

DEPARTMENT OF CORRECTIONAL SERVICES

**APPLICATIONS**

: National Head Office: Department of Correctional Services, Post Advertisement Section, Private Bag X136, Pretoria, 0001 OR hand deliver at: 124 WF Nkomo Street, Poyntons Building, Cnr WF Nkomo and Sophie De Bruyn Street, Pretoria, 0001 (Previous: Cnr Church and Schubart Street) OR you can email your application to NationalOffice@dcs.gov.za. Contact persons: Ms N Khumalo Tel No: (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 kindly indicate the reference number on the subject line for emailed applications. The Department of Correctional Services reserves the right not to fill any of these advertised posts.

CLOSING DATE

: 31 October 2025 at 15h45.

NOTE

: 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 complete application for the post you apply for on a pdf format, stating the correct reference for the position you are interested in. Requirement for valid driver's licence is not applicable to applicants with a disability. With regard to the SMS post, a pre-entry certificate from the National School of Government (NSG) is required from all applicants prior to appointment. The full details of the SMS pre-entry course are obtainable on: <http://www.thensg.gov.za/training/course/sms-pre-entry-programme/>. All shortlisted candidates will be subjected to a technical exercise that intends to test relevant technical elements of the job, the logistics of which will be communicated by the department. Following the interview and technical exercise, the selection panel will recommend candidates to attend a generic managerial competency assessment (in compliance with the DPSA directive on the implementation of competency-based assessment). The competency assessment will be testing generic managerial competencies using the mandated DPSA SMS competency assessment tool. Indicate the reference number and position you are applying for on your application form (Z83) and post OR email your complete application to the address as indicated below:

OTHER POSTS

<u>POST 38/01</u>	:	<u>DEPUTY REGIONAL COMMISSIONER</u> (Re-advertisement, Candidates who previously applied, need to re-apply.)
<u>SALARY</u>	:	R1 521 414 per annum, all-inclusive package
<u>CENTRE</u>	:	Free State Northern Cape Ref No: HO 2025/10/01 Western Cape Ref No: HO 2025/10/02
<u>REQUIREMENTS</u>	:	An undergraduate qualification (NQF level 7) as recognized by SAQA in Public Administration/Behavioural Sciences or equivalent. A certificate for entry into the Senior Management Services (SMS) obtained from the National School of Government (NSG) is compulsory and should be submitted prior to appointment. Five [5] years' experience at a senior managerial level. Computer literate. Valid driver's licence. Required knowledge: Knowledge and understanding of the South African Criminal Justice System and the Correctional Services architecture. Understanding of public service policy and related legislative framework (Public Service Act and Regulations, Public Finance Management Act and the Correctional Service Act 111 of 1998 as amended). Competencies And Attributes: Strategic capability and leadership. Service delivery innovation. Client orientation and customer focus. Financial management. Change management. People management and empowerment. Programme and project management. Communication skills (verbal and written). Problem solving and decision making. Transformation management. Influencing and impact. Facilitation, conflict management and conceptual skills. Diversity management. Negotiation skills. Confidentiality. Interpersonal relations and time management. Accountability. Diplomacy and tact. Policy development and implementation. Good corporate governance principles.
<u>DUTIES</u>	:	Manage the coordination of representation of offenders. Oversee the coordination of Information Technology services. Oversee the rendering of Communication services. Oversee the coordination of Inspection Services. Coordinate effective risk management to ensure compliance with the DCS Risk Management Plan. Provide strategic leadership and direction for the region and management areas. Management of human resources, finance, assets and performance information.
<u>ENQUIRIES</u>	:	National Head Office: Ms N Khumalo Tel No: (012) 305 8589/ (012) 307 2174
<u>NOTE</u>	:	Appointment under the Correctional Services Act
<u>POST 38/02</u>	:	<u>DEPUTY DIRECTOR: SECURITY EVALUATION (NCB4) REF NO: HO 2025/10/03</u> Directorate: Security Standards and Management (Re-advertisement, Candidates who previously applied, need to re-apply.)
<u>SALARY</u>	:	R925 380 per annum, all-inclusive package
<u>CENTRE</u>	:	National Head Office
<u>REQUIREMENTS</u>	:	Degree/national diploma in behavioural sciences 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.
<u>DUTIES</u>	:	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.
<u>ENQUIRIES</u>	:	National Head Office: Ms N Khumalo Tel No: (012) 305 8589/(012) 307 2174
<u>NOTE</u>	:	Appointment under the Correctional Services Act

<u>POST 38/03</u>	:	<u>DEPUTY DIRECTOR: CASE MANAGEMENT (NCB4) REF NO: HO 2025/10/04</u> (Re-advertisement, Candidates who previously applied, need to re-apply.)
<u>SALARY</u>	:	R925 380 per annum, all-inclusive package
<u>CENTRE</u>	:	National Head Office: Directorate: Corrections Administration
<u>REQUIREMENTS</u>	:	Degree/national diploma in behavioural sciences 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.
<u>ENQUIRIES</u>	:	National Head Office: Ms N Khumalo Tel No: (012) 305 8589/(012) 307 2174
<u>NOTE</u>	:	Appointment under the Correctional Services Act
<u>POST 38/04</u>	:	<u>DEPUTY DIRECTOR: CORRECTIONAL CENTRES (NCB4) REF NO: HO 2025/10/05</u> Directorate: Corrections Administration (Re-advertisement, Candidates who previously applied, need to re-apply.)
<u>SALARY</u>	:	R925 380 per annum, all-inclusive package
<u>CENTRE</u>	:	National Head Office
<u>REQUIREMENTS</u>	:	Degree/national diploma in behavioural sciences 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.
<u>DUTIES</u>	:	Develop, review, enhance, implement and monitor corrections policy, procedures, tools, standards and applicable legislation in relation to admission, detention and release management. Ensure the alignment of chapters of the Standard Operating Procedures (SOP) regarding unit management and the Offender Rehabilitation Path (ORP). Ensure interpretation and compliance regarding the SOPs and the Offender Rehabilitation Path. Monitoring and management of overcrowding utilizing frameworks, action plans and submission of reports to the relevant forum. Deal with enquiries by parliament; media; practice; NGO's; politicians; individuals; Auditor General; Portfolio

		Committee on Correctional Services; SCOPA; other departments; Directorates and Sub-directorates. Provide inputs for quarterly, mid-term and annual reports and the budget vote. Participate in strategic planning for the Directorate: Correction Administration. Monitoring implementation of the Correctional Services Act, 1998 (Act No. 111 of 1998) as amended. Management of performance information, human resources, finances and assets. Attend internal and external meetings relating to scope of work.
<u>ENQUIRIES</u>	:	National Head Office: Ms N Khumalo Tel No: (012) 305 8589/ (012) 307 2174
<u>NOTE</u>	:	Appointment under the Correctional Services Act
<u>POST 38/05</u>	:	<u>DEPUTY DIRECTOR: ACADEMIC SUPPORT REF NO: HO 2025/10/06</u> Directorate: Core Curriculum (Re-advertisement, Candidates who previously applied, need to re-apply.)
<u>SALARY</u>	:	R896 436 per annum, all-inclusive package
<u>CENTRE</u>	:	National Head Office
<u>REQUIREMENTS</u>	:	An appropriate degree/national diploma in Human Resource 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. Manage the implementation of compulsory orientation and induction programme (on-boarding) in the department and facilitate the verification process. Management of performance information, finances, human resources and assets.
<u>ENQUIRIES</u>	:	National Head Office: Ms N Khumalo Tel No: (012) 305 8589/ (012) 307 2174
<u>NOTE</u>	:	Appointment under the Public Services Act
<u>POST 38/06</u>	:	<u>DEPUTY DIRECTOR: PERFORMANCE MONITORING AND REPORTING REF NO: HO 2025/10/07</u> Directorate: Strategic Planning Management (Re-advertisement, Candidates who previously applied, need to re-apply.)
<u>SALARY</u>	:	R896 436 per annum (all-inclusive package)
<u>CENTRE</u>	:	National Head Office
<u>REQUIREMENTS</u>	:	Degree or diploma in Public Administration, Business Administration or equivalent qualification. At least 3-5 years junior management experience in monitoring and reporting at Assistant Director level, exposure to strategic management and auditing. Computer literate. (Advanced computer literacy in Microsoft Office (Word, Excel, PowerPoint) and valid driver's license.

Competencies And Attributes: Interpersonal skills. Advanced facilitation and presentation skills. Analytical skills. Advanced report writing skills. Problem solving skills. Integrity and honesty. Applied strategic thinking. Assertiveness. Ability to network. Willingness to travel and work irregular hours. 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. Innovative and proactive. Ability to take initiative and offer leadership. S/he must demonstrate timely decision making and extensive judgment in monitoring and reporting. In-depth knowledge of reporting prescripts and requirements of national government. In-depth knowledge of planning, monitoring, evaluation and reporting processes. In-depth knowledge and understanding of the DPME EQPR system. In-depth knowledge and understanding of the Public Finance Management Act, Government-Wide Monitoring and Evaluation Framework (DPME Guidelines), National Treasury Regulations, Framework for Strategic Plans and Annual Plans. Knowledge of Public Service Act and Public Service Regulations (PSR).

DUTIES

: Develop, support implementation and maintain strategies, systems, guidelines, standard operating procedures and templates for institutional monitoring and reporting of performance. Review and upgrade the application of developed institutional monitoring tools to ensure continuous relevance. Manage and support application and adherence to government-wide and institutional monitoring and reporting requirements. Coordinate the development of the department's quarterly performance reports. Report on policy, budget and strategy alignment. Compile departmental quarterly and annual performance reports for submission to the Management Committee, Executive Authority, National Treasury, DPME, Auditor General, Audit Committee and Parliament. Coordinate the development of the departmental Annual Report, Mid-Term Report and End-Term Report. Conduct verification and validation of planned and reported performance for the quarterly and annual performance reports. Manage process of feedback on verification and validation outcomes to management for improved performance. Compile the departmental Annual Report, Mid-Term Report and End-Term Report. Interpret and support understanding, application and development of internal systems and processes for the monitoring and reporting of performance information. Provide capacity building and technical support on the institutional performance monitoring and reporting. Perform secretariat functions at the National Management Quarterly Performance Review Sessions on a quarterly basis. Develop and facilitate the departmental monitoring & reporting systems for performance auditing and coordinate all responses relating to internal and external audits. Support functionality of the departmental performance management systems on SharePoint. Monitor and report on the implementation of the departmental Annual Operational Plans, as well as budgetary outputs and deliverables. Develop presentations for the governance structures and Parliament. Use monitoring performance lessons to support improvement of departmental strategic and annual performance plans development. Participate, support and provide monitoring and reporting guidance to strengthen functionality of operational and management structures for efficient performance. Research and study best practices in monitoring and reporting and adapt it to departmental environment. Management of performance information, finances, human resources and assets.

ENQUIRIES NOTE

: National Head Office: Ms N Khumalo Tel No: (012) 305 8589/ (012) 307 2174
: Appointment under the Public Services Act

POST 38/07

: **ASSISTANT MANAGER NURSING: MATERNAL/ CHILD AND YOUTH
HEALTH REF NO: HO 2025/10/08**
Directorate: HIV and AIDS (Communicable Diseases)
(Re-advertisement, Candidates who previously applied, need to re-apply.)

SALARY CENTRE REQUIREMENTS

: R755 355 per annum
: National Head Office
: 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 and a post basic nursing qualification, with a duration of at least one (01) year, accredited with SANC in one of their specialties referred to in the OSD for Professional Nurses. 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. A valid driver's license. Computer literate. 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 NOTE</u>	:	National Head Office: Ms N Khumalo Tel No: (012) 305 8589/ (012) 307 2174
	:	Appointment under the Public Services Act
<u>POST 38/08</u>	:	<u>ASSISTANT DIRECTOR: MONITORING SERVICES (NCB3) REF NO: HO 2025/10/09</u> Directorate: Parole and Probation (Parole Supervision) (Re-advertisement, Candidates who previously applied, need to re-apply.)
<u>SALARY CENTRE REQUIREMENTS</u>	:	R506 667 per annum
	:	National Head Office
	:	Recognised three (3) year degree/national diploma 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/liason 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>	:	National Head Office: Ms N Khumalo Tel No: (012) 305 8589/ (012) 307 2174
	:	Appointment under the Correctional Services Act
<u>POST 38/09</u>	:	<u>SENIOR ADMINISTRATION OFFICER: ADMINISTRATION TRAINING REF NO: HO 2025/10/10</u> Directorate: Functional Management and Training (Re-advertisement, Candidates who previously applied, need to re-apply.)
<u>SALARY</u>	:	R397 116 per annum

<u>CENTRE REQUIREMENTS</u>	:	National Head Office
	:	An appropriate degree/national diploma in Human Resource Management or equivalent qualification and 3-5 years relevant experience in HRD. 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>	:	Facilitate the procurement of goods and services and coordinate travel arrangements for the directorate. Administer leave register and other administrative activities. Maintenance of duty and leave register. Checking and submitting leave applications. Collecting and distributing of salary advices. Record keeping for inspections. Processing of miscellaneous personnel information of the directorate. Obtaining and distributing of relevant information. Typing, copying and binding of documents and training material. Care of classified documents. Organize and coordinate meetings for the directorate. Administer and consolidate the allocation of funds. Assist in the management of state funds under supervision. Estimating and budgeting of requirement within the directorate. Allocate funds and compiling of spending plan. Reporting of surpluses/ shortfalls and shifting of funds. Processing of claims of staff. Payment of monies owed by the state.
<u>ENQUIRIES NOTE</u>	:	National Head Office: Ms N Khumalo (012) 305 8589/ (012) 307 2174
	:	Appointment under the Public Services Act
<u>POST 38/10</u>	:	<u>ADMINISTRATION OFFICER: LOGISTICS AND STORES REF NO: HO 2025/10/11 (X2 POSTS)</u> (Re-advertisement, Candidates who previously applied, need to re-apply.)
<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>	:	National Head Office: Ms N Khumalo Tel No: (012) 305 8589/ (012) 307 2174
	:	Appointment under the Public Services Act