DEPARTMENT OF CORRECTIONAL SERVICES

CLOSING DATE: 20 FEBRUARY 2015 @ 15H45

Note:  

• **Before you apply:** All costs associated with an application will be borne by the applicant. The Department of Correctional Services is an equal opportunity employer. The Department will take into consideration the objectives of Section 195 (1) (i) of the Constitution of the Republic of South Africa, 1996 (Act 108 of 1996) and the Employment Equity Act, 1998 (Act 55 of 1998) in filling of these vacancies. It is our intention to promote representivity in respect of race, gender and disability through the filling of these positions. In support of this strategy, applicants need to indicate race, gender and disability status on the application form/CV. Applicants who have retired from the Public Service with a specific determination that they cannot be re-appointed or have been declared medically unfit will not be considered.

Please take note that correspondence will only be conducted with the shortlisted candidates. If you have not been contacted within three (3) months of the closing date of the advertisement, please accept that your application is unsuccessful.

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 to some of these posts will be provisional, pending the issue of a security clearance. If you cannot get a security clearance, your appointment will be reconsidered/possibly terminated. Finger prints may be taken on the day of interviews.

The Department of Correctional Services reserves the right not to fill any of these advertised posts.

Applications: Applications must be submitted on form Z83 (Public Service Application form), obtainable from any Public Service Department, and must be completed in full. Applications must be accompanied by a CV, certified copies of qualifications and ID NOT older than 3 months. Where an advertisement states that a valid Driver’s Licence is required, then please submit a certified copy of your licence. Please send a separate and complete application for each post you apply for, stating the correct reference for each position you are interested in. Faxed and e-mailed applications will not be accepted. Candidates must comply with the minimum appointment requirements. CV’s should be aligned to reflect one’s degree of compliance with the above-mentioned requirements and responsibilities. Applications must reach DCS before the closing date and time. It is the sole responsibility of an applicant to ensure that their application reaches DCS before the stipulated closing date and time.

**NB:** Indicate the reference number and position you are applying for on your application form (Z83) and post your complete application to the address as indicated below:

**National Head Office:**
Postal Address: Post Advertisement, Department of Correctional Services, Private Bag X136, Pretoria, 0001
Contact persons: Mr A Van Nel 012 305 8589/ Ms T Lekota 012 305 8589/ Ms LM Motaung 012 307 2505/
Ms MS Letuma 012 307 2231/ Ms C Moerane 012 307 2540
**Physical Address:** 124 WF Nkomo Street, Poyntons Building, Cnr WF Nkomo and Sophie De Bruyn Street, Pretoria, 0001 (Previous: Cnr Church and Schubart Street)

**NB:** Applications for these posts must please be forwarded to Dept of Correctional Services National Head Office as indicated above.

### APPOINTMENTS UNDER THE PUBLIC SERVICES ACT

#### DEPUTY DIRECTOR: COLLECTIVE BARGAINING
- National Head Office: Directorate Employee Relations (Ref: HO/02/01)
- **Salary:** R532 278 per annum

**Responsibilities:** Degree/National Diploma in Labour Law or equivalent qualification. 3 – 5 years relevant experience in management level. Sound knowledge of labour legislation and labour relations practices. Computer literacy. Valid driver’s licence.


**Responsibilities:** Manage the Department’s Bargaining Chamber with all associated functions i.e. arrange meetings, compile agendas, keeping of minutes and registers. Foster sound relations between the employer and organize Labour unions. Research the subject matter of negotiations and conduct bench-marking where applicable. Research literature and recent and applicable case law and maintain a data base of applicable case law. Develop negotiation strategies and mandates. Represent the Department in dispute resolution in applicable forums. Represent the Department in collective bargaining structures in the Public Service, i.e. the PSCBC or applicable sectoral bargaining councils. Feedback reports to the department’s management. Facilitate and monitor the implementation of bargaining council resolutions. Provide advice and guidance to all levels of management in the DCS. Assist with training in generic labour relations to employees in the department. Manage Human Resources, Finance and Assets.

#### DEPUTY DIRECTOR: MARKETING
- National Head Office: Directorate: Marketing and Promotions (Ref: HO/02/02)
- **Salary:** R532 278 per annum

**Responsibilities:** Degree/National Diploma in Marketing or equivalent qualification. 3 – 5 years relevant experience in management level. Computer literacy. Valid driver’s licence.


**Responsibilities:** Develop and implement a comprehensive and integrated marketing strategy and programme of action that is aligned to the broader departmental communication strategy. Render advisory and support services to the Director Marketing and Promotions on all departmental marketing aspects. Plan, set targets and
execute marketing campaigns, shows and exhibitions including conceptualization; bulk buying of media space and time, marketing content development and coordination of marketing stakeholders. Assist in developing, reviewing and in implementing marketing policies, procedures and regulations. Promote the image of the department through guiding/overseeing key frontline practitioners including the Presidential Hotline, the Switch Board, the Museum and reception areas and personnel. Assist in ensuring reliable communication and marketing policy and strategy impact assessments. Promote the corporate identity (CI) through empowerment and tracking of staff compliance with the CI manual, signage, colour use (look and feel) in infrastructure and assets across the department. Manage Human Resource, Finance and Assets.

**DEPUTY DIRECTOR: SERVICE DELIVERY IMPROVEMENT**
- National Head Office: Directorate: Strategic Planning, Management and Monitoring (Ref: HO/02/03)
  - Salary: R532 278 per annum

**Responsibilities:** Degree/National Diploma or equivalent qualification. 3 – 5 years relevant experience in management level. Computer literacy. Valid driver's licence.


**Responsibilities:** Develop a Service Delivery Improvement Plan (SDIP) for the Department in line with the Strategic Planning processes. Coordination of Service Delivery Improvement projects in the Department. Coordination of Centre of Excellent model in the Regions in collaboration with Regional Commissioners. Ensuring incorporation of Batho Pele principles in all service delivery innovations in the DCS. Manage Human Resources, Finance and Assets.

**DEPUTY DIRECTOR: RECORDS MANAGEMENT: REGIONAL SUPPORT**
- National Head Office: Directorate: Intergovernmental Relations (Ref: HO/02/04)
  - Salary: R532 278 per annum

**Responsibilities:** Degree/National Diploma or equivalent qualification. 3 – 5 years relevant experience in management level. Knowledge of the National Archives Act, PFMA, Records management policies legislation. Computer literacy. Valid driver’s licence.


**Responsibilities:** Manage the creation and flow of records from Registry. Manage the classification and disposition of the records in accordance with the National Archives of South Africa and Departmental file plan. Manage the movement of the records from the registry to internal stakeholders. Manage the registry repositories in accordance with the National Archives guidelines. Manage Human Resource, Finance and Assets.

**DEPUTY DIRECTOR: INTERNATIONAL RELATIONS**
- National Head Office: Directorate: Intergovernmental Relations (Ref: HO/02/05)
Salary: R532 278 per annum

**Responsibilities:** Degree/National Diploma or equivalent qualification. 3 – 5 years relevant experience in management level. Computer literacy. Valid driver’s licence.


**Responsibilities:** Manage and coordinate the Department’s participation in Multilateral engagements. Work with DIRCO and other Departments on bilateral and multilateral engagements in Peace keeping and Post Conflict and Reconstruction Development. Promote bilateral cooperation with Penological Institutions outside South Africa. Manage and coordinate the monitoring and implementation of resolutions and Declarations on Multilaterals. Analyse, prepare and present discussion documents to senior management. Research on various issues relating to bilateral, multilaterals and international Organizations. Compile briefing documents for management. Compile programs for incoming and outgoing visitors. Solicit and provide support the core branches on multilateral issues. Provide inputs to the strategic plans, annual performance plans, operational plans, annual budget, monthly and Quarterly Reports. Perform adhoc duties as assigned. Manage Human Resource, Finance and Assets.

**ASSISTANT DIRECTOR: PERFORMANCE MONITORING**

• National Head Office: Directorate: Strategic Planning, Management and Monitoring (Ref: HO/02/06)

Salary: R270 804 per annum

**Requirements:** Degree/National Diploma in Social Sciences or equivalent qualification. 3 – 5 years relevant experience on supervisory post level. Knowledge of Statistical Analysis will be an added advantage. Computer literacy. Valid driver’s licence.


**Responsibilities:** Monitor and track performance against key performance indicators and set targets of approved Departmental strategic plan, annual performance plan and operational plans in compliance to governance and reporting frameworks, including the PFMA. Co-ordinate the development and submission of consolidated quarterly and annual Departmental performance information reports and prepare presentations for submission to stakeholders within prescribed time frames. Provide technical support to Branches and Regions on monitoring, evaluation and reporting of Departmental performance information in compliance with frameworks and regulations. Facilitate and participate in the capacity building of Branches and Regions on matters relating to performance information reporting. Develop policy and review on quarterly and annual reporting processes within the Department. Develop reporting system/tools for monitoring of performance information. Provide input into or coordinate various reports required from time to time by other structures within the organization, external stakeholders, professional bodies, AGSA, etc. Manage and coordinate audit queries within the area of work that is performance information. Provide support for monitoring and evaluation

ASSISTANT DIRECTOR: INJURY ON DUTY

- National Head Office: Directorate: Employee Occupational Health and Safety (Ref: HO/02/07)

  Salary: R270 804 per annum

Requirements: Degree/National Diploma or equivalent qualification. 3 – 5 years relevant experience on supervisory post level. Extensive knowledge of the Compensation for Occupational injuries and Disease Act (COIDA). Knowledge of the Occupational Health and Safety Act (OHSA) will be an added advantage. Computer literacy. Valid driver’s licence.


Responsibilities: Manage the reporting of all occupational injuries and diseases on duty, follow up with compensation commissioner on all reported cases, requests for re-opening and ensure the payment of injury on duty medical accounts according to the approved tariffs and within the stipulated time frame. Review the COID policy and procedure. Conduct COID training and Audits in DCS. Develop advocacy material, submit and follow up on all awards submitted to GEPF, handle all COID related enquiries. Compile weekly, monthly, quarterly and annual stats and reports. General supervision of Subordinates. Manage Human Resources, Finance and Assets.

ASSISTANT DIRECTOR: STRATEGIC PLANNING

- National Head Office: Directorate: Strategic Planning, Management and Monitoring (Ref: HO/02/08)

  Salary: R270 804 per annum

Requirements: Degree/National Diploma in Social Sciences or equivalent qualification. 3 – 5 years relevant experience on supervisory post level. Social Research skills and/or business process management will serve as an advantage. Computer literacy. Valid driver’s licence.


Responsibilities: Provide support in coordinating the development of strategic planning documents (Strategic Plans, Annual Performance Plans, and Operational Plans as required by legislation. Provide technical support to Branches and Regions on strategic planning activities. Facilitate capacity building of Branches and Regions on matters relating to strategic planning. Participate in the development and review of departmental strategic planning related policies. Provide input into various plans by different departmental structures, and external stakeholders, especially AGSA, Presidency and National Treasury. Manage and coordinate audit queries within the area planning. Render other logistic and administrative assistance. Implement systems for effective strategic planning processes. Manage Human Resource, Finance and Assets.
ASSISTANT DIRECTOR: FINANCIAL MANAGEMENT: INFORMATION SYSTEMS
- National Head Office: Directorate: Management Accounting (Ref: HO/02/09)
  Salary: R270 804 per annum

Requirements: Degree/National Diploma in Financial Management or equivalent qualification. 3 – 5 years experience in a comparable environment on supervisory post level. Computer literacy. Valid driver’s licence.


Responsibilities: Advise and assist managers with costing of short, medium and long term plans. Manage and advise on the re-prioritization of funds to ensure that they are directed and utilized to the best achievement of the departmental objectives. Manage consolidation of inputs from regions. Evaluate and interrogate inputs from regions for the Medium term Expenditure Framework (MTEF) budget and Estimates of National Expenditure (ENE). Ensure that the Department complies with the PFMA, Treasury Regulations and Treasury Guidelines for the compilation and submission of the Medium Term Expenditure Framework (MTEF) budget and the Estimates of National Expenditure (ENE). Manage the breakdown per month of anticipated revenue and expenditure for that financial year. Administration of donor funding budget. Develop, implement and maintain budget planning policies and procedures. Manage reporting of relevant and critical financial management information to senior management and external stakeholders. Ensure effective utilization and control over resources of the sub-directorate. Execute responsibilities of officials as stipulated in section 45 of the PFMA. Manage Human Resource, Finance and Assets.

SENIOR ADMINISTRATION OFFICER: EVENTS MANAGEMENT AND PROTOCOL
- National Head Office: Directorate: Marketing and Promotions (Ref: HO/02/10)
  Salary: R227 802 per annum

Requirements: Degree/National Diploma in Marketing or equivalent qualification. 5 years experience in a comparable environment. Computer literate. Valid driver's licence.


Responsibilities: Preparation and submission of memorandum to management. Preparation and distribution of communications with provincial heads communication regarding Events Management and Protocol activities. Ensure the proper display of photographs. Develop and communication of uniform signage. Development and communication of developed standards. Define department brand through events. Manage staff responsible for events coordination of activities. Coordinate details of events such as conferences, meetings and virtual events. Educate staff on proper event procedures. Work with guest of honour to ensure all request are met. Management Human Resources, Finances and Assets.

SENIOR PROVISIONING ADMINISTRATION OFFICER: LOGISTICAL SYSTMES MANAGEMENT x2
- National Head Office: Directorate: Logistics (Ref: HO/02/11)
### SENIOR STATE ACCOUNTANT: FINANCIAL MANAGEMENT: INFORMATION SYSTEMS

**Salary:** R227 802 per annum

**Requirements:** Degree/National Diploma in Economics and Management Sciences or equivalent qualification. 5 years experience in a comparable environment. Computer literacy. Valid driver’s licence.


**Responsibilities:** Receive, evaluate, handle calls from users on LOGIS (Helpdesk function) and make recommendations regarding possible solutions. Receive, evaluate and create Item Control Numbers on LOGIS database. Support users on the interim and year end closure on LOGIS. Monitoring system security on LOGIS in the Department. Attend LOGIS meetings. Compile guidelines on system procedures and provide ad hoc training to LOGIS users. Maintenance of LOGIS control files and purification of system data. Manage Human Resource, Finance and Assets.

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### SENIOR ADMINISTRATION OFFICER: FUNCTIONAL & MANAGEMENT TRAINING

**Salary:** R227 802 per annum

**Requirements:** Degree/National Diploma in Financial Management or equivalent qualification. 5 years experience in a comparable environment. Computer literacy. Valid driver’s licence.


**Responsibilities:** Support managers with costing of short, medium and long term plans. Advice and implement the re-prioritization of funds to ensure that they are directed utilized to the best achievement of the departmental objectives. Consolidate, analyze and interrogate inputs from regions for the MTEF budget and Estimates of National Expenditure (ENE). Ensure that the Department complies with the PFMA, Treasury Regulations and Treasury Guidelines when compiling the submission of the Medium Term Expenditure Frame Work (MTEF) budget and the Estimates of National Expenditure (ENE). Evaluate alignment of departmental budget with the operational and strategic plans. Consolidate inputs and compile a breakdown per month of anticipated revenue and expenditure for that financial year. Implement and maintain budget planning policies and procedures. Prepare presentations of financial management information to senior management and external stakeholders. Ensure effective utilization and control over resources of the sub-directorate. Execute responsibilities of officials as stipulated in section 45 of the PFMA. Manage Human Resources, Finance and Assets.
**Requirements:** Degree/National Diploma in Human Resources Development/Management or equivalent qualification. 5 years experience in a comparable environment. Computer literacy. Valid driver’s licence.


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<td>National Head Office: CDC: Human Resource (Ref: HO/02/14)</td>
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<td>Salary: R123 738 per annum</td>
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**Requirements:** Grade 12. 3 years experience in driving. Completion of an advanced driver’s course will be an advantage. Valid driver’s licence.

**Competencies and Attributes:** Plan and organize, punctuality, confidentiality, understand of Public Service policy and legislative framework, service delivery and client orientation, integrity and honesty. Assertiveness, advanced typing skills. Ability to work under pressure. Good interpersonal relations. Good communication and listening skills. Knowledge of Government regulations relating to transport.

**Responsibilities:** Collect and deliver documents from the post office. Distribute documents in and outside of the Department. Maintain the vehicle allocated to the office of the CDC: Human Resource. Keep accurate record of all the official trips, complete the log book. Manage assets.

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<th>SECRETARY</th>
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<tr>
<td>National Head Office: CDC: Strategic Management (Ref: HO/02/15)</td>
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<td>Salary: R123 738 per annum</td>
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**Requirements:** Grade 12. Diploma or Certificate in Secretarial studies and relevant experience as a secretary will be an added advantage. Computer literate.

**Competencies and Attributes:** Honesty and integrity. Attention to detail. Excellent communication skills (written and spoken). Service delivery and Client orientation. Ability to work under pressure. Ability to coordinate and organize work-related tasks.

**Responsibilities:** Execute office and general administrative duties. Screen and answer telephone calls. Type correspondence. Compile documentation and presentations. Ensure proper record management through effective filling 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. Manage finance and assets.