

DEPARTMENT OF CORRECTIONAL SERVICES



- APPLICATIONS** : Centre: 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 NationalOfficeHRM@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.
- CLOSING DATE** : 21 November 2025 @ 15h45. It is the sole responsibility of an applicant to ensure that their application reaches DCS before the closing date.
- NOTE** : For the re-advertised post, candidates who previously applied need to re-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 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. Kindly indicate the reference number on the subject line for emailed applications. 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. The Department of Correctional Services reserves the right not to fill any of these advertised posts.

MANAGEMENT ECHELON

<u>POST 41/01</u>	:	<u>DIRECTOR: LOGISTICS REF NO: HO 2025/11/01</u>
<u>SALARY</u>	:	R1 289 127 per annum, all-inclusive package
<u>CENTRE</u>	:	National Centre: National Head Office
<u>REQUIREMENTS</u>	:	An undergraduate qualification (NQF level 7) as recognised by SAQA in Logistics/Financial Management or equivalent. [5] years of experience at a middle/senior managerial level in a similar environment. A certificate for entry into the Senior Management Services (SMS) obtained from the National School of Government (NSG) is compulsory. Computer literate. Valid driver's licence. Required knowledge: Understanding of the dynamics of the Justice Cluster. Understanding of public service policy and related legislative framework (Public Service Act and Regulations, Public Finance Management Act [PFMA], with emphasis on the Correctional Service Act 111 of 1998 as amended). Relevant experience in regulatory framework governing public service planning processes. Extensive experience in collective bargaining mechanisms and traceable experience in ensuring efficient and effective human resource management. In-depth knowledge and experience of the human resources legislation and regulatory framework. Competencies and Attributes: Policy development, analysis, monitoring, evaluation and implementation advice. Knowledge and understanding of Public Service policies, mandates and prescripts. Financial Management. Applied strategic thinking. Knowledge and strong understanding of the PFMA. Project Management, presentation and report writing. Service delivery standards, project and programme management. Decision making and problem solving. Networking/liaison with stakeholders. Negotiation, organizing and communication skills. Conflict management, analytical thinking and Information collection.
<u>DUTIES</u>	:	Manage the logistics and assets of the department and the formulation of policies in line with relevant legislation, regulations and frameworks. Manage the inventory of the department. Oversee the effective implementation of logistic policies. Formulate policies pertaining to logistical services and the procurement process of semi-official tele-phones. Manage the electronic implementation and maintenance of logistics policies and procedures within the PAS 26. Act as vice-chairman for the forum of logistical aspects (forum involving the public service). Manage loss control and disposal management in line with relevant legislation, regulations, frameworks and departmental policies and procedures. Manage and oversee departmental asset losses. Manage and oversee the disposal of assets. Manage the transport of the department in line with relevant legislation, regulations, frameworks and departmental policies and procedures. Monitor the coordination of subsidized vehicles. Manage the effective and efficient use of departmental transport. Manage the maintenance of vehicles and losses. Manage and oversee the provisioning administration effective system training. Manage provisioning administration system training. Manage provisioning administration operational training. 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 41/02</u>	:	<u>DIRECTOR: GENDER AND EMPLOYMENT EQUITY REF NO: HO 2025/11/02</u>
<u>SALARY</u>	:	R1 289 127 per annum, all-inclusive package
<u>CENTRE</u>	:	National Centre: National Head Office
<u>REQUIREMENTS</u>	:	An undergraduate qualification (NQF level 7) as recognised by SAQA in Public Administration/Business Management/Business Administration or equivalent qualification. 5 years' experience at a middle/senior managerial level in a similar environment. A certificate for entry into the Senior Management Services (SMS) obtained from the National School of Government (NSG) is compulsory and should be submitted prior to appointment. Computer literate. Valid driver's licence. Required knowledge Understanding of the dynamics of the Justice Cluster. Understanding of public service policy and related legislative framework (Public Service Act and Regulations, Public Finance Management Act [PFMA], with emphasis on the Correctional Service Act 111 of 1998 as amended). Relevant experience in regulatory framework governing

		public service planning processes. Extensive experience in collective bargaining mechanisms and traceable experience in ensuring efficient and effective human resource management. In-depth knowledge and experience of the human resources legislation and regulatory framework. 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>	:	Develop the business plan in line with the strategic objectives of the department. Ensure mainstreaming and integration of gender issues in the departmental strategies and programs. Assist in building solid gender equity and equality understanding within the department. Develop, monitor and ensure the promotion and implementation of strategies for gender mainstreaming and promote women empowerment, gender equity and equality. Plan and establish a framework for stakeholders' interface and participation. Provide guidance on the development of a new employment equity (EE) plan and monitor implementation thereof. Management of human resources, finance, assets and performance information.
<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 41/03</u>	:	<u>DIRECTOR: ADMINISTRATION REF NO: HO 2025/11/03</u> Re-advertisement
<u>SALARY CENTRE REQUIREMENTS</u>	:	R1 289 127 per annum, all-inclusive package
	:	National Centre: National Head Office
	:	An undergraduate qualification (NQF level 7) as recognized by SAQA in Social Science or equivalent. Five (5) years' experience at middle management or senior managerial level in a similar environment. A certificate for entry into the Senior Management Services (SMS) obtained from the National School of Government (NSG) is compulsory and should be submitted prior to appointment. Computer literate. Valid driver's licence. Required knowledge: Understanding of the dynamics of the Justice Cluster. Understanding of public service policy and related legislative framework (Public Service Act and Regulations, Public Finance Management Act [PFMA], with emphasis on the Correctional Service Act 111 of 1998 as amended). Relevant experience in regulatory framework governing public service planning processes. Extensive experience in collective bargaining mechanisms and traceable experience in ensuring efficient and effective human resource management. In-depth knowledge and experience of the human resources legislation and regulatory framework. Competencies and Attributes: Financial management skills. Strategic capability and leadership. Policy development. Communication. Project and programme management. Transformation and change management, Client orientation and customer focus. Problem solving and analysis. Service delivery Innovation. Decision making, People management and empowerment. Integrity and honesty. Confidentiality. Interpersonal relations. Assertiveness and ability to network. Diplomacy, tactful, influence and impact.
<u>DUTIES</u>	:	Provide guidance and leadership towards the realization of strategic goals and objectives of the division. Assist in establishing the strategic direction of the component to ensure alignment with its business plans. Align individual performance to the strategic business objectives as outlined in the components balance scorecard. Formulate, implement and report on all strategic frameworks in the area of functional responsibility. Effectively deal with and ensure consolidation of all strategic reports. Ensure and oversee the development and implementation of policies, directives, acts and regulations. Provide leadership and high-level coordination of the workflow in the office of the Commissioner. Develop and implement sound, effective and efficient administrative systems and work flow procedures. Ensure and maintain good relations within the department and relevant stakeholders. Management of human resources, finance, assets and performance information.
<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 41/04</u>	:	<u>DIRECTOR: LITIGATIONS REF NO: HO 2025/11/04</u>
<u>SALARY</u>	:	R1 289 127 per annum, all-inclusive package
<u>CENTRE</u>	:	National Head Office
<u>REQUIREMENTS</u>	:	A degree in Law (LLB) (NQF level 7) or equivalent qualification as recognized by SAQA. Five (5) years' experience at middle management or senior managerial level in a similar environment. A certificate for entry into the Senior Management Services (SMS) obtained from the National School of Government (NSG) is compulsory. Admission as advocate or attorney will be an added advantage. Computer literate. Valid driver's licence. Required Knowledge: Understanding of the dynamics of the Justice Cluster. Understanding of public service policy and related legislative framework (Public Service Act and Regulations, Public Finance Management Act [PFMA], with emphasis on the Correctional Service Act 111 of 1998 as amended). Relevant experience in regulatory framework governing public service planning processes. Extensive experience in collective bargaining mechanisms and traceable experience in ensuring efficient and effective human resource management. In-depth knowledge and experience of the human resources legislation and regulatory framework. Competencies and Attributes: Financial management skills. Strategic capability and leadership. Policy development. Communication. Project and programme management. Transformation and change management, Client orientation and customer focus. Problem solving and analysis. Service delivery Innovation. Decision making, People management and empowerment. Integrity and honesty. Confidentiality. Interpersonal relations. Assertiveness and ability to network. Diplomacy, tactful, influence and impact.
<u>DUTIES</u>	:	Manage litigation risks in the department. Develop and implement litigation risk mitigation plans within DCS. Represent the department's interests on litigation matters. Determination of culpability of officials who caused liability to the Department. Provide legal advice to management on prominent legal issues involving the department. Conduct litigation trends analysis and advise management on high risk areas as well as the required interventions. Manage contingent liabilities for the department. Provide leadership and strategic direction within the chief directorate. Provide strategic direction and leadership to the directorate to ensure alignment with departmental objectives. Develop operational plans to give strategic direction to the directorate by managing & coordination of activities. Align individual performance to the strategic business objectives as outlined in the component's operational plans. Implement and report on strategic frameworks in the area of functional responsibility. Monitor and evaluate the attainability & sustainability of performance standards as per departmental objectives. Provision of legal support to management for decision making. Ensure effective management of the directorate in order to ensure effective service delivery. Take decisive actions on various legal matters and assess contentious and controversial issues. Establish value adding relations with internal and external stakeholders. 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 41/05</u>	:	<u>DIRECTOR: CODE ENFORCEMENT REF NO: HO 2025/11/05</u>
<u>SALARY</u>	:	R1 289 127 per annum, all-inclusive package
<u>CENTRE</u>	:	National Head Office
<u>REQUIREMENTS</u>	:	A degree in Law (LLB) (NQF level 7) or equivalent qualification as recognized by SAQA. Five (5) years' experience at middle management or senior managerial level in a similar environment. A certificate for entry into the Senior Management Services (SMS) obtained from the National School of Government (NSG) is compulsory. Admission as advocate or attorney will be an added advantage. Computer literate. Valid driver's licence. Required Knowledge: Understanding of the dynamics of the Justice Cluster. Understanding of public service policy and related legislative framework (Public Service Act and Regulations, Public Finance Management Act [PFMA], with emphasis on the Correctional Service Act 111 of 1998 as amended). Relevant experience in regulatory framework governing public service planning processes. Extensive experience in collective bargaining mechanisms and

	traceable experience in ensuring efficient and effective human resource management. In-depth knowledge and experience of the human resources legislation and regulatory framework. Competencies and Attributes: Financial management skills, strategic capability and leadership. Policy development, communication, project and programme management. Transformation and change management. Client orientation and customer focus. Problem solving and analysis. Service delivery innovation and decision making. People management and empowerment. Integrity and honesty. Confidentiality and interpersonal relations. Understanding of public service policy and legislative framework. Assertiveness and ability to network. Diplomacy and tactful. Influence and impact.
<u>DUTIES</u>	: Ensure effective risk management within the directorate in compliance with the risk management plan of the department. Conduct disciplinary hearings/appeals/conciliations/arbitrations against transgressing officials relating to corruption, theft, fraud and other serious malpractices in compliance with the disciplinary code and procedure. Monitor implementation of sanctions imposed during disciplinary hearings. Capacity building for chairpersons and initiators of disciplinary hearing cases. Responsible for ad-hoc tasks such as the development/updating of the correctional services delegations, correctional services act/regulations and incarceration framework. 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 41/06</u>	: <u>DIRECTOR: AREA COMMISSIONER</u>
<u>SALARY</u>	: R1 289 127 per annum, all-inclusive package
<u>CENTRE</u>	: Limpopo, Mpumalanga and North West region Limpopo, Mpumalanga and North West region: Thohoyandou Ref No: HO 2025/11/06 Western Cape: Drakenstein Ref No: HO 2025/11/07
<u>REQUIREMENTS</u>	: An undergraduate qualification (NQF level 7) as recognized by SAQA in Public Administration/LLB/Criminology/Criminal Justice/Social Sciences or equivalent qualification. (5) years' experience at a middle management/senior managerial level. A certificate for entry into the Senior Management Services (SMS) obtained from the National School of Government (NSG) is compulsory and should be submitted prior to appointment. Computer literate. Valid driver's licence. Required Knowledge: Understanding of the dynamics of the Justice Cluster. Understanding of public service policy and related legislative framework (Public Service Act and Regulations, Public Finance Management Act [PFMA], with emphasis on the Correctional Service Act 111 of 1998 as amended). Relevant experience in regulatory framework governing public service planning processes. Extensive experience in collective bargaining mechanisms and traceable experience in ensuring efficient and effective human resource management. In-depth knowledge and experience of the human resources legislation and regulatory framework. Competencies and Attributes: Strategic capability and leadership. Service delivery innovation. Client orientation and customer focus. Financial management. Change management. People management and empowerment. Programme and project management. Communication skills (verbal and written). Problem solving and decision making. Transformation management. Influencing and impact. Policy development, facilitation, conflict management and conceptual skills. Diversity management. Negotiation skills. Confidentiality. Interpersonal relations and time management. Accountability. Diplomacy and tact. Policy development and implementation. Good corporate governance principles.
<u>DUTIES</u>	: Oversee the effective functioning of incarceration and corrections, parole boards, corporate services, development programmes, care services, correctional centres and community corrections within the management area. Oversee the administration of security systems/programmes including comprehensive risk assessments and programmes to ensure safety. Ensure the implementation and adherence to policies and procedures within the management area. Establish and maintain effective relationships with key stakeholders within the geographical location of the management area. Effective management of court appearance of remand detainees. Management of the operational risks within the management area. Promotion of social responsibility and development of all offenders and parolees subjected to community corrections. Management of performance information. Management of human resource, finance and assets.

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

POST 41/07 : **DIRECTOR: HEAD OF CORRECTIONAL CENTRE REF NO: HO 2025/11/08**

SALARY : R1 289 127 per annum, all-inclusive package
CENTRE : Gauteng region: Kgosi Mampuru II Local Remand Detention Facility
REQUIREMENTS : An undergraduate qualification (NQF level 7) as recognised by SAQA in Public Administration or equivalent. [5] Years' of experience at a middle/senior managerial level. A certificate for entry into the Senior Management Services (SMS) obtained from the National School of Government (NSG) is compulsory. Top secret security classification will be an added advantage. Successful completion of corrections science learnership/basic training. Experience and knowledge of the South African Correctional System and Criminal Justice System. Computer literate. Valid driver's licence. Required Knowledge: Understanding of the dynamics of the Justice Cluster. Understanding of public service policy and related legislative framework (Public Service Act and Regulations, Public Finance Management Act [PFMA], with emphasis on the Correctional Service Act 111 of 1998 as amended). Relevant experience in regulatory framework governing public service planning processes. Extensive experience in collective bargaining mechanisms and traceable experience in ensuring efficient and effective human resource management. In-depth knowledge and experience of the human resources legislation and regulatory framework. Competencies and Attributes: Strategic capability and leadership. Communication skills (verbal and written). Financial and transformation management. Policy development. Project and programme management. Facilitation. Change management. Problem solving and decision making. Time management and customer focus. Honesty and integrity. Coaching and mentoring. Good work ethics. Confidentiality. Interpersonal relations. Ability to work long hours. Diplomacy and tactful. Influence and impact. Accountability. Willingness to travel.

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

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

POST 41/08 : **DIRECTOR: LEGAL CONTRACT MANAGEMENT REF NO: HO 2025/11/09**

SALARY : R1 289 127 per annum, all-inclusive package
CENTRE : National Head Office
REQUIREMENTS : A degree in Law (LLB) (NQF level 7) or equivalent qualification as recognized by SAQA. Five (5) years' experience at middle management or senior managerial level in a similar environment. A certificate for entry into the Senior Management Services (SMS) obtained from the National School of Government (NSG) is compulsory. Admission as advocate or attorney will be an added advantage. Computer literate. Valid driver's licence. Required Knowledge: Understanding of the dynamics of the Justice Cluster. Understanding of public service policy and related legislative framework (Public Service Act and Regulations, Public Finance Management Act [PFMA], with emphasis on the Correctional Service Act 111 of 1998 as amended). Relevant

experience in regulatory framework governing public service planning processes. Extensive experience in collective bargaining mechanisms and traceable experience in ensuring efficient and effective human resource management. In-depth knowledge and experience of the human resources legislation and regulatory framework. Competencies and Attributes: Understanding of Public Service policy and legislative framework, Assertiveness, and knowledge of relevant mandates and prescripts. Financial management skills, strategic capability and leadership. Legal drafting and advice. Communication skills, project and programme management. Client orientation and customer focus. Problem solving and analysis. Service delivery innovation. People management and empowerment. Integrity and honesty. Confidentiality.

DUTIES

: Manage the drafting, editing and checking of legal contracts in commercial and international agreements, memoranda of understanding, memoranda of agreement, service level agreements and implementation protocols. Facilitate concession agreements. Provide legal advice on processes/procedures pertaining to commercial and international agreements. Ensure that the interests of the department are safeguarded in all agreements and memoranda of understanding. Provide advice to directorate contract management on compliance matters. Establish reporting requirements that need to be followed by the participants. Advise department on its contractual rights and obligations in all agreements. Manage litigation in contract related matters. Strengthen the department's legal capacity during negotiations on agreements, contracts and litigation. Oversee and manage a detailed legal analysis of contracts. Provide legal advice and support to management regarding interpretations, legal liability exercising of power and other legal matters. Advise and ensure compliance by the department to international organisation's requirements. Monitor the implementation and provide advice on the interpretation and application of all pieces of legislation. En-sure the execution of judicial acts e.g. write offs/recovery of debts, losses and damages to state property/assets and settlements with persons entered into legal relationship with the department. Draft documents for state attorneys and state law advisors to provide formal legal advice/opinion to the department. Conduct legal research continuously for legal opinion drafting. Assist the department in developing sound policies, i.e .legal support in relation to policy formulation, by vetting, editing policies and legal certification to ensure that the departmental policies are in conformity and compliance with the constitution and other national legislation and directives. Liaise, negotiate with and instruct the offices of the State Attorney, Chief State Law Advisor and Solicitor-General and private practicing lawyers and advocates in private practice. Represent the department at various fora on legal matters. Develop working relationships across diverse groups of stakeholders. Management of performance information. Management of human resources, finances and assets.

ENQUIRIES NOTE

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

POST 41/09

: **DIRECTOR: CORRECTIONAL ADMINISTRATION REF NO: HO 2025/11/10**

SALARY CENTRE REQUIREMENTS

: R1 289 127 per annum, all-inclusive package
: National Head Office
: An undergraduate qualification (NQF level 7) as recognised by SAQA in Behavioural/Social Sciences or equivalent. [5] Years' experience at a middle/senior managerial level in a similar environment. Exposure and sound knowledge of the South African Correctional and Criminal Justice system. A certificate for entry into the Senior Management Services (SMS) obtained from the National School of Government (NSG) is compulsory. Computer literacy. Valid driver's licence. Required Knowledge: Understanding of the dynamics of the Justice Cluster. Understanding of public service policy and related legislative framework (Public Service Act and Regulations, Public Finance Management Act [PFMA], with emphasis on the Correctional Service Act 111 of 1998 as amended). Relevant experience in regulatory framework governing public service planning processes. Extensive experience in collective bargaining mechanisms and traceable experience in ensuring efficient and effective human resource management. In-depth knowledge and experience of the human resources legislation and regulatory framework. Competencies and Attributes: Strategic capability and leadership. Communication skills (verbal and written). Financial management. Facilitation. Change

management. Problem solving and decision making. Time management. Understanding of public service policy and legislative framework. Service delivery and innovation. People management and empowerment. Client orientation and customer focus. Honesty and integrity. Knowledge and skills in project management. Ability to perform under pressure and analysis of performance information.

DUTIES

: Provide strategic leadership and direction on strategy, annual performance plans and activities. Facilitate the development, review and enhancement of policies, policy procedures, operating standards and systems and administrative controls and reporting tools for incarceration and corrections. Provide support and monitor compliance with applicable departmental legislation and policies with regard to implementation of unit management and provision of work opportunities for sentenced offenders. Coordinate the strategy to down manage overcrowding. Monitor compliance and service delivery improvement through monitoring and evaluation visits to regions. Attend cluster meetings and other meetings with various stakeholders. Liaise and coordinate with internal role players, inter-governmental and non-governmental institutions. Management of human resource, finance and assets. Management of performance information.

ENQUIRIES
NOTE

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