

DEPARTMENT OF CORRECTIONAL SERVICES

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.



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: Send your complete application to:
Free State and Northern Cape Region: The Regional Commissioner Free State and Northern Cape, Recruitment Section, P/Bag X20530, Bloemfontein, 9300
OR hand deliver at: 103 Zastraat Street, Agrimed Building, Bloemfontein, 9300
OR you can email your application to FSNCHRM@dcs.gov.za. Contact persons: Ms Mokuni NJ/ Ms Molutsoane N/ Ms. Ramncwana B/ Ms Radebe T at 082 306 9027.

CLOSING DATE : 20 February 2025 at 15h45. It is the sole responsibility of an applicant to ensure that their application reaches DCS before the closing date.

NOTE : 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. All shortlisted candidates shall undertake two pre-entry assessments. One will be a practical exercise to determine a candidate's suitability based on the post's technical and generic requirements and the other will be an integrity (ethical conduct) assessment. Kindly Indicate The reference number on the subject line for emailed applications. 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. Current employees at Mangaung Correctional Centre are encouraged to apply and will be required to undergo the Correctional Services Learnership Programme/ Basic Training should their application be successful. The Department of Correctional Services reserves the right not to fill any of these advertised posts.

OTHER POSTS

POST 04/14 : **HEAD OF CORRECTIONAL CENTRE (CB 6) REF NO: FSNC 2026/01/01**

SALARY CENTRE : R1 042 434 per annum, (all-inclusive package)
: Free State and Northern Cape Region Mangaung Maximum Correctional Centre

REQUIREMENTS : Relevant degree or national diploma in Behavioural Sciences and successful completion of the Corrections Science Learnership/ Basic/Training Induction

Training Course (ITC). Seven (7) years relevant experience in a supervisory post. Valid driver's licence. Computer literate. Competencies And Attributes: Firearm skills and the use of relevant security technology. Strategic capability and leadership, policy development and good communication skills. Sound project and programme management skills. Transformation, change and conflict management abilities. Stakeholder management skills. Problem solving, analysis and decision-making skills. Service delivery innovation. People management and empowerment. In depth understanding of safety and security within a correctional environment. Integrity and honesty. Good interpersonal relations. Knowledge of the Correctional Services Act, Act 111 of 1998.

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. 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. 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. Management of performance information. Manage human resources, finances and assets.

ENQUIRIES : Free State and Northern Cape Region: Ms Mokuni NJ / Ms Molutsoane N/ Ms Radebe T/ Ms. Ramncwana B at 082 306 9027.

NOTE : Appointment under the Correctional Service Act.

POST 04/15 : **MEDICAL OFFICER GRADE 1-3 REF NO: FSNC 2026/01/28**

SALARY : Grade 1: R1 001 349 per annum, (all-inclusive package)
Grade 2: R1 142 553 per annum, (all-inclusive package)
Grade 3: R1 322 352 per annum, (all-inclusive package)

CENTRE : Free State and Northern Cape Region Mangaung Maximum Correctional Centre

REQUIREMENTS : An appropriate qualification that allows registration with the Health Professions Council of South Africa (HPCSA) as a medical officer. Registration with the HPCSA as a medical practitioner. Basic medical degree (MBCHB or equivalent). **Grade 1:** No experience required. **Grade 2:** A minimum of 5 years appropriate experience as Medical Officer after registration with the HPCSA as a Medical Practitioner. **Grade 3:** A minimum of 10 years appropriate experience as Medical Officer after registration with the HPCSA as a Medical Practitioner. Computer literate. Valid driver's licence. Competencies And Attributes: Excellent clinical skills; history taking; examination; clinical assessment and management procedures. Good professional attitude, communication skills and ethics in relation to patients/relevant stakeholders. Knowledge of public health legislation. Financial management. Project and programme management, transformation management, change management and stakeholder management skills. Problem solving and analysis, service delivery innovation, decision making, people management and empowerment and evaluation skills. Integrity and honesty. Teamwork ability. Confidentiality and good interpersonal relations. Assertiveness and ability to network. Good understanding of the public service policy and legislative framework.

DUTIES : Facilitate and support the provision of primary health care services. Render basic medical health care services to inmates. Improve clinical quality of primary health care services through direct patient care, mentoring and supervision of health care professionals through an integrated approach programme. Render medico-legal services. Attendance of relevant administrative and clinical meetings. Improve the quality of medical care by providing appropriate clinical care services and maintain good medical practice. Implement and monitor adherence to national standards. Implement and monitor compliance with Standard Treatment Guidelines and Essential Medicine List as per Essential Drug Programme: South Africa. Facilitate and coordinate medical emergency preparedness and life support services. Provide emergency medical care, including after hours. Refer patients to authorised and recognised health care providers. Liaise with internal and external counterparts regarding healthcare delivery. Management of performance information, human resources, finance and assets.

ENQUIRIES : Free State and Northern Cape Region: Ms Mokuni NJ / Ms Molutsoane N/ Ms Radebe T/ Ms. Ramncwana B at 082 306 9027.

NOTE : Appointment under the Public Service Act.

<u>POST 04/16</u>	<u>PSYCHOLOGISTS: GRADE 1 REF NO: FSNC 2026/01/29 (X4 POSTS)</u>
<u>SALARY CENTRE</u>	: R872 709 per annum, (all-inclusive package)
	: Free State and Northern Cape Region Mangaung Maximum Correctional Centre
<u>REQUIREMENTS</u>	: Matric/Grade 12 and appropriate qualification that allows registration with the Health Professions Council of South Africa (HPCSA) as a Clinical Psychologist. Registration with the Health Professions Council of South Africa (HPCSA) as a Clinical Psychologist. Computer literate. Valid driver's licence. Competencies And Attributes: Financial management. Problem solving and decision-making. 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 the 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>	: Render psychological services to inmates, parolees and probationers. Coordinate the rendering of psychological services to inmates, parolees and probationers. Liaise with internal and external organizations for the provision of psychological services.
<u>ENQUIRIES</u>	: Free State and Northern Cape Region: Ms Mokuni NJ / Ms Molutsoane N/ Ms Radebe T/ Ms. Ramncwana B at 082 306 9027.
<u>NOTE</u>	: Appointment under the Public Service Act.
<u>POST 04/17</u>	<u>PHARMACIST GRADE 1 REF NO: FSNC 2026/01/30</u>
<u>SALARY CENTRE</u>	: R848 862 per annum, (all-inclusive package)
	: Free State and Northern Cape Region Mangaung Maximum Correctional Centre
<u>REQUIREMENTS</u>	: Basic qualification accredited with the South African Pharmacy Council (SAPC) that allows registration with the SAPC as a Pharmacist. Registration with the SAPC as a Pharmacist. Valid drivers' licence. Computer literate. Competencies and Attributes: Understanding of Public Service policy and legislative framework. Knowledge of public health. Good financial management, communication, evaluation, problem solving and analysis skills. Effective project, programme, transformation, change and stakeholder management. Service delivery innovation, decision making, people management, empowerment, integrity, honesty, confidentiality and good interpersonal relations. Accuracy, assertiveness and ability to network.
<u>DUTIES</u>	: Manage the pharmacy facility in terms of applicable legislation, regulations and policies. Perform risk management and networking (internal and external stakeholders). Issuing and control of medicine. Render basic pharmaceutical services to offenders. Maintain good medical practice. Adhere to medical standards. Write and keep records. Provide training where necessary. Liaise with internal and external counterparts regarding pharmaceutical delivery. Adhere to departmental policies and orders. Effectively utilise and manage resource (financial, human, information, pharmaceutical stock and equipment). Management of performance information.
<u>ENQUIRIES</u>	: Free State and Northern Cape Region: Ms Mokuni NJ / Ms Molutsoane N/ Ms Radebe T/ Ms. Ramncwana B at 082 306 9027.
<u>NOTE</u>	: Appointment under the Public Service Act.
<u>POST 04/18</u>	<u>ASSISTANT MANAGER NURSING (PN-B4): PRIMARY HEALTH CARE (PHC) REF NO: FSNC 2026/01/31 (X2 POSTS)</u>
<u>SALARY CENTRE</u>	: R755 355 per annum
	: Free State and Northern Cape Region Mangaung Maximum Correctional Centre
<u>REQUIREMENTS</u>	: Diploma/degree in Nursing or equivalent qualification that allows registration with the South African Nursing Council (SANC) as a Professional Nurse. Post basic qualification with a duration of at least 1 year in curative skills in Primary Health Care accredited with the SANC. A minimum of (10) years appropriate/ recognisable experience in nursing after registration as a Professional Nurse with the SANC in General Nursing. At least 6 years of this period must be appropriate/ recognisable experience after obtaining the 1-year post basic

qualification in the relevant speciality. Further, at least (3) years of the period referred to above must be appropriate/ recognisable experience at managerial level. Computer literate. Valid driver's licence. Competencies and Attributes: Demonstrate an in-depth understanding of nursing legislation and related legal and ethical nursing practises and how these impact on service delivery. Ensure clinical nursing practice by the nursing team (unit) in accordance with the scope of practice and nursing standards as determined by the relevant health facility. Promote quality of nursing care as directed by the professional scope of practice and standards as determined by the relevant health facility. Demonstrate a basic understanding of HR and financial policies and practices. Demonstrate effective communication with patients, supervisors, other health professionals 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 a 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 service in the unit. Display a concern for patients, promoting, advocating and facilitating proper treatment and care and ensuring that the unit adheres to the principles of Batho Pele. Able to develop contacts, build and maintain a network of professional relations in order to enhance service delivery. Demonstrate basic computer literacy as a support tool to enhance service delivery.

<u>DUTIES</u>	Ensure that a comprehensive nursing treatment and care service is delivered to patients in a cost effective, efficient and equitable manner, including the overall management of nursing services (i.e. operational, HR and Finance of the nursing department). Ensure compliance to professional and ethical practice. Ensure that the clinical nursing practice by the nursing team in the facility is rendered in accordance with the scope of practice and nursing standards as determined by relevant health facility. Promote quality nursing care as directed by the professional scope of practice and standards as determined by the relevant health facility. Management of performance information. Management of human resources, finances and assets.
<u>ENQUIRIES</u>	Free State and Northern Cape Region: Ms Mokuni NJ / Ms Molutsoane N/ Ms Radebe T/ Ms. Ramncwana B at 082 306 9027.
<u>NOTE</u>	Appointment under the Public Service Act.
<u>POST 04/19</u>	<u>OPERATIONAL MANAGER NURSING [PN-B3]: PRIMARY HEALTH CARE (PHC) REF NO: FSNC 2026/01/32 (X2 POSTS)</u>
<u>SALARY</u>	R693 096 per annum
<u>CENTRE</u>	Free State and Northern Cape Region Mangaung Maximum Correctional Centre
<u>REQUIREMENTS</u>	Degree/diploma in nursing or an equivalent qualification that allows registration with the South African Nursing Council (SANC) as a Professional Nurse. Post basic qualification with a duration of at least one (1) year in curative skills in Primary Health Care accredited with the SANC. A minimum of nine (9) years appropriate/recognisable experience in nursing after registration as a Professional Nurse with the SANC in General Nursing. At least five (5) years of the said period must be appropriate/ recognisable experience after obtaining the one (1) year post basic qualification in the relevant speciality. Registration with the SANC as a Professional Nurse. Computer literate. Valid driver's licence. Competencies and Attributes: Demonstrate an in depth understanding of nursing legislation and related legal and ethical nursing practises and how these impact on service delivery. Ensure clinical nursing practice by the nursing team (unit) in accordance with the scope of practice and nursing standards as determined by the relevant health facility. Promote quality of nursing care as directed by the professional scope of practice and standards as determined by the relevant health facility. Demonstrate a basic understanding of HR and financial policies and practices. Demonstrate effective communication with patients, supervisors, other health professionals 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 a 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 service in the unit. Display a concern for patients, promoting, advocating and facilitating proper treatment and care and ensuring that the unit adheres to the principles

	of Batho Pele. Able to develop contacts, build and maintain a network of professional relations in order to enhance service delivery. Demonstrate basic computer literacy as a support tool to enhance service delivery.
<u>DUTIES</u>	: Provide direction and supervision in the implementation of the nursing plan (clinical practice/ quality patient care). Implement standards, practices, criteria and indicators for quality nursing (quality of practices). Practice nursing and health care in accordance with the relevant laws and regulations. Display a concern for patients. Promoting and advocating proper treatment and care including an awareness and willingness to respond to patient's needs, requirements and expectations (Batho Pele Principles). Maintain the quality of nursing data and information and utilize it to advise accordingly. Advance and evaluate the quality and cost-effectiveness of nursing care. Ensure that a comprehensive general nursing service is delivered to patients in a cost effective, efficient and equitable manner at a primary health care facility. Ensure compliance to professional and ethical practice. Ensure clinical nursing practice by the nursing team (unit) in accordance with the scope of practice and nursing standards as determined by the relevant health facility. Promote quality of nursing care as directed by the professional scope of practice and standards as determined by the relevant health facility. Management of human resource, finance and assets. Management of performance information.
<u>ENQUIRIES</u>	: Free State and Northern Cape Region: Ms Mokuni NJ / Ms Molutsoane N/ Ms Radebe T/ Ms. Ramncwana B at 082 306 9027.
<u>NOTE</u>	: Appointment under the Public Service Act.
<u>POST 04/20</u>	: <u>CENTRE COORDINATOR: CORRECTIONS (CB 5) REF NO: FSNC 2026/01/02</u>
<u>SALARY</u>	: R579 738 per annum
<u>CENTRE</u>	: Free State and Northern Cape Region Mangaung Maximum Correctional Centre
<u>REQUIREMENTS</u>	: Relevant degree or national diploma in Behavioural Sciences and successful completion of the Corrections Science Learnership/ Basic Training/ Induction Training Course (ITC). Seven (7) years relevant experience in a supervisory post. Valid driver's licence. Computer literate. Competencies and Attributes: Firearm skills and the use of relevant security technology. Communication skills. Project and programme management. Transformation, change and stakeholder management. Problem solving and 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 inter-personal relations and knowledge of the Correctional Services Act, Act 111 of 1998, as amended. Assertiveness. Ability to network and diplomacy.
<u>DUTIES</u>	: Ensure the development of correctional sentence plan and facilitate the implementation thereof. Execute correctional policies and procedures. Coordinate the collation and dissemination of correction information. Coordinate activities relating to rehabilitation, case management administration and unit management systems. Promote corrections and security. Manage human resources, finance and assets. Management of performance information.
<u>ENQUIRIES</u>	: Free State and Northern Cape Region: Ms Mokuni NJ / Ms Molutsoane N/ Ms Radebe T/ Ms. Ramncwana B at 082 306 9027.
<u>NOTE</u>	: Appointment under the Correctional Service Act.
<u>POST 04/21</u>	: <u>CENTRE COORDINATOR: OPERATIONAL SUPPORT (CB 5) REF NO: FSNC 2026/01/03</u>
<u>SALARY</u>	: R579 738 per annum
<u>CENTRE</u>	: Free State and Northern Cape Region Mangaung Maximum Correctional Centre
<u>REQUIREMENTS</u>	: Relevant degree or national diploma in Behavioural Sciences and successful completion of the Corrections Science Learnership/ Basic Training/ Induction Training Course (ITC). Seven (7) years relevant experience in a supervisory post. Valid driver's licence. Computer literate. Competencies and Attributes: Firearm skills and the use of relevant security technology. Communication skills. Project and programme management. Transformation, change and stakeholder management. Problem solving and analysis. Service delivery innovation. Decision making. People management and empowerment. In

<u>DUTIES</u>	: depth understanding of safety and security in a correctional environment. Integrity and honesty, confidentiality, good inter-personal relations and knowledge of the Correctional Services Act, Act 111 of 1998, as amended. Assertiveness. Ability to network and diplomacy.
<u>ENQUIRIES</u>	: Free State and Northern Cape Region: Ms Mokuni NJ / Ms Molutsoane N/ Ms Radebe T/ Ms. Ramncwana B at 082 306 9027.
<u>NOTE</u>	: Appointment under the Correctional Service Act.
<u>POST 04/22</u>	: <u>CENTRE COORDINATOR: STAFF SUPPORT (CB 5) REF NO: FSNC 2026/01/04</u>
<u>SALARY CENTRE</u>	: R579 738 per annum Free State and Northern Cape Region Mangaung Maximum Correctional Centre
<u>REQUIREMENTS</u>	: Relevant degree or national diploma in Human Resources and successful completion of the Corrections Science Learnership/ Basic Training/ Induction Training Course (ITC). Seven (7) years relevant experience in a supervisory post. Valid driver's licence. Computer literate. Competencies and Attributes: Firearm skills and the use of relevant security technology. Communication skills. Project and programme management. Transformation, change and stakeholder management. Problem solving and 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 inter-personal relations and knowledge of the Correctional Services Act, Act 111 of 1998, as amended. Assertiveness. Ability to network and diplomacy.
<u>DUTIES</u>	: Provide human resources and related functions to the correctional centre. Effective management of the registration activities. Ensure proper dissemination of information for the correctional centre. Management of duty register and leave arrangements. Management of human resources, finances and assets. Management of correctional centre through the implementation of correctional services act, Act 111 of 1998 as amended. Management of performance information.
<u>ENQUIRIES</u>	: Free State and Northern Cape Region: Ms Mokuni NJ / Ms Molutsoane N/ Ms Radebe T/ Ms. Ramncwana B at 082 306 9027.
<u>NOTE</u>	: Appointment under the Correctional Service Act.
<u>POST 04/23</u>	: <u>CHAIRPERSON: CASE MANAGEMENT COMMITTEE (CB 5) REF NO: FSNC 2026/01/05</u>
<u>SALARY CENTRE</u>	: R579 738 per annum Free State and Northern Cape Region Mangaung Maximum Correctional Centre
<u>REQUIREMENTS</u>	: Relevant degree or national diploma in Behavioural Sciences and successful completion of the Corrections Science Learnership/ Basic Training/ Induction Training Course (ITC). Seven (7) years relevant experience in a supervisory post. Valid driver's licence. Computer literate. Competencies And Attributes: Firearm skills and the use of relevant security technology. Communication skills. Project and programme management. Transformation, change and stakeholder management. Problem solving and 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 inter-personal relations and knowledge of the Correctional Services Act, Act 111 of 1998, as amended. Assertiveness. Ability to network and diplomacy.
<u>DUTIES</u>	: Planning of the activities of the Case Management Committee (CMC). Holding of meetings of the CMC. Management of sentence plans. Control of inmates' records. Management of inmates in assessment, housing, special care and in pre-release units. Management of human resources, finances and assets. Management of performance information.

<u>ENQUIRIES</u>	:	Free State and Northern Cape Region: Ms Mokuni NJ / Ms Molutsoane N/ Ms Radebe T/ Ms. Ramncwana B at 082 306 9027.
<u>NOTE</u>	:	Appointment under the Correctional Service Act.
<u>POST 04/24</u>	:	<u>DIVISIONAL HEAD: FOOD SERVICES (CB 4) REF NO: FSNC 2026/01/06</u>
<u>SALARY CENTRE</u>	:	R491 799 per annum
<u>REQUIREMENTS</u>	:	Free State and Northern Cape Region Mangaung Maximum Correctional Centre Relevant degree or national diploma in Food/ Chef Services or equivalent and successful completion of the Corrections Science Learnership/ Basic Training/ Induction Training Course (ITC). Seven (7) years relevant experience gained in a supervisory post. Valid driver's licence. Computer literate. Competencies and Attributes: Strong people management and leadership abilities. Ability to work under pressure in a regulated environment. Good problem-solving and decision-making skills. High level of integrity, professionalism and confidentiality. Awareness of security protocols and risk management. Networking/ liaison with internal and external stakeholders. Good communication and report writing skills. Knowledge of Public Service Regulations, Treasury Regulations and Public Finance Management Act.
<u>DUTIES</u>	:	Manage and supervise the operations of the kitchen. Plan, prepare and oversee daily meal production in accordance with approved menus and dietary standards. Ensure meals meet nutritional requirements and accommodate special dietary needs (medical, religious, cultural). Manage meal schedules to ensure timeous and secure serving of food to all inmates. Supervise, train and schedule kitchen staff and assigned inmates. Ensure proper conduct, discipline and adherence to security procedures within the kitchen area. Provide on-the-job training and skills development to inmates, where applicable. Ensure full compliance with food safety, hygiene and sanitation regulations. Maintain high standards of cleanliness in all kitchen and storage areas. Conduct regular inspections and take corrective action where necessary. Enforce correctional centre security procedures related to tools, equipment and supplies. Maintain accurate records of kitchen equipment, utensils and controlled items. Report any security breaches, safety hazards or incidents immediately. Manage ordering, receipt, storage and stock rotation of food supplies. Monitor inventory levels and minimize waste and losses. Ensure compliance with budgetary controls and cost management targets. Keep accurate records of meals produced, inventory, staff attendance and incidents. Prepare operational reports as required by management. Assist with audits, inspections and compliance reporting. Provide safe and secure detention, rehabilitation process and humane incarceration in a correctional environment. Management of human resources, finances and assets. Manage of performance information.
<u>ENQUIRIES</u>	:	Free State and Northern Cape Region: Ms Mokuni NJ / Ms Molutsoane N/ Ms Radebe T/ Ms. Ramncwana B (0823069027).
<u>NOTE</u>	:	Appointment under the Correctional Service Act.
<u>POST 04/25</u>	:	<u>DIVISIONAL HEAD: SECURITY (INTERNAL) (CB 4) REF NO: FSNC 2026/01/07</u>
<u>SALARY CENTRE</u>	:	R491 799 per annum
<u>REQUIREMENTS</u>	:	Free State and Northern Cape Region Mangaung Maximum Correctional Centre Relevant degree or national diploma in Behavioural Sciences and successful completion of the Corrections Science Learnership/ Basic Training/ Induction Training Course (ITC). Seven (7) years relevant experience gained in a supervisory post. Valid driver's licence. Computer literate. Competencies and Attributes: Firearm skills and the use of relevant security technology. Communication, project and programme management. Transformation, change and 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 and knowledge of the Correctional Services Act, Act 111 of 1998, as amended. Assertiveness, ability to network and diplomacy.
<u>DUTIES</u>	:	Manage security matters. Responsible for maintenance of existing security matters and the upgrading thereof. Implement departmental policies. Advice management regarding security matters. Management of escorts to hospitals,

<u>ENQUIRIES</u>	:	courts and other destinations. Keep personnel up to date regarding security matters. Management of human resources, finances and assets. Manage of performance information.
<u>NOTE</u>	:	Free State and Northern Cape Region: Ms Mokuni NJ / Ms Molutsoane N/ Ms Radebe T/ Ms. Ramncwana B at 082 306 9027.
<u>POST 04/26</u>	:	<u>DIVISIONAL HEAD: DEVELOPMENT (CB 4) REF NO: FSNC 2026/01/08</u>
<u>SALARY CENTRE</u>	:	R491 799 per annum
<u>REQUIREMENTS</u>	:	Free State and Northern Cape Region Mangaung Maximum Correctional Centre Relevant degree or national diploma in Education and Training or Training/Educational Management/M + 4 qualification in Education. Successful completion of the Corrections Science Learnership/ Basic Training/ Induction Training Course (ITC). Seven (7) years relevant experience gained in a supervisory post. Valid driver's licence. Computer literate. Competencies and Attributes: Good communication, report writing and listening skills. Negotiation, problem solving, analysis and presentation skills. Fire-arm skills and the use of relevant security technology. Project and programme management. Transformation, change and stakeholder management. 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 and knowledge of the Correctional Services Act, Act 111 of 1998, as amended. Assertiveness, ability to network and diplomacy.
<u>DUTIES</u>	:	Management of formal education. The management of academic tuition to school students. The management of examinations and skills development. The management of vocational training, examinations and trade tests. Management of arts, culture, sport and recreation. The supervision of the correctional centre library. The management of arts and cultural activities. Management of human resources, finances and assets. Manage of performance information.
<u>ENQUIRIES</u>	:	Free State and Northern Cape Region: Ms Mokuni NJ / Ms Molutsoane N/ Ms Radebe T/ Ms. Ramncwana B at 082 306 9027
<u>NOTE</u>	:	Appointment under the Correctional Service Act.
<u>POST 04/27</u>	:	<u>DIVISIONAL HEAD: CARE (CB 4) REF NO: FSNC 2026/01/09</u>
<u>SALARY CENTRE</u>	:	R491 799 per annum
<u>REQUIREMENTS</u>	:	Free State and Northern Cape Region Mangaung Maximum Correctional Centre Relevant degree or national diploma in Social Work or Nursing. Successful completion of the Corrections Science Learnership/ Basic Training Induction Training Course (ITC)/. Seven (7) years relevant experience gained in a supervisory post. Valid driver's licence. Computer literate. Competencies and Attributes: Good communication, report writing and listening skills. Negotiation, problem solving, analysis and presentation skills. Fire-arm skills and the use of relevant security technology. Project and programme management. Transformation, change and stakeholder management. 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 and knowledge of the Correctional Services Act, Act 111 of 1998, as amended. Assertiveness, ability to network and diplomacy.
<u>DUTIES</u>	:	Coordination of Corrections and Care services. Implement Corrections and Care strategies. Implement Corrections and Care services level agreement standards. Networking and attending meetings with internal and external stakeholders. Serve as an advocacy for the Department to the community. Implement policy and guidelines. Monitor and evaluate policy implementation. Ensure adherence to policies and guidelines by functionaries. Provide statutory guidelines on inspection manuals, brochures and pamphlets. Coordinate latest training developments and requirements with external role players. Provide safe and secure detention, rehabilitation process and humane incarceration in a correctional environment. Management of human resources, finances and assets. Manage of performance information.

<u>ENQUIRIES</u>	:	Free State and Northern Cape Region: Ms Mokuni NJ / Ms Molutsoane N/ Ms Radebe T/ Ms. Ramncwana B at 082 306 9027.
<u>NOTE</u>	:	Appointment under the Correctional Service Act.
<u>POST 04/28</u>	:	<u>DIVISIONAL HEAD: CASE MANAGEMENT ADMINISTRATION (CB 4) REF NO: FSNC 2026/01/10</u>
<u>SALARY CENTRE</u>	:	R491 799 per annum
	:	Free State and Northern Cape Region Mangaung Maximum Correctional Centre
<u>REQUIREMENTS</u>	:	Relevant degree or national diploma in Behavioural Sciences and successful completion of the Corrections Science Learnership/Basic Training/ Induction Training Course (ITC) Seven (7) years relevant experience gained in a supervisory post. Valid driver's licence. Computer literate. Competencies and Attributes: Firearm skills and the use of relevant security technology. Communication, project and programme management. Transformation, change and 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 and knowledge of the Correctional Services Act, Act 111 of 1998, as amended. Assertiveness, ability to network and diplomacy.
<u>DUTIES</u>	:	Management of admission and release system. Supervision of offender movements, offender cash administration and offender bail/fine payments. Ensure continuity and consistency in case management administration. Management of human resources, finance and assets. Management of performance information.
<u>ENQUIRIES</u>	:	Free State and Northern Cape Region: Ms Mokuni NJ / Ms Molutsoane N/ Ms Radebe T/ Ms. Ramncwana B at 082 306 9027.
<u>NOTE</u>	:	Appointment under the Correctional Service Act.
<u>POST 04/29</u>	:	<u>DIVISIONAL HEAD: HUMAN RESOURCE MANAGEMENT (CB 4) REF NO: FSNC 2026/01/11</u>
<u>SALARY CENTRE</u>	:	R491 799 per annum
	:	Free State and Northern Cape Region Mangaung Maximum Correctional Centre
<u>REQUIREMENTS</u>	:	Relevant degree or national diploma in Human Resource Management and successful completion of the Corrections Science Learnership/ Basic Training/ Induction Training Course (ITC). Seven (7) years relevant experience gained in a supervisory post. Valid driver's licence. Computer literate. Competencies And Attributes: Firearm skills and the use of relevant security technology. Communication, project and programme management. Transformation, change and 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 and knowledge of the Correctional Services Act, Act 111 of 1998, as amended. Assertiveness, ability to network and diplomacy.
<u>DUTIES</u>	:	Provide human resources functions at the correctional centre. Manage the registration activities. Ensure proper dissemination of information for the correctional centre. Management of duty registers and leave arrangements. Ensure that disciplinary measures are instituted where necessary. Act as initiator in disciplinary hearings. Management of human resources, finances and assets. Management of performance information.
<u>ENQUIRIES</u>	:	Free State and Northern Cape Region: Ms Mokuni NJ / Ms Molutsoane N/ Ms Radebe T/ Ms. Ramncwana B at 082 3069027.
<u>NOTE</u>	:	Appointment under the Correctional Service Act.
<u>POST 04/30</u>	:	<u>DIVISIONAL HEAD: FINANCE (CB 4) REF NO: FSNC 2026/01/12</u>
<u>SALARY CENTRE</u>	:	R491 799 per annum
	:	Free State and Northern Cape Region Mangaung Maximum Correctional Centre
<u>REQUIREMENTS</u>	:	Recognized three-year degree/diploma in Accounting or Financial Management with (7) years relevant experience. Successful completion of the Corrections Science Learnership/ Basic Training/ Induction Training Course

<p>(ITC). Computer literate. Valid Driver's licence. Competencies and Attributes: Financial management and facilitation skills. Plan, organize, lead and control. Project management, presentation skills, conflict management, report writing, time management, confidentiality, coaching and mentoring. Understanding of Public Service Policy and legislative framework. Knowledge of the Correctional Services Act, Act 111 of 1998. Service delivery and client orientation. Integrity and honesty, Assertiveness. Influence and impact. Decision making, problem solving, networking/liaison with stakeholders and negotiation. Excellent verbal and written communication skills. Strong leadership qualities, initiative and drive. Proven knowledge of the Public Finance Management Act, 1999 and Treasury Regulations relating to financial management and accounting. Experience in procurement administration and public finance administration at management level.</p>	
<u>DUTIES</u>	: Inspection of financial administration at the correctional centre. Ensuring the correct management of special function accounts. Ensuring control over all financial documentation. Ensure the correct management of ledgers. Monitoring of expenditure within the bounds of allocated funds. Investigate irregularities in financial management at the correctional centre. Ensure the correct distribution of funds and the inclusion of approved new services/expansions in the budget. Submission of recommendations on the financing of activities. Ensure that financial requirements by individual sections are correctly reflected on the appropriate budgetary responsibilities/objectives and on the budgetary reports. Ensure optimum utilization of resources with regard to management of budgets within the framework of relevant legal directives and regulations. Management of human resources, finances and assets. Management of performance information.
<u>ENQUIRIES</u>	: Free State and Northern Cape Region: Ms Mokuni NJ / Ms Molutsoane N/ Ms Radebe T/ Ms. Ramncwana B at 082 306 9027.
<u>NOTE</u>	: Appointment under the Correctional Service Act.
<u>POST 04/31</u>	: <u>UNIT MANAGERS: (CB 4) REF NO: FSNC 2026/01/130 (X6 POSTS)</u>
<u>SALARY CENTRE</u>	: R491 799 per annum
	: Free State and Northern Cape Region Mangaung Maximum Correctional Centre
<u>REQUIREMENTS</u>	Relevant degree or national diploma in Behavioural Sciences and successful completion of the Corrections Science Learnership/ Basic Training/ Induction Training Course (ITC). Seven (7) years relevant experience gained in a supervisory post. Valid driver's licence. Computer literate. Competencies and Attributes: Financial management and facilitation skills. Plan, organize, lead and control. Project management, presentation skills, conflict management, report writing, time management, confidentiality, coaching and mentoring. Understanding of Public Service Policy and legislative framework. Knowledge of the Correctional Services Act, Act 111 of 1998. Service delivery and client orientation. Integrity and honesty, Assertiveness. Influence and impact. Decision making, problem solving, networking/liaison with stakeholders and negotiation. Excellent verbal and written communication skills. Strong leadership qualities, initiative and drive. Proven knowledge of the Public Finance Management Act, 1999 and Treasury Regulations relating to financial management and accounting. Experience in procurement administration and public finance administration at management level.
<u>DUTIES</u>	: Manage the safe custody of offenders. Manage the process of representation of offenders. Develop measures for handling offender complaints and requests. Facilitate the induction of new offenders. Implementation of unit management principles. Management of case files. Provision of infrastructural needs to enhance the implementation of unit management principles. Manage human resource, finance and assets. Management of performance information.
<u>ENQUIRIES</u>	: Free State and Northern Cape Region: Ms Mokuni NJ / Ms Molutsoane N/ Ms Radebe T/ Ms. Ramncwana B at 082 306 9027.
<u>NOTE</u>	: Appointment under the Correctional Service Act.
<u>POST 04/32</u>	: <u>CHIEF ARTISAN GRADE A (ASSET MAINTENANCE) REF NO: FSNC 2026/01/33</u>
<u>SALARY CENTRE</u>	: R480 261 per annum
	: Free State and Northern Cape Region Mangaung Maximum Correctional Centre

<u>REQUIREMENTS</u>	:	An appropriate trade test certificate underwritten by the Manpower Training Act (Red Seal). Ten years post qualification experience required as an Artisan/Artisan Foreman. Valid driver's licence. Competencies and Attributes: Project management. Technical design and analysis knowledge. Computer-aided technical applications. Knowledge of legal compliance. Technical report writing. Technical consulting. Production, process knowledge and skills. Problem solving and analysis. Decision making, team work, creativity, change management, financial management, customer focus and responsiveness. Communication, planning and organising skills.
<u>DUTIES</u>	:	Manage technical services and support in conjunction with Technicians/Artisans and associates in field, workshop and technical office activities. Ensure the promotion of safety in line with statutory and regulatory requirements. Provide inputs into existing technical manuals, standard drawings and procedures to incorporate new technology. Ensure quality assurance in line with specifications. Manage administrative and related functions. Provide inputs into the budgeting process. Compile and submit reports as required. Provide and consolidate inputs to the technical operational plan. Update databases. Management of human resource, finance and assets. Management of performance information.
<u>ENQUIRIES</u>	:	Free State and Northern Cape Region: Ms Mokuni NJ / Ms Molutsoane N/ Ms Radebe T/ Ms. Ramncwana B at 082 306 9027.
<u>NOTE</u>	:	Appointment under the Public Service Act.
<u>POST 04/33</u>	:	<u>SOCIAL WORK SUPERVISOR GRADE 1 REF NO: FSNC 2026/01/34 (X4 POSTS)</u>
<u>SALARY CENTRE</u>	:	R477 564 per annum
<u>REQUIREMENTS</u>	:	Free State and Northern Cape Region Mangaung Maximum Correctional Centre BA degree in Social Work and seven (7) years relevant experience in social work after registration with the South African Council for Social Services Profession (SACSSP). Current registration with the South African Council for Social Services Professions. Computer literate. Valid driver's licence. Competencies and Attributes: Conversant with acts, policies and legislation pertaining to social work practice. Understanding of human behaviour social systems. Social work intervention. Empowerment, confidentiality, time management and listening skills. Interpersonal, client orientation and good communication skills. Empathy, tactfulness, integrity and honesty. Good report writing skills. Adaptability. Conflict management. Ability to coordinate and collaborate with internal and external stakeholders.
<u>DUTIES</u>	:	Provide needs-based social work services to offenders through individual attention, group work and community work. Conduct research and social work administration. Conduct individual assessments. Market social work service. Monitor and evaluate social work interventions. Provide guidance to subordinates and ensure that the requirements of the operational plans are complied with. Manage human resources, finance and assets. Management of performance information.
<u>ENQUIRIES</u>	:	Free State and Northern Cape Region: Ms Mokuni NJ / Ms Molutsoane N/ Ms Radebe T/ Ms. Ramncwana B at 082 306 9027.
<u>NOTE</u>	:	Appointment under the Public Service Act.
<u>POST 04/34</u>	:	<u>CLINICAL NURSE PRACTITIONER GRADE 1: PN-B1 (PRIMARY HEALTH CARE) REF NO: FSNC 2026/01/35 (X12 POSTS)</u>
<u>SALARY CENTRE</u>	:	R476 367 per annum
<u>REQUIREMENTS</u>	:	Free State and Northern Cape Region Mangaung Maximum Correctional Centre Degree/national diploma in nursing. A post basic qualification with a duration of at least 1 year in Curative Skills in Primary Health Care accredited with the SANC. Current registration with the council as a professional nurse. A minimum of 4 years appropriate/recognisable nursing experience after registration as Professional Nurse with the SANC in General Nursing. Computer literate. Valid driver's licence. Competencies and Attributes: Demonstrate an understanding of nursing legislation and related legal and ethical nursing practises within a primary health care environment. Perform a clinical nursing practice in accordance with the scope of practice and nursing standards as determined for a primary health care facility. Promote quality of nursing care as directed by

the professional scope of practice and standards as determined for a primary health care facility. Demonstrate a basic understanding of HR and financial policies and practices. Demonstrate effective communication with patients, supervisors and other clinicians, including report writing when required. Work as part of the multidisciplinary team to ensure good nursing care at primary health care level. Work effectively, co-operatively and amicably with persons of diverse intellectual, cultural, racial or religious differences. Able to plan and organise own work and that of support personnel to ensure proper nursing care. Display a concern for patients, promoting and advocating proper treatment and care including awareness and willingness to respond to patient's needs, requirements and expectations (Batho Pele).

<u>DUTIES</u>	:	Provide quality comprehensive primary health care services through promoting preventative, curative and rehabilitative services for offenders. Perform clinical nursing practice in accordance with the scope of practice and nursing standards for primary health care. Conduct routine examination of offenders and treatment of minor ailments according to scope of practice. Render administrative services such as providing accurate statistics for evaluation and future planning. Identifying needs for financial planning and indirect control of expenditure as an integral part of planning and organizing, including ordering and control of medicine and medical stock. Develop and ensure implementation of nursing care plans. Updating of offender's records and participate in clinical records audits. Provide safe and therapeutic environment as laid down by the Nursing, Occupational Health and Safety Act and all other applicable prescripts. Manage human resources, finance and assets. Management of performance information.
<u>ENQUIRIES</u>	:	Free State and Northern Cape Region: Ms Mokuni NJ / Ms Molutsoane N/ Ms Radebe T/ Ms. Ramncwana B at 082 306 9027.
<u>NOTE</u>	:	Appointment under the Public Service Act.
<u>POST 04/35</u>	:	<u>SECTION HEAD: EDUCATIONIST REF NO: FSNC 2026/01/14</u>
<u>SALARY CENTRE</u>	:	R438 585 per annum
	:	Free State and Northern Cape Region Mangaung Maximum Correctional Centre
<u>REQUIREMENTS</u>	:	Recognised National Diploma/ Degree or equivalent qualification in Education and registration with the South African Council of Educators (SACE). Six (6) years relevant experience gained after registration with SACE. Valid driver's licence. Registration with the South African Council of Educators. Competencies and Attributes: Plan, organise, lead and control. Client orientation and communication. Policy implementation. Report writing. Diversity management. Training and development. Service delivery innovation and creativity. Project management, conflict management and facilitation management skills. Integrity and honesty. Coaching and mentoring. Good work ethics. Confidentiality. Good interpersonal relations. Openness and transparency. Networking. Influence and impact. Willingness to travel. Presentation, conceptual and conflict management skills.
<u>DUTIES</u>	:	Quality assessment of education services. Monitor performance in education services. Evaluate and ensure service levels. Undertake educational research. Investigate learner related complaints. Plan educational activities. Manage training requirements. Arrange training workshops. Manage human resource, finance and assets. Management of performance information.
<u>ENQUIRIES</u>	:	Free State and Northern Cape Region: Ms Mokuni NJ / Ms Molutsoane N/ Ms Radebe T/ Ms. Ramncwana B at 082 306 9027.
<u>NOTE</u>	:	Appointment under the Correctional Service Act.
<u>POST 04/36</u>	:	<u>CASE MANAGEMENT SUPERVISOR: (CB 3-1) REF NO: FSNC 2026/01/15 (X14 POSTS)</u>
<u>SALARY CENTRE</u>	:	R404 466 per annum
	:	Free State and Northern Cape Region Mangaung Maximum Correctional Centre
<u>REQUIREMENTS</u>	:	Relevant degree or national diploma in Behavioural Sciences and successful completion of the Corrections Science learnership/ Basic Training/ Induction Training Course (ITC). Five (5) years relevant experience gained at a production post (CB2). Valid driver's licence. Computer literate. Competencies and Attributes: Firearm skills and the use of relevant security technology. Communication, project and programme management. Transformation,

	change and 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 and knowledge of the Correctional Services Act, Act 111 of 1998, as amended. Assertiveness, ability to network and diplomacy.
<u>DUTIES</u>	Supervise and maintain security of the unit in a correctional centre. Ensure safe custody of offenders. Supervision of offenders' programmes. The implementation and following of the day structured programme and regular progress report. Management and review of case file. Provide guidance and support to case officers with the updating of offenders' case files and in determining of aspects for specific counselling. Provide support on the development of offenders. Provide guidance and support to case officers in observing problematic behaviour, defining causes, results and possible remedies to address these, referring offenders to Social Workers, Education and Psychologists personnel for attention. Manager of the correctional case management team. Provide guidance and support to offenders in their progress with regard to developmental programmes. Management of human resources, finances and assets.
<u>ENQUIRIES</u>	Free State and Northern Cape Region: Ms Mokuni NJ / Ms Molutsoane N/ Ms Radebe T/ Ms. Ramncwana B at 082 306 9027.
<u>NOTE</u>	Appointment under the Correctional Service Act.
<u>POST 04/37</u>	<u>SECTION HEAD (SUPERVISOR): EXTERNAL SECURITY (CB 3-1) REF NO: FSNC 2026/01/16 (X7 POSTS)</u>
<u>SALARY</u>	R404 466 per annum
<u>CENTRE</u>	Free State and Northern Cape Region Mangaung Maximum Correctional Centre:
<u>REQUIREMENTS</u>	Relevant degree or national diploma in Behavioural Sciences and successful completion of the Corrections Science learnership/ Basic Training/ Induction Training Course (ITC). Five (5) years relevant experience gained at a production post (CB2). Valid driver's licence. Computer literate. Competencies and Attributes: Firearm skills and the use of relevant security technology. Communication, project and programme management. Transformation, change and 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 and knowledge of the Correctional Services Act, Act 111 of 1998, as amended. Assertiveness, ability to network and diplomacy.
<u>DUTIES</u>	Supervision of entry control to prison grounds. Preventing access to/from the prison by unauthorized persons. Preventing entry/removal of unauthorized items. Supervision of patrol of prison grounds. Detection and prevention of escapes. Prevention of the theft of government property. Supervision of the manning of watch towers. Standing guard to prevent the escape of offenders. Prevention of the smuggling of unauthorized items. Supervision escort of offenders to courts, doctors, hospitals etc. Ensure correct staff utilisation when accompanying offenders to external institutions in order to prevent escapes and the smuggling of unauthorized items. Prevention of unauthorized contact with offenders. Supervision of guarding of offenders at work teams. Prevention of unauthorized contact with offenders outside the prison. Ensure the safety of offenders and searching of offenders. Supervision of guarding of offenders in external hospitals. Supervision of visits to offenders. Supervision of contact visits. Control of security equipment. Searching of cells, offenders, other areas of prison and work areas, etc. Ensure that sufficient staff are available for the searching offenders and work areas. Supervision of the dog unit. Supervision of the mounted unit. Management of human resources, finances and assets.
<u>ENQUIRIES</u>	Free State and Northern Cape Region: Ms Mokuni NJ / Ms Molutsoane N/ Ms Radebe T/ Ms. Ramncwana B at 082 306 9027.
<u>NOTE</u>	Appointment under the Correctional Service Act.
<u>POST 04/38</u>	<u>SECTION HEAD (SUPERVISOR): INTERNAL SECURITY (CB 3-1) REF NO: FSNC 2026/01/17 (X12 POSTS)</u>
<u>SALARY</u>	R404 466 per annum

<u>CENTRE</u>	:	Free State and Northern Cape Region Mangaung Maximum Correctional Centre
<u>REQUIREMENTS</u>	:	Relevant degree or national diploma in Behavioural Sciences and successful completion of the Corrections Science learnership/ Basic Training/ Induction Training Course (ITC). Five (5) years relevant experience gained at a production post (CB2). Valid driver's licence. Computer literate. Competencies And Attributes: Firearm skills and the use of relevant security technology. Communication, project and programme management. Transformation, change and 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 and knowledge of the Correctional Services Act, Act 111 of 1998, as amended. Assertiveness, ability to network and diplomacy.
<u>DUTIES</u>	:	Supervision of entry control to prison grounds, sections and cells. Supervision of the issuing of security equipment/manning of security systems. Supervision of escort of offenders inside prison. Accompanying of offenders to other sections in order to prevent escapes and the smuggling of unauthorized items. Supervision of visits to offenders. Identification of visitors/offenders. Collection of offenders. Control of security equipment in the armoury. Supervision of offenders in accommodation sections. Searching of cells, offenders, other areas of prison and work areas etc. Ensure that sufficient staff are available for the searching offenders during march-in. Supervision of the section store and the prison laundry. Management of human resources, finances and assets.
<u>ENQUIRIES</u>	:	Free State and Northern Cape Region: Ms Mokuni NJ / Ms Molutsoane N/ Ms Radebe T/ Ms. Ramncwana B at 082 306 9027.
<u>NOTE</u>	:	Appointment under the Correctional Service Act.
<u>POST 04/39</u>	:	<u>SECTION HEAD (SUPERVISOR): SPORTS AND RECREATION (CB 3- 1)</u> <u>REF NO: FSNC 2026/01/18</u>
<u>SALARY</u>	:	R404 466 per annum
<u>CENTRE</u>	:	Free State and Northern Cape Region Mangaung Maximum Correctional Centre
<u>REQUIREMENTS</u>	:	Relevant degree or national diploma in Sport Management Sciences/ Behavioural Sciences and successful completion of the Corrections Science learnership/ Basic Training/ Induction Training Course (ITC). Five (5) years relevant experience gained at a production post (CB2). Valid driver's licence. Computer literate. Competencies And Attributes: Fiandrm skills and the use of relevant security technology. Communication, project and programme management. Transformation, change and 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 and knowledge of the Correctional Services Act, Act 111 of 1998, as amended. Assertiveness, ability to network and diplomacy.
<u>DUTIES</u>	:	The supervision of the prison library. Implementation and maintenance of administrative control system regarding the issuing/receiving of books/periodicals. Obtaining of new books/periodicals. The management of arts and cultural activities. Establishment of concert groups. Establishment of offender choirs. The management of recreation and sport. Establish sporting codes for the correctional centre. Provide information and training to participants. Treatment of offenders. Ensure that offenders have the opportunity to attend social work sessions. Ensure that offenders have the opportunity to participate in educational programs. Maintenance of safe custody. Searching of venues and offenders for contraband. Ensure that contra-band/dangerous objects are removed and safely stored. Management of human resources, finances and assets.
<u>ENQUIRIES</u>	:	Free State and Northern Cape Region: Ms Mokuni NJ / Ms Molutsoane N/ Ms Radebe T/ Ms. Ramncwana B at 082 306 9027.
<u>NOTE</u>	:	Appointment under the Correctional Service Act
<u>POST 04/40</u>	:	<u>EDUCATIONIST (M+4) REF NO: FSNC 2026/01/19 (X8 POSTS)</u>
<u>SALARY</u>	:	R360 837 per annum
<u>CENTRE</u>	:	Free State and Northern Cape Region Mangaung Maximum Correctional Centre

<u>REQUIREMENTS</u>	:	Matric/Grade 12 and recognized 4-year degree or equivalent qualification in Education that allows registration with the South African Council for Educators. Registration with the South African Council for Educators. Computer literate. Valid driver's licence. Competencies and Attributes: Plan, organise, lead and control. Client orientation and communication. Policy implementation, report writing, diversity management, training and development. Service delivery innovation and creativity. Project management, conflict management and facilitation management. Integrity and honesty. Knowledge and understanding of the public service management framework. Influence and impact. Presentation, conceptual and conflict management skills.
<u>DUTIES</u>	:	Implement educational programs for offenders. Implement educational policy at the correctional facility in the management area. Adhere to set standards for education services in accordance with government education departments. Assess educational services. Ensure service level standards for education and training. Management of human resources, finances and assets.
<u>ENQUIRIES</u>	:	Free State and Northern Cape Region: Ms Mokuni NJ / Ms Molutsoane N/ Ms Radebe T/ Ms. Ramncwana B at 082 306 9027.
<u>NOTE</u>	:	Appointment under the Correctional Service Act.
<u>POST 04/41</u>	:	<u>SOCIAL WORKER GRADE 1 REF NO: FSNC 2026/01/36 (X12 POSTS)</u>
<u>SALARY CENTRE</u>	:	R325 200 per annum
<u>REQUIREMENTS</u>	:	Free State and Northern Cape Region Mangaung Maximum Correctional Centre
	:	BA degree in Social Work. Registration with the South African Council for Social Service Professions. Computer literate. Valid driver's licence. competencies and attributes: Problem solving and decision making, facilitation, plan, organize, lead and control, project management, presentation and counselling skills. Ability to interpret policy/legislation. Conflict management, coaching and mentoring. Understanding of Public Service policy and legislative framework. Service delivery and client orientation. Integrity and honesty. Assertiveness, willingness to travel, influence and impact and ability to network. Ability to coordinate and collaborate with internal and external stakeholders.
<u>DUTIES</u>	:	Provide needs-based social work services to offenders through individual attention, group work, community work, research and social work administration. Conduct individual assessments. Market social work services. Monitor and evaluate social work, intervention work, community work, research and social work administration. Manage human resources, finance and assets. Management of performance information.
<u>ENQUIRIES</u>	:	Free State and Northern Cape Region: Ms Mokuni NJ / Ms Molutsoane N/ Ms Radebe T/ Ms. Ramncwana B at 082 306 9027.
<u>NOTE</u>	:	Appointment under the Public Service Act
<u>POST 04/42</u>	:	<u>PROFESSIONAL NURSE GRADE 1 (GENERAL NURSING) REF NO: FSNC 2026/01/37 (X4 POSTS)</u>
<u>SALARY CENTRE</u>	:	R324 384 per annum
<u>REQUIREMENTS</u>	:	Free State and Northern Cape Region Mangaung Maximum Correctional Centre
	:	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 (SANC). Computer literate. Valid driver's licence. Competencies and Attributes: Knowledge of nursing care process and procedures, nursing statutes and other relevant legal frameworks including grievance procedure and disciplinary code and procedure, communication, report-writing, liaison, coordination, facilitation, problem-solving, planning and organising skills.
<u>DUTIES</u>	:	Provide direction and supervision in the implementation of the nursing plan (Clinical practice/quality patient care). Implement standards, practices, criteria and indicators for quality nursing (quality of practice). Practice nursing and healthcare in accordance with the relevant laws and regulations. Utilise human, material and physical resources efficiently and effectively. Display a concern for patients, promoting and advocating proper treatment and care including an awareness and willingness to respond to patients' needs, requirement and expectations (Batho Pele principles). Maintain a constructive working

<u>ENQUIRIES</u>	:	relationship with nursing and other stakeholders. Management of resources. Management of performance information.
<u>NOTE</u>	:	Free State and Northern Cape Region: Ms Mokuni NJ / Ms Molutsoane N/ Ms Radebe T/ Ms. Ramncwana B at 082 306 9027.
<u>POST 04/43</u>	:	Appointment under the Public Service Act
		<u>CATERERS (CB 2-1) REF NO: FSNC 2026/01/20 (X2 POSTS)</u>
<u>SALARY CENTRE</u>	:	R313 521 per annum
	:	Free State and Northern Cape Region Mangaung Maximum Correctional Centre
<u>REQUIREMENTS</u>	:	Matric/ Grade 12 or relevant NQF level 6 qualification in Food/ Chef Services and successful completion of the Correctional Science Learnership/ Basic Training/ Induction Training Course (ITC). 10 years relevant experience gained at the entry level production post (CB 1) or for a person appointed with a relevant NQF level 6 qualification, no previous experience is required for appointment to this post. Valid driver's licence. Computer literate. Competencies and Attributes: Firearm skills and the use of relevant security technology. Communication, project and programme management. Transformation, change and 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 and knowledge of the Correctional Services Act, Act 111 of 1998, as amended. Assertiveness, ability to network and diplomacy.
<u>DUTIES</u>	:	Prepare and serve meals to inmates. Maintain the cleanliness of the catering equipment and kitchen. Provide catering training to offenders. Maintain hygienic standards in the kitchen. Management of human resources, finances and assets.
<u>ENQUIRIES</u>	:	Free State and Northern Cape Region: Ms Mokuni NJ / Ms Molutsoane N/ Ms Radebe T/ Ms. Ramncwana B at 082 306 9027.
<u>NOTE</u>	:	Appointment under the Correctional Service Act.
<u>POST 04/44</u>	:	<u>SENIOR SECURITY OFFICER (TEAM LEADER): INTERNAL SECURITY (CB 2-1) REF NO: FSNC 2026/01/21 (X30 POSTS)</u>
<u>SALARY CENTRE</u>	:	R313 521 per annum
	:	Free State and Northern Cape Region Mangaung Maximum Correctional Centre
<u>REQUIREMENTS</u>	:	Matric/ Grade 12 or relevant NQF level 6 qualification in Behavioural Sciences and successful completion of the Correctional Science Learnership/ Basic Training/ Induction Training Course (ITC). 10 years relevant experience gained at the entry level production post (CB 1) or for a person appointed with a relevant NQF level 6 qualification, no previous experience is required for appointment to this post. Valid driver's licence. Computer literate. Competencies and Attributes: Firearm skills and the use of relevant security technology. Communication, project and programme management. Transformation, change and 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 and knowledge of the Correctional Services Act, Act 111 of 1998, as amended. Assertiveness, ability to network and diplomacy.
<u>DUTIES</u>	:	Ensure provision of Team Leader role to correctional centre prison grounds. Preventing access to/from the correctional centre by unauthorized persons. Preventing entry/removal of unauthorized items. Ensure patrol of correctional centre grounds. Detection and prevention of escapes. Prevention of the theft of government property. Coordinates manning of watch towers. Standing guard to prevent the escape of offenders. Prevention of the smuggling of unauthorized items. Ensure escort of offenders to courts, doctors, hospitals etc. Ensure correct staff utilisation when accompanying offenders to external institutions in order to prevent escapes and the smuggling of unauthorized items. Prevention of unauthorized contact with offenders. Supervision of guarding of offenders at work teams. Prevention of unauthorized contact with offenders outside the prison. Ensure the safety of offenders and searching of offenders. Supervision of visits to offenders. Supervision of contact visits. Control of security equipment. Searching of cells, offenders, other areas of

	prison and work areas, etc. Ensure that sufficient staff are available for the searching offenders and work areas. Ensure Team Leader role of the dog unit and the mounted unit. Management of human resources, finances and assets. Free State and Northern Cape Region: Ms Mokuni NJ / Ms Molutsoane N/ Ms Radebe T/ Ms. Ramncwana B at 082 306 9027.
<u>ENQUIRIES</u>	:
<u>NOTE</u>	:
<u>POST 04/45</u>	:
	<u>SENIOR SECURITY OFFICER (TEAM LEADER): EXTERNAL SECURITY (CB 2-1) REF NO: FSNC 2026/01/22 (X14 POSTS)</u>
<u>SALARY CENTRE</u>	:
<u>REQUIREMENTS</u>	:
	Matric/ Grade 12 or relevant NQF level 6 qualification in Behavioural Sciences and successful completion of the Correctional Science Learnership/ Basic Training/ Induction Training Course (ITC).10 years relevant experience gained at the entry level production post (CB 1) or for a person appointed with a relevant NQF level 6 qualification, no previous experience is required for appointment to this post. Valid driver's licence. Computer literate. Competencies and Attributes: Firearm skills and the use of relevant security technology. Communication, project and programme management. Transformation, change and 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 and knowledge of the Correctional Services Act, Act 111 of 1998, as amended. Assertiveness, ability to network and diplomacy.
<u>DUTIES</u>	:
	Ensure provision of Team Leader role to correctional centre prison grounds. Preventing access to/from the correctional centre by unauthorized persons. Preventing entry/removal of unauthorized items. Ensure patrol of correctional centre grounds. Detection and prevention of escapes. Prevention of the theft of government property. Coordinates manning of watch towers. Standing guard to prevent the escape of offenders. Prevention of the smuggling of unauthorized items. Ensure escort of offenders to courts, doctors, hospitals etc. Ensure correct staff utilisation when accompanying offenders to external institutions in order to prevent escapes and the smuggling of unauthorized items. Prevention of unauthorized contact with offenders. Supervision of guarding of offenders at work teams. Prevention of unauthorized contact with offenders outside the prison. Ensure the safety of offenders and searching of offenders. Supervision of visits to offenders. Supervision of contact visits. Control of security equipment. Searching of cells, offenders, other areas of prison and work areas, etc. Ensure that sufficient staff are available for the searching offenders and work areas. Ensure Team Leader role of the dog unit and the mounted unit. Management of human resources, finances and assets. Free State and Northern Cape Region: Ms Mokuni NJ / Ms Molutsoane N/ Ms Radebe T/ Ms. Ramncwana B at 082 306 9027.
<u>ENQUIRIES</u>	:
<u>NOTE</u>	:
<u>POST 04/46</u>	:
	<u>LIBRARIAN (CB2-1) REF NO: FSNC 2026/01/23</u>
<u>SALARY CENTRE</u>	:
<u>REQUIREMENTS</u>	:
	Matric/ Grade 12 or relevant NQF level 6 qualification in Library and Information Sciences/ Behavioural Sciences and successful completion of the Correctional Science Learnership/ Basic Training/ / Induction Training Course (ITC). 10 years relevant experience gained at the entry level production post (CB 1) or for a person appointed with a relevant NQF level 6 qualification, no previous experience is required for appointment to this post. Valid driver's licence. Computer literate. Competencies and Attributes: Firearm skills and the use of relevant security technology. Communication, project and programme management. Transformation, change and 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 and knowledge of the Correctional Services Act, Act 111 of 1998, as amended. Assertiveness, ability to network and diplomacy.

<u>DUTIES</u>	:	Supervision and marketing of the prison library services. Implementation and maintenance of administrative control system regarding the issuing/receiving of books/periodicals. Obtaining of new books/periodicals. Returning of books/periodicals to provincial libraries. Render library education programs to the offenders. Advise readers on the use of the library. Obtain inter-library loans for students. Assist students with the sourcing of documentation. Ordering of intellectual material for students (also video and sound material). Manage resources.
<u>ENQUIRIES</u>	:	Free State and Northern Cape Region: Ms Mokuni NJ / Ms Molutsoane N/ Ms Radebe T/ Ms. Ramncwana B at 082 306 9027.
<u>NOTE</u>	:	Appointment under the Correctional Service Act.
<u>POST 04/47</u>	:	<u>SPORTS FACILITATORS (CB2-1) REF NO: FSNC 2026/01/24 (X14 POSTS)</u>
<u>SALARY CENTRE</u>	:	R313 521 per annum
	:	Free State and Northern Cape Region Mangaung Maximum Correctional Centre
<u>REQUIREMENTS</u>	:	Matric/ Grade 12 or relevant NQF level 6 qualification in Sport Management Sciences/ Behavioural Sciences and successful completion of the Correctional Science Learnership/ Basic Training/ Induction Training Course (ITC). 10 years relevant experience gained at the entry level production post (CB 1) or for a person appointed with a relevant NQF level 6 qualification, no previous experience is required for appointment to this post. Recognised coaching accreditation(s) in at least one sport code will be advantageous. Valid driver's licence. Computer literate. Competencies and Attributes: Valid First Aid Level 1. Basic understanding of OHSA. Coaching, facilitation, and group management skills. Strong interpersonal and conflict management abilities. Ability to work within secure and regulated environment. Planning, organising and time management. Report writing and basic data management. Integrity, professionalism and resilience. Culturally sensitive and inclusive practice.
<u>DUTIES</u>	:	Develop and implement annual and weekly sports and recreation activity plans aligned to rehabilitation goals. Facilitate coaching, drills, conditioning and basic sport skills development across multiple codes (e.g., soccer, rugby, netball, athletics, volleyball). Adapt programmes for different risk categories, abilities, ages and special needs (including medical and disability considerations). Integrate life skills, discipline and teamwork into sports activities. Recruit, register and monitor offender participation in line with case management plans. Reinforce pro-social behaviour, fair play, conflict resolution and respect. Collaborate with psychologists, social workers, educators and CMCs to align activities with rehabilitation and reintegration plans. Record participation, progress and behavioural outcomes for reporting. Organise internal leagues, tournaments, well-ness days and approved inter-centre fixtures. Coordinate logistics (venues, fixtures, officials, first aid, equipment, refreshments) and obtain required approvals. Ensure all activities adhere to security, safety and crowd management protocols. Inspect and maintain sports facilities, fields, courts and gymnasiums to safe and serviceable standards. Manage issuing of equipment, returns, tool control and asset registers. Conduct risk assessments and pre-activity safety briefings; ensure hydration, warm-up/cool-down, and injury prevention practices. Coordinate first aid response and incident reporting where needed. Provide safe and secure detention, rehabilitation process and humane incarceration in a correctional environment. Management of human resources, finances and assets.
<u>ENQUIRIES</u>	:	Free State and Northern Cape Region: Ms Mokuni NJ / Ms Molutsoane N/ Ms Radebe T/ Ms. Ramncwana B at 082 306 9027.
<u>NOTE</u>	:	Appointment under the Correctional Service Act.
<u>POST 04/48</u>	:	<u>SPECIALISED CASE OFFICERS (CB2-1) REF NO: FSNC 2026/01/25 (X14 POSTS)</u>
<u>SALARY CENTRE</u>	:	R313 521 per annum
	:	Free State and Northern Cape Region Mangaung Maximum Correctional Centre
<u>REQUIREMENTS</u>	:	Matric/ Grade 12 or relevant NQF level 6 qualification in Behavioural Sciences and successful completion of the Correctional Science Learnership/ Basic Training// Induction Training Course (ITC). 10 years relevant experience gained at the entry level production post (CB 1) or for a person appointed with a relevant NQF level 6 qualification, no previous experience is required for

<p>appointment to this post. Valid driver's licence. Computer literate. Competencies and Attributes: Firearm skills and the use of relevant security technology. Communication, project and programme management. Transformation, change and 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 and knowledge of the Correctional Services Act, Act 111 of 1998, as amended. Assertiveness, ability to network and diplomacy.</p>	
<u>DUTIES</u>	: Ensure the facilitation of the implementation of the offender's individual sentence plan. Support individual offenders in their personal development. Ensure monitoring and evaluation reports on offender behaviour are provided. Provide safe custody services in the unit. Ensure that complaints and requests are registered and referred to relevant structures (Case Management Committees, Case Management Administration). Manage resources.
<u>ENQUIRIES</u>	: Free State and Northern Cape Region: Ms Mokuni NJ / Ms Molutsoane N/ Ms Radebe T/ Ms. Ramncwana B (0823069027).
<u>NOTE</u>	: Appointment under the Correctional Service Act.
<u>POST 04/49</u>	: <u>SECURITY OFFICERS (CB1-1; CB1-2; CB1-3) REF NO: FSNC 2026/01/26 (X381 POSTS)</u>
<u>SALARY</u>	: CB1-1: R212 358 per annum CB1-2: R257 895 per annum CB1-3: R313 521 per annum
<u>CENTRE</u>	: Free State and Northern Cape Region Mangaung Maximum Correctional Centre
<u>REQUIREMENTS</u>	: Matric/ Grade 12 and successful completion of the Correctional Science Learnership/ Basic Training/ Induction Training Course (ITC). CB1-1: No previous experience is required for appointment to this post. CB1-2: (10) years relevant experience on CB1-1. CB1-3: (10) years relevant experience on CB1-2. Competencies and Attributes: Computer literacy. Firearm competency. Good communications, interpersonal and report writing skills. Knowledge of relevant legislations, policies and procedures. Knowledge of Minimum-Security Standards for correctional centres.
<u>DUTIES</u>	: Perform access control at the correctional centre or between areas within the Correctional Centre. Control movement of inmates both internally and externally. Guarding of inmates in correctional centres and external public institutions. Perform physical security inspections. Controlling stores and security equipment. Manage security control room. Ensure rehabilitation of offenders through correction and human development in a secure, safe and humane detention facility.
<u>ENQUIRIES</u>	: Free State and Northern Cape Region: Ms Mokuni NJ / Ms Molutsoane N/ Ms Radebe T/ Ms. Ramncwana B at 082 306 9027.
<u>NOTE</u>	: Appointment under the Correctional Service Act.
<u>POST 04/50</u>	: <u>CASE OFFICERS (CB1-1; CB1-2; CB1-3) REF NO: FSNC 2026/01/27 (X107 POSTS)</u>
<u>SALARY</u>	: CB1-1: R212 358 per annum CB1-2: R257 895 per annum CB1-3: R313 521 per annum
<u>CENTRE</u>	: Free State and Northern Cape Region Mangaung Maximum Correctional Centre
<u>REQUIREMENTS</u>	: Matric/ Grade 12 and successful completion of the Correctional Science Learnership/ Basic Training/ Induction Training Course (ITC). CB1-1: No previous experience is required for appointment to this post. CB1-2: (10) years relevant experience on CB1-1. CB1-3: (10) years relevant experience on CB1-2. Competencies And Attributes: Computer literacy. Firearm competency. Good communication, interpersonal and report writing skills. Knowledge of relevant legislations, policies and procedures. Knowledge of Minimum-Security Standards for correctional centres.
<u>DUTIES</u>	: Control over sentence plans. Update sentence plans with due consideration to the recommendations of the CMC and the feedback of the responsible functionaries. Responsible for the completion and appropriation of G331 and G356 forms and updating the computer in accordance with the decisions/recommendations of the CMC. Responsible for the referral of the

written decisions/recommendations of the committee to the correct office/functionary. Ensure that the referral of cases/enquiries by the CMC occurs under signature of the chairperson and that feedback is received. Control over profile reports (G326). Compile profile reports and ensure that it is correctly filled in. Ensure that all relevant information has been provided. Refer profile reports to the Secretary of the CMC. Maintain profile register. Record on computer the receipt/forwarding/receiving back of the recommendations in respect of parole/correctional supervision per G326 forms. Documentation control. Responsible for keeping the control page G325 form up to date in respect of the recommendations/decisions made by the CMC. Opening/closing/addressing of mail. Filing of documents. Receiving and forwarding of documents from the CMC. Care of classified documents. Dealing with representations. Verification of information provided. Check that information provided on offenders is correct. Check that calculations regarding minimum detention periods and release dates are correct. Check that all relevant documentation is attached to submissions to the Head of the Correctional Centre. Ensure confidentiality of correspondence between the offender and the CMC. Check that original documentation is sent to the Head of the Correctional Centre. Maintenance of safe custody. Searching of venues and offenders. Ensure that offenders do not wander around uncontrolled. Ensure that the number of offenders received and returned to units corresponds. Ensure that equipment is not abused by offenders.

<u>ENQUIRIES</u>	:	Free State and Northern Cape Region: Ms Mokuni NJ / Ms Molutsoane N/ Ms Radebe T/ Ms. Ramncwana B at 082 306 9027.
<u>NOTE</u>	:	Appointment under the Correctional Service Act.
<u>POST 04/51</u>	:	<u>PHARMACIST ASSISTANT (BASIC): GRADE 1-3 REF NO: FSNC 2026/01/38</u>
<u>SALARY</u>	:	Grade 1: R162 894 per annum Grade 2: R215 013 per annum Grade 3: R250 383 per annum
<u>CENTRE</u>	:	Free State and Northern Cape Region Mangaung Maximum Correctional Centre
<u>REQUIREMENTS</u>	:	Grade 1: Basic qualification as required by the training facility and the South African Pharmacy Council (SAPC). Registration with the SAPC to study towards a basic Pharmacist Assistant qualification. Grade 2: Basic qualification as required by the training facility and the South African Pharmacy Council (SAPC) and basic Pharmacist Assistant qualification that allows registration with the SAPC as Pharmacist Assistant (basic). Registration with the SAPC as Pharmacist Assistant (Basic) or registration with the SAPC to study towards a Post Basic Pharmacist Assistant qualification (where applicable). Grade 3: Basic qualification as required by the training facility and the South African Pharmacy Council (SAPC) and basic Pharmacist Assistant qualification that allows registration with the SAPC as Pharmacist Assistant (Basic). Registration with the SAPC as Pharmacist Assistant (Basic) or registration with the SAPC to study towards a Post Basic Pharmacist Assistant qualification (where applicable). Computer literate. Valid driver's licence. Competencies And Attributes: Knowledge and experience in warehousing, logistics, supply chain management, transportation, and the hospital pharmacy sector. Empowerment, confidentiality, time management and listening skills. Interpersonal, client orientation and good communication skills. Empathy, tactfulness, integrity and honesty. Good report writing skills. Adaptability. Conflict management. Ability to coordinate and collaborate with internal and external stakeholders.
<u>DUTIES</u>	:	Receiving of stock from suppliers according to standard operating procedures. Good distribution practice and good pharmacy practice standards. Offloading trucks and moving stock into the appropriate quarantine area. Moving of stock to storage areas and packing stock on correct shelves according to the first expired, first out (FEFO) and first in, first out (FIFO) principle. Stock rotation and participating in stock takes. Issuing of ordered stock according to scope of practice to the health facility.
<u>ENQUIRIES</u>	:	Free State and Northern Cape Region: Ms Mokuni NJ / Ms Molutsoane N/ Ms Radebe T/ Ms. Ramncwana B at 082 306 9027.
<u>NOTE</u>	:	Appointment under the Public Service Act.