DEPARTMENT OF CORRECTIONAL SERVICES

Closing date: 10th May 2013 @ 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: For applications to be accepted, 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 and 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 emailed 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, regional office, Management Area and position you are applying for on your application form (Z83) and post your complete application to the relevant addresses as indicated below:

National Head Office:
Postal Address: Post Advertisement, Department of Correctional Services, Private Bag X136, Pretoria, 0001
Contact persons: MS MS Letuma 012 307 2505/Ms LM Motaung 012 307 2505/Ms C Moerane 012 307 2505/Ms D Masela 012 307 2152
Physical Address: 124 WF Nkomo Street, Poyntons Building, Cnr WF Nkomo and Sophie De Bruyn Street, Pretoria, 0001
CHIEF FINANCIAL OFFICER
National Head Office: Office of the National Commissioner (Ref: DCS/4/1)

Salary: R1 157 379 all inclusive package

Requirements: B-degree in Accounting or Financial Management. Qualification and registration with a finance professional body as a chartered accountant will be an added advantage, 6-10 years senior management experience in a comparable environment. A valid driver's licence.


Responsibilities: Provide strategic direction in the implementation of Financial and Management Accounting practices. Ensure strategic leadership in complying with the supply chain management process. Manage all salary queries from various stakeholders. Manage Departmental Compensation and deductions management. Management and adherence to supply chain management policy requirements. Implementation of the Preferential Procurement Policy Framework Act and Broad Based Black Economic Empowerment Act. Develop and implement fiscal policies including supply chain management. Advice and ensure compliance finance and supply chain management to policies, procedure and systems. Develop communication strategies and systems for the department and advice and communicate on the strategies developed. Set performance standards and benchmarks against which to measure target achievement. Monitor and ensure compliance with norms and standards of the Treasury Regulations and PFMA and BBBEE. Prepare annual Financial Statement in line with the Treasury Regulations. Ensure that the preparations of the budget are in line with strategic plans & department objectives. Develop and manage memorandum of understanding, service level agreements and expenditure review. Liaise and co-ordinate with governmental, non-governmental institutions and other structures and organizations on finance and related activities. Management of financial, human resources and assets.

NB: Re-advertised post, applicants who previously applied need not re-apply as their applications will still be considered.

CHIEF DEPUTY COMMISSIONER: STRATEGIC MANAGEMENT
National Head Office: Office of the National Commissioner (Ref: DCS/4/2)

Salary: R 1 157 379 all inclusive package

Requirements: A relevant B - degree/national diploma with at least 6 - 10 years experience in comparable senior management environment. A valid driver's licence.

Responsibilities: Provide leadership and strategic direction within the Branch. Management and coordination of intergovernmental relations. Coordination of parliamentary liaison and international relations. Management of policy coordination and research, Management of Information management, Management and coordination of the Strategic planning, management and monitoring. Management of resources.

NB: Re-advertised post, applicants who previously applied need not re-apply as their applications will still be considered.

DEPUTY COMMISSIONER: INTERNAL CONTROL AND COMPLIANCE
National Head Office: Office of the National Commissioner (Ref: DCS/4/3)
Salary: R951 699 all inclusive package

Requirements: B - Degree in Financial Management/B Com Accounting Field, Qualification and registration with a finance professional body as a chartered accountant will be an added advantage. At least a minimum of 5 years of senior management experience in internal control and compliance or similar environment. Valid Driver’s licence.


Responsibilities: Provide leadership and strategic direction within the Chief Directorate. Manage the assessment of potential risks and control activities. Manage the conducting of the evaluation of factors that could adversely affect performance, information and compliance objective. Regularly update the risk management process as the departmental operating environment changes. Monitoring and reporting of Internal controls. Implement GRAP (GAAP) in the Department and monitor compliance thereof. Manage human and financial resources and assets.

DIRECTOR: TRAINING STANDARDS
National Head Office: Directorate: Training Standards (Ref: DCS/4/4)
Salary: R785 193 all inclusive package

Requirements: B - degree/national diploma in Human Resource Training or equivalent qualification. 6 – 10 years relevant experience in the relevant field on middle management level. A valid driver’s licence.


Responsibilities: Develop and implement learnership or skills programmes, policies and procedures. Liaise with internal and external role players. Facilitate the generation of Unit Standards. Management the development, maintenance and utilization of the assessment centre. Assess and profile skills and competencies of learners/ employees for access into learnerships. Ensure the recognition of Prior Learning and compatibility with job profiles. Conduct quality assurance during planning, delivery and post-delivery of development and training of interventions. Facilitate compliance to SAQA principles in training interventions provided in the Private Prisons. Manage the evaluation of Training assessments and evaluation reports. Identify and determine Training risks/trends from reports and statistics. Manage human and financial
DIRECTOR: PROCUREMENT

- National Head Office: Chief Directorate: Supply Chain Management (Ref: DCS/4/5)
  Salary: R785 193 all inclusive package

Requirements: B - degree/national diploma in Purchasing Management or equivalent qualification. 6 – 10 years relevant experience in a comparable environment on middle management level. A valid driver’s licence.


Responsibilities: Oversee and ensure effective and efficient demand and acquisition management. Manage the formulation, training and implementation of procurement policies. Ensure that quality services are rendered to both internal and external clients. Ensure that assets of the directorate are properly managed. Review demand and acquisition systems to ensure that they are responsive to client requirements. Ensure timely submission of monthly, quarterly and annual report on acquisition management. Build capacity of bid committees in the department. Ensure the proper establishment and functioning of bid committees. Empower line management on procurement processes. Ensure overall compliance with prescripts. Manage human and financial resources and assets.

DIRECTOR: AREA COMMISSIONER X5

- Eastern Cape Region: Umtata (Mthatha: Area Commissioner) (Ref: DCS/4/6), (Amathole Area Commissioner) (Ref: DCS/4/7)
- Limpopo/Mpumalanga/North West Region: Bethal Management Area (Ref: DCS/4/8), Klerksdorp Management Area (Ref: DCS/4/9), Rooigrond Management Area (Ref: DCS/4/10)
  Salary: R785 193 all inclusive package

Requirements: A relevant B - degree/national diploma with at least 6 - 10 years experience in comparable middle management environment. A valid driver's license.


Responsibilities: Management of corrections and security by providing operational and staff support at the correctional centres. Management of development and care ensuring effective medical care, hygienic standards, social work services, education and training, spiritual care, agriculture and production workshops. Management of community corrections ensuring effective monitoring services, programs and community liaison. Manage human and financial resources and assets.
DIRECTOR: AREA COORDINATOR: CORRECTIONS

• Gauteng Region: Johannesburg (Ref: DCS/4/11)
  Salary: R785 193 all inclusive package

Requirements: A relevant B - degree/national diploma with at least 6 - 10 years experience in comparable middle management environment. Exposure to and knowledge of the SA Correctional System and Criminal Justice System. Valid driver’s licence.


Requirements: Oversee the development, implementation and monitoring of policies relating to inmates personal corrections, which mainly include development and management of correctional programmes, development of polices and systems necessary for effective management of correctional centres with emphasis on the correction of offending behaviour, social reintegration, restoration and human treatment, as well as promotion of societal ownership of corrections. Planning and developing new accommodation facilities, including upgrading and maintenance of existing facilities. Manage security in correctional centres, which include ensuring safety and security of officials, inmates and the public. Manage human and financial resources and assets.

DIRECTOR: COLLECTIVE BARGAINING

• National Head Office: Directorate: Collective Bargaining (Ref: DCS/4/12)
  Salary: R785 193 all inclusive package

Responsibilities: B - degree/national diploma in Labour Relations/Labour Law or equivalent qualification with at least 6 – 10 years relevant experience in comparable middle management environment. A valid driver’s licence.


APPOINTMENTS UNDER THE PUBLIC SERVICES ACT

CHIEF ENGINEER: GRADE A-B
Head Office: Chief Operations Officer (Ref: DCS/4/13)

Salary: R661 203 – R1 254 234 all inclusive package (Twenty four [24] months contract)

Requirements: Engineering degree (B Engineering / BSC Engineering or relevant qualification). Registration with Engineering Council of South Africa as a professional engineer. 6 years post qualification experience required as a registered Professional Engineer. Valid driver’s licence

Competencies and attributes: Strategic capability and leadership, problem solving and analysis, decision making, team leadership and creativity, financial management, customer focus and responsiveness, communication, computer skills, people management, planning and organization, conflict management, negotiation skills, change management, programme and project management, engineering, legal and operational compliance, engineering operational communication, process knowledge and skills, maintenance skills and knowledge, mobile equipment operating skills, engineering design and analysis knowledge, research and development, computer – aided engineering applications, creating high performance culture, technical consulting, engineering and professional judgement.

Responsibilities: Perform final review and approvals or audits on new engineering designs according to design principles or theory. Co-ordinate design efforts and integration across disciplines to ensure seamless integration with current technology. Pioneering of new engineering services and management methods. Manage the execution of maintenance strategy through the provision of appropriate structures, systems and resources. Set engineering maintenance standards, specifications and service levels according to organizational objectives to ensure optimum operational availability. Monitor maintenance efficiencies according to organizational goals to direct or redirect engineering services for the attainment of organizational objectives. Allocate, control, monitor and report on all resources. Compile risk logs and manages significant risk according to sound risk management practice and organizational requirements. Provide technical consulting services for the operation on engineering related matters to minimize possible engineering risks. Manage and implement knowledge sharing initiatives e.g. short-term assignments and secondments within and across operations, in support of individual development plans, operational requirements and return on investment. Continuously monitor the exchange and protection of information between operations and individuals to ensure effective knowledge management according to departmental objectives. Ensure the availability and management of funds to meet the MTEF objectives within the engineering environment/services. Manage the operational capital project portfolio for the operation to ensure effective resourceing according to organizational needs and objectives. Manage the commercial value add of the discipline-related programmes and projects. Facilitate the compilation of innovation proposals to ensure validity and adherence to organizational principles. Allocate, control and monitor expenditure according to budget to ensure efficient cash flow management. Manage the development, motivation and utilization of human resources for the discipline to ensure competent knowledge base for the continued success of engineering services according to organizational needs and requirements. Manage subordinates’ key performance areas by setting and monitoring performance standards and taking actions to correct deviations to achieve departmental objectives. Manage human and financial resources and assets.

NB: Re-advertised post, applicants who previously applied need not re-apply as their applications will still be considered.

CHIEF CONSTRUCTION: PROJECT MANAGER X 2: GRADE A-B
National Head Office: Chief Operations Officer (Ref: DCS/4/14)

Salary: R661 203 – R1 254 234 all inclusive package (Twenty four [24] months contract)

Requirements: National higher diploma in Built Environment field with a minimum of 6 years’ experience as a registered professional Construction Project Manager with the SACPCMP, B-Tech in Built Environment field with a minimum of 6 years’ experience as a registered professional Construction Project Manager with the SACPCMP, Honours degree in any Built Environment field with a minimum of 6 Years’ experience as a Registered Professional Construction Project Manager with the SACPCMP. Valid driver’s licence. Compulsory registration with the SACPCMP as a Professional Construction Project Manager on appointment.

Competencies and attributes: Strategic capability, Problem solving and analysis, Decision making, Team Leadership, Creativity, Financial Management, Customer Focus, and responsiveness, Communication, Computer skills, People Management, Planning and Organising, Conflict Management Negotiation skills and Change management. Programme and project management, Project management skills, principles and methodologies, Project and professional judgement,
Responsibilities: Perform final review and approvals or audits on project designs according to design principles or theory. Coordinate design efforts and integration across disciplines to ensure seamless integration with the current technology. Manage the execution of project management strategy through the provision of appropriate structures, systems and resources. Set project standards, specifications and service levels according to the organisational objectives to ensure optimum operational availability. Monitor project management efficiencies according to organisational goals to direct or redirect project services for the attainment of organisational objectives. Ensure the availability and management of funds to meet the MTEF objectives within the project environment/services. Manage the operational capital project portfolio for the operation to ensure effective resourcing according to organisational objectives. Manage the commercial added value of the discipline – related programmes and projects; Facilitate the compilation of innovation proposals to ensure validity and adherence to organisational principles. Allocate, monitor, control expenditure according to budget to ensure efficient cash flow management. Allocate and monitor and control resources. Compile risks logs (databases) and manages significant risk according to sound risk management practice and organisational requirements. Provide technical consulting services for the operation of project risks. Manage and implement knowledge sharing initiatives e.g. short – term assignments and secondments within and across operations, in support of individual development plans, operational requirements and return on investment. Continuously monitor the exchange and protection of information between operations and individuals to ensure the effective knowledge management according to the departmental objectives. Direct the development motivation and utilisation of human resources for the discipline to ensure competent knowledge base for the continued success of project services according to organisational needs and requirements. Manage the subordinates’ key performance areas by setting and monitoring performance standards and taking actions to correct deviations to achieve departmental objectives. Manage human and financial resources and assets.

NB: Re-advertised post, applicants who previously applied need not re-apply as their applications will still be considered.

DEPUTY COMMISSIONER: OPERATIONS MANAGER
National Head Office: Chief Operations Officer (Ref: DCS/4/15)
Salary: R951 699 all inclusive package(Twenty four [24] months contract)

Requirements: A relevant B - degree/national diploma with 5 years senior management experience. A valid driver’s licence.

Competencies and attributes: Strategic capability and leadership, project and programme management, financial management, change management, Integrity and honesty, knowledge management, service delivery innovation and creativity, problem solving and analysis, people management and empowerment, client orientation and customer care, communication, honesty and integrity, good work ethics, confidentiality, interpersonal relations, time management, openness and transparency, good interpersonal relations, ability to influence and create impact, tact and diplomacy, willingness to travel and decision making and security awareness.

Responsibilities: Provide guidance and leadership towards the realization of operational goals and objectives of the Branch. Assist in establishing the operation direction of the Component to ensure alignment with its business plans. Align individual performance to the operations business objectives as outlined in the Component's balance scorecard. Ensure and oversee the development and implementation of Policies, Directives, Acts and Regulations. Improve the operational systems, processes and policies in support of the Branch goals. Act as a formal channel of communication between the Chief Operating Officer and the Regions and Branches. Participate and respond to queries and questions from related/relevant operational structures. Manage and coordinate litigation policies and procedures in the Department. Manage and coordinate the facilities infrastructure in the Department. Manage security operations and standards. Ensure and maintain good relations within the department and relevant stakeholders. Manage human and financial resources and assets.

NB: Re-advertised post, applicants who previously applied need not re-apply as their applications will still be considered.
**DEPUTY COMMISSIONER: OFFICE MANAGER**

National Head Office: Chief Operations Officer (Ref: DCS/4/16)

Salary: R951 699 all inclusive package (Twenty four [24] months contract)

**Requirements:** A relevant B - degree/national diploma with 5 years senior management experience. A valid driver’s licence.

**Competencies and attributes:** Strategic capability and leadership, project and programme management, financial management, change management, Integrity and honesty, knowledge management, service delivery innovation and creativity, problem solving and analysis, people management and empowerment, client orientation and customer care, communication, honesty and integrity, good work ethics, confidentiality, interpersonal relations, time management, openness and transparency, good interpersonal relations, diplomacy, willingness to travel and decision making and security awareness.

**Responsibilities:** Provide guidance and leadership towards the realization of strategic goals and objectives of the Branch. Align individual performance to the strategic business objectives as outlined in the Component’s balance scorecard. Formulate, implement and report on all strategic frameworks in the area of functional responsibility. Effectively deal with, and ensure consolidation of all strategic reports. Ensure and oversee the development and implementation of Policies, Directives, Acts and Regulations. Act as a formal channel of communication between the Chief Operating Officer and the Regions and Branches. Participate and respond to queries and questions from related/relevant structures. Communicate verbally and in writing to relevant stakeholders. Oversee the implementation of the strategic plans and advise the Chief Operating Officer thereof. Ensure objective and credible reporting to the Chief Operating Officer and perform quality assurance on the produced reports and correspondences. Develop and implement sound, effective and efficient administrative systems and work flow procedures. Ensure effective and efficient reporting of key departmental programmes as set out in the minutes of the executive meetings. Give advice and ensure implementation of the Executive committee resolutions. Consult and inform all Managers on the implementation of programmes and progress. Provide support to the Chief Operating Officer on matters related to her/his obligations. Ensure and maintain good relations within the department and relevant stakeholders. Liaise and coordinate with governmental, non-governmental institutions and other structures and organizations. Attend meetings with various stakeholders. Manage human and financial resources and assets.

**NB:** Re-advertised post, applicants who previously applied need not re-apply as their applications will still be considered.

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**PROJECT MANAGER: CORPORATE WEAR**


Salary: An all-inclusive package of R785 193 per annum (Twenty four [24] months contract)

**Requirements:** A relevant B - degree/national diploma with at least 6-10 years experience in comparable middle management environment. Project management qualification. Experience in corporate wear management will be an added advantage. A valid driver’s licence.

**Competencies and attributes:** Project Management Skills, Strategic Planning skills, Monitoring and Evaluation skills, Data analysis skills, Communication skills, Quality Assurance skills, Facilitation skills, Problem solving skills, Financial management, Managerial skills, Change management skill, Computer literacy, Ability to prioritize and manage multiple tasks, Innovative and creative, knowledge and experience in monitoring and evaluation systems, Understanding of Public Service policy and legislative framework, Understanding of broader Public Service transformation processes, Good interpersonal relations, Ability to network, Integrity and honesty, Service delivery and client orientation, Ability to make and implement decision.
**Responsibilities:** Conceptualize and manage corporate wear project, Monitor and evaluate the development and implementation of corporate wear policies, Manage the benchmark exercise with regard to corporate wear, Monitor adherence to corporate wear requirements, Provide a support on corporate wear, Management of risk. Manage human and financial resources and assets.

**NB:** Re-advertised post, applicants who previously applied need not re-apply as their applications will still be considered.

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<th>DIRECTOR: SECRETARIAT SERVICES</th>
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<td>• National Head Office: Chief Operating Officer (Ref: DCS/4/18)</td>
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<td>Salary: An all-inclusive package of R785 193 per annum (Twenty four [24] months contract)</td>
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**Requirements:** A relevant B - degree/national diploma with at least 6 – 10 years experience in comparable middle management environment. Computer literacy. A valid driver’s licence.

**Competencies and attributes:** Strategic capability and leadership, project and programme management, financial management, change management, Integrity and honesty, knowledge management, service delivery innovation and creativity, problem solving and analysis, people management and empowerment, client orientation and customer care, communication, honesty and integrity, good work ethics, confidentiality, interpersonal relations, time management, openness and transparency, good interpersonal relations, diplomacy, willingness to travel and decision making and security awareness.

**Responsibilities:** Provide a secretarial support service to the Chief Operating Officer. Manage and coordinate the diary of the Chief Operating Officer. Compile realistic schedules of appointments for the Chief Operating Officer. Render an administrative support service to the Chief Operating Officer. Co-ordinate the maintenance of the office and living accommodation of the Chief Operating Officer. Ensure that travel arrangements are properly made and well co-ordinated. Scrutinize documents and alert the Chief Operating Officer on political interfaces and impact. Draft documents as required by the Chief Operating Officer. Collect, analyse and collate information as requested by the Chief Operating Officer. Organise meetings and co-ordinate logistical arrangements for meetings. Accompany the Chief Operating Officer to meetings and record minutes when required and communicate resolutions. Receive, collect and check documents for meetings. Monitor the schedule of the Chief Operating Officer and submit RSVPs on his/her. Study the relevant Public Service and departmental prescripts/policies and other documents. Remain up to date with regard to the applicable prescripts/policies and procedures that apply to his/her work terrain. Manage human and financial resources and assets.

**NB:** Re-advertised post, applicants who previously applied need not re-apply as their applications will still be considered.