DEPARTMENT OF CORRECTIONAL SERVICES

Closing date: 15 March 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 are not citizens of South Africa or 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 re-considered/possibly terminated. Finger prints may be taken on the day of interviews. Take note that in certain posts competency based assessment will be conducted.

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. Fax ed 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, 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 D Masela 012 307 2152/ Ms C Moerane 012 307 2231 /Ms L Motaung 012 307 2505/Ms MS Le-tuma 012 307 2231
Physical Address: 124 WF Nkomo Street, Poyntons Building, Cnr WF Nkomo and Sophie De Bruyn Street, Pretoria, 0001

Eastern Cape Region:
APPOINTMENTS UNDER THE CORRECTIONAL SERVICES ACT

DEPUTY COMMISSIONER: REMAND OPERATIONS MANAGEMENT

- National Head Office: CDC: Remand Detention (Ref: DCS/02/01)
  Salary: R887 910 all inclusive package

Requirements: Recognised three (3) year degree in Criminal Justice field or equivalent qualification. 3-5 years senior management experience in safety and security or similar environment. Valid driver’s licence. Computer literacy


Responsibilities: Provide Strategic Direction for remand operations management including of admission and releases, diversions of remand detainee, remand detainees rights and privileges, compliance to unit management principles. Effective management of compliance with policies, procedures, programmes, standards and applicable legislation in respect of care and development services. Management of remand detainees and operational risk. Oversee the implementation of Child Justice Act. Participate in Justice Cluster Prevention System cluster activities. Facilitate JCPS sub-task teams through the development and implementation of the annual programme in consultation with the National Development Committee. Oversee the management and implementation of provision of services with regard to special categories of remand detainees. Manage human resources, finances and assets.
DIRECTOR: REGIONAL HEAD: FINANCE

- Western Cape Region: Regional Office (Ref: DCS/02/02)
  Salary: R732 567 all inclusive package

Requirements: Recognised three (3) year degree in Financial Management or equivalent qualification. 6 – 10 years financial management experience, Valid driver’s licence. Driver licence. Computer literacy.


NB: The application for this post must please be forwarded to Correctional Services National Head Office.

REGIONAL HEAD: DEVELOPMENT AND CARE

- Free State/Northern Cape Region: Regional Office (Ref: DCS/02/03)
  Salary: An all-inclusive package of R732 567 per annum

Requirements: Recognised three (3) year degree or equivalent qualification in Behavioural or Social Sciences. 6 – 10 years management experience in Developmental and Care Services. Registration with the relevant South African Professional Body and Valid driver’s licence. Computer literacy.


Responsibilities: Effective management of compliance with policies, procedures, programmes, standards and applicable legislation in respect of care and development services in the region. Manage the provision of comprehensive HIV and AIDS programmes and services to all offenders. Management of development and care related risks. Manage the provision of primary health care and nutritional services to all offenders, awaiting trials detainees and babies of incarcerated mothers. Effective management of compliance with policies, procedures, programmes, standards and applicable legislation in respect of care and development services. Effective management of compliance with policies, procedures, programmes, standards and applicable legislation in respect of care and development services. The provision of Social Work, Psychological services, Formal Education, Skills Development, Sports Recreation Art and Culture, Production Workshop and Agriculture and Spiritual Care needs based programmes and services. Manage human resources, finances and assets.

NB: The application for this post must please be forwarded to Correctional Services National Head Office.

DIRECTOR: AREA COORDINATOR: DEVELOPMENT AND CARE

- Western Cape Region: Pollsmoor (Ref: DCS/02/04)
  Salary: R732 567 all inclusive package

Requirements: Recognised three (3) year degree or equivalent qualification in Behavioural or Social Sciences. 6 – 10 years management experience in developmental and care services. Registration with the relevant South African Professi-
sional Body and Valid driver’s licence. Computer literacy.

**Competencies and attributes.** Strategic capability and Leadership, Financial management, Policy development, Communication, Project and programme management, Transformation management, Change Management, Client Orientation and Customer focus, 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, Understanding of Public Service policy and legislative framework, Assertiveness, Ability to network, Diplomacy and tact, Resilient, Influence and impact.

**Responsibilities:** Coordinate effective management of compliance with policies, procedures, programmes, standards and applicable legislation in respect of care and development services in the management area. Coordinate the provision of Social Work, Psychological services, Formal Education, Skills Development, Sports Recreation Arts and Culture, Production Workshops and Agriculture and Spiritual Care needs and Medical care based programmes and services of offenders, remand detainees and babies of incarcerated mothers. Management of development and care related risks. Coordinate the adherence to nutritional and hygienic standards in the management area. Manage human resources, finances and assets.

**NB:** The application for this post must please be forwarded to Correctional Services National Head Office.

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**DEPUTY DIRECTOR: HEAD CORRECTIONAL CENTRE**

- KwaZulu Natal Region: Glencoe (Ref: DCS/02/05)
- Salary: R540 153 all inclusive package

**Requirements:** Recognised three (3) year degree/National Diploma or equivalent qualification in Behavioural Sciences and 7 years relevant experience on supervisory post. These requirements are in accordance with the relevant Occupational Specific Dispensation. Top secret security classification as an added advantage. Successful completion of Corrections Science Learner ship/Basic Training. Valid driver’s licence. Computer literacy.

**Competencies and attributes:** Firearm skills and the use of relevant security technology. Strategic capability and Leadership, Policy development, Communication, Project and programme management, Transformation management, Change Management, Conflict Management, Stakeholder Management, Problem solving, Analysis, Service Delivery Innovation, decision making, People Management and Empowerment, In depth understanding of safety and security within a correctional environment. Integrity and honesty, Confidentiality, Good Interpersonal relations, knowledge of the Correctional Services Act, Act 111 of 1998 as amended, Assertiveness, Resilience, Ability to network, Diplomacy and tact, Influence and impact.

**Responsibilities:** Management of all aspects of the correctional centre on a day to day basis through the implementation of Correctional Services Act, Act 111 of 1998 as amended, Manage the implementation of the imperatives of 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. Manage human resources, finances and assets.

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**DEPUTY DIRECTOR: AREA COORDINATOR: CORRECTIONS**

- Western Cape Region: Drakenstein (Ref: DCS/02/06)
- KwaZulu Natal Region: Waterval (Ref: DCS/02/07)
- Salary: R479 916 all inclusive package

**Requirements:** Recognised three (3) year degree/National Diploma or equivalent qualification in Behavioural Sciences and 7 years relevant experience on supervisory post. These requirements are in accordance with the relevant Occupational Specific Dispensation. Top secret security classification as an added advantage. Successful completion of Corrections Science Learner ship/Basic Training. Valid driver’s licence. Computer literacy.

**Competencies and attributes:** Firearm skills and the use of relevant security technology. Communication, Project and

**Responsibilities:** Implement and monitor correctional, security and facility policies and procedures. Coordinate the collection and dissemination of security and correction information. Coordinate activities relating to critical DCS support structures such as the Parole Boards and Office of the Inspecting Judge within the management area. Promote corrections and security awareness. Manage the emergency support systems. Provision of early warning intelligence correction and security risks. Manage human resources, finance and assets.

### DEPUTY DIRECTOR: SECURITY EVALUATION
- National Head Office: Directorate: Security Management Services (Ref: DCS/02/08)
- **Salary:** An all-inclusive package of R479 916 per annum

**Requirements:** Recognised three (3) year degree/National Diploma or equivalent qualification in Behavioural Sciences and 7 years relevant experience on supervisory post. These requirements are in accordance with the relevant Occupational Specific Dispensation. Top secret security classification as an added advantage. Successful completion of Corrections Science Learnership/Basic Training. Valid driver's licence. Computer literacy.

**Competencies and Attributes:** Firearm skills and the use of relevant security technology. Communication, Project and programme management, Transformation management, Change Management, 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, knowledge of the Correctional Services Act, Act 111 of 1998, as amended. Assertiveness, Ability to network, Diplomacy and tact, Resilience, Influence and impact.

**Responsibilities:** Development, maintenance and implementation of standards, policies and policy procedures regulating the management of security information. Development of manual/tool for the evaluation of security policies. Manage security risks and evaluation. Investigation of security incidents/breaches. Liaison with Internal and external Stakeholders on security evaluation and assessments. Manage the development and maintenance of a data base on security information. Analysis and presentations of security information. Manage human resources, finance and assets.

### DEPUTY DIRECTOR: SECURITY OPERATIONS
- National Head Office: Directorate: Security Management Services (Ref: DCS/02/09)
- **Salary:** An all-inclusive package of R479 916 per annum

**Requirements:** Recognised three (3) year degree/National Diploma or equivalent qualification in Behavioural Sciences and 7 years relevant experience on supervisory post. These requirements are in accordance with the relevant Occupational Specific Dispensation. Top secret security classification as an added advantage. Successful completion of Corrections Science Learnership/Basic Training. Valid driver's licence. Computer literacy.

**Competencies and Attributes:** Firearm skills and the use of relevant security technology. Communication, Project and programme management, Transformation management, Change Management, 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, knowledge of the Correctional Services Act, Act 111 of 1998, as amended. Assertiveness, Ability to network, Diplomacy and tact, Resilience, Influence and impact.

**Responsibilities:** Manage the development and implementation of security operation policies and procedures. Manage coordination and ensure the existence of reliable security operations systems. Management of risk assessment security operation systems. Evaluate and improve security operations measures and procedures. Management of human resources, finance and assets.
ASSISTANT DIRECTOR: HEAD CORRECTIONAL CENTRE

- Free State/Northern Cape Region: Harrismith (Ref: DCS/02/10), Venterburg (Ref: DCS/02/11) X2
  Salary: R285 426 per annum

Requirements: Recognised three (3) year degree/National Diploma or equivalent qualification in Behavioural Sciences and 7 years relevant experience on supervisory post. These requirements are in accordance with the relevant Occupational Specific Dispensation. Top secret security classification as an added advantage. Successful completion of Corrections Science Learner ship/Basic Training. Valid driver’s licence. Computer literacy.


Responsibilities: Management of all aspects of the correctional centre on a day to day basis through the implementation of Correctional Services Act, Act 111 of 1998 as amended. Manage the implementation of the imperatives of 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. Manage human resources, finances and assets.

ASSISTANT DIRECTOR: CENTRE COORDINATOR: STAFF SUPPORT

- Gauteng Region: Leeuwpot Max (Ref: DCS/02/12), Leeuwkop Med A (Ref: DCS/02/13), Leeuwkop Med C (Ref: DCS/02/14) X3
- Free State/Northern Cape Region: Groenpunt Med (Ref: DCS/02/15), Tswelepele (Ref: DCS/02/16) X2
  - Eastern Cape Region: East London Med A (Ref: DCS/02/17)
  Salary: R285 426 per annum

Requirements: Recognised three (3) year degree/National Diploma or equivalent qualification in Behavioural Sciences and 7 years relevant experience on supervisory post. These requirements are in accordance with the relevant Occupational Specific Dispensation. Top secret security classification as an added advantage. Successful completion of Corrections Science Learner ship/Basic Training. Valid driver’s licence. Computer literacy.


ASSISTANT DIRECTOR: CENTRE COORDINATOR: OPERATIONAL SUPPORT

- Gauteng Region: Pretoria C-Max (Ref: DCS/02/18)
- Western Cape Region: Helderstroom Max (Ref: DCS/02/19), Oudtshoom (Ref: DCS/02/20) X2
  - Eastern Cape Region: Middelrif CC (Ref: DCS/02/21)
  Salary: R285 426 per annum

Requirements: Recognised three (3) year degree/National Diploma or equivalent qualification in Behavioural Sciences and 7 years relevant experience on supervisory post. These requirements are in accordance with the Occupational rele-
**Post Advertisement Section**

**ASSISTANT DIRECTOR: CENTRE COORDINATOR: CORRECTIONS**

- Gauteng Region: Zonderwater Med A (Ref: DCS/02/22), Zonderwater Med B (Ref: DCS/02/23), Baviaanspoort Max (Ref: DCS/02/24), Pretoria Central (Ref: DCS/02/25) X4
- Limpopo/Mpumalanga/North West Region: Standerton (Ref: DCS/02/26), Polokwane (Ref: DCS/02/27), Rooigrond (Ref: DCS/02/28) X3
  - Free State/Northern Cape Region: Groenpunt Med (Ref: DCS/02/29)
- Western Cape Region: Malmesbury Med A (Ref: DCS/02/30), Pollsmoor Med B (Ref: DCS/02/31), Voorberg (Ref: DCS/02/32) X3

**Salary:** R285 426 per annum

**Requirements:** Recognised three (3) year degree/National Diploma or equivalent qualification in Behavioural Sciences and 7 years relevant experience on supervisory post. These requirements are in accordance with the relevant Occupational Specific Dispensation. Top secret security classification as an added advantage. Successful completion of Corrections Science Learnership/Basic Training. Valid driver’s licence. Computer literacy.

**Competencies and attributes:** Firearm skills and the use of relevant security technology, Communication, Project and programme management, Transformation management, Change Management, 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, knowledge of the Correctional Services Act, Act 111 of 1998, as amended. Assertiveness, Ability to network, Diplomacy and tact, Resilience, Influence and impact, Computer literacy.

**Responsibilities:** Execution of control regarding safe custody, physical care and treatment. Create secure environment conducive for rehabilitation. Execution of control regarding the establishment and rendering of security. Provide advice on departmental policy directives. Management of inmates’ safe custody (internal and external security). Management of development and health care services. Management of human resources, finance and assets.

**MANAGER EDUCATION AND TRAINING**

- Limpopo/Mpumalanga/North West Region: Thohoyandou (Ref: DCS/02/33), Rustenburg (Ref: DCS/02/34) X2
- Western Cape Region: Voorberg (Ref: DCS/02/35), Helderstroom (Ref: DCS/02/36) X2

**Salary:** R260 031 per annum

**Requirements:** REQV 15 in Education coupled with eight (08) years teaching experience. Registration with the South African Council of Educators. Valid driver’s licence. Computer literacy. These requirements are in accordance with the relevant Occupational Specific Dispensation. Computer literacy. Valid driver’s licence.

**Competencies and attributes:** Interpersonal skills, Good knowledge in correctional centre processes. Plan, organise, lead and control, problem solving and decision making, safety and security awareness. Presentation, conflict management and report writing skills. Transformation and change management skills. Tact, resilience and confidentiality, coaching and mentoring skills and ability to work under pressure. Service delivery and client orientation. Understanding and adherence
to Public Service and Correctional Services policies and legislative framework.


SECTION HEAD: FORMAL EDUCATION

- Western Cape Region: Voorberg Med B (Ref: DCS/02/37), Van Rhynsdorp (Ref: DCS/02/38), Brandvlei (Ref: DCS/02/39), Worcester (Ref: DCS/02/40) X4
  Salary: R218 385 per annum

Requirements: Recognised four (4) year degree/national diploma in Education with 4 years teaching experience. Valid driver’s licence. Registration with the South African Council of Educators. These requirements are in accordance with the relevant Occupational Specific Dispensation. Computer literacy. Valid driver’s licence.

Competencies and attributes: Plan, organise, lead and control, client orientation and communication, policy interpretation, report writing, diversity management, training and development, service delivery innovation and creativity, project management, conflict management, financial management, facilitation management, change management, integrity and honesty, coaching and mentoring skills, confidentiality, interpersonal relations, openness and transparency, networking, influence and impact, presentation skills, conceptual skills and conflict management skills.


EDUCATIONIST M+4

- Gauteng Region: Boksburg Med A (Ref: DCS/02/41), Pretoria Central (Ref: DCS/02/42), Modderbee CC X2 (Ref: DCS/02/43) Zonderwater Med B (Ref: DCS/02/44), Johannesburg Med (Ref: DCS/02/45) X5
- Western Cape Region: Van Rhynsdorp X2 (Ref: DCS/02/46), Voorberg Med B (Ref: DCS/02/47), Helderstroom (Ref: DCS/02/48) Brandvlei Med (Ref: DCS/02/49) X5
  - Limpopo/Mpumalanga/North West Region: Barberton X7 (Ref: DCS/02/50) X7
- Eastern Cape: St Albans Max (Ref: DCS/02/51), Middledrift CC (Ref: DCS/02/52), Sada (Ref: DCS/02/53) X3
  Salary: R173 715 per annum

Requirements: Recognised four (4) year degree/national diploma in Education. Valid driver’s licence. Registration with the South African Council of Educators. Computer literacy. Valid Driver’s License. These requirements are in accordance with the relevant Occupational Specific Dispensation.

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, facilitation management, integrity and honesty, coaching and mentoring, good work ethics, confidentiality, interpersonal relations, openness and transparency, networking, influence and impact, presentation skills, conceptual skills, and conflict management skills.

Responsibilities: Implement educational programmes for offenders. Implement educational policy at correctional facilities 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.

CLERK : PAROLE BOARD

- Western Cape Region: Allandale (Ref: DCS/02/54)
- Gauteng Region: Johannesburg X2 (Ref: DCS/02/55) x2
  Salary: R134 142 per annum

Requirements: Grade 12 and completion of the Correction Science Learnership. Computer literacy. Valid Driver’s li-

Responsibilities: Preparation of venues for meetings of the Board, Verification of offender information, Documentation Control. Update offender database for the Board. Serve as the User Clerk for the Board.


Responsibilities: Manage and coordinate the formulation and analysis of policies. Provide advice and support to management and operational staff with regard to strategic planning, operational planning and control, Management of processes of compliance in the Branch. Provide administrative support to the Chief Deputy Commissioner’s office, Research and benchmark on issues pertaining to strategic management. Manage human resources, finance and assets.

Competencies and Attributes: Financial management, Problem solving and decision making, Facilitation skills, Plan, organize, lead and control, Change Management, Project management, Presentation skill, Conflict management, Training skills, Communication skills, Time management, Confidentiality, Coaching and mentoring, In depth knowledge of Supply Chain Management, Proven knowledge of the Public Finance Management Act, 1999 and Treasury Regulations, Procurement Administration and Public Finance Administration, Service delivery and client orientation, Integrity and honesty, Assertiveness, Influence and impact, Applied strategic thinking. Ability to network.

Responsibilities: Effective management of financial and supply chain management functions in management area. Implementation and monitoring of execution of duties in terms of the Public Finance Management Act, 1999 (PFMA). Ensuring optimal utilization of resources and support with regard to the management area budgets. Management of human resource, finance and assets.

DEPUTY DIRECTOR: AREA COORDINATOR: CORPORATE SERVICES

Free State/Northern Cape Region: Kroonstad (Ref: DCS/02/58), Upington (Ref: DCS/02/59) X2

Western Cape Region: Brandvlei (Ref: DCS/02/60)
- Gauteng Region: Boksburg (Ref: DCS/02/61)

**Salary:** An all-inclusive package of R464 919 per annum

**Requirements:** Recognised three (3) year degree/diploma in Human Resource Management or equivalent with 3 – 5 years management experience in corporate services environment. Knowledge of PERSAL system. Computer literacy. Valid driver’s licence. Computer literacy. Valid driver’s licence.

**Competencies and Attributes:** Policy coordination, Financial management, Communication, Facilitation skills, Project and programme management, Change Management, Client Orientation and Customer focus, Problem solving and analysis, Service Delivery Innovation, Decision making, People Management and Empowerment, Integrity and honesty, Confidentiality, Good Interpersonal relations, Understanding of Public Service policy and legislative Framework, Assertiveness, Ability to network, Diplomacy and tact, Influence and impact.

**Responsibilities:** Effective coordination of human resources policies and procedures at management area level. Coordinate Human Resources Provisioning, Utilization, Development, Communication, Information Technology, Special programmes (EAP, HIV/AIDS, and Equity), Legal services and Employee Relations in the management area. Management of human resources, finance and assets.

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**DEPUTY DIRECTOR: REGIONAL COORDINATOR HUMAN RESOURCE DEVELOPMENT**
- Gauteng Region: Regional Office (Ref: DCS/02/62)

**Salary:** An all-inclusive package of R464 919 per annum

**Requirements:** Recognised three (3) year degree/national diploma in Human Resource Development or equivalent with 3 – 5 years management experience in human resource development environment. Computer literacy. Valid driver’s licence.

**Competencies and Attributes:** Policy coordination, Communication, Financial management, Facilitation skills, Project and programme management, Change Management, Client Orientation and Customer focus, Problem solving and analysis, Service Delivery Innovation, Decision making, People Management and Empowerment, Integrity and honesty, Confidentiality, Good Interpersonal relations, Understanding of Public Service policy and legislative Framework, Assertiveness, Ability to network, Diplomacy and tact, influence and impact.

**Responsibilities:** Facilitate and co-ordinate the employees in accordance with Human Resource Development needs in the region. Ensure the implementation of Human Resources Development policies and programmes. Facilitate the internship, learnership programmes and bursary applications. Management of human resources, finance and assets.

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**PSYCHOLOGIST GRADE 1**
- Gauteng Region: Krugersdorp (Ref: DCS/02/63), Baviaanspoort Med (Ref: DCS/02/64), Leeuwkop Med C (Ref: DCS/02/65), Modderbee CC (Ref: DCS/02/66) X4
- Western Cape Region: Hawequa (Ref: DCS/02/67), Voorberg Med A (Ref: DCS/02/68), Worcester (Ref: DCS/02/69) Pollsmoor (Ref: DCS/70) X4

**Salary:** R448 053 all inclusive package

**Requirements:** Recognised Master’s degree in Psychology and registration as Clinical or Counselling Psychologist with the Health Professional Council of South Africa. A minimum of three (3) years appropriate experience as Clinical Psychologist after registration with the Professional Council of South Africa. Computer literacy. Valid driver’s licence. These requirements are in accordance with the relevant Occupational Specific Dispensation.

**Competencies and Attributes:** Problem solving and decision making, Facilitation skills, Plan, organize, lead and control, Project and program management, Facilitation skills, Presentation skill, Conflict management, Communication, Report writing. Time management, Confidentiality, Understanding of Public Service policy and legislative framework, Service delivery and client orientation, Integrity and honesty, Assertiveness, Influence and impact and Ability to network.

**Responsibilities:** Render and coordinate psychological services to offenders. Liaise with internal and external organizations for the provision of psychological services.
PHARMACIST GRADE 1
- Gauteng Region: Boksburg (Ref: DCS/02/71)
- Limpopo/Mpumalanga/North West Region: Barberton (Ref: DCS/02/72), Bethal (Ref: DCS/02/73), Rustenburg (Ref: DCS/02/74) X4
- KwaZulu Natal Region: Qalakabusha (Ref: DCS/02/75)

Salary: R435 498 per annum all inclusive package

Requirements: Recognised four (4) year degree in Pharmacy or equivalent qualification. Registration with the South African Pharmacy Council as a Pharmacist. Computer literacy. Valid driver’s license. These requirements are in accordance with the relevant Occupational Specific Dispensation.

Competencies and Attributes: Financial management, Problem solving and decision making, Facilitation skills, Plan, organize, lead and control, Knowledge of the public health and pharmaceutical system, Presentation skill, Conflict management, Report writing. Confidentiality, Understanding of Public Service policy and legislative framework, Service delivery and client orientation, Integrity and honesty, Assertiveness, Influence and impact, Ability to network.

Responsibilities: Manage the pharmacy facility in terms of applicable legislation, regulations and policies. Perform pharmacy risk management. Networking with internal and external stakeholder. Issuing and control of medicines. Manage human resource, finance and assets.

OPERATIONAL MANAGER NURSING: HEALTH CARE SERVICES (GENERAL NURSING)
- Free State/Northern Cape Region: Kroonstad Med A (Ref: DCS/02/76)

Salary: R279 045 per annum

Requirements: Recognised three (3) year degree/diploma in Nursing or an equivalent qualification that allows registration with the South African Nursing Council as a Professional Nurse. A minimum of 7 years appropriate experience in nursing after registration as a Professional Nurse with the SANC. Current registration with the South African Nursing Council as a Professional Nurse. Valid driver’s licence. Computer literacy. These requirements are in accordance with the relevant Occupational Specific Dispensation.

Competencies and Attributes: Financial management, Problem solving and decision making, Facilitation skills, Plan, organize, lead and control, Project management, Presentation skill, Conflict management, Knowledge of nursing care process and procedure, nursing statutes and other relevant legal frameworks, including grievances procedure and disciplinary code and procedure. Training and development, Report writing. Time management, Confidentiality, Coaching and mentoring, Understanding of Public Service policy and legislative framework, Service delivery and client orientation, Integrity and honesty, Assertiveness, Influence and impact, Ability to network.

Responsibilities: 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. Practise nursing and healthcare in accordance with the relevant laws and regulations. Manage and utilise human, material and physical resources efficiently and effectively. Promoting and advocating proper treatment and care in line with Batho Pele principles. Maintain the quality of nursing data and information and utilise it to advise, advance and evaluate the quality and cost-effectiveness of nursing care.

SOCIAL WORKER SUPERVISOR GRADE 1
- Gauteng Region: Baviaanspoort Med (Ref: DCS/02/77)
- Western Cape Region: Oudtshoorn X2 (Ref: DCS/02/78), Pollsmoor Maximum (Ref: DCS/02/79) X3

Salary: R241 329 per annum

Requirements: BA degree in Social Work and 7 years relevant experience in a Social work environment after registration with South African Council for Social Services Profession. Computer literacy and Valid driver’s licence. These re-
**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, listening skills, interpersonal skills, client orientation, good communication skills, empathy, tactfulness, integrity and honesty, report writing skills, adaptability, conflict management. Ability to co-ordinate and collaborate with internal and external stakeholders.

**Responsibilities:** 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 services. 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.

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**CLINICAL NURSE PRACTITIONERS (PRIMARY HEALTH CARE)**

- Gauteng Region: Johannesburg Med B (Ref: DCS/02/80), Leeuwkop Med B (Youth) (Ref: DCS/02/81), Pretoria Female (Ref: DCS/02/82), Pretoria Local X2 (Ref: DCS/02/83), Zonderwater Med A (Ref: DCS/02/84) X6
- Free State/Northern Cape Region: De Aar (Ref: DCS/02/85), Groenpunt (Ref: DCS/02/86), Tswelelele X2 (Ref: DCS/02/87) X4
- Western Cape Region: Van Rhynsdorp (Ref: DCS/02/88), Brandvlei (Ref: DCS/02/89), Calvinia (Ref: DCS/02/90), Hawequa (Ref: DCS/02/91) X4
- Limpopo/Mpumalanga/North West Region: Barberton (Ref: DCS/02/92)
  - KwaZulu Natal Region: Ebongweni (Ref: DCS/02/93)

**Salary:** R 240 699 per annum

**Requirements:** Recognised three (3) year degree/diploma with 4 years relevant Nursing experience after registration as a Professional Nurse with the South African Nursing Council and post graduate qualification in Primary Health Care accredited with the Council. Current registration with the Council as a Professional Nurse. Valid driver’s licence. Computer literacy. These requirements are in accordance with the relevant Occupational Specific Dispensation.

**Competencies and Attributes:** Understanding of Public Service policy and legislative framework, Program Management, Confidentiality, time management, listening skills, interpersonal skills, client orientation, good communication skills, empathy, tactfulness, integrity and honesty, report writing skills, adaptability, conflict management. Ability to co-ordinate and collaborate with internal and external stakeholders.

**Responsibilities:** Render of primary health care services. Routine examination of offenders and treatment of minor ailments according to scope of practice. Assistance to immobile patients. Administration of medicine and other treatments. Render first aid and emergency services. Updating of offender’s records. Counsel offenders. Ordering and Control medicine and medical stock. Manage human resources, finance and assets.

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**MANAGER: EMPLOYEE RELATIONS**

- Limpopo/Mpumalanga/North West Region: Barberton (Ref: DCS/02/94), Klerksdorp (Ref: DCS/02/95) X2

**Salary:** R 236 532 per annum

**Requirements:** Recognised three (3) year degree/national diploma in Labour Law/Labour Relations or equivalent relevant qualification. 3 – 5 years relevant experience in the Labour Relations environment. Valid driver’s licence. Computer literacy.

**Competencies and Attributes:** Financial management, Problem solving and decision making, Facilitation skills, Plan, Organize, Lead and Control, Project management, Presentation skill, Conflict management, Training and development, Report writing, Confidentiality, Coaching and mentoring, Understanding of Public Service policy and legislative framework, Service delivery and client orientation, Integrity and honesty, Assertiveness, Influence and impact, Ability to network.

**Responsibilities:** Co-manage the Department’s Employee Relations Management Information System (ERMIS). Ensure adherence to Employee Relations policies and procedures. Monitor, analyze and develop corrective measures for the implementation of sound Employee Relations in the Management Area. Provide guidance in the implementation of the grievance procedure. Facilitate conflict management. Represent the Department in arbitration and related hearings. Manage-
ASSISTANT DIRECTOR: PRODUCTION WORKSHOP AND AGRICULTURE  
- Limpopo/Mpumalanga/North West Region: Polokwane (Ref: DCS/02/96)  
  KwaZulu Natal Region: Regional office (Ref: DCS/02/97)
  Salary: R 236 532 per annum

Requirements: Recognised three (3) year degree/national diploma in Agricultural Sciences or equivalent qualification with 3-5 years production workshop or agriculture environment. Sound experience in agricultural and production workshop management. Valid driver’s licence. Computer literacy.

Competencies and attributes: Financial management, Problem solving and decision making, Facilitation skills, Plan, organize, lead and control, Project management, Presentation skill, Conflict management, Training and development, Report writing, Confidentiality, Coaching and mentoring, Understanding of Public Service policy and legislative framework, Service delivery and client orientation, Integrity and honesty, Assertiveness, Influence and impact, ability to network.

Responsibilities: Promotion of self-sufficiency with regard to agricultural and workshop products. Coordinate the implementation of production workshop and agriculture policies and procedures. Conduct quality assessment of agricultural and production workshops services. Maintain production workshops and service standards in the management area. Manage the implementation of Occupational Safety Act in the production and Agricultural environment (OHS Act). Manage human resources, finances and assets.

ASSISTANT DIRECTOR: MANAGER FINANCIAL ACCOUNTING  
- Western Cape Region: Brandyvei (Ref: DCS/02/98)
  Salary: R236 532 per annum

Requirements: Recognized three (3) year degree or national diploma in Accounting or Financial Management with 3 – 5 years’ experience in a financial management environment. In depth knowledge of BAS. Computer Literacy, Valid driver’s licence.


ASSISTANT DIRECTOR: CHIEF NETWORK CONTROLLER: INFORMATION TECHNOLOGY (IT)  
- Limpopo/Mpumalanga/North West Region: Klerkdorp (Ref: DCS/02/99), Rustenburg (Ref: DCS/02/100) X2  
  Gauteng Region: Leeuwkop (Ref: DCS/02/101)  
  Western Cape Region: George (Ref: DCS/02/102), Worcester (Breede River) (Ref: DCS/02/103) X2  
  KwaZulu Natal Region: Durban (Ref: DCS/02/104)
  Salary: R 236 532 per annum

Requirements: Recognised three (3) year degree/National diploma in Information Technology or equivalent qualification in Information Technology. 3 – 5 years relevant experience in Information Technology Infrastructure, Valid driver’s license.

Competencies and attributes: Strong communication and report-writing skills, Good understanding of MS Windows,2000/XP/Novell as well as the MS Office suite, Linux/Novell and Open Office Suite understanding, Experienced in switch configuration, Good Understanding Information Technology policies and standards, Good Understanding of Net-
works Infrastructure management, Good Understanding Information Technology Audit and Governance, Procurement processes, Good Understanding Computer systems analysis, Good Understanding System administration, Good Understanding of access methods including cable modems, DSL, satellite, and wireless. Experience in VoIP/Video protocols their performance from the edge thru the core of the network, Experience in a wide range of data network access; from Analogue modems to Broadband technologies (Cable, DSL, Wireless, etc.), A working knowledge of current VoIP technologies and their implementations, Self-driven

Responsibilities: The effective management of department’s LAN and WAN. The provision of support on the management of Transversal System. The provision of support with regards to the administration of Web Proxies. The provision of support with regards to the administration and management of VOIP and Video Conferencing. Team Leaders of human resource, finance and Management of IT Assets.

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<td>Salary: R 236 532 per annum</td>
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Requirements: Recognized three (3) year degree or national diploma in Accounting or Financial Management or equivalent qualification with 3-5 years’ experience in a financial management environment. In depth knowledge of BAS system. Computer Literacy, Valid driver’s licence.

Competencies and attributes: Financial management, Problem solving and decision making, Facilitation skills, Plan, organize, lead and control, Change Management, Project management, Presentation skill, Conflict management, Training skills, Communication skills, Time management, Confidentiality, Coaching and mentoring, In depth knowledge of the Public Finance Management Act, 1999 and Treasury Regulations, relating to Financial Management and Accounting. Public Finance Administration, Service delivery and client orientation, Integrity and honesty, Assertiveness, Influence and impact and Ability to network.

Responsibilities: Implementation and monitoring of execution of duties in terms of the Public Finance Management Act, 1999 (PFMA). Ensuring optimal utilization of resources, support with regard to the budgets. Co-ordinate, consolidate, analyze and interrogate inputs from regions for the MTEF budget and Estimates of National Expenditure (ENE). Co-ordinate departmental budgetary process and support Head Office and Regions and manage alignment of departmental budget with the operational and strategic plans. Monitor planning of donor funding with regard to program planning processes. Implement and maintain budget planning policies and procedures. Management of human resource, finance and assets.

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<th>ASSISTANT DIRECTOR: CORPORATE IDENTITY</th>
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<td>Salary: R236 532 per annum</td>
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Requirements: Recognized three (3) year degree or national diploma or equivalent qualification in Human Resources or equivalent qualification. 3 – 5 years relevant experience human resource environment. Valid driver’s licence. Computer literacy.


Responsibilities: Provide support in the management of DCS Corporate Identity, Development and monitoring of policies on DCS Corporate Identity, DCS Corporate Identity policy implementation support, DCS Corporate Identity Research, Management of human resources, finances and assets.
ASSISTANT DIRECTOR: RE/MAND INFORMATION MANAGEMENT

- National Head Office: Directorate: Remand Detention (Ref: DCS/02/109)
  Salary: R236 532 per annum

Requirements: Recognised three (3) year degree in criminal justice field or equivalent qualification. 3-5 years remand administration experience or similar environment. Valid driver's licence. Computer literacy

Competencies and attributes: Financial management, Facilitation skills, Plan, organize, lead and control, Project management, Presentation skill, Conflict management, Report writing. Time management, Confidentiality, Coaching and mentoring, Understanding of Public Service policy, Correctional Service Act and legislative framework, Service delivery and client orientation, Integrity and honesty, Assertiveness, Willingness to travel, Influence and impact, Computer literacy, Decision making, Problem solving skills, Networking / liaison with stakeholders and Negotiation skills.

Responsibilities: Develop baseline information and implement relevant statutes. Consolidate remand detention reports from Regions. Co-ordinate the monitoring of the implementation of the relevant CPA sections. Monitor the implementation of remand detention best practices and policies. Verify information and enrich data on RDOMS site. Provision of statistics to management and cluster departments. Management of human resources, finance and assets.

ASSISTANT DIRECTOR: RE/MAND ADMINISTRATION

- National Head Office: Directorate: Remand Detention (Ref: DCS/02/110)
  Salary: R236 532 per annum

Requirements: Recognised three (3) year degree in criminal justice field or equivalent qualification. 3-5 years remand administration experience or similar environment. Valid driver's licence. Computer literacy

Competencies and attributes: Financial management, Facilitation skills, Plan, organize, lead and control, Project management, Presentation skill, Conflict management, Report writing. Time management, Confidentiality, Coaching and mentoring, Understanding of Public Service policy, Correctional Service Act and legislative framework, Service delivery and client orientation, Integrity and honesty, Assertiveness, Willingness to travel, Influence and impact, Computer literacy, Decision making, Problem solving skills, Networking / liaison with stakeholders and Negotiation skills.

Responsibilities: Analyse, evaluate and develop remand detainees policies, programmes and procedures. Analyse information and report writing. Provide support with the development of the monitoring tools for Remand Detainees. Submit information as requested internally and externally including JCPS cluster. Facilitate the development of Training manuals. Implementation of unit management principles in the Remand Detention environment. Management of human resources, finance and assets.

ASSISTANT DIRECTOR: CASE FLOW MANAGEMENT

- National Head Office: Directorate: Remand Detention (Ref: DCS/02/111)
  Salary: R236 532 per annum

Requirements: Recognised three (3) year degree in criminal justice field or equivalent qualification. 3-5 years remand administration experience or similar environment. Valid driver's licence. Computer literacy

Competencies and attributes: Financial management, Facilitation skills, Plan, organize, lead and control, Project management, Presentation skill, Conflict management, Report writing. Time management, Confidentiality, Coaching and mentoring, Understanding of Public Service policy, Correctional Service Act and legislative framework, Service delivery and client orientation, Integrity and honesty, Assertiveness, Willingness to travel, Influence and impact, Computer literacy, Decision making, Problem solving skills, Networking / liaison with stakeholders and Negotiation skills.

Responsibilities: Analyse, evaluate and develop remand detainees policies, programmes and case flow management procedures. Monitoring the implementation of bail protocol and relevant criminal procedure act statutes on remand. Prepare and submit information as requested internally and externally including JCPS cluster. Facilitate the development of
Training Framework for officials working in Remand Detention Facilities. Management of human resources, finance and assets.

**ASSISTANT DIRECTOR:** **MANAGER:** **SUPPLY CHAIN**
- Limpopo/Mpumalanga/North West Region: Klerksdorp (Ref: DCS/02/112) Bethal (Ref: DCS/02/113) Thohoyandou (Ref: DCS/02/114) X3
- Free State/Northern Cape Region: Upington (Ref: DCS/02/115)
  
  **Salary:** R236 532 per annum

**Requirements:** Recognized three year (3) degree/ national diploma in Supply Chain Management or equivalent qualification with 3-5 years management experience in a supply chain management environment. In depth knowledge LOGIS system. Computer Literacy, Valid driver’s licence.

**Competencies and attributes:** Financial management, Problem solving and decision making, Facilitation skills, Plan, Organize, Lead and Control, Change Management, Project management, Presentation skill, Conflict management, Training skills, Communication skills, Time management, Confidentiality, Knowledge of the Public Finance Management Act, 1999 and Treasury Regulations. Knowledge of Tender processes. Service delivery and client orientation, Integrity and honesty, Assertiveness, Influence and impact and Ability to network.

**Responsibilities:** Manage the procurement of assets, storage and distribution process in the management area. Operationalization of logistical policy in the Management area. The undertaking/management of logical inspections, management of stock and logistical investigations. Administration of tenders contracts and transport. Management of human resources and finances.

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**ASSISTANT DIRECTOR:** **ADMINISTRATIVE SECRETARY**
- National Head Office: DC: Facilities (Ref: DCS/02/116), DC: Internal Control and Compliance (Ref: DCS/02/117) X2
  
  **Salary:** R236 532 per annum

**Requirements:** Recognized three (3) year degree or national diploma or equivalent qualification in Public Administration or equivalent qualification. 3 - 5yrs relevant experience in similar environment. Valid driver’s licence. Computer literacy.

**Competencies and attributes:** Plan, Organise, Lead and Control, client orientation and communication, ability to documents, telephone etiquette, relationship building, service delivery innovation and creativity, conflict management, financial management, facilitation management, integrity and honesty, coaching and mentoring, good work ethics, confidentiality, interpersonal relations, openness and transparency, networking, influence and impact, time management, tact and diplomacy, presentation skills, conceptual skills and conflict management skills.

**Responsibilities:** Ensure a smooth document flow system in the office of the Deputy Commissioner. Ensure compliance by members with return dates. Ensure quality control over the documentation forwarded to the Deputy Commissioner. Ensure convening of meetings and implementation of decisions taken in meetings. Ensure the drafting of routine letters and memoranda, receipt of correspondence and documentation and proactively acknowledging correspondence. Process content of incoming and outgoing documentation. Ensure appropriate filing of documents. Liaise with various stakeholders. Management of human resources, finance and assets.

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**ASSISTANT DIRECTOR:** **MANAGER:** **HUMAN RESOURCES UTILIZATION**
- KwaZulu Natal Region: Glencoe (Ref: DCS/02/118)
  
  **Salary:** R236 532 per annum

**Requirements:** Recognised three (3) year degree/national diploma in Human Resource Management or equivalent qualification and 3-5 years relevant experience in human resource environment. Valid driver’s licence. Computer literacy.

**Competencies and attributes:** Financial management, Facilitation skills, Plan, organize, lead and control, Project management, Presentation skill, Conflict management, Report writing, Time management, Confidentiality, Coaching and men-
toring, Understanding of Public Service policy and legislative framework. Knowledge of Correctional Service Act, Service delivery and client orientation, Integrity and honesty, Assertiveness, Influence and impact, Communication skills, Decision making, Problem solving skills, Networking/liaison with stakeholders, PERSAL knowledge and Negotiation skills.


ASSISTANT DIRECTOR: HR ADMINISTRATION
Western Cape Region: Brandvlei (Ref: DCS/02/119), Pollsmoor (Ref: DCS/02/120) X2
Salary: R236 532 per annum

Requirements: Recognised three (3) year degree/national diploma in Human Resource Management or equivalent qualification and 3-5 years relevant experience in human resource environment. PERSAL knowledge, Valid driver’s licence. Computer literacy.


Responsibilities: Effective management of human resources practices. Ensure management of official accommodation. The exercising of control over the establishment. The management of PERSAL. Management of human resources, finances and assets.

DIVISIONAL HEAD: HUMAN RESOURCE ADMINISTRATION
• Limpopo/Mpumalanga/North West Region: Regional office (Ref: DCS/02/121)
• Western Cape Region: Worcester (Ref: DCS/02/122), George (Ref: DCS/02/123) X2
Salary: R198 975 per annum

Requirements: Recognised three (3) year degree/national diploma in Human Resource Management or equivalent qualification and 3 – 5 years relevant experience in human resource environment. PERSAL knowledge. Valid driver’s licence. Computer literacy.

Competencies and attributes: Financial management, Facilitation skills, Plan, organize, lead and control, Project management, Presentation skill, Conflict management, Report writing. Time management, Confidentiality, Coaching and mentoring, Understanding of Public Service policy and legislative framework, Knowledge of Correctional Service Act, Service delivery and client orientation, Integrity and honesty, Assertiveness, Influence and impact, Communication skills, Decision making, Problem solving skills, Networking/liaison with stakeholders, and Negotiation skills.

Responsibilities: Effective management of human resources practices. Implementation of human resource policies and procedures. The management of PERSAL. Management of human resources, finances and assets.

SENIOR HUMAN RESOURCE PRACTITIONER: POST ADVERTISEMENT
• National Head Office: Directorate: HR Administration and Utilization (Ref: DCS/02/124)
Salary: R198 975 per annum

Requirements: Recognised three (3) year degree/national diploma in Human Resource Management or equivalent 3 – 5 years’ experience in Human Resources environment. PERSAL knowledge. Valid Driver’s licence. Computer literacy.

Competencies and attributes: Financial management, Facilitation skills, Plan, organize, lead and control, Project man-
**Senior Administration Officer: Functional Training**

- National Head Office: Directorate: Policy and External Training: (Ref: DCS/02/125)
  
  **Salary:** R198 975 per annum

**Requirements:** Recognised three (3) year degree/national diploma in Human Resources Development or equivalent qualification. 3 – 5 years in Human Resource Development environment. Valid Driver’s licence. Computer literacy.

Plan, organize, lead and control, Project management, Training skills, Presentation skills, Conflict management, Report writing. Time management, Confidentiality, Coaching and mentoring, Understanding of Public Service policy and legislative framework, Correctional Service Act, Service delivery and client orientation, Integrity and honesty, Assertiveness, Influence and impact, Communication skills, Decision making, Problem solving skills, Networking/liaison with stakeholders and Negotiation skills.

**Responsibilities:**
- Provision of support with the post advertisement process within DCS. Compilation and editing of advertisements. Assist in the development and monitoring of policies on post advertisement. Conduct performance assessment of employees. Facilitate training for employees. Management of human resources, finances and assets.

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**Senior Provisioning Administration Officer: Movable Assets**

- Limpopo/Mpumalanga/North West Region: Regional office (Ref: DCS/02/126)
  
  **Salary:** R198 975 per annum

**Requirements:** Recognized three (3) year degree or national diploma in Supply Chain Management or equivalent qualification with 3 – 5 years in a supply chain management environment. Knowledge of LOGIS system. Computer literacy. Valid driver’s licence.

- Competencies and Attributes: Problem solving and decision making, Facilitation skills, Plan, organize, lead and control, Project management, Presentation skill, Conflict management, Training skills, Communication skills, 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.

**Responsibilities:**
- Implementation of asset management policy and procedures in the Region. Verify and monitor Asset/inventory balancing. Reconciliation between LOGIS and BAS. Administration of losses, donations, redundant assets and disposals. Ensure the acquisition, operationalization and maintenance plans. Management of human resource, finance and assets.

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**Senior Provisioning Administration Officer: Logistical Systems Management**

- National Head Office: Directorate: Logistics (Ref: DCS/02/127)
  
  **Salary:** R198 975 per annum

**Requirements:** Recognized three (3) year degree/ national diploma in Supply Chain Management or equivalent qualification with 3 – 5 years in a supply chain management environment. Completion of LOGIS system Controller’s course. Computer literacy. Valid driver’s licence.

- Competencies and Attributes: Problem solving and decision making, Facilitation skills, Plan, organize, lead and control,
Presentation skill, Conflict management, Training skills, Communication skills, 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.

**Responsibilities:** Rendering of effective logistical systems management. Receive, administer, evaluate and create Item Control Numbers on LOGIS database. Support users on the interim closure and annual year end on LOGIS. Manage/control system security on LOGIS in the Department. Management of the LOGIS system help desk. Management of human resource, finance and assets.

**SENIOR PROVISIONING ADMINISTRATION OFFICER: LOGISTICS**

- Limpopo/Mpumalanga/North West Region: Bethal (Ref: DCS/02/128)
  - Western Cape Region: Voorberg (Ref: DCS/02/129)

**Salary:** R198 975 per annum

**Requirements:** Recognized three (3) year degree or national diploma in Supply Chain Management or equivalent qualification with 3-5 years in a supply chain management environment. Knowledge LOGIS system. Computer literacy. Valid driver’s licence.

**Competencies and Attributes:** Problem solving and decision making, Facilitation skills, Plan, organize, lead and control. Presentation skill, Conflict management, Training skills, Communication skills, 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.

**Responsibilities:** Implementation of logistical policies in the Management Area. Monitor and control incoming and outgoing 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. Management of human resources, finance and assets.

**SENIOR ADMINISTRATION OFFICER: PROCUREMENT ADMINISTRATION**

- Limpopo/Mpumalanga/North West Region: Barberton (Ref: DCS/02/130)
  - Western Cape Region: George (Ref: DCS/02/131)

**Salary:** R198 975 per annum

**Requirements:** Recognized three (3) year degree/national diploma in Supply Chain Management or equivalent qualification with 3 – 5 years in a supply chain management environment. Knowledge of LOGIS system. Computer Literacy, Valid driver’s licence.

**Competencies and Attributes:** Problem solving and decision making, Facilitation skills, Plan, organize, lead and control, Project management, Presentation skill, Conflict management, Training skills, Communication skills, 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.

**Responsibilities:** Assist end-users in the drafting of specifications. Arrange for the advertisement of tenders. Assist Bid Evaluation Committees in the evaluation of bids. Liaise with the GSSC on all goods and services, as well as payment of suppliers and services providers. Ensure compliance with all procurement-related legislation. Manage database of contracts. Management of human resources, finance and assets.

**SENIOR ADMINISTRATION OFFICER: TRANSPORT MANAGER**

- Limpopo/Mpumalanga/North West Region: Regional Office (Ref: DCS/02/132), Thohoyandou (Ref: DCS/02/133) X2

**Salary:** R198 975 per annum
**Requirements:** Recognized three (3) year degree/national diploma in Fleet Management or equivalent qualification with 3 – 5 years’ experience in a relevant environment. Computer literacy. Valid driver’s licence.

**Competencies and Attributes** Problem solving and decision making, Facilitation skills, Plan, organize, lead and control, Presentation skill, Conflict management, Training skills, Communication skills, 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.

**Responsibilities:** Identify transport infrastructure needs. Ensure effective maintenance of fleet. Manage the transport policy and procedures in the Regional office/Management Area. Ensure effective control over the utilization of vehicles. Conduct regular transport inspection and investigations. Management of human resources, finance and assets.

**SENIOR HUMAN RESOURCES: PERSAL CONTROLLER**

- Limpopo/Mpumalanga/North West Region: Rustenburg (Ref: DCS/02/134), Polokwane (Ref: DCS/02/135) X2
- Western Cape: Allandale (Ref: DCS/02/136)
- Eastern Cape: St Albans (Ref: DCS/02/137), Amathole (Ref: DCS/02/138), Sada (Ref: DCS/02/139), Middledrift (Ref: DCS/02/140) X3

**Salary:** R198 975 per annum

**Requirements:** Recognised three (3) year degree/national diploma in Human Resource Management or equivalent qualification and 3 – 5 years’ experience in Human Resources environment. Successful completion of PERSAL training course. Valid Driver’s licence. Computer literacy.

**Competencies and attributes:** Financial management, Facilitation skills, Plan, organize, lead and control, Project management, Presentation skill, Conflict management, Report writing, Time management, Confidentiality, Coaching and mentoring, Understanding of Public Service policy and legislative framework, Knowledge of Correctional Service Act, Service delivery and client orientation, Integrity and honesty, Assertiveness, Influence and impact, Communication skills, Decision making, Problem solving skills, Networking/liaison with stakeholders and Negotiation skills.

**Responsibilities:** Effective management of PERSAL in a management area. Registration of supervisors and users on PERSAL and allocation of specific functions in relation to their jobs and levels. Monitor, evaluate and implement PERSAL transactions. Monitor changes to the system in line with SCC system. Maintenance of the post establishment on PERSAL. Facilitation of PERSAL training. Management of human resources, finances and assets.

**SENIOR ADMINISTRATION OFFICER: CLUBS**

- Gauteng Region: Bavianspoort (Ref: DCS/02/141), Krugersdorp (Ref: DCS/02/142) X2
- Free State/Northern Cape Region: Groenpunt (Ref: DCS/02/143)

**Salary:** R198 975 per annum

**Requirements:** Recognised three (3) year degree/national diploma in Management/Administration/Finance or equivalent qualification with 3 – 5 years relevant experience. Computer literacy. Valid driver’s licence.

**Competencies and Attributes:** Financial Management, Plan, organize, lead and control, Presentation skill, Conflict management, Time management, Confidentiality, Coaching and mentoring, Understanding of Public Service policy and legislative framework including PFMA, Service delivery and client orientation, Integrity and honesty, Assertiveness, Influence and impact, Communication skills, Decision making, Problem solving skills, Networking/liaison with stakeholders, Negotiation skills and Conflict management.

**Responsibilities:** Ensure the implementation of policies and procedures governing clubs and canteens. Ensure the preparation of annual financial statements for audit purposes. Verification and monitoring of the income, expenditure and investments of clubs. Manage human resources, finance and assets.

**SOCIAL WORKER GRADE II**
- Western Cape Region: Brandvlei (Ref: DCS/02/144)
- Free State/Northern Cape Region: Harrismith (Ref: DCS/02/145), Grootvlei Max (Ref: DCS/02/146) X2
- Gauteng Region: Leeuwkop Max (Ref: DCS/02/147)
- Eastern Cape Region: King Williams Town Commcor (Ref: DCS/02/148)

Salary: **R 197 112 per annum**

**Requirements:** BA degree in Social Work. Registration with the South African Council for Social Services. Valid driver’s licence. A minimum of 10 years appropriate experience in social work after registration with the South African Council for Social Services. Computer literacy. These requirements are in accordance with the relevant Occupational Specific Dispensation.

**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, listening skills, interpersonal skills, client orientation, good communication skills, empathy, tact, integrity and honesty, report writing skills, adaptability, conflict management. Ability to co-ordinate and collaborate with internal and external stakeholders.

**Responsibilities:** Provide needs-based social work services to offenders through individual attention and group work. Conduct research and social work administration. Conduct individual assessments. Market social work services. Monitor and evaluate social work interventions.

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**PROVISIONING ADMINISTRATION OFFICER: LOGISTICS ADMINISTRATIONS**
- Free State/Northern Cape Region: Kimberley (Ref: DCS/02/149)
- Eastern Cape Region: East London X3 (Ref: DCS/02/150) X3

Salary: **R 160 224 per annum**

**Requirements:** Recognized three year (3) degree or national diploma in Supply Chain Management or equivalent qualification with1 – 2 years in a supply chain management environment. Knowledge/LOGIS system. Valid driver’s licence. Computer literacy.

**Competencies and Attributes:** Problem solving and decision making, Plan, organize, Communication skills, 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.

**Responsibilities:** Execute logistical policies in the Management Area. Monitor and control incoming and outgoing stock. Administration of the warehouse, transit and fleet. Assets verification and logistical processes, asset reconciliations and inventory balancing. Reconcile BAS and LOGIS. Conduct logistical training. Manage human resources, finance and assets.

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**ADMINISTRATION OFFICER: PROCUREMENT**
- Free State/Northern Cape Region: Colesberg (Ref: DCS/02/151)
- Eastern Cape Region: St Albans (Ref: DCS/02/152), Middledrift X2 (Ref: DCS/02/153) X3

Salary: **R 160 224 per annum**

**Requirements:** Recognized three year (3) degree or national diploma in Supply Chain Management or equivalent qualification with1 – 2 years in a supply chain management environment. Knowledge LOGIS system. Computer literacy. Valid driver’s licence.

**Competencies and Attributes:** Problem solving and decision making, Facilitation skills, Plan, organize, lead and control, Presentation skill, Conflict management, Training skills, Communication skills, 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.
**Responsibilities:** Assist end-user in the drafting of specifications. Arrange for the advertisement of tenders. Assist Bid Evaluation Committees in the evaluation of bids. Liaise with the GSSC on all goods and services, as well as payment of suppliers and services providers. Ensure compliance to all procurement-related legislation.

**RESEARCH ANALYSIS ASSISTANT**
- National Head Office: Directorate: Research: (Ref: DCS/02/154)
- Salary: R160 224 per annum

**Requirements:** Recognised three (3) year degree/national diploma with 1 – 2 years research or administrative experience. Computer literacy. Valid driver’s licence.

**Competencies and attributes:** Conversant with acts, policy/legislative Problem solving and decision making, Ability to interpret policy/legislation, Research skills, Report writing. Time management, Confidentiality, Mentoring, Understanding of Public Service policy and legislative framework, Service delivery and client orientation, Integrity and honesty, Assertiveness, Influence and impact and Ability to network.

**Responsibilities:** Capturing and analysis of research data. Provide administrative support to research projects. Assist with manage the finances and assets. Updating of research systems and database.

**ADMINISTRATION OFFICER**
- National Head Office: Directorate: Departmental Investigation Unit (Ref: DCS/02/155)
- Salary: R160 224 per annum

**Requirements:** Recognised three (3) year degree/national diploma in Administration/Public Management or equivalent related field with 1 – 2 years relevant experience, Computer literacy. Valid driver’s licence.

**Competencies and attributes:** Problem solving and decision making skills, Ability to interpret policy/legislation, Report writing. Time management, Confidentiality, Understanding of Public Service policy and legislative framework, Service delivery and client orientation, Integrity and honesty, Assertiveness Influence and impact and Ability to network.

**Responsibilities:** Provide administrative support functions. Ensure compliance and execution of logistical functions. Effective administration and arrangement for transport (air and hired vehicles) and accommodation. Ensure all documents are filed according to the filing system of DCS. Safe keeping of files. Ensure compliance and execution of financial functions.

**BURSARY ADMINISTRATION OFFICER**
- National Head Office: Directorate: Policy and External Training (Ref: DCS/02/156)
- Salary: R160 224 per annum

**Requirements:** Recognised three (3) year degree/national diploma in Social Sciences/Public Management or equivalent related field, 1 – 2 years’ experience in the Human Resource Development environment, Computer literacy. Driver’s licence.

**Competencies and attributes:** Problem solving and decision-making skills. Report writing. Time management, Confidentiality, Understanding of Public Service policy and legislative framework, Service delivery and client orientation, Integrity and honesty, Assertiveness, Influence and impact and Ability to network.

**Responsibilities:** Ensuring that files are opened for all bursary holders. Prepare and submit quarterly progress report, Provide bursary information to Directorate Training Standards, Assist in the placement of external bursars. Ensure that bursary extensions, change of study directions/study institution or conversion of bursary from full-time to part-time are properly managed. Ensure the implementation of best practices for finance and assets.

**ADMINISTRATION OFFICER: MESS (CATERER)**
### Western Cape Region: Brandvlei (Ref: DCS/02/157)

**Salary:** R160 224 per annum

**Requirements:** Recognised three (3) year degree/national diploma in Hospitality Management or equivalent qualification, 1-2 years’ experience in the field of Food Service Aids, Computer literacy. Driver’s license.

**Competencies and attributes:** Problem solving and decision making. Ability to interpret policy/legislation, Report writing. Time management, Confidentiality, Coaching and mentoring, Understanding of Public Service policy and legislative framework, Service delivery and client orientation, Integrity and honesty, Assertiveness, Influence and impact. Ability to network.


### Gauteng Region: Pretoria (Ref: DCS/02/158)

**Salary:** R160 224 per annum

**Requirements:** Recognised three (3) year degree/diploma in Human Resources or equivalent qualification. 1-2 years’ experience in Human Resources environment. Valid Driver’s licence. Computer literacy. Knowledge of PERSAL

**Competencies and attributes:** Problem solving and decision making, Ability to interpret policy/legislation, Report writing. Time management, Confidentiality, Coaching and mentoring, Understanding of Public Service policy and legislative framework, Service delivery and client orientation, Integrity and honesty, Assertiveness, Influence and impact. Ability to network.

**Responsibilities:** Maintenance of duty register. Ensure submission of human resources requests to Divisional Head Personnel. Calculating of overtime worked. Management of leave in line with policies and capturing on PERSAL. Manage applications for transfers, housing subsidies, accommodation, bursaries, grievances, disciplinary proceedings.

### Gauteng Region: Modderbee (Ref: DCS/02/159) Devon (Ref: DCS/02/160) X5

### Western Cape Region: Voorberg (Ref: DCS/02/161)

**Salary:** R240 699 per annum

**Requirements:** Recognised three (3) year degree/ national diploma with four years relevant Nursing experience after registration as a Professional Nurse with the South African Nursing Council and post graduate qualification in Primary Health Care accredited with the Council. Current registration with the Council as a Professional Nurse. Valid driver’s licence. Computer literacy. These requirements are in accordance with the Occupational Specific Dispensation.

**Competencies and Attributes:** Understanding of Public Service policy and legislative framework, Understanding of health care systems, Programme Management, Confidentiality, time management, listening skills, interpersonal skills, client orientation, good communication skills, empathy, tactfulness, integrity and honesty, report writing skills, adaptability, conflict management. Ability to co-ordinate and collaborate with internal and external stakeholders.

**Responsibilities:** Provide direction and supervision for the implementation of the nursing plan. Implement standards, practices, criteria and indicators for quality nursing. Practice nursing and healthcare. Utilize human, material and physical resources efficiently and effectively. Display a concern for patients, promoting and advocating proper treatment and care including an awareness of and willing to respond to patients’ needs, requirements and expectations. Maintain a constructive working relationship with nursing and other stakeholders.

### National Head Office: Directorate: Financial Training (Ref: DCS/02/162)

**Salary:** R240 699 per annum

**Requirements:** Recognised three (3) year degree/diploma in Hospitality Management or equivalent qualification, 1-2 years’ experience in the field of Food Service Aids, Computer literacy. Driver’s license.

**Competencies and attributes:** Problem solving and decision making. Ability to interpret policy/legislation, Report writing. Time management, Confidentiality, Coaching and mentoring, Understanding of Public Service policy and legislative framework, Service delivery and client orientation, Integrity and honesty, Assertiveness, Influence and impact. Ability to network.

<table>
<thead>
<tr>
<th>Position</th>
<th>Salary</th>
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<tr>
<td>EXPENDITURE CLERK: EXPENDITURE CONTROL</td>
<td>R108 078 per annum</td>
<td>Grade 12 with Mathematics/Accounting and relevant finance experience will be an added advantage. Computer literacy.</td>
<td>Plan and organise, client orientation and communication, policy analysis and interpretation, report writing, Knowledge of PFMA, Treasury Regulations, Public Service Regulations, Public finance administration, financial management, Integrity and honesty,  good work ethics, confidentiality, interpersonal relations, accuracy and influence and impact.</td>
<td>Co-responsible for all external and internal financial orientated training. Co-responsible for the compiling of the training program. Responsible for user clerk functions. Efficient utilization of the financial systems within the Department. Handling of financial source documents.</td>
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<tr>
<td>ADMINISTRATION CLERK: BUDGET</td>
<td>R108 078 per annum</td>
<td>Grade 12 with Mathematics/Accounting and relevant finance experience will be an added advantage. Computer literacy.</td>
<td>Plan and organise, client orientation and communication, policy analysis and interpretation, report writing, Knowledge of PFMA, Treasury Regulations, Public Service Regulations, Public finance administration, financial management, Integrity and honesty,  good work ethics, confidentiality, interpersonal relations, accuracy and impact.</td>
<td>Execute budget planning functions. Provide budget support to Branches and stakeholders. Give financial advice to clients, Monitor expenditure.</td>
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</tbody>
</table>
| SECRETARY                        | R129 780 per annum      | Grade 12 or secretarial diploma/certificate and relevant experience as a secretary will be an added advantage. Computer literacy. | Plan and organize, punctuality, Confidentiality, Understanding of Public Service policy and legislative framework, Service delivery and client orientation, Integrity and honesty, Assertiveness, Influence and im- | Post Advertisement Section
Responsibilities: Answer and screen telephone calls. Type/compile memoranda and presentations. Execute office and general administrative duties. Manage electronic document tracking system. Maintain diary and manage appointments. Acknowledge receipt of documents. Record and issue minutes. Arrange meetings/conferences/workshops with relevant stakeholders upon request. Make all transport arrangements for conferences, courses, meetings and hearings away from the office. Ensure submission of travel claims for the DC/Director.

Requirements: Grade 12 and relevant experience will be added advantage. Computer literacy.

Competencies and attributes: Plan and organize, punctuality, Confidentiality, Understanding of Public Service policy and legislative framework, Service delivery and client orientation, Integrity and honesty, Assertiveness, impact, Ability to work under pressure.


Requirements: Grade 12 and relevant experience will be added advantage. Computer literacy.

Competencies and attributes: Problem solving and decision making, Facilitation skills, Plan and organize Communication skills, Time management, Confidentiality, 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.


Requirements: Grade 12 and relevant experience will be an added advantage. Computer literacy.

Competencies and attributes: Problem solving and decision making, Facilitation skills, Plan and organize Communication skills, Time management, Confidentiality, 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.

Responsibilities: Assist in the implement logistical policies in the Management Area. Check and control assets, including overall administration of logistic activities.
**CLERK: RECRUITMENT AND PLACEMENT**

- Limpopo/Mpumalanga/North West Region: Regional office (Ref: DCS/02/174)
  
  **Salary:** R108 078 per annum

**Requirements:** Grade 12 and relevant experience will be an added advantage. Computer literacy.

**Competencies and Attributes:** Plan and organise, client orientation and communication, policy analysis and interpretation, report writing, Knowledge of Public Service Regulations. Knowledge of procurement administration and public finance administration, Integrity and honesty, confidentiality, interpersonal relations, accuracy, independent networking, influence and impact.


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**CLERK: CARE**

- Western Cape Region: Regional Office (Ref: DCS/02/175)
  
  **Salary:** R108 078 per annum

**Requirements:** Grade 12 and relevant experience will be an added advantage Personnel, financial and logistical experience. Computer literacy.

**Competencies and Attributes:** Plan and organize, Report writing, punctuality, Confidentiality, Understanding of Public Service policy and legislative framework, Service delivery and client orientation, Integrity and honesty, Assertiveness, Influence and impact, Ability to work under pressure.


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**ARTISAN PRODUCTION GRADE B: PLUMBER**

- Western Cape Region: Helderstroom (Overberg) (Ref: DCS/02/176)
  
  **Salary:** R139 734 per annum

**Requirements:** An appropriate trade test Diploma, Certificate, underwritten by the Manpower Training Act (red seal) Experience as a qualified plumber, recognition will be given for relevant experience after completion of the trade diploma/certificate. These requirements are in accordance with the relevant Occupational Specific Dispensation.

**Competencies and attributes:** Relationship building, innovation and creativity, people management time management, openness and transparency, integrity and honesty, coaching & mentoring, confidentiality, interpersonal relations, networking, tact and computer skills.

**Responsibilities:** Train offenders and apprentices. Be responsible for plumbing work, service and repair cold and warm water supply, handle quotations and general administrative work, execute water pressure, air flow and smoke tests.

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**ARTISAN: SHEET METAL WORKER GRADE A**

- Western Cape Region: Drakenstein (Ref: DCS/02/177)
  
  **Salary:** R118 626.00 per annum
**ARTISAN: WELDER GRADE A**
- Western Cape Region: Pollsmoor (Ref: DCS/02/178)
  
  **Salary:** R118 626.00 per annum

**Requirements:** An appropriate Trade diploma/certificate underwritten by the Manpower Training Act (Red Seal). Experience in all welding disciplines will be an added advantage. Valid driver's licence. These requirements are in accordance with the relevant Occupational Specific Dispensation.

**Competencies and attributes:** Relationship building, innovation and creativity, people management, time management, openness and transparency, integrity and honesty, coaching and mentoring, confidentiality, interpersonal relations, networking, tact and computer skills.

**Responsibilities:** Training of offenders as well as apprentices. Welding nonferrous metal, different types of steel, cast iron and other materials. Arc, CO2, argon arc and gas welding, brazing and heat treatment of materials. The ability to read drawings and welding symbols will therefore serve as a recommendation.

**Recommendation:** Solid experience in all sheet metal disciplines.

**CLERK: REGISTRATION AND ARCHIVES**
- Free State/Northern Cape Region: Regional Commissioner (Ref: DCS/02/179)
  
  **Salary:** R108 078 per annum

**Requirements:** Grade 12 and relevant experience will be an added advantage. Computer literacy.

**Competencies and Attributes:** Plan and control, Report writing, punctuality, Confidentiality, Understanding of Public Service policy and legislative framework, Service delivery and client orientation, Integrity and honesty, Assertiveness, Influence and impact, Ability to work under pressure.

**Responsibilities:** Manage archives and registry sections. Transfer records to archives. Withdraw records from archives and registry. Dispose of files. Control uniform filling system. Safe keeping of departmental files.

**CLERK: FINANCIAL CONTROL OFFICER**
- National Head Office: Directorate: Financial Accounting (Ref: DCS/02/180)
  
  **Salary:** R108 078 per annum

**Requirements:** Grade 12 and relevant experience will an added advantage. Computer literacy.

**Competencies and attributes:** Plan and control, client orientation and communication, policy analysis and interpretation, report writing, Knowledge of the supply chain management framework (PFMA). Treasury Regulations relating to supply chain management. Good knowledge of Public Service Regulations. Knowledge of procurement administration and public finance administration, financial management, Integrity and honesty, confidentiality, interpersonal relations, people management, accuracy, independent networking, influence and impact, computer skills.
Responsibilities: Ensure correctness and timeous payments of suppliers and financial procedures with regard to the capturing of face value documents. Receipt and safe-keeping of state money. Handling of petty cash, reconciliation and banking of state money. Exercise control over BAS input documents. General Office administration. Execute the responsibilities of an official as stipulated in Section 45 of the Public Finance Management Act.

TYPIST

- Gauteng Region: Krugersdorp (Ref: DCS/02/181), Modderbee (Ref: DCS/02/182) X2
- Free State/Northern Cape Region: Kimberley (Ref: DCS/02/183)
- Western Cape Region: Malmesburyx2 (Ref: DCS/02/184) X2

Salary: R76 278 per annum

Requirements: Grade 12 with typing as a subject. Ability to type approximately 55 words per minute. Successful completion of a word processing course. Computer literacy.

Competencies and Attributes: Plan and organize, punctuality, Confidentiality, Understanding of Public Service policy and legislative framework, Service delivery and client orientation, Integrity and honesty, Assertiveness, advanced typing skills. Ability to work under pressure.

Responsibilities: Ensure proper planning based on the different types of programmes. Ensure proper layouts as prescribed in accordance with DCS directives. Type letters and memoranda. Check typing work undertaken and rectify where necessary.