes. Consult the concept document on correctional programmes with regions, branches and external stakeholders. Review the concept document based on the inputs. Obtain approval of the concept document on correctional programmes. Facilitate and co-ordinate the implementation of correctional programmes by internal and external service providers to sentenced offenders, including women and youth in correctional centres. Register the need for training and support HRD in training of CIOs on implementation of correctional programmes. Facilitate implementation of endorsed correctional programs to

		the offender population including women, and youth. Monitor and evaluate the implementation of correctional programmes by internal and external service providers. Ensure monitoring and evaluation of correctional programmes' implementation. Conduct research and develop a databank on available, implemented and quality assured correctional programmes. Ensure consolidation of monthly statistics on available and implemented programmes. Establishment of Correctional Intervention Officials (CIO) to implement correctional programmes. Monitor the process of identification and appointment of Correctional Intervention Officials (CIO). Management of performance information, finances, human resources and assets.
<u>ENQUIRIES</u>	:	Ms N Khumalo Tel No: (012) 305 8589/ (012) 307 2174
<u>NOTE</u>	:	Appointment under the Correctional Services Act.
<u>POST 35/33</u>	:	<u>DEPUTY DIRECTOR: PROGRAMME TARGETING BEHAVIOUR (NCB4)</u> <u>REF NO: HO 2025/09/97</u> Directorate: Corrections Administration
<u>SALARY</u>	:	R925 380 per annum, (all-inclusive package)
<u>CENTRE</u>	:	National Head Office: Pretoria
<u>REQUIREMENTS</u>	:	Relevant NQF level 6 qualification in Behavioural Science. At least 7 years (combined) relevant experience on supervision and junior management production levels. Successful completion of the Correctional Science Learnership or Basic Training. Top secret security classification will be an added advantage. Computer literate. Valid driver's licence. Competencies And Attributes: Knowledge of the Correctional Services Act, Act 111 of 1998, as amended. Understanding of Public Service policies and legislative framework. Problem solving and decision-making skills. Service delivery and client orientation. Presentation and facilitation skills. Plan, organize, lead and control. Financial management and project management. Good interpersonal relations. Report writing. Willingness to travel. Ability to network. Training and development. Coaching and mentoring. Influence and impact. Diplomacy and tactful.
<u>DUTIES</u>	:	Control the research, design and development of need-based programmes targeting the offending behaviour of offenders. Ensure the development of an auditing and accrediting tool. Conduct audit of existing programmes and service providers. Conduct research on programmes targeting offending behaviour. Determine all types of policies in the organization within his/her power of authority. Ensure that policies are aligned with current legislation and policy frameworks. Monitor and evaluate policy implementation. Compile operational and action plans to achieve the strategic objective of the department as set out in its strategic plan. Represent the department at various external and government forums when requested to do so between: co-workers, management at head office, other departments, Ministers/Premier/MEC's, general public, academic institutions, media and international organizations. Determine duty/leave arrangements, allocation of staff to duties, performance management of staff, disciplinary actions, personnel training and development, counselling and guidance of staff under his/her supervision. Management of performance information, finances, human resources and assets.
<u>ENQUIRIES</u>	:	Ms N Khumalo Tel No: (012) 305 8589/ (012) 307 2174
<u>NOTE</u>	:	Appointment under the Correctional Services Act.
<u>POST 35/34</u>	:	<u>CONTROL ENGINEERING TECHNOLOGIST GRADE A REF NO: HO 2025/09/03</u> Directorate: Professional Services
<u>SALARY</u>	:	R921 900 per annum, (all-inclusive package)
<u>CENTRE</u>	:	National Head Office: Pretoria
<u>REQUIREMENTS</u>	:	Bachelor of technology (B- Tech) in Engineering/Architecture or relevant qualification. Three-year post qualification architectural technologist experience required. Compulsory registration with SACAP as an Architectural Technologist. Computer literate. Valid driver's licence. Competencies And Attributes: Project management, problem solving, technical design and analysis. Research and development. Knowledge of computer-aided applications, legal compliance and technical report writing. Technical consulting, networking, professional judgement, strategic management and direction. Decision making, creativity, customer focus and responsiveness.

	Good communication & listening skills. Planning, organising and team leadership. Ability to manage conflict.
<u>DUTIES</u>	: Manage the control advisory services. Plan technological support to engineers and associate professionals in the field. Ensure the adherence and promotion of safety standards in line with statutory and regulatory requirements. Solve broadly defined technological challenges through application of proven techniques and procedures. Develop, maintain and manage current technologies. Monitoring and evaluation of technological designs. Evaluate and monitor existing technical manuals, standard drawings and procedures to incorporate new technology. Ensure quality assurance of technical designs with specifications and make recommendations for approval by the relevant authority. Identify and optimize technical solutions by applying engineering principles. Manage the administrative and related functions. Research and development: Continuous and professional development to keep up with new technologies and procedures. Research/literature studies on engineering technology to improve expertise. Liaise with relevant bodies/councils on engineering-related matters. Management of performance information, finances, human resources and assets.
<u>ENQUIRIES NOTE</u>	: Ms N Khumalo Tel No: (012) 305 8589/ (012) 307 2174. : Appointment under the Public Service Act.
<u>POST 35/35</u>	: <u>DEPUTY DIRECTOR: PROGRAMME SERVICES REF NO: HO 2025/09/04</u> Directorate: Formal Education and Skills Development
<u>SALARY CENTRE REQUIREMENTS</u>	: R896 436 per annum, (all-inclusive package) : National Head Office: Pretoria : Recognised degree or diploma in Education or equivalent qualification. 3-5 years management experience within an education environment. Computer literate. Valid driver's licence. Competencies And Attributes: Understanding of public service policy and legislative framework. Knowledge of Correctional Services Act as amended as well as applicable legislation. Ability to network with external stakeholders. Analytical thinking, communication, negotiation, networking, interpersonal, listening and financial management skills. Problem solving, decision making and time management. Project and time management. Monitoring and evaluation, mentoring and time management skills. Implementation of performance standards. Report writing, planning and coordination. Presentation or facilitation skills.
<u>DUTIES</u>	: Provide formal education programme and services. Manage and coordinate the provision of market related and needs based formal education programmes. Monitor and evaluate the formal education programmes to ensure quality control and attainment of service level standards. Manage and coordinate offender participation in formal education programme, services and activities. Management of performance information, finances, human resources and assets.
<u>ENQUIRIES NOTE</u>	: Ms N Khumalo Tel No: (012) 305 8589/ (012) 307 2174. : Appointment under the Public Service Act.
<u>POST 35/36</u>	: <u>DEPUTY DIRECTOR: BUDGET CONTROL REF NO: HO 2025/09/05</u> Directorate: Management Accounting
<u>SALARY CENTRE REQUIREMENTS</u>	: R896 436 per annum, (all-inclusive package) : National Head Office: Pretoria : An appropriate degree/national diploma in Finance related field with financial accounting and management accounting as a major subject or equivalent qualification. At least 3-5 years management experience in a supervisory/junior management at an ASD level. Computer literate. Valid driver's licence. Competencies And Attributes: Knowledge of PFMA, treasury regulations, applicable sections on the white paper on corrections and DCS strategic plan. Knowledge of the public service regulations, HRM policies/procedures, financial administration procedures - manual 3, supply chain/procurement manuals and GUFS. 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.

<u>DUTIES</u>	:	Overall departmental budget and expenditure monitoring and control in order to prevent over and under spending of the budget. Co-ordinate, distribute and monitor budget allocations to regions and ensure the balancing of budget on BAS. Financial reporting which includes the following: Compile and consolidate in year monitoring reports; prepare appropriation statements to annual financial statements; compile monthly compensation model analysis to the compensation committee; prepare monthly and quarterly expenditure reports with variance analysis to management, regions, oversight bodies and relevant stakeholders. Facilitate and manage the processes of shifting of funds, departmental budget adjustment estimates as well as the request for rollover of funds from treasury. Compile consolidated revised annual cashflow projections of the department. Manage interrogation of deviations per month of actual figures against the anticipated monthly breakdown of revenue and expenditure and report/correct accordingly. Analyse expenditure reports and ensure that all misallocations are journalised accordingly. Ensure effective utilisation and control over resources of the sub-directorate. Perform secretariat functions of technical budget committee and cash flow monitoring forums. Management of performance information, finances, human resources and assets.
<u>ENQUIRIES NOTE</u>	:	Ms N Khumalo Tel No: (012) 305 8589/ (012) 307 2174.
<u>POST 35/37</u>	:	<u>DEPUTY DIRECTOR: ACADEMIC SUPPORT REF NO: HO 2025/09/06</u> Directorate: Core Curriculum
<u>SALARY CENTRE REQUIREMENTS</u>	:	R896 436 per annum, (all-inclusive package) National Head Office: Pretoria An appropriate degree/national diploma in Human Resources Development or equivalent qualification. At least 3-5 years management experience in a supervisory/ junior management at an ASD level in the field of Human Resource Development or Education Training & Development. Computer literate. Valid driver's licence. Competencies And Attributes: Knowledge of skills development and related policies, legislation, strategies and programmes (Skills Development Act, SAQA Act, Skills Development Levies Act, National Skills Development Strategy, HRD Strategy, ASGISA etc). Knowledge of policies, legislation and strategy (WPCSA, Correctional Services Act, Strategic Plan, Code of Conduct etc). Understanding of basic accounting systems, policies and legislation of Government (PFMA, Supply Chain Management etc). Knowledge of HR policies and legislation (BCEA, OCHSA, Labour Relations Act, Disciplinary Code and Procedure etc). Knowledge of HRD or Education, Training and Development practice. Ability to develop training or learning programmes. Facilitation and presentation skills. Project management, communication, marketing, report writing, generic management, analytical and negotiation skills. Assertiveness, decisiveness, customer service orientation, initiative, honesty and integrity. Emotional Intelligence.
<u>DUTIES</u>	:	Alignment of training programmes with relevant unit standards and development of learning materials. Management of needs analysis process to determine required competencies. Identification of relevant unit standards and qualifications related to the envisaged training programmes. Coordinate the implementation of learning material related specific training interventions. Manage the implementation of theoretical and experiential learning phases. Ensure that RPL and appeal procedures are established. Coordinate the monitoring and evaluation of all relevant training interventions. Manage finance and supply chain management matters in the directorate at head office. Establish and maintain communication and marketing systems for the directorate. Ensure the availability of external and internal training providers/facilitators for specific interventions. Ensure consultation with relevant internal stakeholders (unions) and line functionaries on matters of mutual interest. Conduct benchmarking exercise with international best practices. Management of performance information, finances, human resources and assets.
<u>ENQUIRIES NOTE</u>	:	Ms N Khumalo Tel No: (012) 305 8589/ (012) 307 2174
	:	Appointment under the Public Service Act.

<u>POST 35/38</u>	:	<u>DEPUTY DIRECTOR: SENIOR MANAGEMENT TRAINING REF NO: HO 2025/09/07</u> Directorate: Functional Management and Training
<u>SALARY</u>	:	R896 436 per annum, (all-inclusive package)
<u>CENTRE</u>	:	National Head Office: Pretoria
<u>REQUIREMENTS</u>	:	Relevant National Diploma/Degree in HR Development/Human Resource Management. At least 3- 5 years' management experience in a supervisory/ junior management at an ASD level in Human Resource Development. Computer literate. Valid driver's licence. competencies and attributes: Verbal exchange of sensitive information requiring large degree of tact and diplomacy. Complex memorandums, team building and presentations. Project Management, policy analysis, budgeting, research and analytical thinking. Good communication skills.
<u>DUTIES</u>	:	Facilitate the process of training of senior management within Department of Correctional Services. Facilitate the development of senior management training policy and monitoring thereof. Management of performance information, finances, human resources and assets.
<u>ENQUIRIES</u>	:	Ms N Khumalo Tel No: (012) 305 8589/ (012) 307 2174
<u>NOTE</u>	:	Appointment under the Public Service Act
<u>POST 35/39</u>	:	<u>DEPUTY DIRECTOR: FUNCTIONAL TRAINING REF NO: HO 2025/09/08</u> Directorate: Functional Management and Training
<u>SALARY</u>	:	R896 436 per annum, all-inclusive package
<u>CENTRE</u>	:	National Head Office: Pretoria
<u>REQUIREMENTS</u>	:	An appropriate degree/national diploma in Human Resources Development or equivalent qualification. At least 3-5 years management experience in a supervisory/ junior management at an ASD level in the field of Human Resource Development or Education Training & Development. Computer literate. Valid driver's licence. Competencies And Attributes: Ability to plan, organise and control the activities of the sub-directorate. Knowledge of Public Finance and Supply Chain Management. Knowledge and understanding of policy and legislation on Education & Training Development. Project management skills. Database management. Communication and analytical skills. Assertiveness. Decisiveness.
<u>DUTIES</u>	:	Management of training finances and supply chain for interventions nationally. Monitoring of shortfalls & surpluses. Monitoring of multi-year estimates. Compile monthly reports of training interventions. Collate statistics on training interventions. Maintain database of training interventions. Monitoring and evaluation of training interventions (quality assurance). Management of database and catalogue of functional training programmes. Ensure that training interventions are aligned to legislation in education & training development. Ensure training interventions are delivered according to the business plans of the regions. Development and implementation of policy implementation procedures on functional training. Ensure that existing functional training policies are reviewed and aligned with departmental policy and legislation. Assess the impact of functional training policy procedures. Management of performance information, finances, human resources and assets.
<u>ENQUIRIES</u>	:	Ms N Khumalo Tel No: (012) 305 8589/ (012) 307 2174.
<u>NOTE</u>	:	Appointment under the Public Service Act.
<u>POST 35/40</u>	:	<u>DEPUTY DIRECTOR: ASSESSMENTS AND STANDARDS REF NO: HO 2025/09/09</u> Directorate: External Training and Standards
<u>SALARY</u>	:	R896 436 per annum, (all-inclusive package)
<u>CENTRE</u>	:	National Head Office: Pretoria
<u>REQUIREMENTS</u>	:	An appropriate degree/national diploma in HRD/HRM or equivalent. At least 3-5 years management experience in a supervisory/ junior management at an ASD level in the field of Human Resource Development or Education Training & Development. Computer literate. Valid driver's license. Competencies And Attributes: Planning and organising. Training, reporting procedures, policy analysis and development. Problem solving and conflict management. Communication, negotiations and presentation skills. Innovation and creativity. Risk management. Compilation of management reports.

<u>DUTIES</u>	:	Manage training assessment and standards processes within the department. Development of assessment and moderation policies, guidelines and strategies. Development of standards, development policies, guidelines and strategies. Manage the development of assessment, moderation and standards development tools. Manage the organisational learning assessment process. Management of performance information, finances, human resources and assets.
<u>ENQUIRIES NOTE</u>	:	Ms N Khumalo Tel No: (012) 305 8589/ (012) 307 2174.
<u>POST 35/41</u>	:	<u>DEPUTY DIRECTOR: POLICY DEVELOPMENT REF NO: HO 2025/09/10</u> Directorate: External Training and Standards
<u>SALARY CENTRE REQUIREMENTS</u>	:	R896 436 per annum, (all-inclusive package) National Head Office: Pretoria An appropriate degree/ national diploma in Public Administration or equivalent. At least 3-5 years management experience in a supervisory/ junior management at an ASD level. Computer literate. Valid driver's licence. Competencies And Attributes: Knowledge of skills development and related policies, legislation, strategies and programmes (Skills Development Act, SAQA Act, Skills Development Levies Act, National Skills Development Strategy, HRD Strategy, ASGISA etc). Knowledge of DCS policies, legislation and strategy (WPCSA, Correctional Services Act, DCS Strategic Plan, Code of Conduct etc). Understanding of basic accounting systems, policies and legislation of Government (PFMA, Supply Chain Management etc). Knowledge of HR policies and legislation (BCEA, OCHSA, Labour Relations Act, Disciplinary Code and Procedure etc). Knowledge of HRD or Education, Training and Development practice. Facilitation and presentation skills. Ability to develop training or learning programmes. Project management, communication and marketing skills. Report writing and database management. Generic management, analytical and negotiation skills. Customer service orientation, tolerant and initiative. Honesty and integrity.
<u>DUTIES</u>	:	Alignment of HRD policies to all relevant national policies and applicable legislation. Management of needs analysis process for policy review and/or development. Establish and maintain a database for all relevant policies and legislation. Manage the implementation of HRD policies and procedures. Employ appropriate technology for the implementation of HRD policies. Ensure that evaluation tools are developed and implemented. Ensure that corrective measures are established and implemented. Ensure that impact assessments are conducted periodically. Ensure compliance to policies and procedures through inspections. Monitor and evaluate the implementation of HRD policies and procedures in DCS. Conduct research on HRD policies and procedures. Check compliance to existing HRD policies and procedures. Establish measures to ensure compliance to HRD policies and procedures. Determine resource requirements for the implementation of policies. Facilitate training on existing HRD policies and procedures. Manage and facilitate DCS internship programme and learnership. Coordinate DCS internship needs. Determine resource requirements for the implementation of the DCS internship programme. Advertise DCS internship recruitment processes. Networking and liaison with internal and external stakeholders. Establish and maintain communication and marketing strategies for HRD policies and procedures. Liaise and communicate with statutory bodies and service providers such as SAQA, SETA's and education and training institutions. Consult with relevant internal stakeholders (labour organisations) and line functionaries on matters of mutual interest. Conduct benchmarking exercise with the international stakeholders for best practices. Management of performance information, finances, human resources and assets.
<u>ENQUIRIES NOTE</u>	:	Ms N Khumalo Tel No: (012) 305 8589/ (012) 307 2174. Appointment under the Public Service Act.
<u>POST 35/42</u>	:	<u>DEPUTY DIRECTOR: EMPLOYEE ASSISTANT PROGRAMME (EAP) REF NO: HO 2025/09/11</u> Directorate: Employee Wellness and OHS
<u>SALARY CENTRE</u>	:	R896 436 per annum, (all-inclusive package) National Head Office: Pretoria

<u>REQUIREMENTS</u>	:	Degree in Social Work/Social Science or equivalent. Registration with the South African Council for Social Service Professions and EAPA- SA will be an added advantage. At least 3- 5 years management experience in a supervisory/ junior management at an ASD level. Computer literate. Valid driver's licence. Competencies And Attributes: Knowledge of DCS EAP policy and processes and Labour Relations Act. Knowledge of prescripts, regulations and collective agreement with regard to EAP. Knowledge of DPSA circulars with regard to EAP. Knowledge of social work practices and EAP intervention strategies. Good communication, counselling, research and listening skills. Project management. Networking/liaison with stakeholders. Technical report writing and decision-making skills. Applied strategic thinking.
<u>DUTIES</u>	:	Manage and monitor the implementation of employee assistance programme. Develop standard operating procedures and practices. Develop and review EAP policies in line with the departmental needs. Develop guidelines on the implementation of employee assistance programmes. Evaluate EAP processes and outcomes in terms of utilisation, quality of services provided and attainment of objectives. Participate in professional EAP organisations and activities. Conduct training of all regional coordinators on the systems monitoring tool (SMT). Develop and review monthly reporting tool and circulate to all regions. Facilitate the development of the standard quarterly reporting tool and coordinate its submission to the DPSA. Conduct annual review of systems monitoring tool (SMT) and monitor the compliance of the regions to submit to DPSA within the stipulated period. Compile a comprehensive quarterly report on all the EAP activities. Develop stakeholder database. Conduct quarterly stakeholder engagement sessions. Attend and participate in the MPAC steering committee activities. Conduct monthly meetings with the regions. Attend and participate in the DPSA steering committee meeting as on and when required. Management of human resources, finances, assets and performance information.
<u>ENQUIRIES NOTE</u>	:	Ms N Khumalo Tel No: (012) 305 8589/ (012) 307 2174. Appointment under the Public Service Act.
<u>POST 35/43</u>	:	<u>DEPUTY DIRECTOR: SPORTS ADMINISTRATION REF NO: HO 2025/09/12</u> Directorate: Employee Wellness and OHS
<u>SALARY CENTRE REQUIREMENTS</u>	:	R896 436 per annum, (all-inclusive package) National Head Office: Pretoria National diploma/degree in Sports Management or equivalent. 3-5 years supervisory/junior management experience at an ASD level in a sports related environment. Computer literate. Valid driver's licence. Competencies And Attributes: Knowledge of project management and planning. Knowledge of procurement directives and procedures. Good presentation and communication skills. Compilation of management reports. Research. Analytical thinking, report writing, planning and organising. Sports management.
<u>DUTIES</u>	:	Develop and review policies related to departmental championships for approved sport codes. Draft and develop clear policies and procedures for organizing departmental championships. Ensure alignment with national/regional sports regulations and organizational goals. Updates policies regularly based on feedback, performance review and changes in the sports environment. Assesses and review approved sport codes to determine suitability and readiness for departmental championships. Evaluation of sports reports, complaints of annual sports program, evaluation and amendment of manuals for sport participation. Represent DCS at the annual general meeting of sports codes. Develop, implement and review sport education programs and policies. Design or support the integration of sports education into academic curricula. Ensure alignment with physical education standards and learner development goals. Establish systems to identify and nurture athletic talent at various educational levels. Coordinate training and development pathways for officials. Plan and oversee inter-departmental sports competitions and events. Work with schools, clubs and community groups to promote sport. Address barriers to participation (e.g., cost, access, culture etc.). Attendance of meetings and arrangement of DCS participation (accommodation, transport, meals, funding etc.). Establish pathways for identifying and nurturing talented athletes. Support training structures and facilities for elite athlete development. Collaborate with coaches and performance staff. Ensure smooth communication within the team. Handle disputes, concerns and team dynamics

professionally. Submit team sheets, rosters and reports to relevant bodies. Prepare seasonal and match-specific plans (schedules, travel and training). Coordinate training sessions, team meeting and events. Ensure sports facilities meet safety codes, sport-specific standard and accessibility requirements. Manage the day-to-day running of the facility (opening/closing, staffing, bookings etc.). Supervise facility scheduling for games, practices and special events. Ensure smooth coordination between departments (maintenance, security, events etc.). Identify, recruit and select qualified referees and umpires. Maintain a pool of certified officials across different levels of sports. Organize training workshops, certification courses and refresher clinics. Stay updated with rule changes and ensure officials are informed. Coordinate and assign officials to matches, tournaments and events. Ensure fair rotation and avoid conflict of interest. Provide feedback and corrective training where needed. Management of human resources, finances, assets and performance information.

**ENQUIRIES
NOTE**

: Ms N Khumalo Tel No: (012) 305 8589/ (012) 307 2174.
: Appointment under the Public Service Act.

POST 35/44

: **DEPUTY DIRECTOR: INSPECTION SERVICES REF NO: HO 2025/09/13 (X2 POSTS)**
Directorate: Inspectorate

**SALARY
CENTRE
REQUIREMENTS**

: R896 436 per annum, (all-inclusive package)
: National Head Office: Pretoria
: Degree or national diploma in Public Administration or equivalent qualification. At least 3-5 years management experience in a supervisory/ junior management at an ASD level. Computer literate. Valid driver's licence. Competencies and Attributes: Financial management. Problem solving and decision-making skills. Facilitation skills. Plan, organize, lead and control. Change management. Team leadership. Project management. Presentation skills. Conflict management skills. Report writing. Training and development. Time management. Confidentiality. Coaching and mentoring. Understanding of public service policy and legislative framework. Service delivery and client orientation. Integrity and honesty. Assertiveness. Ability to network. Influence and impact.

DUTIES

: Plan and coordinate inspection programmes. Manage, coordinate and quality control of inspection reports of national and regional inspectors. Execute comprehensive and high-level inspections as directed by the Commissioner and the Director needing investigation. Management of inspection teams. Compilation and maintenance of inspection tools. Manage, train and develop staff (regional and national). Management of human resources, finance and assets. Management of performance information.

**ENQUIRIES
NOTE**

: Ms N Khumalo Tel No: (012) 305 8589/ (012) 307 2174.
: Appointment under the Public Service Act.

POST 35/45

: **DEPUTY DIRECTOR: PERFORMANCE MONITORING AND REPORTING REF NO: HO 2025/09/14**
Directorate: Strategic Planning Management

**SALARY
CENTRE
REQUIREMENTS**

: R896 436 per annum, (all-inclusive package)
: National Head Office: Pretoria
: Degree or national diploma in Public Administration or Business Administration. At least 3-5 years management experience in a supervisory/ junior management at an ASD level in monitoring and reporting. Exposure to strategic management, auditing, reporting preferably in a security cluster environment will be an added advantage. Computer literate. Valid driver's license. Competencies and Attributes: Knowledge and understanding of the government wide monitoring and evaluation system. Knowledge of government monitoring and evaluation policies, standard operating procedures, tools, information systems, planning, research methodology and related legislation. Department of Planning, Monitoring and Evaluation (DPME) regulations. Performance information auditing. Project and programme management. Quality improvement. Ability to customize and package information to user requirements. High level of proficiency in Microsoft Office (Word, Excel, PowerPoint). Research. Interpersonal, presentation, analytical, problem solving and project management skills. Integrity and honesty. Applied strategic thinking. Assertiveness. Ability to network. This position requires an

		outstanding ability to exercise flexibility and prioritization skills to be able to accept and react to evolving planning and reporting contexts. Ability to exercise sound judgement, take initiative and offer leadership. Demonstrate timely decision-making and extensive judgment in monitoring and reporting. Willingness to travel and work irregular hours.
<u>DUTIES</u>	:	Develop, maintain and manage institutional monitoring tools and guidelines for departmental performance against strategic plans and annual performance plans. Develop, support implementation and maintain strategies, systems, guidelines, standard operating procedures and templates for institutional monitoring and reporting of performance. Monitor and report on implementation of Strategic Plans, Annual Performance Plans (APPs) and Annual Operational Plans of the Department. Compile performance reports against strategic plans and annual performance plans and administer feedback system. Provide and present performance about strategic plans and annual performance plans to management structures and government oversight structures. Conduct verification and validation of planned and reported performance against strategic plans and annual performance plans. Manage process of feedback on verification and validation outcomes to management for improved performance. Participate and support internal processes for performance reviews and improvements. Monitor and evaluate departmental performance against predetermined objectives. Management of performance information, finances, human resources and assets.
<u>ENQUIRIES NOTE</u>	:	Ms N Khumalo Tel No: (012) 305 8589/ (012) 307 2174. Appointment under the Public Service Act.
<u>POST 35/46</u>	:	<u>DEPUTY DIRECTOR: INTERNATIONAL CONFERENCES REF NO: HO 2025/09/15</u> Directorate: International Relations
<u>SALARY CENTRE REQUIREMENTS</u>	:	R896 436 per annum, (all-inclusive package) National Head Office: Pretoria BA in International Relations or relevant qualification. Knowledge of International Relations. At least 3-5 years management experience in a supervisory/ junior management at an ASD level. Computer literate. Valid driver's license. Competencies and Attributes: Good communication, analytical, research and report writing skills. Project management and analytical thinking. Diplomacy. Knowledge of budgeting, research and presentations.
<u>DUTIES</u>	:	Strategically develop, promote and manage International Relations on correctional activities through the management of bilateral cooperation in Africa. Manage, participate and ensure implementation of SADC decisions. Ensure DCS participation in African Bi-National Commissions (BNC) and Joint Commission of Cooperation (JCC). Work closely with the Department of International Relations and Cooperation on Africa Bilaterals. Coordinate the Department's participation in international conferences. Provide administration support to incoming and outgoing international visits. Provide inputs to the strategic plans, annual performance plans, operational plans, annual budget, monthly and quarterly reports. Perform ad hoc duties as requested. Manage finance, human resources and assets. Management of performance information.
<u>ENQUIRIES NOTE</u>	:	Ms N Khumalo Tel No: (012) 305 8589/ (012) 307 2174. Appointment under the Public Service Act.
<u>POST 35/47</u>	:	<u>DEPUTY DIRECTOR: INFORMATION SYSTEM REF NO: HO 2025/09/16</u> Directorate: Policy, Research and Information Management
<u>SALARY CENTRE REQUIREMENTS</u>	:	R896 436 per annum, (all-inclusive package) National Head Office: Pretoria Degree/National Diploma in Information and Knowledge Management or equivalent qualification. 3- 5 years junior management experience at an ASD level. Computer literate. Valid driver's licence. Competencies and Attributes: Understanding of Public Service policy and legislative framework. Strategic capability and leadership. Plan, organise, lead and control. Communication skills (verbal and written). Policy development, diversity management and conceptual skills. Project and programme management. Conflict, financial, transformation management and change management. Problem solving and decision making. Training and development. Presentation skills, high level of

		integrity and honesty. Coaching and mentoring. Good work ethics, confidentiality, interpersonal relations and time management. Service delivery and client orientation. Ability to work long hours and willingness to travel. Diplomacy and tactful. Influence and impact.
<u>DUTIES</u>	:	Develop and implement information management strategies. Design and oversee systems for collecting, storing, accessing and disposing of information. Align information management with organizational goals and compliance requirements. Promote knowledge sharing practices across departments. Capture tacit knowledge (e.g., from experienced employees) and convert it into accessible resources. Policy development and compliance. Develop and enforce information governance policies. Ensure compliance with data protection laws and regulations (e.g., POPIA in South Africa). Digital transformation and systems oversight. Implement and maintain knowledge management systems (KMS), intranets and document repositories. Drive digital initiatives to improve access to information. Records, archives management and information security. Establish records retention schedules. Manage classification, archiving and disposal of departmental records. Ensure secure storage and transfer of sensitive data. Work with IT to manage access controls and cybersecurity risks. Management of performance information, finances, human resources and assets.
<u>ENQUIRIES NOTE</u>	:	Ms N Khumalo (012) 305 8589/ (012) 307 2174. Appointment under the Public Service Act.
<u>POST 35/48</u>	:	<u>DEPUTY DIRECTOR: PERFORMANCE AUDIT REF NO: HO 2025/09/17</u> Directorate: Specialised Audit
<u>SALARY CENTRE REQUIREMENTS</u>	:	R896 436 per annum, (all-inclusive package)
	:	National Head Office: Pretoria
	:	National diploma/degree in Internal Auditing or related fields. 3-5 years supervisory/junior management experience at an ASD level. Registration with IIA and Professional Internal Auditor Certification will be an added advantage. Computer literate. Valid driver's license. Competencies And Attributes: Project management, technical skills, analytical, Data analytics and innovative skills. Knowledge of Global Internal Audit Standards (GIAS) and applicable legislations, policies and regulations. Report writing. Communication (verbal and written), interviewing, interpersonal, leadership, problem-solving skill and time management skills. Coaching and mentoring.
<u>DUTIES</u>	:	Developing, managing and implementing performance audit strategies, plans and methodologies to assess the economically, efficiency and effectiveness of public sector programs, services and activities. Provide input in the development and implementation of a three-year audit strategic plan that identifies performance audits. Oversee and manage performance audit assignments, ensuring they align with legislative requirements, policies and accepted good practice. Ensure processes are in place to control work, maintain discipline and comply with relevant regulations and standards. Manage and develop staff within the sub-directorate including performance management, human resources, financial, assets and performance information. Monitor the progress of audits and evaluate their effectiveness in achieving objectives. Engage in continuous professional development to stay current with audit tools, techniques and industry changes. Facilitate communication and engage with various stakeholders to foster understanding and collaboration. Conduct quality assurance to ensure compliance with internal and performance audit standards/methodology (per project). Conduct and review ad hoc assignments and follow up audits. Compilation of the final audit report. Attend audit committee meetings. Attendance of the audit steering committee meetings. Provide quarterly reports to the Chief Audit Executive. Liaising with the AG's Office to prevent duplication of audit efforts.
<u>ENQUIRIES NOTE</u>	:	Ms N Khumalo Tel No: (012) 305 8589/ (012) 307 2174.
	:	Appointment under the Public Service Act.
<u>POST 35/49</u>	:	<u>DEPUTY DIRECTOR: COLLECTIVE BARGAINING REF NO: HO 2025/09/18</u> Directorate: Employee Relations
<u>SALARY CENTRE REQUIREMENTS</u>	:	R896 436 per annum, (all-inclusive package)
	:	National Head Office: Pretoria
	:	National diploma /degree in Labour Relations or equivalent. 3-5 years relevant experience in Employee Relations/Labour relations at

	supervisory/management (ASD) level. Computer literate. Valid driver's license. Competencies and Attributes: Knowledge of Labour Relations Act with emphasis on the code of good practice on dismissals. Knowledge of rules of the dispute resolution agencies – CCMA and GPSSBC. Knowledge of rules pertaining to conciliation and arbitration practices. Knowledge of RSA Constitution with regards to labour rights and DCS grievance procedure. Knowledge of Correctional Services Act, Regulations, DCS Employee Relations policy, Public Service Disciplinary Code and Procedure, SMS Disciplinary Code and Procedure, DCS Suspension Policy, DCS Code of Conduct and DCS HR Corporate Policies. Knowledge of Labour Relations Act with emphasis on dispute resolution mechanisms, Basic Conditions of Employment Act, Employment Equity Act, Public Service Act and Regulations.
<u>DUTIES</u>	: Representing the DCS in the Departmental Bargaining Council. Obtaining mandates for consultations and negotiations timely. Oversee the DCS representation in the PSCBC and GPSSBC. Preparing for consultation/negotiation. Give advice and guidance to Management. Management of information in relation to the Collective Bargaining process. Maintain and promote sound relations with Labour. Monitoring the execution of resolutions and control. Assist in dispute resolution – conciliation and arbitration. Policy implementation. Development of policies & procedures. Management of performance information, Manage of finances and human resources and assets.
<u>ENQUIRIES</u>	: Ms N Khumalo Tel No: (012) 305 8589/ (012) 307 2174.
<u>NOTE</u>	: Appointment under the Public Service Act
<u>POST 35/50</u>	: <u>CONSTRUCTION PROJECT MANAGER: GRADE A REF NO: HO 2025/09/19 (X2 POSTS)</u> Directorate: Construction Project Management
<u>SALARY</u>	: R879 342 per annum, (all-inclusive package)
<u>CENTRE</u>	: National Head Office: Pretoria
<u>REQUIREMENTS</u>	: National higher diploma (Built Environment field) with a minimum of 4 years and six months certified experience or B Tech (Built Environment field) with a minimum of 4 years certified managerial experience or honours degree in any Built Environment field with a minimum of 3 years' experience. Compulsory registration with the SACPCMP as a Professional Construction Project Manager on appointment. Computer literate. Valid driver's licence. Competencies and Attributes: Program and project management. Project principles and methodologies. Research and development. Computer-aided engineering applications. Knowledge of legal compliance. Technical report writing. Creating high performance culture. Technical consulting. Professional judgement. Decision making, team leadership and analytic skills. Creativity, self-management and financial management. Customer focus and responsiveness. Communication, planning and organizing. Conflict management. Problem solving and analysis. People management. Change management. Innovation.
<u>DUTIES</u>	: Manage and coordinate all aspects of projects. Guide the project planning, implementation, monitoring, reporting and evaluation in line with project management methodology. Create and execute project work plans and revise as appropriate to meet changing needs and requirements. Identify resources needed and assign individual responsibilities. Manage day-to-day operational aspects of a project and scope. Effectively apply methodology and enforce project standards to minimize risk on projects. Project accounting and financial management. Report project progress to Director: Construction Project Management. Manage project budget and resources. Provide inputs to other professionals with tender administration. Liaise and interact with service providers, client and management. Maintain the record management system and the architectural library. Utilize resources allocated effectively. Keep up with new technologies and procedures. Research literature on new developments on project management methodologies. Liaise with relevant bodies/councils on project management. Management of performance information, finances, human resources and assets.
<u>ENQUIRIES</u>	: Ms N Khumalo Tel No: (012) 305 8589/ (012) 307 2174
<u>NOTE</u>	: Appointment under the Public Service Act

<u>POST 35/51</u>	:	<u>ARCHITECT: (PRODUCTION) GRADE A REF NO: HO 2025/09/20</u> Directorate: Professional Services
<u>SALARY</u>	:	R761 157 per annum, (all-inclusive package)
<u>CENTRE</u>	:	National Head Office: Pretoria
<u>REQUIREMENTS</u>	:	B degree in Architecture or relevant qualification with 3-5 years' post qualification architectural experience. Compulsory registration with the SACAP as a Professional Architect. Computer literate. Valid driver's licence. Competencies and Attributes: Programme and project management. Architectural design and analysis knowledge. Computer-aided engineering applications. Research and development. Knowledge of legal compliance. Technical report writing. Creating high performance culture. Networking. Professional judgement. Decision making, team leadership and analytic skills. Creativity, self-management and financial management. Customer focus and responsiveness. Communication, planning and organizing. Conflict management, problem solving and analysis. People management and Innovation.
<u>DUTIES</u>	:	Perform architectural activities on state-owned or leased buildings, structures or facilities. Coordinate professional teams on all aspects regarding architecture. Ensure adherence and compliance to legal, safety and health requirements. Provide architectural advice and technical support in the evaluation of solutions. Ensure the adoption of technical and quality strategies. Develop architectural related policies, methods and practices. Provide solution on non-compliance and failure of designs. Review plans, drawings, specifications and estimates accomplished by building designers and/or sub-professional personnel. Ensure adherence to the requirements of professional registration. Mentor and train candidate architects and related technical and administrative personnel to promote skills/knowledge transfer and adherence to sound architectural principles and code of practice. Supervise architectural work and processes. Administer performance management and development. Research and development. Continuous professional development to keep up with new technologies and procedures. Research/literature studies on architecture to improve expertise. Liaise with relevant bodies/councils or architectural-related matters. Management of performance information, finances, human resources and assets.
<u>ENQUIRIES</u>	:	Ms N Khumalo Tel No: (012) 305 8589/ (012) 307 2174
<u>NOTE</u>	:	Appointment under the Public Service Act.
<u>POST 35/52</u>	:	<u>ASSISTANT MANAGER NURSING: MATERNAL/CHILD AND YOUTH HEALTH REF NO: HO 2025/09/21</u> Directorate: Health Care Services (Non-Communicable Diseases and Support Services)
<u>SALARY</u>	:	R755 355 per annum
<u>CENTRE</u>	:	National Head Office: Pretoria
<u>REQUIREMENTS</u>	:	Basic R425 qualification i.e. degree/national diploma in Nursing or equivalent qualification that allows registration with the South African Nursing Council as a Professional Nurse. Current registration with the South African Nursing Council as a Professional Nurse. A minimum of 8 years appropriate/recognizable experience in nursing after registration as Professional Nurse in General Nursing. At least 3 years of the period referred to above must be appropriate /recognizable experience at managing or coordinating mental health care issues, maternal, child and youth health. Computer literate. Valid driver's licence. Competencies and Attributes: Policy and procedure design and development. Programme management. Monitoring and evaluation. National standard setting. Resource management. Nursing statutes and other relevant legal frameworks. Communication. Interpersonal skills. Research. Liaison and networking. Coordination. Facilitation. Problem solving. Planning and organizing.
<u>DUTIES</u>	:	Design, develop, monitor and review policies, programmes and guidelines for special categories i.e. women, children, adolescents, youth, geriatrics, inmates with disabilities and mental health care users (including forensic mental health care). Provide a comprehensive package of preventive, promotive, curative and rehabilitative services for special categories. Facilitate audit on quality of clinical records pertaining to the provision of clinical care to special categories. Reporting on indicators and programme performance for special categories. Develop and review relevant Information, Education and Communication (IEC)

		material for special categories programmes and services. Utilize resources efficiently and effectively. Maintain a constructive working relationship with nursing and other stakeholders. Execute the responsibilities of officials as stipulated in section 45 of the Public Finance Management Act 101 of 1999 as amended. Management of performance information, finances, human resources and assets.
<u>ENQUIRIES</u>	:	Ms N Khumalo Tel No: (012) 305 8589/ (012) 307 2174.
<u>NOTE</u>	:	Appointment under the Public Service Act.
<u>POST 35/53</u>	:	<u>ASSISTANT MANAGER NURSING: COMMUNICABLE DISEASES REF NO: HO 2025/09/22</u> Directorate: HIV and AIDS (Communicable Diseases)
<u>SALARY</u>	:	R693 096 per annum
<u>CENTRE</u>	:	National Head Office: Pretoria
<u>REQUIREMENTS</u>	:	Basic R425 qualification i.e. degree/diploma in Nursing or equivalent qualification that allows registration with the South African Nursing Council as a Professional Nurse. Current registration with the South African Nursing Council as a Professional Nurse. A minimum of ten (10) years appropriate/recognizable experience in nursing after registration as Professional Nurse in General Nursing. At least 6 years of the period referred to above must be appropriate/recognizable experience after obtaining the 1-year post basic qualification in the relevant specialty. At least 3 years of the period referred to above must be appropriate /recognizable experience at managing or coordinating communicable diseases. A valid driver's license. Computer literate. Competencies and Attributes: Demonstrate effective communication with supervisors, other health professionals and support services personnel and junior colleagues, including more complex report writing when required. Work as part of a multidisciplinary team at unit level to ensure good nursing care by the nursing team. Work effectively and amicably at supervisory level with persons of diverse intellectual, cultural, racial or religious differences. Able to manage own work, time and that of junior colleagues to ensure proper nursing services in the unit. Programme management, monitoring and evaluation. National standard setting. Nursing statutes and other relevant legal frameworks. Communication, liaison and networking skills. Coordination. Facilitation. Problem solving, planning and organizing.
<u>DUTIES</u>	:	Provide a comprehensive package for preventive, promotive, curative and rehabilitative services for communicable diseases. Provide direction and supervision for the implementation of programmes and services for communicable diseases (clinical practice/quality patient care). Implement standards, practices, criteria and indicators for quality nursing (quality of practice). Facilitate the practice of nursing and health care in accordance with the laws and regulations relevant to nursing and health care. Maintain a constructive working relationship with nursing and other stakeholders. Management of human resources, finance and assets. Management of performance information.
<u>ENQUIRIES</u>	:	Ms N Khumalo Tel No: (012) 305 8589/ (012) 307 2174
<u>NOTE</u>	:	Appointment under the Public Service Act
<u>POST 35/54</u>	:	<u>ASSISTANT DIRECTOR: ENVIRONMENTAL HEALTH SERVICES: GRADE 1 REF NO: HO 2025/09/23</u> Directorate: Health Care Services (Non-Communicable Diseases and Support Services)
<u>SALARY</u>	:	R638 856 per annum
<u>CENTRE</u>	:	National Head Office: Pretoria
<u>REQUIREMENTS</u>	:	Relevant degree/national diploma in Environmental Health or an equivalent qualification that allows registration with the HPCSA in the profession. Minimum five (5) years appropriate experience after registration with the HPCSA. Registration with Health Professions Council of South Africa (HPCSA). Knowledge and understanding of environmental health program as outlined in Regulation 698 of 2009 (regulation defining the scope of the profession of environmental health, as amended). Computer literate. Valid driver's licence. Competencies and Attributes: Sound knowledge of Environmental Health and Hygiene legislations and the interpretation thereof. Sound knowledge of project management. Managerial, facilitation, analytical

		and organisational skills. Problem solving and decision making. Financial and administrative management. Good personal relations and communication skills (verbal and written). Change management. Ability to network. Assertiveness. Service delivery and client orientation. Knowledge of logistical processes. Willingness to travel and work irregular hours.
<u>DUTIES</u>	:	Ensure implementation of control measures and management protocols for communicable, emerging and re-emerging diseases in respect of the Environmental Health. Facilitate investigations, manage prevention, advocacy and control of environmental health related disease outbreaks and risks. Design and review policies, strategies, guidelines, norms and standards for the management of water, sanitation and hygiene in the department. Identify environmental health priority diseases and establish surveillance programme. Develop and implement integrated pest management (IPM) plans to control pests in correctional facilities. Design, implement and review policies for the coordination of environmental health air quality and indoor air quality in correctional facilities. Monitor the implementation of the Food Services Acts, Guidelines and Regulations inclusive of the Hazard Analysis Critical Control Risk management. Monitor departmental incinerators and ensure their compliance to applicable legislation. Monitor water availability, water quality and water safety in correctional facilities. Monitor and mitigate the impact of the environment including climate change on health. Monitor and evaluate food safety in the food service units, abattoirs, dairies and bakeries. Management of performance information, finances, human resources and assets.
<u>ENQUIRIES NOTE</u>	:	Ms N Khumalo Tel No: (012) 305 8589/ (012) 307 2174.
	:	Appointment under the Public Service Act
<u>POST 35/55</u>	:	<u>ASSISTANT DIRECTOR: INSPECTION SERVICES REF NO: HO 2025/09/24 (X3 POSTS)</u> Directorate: Inspectorate
<u>SALARY CENTRE REQUIREMENTS</u>	:	R582 444 per annum
	:	National Head Office: Pretoria
	:	Relevant degree or national diploma in Public Administration/ Management or equivalent qualification. 3-5 years' experience in a similar environment. Computer literate. Valid driver's licence. Competencies and Attributes: Firearm skills and the use of relevant security technology. Communication. Project and programme management. Transformation management. Change management. Stakeholder management. Problem solving. Analysis. Service delivery innovation. Decision making. People management and empowerment. In-depth understanding of safety and security in a correctional environment. Integrity and honesty. Confidentiality. Good interpersonal relations. Knowledge of the Correctional Services Act 111 of 1998 as amended. Assertiveness. Ability to network. Diplomacy and tact. Resilience. Influence and impact.
<u>DUTIES</u>	:	Assist in compilation of the Directorate operational plan. Facilitate the annual inspection programme. Conducting of inspections in all regions, Private Public Partnership (PPP) correctional centres, training colleges, head office and priorities mandated by the national commissioner. Conduct inspections in order to comply with the standards set to support management in dealing with the risk of non-compliance. Compilation of inspection reports to the national commissioner. Facilitate the development and continuous maintenance of inspection tools. Coordination and analysis of all inspection reports and bi-monthly regional certifications. Management of human resources, finance and assets. Management of performance information.
<u>ENQUIRIES NOTE</u>	:	Ms N Khumalo (012) 305 8589/ (012) 307 2174.
	:	Appointment under the Public Service Act
<u>POST 35/56</u>	:	<u>ASSISTANT DIRECTOR: INITIATORS REF NO: HO 2025/09/25 (X2 POSTS)</u> Directorate: Code Enforcement
<u>SALARY CENTRE REQUIREMENTS</u>	:	R582 444 per annum
	:	National Head Office: Pretoria
	:	Degree or national diploma in Labour Relations or Public Management or equivalent qualification. 3-5 years' experience in a similar environment. Computer literate. Valid driver's licence. Competencies and Attributes: Financial management. Initiation, facilitation, presentation, conflict, problem solving and decision-making skills. Knowledge of labour law. Report writing. Project management. Training and development. Change management. Plan,

		organize, lead and control. Time management. Confidentiality. Coaching and mentoring. Understanding of public service policies and legislation framework. Service delivery and client orientation. Integrity and honesty. Assertiveness. Ability to network. Influence and impact. Applied strategic thinking. Willingness to travel.
<u>DUTIES</u>	:	Initiate in disciplinary hearings/arbitrations. Controlling and updating status reports. Compile and update reports. Analyse investigation reports. Consultation with witnesses. Conduct research. Formulation of charges. Obtain approval/mandate for prosecution. Serve notification and set dates for hearings. Preparation of witnesses. Liaise with external law enforcement agencies such as the Directorate Special Operations (DSO), Special Investigation Unit (SIU) and Department of Justice. Update database. Maintain case files and system. Management of human resources, finances and assets. Management of performance.
<u>ENQUIRIES NOTE</u>	:	Ms N Khumalo Tel No: (012) 305 8589/ (012) 307 2174.
	:	Appointment under the Public Service Act
<u>POST 35/57</u>	:	<u>ASSISTANT DIRECTOR: MONITORING AND INTERVENTION (NCB3) REF NO: HO 2025/09/98</u> Directorate: Corrections Administration
<u>SALARY CENTRE REQUIREMENTS</u>	:	R506 667 per annum
	:	National Head Office: Pretoria
	:	Relevant NQF level 6 qualification in Behavioural Science with at least 5 years' experience gained in a supervisory post (NCB 2). Successful completion of the Correctional Science Learnership or Basic Training. Computer literate. Valid driver's licence. Competencies and Attributes: Understanding of legislative framework. Coaching and mentoring. Confidentiality. Integrity and honesty. Assertiveness. Decision making. Networking. Facilitation, planning, presentation and problem-solving skills.
<u>DUTIES</u>	:	Provide support to regions regarding correctional programmes implementation, reporting of statistics and monitor the achievements of targets. Respond to enquiries regarding the implementation of correctional programmes, targets, source documents or tools. Conduct orientation and support visits focusing on the interpretation of Performance Indicators (PIs), Technical Indicator Descriptions (TIDs) and the correct reporting methods and utilization of approved tools. Consolidation of statistics from the Correctional Programmes Tool (CPT) from all regions and the reporting to various forums. Ensure that statistics on the number of offenders that completed correctional programmes are available for different categories of offenders. Assist in the development of strategic and operational plans and the APP for the directorate. Take part in the determination of national and regional targets for offenders that have completed correctional programmes. Assist with responses to Auditor General enquiries and create a database of all responses. Participate in the review of correctional programmes policy. Management of performance information, finances, human resources and assets.
<u>ENQUIRIES NOTE</u>	:	Ms N Khumalo Tel No: (012) 305 8589/ (012) 307 2174.
	:	Appointment under the Correctional Services Act.
<u>POST 35/58</u>	:	<u>ASSISTANT DIRECTOR: OPERATIONAL SUPPORT (NCB3) REF NO: HO 2025/09/99</u> Directorate: Corrections Administration
<u>SALARY CENTRE REQUIREMENTS</u>	:	R506 667 per annum
	:	National Head Office: Pretoria
	:	Relevant NQF level 6 qualification in Behavioural Science with at least 5 years' experience gained in a supervisory post (NCB 2). Successful completion of the Correctional Science Learnership or Basic Training. Top secret security classification will be an added advantage. Computer literate. Valid driver's license. Competencies and Attributes: Knowledge of the Correctional Services Act, Act 111 of 1998, as amended. Knowledge of the relevant sections of the Criminal Procedure Act 51/1977. Networking/liaison with internal and external stakeholders. Communication, listening and problem-solving skills. Good interpersonal relations. People management and empowerment. Project and stakeholder management. Analytical, negotiation, writing, facilitation, presentation and research skills. Decision making, integrity and honesty. Confidentiality and assertiveness.

<u>DUTIES</u>	:	Ensure the alignment of the relevant chapters of the B- Order with unit management and the offender rehabilitation path such as admission of offenders, periodical imprisonment, transfer of offenders, visits to correctional centers, disciplinary system, segregation, mechanical restraints etc. Ensure interpretation and compliance regarding the policy procedures dealing with enquiries by: NGO's, politicians, portfolio committees, provinces and other departments. Monitor and down manage overcrowding utilizing frameworks and action plans. Provide reports to audit steering committee on a monthly basis, risk management committee on a quarterly basis, integrated case flow management steering committee (bi- monthly) and government programme of action (bi- monthly), regarding overcrowding. Monthly monitoring of successes/failures per region against set targets. Management of performance information, finances, human resources and assets.
<u>ENQUIRIES NOTE</u>	:	Ms N Khumalo Tel No: (012) 305 8589/ (012) 307 2174.
<u>POST 35/59</u>	:	<u>ASSISTANT DIRECTOR: PROFILING CRIME CATEGORIES (NCB3) REF NO: HO 2025/09/100</u> Directorate: Risk Profile Management
<u>SALARY CENTRE REQUIREMENTS</u>	:	R506 667 per annum National Head Office: Pretoria Relevant NQF level 6 qualification in Behavioural Science with at least 5 years' experience gained in a supervisory post (NCB 2). Successful completion of the Correctional Science Learnership or Basic Training. Computer literate. Valid driver's licence. Competencies and Attributes: Understanding of Public Service policy and legislative framework. Problem solving and decision-making skills. Service delivery and client orientation. Facilitation and presentation skills. Plan, organise, lead and control. Change, project, conflict and financial management skills. Training and development. Coaching and mentoring. Applied strategic thinking. Team leadership. Report writing. Confidentiality, integrity and honesty. Ability to network. Willingness to travel.
<u>DUTIES</u>	:	Compile profiles of the offender population in terms of the backgrounds, incarceration history, institutional performance, criminal history etc. Develop an instrument to do systematic and comprehensive profiling of offenders' crime categories. Develop an instrument to effectively classify offenders for security, placement and programme purposes. Control the development and maintenance of a system to analyze impacts of crime and prevention of crimes according to crime profiles. Conduct research, develop profile system for crime categories and assess the adequacy and impact of intervention programmes and services. Work with multi-disciplinary teams to compile correction/sentence plans for every offender. Assist with the prediction of future criminal offending behaviour. Assist the parole boards with regard to release decisions leading to probation or parole. Ensure that policies are aligned with current legislation and policy frameworks. Assess the programming needs of offenders based on their profiles and crime committed. Ensure that the objectives and activities of the sub-directorate and different regions are integrated. Management of performance information, finances, human resources and assets.
<u>ENQUIRIES NOTE</u>	:	Ms N Khumalo Tel No: (012) 305 8589/ (012) 307 2174.
<u>POST 35/60</u>	:	<u>ASSISTANT DIRECTOR: MONITORING SERVICES (NCB3) REF NO: HO 2025/09/101</u> Directorate: Parole and Probation (Parole Supervision)
<u>SALARY CENTRE REQUIREMENTS</u>	:	R506 667 per annum National Head Office: Pretoria Recognised three (3) year degree/national diploma or equivalent qualification in Behavioural Sciences. At least five (5) years relevant experience gained in a supervisory post (NCB 2). Top secret security classification will be an added advantage. Successful completion of Corrections Science Learnership/Basic Training. Computer literate. Valid driver's licence. Competencies and Attributes: Knowledge of the Correctional Services Act, Act 111 of 1998, as amended. Knowledge of the relevant sections of the Criminal Procedure Act 51/1977. Networking/liaison with internal and external stakeholders. Report writing, negotiation, facilitation, presentation and research skills.

		Communication, listening, problem solving and analytical skills. Project management, decision making, people management and empowerment. Integrity, honesty and confidentiality. Good interpersonal relations and stakeholder management.
<u>DUTIES</u>	:	Conduct research with regard to national and international tendencies of monitoring services for probationers and parolees. Study research on monitoring services for probationer and parolees' projects in other countries. Attend conferences and workshops with regard to monitoring services for parolees and probationers. Formulation of legislation, regulations, policy, manuals and guidelines with regard to monitoring services for parolees and probationers. Revise legislation, regulations, policy, manuals and guidelines with regard to monitoring services for parolees and probationers. Deal with enquiries from regions, parliament or any other person or institution. Provide inputs with regard to the annual report, interpretation of legislation, regulations, policy, manuals or guidelines. Manage the marketing of monitoring services for parolees and probationers. Management of performance information, finances, human resources and assets.
<u>ENQUIRIES NOTE</u>	:	Ms N Khumalo Tel No: (012) 305 8589/ (012) 307 2174.
	:	Appointment under the Correctional Services Act
<u>POST 35/61</u>	:	<u>ASSISTANT DIRECTOR: SECURITY EQUIPMENT (NCB3) REF NO: HO 2025/09/102</u> Directorate: Security Standards and Management
<u>SALARY CENTRE REQUIREMENTS</u>	:	R506 667 per annum
	:	National Head Office: Pretoria
	:	Degree/national diploma in Behavioural Sciences with at least 5 years' experience gained in supervisory post (NCB 2). Successful completion of the Correctional Science Learnership/Basic Training. Computer literate. Valid driver's licence. Competencies and Attributes: Understanding of Public Service policy, Correctional Service Act and legislative framework. Service delivery and client orientation. Integrity and honesty. Assertiveness, willingness to travel, influence and impact. Decision making, networking /liaison with stakeholders and negotiation skills. Problem solving and analysis. Listening, communication, firearm and facilitation skills. Financial management, research, plan, organize, lead and control. Project management, presentation skill, conflict management and confidentiality.
<u>DUTIES</u>	:	Conduct research into the latest techniques/method for utilisation of emergency support services in the correctional centre. Identify needs for research into the latest technology/techniques regarding specialised services for utilisation in DCS. Conduct research and liaison with the role players, such as security companies, ARMSCOR, and SABS. Monitoring and evaluation of methods and practices. Draft/compile specifications and/or amend specifications. Continuous evaluation and amendments of existing specifications. Compile specification for new equipment in conjunction with the expertise of role-players. Liaise with all stakeholders (internal and external). Advise management on security equipment related aspects. Assist with updating of training material in conjunction with other security departments. Monitoring and evaluation of tenders. Assist with the finalisation of proposed tender specifications. Evaluation of tenders and testing of the equipment. Conduct quality assurance with regards to new equipment. Monitoring of utilisation and functioning of security equipment in practice. Provide security related advice to regions and other stakeholders. Advise management on security related aspects. Deal with request from parliament, management, portfolio committee, media, NGO's and CBO's in respect of external security matters. Market security policy through workshops, seminars and work sessions in the regions. Management of performance information, finances, human resources and assets.
<u>ENQUIRIES NOTE</u>	:	Ms N Khumalo Tel No: (012) 305 8589/ (012) 307 2174.
	:	Appointment under the Correctional Services Act
<u>POST 35/62</u>	:	<u>ASSISTANT DIRECTOR: RISK ASSESSMENT (NCB3) REF NO: HO 2025/09/103</u> Directorate: Risk Profile Management
<u>SALARY CENTRE</u>	:	R506 667 per annum
	:	National Head Office: Pretoria

<u>REQUIREMENTS</u>	:	Degree/national diploma in Behavioural Sciences with at least 5 years' experience gained in supervisory post (NCB 2). Successful completion of the Correctional Science Learnership/Basic Training. Computer literate. Valid driver's licence. Competencies and Attributes: Knowledge of quantitative and qualitative research and writing reports. Knowledge of development of tools. Personnel management. Policy formulation, problem solving and decision making. Conflict handling. Development of others. Innovation, creativity, analytical, good interpersonal and communication skills.
<u>DUTIES</u>	:	Development of risk and needs assessment tools for the offender population. Participate in the development of tools for assessing offender behaviour. Participate in the development of tools for measuring risk levels of offender. Participate in the development of tools for assessment of special categories of offenders. Participate in the development of tools for identification and assessment of vulnerable offenders. Participate in the training of regions on the implementation of tools. Participate in the piloting of tools in the regions by analyzing results and writing reports. Conduct literature research on assessment tools utilized in the corrections environment. Participate in sessions organized for automation of tools. Development and maintenance of classification tools for the offender population. Provide inputs and participate in the development of the classification tools for sentenced offenders. Participate in the training of regions on the implementation of tools. Participate in research studies conducted as part of the process of developing tools. Participate in the piloting of tools in the regions by analyzing results and writing reports. Conduct literature research on classification tools utilized in the corrections environment. Participate in review of classification tools on a regular basis. Participate in sessions organized for automation of classification tools. Management of performance information, finances, human resources and assets.
<u>ENQUIRIES NOTE</u>	:	Ms N Khumalo Tel No: (012) 305 8589/ (012) 307 2174.
	:	Appointment under the Correctional Services Act
<u>POST 35/63</u>	:	<u>ASSISTANT DIRECTOR: ADMINISTRATIVE SECRETARY</u>
<u>SALARY CENTRE</u>	:	R468 459 per annum
	:	National Head Office: Pretoria: Office of the DC: Incarceration Management Ref No: HO 2025/09/26
	:	Office of the DC: Strategic Planning and Monitoring Ref No: HO 2025/09/27
	:	Office of the DC: Remand Detention Services Ref No: HO 2025/09/28
	:	Office of the DC: Remand Operations Management Ref: HO 2025/09/29
<u>REQUIREMENTS</u>	:	A recognized degree /national diploma in Office Management /Public Administration/related qualification. 3-5 years' experience in a relevant environment. Computer literate. Valid driver's license. Competencies and Attributes: Performance planning, reporting and service delivery Improvement. Financial management. Problem solving and decision-making skills. Facilitation skills. Plan, organize, lead and control. Team leadership. Project management. Presentation, conflict management and report writing skills. Training and development. Time management. Confidentiality. Coaching and mentoring. Understanding of public service policy and legislative framework. Service delivery and client orientation. Integrity and honesty. Assertiveness. Ability to network. Influence and impact. Applied strategic thinking. Willingness to travel.
<u>DUTIES</u>	:	Prepare and consolidate reports for the chief directorate. Ensure a smooth document flow system in the office. Ensure compliance of return dates for memorandums and projects. Ensure quality control over the documentation received. Facilitate the convening of meetings, minute taking and implementation of decisions taken at meetings. Ensure the drafting of routine letters and memoranda, receipt of correspondence and documentation and proactively acknowledging receipt of correspondence. Process content of incoming and outgoing documentation. Ensure appropriate filing of documents. Liaise with various stakeholders. Management of performance information, human resources, finance and assets.
<u>ENQUIRIES NOTE</u>	:	Ms N Khumalo Tel No: (012) 305 8589/ (012) 307 2174.
	:	Appointment under the Public Service Act

<u>POST 35/64</u>	:	<u>ASSISTANT DIRECTOR: FINANCIAL MANAGEMENT SUPPORT REF NO: HO 2025/09/30</u> (Re-advertisement)
<u>SALARY</u>	:	R468 459 per annum
<u>CENTRE</u>	:	National Head Office: Pretoria: Directorate: Procurement
<u>REQUIREMENTS</u>	:	National diploma or degree in Supply Chain Management/ Purchasing Management/ Procurement/ Cost Accounting/ Financial Management/ Accounting or equivalent qualification. 3-5 years' experience in a similar environment. Computer literate. Valid driver's licence. Competencies and Attributes: Knowledge of BAS and LOGIS. Financial management skills. Time management. Telephone etiquette. Problem solving. Numeracy, Organizing, Communication skills. Decision making. Financial management and interpersonal skills.
<u>DUTIES</u>	:	Management of budget for the procurement processes. Management of the multi-year estimations. Manage order placement with suppliers. Manage financial meetings. Manage and control financial documents. Settlement of accounts. Management of performance information, human resources, finance and assets.
<u>ENQUIRIES</u>	:	Ms N Khumalo (012) 305 8589/ (012) 307 2174.
<u>NOTE</u>	:	Appointment under the Public Service Act
<u>POST 35/65</u>	:	<u>ASSISTANT DIRECTOR: FINANCIAL MANAGEMENT ADMINISTRATION REF NO: 2025/09/31</u> Directorate: Management Accounting (Re-advertisement)
<u>SALARY</u>	:	R468 459 per annum
<u>CENTRE</u>	:	National Head Office: Pretoria
<u>REQUIREMENTS</u>	:	Relevant three (3) year degree or national diploma in a financial management related field with Cost and Management Accounting as major subjects. 3-5 years relevant experience in budgeting or similar environment. Computer literate. Valid driver's licence. Competencies and Attributes: Problem solving and decision making. Sound knowledge of government transversal systems including BAS and the budgeting process. Service delivery and client orientation. Integrity and honesty. Assertiveness, influence, impact and ability to network. Strong leadership qualities. Excellent verbal and written communication skills.
<u>DUTIES</u>	:	Advise and assist managers with costing of short, medium and long-term plans. Manage and advise on the reprioritization of funds to ensure that they are directed and utilized to the best achievement of the departmental objectives. Manage and consolidate budget inputs from regions. Evaluate and interrogate inputs from regions for the medium-term expenditure framework (MTEF) budget and estimates of national expenditure (ENE). Ensure that the department complies with the PFMA, treasury regulations and treasury guidelines for the compilation and submission of the medium-term expenditure frame work (MTEF) budget and the estimates of national expenditure (ENE). Manage the alignment budget with the operational and strategic plans. Manage the breakdown per month of anticipate revenue and expenditure for that financial year. Develop, implement and maintain budget planning policies and procedures. Manage reporting of relevant and critical financial management information to senior and external stakeholders. Execute responsibilities of officials in terms of section 45 of the PFMA. Management of performance information, human resources, finance and assets.
<u>ENQUIRIES</u>	:	Ms N Khumalo Tel No: (012) 305 8589/ (012) 307 2174.
<u>NOTE</u>	:	Appointment under the Public Service Act
<u>POST 35/66</u>	:	<u>ASSISTANT DIRECTOR: BUDGET CONTROL PERSONNEL AND REVENUE REF NO: HO 2025/09/32</u> Directorate: Management Accounting
<u>SALARY</u>	:	R468 459 per annum
<u>CENTRE</u>	:	National Head Office: Pretoria
<u>REQUIREMENTS</u>	:	Relevant three-year degree/national diploma in a financial management related field with Cost and Management Accounting as major subjects. 3-5 years relevant experience in budgeting or similar environment. Knowledge of BAS Computer literate. Valid driver's license. Competencies and Attributes:

		Problem solving, decision making and facilitation skills. Plan, organize, lead and control. Change management, project management, presentation, conflict management, training and communication skills. Time management, confidentiality, coaching and mentoring. Extensive knowledge of the Public Finance Management Act (PFMA), 1999 and Treasury Regulations. Sound knowledge of government transversal systems including BAS and the budgeting process. Service delivery and client orientation, integrity, honesty, assertiveness, influence and impact. Ability to network. Strong leadership qualities, initiative and drive. Excellent verbal and written communication skills.
<u>DUTIES</u>	:	Co-ordinate and consolidate the departmental compensation of employee's model and revenue. Monitor and evaluate the monthly departmental reporting of expenditure against the spending plan. Compile consolidated revised annual cash flow projections of the department. Manage interrogation of deviations per month of actual figures against the anticipated monthly breakdown of revenue and expenditure and report/correct accordingly. Monitor expenditure control which includes monitoring of performance between spending plan and actual expenditure and compile intervention plan to deviations. Monitor and draw expenditure reports, query regions on variances and maintain and update models to ensure that they are in line with all in year adjustments. Ensure that the department's limited budget is accurately and timeously allocated to address DCS critical and priority needs as far as possible thereby ensuring the attainment of the annual target (% of the budget spent). Management of performance information, human resources, finance and assets.
<u>ENQUIRIES</u>	:	Ms N Khumalo Tel No: (012) 305 8589/ (012) 307 2174.
<u>NOTE</u>	:	Appointment under the Public Service Act.
<u>POST 35/67</u>	:	<u>ASSISTANT DIRECTOR: FINANCIAL DIRECTIVES POLICY AND TRAINING REF NO: HO 2025/09/33</u> Directorate: Financial Accounting
<u>SALARY</u>	:	R468 459 per annum
<u>CENTRE</u>	:	National Head Office: Pretoria
<u>REQUIREMENTS</u>	:	Recognized degree or national diploma in a financial management related field with Financial Accounting and Management Accounting as major subjects or equivalent qualification with 3-5 years' experience in a financial management environment. In depth knowledge of BAS. Computer literate. Valid driver's license Competencies and Attributes: Knowledge of PFMA, Treasury Regulations, Public Service Regulations, BAS, applicable sections of the White Paper on Corrections and DCS Strategic Plan. Knowledge of Financial Administration Procedures – Manual 4, HRM policies/procedures and Supply Chain Manuals on Transport, Procurement and Asset Management. Ability to access and utilise information. Report writing, presentation, plan, organise, leadership and control. Managing interpersonal conflict and resolving problems. Diversity management and frustration tolerance. Managing meetings, self-management and team membership. Decision making. Liaison (internal and external). Communication and time management. Analytical thinking, applying technology, problem analysis, productivity and information management. Responsible, assertive, initiative, accountable, honesty, integrity, committed, credibility, ethical and fairness. Loyal, self-confidence, accommodating, creativity, logical, innovative, internal actualisation (self-starter), motivated and observant.
<u>DUTIES</u>	:	Facilitates in the process of coordinating financial training. Ensures that financial training takes place and where necessary, assist with presentations. Ensures that financial examination papers and preceding case studies for functional courses are available. Responsible for the development of financial personnel at head office. Responsible for the co-ordination of all external and internal training and ensuring effective training material is available regarding financial management courses. Responsible for the evaluation of training courses regarding financial management on regional level. Act as the public relations officer (liaison officer) of the department at all external organizations and other institutions that are concerned with financial training. Co-responsible for initiation and managing the training/development of all Pupil and Assistant State Accountants. Co-responsible for the maintenance of the training program for State Accountants in the Department. Support the formulation, development, maintenance and implementation of policy directives. Coordinate compilation of new financial directives. Ensure that the current directives (FAP manual) are updated and maintained. Approve trip sheets of

		the sub-directorate's GG traveling. Responsible to train all his/her subordinates. Responsible for the activity control of the directorate financial accounting. Ensure that the personnel in the division comply with the norms and standards of the Directorate: Financial Accounting. Execute the responsibilities of officials as stipulated in Section 45 of the Public Finance Management Act. Management of performance information, human resources, finance and assets.
<u>ENQUIRIES</u>		Ms N Khumalo Tel No: (012) 305 8589/ (012) 307 2174.
<u>NOTE</u>	:	Appointment under the Public Service Act.
<u>POST 35/68</u>	:	<u>ASSISTANT DIRECTOR: BUDGET CONTROL: DEVELOPMENT AND CARE REF NO: HO 2025/09/34</u> Directorate: Management Accounting
<u>SALARY</u>	:	R468 459 per annum
<u>CENTRE</u>	:	National Head Office: Pretoria
<u>REQUIREMENTS</u>	:	Relevant three-year degree/national diploma in a financial management related field with Cost and Management Accounting as major subjects. 3-5 years relevant experience in budgeting or similar environment with knowledge of BAS. Computer literate. Valid driver's licence. Competencies and Attributes: Problem solving, decision making and facilitation skills. Plan, organize, lead and control. Change management, project management, presentation, conflict management, training and communication skills. Time management, confidentiality, coaching and mentoring. Extensive knowledge of the Public Finance Management Act (PFMA), 1999 and Treasury Regulations. Sound knowledge of government transversal systems including BAS and the budgeting process. Service delivery and client orientation, integrity, honesty, assertiveness, influence and impact. Ability to network. Strong leadership qualities, initiative and drive. Excellent verbal and written communication skills.
<u>DUTIES</u>	:	Co-ordinate and consolidate departmental virement inputs and reprioritization of funds, shortfalls and surplus. Vote model Controller of the department and distribution of the original budget including reprioritized budget to the regions including Head Office. Coordinate DCS budget balancing on BAS and responsible for opening and closing the system for all regions including Head Office. It also includes the function of balancing of all the internal charges across all the regions. Monitor expenditure control which includes performance between spending plan and actual expenditure and compile intervention plan to deviations. Draw expenditure reports, query regions on variances and maintain and update models to ensure that they are in line with all in year adjustments. Ensure that the department's limited budget is accurately and timeously allocated to address DCS critical and priority needs as far as possible thereby ensuring the attainment of the annual target (% of the budget spent). Management of performance information, human resources, finance and assets.
<u>ENQUIRIES</u>	:	Ms N Khumalo Tel No: (012) 305 8589/ (012) 307 2174.
<u>NOTE</u>	:	Appointment under the Public Service Act.
<u>POST 35/69</u>	:	<u>ASSISTANT DIRECTOR: ANALYST DEVELOPER REF NO: HO 2025/09/35</u> Directorate: Systems Development Infrastructure
<u>SALARY</u>	:	R468 459 per annum
<u>CENTRE</u>	:	National Head Office: Pretoria
<u>REQUIREMENTS</u>	:	Relevant degree or national diploma in Information Technology or equivalent qualification. 3-5 years relevant experience as a developer and analyst programmer in a Microsoft environment. Knowledge of magic software will be an added advantage. One or more of the following programming languages, databases and programming techniques is required (C/C ++, VB.Net, Java, XML, ODBC, Oracle, SQL, PHP, Jasper, Toad, Tomcat and Glassfish). Computer literate. Valid driver's licence. Competencies and Attributes: Knowledge of NET enterprise applications, preferably using VB.net and ASA.net. Knowledge of system analysis and design, including object orientated. SQL server and relational database experience. Good presentation skills. Analytical and design skills. Ability to work under pressure. Good report writing and communication skills. Problem solving skills. Knowledge of programming database. Knowledge of application development. Project management skills. Sound HR management skills. Financial management.

<u>DUTIES</u>	:	Development of future application systems. Deliver quality of delivered solutions. Keep up to date with new development languages such as NET, JAVA, PYTHON and acquire new skill as and when required. Quality assurance and end user assistance. Proactively involved in system testing. Analyze and implement new systems as per specifications. Maintain and customize new applications systems. Analyse and coordinate data. Assist with database administration. Liaise with project managers, business and systems analysts on system specifications. Design and code programmes in line with department standards and good design principles. Programme coding. Documenting all programmes to the required standards. Liaise with other members of developing team on programme and coding techniques. Support problem solving. Management of performance information, human resources, finance and assets.
<u>ENQUIRIES NOTE</u>	:	Ms N Khumalo Tel No: (012) 305 8589/ (012) 307 2174.
<u>POST 35/70</u>	:	<u>ASSISTANT DIRECTOR: INTERNATIONAL CONFERENCES REF NO: HO 2025/09/36</u> Directorate: International Relations
<u>SALARY CENTRE REQUIREMENTS</u>	:	R468 459 per annum National Head Office: Pretoria Bachelor's Degree/National Diploma in International Relations or equivalent qualification. 3 – 5 years' experience in the international relations environment. Computer literate. Valid driver's licence. Competencies and Attributes: Financial management. Communication. Planning and organizing. Interpersonal relations. Time management. Problem solving and decision-making skills. Confidentiality. Understanding of Public Service policy and legislative framework. Service delivery and client orientation. Integrity and honesty. Assertiveness. Ability to handle pressure. Willingness to work beyond normal working hours. Diplomacy.
<u>DUTIES</u>	:	Arrangement of incoming international visits to the Department. Arrangement of outgoing international trips for the Executive and other officials of the Department. Administer the Department's participation in conferences convened by International Correctional Organisations including payment of subscription fees. Point of contact for Department of International Relations and Cooperation (DIRCO) on enquiries on foreign offenders incarcerated in South Africa. Provide support service for all administrative and related matters pertaining to international liaison. Coordinate all international visits for the Department (incoming and outgoing) including liaison with conference organisers and South African Embassies abroad. Provide logistical support for the hosting of international conferences and meetings. Handle all matters relating to foreign nationals incarcerated in South Africa and rendering of consular services. Act as a nodal point between the Department and the Department of International Relations on matters relating to facilitation of international travel. Compilation of memoranda and other routine correspondence for approval by the Executive Authority on issues relating to international conferences and meetings. Administer international subsistence & travelling allowances and claims. Contribute to the management of international relations budget. Work with various embassies in South Africa in order to secure visas. Management of performance information, human resources, finance and assets.
<u>ENQUIRIES NOTE</u>	:	Ms N Khumalo Tel No: (012) 305 8589/ (012) 307 2174.
<u>POST 35/71</u>	:	<u>ASSISTANT DIRECTOR: BILATERAL AND MULTILATERAL RELATIONS REF NO: HO 2025/09/37</u> Directorate: International Relations
<u>SALARY CENTRE REQUIREMENTS</u>	:	R468 459 per annum National Head Office: Pretoria National diploma/degree in International Relations or equivalent qualification. 3-5 years relevant experience in a similar environment. Computer literate. Valid driver's licence. Competencies and Attributes: Develop new ideas that result in changes to policies, methods etc. Knowledge of project management and planning. Knowledge of procurement directives and procedures. Compilation

		of management reports. Presentation skills and communication skills. Planning and organising. Research and analytical thinking.
<u>DUTIES</u>	:	Represent the Department on the bilateral meetings with identified countries (Angola, Lesotho, Nigeria and Zimbabwe). Represent the Department at interdepartmental meetings as well as cluster meetings. Administer requests/questionnaires of the United Nations regarding Crime Prevention and Criminal Justice. Evaluation of UN Documents and resolutions. Prepare inputs and documentation for the attendance of yearly UN meetings. Co-ordinate the completion of questionnaires. Co-ordinate the completion of the questionnaires on the standard minimum rules for the treatment of offenders and other UN standards and norms on crime prevention and criminal justice. Co-ordinate the department's arrangements for the attendance of the annual UN meetings and quinquennial UN congresses on crime prevention and criminal justice. Coordinate submission of inputs for a country report in cooperation with the other members of the Interdepartmental committee. Distribute all UN resolutions relevant to the department, to the functionaries involved for evaluation. Management of performance information, human resources, finance and assets.
<u>ENQUIRIES</u>	:	Ms N Khumalo Tel No: (012) 305 8589/ (012) 307 2174.
<u>NOTE</u>	:	Appointment under the Public Service Act
<u>POST 35/72</u>	:	<u>ASSISTANT DIRECTOR: OFFENDER INFORMATION MANAGEMENT REF NO: HO 2025/09/38</u> Directorate: Policy, Research and Information Management
<u>SALARY</u>	:	R468 459 per annum
<u>CENTRE</u>	:	National Head Office: Pretoria
<u>REQUIREMENTS</u>	:	Recognized bachelor's degree or national diploma in Information/ Knowledge Management or equivalent. 3-5 years relevant experience in information management environment. In-depth knowledge of information management in both correctional centres and community corrections will be an added advantage. Computer literate. Valid driver's licence. Competencies and Attributes: Communication and project management skills. Information management. Interpersonal skills. Knowledge of the Correctional Services Act 111 of 1998 as amended. Ability to network. Report writing and managerial skills. Knowledge of relevant regulations, policies and procedures, resolutions and acts. Willingness to travel. Applied strategic thinking. Stakeholder management.
<u>DUTIES</u>	:	Implement the information governance framework. Identify business information needs and translate into business case. Ensure compliance with information management policy and internal control measures. Maintain and update database of offender statistics. Monitor and conduct data audits in regions. Provide support to stakeholders regarding the management of data to enable the development and continuous enhancement of electronic and information systems. Management of performance information, human resources, finance and assets.
<u>ENQUIRIES</u>	:	Ms N Khumalo Tel No: (012) 305 8589/ (012) 307 2174.
<u>NOTE</u>	:	Appointment under the Public Service Act
<u>POST 35/73</u>	:	<u>ASSISTANT DIRECTOR: INJURY ON DUTY REF NO: HO 2025/09/39</u> Directorate: Employee Wellness and OHS
<u>SALARY</u>	:	R468 459 per annum
<u>CENTRE</u>	:	National Head Office: Pretoria
<u>REQUIREMENTS</u>	:	Degree/diploma in Occupational Health/Hygiene or Safety Management or equivalent qualification. 3- 5 years' relevant experience gained in an occupational health and safety environment. Computer literate. Valid driver's licence. Competencies and Attributes: Knowledge of Occupational Injuries and Diseases Act (COIDA). Knowledge of Public Service Regulations. Knowledge of collective agreements with regard to occupational injuries and diseases. Knowledge of DPSA Circulars with regard to occupational injuries and diseases. Knowledge of Occupational Injuries and Diseases statistics. DCS employee occupational health and safety policy and processes. Labour Relations Act. HR Mandates regarding occupational injuries and diseases. Policy analysis, monitoring, evaluation and implementation. Information collection, analysis, interpretation, dissemination with regard to occupational injuries and diseases policies, regulations and acts. HR policies related to

		leave, performance assessment, discipline, grievances, skills development, occupational health & safety, employee wellness, remuneration & allowances, etc. Presentation and communication skills. The ability to access and interpret required management information. Technical report writing. Knowledge of OHS Act. Project management principles. Listening and problem-solving skills. Networking/liaison with stakeholders. Basic Conditions of Employment Act.
<u>DUTIES</u>	:	Manage the administration of occupational injuries and diseases processes within DCS as stipulated by Occupational Injuries and Diseases Act. Coordinate and monitor the implementation of policies and processes pertaining to occupational injuries and diseases. Conduct occupational injuries and diseases research. Ensure that incidents are reported, medical assistance is provided and that the compensation claim process begins as soon as possible. Management of performance information, human resources, finance and assets.
<u>ENQUIRIES</u>	:	Ms N Khumalo Tel No: (012) 305 8589/ (012) 307 2174.
<u>NOTE</u>	:	Appointment under the Public Service Act
<u>POST 35/74</u>	:	<u>ASSISTANT DIRECTOR: GYMNASIUMS AND BIOKINETICS REF NO: HO 2025/09/40</u> Directorate: Employee Wellness and OHS
<u>SALARY</u>	:	R468 459 per annum
<u>CENTRE</u>	:	National Head Office: Pretoria
<u>REQUIREMENTS</u>	:	Recognised degree in Biokinetics/ Sports Management or equivalent qualification. 3-5 years' experience in wellness, gymnasiums or sport in a similar environment. Computer literate. Valid driver's licence. Competencies and Attributes: Knowledge and understanding of Public Service policy and legislative framework. Knowledge of relevant mandates with regard to wellness, health and fitness. Negotiation, presentation, research, networking and communication skills. Interpersonal relations. Project management. Logistical and financial skills.
<u>DUTIES</u>	:	Conduct physical wellness awareness, campaigns and promotion of physical wellness. Write health articles to be distributed on the intranet. Develop visible marketing tools (e.g., health education posters, pamphlets etc). Develop and distribute DCS health booklet. Report on physical wellness and gymnasium participation. Keep attendance register and compile Head Office Biokinetic centre participation statistics. Conduct health and wellness assessments and re-assessments at Head Office. Establish the health status of DCS officials and identify the risk factors that impacts negatively on their health. Open and maintain physical wellness records for each official. Prescribe exercise and nutritional programmes to Head Office officials. Compile physical wellness statistics and reports. Breakdown of health risks identified during health and fitness assessment. Administer national weight loss challenge. Provide guidance to regions on the weight loss challenge. Host and manage Head Office weight loss challenge. Management of performance information, human resources, finance and assets.
<u>ENQUIRIES</u>	:	Ms N Khumalo Tel No: (012) 305 8589/ (012) 307 2174.
<u>NOTE</u>	:	Appointment under the Public Service Act
<u>POST 35/75</u>	:	<u>ASSISTANT DIRECTOR: INFORMATION TECHNOLOGY AUDIT REF NO: HO 2025/09/41</u> Directorate: Specialised Audit
<u>SALARY</u>	:	R468 459 per annum
<u>CENTRE</u>	:	National Head Office: Pretoria
<u>REQUIREMENTS</u>	:	Relevant national diploma/ degree in Internal Auditing or related field. 3-5 years' experience in Internal Auditing or related field. Computer literate. Valid driver's licence. Competencies and Attributes: Project management. Analytical and innovative skills. Knowledge of Institute of Internal Auditors (IIA) Standards. Knowledge of applicable legislations, policies and regulations. Knowledge of Public Finance Management Act (PFMA). Report writing, communication and interviewing skills. Interpersonal leadership and problem-solving skills. Time management. Coaching and mentoring. Knowledge of financial management, internal audit policies, practices, procedures & standards for professional practice of internal audit. Knowledge of internal control models and risk management tools and methodologies.

<u>DUTIES</u>	:	Identify the key risk areas for the institution emanating from current operations as set out in the strategic plan and risk management strategy. Participate in the development of the three-year strategic risk-based audit plans. Participate in the development of the annual audit operational plan. Participate in the coordination with other internal and external service providers of assurance to ensure proper coverage to minimize duplication of effort. Develop proposals to determine the scope of allocated internal audits. Collect, analyze and interpret data for purposes of the development of the engagement work program. Develop the engagement work program. Supervise and execute the allocated internal audits. Develop findings and recommendations for the enhancement of controls/processes. Compile and review audit reports for each engagement. Monitor progress on the implementation of agreed upon action plans. Review, collect information and compile reports to the accounting officer and audit committee. Progress reports against audit plan. Quarterly reports and annual reports. Study professional journals and publications to ensure that cognizance is taken of new developments. Monitor and study the relevant industry, legislative, standards change and policy frameworks continuously. Engage in continuous professional development activities relevant (tools and techniques) as required/prescribed. Supervise employees to ensure an effective internal audit service. Management of performance information, human resources, finance and assets.
<u>ENQUIRIES</u>	:	Ms N Khumalo Tel No: (012) 305 8589/ (012) 307 2174.
<u>NOTE</u>	:	Appointment under the Public Service Act
<u>POST 35/76</u>	:	<u>ASSISTANT DIRECTOR: PROCUREMENT POLICY IMPLEMENTATION AND CONTROL REF NO: HO 2025/09/42</u> Directorate: Procurement Administration
<u>SALARY</u>	:	R468 459 per annum
<u>CENTRE</u>	:	National Head Office: Pretoria
<u>REQUIREMENTS</u>	:	Recognised degree or national diploma in Procurement/Purchasing Management/Supply Chain Management. 3-5 years relevant experience. Computer literate. Valid driver's licence. Competencies and Attributes: Numeracy. Organizing. Good communication skills. Service delivery and client orientation. Telephone etiquette. Time management. Problem solving.
<u>DUTIES</u>	:	Manage the formulation and implementation of procurement policy, procedures and delegated powers. Monitor, identify and correct deficiencies regarding procurement. Facilitate training on procurement administration within the department. Handle enquiries regarding procurement policy and procedures. Continuous record-keeping and reporting of irregular expenditure. Management of performance information, human resources, finance and assets.
<u>ENQUIRIES</u>	:	Ms N Khumalo Tel No: (012) 305 8589/ (012) 307 2174.
<u>NOTE</u>	:	Appointment under the Public Service Act
<u>POST 35/77</u>	:	<u>ASSISTANT DIRECTOR: PERSAL MANAGER REF NO: HO 2025/09/43</u> Directorate: HR Administration and Utilization
<u>SALARY</u>	:	R468 459 per annum
<u>CENTRE</u>	:	National Head Office: Pretoria
<u>REQUIREMENTS</u>	:	An appropriate degree/national diploma in Human Resource Management/Personnel Management/Industrial Psychology or equivalent qualification. 3-5 years' experience in a human resources environment and working knowledge of PERSAL. Successful completion of PERSAL management training course (Introduction, PERSAL establishment, PERSAL appointments). Computer literate. Valid driver's licence. Competencies and Attributes: Knowledge and understanding of Public Service regulations, policies, procedures, resolutions and acts. Listening, communication, report-writing, problem solving and analytical skills.
<u>DUTIES</u>	:	Managing user access and permissions within the PERSAL system at head office. Ensure data integrity and accuracy of employee records. Maintain departmental tables and codes within the system. Handle system control changes (SCCs) for personnel-related requests. Manage user support and training for head office officials. Provide guidance and support to PERSAL users on system functionalities. Troubleshooting and resolving user issues related to the PERSAL system. Facilitate training and capacity-building initiatives for PERSAL users. Ensure compliance with relevant HR policies,

		procedures and regulations. Preparing reports on PERSAL data and system performance. Analyse PERSAL data to identify trends and potential issues. Management of performance information, finances, human resources and assets.
<u>ENQUIRIES</u>	:	Ms N Khumalo Tel No: (012) 305 8589/ (012) 307 2174.
<u>NOTE</u>	:	Appointment under the Public Service Act
<u>POST 35/78</u>	:	<u>ASSISTANT DIRECTOR: CENTRALISED FUNCTIONAL TRAINING REF NO: HO 2025/09/44</u> Directorate: Functional Management and Training
<u>SALARY</u>	:	R468 459 per annum
<u>CENTRE</u>	:	National Head Office: Pretoria
<u>REQUIREMENTS</u>	:	An appropriate degree/national diploma in Human Resource Development, Human Resources or equivalent. 3- 5 years' experience in the field of Human Resource Development or Education Training and Development. Computer literate. Valid driver's licence. Competencies and Attributes: Ability to plan, organise and control the activities of the sub-directorate. Knowledge of Public Finance and Supply Chain Management. Knowledge and understanding of policy and legislation on education & training development. Project management, communication and analytical skills. Database management. Assertiveness. Decisiveness.
<u>DUTIES</u>	:	Coordinate and compile monthly reports of training interventions. Collate statistics on training interventions. Maintain database of training interventions. Management of database and catalogue of functional training programmes. Ensure that training interventions are aligned to legislation in Education Training development. Ensure training interventions are delivered according to the business plans of the regions. Facilitate the development and implementation of policy implementation procedures on functional training. Ensure that existing functional training policies are reviewed and aligned with departmental policy and legislation. Assess the impact of functional training policy procedures. Management of performance information, human resources, finance and assets.
<u>ENQUIRIES</u>	:	Ms N Khumalo Tel No: (012) 305 8589/ (012) 307 2174.
<u>NOTE</u>	:	Appointment under the Public Service Act
<u>POST 35/79</u>	:	<u>ASSISTANT DIRECTOR: COURSE DEVELOPMENT REF NO: HO 2025/09/45</u> Directorate: Functional Management and Training
<u>SALARY</u>	:	R468 459 per annum
<u>CENTRE</u>	:	National Head Office: Pretoria
<u>REQUIREMENTS</u>	:	An appropriate national diploma/degree in Human Resource Development or equivalent. 3-5 years' experience in Human Resource Development. Computer literate. Valid driver's licence. Competencies and Attributes: Communication skills. Knowledge and understanding of Public Service regulations, policies, procedures, resolutions and acts. Facilitation and coordination skills. Training material development skills. Training skills. Project management. Interpersonal skills. Report writing and managerial skills.
<u>DUTIES</u>	:	Coordinate the development and review of course development policies within the department. Monitor the implementation of courses developed and the facilitation thereof. Establish course development processes and guidelines within DCS. Management of performance information, human resources, finance and assets.
<u>ENQUIRIES</u>	:	Ms N Khumalo Tel No: (012) 305 8589/ (012) 307 2174.
<u>NOTE</u>	:	Appointment under the Public Service Act
<u>POST 35/80</u>	:	<u>ASSISTANT DIRECTOR: SENIOR MANAGEMENT TRAINING REF NO: HO 2025/09/46</u> Directorate: Functional Management and Training
<u>SALARY</u>	:	R468 459 per annum
<u>CENTRE</u>	:	National Head Office: Pretoria
<u>REQUIREMENTS</u>	:	An appropriate national diploma/degree in Human Resource Development/Human Resource Management or equivalent. At least 3- 5 years' experience in Human Resource Development. Computer literate. Valid driver's licence. Competencies and Attributes: Project management. Policy analysis,

		budgeting, research and analytical thinking. Verbal exchange of sensitive information requiring large degree of tact and diplomacy. Ability to compile complex memorandums. Team building and presentations.
<u>DUTIES</u>	:	Facilitate the process of training of senior management within the Department of Correctional Services (DCS). Identify training needs for senior management aligned with organizational goals and correctional services legislation. Develop a training plan and calendar tailored to leadership roles in correctional environments. Facilitate the development of senior management training policy and monitoring. Organize and coordinate training logistics, including venues, facilitators, and materials. Liaise with accredited training providers and subject matter experts. Ensure participation and attendance compliance among targeted senior managers. Develop tools to monitor training delivery and effectiveness. Conduct post-training assessments to measure impact on performance and leadership competencies. Use evaluation data to refine future training programs. Ensure training aligns with correctional services policies, public service regulations and skills development frameworks. Maintain records of training attendance, outcomes, and compliance. Compile and submit reports to internal stakeholders and external oversight bodies. Promote a culture of continuous professional development among senior leadership. Recommend additional developmental programs such as mentoring, executive coaching and peer learning forums. Management of performance information, human resources, finance and assets.
<u>ENQUIRIES</u>	:	Ms N Khumalo Tel No: (012) 305 8589/ (012) 307 2174.
<u>NOTE</u>	:	Appointment under the Public Service Act
<u>POST 35/81</u>	:	<u>ASSISTANT DIRECTOR: PROGRAM MAINTENANCE REF NO: HO 2025/09/47</u> Directorate: Functional Management and Training
<u>SALARY</u>	:	R468 459 per annum
<u>CENTRE</u>	:	National Head Office: Pretoria
<u>REQUIREMENTS</u>	:	An appropriate national diploma/degree in Human Resource Development or equivalent. 3 – 5 years' experience in Human Resource Development. Valid driver's licence. Computer literate. Competencies and Attributes: Good communication skills. Project and human resource management. Interpersonal skills. Report writing and managerial skills. Knowledge of regulations, policies, procedures, resolutions and acts.
<u>DUTIES</u>	:	Ensure the alignment of training programmes with national correctional training standards and departmental objectives. Regularly review and update curriculum content to meet evolving legislative, operational and rehabilitation needs. Coordinate the development of new programmes based on identified training gaps and strategic priorities. Oversee the availability and maintenance of training materials, equipment and facilities. Ensure training aids and technological tools are current, functional and relevant. Monitor the condition and availability of workshop tools, classroom infrastructure and practical training environments. Implement quality control measures for all training programmes delivered at the centre. Conduct audits to ensure compliance with accreditation standards and internal policies. Facilitate internal moderation and validation of training assessments. Maintain accurate records of programme implementation, learner progress and training outcomes. Compile monthly and quarterly reports on programme performance, challenges and improvements. Promote a culture of continuous improvement and accountability within the training unit. Provide data to inform institutional decision-making and compliance reporting. Management of performance information, human resources, finance and assets.
<u>ENQUIRIES</u>	:	Ms N Khumalo Tel No: (012) 305 8589/ (012) 307 2174.
<u>NOTE</u>	:	Appointment under the Public Service Act
<u>POST 35/82</u>	:	<u>ASSISTANT DIRECTOR: INDUCTION REF NO: HO 2025/09/48</u> Directorate: Core Curriculum
<u>SALARY</u>	:	R468 459 per annum
<u>CENTRE</u>	:	National Head Office: Pretoria
<u>REQUIREMENTS</u>	:	An appropriate national diploma/degree in Human Resource Development with 3-5 years' experience in a HR development environment. Knowledge of PERSAL. Computer literate. Valid driver's licence. Competencies and Attributes: Knowledge of information collection, analysis, interpretation,

		dissemination with regard to HR induction policies, acts and regulations. Project management. Strategy development on induction. Knowledge of Public Service Regulations. Problem solving, listening and communication skills. Handling /applying of disciplinary procedures.
<u>DUTIES</u>	:	Manage HR Induction processes within DCS. Formulate HR Induction policy and strategy development. Effective HR Induction policy and strategy monitoring. Provide HR Induction implementation advice and research. Determining and arranging of training needs of staff. Resolution of conflict/grievances of staff. Management of performance information, human resources, finance and assets.
<u>ENQUIRIES NOTE</u>	:	Ms N Khumalo Tel No: (012) 305 8589/ (012) 307 2174.
	:	Appointment under the Public Service Act
<u>POST 35/83</u>	:	<u>ASSISTANT DIRECTOR: MARKETING AND CORPORATE IMAGE DEVELOPMENT REF NO: HO 2025/09/49</u> Directorate: Marketing and Promotions
<u>SALARY CENTRE REQUIREMENTS</u>	:	R468 459 per annum
	:	National Head Office: Pretoria
	:	Relevant degree or national diploma in Communications, Public Relations, Marketing, Journalism or related field. 3-5 years' experience in a similar environment. Computer literate. Valid driver's licence. Competencies and Attributes: Good communication skills. Project management. Interpersonal skills. Report writing. Managerial skills. Knowledge of regulations, policies, procedures, resolutions and acts.
<u>DUTIES</u>	:	Develop and implement marketing strategies. Develop and implement marketing strategies to promote the department's services, rehabilitation programmes and public awareness initiatives. Align marketing efforts with departmental goals and public sector communication frameworks. Design and execute marketing plans that promote the department's services, programmes and corporate image. Maintain and enhance the corporate identity of the Department of Correctional Services (DCS). Ensure consistency in branding, logos, slogans, uniforms, signage and visual materials across all regions and platforms. Monitor public perceptions and implement strategies to build a positive image of correctional services. Manage public relations initiatives to improve the department's reputation and credibility. Coordinate events, exhibitions and awareness campaigns showcasing offender rehabilitation, community outreach and departmental achievements. Build partnerships with community leaders, NGOs, government entities and the media. Ensure accurate and positive coverage of departmental initiatives and social media management. Prepare press releases, media statements, interviews and crisis communication responses. Monitor media trends and address misinformation or negative publicity proactively. Oversee the department's presence on digital platforms, including website content, social media and multimedia. Use digital marketing tools to inform the public about correctional initiatives and promote transparency. Collaborate with internal communication units to ensure staff are informed about departmental branding and messaging. Promote unity, pride and awareness of the department's vision and mission internally. Management of performance information, human resources, finance and assets.
<u>ENQUIRIES NOTE</u>	:	Ms N Khumalo Tel No: (012) 305 8589/ (012) 307 2174.
	:	Appointment under the Public Service Act
<u>POST 35/84</u>	:	<u>SENIOR CORRECTIONAL POLICY ADMINISTRATOR: PRE-RELEASE PREPARATION (NCB 2) (REF NO: HO 2025/09/104)</u> Directorate: Parole and Supervision (Parole Supervision)
<u>SALARY CENTRE REQUIREMENTS</u>	:	R429 285 per annum
	:	National Head Office: Pretoria
	:	Relevant NQF 6 qualification in Behavioural Sciences. At least 5 years relevant experience in a production post (NCB1). Successful completion of the Correctional Science Learnership/Basic Training. Computer literate. Valid driver's licence. competencies and attributes: Good facilitation, coordination communication skills. Planning and organizing. Good liaison skills with other role players/clients. Report writing, analytical, rational decision making and interpersonal skills. Professionalism and integrity. Creativity and innovative thinking.

<u>DUTIES</u>	:	Administer and coordinate the activities of benefits and employment for probationers and paroles. Participate in the development of policies, processes and guidelines for benefits and employment for probationers and parolees. Develop database for benefits of probationers and parolees. Provide administrative support to the Directorate Parole and Supervision (Parole Supervision). Manage human resources, finance and assets.
<u>ENQUIRIES NOTE</u>	:	Ms N Khumalo Tel No: (012) 305 8589/ (012) 307 2174.
<u>POST 35/85</u>	:	<u>SENIOR CORRECTIONAL OFFICER: OPERATIONAL SUPPORT (NCB 2)</u> <u>REF NO: HO 2025/09/105</u> Directorate: Corrections Administration
<u>SALARY CENTRE REQUIREMENTS</u>	:	R429 285 per annum National Head Office: Pretoria Relevant NQF 6 qualification in Behavioural Sciences. At least 5 years relevant experience in a production post (NCB1). Successful completion of the Correctional Science Learnership/Basic Training. Computer literate. Valid driver's licence. Competencies and Attributes: Knowledge of the Correctional Services Act, Act 111 of 1998 as amended. In depth understanding of safety and security in correctional environment. Firearm skills and the use of relevant security technology. Communication, project and programme management. Problem solving, analysis, service delivery innovation and decision making. Integrity, honesty and confidential.
<u>DUTIES</u>	:	Develop templates, consolidate inputs, draft emails and other documents and submit. Handle enquiries and refer to the relevant directorate or regions for further assistance. Evaluation and amendment of policy procedures regarding the following: Admission of offenders, periodical, transfer of offenders, appeals, reviews, fingerprints, illegal foreign nationals, identity documents for offenders, legal visits, visits to correctional centres, segregation, mechanical restraints etc. Monitoring and down management of overcrowding utilizing frameworks and action plans. Monitoring of lock-up totals on a monthly basis. Compiling reports to audits steering committee on a monthly basis, national integrated case flow management steering committee on a bi-monthly basis and government programme of action regarding overcrowding. Manage human resources, finance and assets.
<u>ENQUIRIES NOTE</u>	:	Ms N Khumalo Tel No: (012) 305 8589/ (012) 307 2174.
<u>POST 35/86</u>	:	<u>SENIOR CORRECTIONAL OFFICER: CASE MANAGEMENT ADMINISTRATION (NCB2) REF NO: HO 2025/09/106</u> Directorate: Corrections Administration
<u>SALARY CENTRE REQUIREMENTS</u>	:	R429 285 per annum National Head Office: Pretoria Relevant NQF 6 qualification in Behavioural Sciences. At least 5 years relevant experience in a production post (NCB1). Successful completion of the Correctional Science Learnership/Basic Training. Computer literate. Valid driver's licence. Competencies and Attributes: Knowledge of the content of departmental mandates applicable to the rehabilitation, treatment and release of offenders. Problem solving and analytical skills. Knowledge of meeting procedures. Facilitation, listening and communication skills.
<u>DUTIES</u>	:	Responsibilities: Review and implement existing systems and procedures relating to case management administration and case management committees. Develop procedures for unit management and case management committees. Develop procedures and improvement measures for unit managers. Review and disseminate framework on structured day programme. Improve scheduling of visitation to offenders. Disseminate approved policy to regions. Analysis and report on implementation of unit management. Monitor the implementation of unit management including structured day programme incorporating a three-meal system at all correctional centres. Manage human resources, finance and assets.
<u>ENQUIRIES NOTE</u>	:	Ms N Khumalo Tel No: (012) 305 8589/ (012) 307 2174.
	:	Appointment under the Correctional Services Act

<u>POST 35/87</u>	:	<u>SENIOR ADMINISTRATION OFFICER: PROFESSIONAL AND COORDINATING SERVICES REF NO: HO 2025/09/50</u> Directorate: Core Curriculum
<u>SALARY</u>	:	R397 116 per annum
<u>CENTRE</u>	:	National Head Office: Pretoria
<u>REQUIREMENTS</u>	:	Recognised degree or national diploma in Human Resource Management/ Development/ Management of Training. 3-5 years' experience in HRD or Education and Training and or as Learnership Coordinator. Computer literate. Valid driver's licence. Competencies and Attributes: Sound knowledge of human resource development. In depth knowledge of DCS policies, regulations, equity issues and procedures pertaining to training related to learnership issues. Communication, problem solving, analysis, client orientation and focus. Decision making, integrity, honesty, good interpersonal relations and assertiveness.
<u>DUTIES</u>	:	Maintain the quality management system in the directorate in line with the ETD policy and regulatory frameworks. Maintain the information security system (ISMS) in compliance with applicable standards and regulatory requirements. Consolidate reports, information and statistics data. Ensure proper retention of records and documents. Create a filing system that is user friendly and update the Quality Management System (QMS). Contribute in the update and reviewing of QMS and ISMS related documents in collaboration with other team members or role players. Render support services within the Directorate. Management of human resources, finance and assets.
<u>ENQUIRIES</u>	:	Ms N Khumalo Tel No: (012) 305 8589/ (012) 307 2174.
<u>NOTE</u>	:	Appointment under the Public Service Act
<u>POST 35/88</u>	:	<u>SENIOR ADMINISTRATION OFFICER: PERSONNEL REF NO: HO 2025/09/51</u> Directorate: Core Curriculum
<u>SALARY</u>	:	R397 116 per annum
<u>CENTRE</u>	:	Kroonstad Training College
<u>REQUIREMENTS</u>	:	An appropriate degree/national diploma in Human Resource Management or equivalent qualification and 3-5 years relevant experience in a human resource environment. PERSAL knowledge. Computer literate. Valid driver's licence. Competencies and Attributes: Financial management. Facilitation skills. Plan, organise, lead and control. Project management. Presentation skills. Conflict management. Report writing. Time management. Confidentiality. Understanding of public service policy and legislative framework. Service delivery and client orientation. Integrity and honesty. Assertiveness. Influence and Impact. Communication skills. Problem solving skills. Network and diplomacy. Service delivery and client orientation. Coaching and mentoring. Facilitation and negotiation skills.
<u>DUTIES</u>	:	Coordinate PERSAL control. Ensure that inventory is managed properly. Control salary adjustments. Coordinate the outcome of disciplinary hearings. Control of transfers/interdepartmental transfers. Control establishment. Management of human resources, finance and assets.
<u>ENQUIRIES</u>	:	Ms N Khumalo Tel No: (012) 305 8589/ (012) 307 2174.
<u>NOTE</u>	:	Appointment under the Public Service Act
<u>POST 35/89</u>	:	<u>SENIOR ADMINISTRATION OFFICER: FUNCTIONAL TRAINING</u>
<u>SALARY</u>	:	R397 116 per annum
<u>CENTRE</u>	:	National Head Office: Pretoria: Directorate: Functional Management and Training Ref No: HO 2025/09/52 Krugersdorp Training College: Directorate: Functional Management and Training Ref No: HO 2025/09/53
<u>REQUIREMENTS</u>	:	An appropriate degree/national diploma in Human Resource Development or equivalent qualification and 3-5 years relevant experience in a human resource development. Computer literate. Valid driver's licence. Competencies and Attributes: Knowledge of skills development and related policies, legislation, strategies and programmes (Skills Development Act, SAQA Act, Skills Development Levies Act, National Skills Development Strategy, HRD Strategy, ASGISA etc). Knowledge of DCS policies, legislation and strategy (WPCSA, Correctional Services Act, DCS Strategic Plan, Code of Conduct etc). Understanding of basic accounting systems, policies and legislation of

		Government (PFMA, Supply Chain Management etc). Knowledge of HR policies and legislation (BCEA, OCHSA, Labour Relations Act, Disciplinary Code and Procedure etc). Knowledge of HRD or Education, Training and Development practice. Facilitation and presentation skills. Ability to develop training or learning programmes. Project management, communication and marketing skills. Report writing and database management. Generic management, analytical and negotiation skills. Customer service orientation, tolerant and initiative. Honesty and integrity.
<u>DUTIES</u>	:	Coordinate the implementation of functional training initiatives. Collate statistics on training interventions and compile reports. Plan, organize, and administer training. Obtain approvals for availability of funds. Obtain nominations from line functions. Compile a business plan on all courses that are going to run on a specific financial year. Logistical arrangements of training interventions. Management of resources continuously in order to reach objectives and goals of the section. Ensure that trips are well co-ordinated when attending training. Ensure that state transport is not misused. Ensure consultation with relevant internal stakeholders and line functionaries on matters of mutual interest. Provide inputs for the establishment and maintenance of communication and marketing systems for the sub-directorate. Monitoring and evaluation of all relevant training interventions. Development and implementation of evaluation tools. Development and implementation of corrective measures. Conduct impact assessment periodically. Provide resources for the implementation of training programmes. Management of resources.
<u>ENQUIRIES NOTE</u>	:	Ms N Khumalo Tel No: (012) 305 8589/ (012) 307 2174.
	:	Appointment under the Public Service Act
<u>POST 35/90</u>	:	<u>SENIOR ADMINISTRATION OFFICER: AUDIO VISUAL REF NO: HO 2025/09/54</u> Directorate: Internal Communications and Media Production
<u>SALARY CENTRE REQUIREMENTS</u>	:	R397 116 per annum
	:	National Head Office: Pretoria
	:	Relevant degree or national diploma in Communications, Public Relations, Marketing, Journalism or related field. At least 3-5 years relevant experience. Computer literate. Valid driver's licence. Competencies and Attributes: Technical skills as a video camera person and video editor. Expertise/working knowledge of a variety of broadcast equipment. Strong ability to conceptualise audio-visual productions. Strong ability to execute all audio-visual production processes. High level of computer competency in various audio-visual editing software. Communication, problem solving, listening and planning skills. Working knowledge of public service policies and legislative framework. Good interpersonal relations. Ability to network, integrity, honesty, service delivery and client orientation. Ability to make and implement decisions.
<u>DUTIES</u>	:	Perform professional audio-visual recordings of departmental programmes and events. Electronically edit and produce programmes from footage gathered. Provide technical support and expertise for the development of corporate video materials. Regularly maintain the audio-visual equipment and stock and keep electronic and easily traceable records thereof. Provide support through the development and regular updating of a video library that ensures accessibility and easy retrieving. Provide support during the development, implementation and management of a distribution system of audio-visual products to target audiences and actual distribution tasks. Management of human resources, finance and assets.
<u>ENQUIRIES NOTE</u>	:	Ms N Khumalo Tel No: (012) 305 8589/ (012) 307 2174.
	:	Appointment under the Public Service Act
<u>POST 35/91</u>	:	<u>SENIOR ADMINISTRATION OFFICER: LEAVE ADMINISTRATION REF NO: HO 2025/09/55</u> Directorate: HR Administration and Utilization
<u>SALARY CENTRE REQUIREMENTS</u>	:	R397 116 per annum
	:	National Head Office: Pretoria
	:	Recognised national diploma /degree in Human Resources or equivalent. 3- 5 years' experience in leave administration. Knowledge and training in PERSAL system is essential. Computer literate. Valid driver's licence. Competencies and Attributes: Communication, listening and problem-solving skills. DCS

		financial policy regarding claims, expenditure, advances, payments, invoices, etc. Technical report writing skills.
<u>DUTIES</u>	:	Provide advice and guidance in the implementation of leave policies and directives. Authorise and approve the capturing of leave forms. Administer the discount and payment of gratuities. PERSAL administration. Attend to audit queries. Management of human resources, finance and assets.
<u>ENQUIRIES</u>	:	Ms N Khumalo Tel No: (012) 305 8589/ (012) 307 2174.
<u>NOTE</u>	:	Appointment under the Public Service Act
<u>POST 35/92</u>	:	<u>SENIOR ADMINISTRATION OFFICER: SALARY CONTROLLER REF NO: HO 2025/09/56</u> Directorate: HR Administration and Utilization
<u>SALARY</u>	:	R397 116 per annum
<u>CENTRE</u>	:	National Head Office: Pretoria
<u>REQUIREMENTS</u>	:	National diploma/degree in Human Resources. 3-5 years' relevant experience, including PERSAL. Computer literate. Valid driver's licence. Competencies and Attributes: Good listening and communication skills. Report-writing skills. Problem solving skills and analytical thinking.
<u>DUTIES</u>	:	Ensure effective data integrity. The inspection of data inputs into the personnel management information systems. The formulation of strategies to improve data integrity. Control the filling of post establishment. Ensuring placements are in accordance with the post establishment. Report discrepancies on the post establishment (over/under/out of adjustment) to the supervisor. Report vacancies to the personnel office. Render advice to the supervisor on the placement of computer equipment for personnel management information systems. Communicate requirements on PERSAL. Undertake short/medium/long term planning of activities aimed at improving data integrity. Ensure adherence to the strategic management information objectives of the DCS. The establishment/maintenance of a human resource financing model for the short/medium/long term. Management of human resources, finances and assets.
<u>ENQUIRIES</u>	:	Ms N Khumalo Tel No: (012) 305 8589/ (012) 307 2174.
<u>NOTE</u>	:	Appointment under the Public Service Act
<u>POST 35/93</u>	:	<u>SENIOR ADMINISTRATION OFFICER: ADMINISTRATION SUPPORT REF NO: HO 2025/09/57</u> Directorate: Gender and Employment Equity
<u>SALARY</u>	:	R397 116 per annum
<u>CENTRE</u>	:	National Head Office: Pretoria
<u>REQUIREMENTS</u>	:	Relevant national diploma/ degree in Internal Auditing or related field. 3-5 years' experience in internal audit. Registration with IIA and Professional Internal Auditor Certification as an added advantage. Computer literate. Valid driver's licence Competencies and Attributes: Knowledge of Public Finance Management Act (PFMA). Knowledge of internal control models and risk management tools and methodologies. Knowledge of Global Internal Audit Standards (GIAS) and applicable legislations, policies and regulations. Batho Pele Principles, Audit techniques, Project management. Analytical and innovative skills. Report writing. Communication, interviewing and leadership skills. Interpersonal relations. Coaching and monitoring.
<u>DUTIES</u>	:	Audit Execution: Conduct and oversee performance audits, evaluating the economy, efficiency, and effectiveness of government programs and directorates. Staff Supervision: Lead, mentor, and manage a team of auditors, including allocating duties, performing quality control, and ensuring professional development. Project Management: Plan and execute audit projects, from fieldwork to compiling draft reports, ensuring projects align with allocated targets. Compliance & Standards: Monitor and ensure compliance with relevant regulations, internal policies, and professional audit standards. Reporting & Recommendations: Compile and present audit findings and recommendations for improvement to senior management. Methodology Improvement: Contribute to the enhancement of internal audit methodologies and technologies used within the organization. Risk Management: Identify potential financial risks, including fraud, and facilitate management action to mitigate these risks. Conduct research with relevant sources to determine adherence to policies, regulations and applicable legislation. Compile and

		issue a final audit report. Conduct and review adhoc assignments and follow up audits.
<u>ENQUIRIES</u>	:	Ms N Khumalo Tel No: (012) 305 8589/ (012) 307 2174.
<u>NOTE</u>	:	Appointment under the Public Service Act
<u>POST 35/94</u>	:	<u>SENIOR INTERNAL AUDITOR: PERFORMANCE AUDIT REF NO: HO 2025/09/58</u> Directorate: Specialised Audit
<u>SALARY</u>	:	R397 116 per annum
<u>CENTRE</u>	:	National Head Office: Pretoria
<u>REQUIREMENTS</u>	:	Relevant national diploma/ degree in Internal Auditing or related field. 3-5 years' experience in internal audit. Computer literate. Valid driver's licence. Competencies and Attributes: Knowledge of Public Finance Management Act (PFMA). Knowledge of internal control models and risk management tools and methodologies. Knowledge of the Institute for Internal Auditors (IIA) Standards for the Professional Practice of Internal Audit. Knowledge of Internal Audit policies, including the Audit Charter and Audit Methodology. Project management. Analytical and innovative skills. Knowledge of applicable legislations, policies and regulations. Report writing. Communication, interviewing and leadership skills. Interpersonal relations.
<u>DUTIES</u>	:	Conduct research with relevant sources to determine adherence to policies, regulations and applicable legislation. Arrange meetings with the client. Compile an engagement letter with client. Creation of audit assignment manually and on the team software. Convene a meeting with client to understand the client operations environment. Conduct risk assessment adequacy based on the system description. Conduct interviews with the process owners to identify the controls that are in place. Compilation of audit programmes. Conduct interviews to confirm process analysis. Documentation of information gathered. Request documentation pertaining to the particular activity. Preparation of working papers in terms of the Institute of Internal Auditors Standards (IIA). Gather evidence to support audit results and issue an exception standard report. Identification of reportable findings to discuss with the process owners. Drafting of audit findings in accordance with IIA standards. Identification of a criteria/standards by referring to applicable policies, legislation and regulations. Obtain and discuss the root cause with the process owners in order to make recommendations. Identification of effects of weaknesses in controls. Obtain management comments and action plan on how to rectify control weaknesses. Compile and issue a final audit report. Draft a follow up questionnaire and send to the client to respond within five working days. Scrutinize the responses on the follow up questionnaire to determine the necessity to do a follow up audit. Creation of an audit assignment manually and on the team software. Compilation of audit results and address the review notes. Gather evidence to support audit results and issue an exception standard report. Management of human resources, finance and assets.
<u>ENQUIRIES</u>	:	Ms N Khumalo Tel No: (012) 305 8589/ (012) 307 2174.
<u>NOTE</u>	:	Appointment under the Public Service Act
<u>POST 35/95</u>	:	<u>SENIOR ADMINISTRATION SUPPORT REF NO: HO 2025/09/59</u> Directorate: Regularity Audit
<u>SALARY</u>	:	R397 116 per annum
<u>CENTRE</u>	:	National Head Office: Pretoria
<u>REQUIREMENTS</u>	:	Relevant degree or national diploma in Public Administration/Office Administration or relevant qualification. 3-5 years' relevant experience. Computer literate. Valid driver's licence. Competencies and Attributes: Knowledge of Public Finance Management Act (PFMA) and accompanying Treasury Regulations, Public Service Regulatory Framework, Public Service Financial and other related system/s. Planning and organizing. Good written and verbal communication skills. Detail orientated (attention to detail). Interpersonal relations. Problem solving skills. Time management. Application and interpretation of legislation.
<u>DUTIES</u>	:	Identify office needs. Ensure effective asset management and utilization of assets for the directorate. Conduct regular assets and inventory counts and inspection. Ensure optimal utilization of financial resources and support with regard to budget management in line with the relevant directives and legislations. Perform budget control and ensure enforcement of financial

		disciplines. Ensure compliance with policies and procedure in the directorate. Management of human resources, finance and assets.
<u>ENQUIRIES</u>	:	Ms N Khumalo Tel No: (012) 305 8589/ (012) 307 2174.
<u>NOTE</u>	:	Appointment under the Public Service Act
<u>POST 35/96</u>	:	<u>SENIOR ADMINISTRATION OFFICER: OFFENDER INFORMATION REF NO: HO 2025/09/60</u> Directorate: Policy, Research and Information Management
<u>SALARY</u>	:	R397 116 per annum
<u>CENTRE</u>	:	National Head Office: Pretoria
<u>REQUIREMENTS</u>	:	Recognized national diploma in Information/ Knowledge Management or equivalent. 3-5 years' relevant experience in working with systems. Computer literate. Valid driver's licence. Competencies and Attributes: Communication and project management skills. Ability to network. Report writing and managerial skills. Knowledge of relevant regulations, policies, procedures, resolutions and acts. Stakeholder management. Willingness to travel.
<u>DUTIES</u>	:	Perform data audits on core systems (Admission, Detention Release (A&R) and Community Corrections) and promote data integrity and compliance with the certification of data protocols. Participate and facilitate user requirement specification sessions in coordination and cooperation with business and systems development when new relevant systems (within this functionality) are developed. Ensure that the user requirements of business for their requested system(s) are incorporated and reflected in the end product. Facilitate and participate in the implementation of the enhancements to the A&R and Community Correction Systems as well as the implementation of new relevant operational systems within this function. Perform required administrative duties, taking minutes at meetings, maintain sound document management in line with DCS requirements. Conduct training of users on Community Correction System and relevant operational systems in relation to this functionality. Attend, investigate and resolve all calls/problems logged on Gestionnaire Libre de Parc Informatique (GLPI) system by Correctional Centres and Community Corrections' officials. Management of human resources, finance and assets.
<u>ENQUIRIES</u>	:	Ms N Khumalo Tel No: (012) 305 8589/ (012) 307 2174.
<u>NOTE</u>	:	Appointment under the Public Service Act
<u>POST 35/97</u>	:	<u>SENIOR ADMINISTRATION OFFICER: NATIONAL ARCHIVES REF NO: HO 2025/09/61</u> Directorate: Policy, Research and Information Management
<u>SALARY</u>	:	R397 116 per annum
<u>CENTRE</u>	:	National Head Office: Pretoria
<u>REQUIREMENTS</u>	:	Recognized degree or national diploma in Information Management or relevant qualification. At least 3-5 years' experience in records management. Knowledge of the National Archive Act. Computer literate. Valid driver's licence. Competencies and Attributes: Decision making. Planning and organising. Analytical thinking. Problem identification and solving. Co-ordination. Time management. Policy implementation.
<u>DUTIES</u>	:	Implement and monitor information resources of the organization in terms of the broad policy guidelines contained in the National Archives Act of South Africa. Maintain complete information regarding the custody, storage, treatment, filing and disposal of all public records in our care. Overall management of archives sections. Ensure the protection of archives building. Perform admission of documentation and research on instructions pertaining to archives. Management of human resources, finance and assets.
<u>ENQUIRIES</u>	:	Ms N Khumalo Tel No: (012) 305 8589/ (012) 307 2174.
<u>NOTE</u>	:	Appointment under the Public Service Act
<u>POST 35/98</u>	:	<u>SENIOR STATE ACCOUNTANT: BOOKKEEPING REF NO: HO 2025/09/62</u> Directorate: Financial Accounting
<u>SALARY</u>	:	R397 116 per annum
<u>CENTRE</u>	:	National Head Office: Pretoria
<u>REQUIREMENTS</u>	:	An appropriate three-year degree/diploma with Accounting and/or Management Accounting as major subjects. 3-5 years' proven financial experience. Computer literate. Valid driver's licence. Knowledge of BAS will be

		an added advantage. Competencies and Attributes: Financial training, strategic planning monitoring and evaluation skills. Data analysis skills, communication, quality assurance, facilitation and problem-solving skills. Knowledge of Public Finance Management Act (PFMA) and Treasury Regulations. Knowledge of the White Paper on Corrections. Ability to prioritize and manage multiple tasks. Innovative and creative. Knowledge and experience in monitoring and evaluation systems. Understanding of Public Service policy and legislative framework. Understanding of broader Public Service transformation processes. Good interpersonal relations. Ability to network. Integrity and honesty. Service delivery and client orientation. Ability to make and implement decisions. Experience in the compiling of Annual Financial Statements. Good communication skills and interpersonal relations. Professional person with integrity and ability to perform under pressure.
<u>DUTIES</u>	:	Monthly funds requisition from National Treasury. Compile the monthly bank reconciliation. Control the Paymaster- General accounts, which includes PMG exceptions, BAS credit transfer account and bank adjustment account. Co-ordinate and compile the compliance certificate. Maintenance of departmental debt procedures with regard to cash and cash equivalent. Manage the office. Execute responsibilities of officials as stipulated in Section 45 of the PFMA. Manage Human Resources, Finances and Assets.
<u>ENQUIRIES NOTE</u>	:	Ms N Khumalo Tel No: (012) 305 8589/ (012) 307 2174.
<u>POST 35/99</u>	:	<u>SENIOR STATE ACCOUNTANT: LEDGER CONTROL REF NO: HO 2025/09/63</u> Directorate: Financial Accounting
<u>SALARY CENTRE REQUIREMENTS</u>	:	R397 116 per annum National Head Office: Pretoria An appropriate three-year degree/diploma with Accounting and/or Management Accounting as major subjects. 3-5 years' proven financial experience. Computer literate Knowledge of BAS will be an added advantage. Valid driver's licence. Competencies and Attributes: Financial training, strategic planning monitoring and evaluation skills. Data analysis skills, communication, quality assurance, facilitation and problem-solving skills. Knowledge of Public Finance Management Act (PFMA) and Treasury Regulations. Knowledge of the White Paper on Corrections. Ability to prioritize and manage multiple tasks. Innovative and creative. Knowledge and experience in monitoring and evaluation systems. Understanding of Public Service policy and legislative framework. Understanding of broader Public Service transformation processes. Good interpersonal relations. Ability to network. Integrity and honesty. Service delivery and client orientation. Ability to make and implement decisions. Experience in the compiling of Annual Financial Statements. Good communication skills and interpersonal relations. Professional person with integrity and ability to perform under pressure.
<u>DUTIES</u>	:	Exercise control over receivables and payables. Provide training with regard to clearing of receivables and payables. Ensure the closure of the account months and the financial year as well as the financial year end process. Maintenance of departmental procedures with regard to receivables and payables. Manage the office. Execute responsibilities of officials as stipulated in Section 45 of the PFMA. Management of human resources, finances and assets.
<u>ENQUIRIES NOTE</u>	:	Ms N Khumalo Tel No: (012) 305 8589/ (012) 307 2174.
<u>POST 35/100</u>	:	<u>SENIOR STATE ACCOUNTANT: BUDGET CONTROL REF NO: HO 2025/09/64</u> Directorate: Financial Accounting
<u>SALARY CENTRE REQUIREMENTS</u>	:	R397 116 per annum National Head Office: Pretoria Degree or national diploma in Finance or relevant qualification and 3-5 years' relevant experience. Computer literate. Valid driver's licence. Competencies and Attributes: Financial training, strategic planning monitoring and evaluation skills. Data analysis skills, communication, quality assurance, facilitation and problem-solving skills. Knowledge of Public Finance Management Act (PFMA) and Treasury Regulations. Knowledge of the White Paper on Corrections.

		Ability to prioritize and manage multiple tasks. Innovative and creative. Knowledge and experience in monitoring and evaluation systems. Understanding of Public Service policy and legislative framework. Understanding of broader Public Service transformation processes. Good interpersonal relations. Ability to network. Integrity and honesty. Service delivery and client orientation. Ability to make and implement decisions. Experience in the compiling of Annual Financial Statements. Good communication skills and interpersonal relations. Professional person with integrity and ability to perform under pressure.
<u>DUTIES</u>	:	Assist with regards to budget planning and controlling in head office. Serve as a financial agent between the CFO, directorates at head office and the colleges. Give financial advice to our clients, management and other officials. Render budget management at head office. Administer maintenance, capturing and distribution of budget for head office. Administer and capture inputs of head office with regard to the MTEF. Render a support service by the Financial Control Office (FCO) in terms of giving financial-and budgetary advice to the directors at head office. Render an office support service to the Directorate: Financial Accounting. Ensure that sound systems and procedures for budget management and control are in place. Manage the responsibilities of Section 45 of the PFMA. Ensure that the system of financial management and internal control established for correctional services is carried out within the area of responsibility of that official. Effective, efficient, economical and transparent use of financial and other resources within that official's area of responsibility. Accounting and reporting requirements. Design, implement and maintain accounting systems to ensure complete, valid, accurate and timeous financial/non-financial information. Maintenance of appropriate and consistent financial/non-financial reports that satisfy the needs of the users of financial/non-financial information. Guidance on regular performance reporting to management. Management of human resources, finance and assets.
<u>ENQUIRIES NOTE</u>	:	Ms N Khumalo Tel No: (012) 305 8589/ (012) 307 2174.
	:	Appointment under the Public Service Act
<u>POST 35/101</u>	:	<u>SENIOR STATE ACCOUNTANT: PROGRAMME ADMINISTRATION REF NO: HO 2025/09/65</u> Directorate: Management Accounting
<u>SALARY CENTRE REQUIREMENTS</u>	:	R397 116 per annum
	:	National Head Office: Pretoria
	:	An appropriate degree/national diploma in a financial management related field with Cost and Management Accounting as major subjects. 3-5 years' relevant experience in budgeting or similar environment. Computer literate. Valid driver's licence. Competencies and Attributes: Sound knowledge of BAS and the budgeting process. Good knowledge of Public Finance Management Act, Treasury Regulations. Report writing, problem solving, interpersonal relations, policy implementation, conflict resolution, communication and typing skills. Integrity, honesty, friendly, adaptability, confident, self-discipline, ability to work under pressure and punctuality. Excellent verbal and written communication skills.
<u>DUTIES</u>	:	Support the Assistant Director with analysis and control of budget and expenditure to advise senior managers on the best decision to take in line with the achievements of the strategic objectives of the department. Ensure economical, effective and efficient utilization of budget allocated to the department. Maintain the master copy of the relevant programmes approved budget and ensure fair distribution, capturing and maintenance thereof on the financial system and monitor budget balancing on BAS on a monthly basis. Provide monthly in year monitoring inputs on the relevant programme with regard to state of expenditure as well as anticipated expenditure. Advise on the re-prioritization of funding on detecting planning deviations and report areas of risk to programme manager. Interrogate and report on deviations per month against anticipated revenue and expenditure for that financial year. Compilation and submission of monthly, quarterly and annual appropriation statement. Monitor the rectification of misallocation of budget as well as the expenditure and compile a variance analysis report on a monthly basis. Advise on adherence to policy and procedure in respect of budget control. Execute responsibilities of officials as stipulated in section 45 of the PFMA. Management of human resources, finance and assets.
<u>ENQUIRIES</u>	:	Ms N Khumalo Tel No: (012) 305 8589/ (012) 307 2174.

<u>NOTE</u>	:	Appointment under the Public Service Act
<u>POST 35/102</u>	:	<u>SENIOR STATE ACCOUNTANT: ACTIVITY CONTROL REF NO: HO 2025/09/66</u> Directorate: Financial Accounting
<u>SALARY</u>	:	R397 116 per annum
<u>CENTRE</u>	:	National Head Office: Pretoria
<u>REQUIREMENTS</u>	:	An appropriate three-year national diploma or degree in Finance with Financial Accounting, Management Accounting and or Financial Information System as major subjects. 3-5 years' relevant finance/tax experience. Computer literate. Valid driver's licence. Competencies and Attributes: Good knowledge of Public Finance Management Act (PFMA), Treasury Regulations and Standard Chart of accounts (SCOA). Knowledge of division of Revenue Act and the Basic Accounting System. Good interpersonal relations and communication skills. Professional person with integrity and ability to perform under pressure.
<u>DUTIES</u>	:	Exercise control over expenditure items. Ensuring balancing of the internal charges concept. Control over the revenue items. Responsible for checking expenditure against allocated budget. Manage the office. Execute responsibilities of officials as stipulated in Section 45 of the PFMA. Maintenance of departmental activity procedures. Management of human resources, finance and assets.
<u>ENQUIRIES</u>	:	Ms N Khumalo Tel No: 012) 305 8589/ (012) 307 2174.
<u>NOTE</u>	:	Appointment under the Public Service Act
<u>POST 35/103</u>	:	<u>SENIOR STATE ACCOUNTANT: TAX CONTROL REF NO: HO 2025/09/67</u> Directorate: Financial Accounting
<u>SALARY</u>	:	R397 116 per annum
<u>CENTRE</u>	:	National Head Office: Pretoria
<u>REQUIREMENTS</u>	:	Degree or national diploma in finance related field with Financial Accounting and/or Taxation and /or Management Accounting as major subjects. 3-5 years' relevant finance/tax experience. Computer literate. Valid driver's licence. Competencies and Attributes: Project management. Willingness to work outside normal working hours. Change management. Good knowledge of Public Finance Management Act, Treasury Regulations, BAS and PERSAL. Communication skills. Client orientation and customer focus. Problem solving and analysis. Service delivery innovation. People management and empowerment. Integrity and honesty. Confidentiality. Good interpersonal relations, assertiveness and ability to work independently as well as in a team.
<u>DUTIES</u>	:	Prepare and submit annual and bi-annual employees tax reconciliation and payments to SARS. Responsible for monthly employee's tax reconciliation and payments to SARS. Manage the checking and control of tax on service terminations on PERSAL. Administration of employee's tax certificates. Clearing suspense accounts on salary related accounts. Management of human resources, finance and assets.
<u>ENQUIRIES</u>	:	Ms N Khumalo Tel No: (012) 305 8589/ (012) 307 2174.
<u>NOTE</u>	:	Appointment under the Public Service Act
<u>POST 35/104</u>	:	<u>SENIOR STATE ACCOUNTANT: COMPENSATION CONTROL REF NO: HO 2025/09/68</u> Directorate: Financial Accounting
<u>SALARY</u>	:	R397 116 per annum
<u>CENTRE</u>	:	National Head Office: Pretoria
<u>REQUIREMENTS</u>	:	Degree or national diploma in Finance related field or relevant qualification plus 3-5 years' experience. BAS training and advanced MS Excel will be an added advantage. Computer literate. Valid driver's licence. Competencies and Attributes: PFMA. Treasury Regulations. White Paper on Corrections (applicable sections). DCS Strategic Plan (applicable sections). Public service regulations. HRM policies/procedures. Financial administration procedures. Supply chain manuals – transport, procurement, asset management. Ability to access and utilise information. Plan, organise, leadership and control. Managing interpersonal conflict and resolving problems. Project management. Analytical thinking. Honesty, integrity and committed. Ethical, fairness and judgement. Creativity, logical initiative and innovative. Internal actualisation (self-starter) and motivated.

<u>DUTIES</u>	:	Ensure effective administration. Personnel evaluation and assessment. Internal and external training of personnel. Sub-inventory controller. Control over use of telephone in the office. Application of personnel discipline. Compile financial circulars. Control GUFS. Ensure that personnel in the section comply with norms and standards of the directorate. Comply with the responsibilities in Section 45 of the PFMA. Handling of sensitive issues. Control over personnel compensation system. Institution/cancellation of state guarantees. Checking captured documents on PERSAL. Control and manage ledger account. Control over all unclaimed salaries. Control over all hand payments. Approve BAS payments advices. Institution/cancellation of bursary debt. Check termination of service for correctness. Control over provisional salary debt. Control over PERSAL code absent ledger. Control over claims for pump allowance. Control over salary claims of seconded personnel. Management of human resources, finance and assets.
<u>ENQUIRIES</u>	:	Ms N Khumalo Tel No: (012) 305 8589/ (012) 307 2174.
<u>NOTE</u>	:	Appointment under the Public Service Act
<u>POST 35/105</u>	:	<u>SENIOR PROVISIONING ADMINISTRATION OFFICER: TENDER COMMITTEE SECRETARIAT REF NO: HO 2025/09/70</u> Directorate: Procurement Administration
<u>SALARY</u>	:	R397 116 per annum
<u>CENTRE</u>	:	National Head Office: Pretoria
<u>REQUIREMENTS</u>	:	Degree or national diploma in Purchasing Management or equivalent qualification. 3-5 years' relevant experience in supply chain management. Computer literate. Valid driver's licence. Competencies and Attributes: Knowledge of the PFMA and Treasury Regulations. Communication skills. Client orientation and customer focus. Problem solving and analysis. Service delivery innovation. Decision making. People management and empowerment. Integrity and honesty. Confidentiality. Good interpersonal relations. Understanding of Public Service policy and legislative framework. Knowledge of supply chain management legislation and related prescripts. Knowledge of government procurement processes. Assertiveness. Ability to network and diplomacy.
<u>DUTIES</u>	:	Ensure that bid documents are correct and available for issuing to prospective bidders. Issue advertised bids to prospective bidders. Keep record of bids issued to prospective bidders. Execute the administration of the bid adjudication committees. Ensure the correctness of recommendations submitted for consideration by the adjudication committees. Arrange bid adjudication committee meetings. Compile minutes of the bid adjudication committee meetings. Ensure the execution of the decisions of the bid adjudication committee meetings. Ensure that information of the bids approved is captured on National Treasury Contract Information System. Management of human resources, finance and assets.
<u>ENQUIRIES</u>	:	Ms N Khumalo Tel No: (012) 305 8589/ (012) 307 2174.
<u>NOTE</u>	:	Appointment under the Public Service Act
<u>POST 35/106</u>	:	<u>SENIOR PROVISIONING ADMINISTRATION OFFICER: COMMODITY MANAGEMENT REF NO: HO 2025/09/71</u> Directorate: Procurement Administration
<u>SALARY</u>	:	R397 116 per annum
<u>CENTRE</u>	:	National Head Office: Pretoria
<u>REQUIREMENTS</u>	:	Recognized degree or national diploma in Supply Chain Management or equivalent qualification. 3-5 years' experience in Supply Chain Management. Computer literate. Valid driver's licence. Competencies and Attributes: Knowledge of supply chain management policy. Knowledge of supply chain management user manual in respect of procurement. Knowledge of Procurement Preference Policy Framework (PPFA) and its regulations. Knowledge of Public Finance Management Act (PFMA), 1999 and Treasury Regulations. Communication and presentation skills. Problem solving and decision making. Confidentiality, communication, facilitation, conflict management and time management skills. Assertiveness. Integrity and honesty. Influence and impact. Ability to network. Service delivery and client orientation. Coaching and mentoring. Willingness to travel.
<u>DUTIES</u>	:	Coordinate and administer the effective use of commodities in line with the commodity policy. Administer and provide advice and support with regard to

		the commodity policy and the implementation thereof. Attend to audit queries. Management of human resources, finance and assets.
<u>ENQUIRIES</u>	:	Ms N Khumalo Tel No: (012) 305 8589/ (012) 307 2174.
<u>NOTE</u>	:	Appointment under the Public Service Act
<u>POST 35/107</u>	:	<u>NETWORK CONTROLLER REF NO: HO 2025/09/72</u> Directorate: IT Infrastructure and Telephony
<u>SALARY</u>	:	R325 101 per annum
<u>CENTRE</u>	:	National Head Office: Pretoria
<u>REQUIREMENTS</u>	:	Recognized degree or national diploma in Information Technology or equivalent qualification. 2-3 years' experience in IT and network environment. Computer literate. Valid driver's licence. Competencies and Attributes: Good understanding of MS Windows XP/7/10 as well as the MS Office suite. Good understanding of Linux/Ubuntu and Open Office. Planning and organising with regard to own work. Ability to operate computer hardware and software. Problem solving. Ability to work in a team. Interpersonal relationships. Record keeping. Information gathering. Communication skills. Improve efficiency with regard to own work. Be able to function autonomously.
<u>DUTIES</u>	:	Provide desktop /server support. Receive request from help desk. Manage and maintain a virus free network. Install and maintain transversal system (BAS, LOGIS, PERSAL). Receive requests from users. Install all systems requested. Installation and maintenance of printing from all systems. Detect and repair faults on LAN/WAN, PC's, peripherals, network points and software. Monitor wide and local area networks. Maintain and repair network faults. Place network points and replace. Monitor and connect IP telephony and video conferencing. Receive requests to create virtual boardroom. Create meeting ID for users. Configure switches to communicate with the telephone.
<u>ENQUIRIES</u>	:	Ms N Khumalo Tel No: (012) 305 8589/ (012) 307 2174.
<u>NOTE</u>	:	Appointment under the Public Service Act
<u>POST 35/108</u>	:	<u>HELP DESK SUPPORT TECHNICIAN REF NO: HO 2025/09/73</u> Directorate: IT Infrastructure and Telephony
<u>SALARY</u>	:	R325 101 per annum
<u>CENTRE</u>	:	National Head Office: Pretoria
<u>REQUIREMENTS</u>	:	Recognized degree or national diploma in Computer Science/Information Technology or equivalent qualification. (A+, N+) and 2-3 years' experience in ICT helpdesk and ITIL certification. Computer literate. Valid driver's licence. Competencies and Attributes: Knowledge of multiple technical disciplines (workstation connectivity, applicable software, and troubleshooting techniques). Good customer relations. Desktop hardware and software knowledge. Knowledge of desktop fault diagnosis and rectification. Telephone etiquette. Ability to work in a team. Typing, analytical, problem solving and good communication skills.
<u>DUTIES</u>	:	Provide first line support. Provide first level telephone support to the end-user community on hardware, software and network-related problems. Liaise with clients and external vendors on logged calls. Log calls with external vendors as per service level agreement and track the resolution of the incident. Classify level, priority and nature of incident/problem. Escalate incidents and problems in the help desk system to other support areas. Track activities related to the resolution of the incident/problem. Administration of logged calls. Enhance technical analysis in terms of software/hardware trouble-shooting and problem-solving. Provide advice regarding the set-up, configuration and usage of computers.
<u>ENQUIRIES</u>	:	Ms N Khumalo Tel No: (012) 305 8589/ (012) 307 2174.
<u>NOTE</u>	:	Appointment under the Public Service Act
<u>POST 35/109</u>	:	<u>JUNIOR DEVELOPER REF NO: HO 2025/09/74 (X4 POSTS)</u> Directorate: System Development Infrastructure
<u>SALARY</u>	:	R325 101 per annum
<u>CENTRE</u>	:	National Head Office: Pretoria
<u>REQUIREMENTS</u>	:	Relevant IT qualifications. 2-3 years' working knowledge of software development. Experience in developing intranet and internet websites. Knowledge of basic coding language such as XML, XSL, HTML, JavaScript, VB Scrip, Visual Basic, COM, ASP< C#, SQL. Database (i.e. oracle and MS

		SQL) knowledge will be an added advantage. Computer literate. Valid driver's licence. Competencies and Attributes: Technical Knowledge. Training in telephone etiquette. Training in image projection. Communication (verbal & written). Interpersonal relations. Time management. Team Work. Problem solving skills. Analytical thinking. Accountable. Committed. Disciplined. Flexible. Punctual. Respect. Self-confidence. Integrity and honesty. Professionalism. Understanding of Public Service policy and legislative framework. Service delivery and client orientation.
<u>DUTIES</u>	:	Develop and publish website content. Writing stable code. Internet and intranet maintenance. Writing and maintaining code. Monitoring the technical performance of internal systems. Debugging code. System documentation. Maintain and customize existing application systems. Analyse and implement new requirements. Develop future application systems. Ensuring quality of delivered solution.
<u>ENQUIRIES</u>	:	Ms N Khumalo Tel No: (012) 305 8589/ (012) 307 2174.
<u>NOTE</u>	:	Appointment under the Public Service Act
<u>POST 35/110</u>	:	<u>ADMINISTRATION OFFICER: RESEARCH ANALYSIS REF NO: HO 2025/09/75</u> Directorate: Policy, Research and information Management
<u>SALARY</u>	:	R325 101 per annum
<u>CENTRE</u>	:	National Head Office: Pretoria
<u>REQUIREMENTS</u>	:	Recognised national diploma/degree in Public Administration, Office Management or equivalent qualifications. 2-3 years' relevant experience. Understanding of research methodology. Computer literate. Valid driver's licence. Competencies and Attributes: DCS financial policy regarding claims, expenditure, advances, payments, invoices, etc. DCS uniform filing system. Knowledge of memorandum, fax and letter format. Financial and logistical administration. Good verbal and written communication skills.
<u>DUTIES</u>	:	Administer documentation/information management. Receive and forward documents to the Deputy Director. Administer the capturing of data, data analysis, report research findings and design research tools. Capturing and analyzing data using statistical tools. Design research tools. Assist in conceptualizing and identifying departmental research projects. Contribute to the development of research capability and knowledge resources base. Administer and undertake the administration of research projects. Assist in monitoring and evaluation of research projects. Carry out research projects and track the progress and evaluate research projects. Building and maintaining relations with relevant stakeholders. Respond to ad-hoc requests from various stakeholders. Assist in fostering collaborative partnerships. Provide logistical administrative support to the directorate. Ensure that estimations, budget and allocation of funds of the directorate are correct. Exercising of inventory control, requisitioning of suppliers and obtaining of quotations.
<u>ENQUIRIES</u>	:	Ms N Khumalo Tel No: (012) 305 8589/ (012) 307 2174.
<u>NOTE</u>	:	Appointment under the Public Service Act
<u>POST 35/111</u>	:	<u>ADMINISTRATION OFFICER: FILING ADMINISTRATION REF NO: HO 2025/09/76</u> Directorate: Strategic Planning Management
<u>SALARY</u>	:	R325 101 per annum
<u>CENTRE</u>	:	National Head Office: Pretoria
<u>REQUIREMENTS</u>	:	Recognised national diploma/degree in Public Administration/Public Management/Office Administration or equivalent. 2-3 years' experience in records management. Computer literate. Valid driver's licence. Competencies and Attributes: DCS financial policy regarding claims, expenditure, advances, payments, invoices, etc. DCS uniform filing system. Knowledge of memoranda, fax and letter format. Filing skills and records keeping. Financial and logistical administration.
<u>DUTIES</u>	:	Administer document management, filing and record keeping. Maintain an organized and up-to-date filing system (both physical and electronic). File correspondence, reports, records, and other documents systematically for easy retrieval. Ensure compliance with document retention and disposal policies. Keep accurate records of incoming and outgoing mail and documents. Maintain registers such as asset registers, leave registers and meeting minutes. Handle confidential information with discretion. Archive old records in

		accordance with policy. Retrieve files promptly upon request. Support daily administrative operations including photocopying, scanning and printing. Manage office supplies and ensure availability of stationery and equipment. Assist with data entry and updating databases and contact lists.
<u>ENQUIRIES</u>	:	Ms N Khumalo Tel No: (012) 305 8589/ (012) 307 2174.
<u>NOTE</u>	:	Appointment under the Public Service Act
<u>POST 35/112</u>	:	<u>ADMINISTRATION OFFICER: COURSE ADMINISTRATION REF NO: HO 2025/09/77</u> Directorate: Core Curriculum
<u>SALARY</u>	:	R325 101 per annum
<u>CENTRE</u>	:	National Head Office: Pretoria
<u>REQUIREMENTS</u>	:	Recognised three (3) year degree/national diploma in Human Resource Development/Management or equivalent qualification and 2-3 years relevant experience in Human Resource Development. Valid driver's licence. Computer literate. Competencies and Attributes: Course and curriculum development. Research and evaluation. Financial management and facilitation skills. Plan, organize, lead and control. Project management. Presentation skills. Conflict management. Report writing and time management. Confidentiality. Coaching and mentoring. Understanding of Public Service policy and legislative framework. Knowledge of Correctional Service Act. Service delivery and client orientation. Integrity and honesty. Assertiveness. Willingness to travel. Influence and impact. Good communication, decision making and problem-solving skills.
<u>DUTIES</u>	:	Administer training schedules, venues, facilitators, and learning resources. Prepare and disseminate training invitations, attendance registers and programmes. Liaise with trainers, course coordinators and attendees for smooth execution of training. Ensure compliance with departmental policies, procedures and training standards. Support the implementation of quality assurance mechanisms for training delivery. Handle confidential information with professionalism and integrity. Capture and maintain accurate learner records and training registers. Process registration, assessments and completed documentation. Monitor attendance, compile reports and maintain course databases. Draft and type correspondence, submissions and minutes related to training activities. File and archive training documents and records according to approved procedures. Assist in compiling statistics, reports, and presentations for training analysis. Administer logistics and operational support. Arrange accommodation, transport, catering, and training materials for courses. Ensure training venues are prepared and resourced according to requirements. Coordinate procurement of course-related materials and supplies. Management of physical/information resources and adherence to DCS policies/procedures. Administer own inventory control. Signing of attendance register. Administer own stationery. Compile own performance contract in agreement with supervisor. Ensure proper management of all types of leave. Compile weekly/monthly reports. Compliance with DCS policies and procedures.
<u>ENQUIRIES</u>	:	Ms N Khumalo Tel No: (012) 305 8589/ (012) 307 2174.
<u>NOTE</u>	:	Appointment under the Public Service Act
<u>POST 35/113</u>	:	<u>ADMINISTRATION OFFICER: RESEARCH AND EVALUATION REF NO: HO 2025/09/78</u> Directorate: Core Curriculum
<u>SALARY</u>	:	R325 101 per annum
<u>CENTRE</u>	:	National Head Office: Pretoria
<u>REQUIREMENTS</u>	:	Recognised three (3) year degree/national diploma in Human Resource Management/HR Development or equivalent qualification. 2-3 years relevant experience in human resource development. Computer literate. Valid driver's licence. Competencies and Attributes: Understanding of public service policy and legislative framework. Knowledge of Correctional Service Act. Service delivery and client orientation. Integrity and honesty. Influence and impact. Communication, negotiation and problem-solving skills. Decision making and networking/liaison with stakeholders. Course and curriculum development, research and evaluation. Financial management and facilitation skills. Plan, organize, lead and control. Project, conflict and financial management.

		Assertiveness, report writing and time management. Confidentiality, coaching and mentoring. Willingness to travel.
<u>DUTIES</u>	:	Assist in gathering and organizing data for curriculum development and review. Support benchmarking exercises by collecting information on national and international training standards. Compile and summarize research findings for use by curriculum developers and academic committees. Coordinate meetings and workshops related to curriculum and course development. Prepare meeting documentation, take minutes and follow up on action items. Assist in compiling course materials, outlines and manuals. Maintain an electronic and physical filing system for course content, research reports and policy documents. Track the status of course development projects and update related records and progress reports. Support the development of monitoring tools to track course effectiveness and relevance. Collect and compile feedback from pilot trainings or course implementations. Assist in the implementation of education and training quality assurance policies. Ensure that course development complies with accreditation, institutional and national training standards. Organize and maintain a repository of learning resources, training materials and research tools. Assist in sourcing external materials or experts needed for new or revised courses. Monitoring and Evaluation (M&E). Assist in tracking project indicators, milestones and deliverables. Support the implementation of M&E frameworks to assess the effectiveness and impact of programs or training. Compile monitoring data and assist in preparing evaluation reports.
<u>ENQUIRIES NOTE</u>	:	Ms N Khumalo Tel No: (012) 305 8589/ (012) 307 2174.
	:	Appointment under the Public Service Act
<u>POST 35/114</u>	:	<u>VETTING ADMINISTRATORS REF NO: HO 2025/09/79 (X7 POSTS)</u> Directorate: Security Standards and Management
<u>SALARY CENTRE REQUIREMENTS</u>	:	R325 101 per annum
	:	National Head Office: Pretoria
	:	Recognized degree/diploma in Administration/Secretarial functions. 2-3 years' experience in rendering support/administrative services. Computer literate. Valid driver's licence. Competencies and Attributes: Knowledge of relevant legislations policies and procedures. Problem solving and analysis. Self-management and motivation. Customer focus and responsiveness. Initiative, reliable and responsible. Interpersonal relations. Planning and organizing. Communication skills.
<u>DUTIES</u>	:	Administration of the filing system for all documents within the department. Render administrative support services. Provide support to the Head of unit and the other staff regarding vetting operational meetings. Liaise regularly with NIA on vetting matters particularly in relation to administrative systems and processes. Management of resources.
<u>ENQUIRIES NOTE</u>	:	Ms N Khumalo Tel No: (012) 305 8589/ (012) 307 2174.
	:	Appointment under the Public Service Act
<u>POST 35/115</u>	:	<u>ADMINISTRATION OFFICER: LOGISTICS AND STORES REF NO: HO 2025/09/80</u>
<u>SALARY CENTRE REQUIREMENTS</u>	:	R325 101 per annum
	:	Zonderwater Training College
	:	An appropriate three (3) year degree or national diploma in Logistics/Supply Chain Management/Purchasing Management or equivalent qualification. 2-3 years' experience in a supply chain management environment. Computer literate. Valid driver's licence. Competencies and Attributes: Problem-solving, decision making and facilitation skills. Plan, organize, lead and control. Presentation, conflict management, training and communication skills. Time management, confidentiality, coaching and mentoring skills. Knowledge of LOGIS system. Knowledge of the Public Finance Management Act, 1999 and Treasury Regulations. Knowledge of tender process. Service delivery and client orientation. Integrity and honesty. Assertiveness, influence and impact. Ability to network.
<u>DUTIES</u>	:	Implementation and administer Supply Chain Management, Transport, LOGIS and Procurement policies. Monitor and control incoming and out-going stock. Manage the administration of warehouse, transit and fleet. Oversee the asset verification and logistical processes, asset reconciliations and inventory balancing. Administer reconciliation between BAS and LOGIS. Facilitate

		logistical training. Placement of orders. Generate procurement suppliers. Administer quotations and bids. Conduct enquiries on orders and commitments placed. Maintain and update database of prospective suppliers. Updating of asset register, asset balancing and reconciliation. Conducting monthly spot checks. Annual asset verification and asset disposals. Management of resources.
<u>ENQUIRIES NOTE</u>	:	Ms N Khumalo Tel No: (012) 305 8589/ (012) 307 2174.
	:	Appointment under the Public Service Act
<u>POST 35/116</u>	:	<u>ADMINISTRATION OFFICER: PERSAL REVIEWER REF NO: HO 2025/09/81</u> Directorate: HR Administration and Utilization
<u>SALARY CENTRE REQUIREMENTS</u>	:	R325 101 per annum
	:	National Head Office: Pretoria
	:	National diploma/degree in Human Resource Management or equivalent. 2-3 years' experience in a PERSAL environment, training as a personnel clerk or internship and training in all PERSAL functions. Computer literate. Valid driver's licence. Competencies and Attributes: Problem solving and analysis skills. Report-writing skills. Good verbal and written communication skills. Listening skills.
<u>DUTIES</u>	:	Ensure data integrity. The inspection of data inputs on the personnel management information systems. The formulation of strategies to improve data integrity at head office. The ensuring of placements in head office in accordance with the post establishment. Reporting of discrepancies on the post establishment (over/under/out of adjustment) to the head office PERSAL Controller. Advise the supervisor on the placement of computer equipment for personnel management information systems. Undertake short/medium/long term planning of activities aimed at improving data integrity. Ensure adherence to the strategic management information objectives of the DCS. Assess requirements for computer hardware/software and communicate to the supervisor. Management of resources.
<u>ENQUIRIES NOTE</u>	:	Ms N Khumalo Tel No: (012) 305 8589/ (012) 307 2174.
	:	Appointment under the Public Service Act
<u>POST 35/117</u>	:	<u>STATE ACCOUNTANT: BOOKKEEPING REF NO: HO 2025/09/82</u> Directorate: Financial Accounting
<u>SALARY CENTRE REQUIREMENTS</u>	:	R325 101 per annum
	:	National Head Office: Pretoria
	:	An appropriate three-year degree/diploma with Financial Accounting/Management Accounting as a major subject. 2-3 years' relevant proven financial experience. Computer literate. Knowledge of BAS will be an added advantage. Valid driver's license. Competencies and Attributes: Good knowledge of Public Finance Management Act, Treasury Regulations and the Basic Accounting System. Good communication skills and inter-personal relations. Professional person with integrity and ability to perform under pressure.
<u>DUTIES</u>	:	Monthly funds requisition from National Treasury. Compile the monthly bank reconciliation. Control the Paymaster- General accounts, which includes PMG exceptions, BAS credit transfer account and bank adjustment account. Co-ordinate and compile the compliance certificate. Maintenance of departmental debt procedures with regard to cash and cash equivalent. Manage the office. Execute responsibilities of official as stipulated in Section 45 of the PFMA. Management of resources.
<u>ENQUIRIES NOTE</u>	:	Ms N Khumalo Tel No: (012) 305 8589/ (012) 307 2174.
	:	Appointment under the Public Service Act
<u>POST 35/118</u>	:	<u>STATE ACCOUNTANT: PERSONNEL COMPENSATION REF NO: HO 2025/09/83 (X3 POSTS)</u> Directorate: Financial Accounting
<u>SALARY CENTRE REQUIREMENTS</u>	:	R325 101 per annum
	:	National Head Office: Pretoria
	:	An appropriate three (3) year degree or national diploma in Financial Accounting with Financial Accounting and/or Taxation as major subjects with 2-3 years' relevant experience. Computer literate. BAS and PERSAL proficient.

		Valid driver's license. Competencies and Attributes: Knowledge of the PFMA, Treasury Regulations and Human Resource Management policies/procedures. Financial administration procedures. Financial training, data analysis, communication and problem-solving skills. Understanding of Public Service legislative framework. Integrity and honesty. Internal actualization (self – starter) and motivated.
<u>DUTIES</u>	:	Handling of payments of all unclaimed salaries and wages. Control relevant general ledger accounts. Check service termination for correctness and correct accordingly. Recall salaries/wages from the Reserve Bank and allocate to the required allocations. Prepare sundry payments and journals. Management of filing system. Management of resources.
<u>ENQUIRIES</u>	:	Ms N Khumalo Tel No: (012) 305 8589/ (012) 307 2174.
<u>NOTE</u>	:	Appointment under the Public Service Act
<u>POST 35/119</u>	:	<u>STATE ACCOUNTANT: MISCELLANEOUS PAYMENT REF NO: HO 2025/09/84</u> Directorate: Financial Accounting
<u>SALARY</u>	:	R325 101 per annum
<u>CENTRE</u>	:	National Head Office: Pretoria
<u>REQUIREMENTS</u>	:	National Diploma in finance or relevant qualification and 2-3 years' experience in finance. Computer literate. Valid driver's licence. Competencies and Attributes: Financial training, monitoring and evaluation, data analysis and communication skills. Quality assurance and problem-solving skills. Knowledge of Public Finance Management Act (PFMA) and White Paper on Corrections. Understanding of Public Service legislative framework. Networking skills. Integrity and honesty.
<u>DUTIES</u>	:	Control and authorise creditor, sundry payments and journals. Checking and authorising payments due to other departments or suppliers such as: Telkom, Auditor General, Department of Justice (attorney's claims), Transnet (Spoornet, XPS, PX), first Auto etc. Control and manage ledger accounts. Request reports and identify problems on a monthly basis. Perform all the administrative functions required of the job. Budget and financial management. Management of resources.
<u>ENQUIRIES</u>	:	Ms N Khumalo Tel No: (012) 305 8589/ (012) 307 2174.
<u>NOTE</u>	:	Appointment under the Public Service Act
<u>POST 35/120</u>	:	<u>STATE ACCOUNTANT: BUDGET CONTROL REF NO: HO 2025/09/85</u> Directorate: Financial Accounting
<u>SALARY</u>	:	R325 101 per annum
<u>CENTRE</u>	:	National Head Office: Pretoria
<u>REQUIREMENTS</u>	:	National diploma/degree in Finance or relevant qualification. 2-3 years' relevant experience in finance. Computer literate. Valid driver's licence. Competencies and Attributes: Financial training and data analysis skills. Communication and problem-solving skills. Knowledge of Public Finance Management Act (PFMA) and Treasury Regulations. Ability to prioritise and manage multiple tasks. Innovative and creative. Understanding of Public Service policy and legislative framework. Understanding of the broader Public Service transformation processes. Good interpersonal relations. Ability to network. Integrity and honesty.
<u>DUTIES</u>	:	Provision of financial planning. Assist with regard to financial planning and management. Serve as a financial agent between the CFO and Directorates at Head Office. Provide financial advice to clients, management and other officials. Administration of the budget. Control over suspense account (ledger accounts). Control of financial circulars compiled by Office Heads and checked by Assistant Directors. Administration and maintenance of financial systems. Serve as member of Financial Directives Control Committee. Handle the monthly telephone list as described in the procedure. Provide administration with regard to bargaining for funds. Administration of budget control services. Capturing of newly allocated budget on BAS per fund/vote, responsibility, objective, item and project. Control over correctness of budget allocations and internal charges. Handling and finalization of budget related queries. Request and distribution of monthly financial reports. Capturing/reconciling of multiyear estimates on excel. Management of resources.
<u>ENQUIRIES</u>	:	Ms N Khumalo Tel No: (012) 305 8589/ (012) 307 2174.
<u>NOTE</u>	:	Appointment under the Public Service Act

<u>POST 35/121</u>	:	<u>STATE ACCOUNTANT: EXCHEQUER CONTROL REF NO: HO 2025/09/86</u> Directorate: Financial Accounting
<u>SALARY</u>	:	R325 101 per annum
<u>CENTRE</u>	:	National Head Office: Pretoria
<u>REQUIREMENTS</u>	:	National diploma/degree in Finance or relevant qualification. 2-3 years' experience in finance. Computer literate. Valid driver's licence. Competencies and Attributes: Financial training, data analysis, communication and problem-solving skills. Knowledge of Public Finance Management Act (PFMA) and White Paper on Corrections. Understanding of Public Service legislative framework. Networking skills. Integrity and honesty.
<u>DUTIES</u>	:	Financial control. Control over warrant vouchers transferred to revenue. Control over warrant vouchers fraudulently negotiated. Control over cancellation and duplicate warrant vouchers. Handling of unauthorised expenditure. Checking of the batch register. Handling of financial documents. Administration of the sub directorate. Handling of queries and assistance. Control of register, strong room and filing system. Checking of reserved stock. Management of resources.
<u>ENQUIRIES</u>	:	Ms N Khumalo Tel No: (012) 305 8589/ (012) 307 2174.
<u>NOTE</u>	:	Appointment under the Public Service Act
<u>POST 35/122</u>	:	<u>STATE ACCOUNTANT: LEDGER CONTROL REF NO: HO 2025/09/87 (X2 POSTS)</u> Directorate: Financial Accounting
<u>SALARY</u>	:	R325 101 per annum
<u>CENTRE</u>	:	National Head Office: Pretoria
<u>REQUIREMENTS</u>	:	National Diploma in Finance or relevant qualification and 2-3 years' relevant experience. Computer literate. Valid driver's licence. Competencies and Attributes: Financial training, data analysis, communication and problem-solving skills. Knowledge of Public Finance Management Act (PFMA) and White Paper on Corrections. Understanding of Public Service legislative framework. Networking skills. Integrity and honesty.
<u>DUTIES</u>	:	Control over asset and liability accounts. Ensure proper recording of all transactions in appropriate accounts and ledgers. Ensure correct closure of account months and financial year. Ensure that closure is done in terms of National Treasury requirements. Control over BAS input documents. Ensure all documents captured are authorized. Ensure that all documents are available for audit purposes. Perform daily office duties. Maintaining fax machine. Sorting and distributing of mail. Sorting and distributing of faxes. Ensure safe-keeping of old reports. Request stationary monthly according to office needs. Control over inter responsibility clearance account. Ensure that outstanding cases are cleared. Monthly reporting on status of suspense accounts to Director: Financial Accounting. Ensure that reporting is done in accordance with Section 32 of the PFMA. Responsibilities in accordance with the Section 45 of the PFMA. Ensure that the system of financial management and internal control established for correctional services is carried out within his/her area of responsibility. Management of resources.
<u>ENQUIRIES</u>	:	Ms N Khumalo Tel No: (012) 305 8589/ (012) 307 2174.
<u>NOTE</u>	:	Appointment under the Public Service Act
<u>POST 35/123</u>	:	<u>STATE ACCOUNTANT: EXPENDITURE CONTROL REF NO: HO 2025/09/87</u> Directorate: Financial Accounting
<u>SALARY</u>	:	R325 101 per annum
<u>CENTRE</u>	:	National Head Office: Pretoria
<u>REQUIREMENTS</u>	:	National diploma/degree in Finance or relevant qualification. 2-3 years' relevant experience in finance. Computer literate. Valid driver's licence. Competencies and Attributes: Financial training, data analysis, communication and problem-solving skills. Knowledge of Public Finance Management Act (PFMA) and Treasury Regulations. Ability to prioritise and manage multiple tasks. Innovative and creative. Understanding of Public Service policy and legislative framework. Understanding of broader Public Service transformation processes. Good interpersonal relations. Ability to network. Integrity and honesty.

<u>DUTIES</u>	:	Ensure administration of expenditure. Compliance with finance policy and regulations. BAS (data capturing). Handling of control account. Handling voucher control register and documents. Safe and cash management control over the accounting of state monies. Administration of payment of suppliers. Administration of head office petty cash. Administration payment of travel and subsistence advances for head office. Management of resources.
<u>ENQUIRIES NOTE</u>	:	Ms N Khumalo Tel No: (012) 305 8589/ (012) 307 2174.
<u>POST 35/124</u>	:	<u>LEGAL ADMINISTRATION OFFICER (MR 1-5) REF NO: HO 2025/09/89</u> Directorate: Legal Contract Management
<u>SALARY</u>	:	R252 855 - R1 111 323 per annum, (Grade and salary notch will be determined in accordance with the OSD appointment requirements and years of experience)
<u>CENTRE REQUIREMENTS</u>	:	National Head Office: Pretoria
	:	LLB or equivalent legal qualification. Prescribed experience requirement is as follows: MR1 : no previous legal experience required. MR2 : at least 1-years' appropriate post qualification legal experience. MR3 : at least 2-years' appropriate post qualification legal experience. MR4 : at least 8-years' appropriate post qualification legal experience. MR5 : at least 14-years' appropriate post qualification legal experience. Computer literate. Valid driver's licence (not applicable to applicants with a disability). Competencies and Attributes: Financial management. Problem solving, decision-making and facilitation skills. Plan, organise, lead and control. Change management. Team leadership. Project management. Presentation skills. Conflict management. Report writing. Training and development. Time management. Confidentiality. Coaching and mentoring. Understanding of Public Service policy and legislative framework. Service delivery and client orientation. Integrity and honesty. Assertiveness. Ability to network. Willingness to travel. Applied strategic thinking. Influence and impact.
<u>DUTIES</u>	:	Administration and handling of litigation for and against the department. Initiation of policy amendments in the department. Rendering of legal advice on the activities of the department. Provide legal training. Represent the department at various forums. Undertaking of hearings/trials administration. Maintenance of legal libraries. Planning of activities. Management of human resources, finance and assets. Manage performance information.
<u>ENQUIRIES NOTE</u>	:	Ms N Khumalo Tel No: (012) 305 8589/ (012) 307 2174.
	:	Appointment under the Public Service Act
<u>POST 35/125</u>	:	<u>SECURITY OFFICER: DOG HANDLER (CB1-1) REF NO: HO 2025/09/107</u> Directorate: Functional and Management Training
<u>SALARY</u>	:	R212 358 per annum
<u>CENTRE</u>	:	National Head Office: Pretoria
<u>REQUIREMENTS</u>	:	Grade 12. Successful completion of the Correctional Science Learnership/Basic Training. Competencies and Attributes: Interpersonal skills in dealing with requests by offenders and with troublesome offenders. Counselling of agitated/suicidal offenders. Firefighting and first aid skills. Passionate about dogs. Listening, communication, tactful, problem solving and analysis skills.
<u>DUTIES</u>	:	The controlling of access control and patrolling of prison grounds. Preventing entry/removal of unauthorized items. Prevention of unauthorized contact with offenders. Activation of emergency measures dependent on situation to prevent escapes, assaults and injuries. Prevention of the theft of government property. The patrolling of sections (general accommodation areas, kitchens and work sections). Patrolling of sections during day/night shifts in order to prevent escapes and the smuggling of unauthorized items. The guarding of offenders at work areas. Ensure the safety of offenders at work areas. Ensure that offenders do not escape from work teams. Searching of offenders, identify tracks, and assign dogs to specific tracks. Activation of emergency measures to prevent escapes, assaults and injuries. The provision of further training of service dogs. Ensuring the safety of helpers and other persons in the vicinity of the training venue. Ensure (hands on approach) on the evaluation of dogs. Provide physical care of service dogs. Identification of sick and injured dogs. Ensure that injured dogs receive prompt treatment. Transport sick and injured dogs for veterinary treatment. Ensure isolation of sick dogs and new dogs.

ENQUIRIES
NOTE

Ensure that dogs are fed according to their prescribed rations. Ensure that each dog has sufficient and regular access to clean water. Ensure that all kennels are cleaned on a daily basis.

- : Ms N Khumalo Tel No: (012) 305 8589/ (012) 307 2174.
- : Appointment under the Correctional Services Act