ANNEXURE A

DEPARTMENT OF CORRECTIONAL SERVICES

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. Blacks and Whites are encouraged to apply. 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 : should be submitted online at https://careers.dcs.gov.za/. Emailed, post or hand delivered applications will not be considered.

CLOSING DATE : 30 November 2026 @ 15H45

NOTE : Before you apply: All costs associated with an application will be borne by the applicant. 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. Finger prints may be taken on the day of the interview. All shortlisted candidates shall undertake two pre-entry assessments. One shall be a practical exercise, and the other shall be an Integrity (Ethical Conduct) Assessment. Selection panels shall score both technical exercises as an additional criterion in the interview process. Applications: Applications must be submitted on the Z83 form (Public Service application form) available on the link provided below 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. Candidates must comply with the minimum appointment requirements. CV's should be aligned to reflect one's degree of compliance with the advert requirements and responsibilities. It is the sole responsibility of an applicant to ensure that their application reaches DCS before the closing date. The Department of Correctional Services reserves the right not to fill any of these advertised posts.

OTHER POSTS

POST 41/01 : **ASSISTANT DIRECTOR: INJURY ON DUTY REF NO: HO 2025/11/111**
[Re-advertisement]
Directorate: Employee Wellness and OHS

SALARY : R487 197 per annum

CENTRE : National Head Office

REQUIREMENTS : Degree/Diploma in Occupational Health/Hygiene or Safety Management or equivalent qualification. 3-5 years' experience at a supervisory level within an occupational health and safety environment. Computer literate. Valid driver's licence. Competencies and Attributes: Knowledge of Occupational Injuries and Diseases Act (COIDA). Knowledge of Public Service Regulations. Knowledge of collective agreements with regard to occupational injuries and diseases. Knowledge of DPSA Circulars with regard to occupational injuries and diseases. Knowledge of Occupational Injuries and Diseases statistics. DCS employee occupational health and safety policy and processes. Labour Relations Act. HR Mandates regarding occupational injuries and diseases. Policy analysis, monitoring, evaluation and implementation. Information

collection, analysis, interpretation, dissemination with regard to occupational injuries and diseases policies, regulations and acts. HR policies related to leave, performance assessment, discipline, grievances, skills development, occupational health & safety, employee wellness, remuneration & allowances, etc. Presentation and communication skills. The ability to access and interpret required management information. Technical report writing. Knowledge of OHS Act. Project management principles. Listening and problem-solving skills. Networking/liaison with stakeholders. Basic Conditions of Employment Act.

DUTIES : Manage the administration of occupational injuries and diseases processes within DCS as stipulated by Occupational injuries and Diseases Act. Coordinate and monitor the implementation of policies and processes pertaining to occupational injuries and diseases. Conduct occupational injuries and diseases research. Ensure that incidents are reported, medical assistance is provided and that the compensation claim process begins as soon as possible. Management of performance information, human resources, finance and assets.

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

NOTE : Candidates who previously applied need to re-apply. Appointment under the Public Service Act.

POST 41/02 : **ADMINISTRATIVE OFFICER: LOGISTICS AND STORES REF NO: HO 2026/11/112**
[Re-advertisement]

SALARY : R338 106 per annum
CENTRE : Zonderwater Training College
REQUIREMENTS : Recognized Degree or National Diploma in Logistics /Supply Chain Management/ Purchasing Management or relevant qualification with 1-2 years' experience in a supply chain management environment. Knowledge of LOGIS system. Computer literate. Valid driver's licence. Competencies and Attributes: Problem-solving, decision making and facilitation skills. Plan, organize, lead and control. Presentation, conflict management, communication, time management, confidentiality, coaching and mentoring. Knowledge of the Public Finance Management Act, 1999 and Treasury Regulations. Knowledge of tender process. Service delivery and client orientation, integrity and honesty, assertiveness, influence and impact and ability to network.

DUTIES : Implementation and manage supply chain management, LOGIS and procurement policies. Monitor and control incoming and out-going stock. Manage the administration of the warehouse, transit and fleet. Supervise the asset verification and logistical processes, asset reconciliations and inventory balancing. Supervise the reconciliation between BAS and LOGIS. Facilitate logistical training. Placement of orders. Generate procurement advices. Conduct enquiries on orders and commitments placed. Maintain and update database of prospective suppliers. Administer quotations and bids. Updating of asset register, asset balancing and reconciliation. Conducting monthly spot checks. Annual asset verification and asset disposals. Management of assets. Management of human and financial resources and assets.

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

NOTE : Candidates who previously applied need to re-apply. Appointment under the Public Service Act.

POST 41/03 : **SECRETARY (REF NO: HO 2026/11/113**
Directorate: Employee Wellness and OHS

SALARY : R237 453 per annum
CENTRE : National Head Office
REQUIREMENTS : Grade 12 with typing as a subject or any other training course or qualification that will enable the person to perform the work satisfactorily. No experience required. Computer literate. Competencies and Attributes: Honesty and integrity. Attention to detail. Plan and organize. Punctuality and confidentiality. Service delivery and client orientation. Excellent communication skills (written and verbal). Ability to work under pressure. Ability to coordinate and organize work related tasks. Good telephone etiquette. High level of reliability. Ability to act with tact and discretion.

DUTIES	:	Execute office and general administrative duties. Screen and answer telephone calls. Type correspondence. Compile documentation and presentations. Ensure proper record management through effective filing systems. Manage electronic document tracking system. Maintain diary and manage appointments. Responsible for the management of document tracking system. Arrange and coordinate meetings, workshops etc. Facilitate the procurement of office equipment such as stationery. Perform all such tasks and duties related to the role. Make all transport arrangements for conferences, courses, meetings and hearings away from the office. Management of assets.
ENQUIRIES	:	National Head Office: Ms NS Khumalo Tel No: (012) 307 2174 or Ms TP Ngobeni Tel No: (012) 305 8589.
NOTE	:	Appointment under the Public Service Act.
POST 41/04	:	**CENTRE BASED AUXILIARY SUPPORT OFFICERS**
SALARY	:	R196 059 per annum
CENTRE	:	**Eastern Cape region:** St. Albans (Ref: E01/2026), Amathole (Ref: E02/2026), Kirkwood (Ref: E03/2026), East London (Ref: E04/2026), Sada (Ref: E05/2026), Mthatha (Ref: E06/2026) **Free State and Northern Cape region:** Groenpunt (Ref: E07/2026), Grootvlei (Ref: E08/2026), Colesburg (Ref: E09/2026), Kimberley (Ref: E10/2026), Upington (Ref: E11/2026), Goedemoed (Ref: E12/2026), Bizzah Makhate (Ref: E13/2026) **Gauteng region:** Leeuwkop (Ref: E14/2026), Kgoši Mampuru II (Ref: E15/2026), Baviaanspoort (Ref: E16/2026), Zonderwater (Ref: E17/2026), Johannesburg (Ref: E18/2026), Boksburg (Ref: E19/2026), Modderbee (Ref: E20/2026), Krugersdorp (Ref: E21/2026) **KwaZulu Natal region:** Durban (Ref: E22/2026), Kokstad (Ref: E23/2026), Pietermaritzburg (Ref: E24/2026), Ncome (Ref: E25/2026), Empangeni (Ref: E26/2026), Glencoe (Ref: E27/2026), Waterval (Ref: E28/2026) **Limpopo, Mpumalanga and North West region:** Polokwane (Ref: E29/2026), Barberton (Ref: E30/2026), Bethal (Ref: E31/2026), Klerksdorp (Ref: E32/2026), Rooigrond (Ref: E33/2026), Rustenburg (Ref: E34/2026), Thohoyandou (Ref: E35/2026), Witbank (Ref: E36/2026) **Western Cape region:** Drakentstein (Ref: E37/2026), Allandale (Ref: E38/2026), Brandvlei (Ref: E39/2026), Pollsmoor (Ref: E40/2026), Goodwood (Ref: E41/2026), Southern Cape (Ref: E42/2026), West Coast (Ref: E43/2026), Voorberg (Ref: E44/2026), Overberg (Ref: E45/2026), Breede River (Ref: E46/2026).
REQUIREMENTS	:	Matric/Grade 12 certificate PLUS a recognised Degree/National Diploma (NQF level 6 qualification) in the following fields: Correctional Management/ Correctional and Rehabilitation/ Penology and Criminology and Qualifications with majors in Corrections, Penology and Criminology. Competencies and Attributes: Applicants must be South Africans who: Have strong character; Are physically fit and mentally resilient; Are willing to disclose the information required to process their applications; Are prepared to undergo personnel suitability checks related to their background, citizenship, qualifications, and criminal record; Are law-abiding citizens and are without criminal records (particulars of pending / decided criminal cases related to the applicant must be provided in the application form); and Are prepared to subject themselves to selection processes conducted by the DCS.
DUTIES	:	The training programme shall consist of two (2) phases: Phase 1: Instructional Learning Phase. The Centre Based: Auxiliary Support Programme instructional phase shall be presented for a period of two (02) months at the designated training college. The intensive instructional learning shall include: Knowledge modules, firearm skills development training programme, physical training, self-defence training, and some of the necessary practicals. During this period the department will provide accommodation, meals and training resources (Learning material, stationery, training equipment and uniform). The instructional training phase requires the trainee to be strictly accommodated on a full-time basis at the training college. Phase 2: Workplace Learning Phase. The workplace learning will take place at the Correctional Centres and Social Reintegration / Community Corrections Offices, and in other external environments such as (Courts, hospitals and workplaces) where our inmates are exposed to, for a period of ten (10) months.
ENQUIRIES	:	**Eastern Cape Region:** Ms Myataza Z Tel No: (043) 706 7866/Ms Mgugudo N Tel No: (043) 706 7882

Free State and Northern Cape Region: Ms Mokuni NJ / Ms Molutsoane N/ Ms Radebe T / Ms. Ramncwana B (082) 306 9027
Gauteng Region: Ms Mongwai EN Tel No: (012) 420 0209/Ms Makwarela P Tel No: (012) 420 0173/Ms Feni SAP Tel No: (012) 420 0179.
KwaZulu Natal Region: Ms Mhlongo N Tel No: (033) 355 7380/ Ms Zuma NI Tel No: (033) 355 7367
Limpopo, Mpumalanga and North West Region: Mr Buthelezi Z (012) 306 2025/Ms Nomvela PM Tel No: (012) 306 2033/Ms Lekhuleni TD Tel No: (012) 306 2034
Western Cape Region: Ms Reddy A 021 559 7920 / Ms Sotyibi NC Tel No: (021) 558 0518/ Mr Sikisazane S Tel No: (021) 558 0108.

APPLICATIONS : should be submitted online at https://careers.dcs.gov.za/. Emailed, post or hand delivered applications will not be considered.

NOTE : The Department of Correctional Services is an equal opportunity employer, and the provisions of the Employment Equity Act shall be taken into consideration during the selection for the enrolment as Centre Based: Auxiliary Support Officers. The Department of Correctional Services is recruiting South Africans to serve as Centre Based: Auxiliary Support Officers. Successful candidates will pursue a career in the department focused on inmate rehabilitation, development, secure detention, and social reintegration. The Centre Based: Auxiliary Support Programme is an Internal Occupational Training Programme and is intended to contribute towards addressing the skills shortage in the Department of Correctional Services and addressing unemployment in South Africa. The programme is based on a legally binding agreement between the employer and the trainee. Applicants will be expected to undergo a physical fitness test and medical examination (including a drug test) as part of the selection process. 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. Finger prints may be taken on the day of the interview. All shortlisted candidates shall undertake two pre-entry assessments. One shall be a practical exercise, and the other shall be an integrity (ethical conduct) Assessment. Selection panels shall score both technical exercises as an additional criterion in the interview process. Applications: Applications must be submitted on the Z83 form (Public Service application form) available on the link provided below 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. The trainee shall be regarded as competent after the successful completion of the workplace learning phase. Any contravention or deviation from the Centre Based: Auxiliary Support Programme agreement during the prescribed period of the learning phases shall be dealt with in accordance with the Correctional Services Act, Skills Development Act Sections 17 and 18, enrolment contract/agreement signed between parties, DCS Policies and procedures and other relevant regulations/legislations. After successful completion of the probation period, and subject to the availability of posts, the Department of Correctional Services reserves the right to upgrade candidates to Centre-Based: 1-1 posts. Candidates must comply with the minimum appointment requirements. CV's should be aligned to reflect one's degree of compliance with the advert requirements and responsibilities. It is the sole responsibility of an applicant to ensure that their application reaches DCS before the closing date. The Department of Correctional Services reserves the right not to fill any of these advertised posts. Note: Appointments under the Correctional Services Act. During phase 2, trainees will continue to receive a Centre Based Auxiliary Support salary and shall be responsible for their own accommodation, meals and transport. Taking into consideration that you must

provide your own transport and accommodation during your workplace learning, you are advised to apply for Centre Based: Auxiliary Support Programme enrolment within the Management Area close to where you reside. No transfers of trainees will be made during the programme phases.