



## correctional services

Department:  
Correctional Services  
REPUBLIC OF SOUTH AFRICA

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### DEPARTMENT OF CORRECTIONAL SERVICES

**CLOSING DATE: 31 March 2023 @ 15H45**

**LIMPOPO, MPUMALANGA AND NORTH WEST REGION**

#### APPOINTMENTS UNDER THE CORRECTIONAL SERVICES ACT

##### **HEAD OF CORRECTIONAL CENTRE: LARGE [CB6] [2 POSTS]**

Limpopo, Mpumalanga and North West Region

Rustenburg Management Area: Mogwase Correctional Centre (Ref: LMN 2023/03/01)

Witbank Management Area: Witbank Correctional Centre (Ref: LMN 2023/03/02)

**Salary: R890 634 per annum (all-inclusive package)**

**Requirements:** Relevant three (3) year degree/National Diploma in Behavioral Science or equivalent qualification, 7 years relevant experience on supervisory post. These requirements are in accordance with the Relevant Occupational Specific Dispensation. Successful completion of Corrections Science Learnership/Basic Training. Computer literacy. Valid driver's licence.

**Competencies and attributes:** Firearm competency and the use of relevant security equipment's. Strategic capability and leadership, policy development and good communication skills. Sound project and programme management skills. Transformation, change and conflict management abilities. Stakeholder management skills. Problem solving, analysis and decision making skills. Service delivery innovation. People management and empowerment. In depth understanding of safety and security within a correctional environment. Integrity and honesty. Good interpersonal relations. Knowledge of the Correctional Services Act, Act 111 of 1998.

**Responsibilities:** Manage operational support within Correctional Centre by ensuring effective implementation of security services, development and care and the provision of health services within the Correctional Centre. Manage implementation of the imperatives of white paper on Corrections. Manage Case Management Administration, Unit Management and Case Management Committees. Manage and administer the coordination of finance and Human resource services within the Correctional Centre. Management of all aspects of the Correctional centre on a day to day basis through the implementation of Correctional Services Act, 111 of 1998 as amended, Foster a working relationship with the Justice Cluster and the Community. Monitor, evaluate and take appropriate actions in relation to outcomes on the risk trends. Manage human resources, finances and assets. Management of performance information

**AREA COORDINATOR: CORRECTIONS (NCB 4) [2 POSTS]**

Limpopo, Mpumalanga and North West Region:

Rooigrond Management Area: Area Commissioner's Office (Ref: LMN 2023/03/03)  
Thohoyandou Management Area: Area Commissioner's Office (Ref: LMN 2023/03/04)

**Salary: 791 310 all-inclusive package**

**Requirements:** Relevant NQF 6 National Diploma/Degree qualification or equivalent qualification in Behavioural Sciences or equivalent qualification. At least 7 Years relevant experience on supervisory management level. These requirements are in accordance with the relevant Occupational Specific Dispensation. Successful completion of Corrections Science Learnership/Basic Training. Top secret security classification as an added advantage. Computer literate. Valid driver's licence.

**Competencies and attributes:** Firearm skills and the use of relevant security technology. Strategic capability and leadership, policy development and good communication skills. Sound project and programme management skills. Transformation, change and conflict management abilities. Stakeholder management skills. Problem solving, analysis and decision making skills. Service delivery innovation. People management and empowerment. In depth understanding of safety and security within a correctional environment. Integrity and honesty. Good interpersonal relations. Knowledge of the Correctional Services Act, Act 111 of 1998.

**Responsibilities:** Implement and monitor correctional, security and facility policies and procedures. Coordinate the collation 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 aware-ness. Manage the emergency support systems. Provision of early warning intelligence correction and security risks. Management of performance information. Manage human resources, finance and assets.

**REGIONAL COORDINATOR CORRECTIONAL ADMINISTRATION [NCB4]**

Limpopo, Mpumalanga and North West Region

LMN Regional Office: Regional Commissioner's Office (Ref: LMN 2023/03/05)

**Salary: R791 310 all-inclusive package**

**Requirements:** Relevant NQF 6 National Diploma/Degree qualification in Behavioural Sciences or equivalent qualification. At least 7 Years relevant experience on supervisory management level. These requirements are in accordance with the relevant Occupational Specific Dispensation. Successful completion of Corrections Science Learnership/Basic Training. Top secret security classification as an added advantage. Computer literate. Valid driver's licence.

**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 tactful, Resilient,

**Responsibilities:** To manage the rendering of correction services in the region. The undertaking of research into possible improvements, The setting of standards for corrections, the monitoring of performance in corrections, the drawing up of strategies to improve performance, the undertaking of research into the results achieved, the representing of the Department at regional forums, the undertaking of negotiations with role players, the marketing of corrections rendered in the region, the obtaining of external expertise, the undertaking of short-/ medium-/ long - term planning, the rendering of advice on corrections, the ensuring of adherence to the strategic, security objectives, the identification of requirements for infrastructure. Implement and monitor correctional policies and procedures. Coordinates the collation and dissemination of correction information. Coordinates activities relating to critical DCS support structures such as the Parole Boards and Office of the Inspecting Judge within the management area. Promote corrections awareness. Manage the emergency support systems. Provision of early warning intelligence correction and risk. Manage human resources, finance and assets. Management of performance information.

**DEPUTY DIRECTOR: AREA COORDINATOR: DEVELOPMENT AND CARE (NCB4)**

Limpopo, Mpumalanga and North West Region

Polokwane Management Area: Area Commissioner's Office (Ref: LMN 2023/03/06)

**Salary: R791 310 all-inclusive salary package**

**Requirements:** Relevant three (3) year degree/National Diploma in Behavioural Sciences, Social Sciences /Health Education or equivalent qualifications. Registration with Professional Council and at least 7 years a combined relevant experience on supervisory and junior management production levels. These requirements are in accordance with the Relevant Occupational Specific Dispensation. Successful completion of Corrections Science Learnership/Basic Training. Computer literate. Valid driver's licence.

**Competencies and attributes:** Firearm skills and the use of relevant security technology. Communication, Project and programme management, Transformation management, Change Management, Stake-holder 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 implementation of effective and efficient health care services within the management area. Ensure adherence to nutritional and hygienic standards. Manage Social Work Services, provision of Psychological Services, education and training, spiritual care services to offenders in the management area. Oversee Agricultural and Production Workshop activities. Management of human and finance resources and assets. Management of performance information.

**HEAD OF CORRECTIONAL CENTRE: MEDIUM [CB5] [2 POSTS]**

Limpopo, Mpumalanga and North West Region

Polokwane Management Area: Tzaneen Correctional Centre (Ref: LMN 2023/03/07)

Thohoyandou Management Area: Makhado Correctional Centre: (Ref: LMN 2023/03/08)

**Salary: R475 095 per annum**

**Requirements:** Recognised three (3) year degree/National Diploma in Behavioral Science or equivalent qualification, 7 years relevant experience on supervisory post. These requirements are in accordance with the Relevant Occupational Specific Dispensation. Successful completion of Corrections Science Learnership/Basic Training. Computer literacy. Valid driver's licence.

**Competencies and attributes:** Firearm competency and the use of relevant security equipments. Strategic capability and leadership, policy development and good communication skills. Sound project and programme management skills. Transformation, change and conflict management abilities. Stakeholder management skills. Problem solving, analysis and decision making skills. Service delivery innovation. People management and empowerment. In depth understanding of safety and security within a correctional environment. Integrity and honesty. Good interpersonal relations. Knowledge of the Correctional Services Act, Act 111 of 1998.

**Responsibilities:** Manage operational support within Correctional Centre by ensuring effective implementation of security services, development and care and the provision of health services within the Correctional Centre. Manage implementation of the imperatives of white paper on Corrections. Manage Case Management Administration, Unit Management and Case Management Committees. Manage and administer the coordination of finance and Human resource services within the Correctional Centre. Management of all aspects of the Correctional centre on a day to day basis through the implementation of Correctional Services Act, 111 of 1998 as amended, Foster a working relationship with the Justice Cluster and the Community. Monitor, evaluate and take appropriate actions in relation to outcomes on the risk trends. Manage human resources, finances and assets. Management of performance information.

## HEAD SATELLITE COMMUNITY CORRECTIONS [CB5]

Limpopo, Mpumalanga and North West Region

Polokwane Management Area: Polokwane Community Corrections (Ref: LMN 2023/03/09)

**Salary: R475 095 per annum**

**Requirements** Relevant three (3) year degree/National Diploma in Behavioral Science or equivalent qualification, 7 years relevant experience on supervisory post. These requirements are in accordance with the Relevant Occupational Specific Dispensation. Successful completion of Corrections Science Learnership/Basic Training. Computer literacy. Valid driver's licence.

**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, in depth knowledge of the Correctional Services Act, 111 of 1998, as amended, assertiveness, ability to network and diplomacy.

**Responsibilities:** Manage the monitoring and evaluation the implementation of Correctional Plan. Manage and oversee the operation of the Community Corrections Satellite office. Effectively manage admissions of parolees and probationers. Ensure the provision of Social Work Services and Psychological services within the Satellite Community Corrections office. Determine conditions of house arrest and supervision for persons serving sentence in the community. Manage the provisions of needs based programmes and services to offenders and facilitate the social acceptance and effective reintegration into their communities. Participate in the case review team for Community Corrections. Manage and administer the coordination of Finance and Human Resource support services within the Community Corrections. Development of identity service programs. Management of human and finance resources and assets. Management of performance information.

**CASE MANAGEMENT COMMITTEE: CHAIRPERSON [CB5]**

Limpopo, Mpumalanga and North West Region:

Witbank Management Area: Witbank Correctional Centre (Ref: LMN 2023/03/10)

**Salary: R475 095 per annum**

**Requirements:** Relevant three (3) year degree/National Diploma in Behavioral Science or equivalent qualification, 7 years relevant experience on supervisory post. These requirements are in accordance with the Relevant Occupational Specific Dispensation. Successful completion of Corrections Science Learnership/Basic Training. Computer literacy. Valid driver's licence.

**Competencies and attributes:** Firearm competency and the use of relevant security equipments, 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 inter-personal relations, knowledge of the Correctional Services Act, Act 111 of 1998, as amended, assertiveness, ability to network and diplomacy.

**Responsibilities:** Ensure the facilitation of the implementation of the offender's individual sentence plan to support individual offenders in their personal development. Ensure that the monitoring and evaluation reports on offender behaviour are provided. Provide safe custody services in the unit. Ensure that complaints and requests are registered and referred to relevant structures (such as Case Management Committee, Case Management Administration). Management of finances, human resources and assets. Management of performance information.

**CENTRE COORDINATOR: CORRECTIONS [CB5] [2 POSTS]**

Limpopo, Mpumalanga and North West Region:

Barberton Management Area: Medium A Correctional Centre (Ref: LMN 2023/03/11)

Witbank Management Area: Witbank Correctional Centre (Ref: LMN 2023/03/12)

**Salary: R475 095 per annum**

**Requirements:** Relevant NQF 6 qualification in Behavioural Sciences or equivalent qualification and 7 years relevant work experience gained on a supervisory post. Successful completion of Corrections Science Learnership/Basic Training. These requirements are in accordance with the Occupational Specific Dispensation. Computer literate. Valid Driver's Licence.

**Competencies and attributes:** Firearm competency and the use of relevant security equipments. Computer literate, 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, tactful and resilient.

**Responsibilities:** Ensure the development of correctional sentence plan and facilitate the implementation thereof. Execute correctional policies and procedures. Coordinate the collation and dissemination of correction information. Coordinate activities relating to rehabilitation programme, case management administration, case management committee and unit management systems. Promote corrections and security. Management of human and finance resources and assets. Management of performance information.



**CENTRE COORDINATOR: OPERATIONAL SUPPORT [CB5] [3 POSTS]**

Limpopo, Mpumalanga and North West Region:

Barberton Management Area X2: Maximum Correctional Centre (Ref: Ref: LMN 2023/03/13), Nelspruit  
Correctional Centre (Ref: Ref: LMN 2023/03/14)

Rooigrond Management Area: Medium B Correctional Centre (Ref: LMN 2023/03/15)

**Salary: R475 095 per annum**

**Requirements:** Relevant three (3) year degree/National Diploma in Behavioral Science or equivalent qualification, 7 years relevant experience on supervisory post. These requirements are in accordance with the Relevant Occupational Specific Dispensation. Successful completion of Corrections Science Learnership/Basic Training. Computer literacy. Valid driver's licence.

**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, Ability to network, Diplomacy and tactful.

**Responsibilities:** Execution of control regarding safe custody, physical care and treatment. Create a 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 finances, human resources and assets. Management of performance information.

**SECURITY MANAGER: AGRICULTURE (CB5) [2 POSTS]**

Limpopo, Mpumalanga and North West Region:

Rooigrond Management Area: Medium B Correctional Centre (Ref: LMN 2023/03/16)

Rustenburg Management Area: Losperfontein Correctional Centre (Ref: LMN 2023/03/17)

**Salary: R475 095 per annum**

**Requirements:** Degree/National Diploma in Agriculture or equivalent qualification and 7 years relevant experience. Experience in stock-management will be an added advantage. These requirements are in accordance with the relevant Occupational Specific Dispensation. Successful completion of Corrections Science Learnership/Basic Training. Computer literacy. A valid driver's license.

**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 inter-personal relations, knowledge of the Correctional Services Act, Act 111 of 1998, as amended, assertiveness, ability to network and diplomacy.

**Responsibilities:** Promotion of self- sufficiency and sustainability with regard to agricultural products. Quality assessment of agricultural services. Ensure the development of agricultural services standard in the management area. Manage animal production, agricultural labour, environment, agricultural equipment and occupational safety. Management of finances, human resources and assets. Management of performance information.

**MANAGER: CORRECTIONS [NCB3] [2 POSTS]**  
Limpopo, Mpumalanga and North West Region:

Witbank Management Area: Witbank Community Corrections (Ref: LMN 2023/03/18)  
Bethal Management Area: Area Commissioner's Office (Ref: LMN 2023/03/19)

**Salary: R409 821 per annum**

**Requirement:** Relevant NQF 6 qualification in Behavioural Sciences or equivalent qualification and 5 years relevant experience gained on a supervisory post (NCB2). Successful completion of Corrections Science Learnership/Basic Training. These requirements are in accordance with the relevant Occupational Specific Dispensation. Top secret security classification as an added advantage. Computer literate. Valid driver's Licence.

**Competencies and attributes:** Firearm competency and the use of relevant security equipments. communication, project and program 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 inter-personal relations, knowledge of the Correctional Services Act, Act 111 of 1998, as amended, assertiveness, ability to network and diplomacy.

**Responsibilities:** Management of documentation to / from correctional centres and community corrections. Management of classified information. Management of policy documentation. Promotion of security awareness. Management of the Emergency Support Unit. Investigation of incidents. Management of finances, human resources and assets. Management of performance information.

**CONTROLLER REPRESENTATIONS [NCB3]**  
Limpopo, Mpumalanga and North West Region:

LMN Regional Office: Regional Commissioner's Office (Ref: LMN 2023/03/20)

**Salary: R409 821 per annum**

**Requirements:** Relevant National Diploma/ Degree in Behavioral Sciences or equivalent qualification with penology or criminology as majors. 5 years' experience gained on a supervisory post (NCB2). Successful completion of Corrections Science Learnership/Basic Training. These requirements are in accordance with the relevant Occupational Specific Dispensation. Computer literate. Driver's licence.

**Competencies and attributes:** Financial Management; Problem solving and decision making skills; Facilitation skills; Plan, organize, lead and control; Change Management; Team leadership; Project Management; Presentation Skills; Conflict management; Report writing; Training and development. Time Management, Confidentiality; Coaching and mentoring; Understanding of Public Service policy and legislative framework; Service delivery and client orientation; integrity and honesty; Assertiveness, Influence and impact, communication skills, decision making, problem solving skills, networking/liaison with stakeholders, negotiating skills and conflict management. Ability to network; Influence and impact; Applied strategic thinking; Willingness to travel.

**Responsibilities:** Monitoring of performance in prison administration. Drawing up of strategies to improve identified errors in administration. Evaluation of service levels for administration. Ensuring uniformity in dealing with inmate matters. Ensuring of uniform standards in terms of dealing with complaints and requests by inmates. Receiving of presentations. Management of investigations into presentations. Referral of presentation received from the public. Management of human resources, finances and assets. Management of performance information.

**CENTRE COORDINATOR: CORRECTIONS [CB4]**  
Limpopo, Mpumalanga and North West Region:

Thohoyandou Management Area: Medium B Correctional Centre (Ref: LMN 2023/03/21)

**Salary: R397 881 per annum**

**Requirements:** Relevant B degree/National Diploma in behavioural sciences or equivalent and 7 year's 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. Computer literacy. Valid driver's Licence.

**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, in depth knowledge of the Correctional Services Act, Act 111 of 1998, as amended, assertiveness, ability to network and diplomacy.

**Responsibilities:** Ensure the development of correctional sentence plan and facilitate the implementation thereof. Execute correctional policies and procedures. Coordinate the collation and dissemination of correction

information. Coordinate activities relating to rehabilitation, case management administration and unit management systems. Promote corrections and security. Management of financial and human resources and assets. Manage of performance information.

**DIVISIONAL HEAD: HUMAN RESOURCE MANAGEMENT [CB4] [3 POSTS]**

Limpopo, Mpumalanga and North West Region:

Rooigrond Management Area: Rooigrond Medium A Correctional Centre (Ref: LMN 2023/03/22)

Witbank Management Area: Witbank Correctional Centre (Ref: LMN 2023/03/23)

Klerksdorp Management Area: Potchefstroom Correctional Centre (Ref: LMN 2023/03/24)

**Salary: R397 881 per annum**

**Requirements:** Relevant National Diploma/ Degree in Human Resource Management or equivalent qualification and 7 years relevant experience gained on supervisory level. Successful completion of Corrections Science Learnership/Basic Training. These requirements are in accordance with the relevant Occupational Specific Dispensation. Computer literate. Valid driver's licence.

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

**Responsibilities:** Provide human resource and related functions to the correctional centre. Effective management of the registration activities. Ensure proper dissemination of information for the correctional centre. Management of duty register and leave arrangements. Management of correctional centre through the implementation of correctional services act, Act 111 of 1998 as amended. Management of finances, human resources and assets. Management of performance information.

**UNIT MANAGER [CB4] [5 POSTS]**

Limpopo, Mpumalanga and North West Region:

Barberton Management Area: Town Youth Centre (Ref: LMN 2023/03/25)

Bethal Management Area: Standerton Correctional Centre (Ref: LMN 2023/03/26)

Klerksdorp Management Area: Potchefstroom Correctional Centre (Ref: LMN 2023/03/27)

Rustenburg Management Area: Losperfontein Correctional Centre (Ref: LMN 2023/03/28)

Witbank Management Area: Witbank Correctional Centre (Ref: LMN 2023/03/29)

**Salary: R397 881 per annum**

**Requirements:** Relevant NQF 6 qualification in Behavioural Sciences or equivalent qualification and 7 years relevant experience gained on supervisory level. Successful completion of Corrections Science Learnership/Basic Training. These requirements are in accordance with the relevant Occupational Specific Dispensation. Top secret security classification as an added advantage. Computer literate. Valid driver's licence.

**Competencies and attributes:** Firearm competency and the use of relevant security equipments. Communication, project and program 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 and diplomacy.

**Responsibilities:** Manage the safe custody of offenders. Manage the process of representation of offenders. Develop measures for handling offender complaints and requests. Facilitate the induction of new offenders. Implementation of unit management principles. Management of case files. Provision of infrastructural needs to enhance the implementation of unit management principles. Manage human resource, finance and assets. Management of performance information.

#### **RE-INTEGRATION MANAGER: [CB4]**

Limpopo, Mpumalanga and North West Region:

Barberton Management Area: Bushbuckridge Community Corrections (Ref: LMN 2023/03/30)

**Salary: R397 881 per annum**

**Requirements:** Relevant Degree/National Diploma in behavioural sciences or equivalent qualification and 7 year's 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. Computer literacy. Valid driver's licence.

**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, Service Delivery Innovation, decision making, People Management and Empowerment, In depth under-standing 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, Diplomacy and Tact, Resilient, Influence and impact, Computer literacy.

**Responsibilities:** Manage monitoring services. Oversee implementation of court sentences. Ensure the implementation of community corrections policies and procedures. Participate in case review team for community corrections. Facilitate the provision of social work and community service programmes. Management of human resources, finances and assets. Management of performance information.

#### **CENTRE COORDINATOR: STAFF SUPPORT [CB4]**

Limpopo, Mpumalanga and North West Region:

Barberton Management Area: Lydenburg Correctional Centre (Ref: LMN 2023/03/31)

**Salary: R397 881 per annum**

**Requirements:** Relevant National Diploma/ Degree in Behavioral Sciences or equivalent qualification and 7 years relevant experience gained on supervisory level. Successful completion of Corrections Science Learnership/Basic Training. These requirements are in accordance with the relevant Occupational Specific Dispensation. Computer literate. Valid driver's licence.

**Competencies and attributes:** Firearm competency and the use of relevant security equipments. 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, In depth knowledge of the Correctional Services Act, Act 111 of 1998, as amended. Assertiveness, Ability to network, Diplomacy and tact, Resilience, Influence and impact.

**Responsibilities:** Provide human resources and related functions to the correctional centre. Effective management of the registration activities. Ensure proper dissemination of information for the correctional centre. Management of duty registers and leave arrangements. Management of correctional Centre through the implementation of correctional services act, Act 111 of 1998 as amended. Management of finances, human resources and assets. Management of performance information.

**UNIT MANAGER: PAROLEES AND PROBATIONERS [CB4] [2 POSTS]**

Limpopo, Mpumalanga and North West Region:

Polokwane Management Area: Polokwane Community Corrections (Ref: LMN 2023/03/32)

Rooigrond Management Area: Mafikeng Community Corrections (Ref: LMN 2023/03/33)

**Salary: R397 881 per annum**

**Requirements:** Relevant NQF 6 qualification in Behavioural Sciences or equivalent qualification and 7 years relevant experience in a supervisory post. Successful completion of Corrections Science Learnership/ Basic Training. These requirements are in accordance with the relevant Occupational Specific Dispensation. Computer literate. Valid driver's licence.

**Competencies and attributes:** Firearm competency and the use of relevant security equipments. 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 and diplomacy, Computer literacy.

**Responsibilities:** Monitor of Parolee/Probationer Movements, Maintenance of Parolee/Probationer Records, Searching of Parolee's/ Probationers when necessary according approved processes and procedures, Tracing of Absconders as required, Monitor compliance to community service requirements, Counselling of cases when needed, Address confirmations, Management of information system, Refer/handle violations as and when required, Network with community/family to assist with information/Supervision, etc. Ensure that pre-scribed programmes are attended. Management of human resources, finances and assets. Management of performance information.

**HEAD: COMMUNITY LIAISON [CB4] [2 POSTS]**

Limpopo, Mpumalanga and North West Region:

Klerksdorp Management Area: Klerksdorp Community Corrections (Ref: LMN 2023/03/34)

Rooigrond Management Area: Mafikeng Community Corrections (Ref: LMN 2023/03/35)

**Salary: R397 881 per annum**

**Requirements:** Relevant NQF 6 qualification in Behavioural Sciences or equivalent qualification and 7 years relevant experience in a supervisory post. Experience in working with external stakeholders and other organs of states shall be an added advantage. Successful completion of Corrections Science Learnership/Basic Training. Computer literate. Valid driver's licence.

**Competencies and attributes:** Firearm competency and the use of relevant security equipments. Communication, project and programme management, transformation management, change management and stakeholder management. Problem solving, service delivery innovation and decision making skills. People management and empowerment. In depth understanding of safety and security in a correctional environment. Integrity and honesty. Confidentiality and good interpersonal relations. Knowledge of the Correctional Services Act, Act 111 of 1998, as amended. Assertiveness, diplomacy and tact. Resilient. Influence and impact.

**Responsibilities:** Marketing non-custodial sentence options to the Judiciary. Marketing utilization of Section 62(f). Liaison with NGO's, CBO's and other State Departments to foster partnerships. Identification of service points for decentralization of Community Correction services. Identification of institutions for community services. Compilation of community profiling. Promotion of parolees and probationers' participation in Restorative Justice and monitoring performance of community service. Management of human resources, finances and assets. Management of performance information.

**DIVISIONAL HEAD: SECURITY [CB4] [2 POSTS]**

Limpopo, Mpumalanga and North West Region:

Barberton Management Area: Maximum Correctional Centre (Ref: LMN 2023/03/36)

Klerksdorp Management Area: Potchefstroom Correctional Centre (Ref: LMN 2023/03/37)

**Salary: R397 881 per annum**

**Requirements:** Relevant Degree/National Diploma in Behavioural Sciences or equivalent qualification and 7 year's 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. Computer literacy. Valid driver's Licence.

**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 and diplomacy.

**Responsibilities:** Manage security matters. Responsible for maintenance of existing security matters and the upgrading. Implement departmental policies. Advice management regarding security matters. Management of escorts to hospitals, courts and other destinations. Keep personnel up to date regarding security matters. Management of human resources, finances and assets. Management of performance information.



**DIVISIONAL HEAD: FINANCE [CB4]**

Limpopo, Mpumalanga and North West Region:

Barberton Management Area: Maximum Correctional Centre (Ref: LMN 2023/03/38)

**Salary: R397 881 per annum**

**Requirements:** Relevant Degree/National Diploma in Accounting or Financial Management /Supply Chain Management or equivalent qualification and 7 year's 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. Computer literacy. Valid drivers' licence.

**Competencies and attributes:** Proven knowledge of the Public Finance Act, 1999 and Treasury Regulations relating to financial management and accounting. Financial management, Facilitation skills, Plan, organise, lead and control, Project management, Presentation skills, Conflict Management, Report writing, Time management, confidentiality, coaching and mentoring, understanding of Public Service Policy and legislative framework, Knowledge of the Correctional Services Act, Act 111 of 1998, Service delivery and Client orientation, Integrity and honesty, Assertiveness, Influence and impact, , Decision making, Problem solving skills, Networking/liaison with stakeholders and Negotiation skills. Excellent verbal and written communication skills. Strong leadership, qualities, initiative and drive

**Responsibilities:** Inspection of financial administration at the correctional centre, Ensuring the correct management of special function accounts, Ensuring control over all financial documentation, Ensure the correct management of ledgers, Ensuring of expenditure within the bounds of allocated funds, Investigation of irregularities in financial management at the correctional centre, Ensure the correct distribution of funds by Area Commissioners to lower level, The inclusion of approved new services/expansions in the budget, Submission of recommendations on the financing of activities. Ensure that financial requirements by individual sections are correctly reflected on the appropriate budgetary responsibilities/objectives and on the budgetary reports, Ensure optimum utilization of resources, support with regard to management of budgets within the framework of relevant legal directives and regulations. Management of human resources, finances and assets. Management of performance information.

**CASE MANAGEMENT COMMITTEE: SUPERVISOR [CB4] [4 POSTS]**

Limpopo, Mpumalanga and North West Region:

Bethal Management Area: Standerton Correctional Centre (Ref: LMN 2023/03/39), Volksrust Correctional Centre (Ref: LMN 2023/03/40)

Klerksdorp Management Area: Wolmaransstad Correctional Centre (Ref: LMN 2023/03/41)

Rustenburg Management Area: Mogwase Correctional Centre (Ref: LMN 2023/03/42)

**Salary: R397 881 per annum**

**Requirements:** Relevant NQF 6 qualification in Behavioural Sciences or equivalent qualification and 7 years relevant experience in a supervisory post. Successful completion of Corrections Science Learnership/ Basic Training. These requirements are in accordance with the relevant Occupational Specific Dispensation. Computer literate. Valid driver's licence.

**Competencies and attributes:** Firearm competency and the use of relevant security equipments. 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 inter-personal relations, knowledge of the Correctional Services Act, Act 111 of 1998, as amended, assertiveness, ability to network and diplomacy.

**Responsibilities:** Planning of the activities of the Case Management Committee. Holding of meetings of the CMC. Management of sentence plans. Control of offender records. Management of human resources, finances and assets. Management of performance information.

**SECURITY MANAGER: AGRICULTURE [CB4] [2 POSTS]**

Limpopo, Mpumalanga and North West Region:

Barberton Management Area: Medium B Correctional Centre (Ref: LMN 2023/03/43)

Rooigrond Management Area: Medium B Correctional Centre (Ref: LMN 2023/03/44)

**Salary: R380 583 per annum**

**Requirements:** Relevant National Diploma/Degree in Agriculture or equivalent qualification with Animal Production. Seven (7) years relevant experience. Experience in Animal Production will be an added advantage. Successful completion of Corrections Science Learnership/Basic Training. These requirements are in accordance with the relevant Occupational Specific Dispensation. Computer literate. A valid driver's licence.

**Competencies and attributes:** Conflict resolution, report writing, presentation skills, problem solving, team leadership, policy interpretation, facilitation skills, analytical skills, mentoring and coaching. Confidentiality, integrity and honesty, time management, assertiveness, ability to network service delivery and client orientation, adaptive, confident and independent, ability to work under pressure.

**Responsibilities:** Quality assessment of agricultural services. Develop/maintain agricultural services standards in the management area. Manage animal production, agricultural labour, environment, agricultural equipment and occupational safety. Management of human resources, finances and assets. Management of performance information.

**SECURITY MANAGER: NUTRITIONAL SERVICES [CB4]**

Limpopo, Mpumalanga and North West Region:

Bethal Management Area: Standerton Medium A Correctional Centre (Ref: LMN 2023/03/45)

**Salary: R397 881 per annum**

**Requirements:** Relevant National Diploma/ Degree in Food Service Management/Food & Beverage Management or equivalent qualification and 7 years relevant experience gained on supervisory level. Successful completion of Corrections Science Learnership/Basic Training. These requirements are in accordance with the relevant Occupational Specific Dispensation. Computer literate. Valid driver's licence.

**Competencies and attributes:** Firearm competency and the use of relevant security equipments. Communication, project and program 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 and diplomacy.

**Responsibilities:** Manage Nutritional Service's – Food Service activities by ensuring quality standards and efficiency control of production processes. Implementation of hygiene and food safety standards. Monitor plate wastage and opinion surveys ensure that production, serving and distribution of meals follow the prescribed prescripts. Ensure implementation of policies, procedures and guidelines and as well as the setting of goals within the department and involvement in short and long term plans of Food service and Food Service systems. Management of human resources, finances and assets. Management of performance information.

**SENIOR CORRECTIONAL POLICY ADMINISTRATOR: AFTER CARE (SOCIAL REINTEGRATION) [ NCB2]**

Limpopo, Mpumalanga and North West Region:

LMN Regional Office: Regional Commissioner's Office (Ref: LMN 2023/03/46)

**Salary R371 259 per annum**

**Requirements:** Relevant National Diploma/ Degree in Behavioral Science or equivalent qualification. 5 years relevant experience on production post (NCB1). Successful completion of Corrections Science Learner ship/Basic Training. These requirements are in accordance with the relevant Occupational Specific Dispensation. Computer literate. Valid driver's licence.

**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 inter-personal relations, knowledge of the Correctional Services Act, Act 111 of 1998, as amended, assertiveness, ability to network and diplomacy.

**Responsibilities:** The co-ordination of policy. Undertaking of correspondence. The technical preparation of documents. The arrangement of meetings for the Sub-Directorate. Management of human resources, finances and assets. Management of performance information.

**SENIOR CORRECTIONAL OFFICER: CORRECTIONAL POLICY ADMINISTRATOR: SECURITY [ NCB2]**

Limpopo, Mpumalanga and North West Region:

LMN Regional Office: Regional Commissioner's Office (Ref: LMN 2023/03/47)

**Salary: R371 259 per annum**

**Requirements:** Relevant NQF 6 qualification in Behavioural Sciences or equivalent qualification and 5 year's relevant experience gained in a production post. Successful completion of Corrections Science Learnership/Basic Training. These requirements are in accordance with the Occupational Specific Dispensation. Computer literate. Valid driver's licence.

**Competencies and attributes:** Firearm competency and the use of relevant security equipments. 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:** Implement and monitor correctional, security and facility policies and procedures. Coordinates the collation and dissemination information. Coordinates activities relating to critical DCS support structures such as the Parole Boards and Office of the Inspecting Judge within the Management Areas. Promote corrections and security awareness. Manage the emergency support systems. Provision of early warning intelligence correction and security risk. Management of human resources, finances and assets. Management of performance information.

**SENIOR CORRECTIONAL POLICY ADMINISTRATOR: CORRECTIONS [ NCB2]**

Limpopo, Mpumalanga and North West Region:

Klerksdorp Management Area: Area Commissioner's Office (Ref: LMN 2023/03/48)

**Salary: R371 259 per annum**

**Requirements:** Relevant NQF 6 qualification in Behavioural Sciences or equivalent qualification and 5 year's relevant experience gained in a production post. Successful completion of Corrections Science Learnership/Basic Training. These requirements are in accordance with the Occupational Specific Dispensation. Computer literate. Valid driver's licence.

**Competencies and attributes:** Firearm competency and the use of relevant security equipments. 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:** Implement and monitor correctional, security and facility policies and procedures. Coordinates the collation and dissemination information. Coordinates activities relating to critical DCS support structures such as the Parole Boards and Office of the Inspecting Judge within the Management Areas. Promote corrections and security awareness. Manage the emergency support systems. Provision of early warning intelligence correction and security risk. Management of human resources, finances and assets. Management of performance information.

**SECURITY OFFICER: FINANCIAL MANAGEMENT AND ACCOUNTING (CB2-1)**

Limpopo, Mpumalanga and North West Region:

Barberton Management Area: Nelspruit Correctional Centre (Ref: LMN 2023/03/49)

**Salary: R253 668 per annum**

**Requirements:** Relevant 3 year National Diploma /Degree in Accounting or Financial Management and 2- 3 years relevant work experience. Successful completion of Corrections Science Learnership/ Basic Training. These requirements are in accordance with the relevant Occupational Specific Dispensation. BAS experience will be advantageous. Computer literate. Valid driver's licence.

**Competencies and attributes:** Financial management, Facilitation skills, Plan, organise, lead and control, Project management, Presentation skills, Conflict Management, Report writing, Time management, confidentiality, coaching and mentoring, understanding of Public Service Policy and legislative framework, knowledge of the Public Finance Management Act, Treasury Regulations and BAS. 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. Sound communication skills

**Responsibilities:** Execute duties and accounting policy in the Correctional Centre in accordance with current procedures. Plan and execute management accounting functions / monitoring. Undertake financial investigations. Provide advice on financial issues. Execute the responsibilities of officials as stipulated in Section 45 of the Public Finance Management Act. Management of revenue accounts. Management of control / suspense accounts, management of debts accounts. Manage the settlement of payment due to the creditors within 30 days and management of losses. Monitor compliance with the financial management legislations, policies, procedures and related prescripts and maintenance of BAS system

**SECURITY OFFICER: SUPPLY CHAIN [CB2-1] [4 POSTS]**

Limpopo, Mpumalanga and North West Region:

Barberton Management Area: Nelspruit Correctional Centre (Ref: LMN 2023/03/50)

Rooigrond Management Area X2: Zeerust Correctional Centre (Ref: LMN 2023/03/51), Lichtenburg Correctional Centre (Ref: LMN 2023/03/52)

Polokwane Management Area: Tzaneen Correctional Centre (Ref: LMN 2023/03/53)

**Salary: R253 668 per annum**

**Requirement:** Relevant National Diploma/Degree in Purchasing Management/Logistics/Supply Chain Management or equivalent qualification. 2-3 years relevant work experience in Supply Chain Management. Successful completion of Corrections Science Learner ship/ Basic Training. These requirements are in accordance with the relevant Occupational Specific Dispensation. Working experience on LOGIS will be an added advantage. Computer literate. 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 and managing procurement. LOGIS and procurement policies. Conducting of procurement and LOGIS inspections. Handling and finalization of all inspection and audit queries within procurement and LOGIS. Assist with the administration of Bids. Handling of budget. Responsible for operational training within procurement management. Ensure compliance to the Legislative frameworks and public service policies. Management of human resources, finances and assets. Management of performance information.

**SECURITY OFFICER: AGRICULTURE [CB2-1]**  
Limpopo, Mpumalanga and North West Region:

Polokwane Management Area: Tzaneen Correctional Centre (Ref: LMN 2023/03/54)

**Salary: R253 668 per annum**

**Requirements:** Relevant National Diploma/ Degree in Agriculture/Horticulture or equivalent qualification. 2-3 years relevant work experience. Successful completion of Corrections Science Learnership/Basic Training. These requirements are in accordance with the relevant Occupational Specific Dispensation. Computer literacy. Valid driver's licence.

**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 and diplomacy.

**Responsibilities:** Promotion of self- sufficiency with regard to agricultural products. Coordinate the quality of agricultural services. Develop/maintain agricultural services standards in the management area. Manage plant production, agricultural labour, environment, agricultural equipment and occupational safety. Management of human resources, finances and assets. Management of performance information.

**SECURITY OFFICER: AGRICULTURE: DAIRY [CB2-1]**  
Limpopo, Mpumalanga and North West Region:

Rooigrond Management Area: Medium B Correctional Centre (Ref: LMN 2023/03/55)

**Salary: R253 668 per annum**

**Requirements:** Relevant National Diploma/ Degree in Agriculture specializing in Animal Production/Dairy or equivalent qualification. 2-3 years relevant work experience. Successful completion of Corrections Science Learnership/Basic Training. These requirements are in accordance with the relevant Occupational Specific Dispensation. Computer literacy. Valid driver's licence.

**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 and diplomacy.

**Responsibilities:** Promotion of self- sufficiency with regard to animal products. Coordinate the quality of dairy services. Develop/maintain dairy services standards in the management area. Manage dairy production, animal/dairy labour, environment, animal equipment and occupational safety. Management of human resources, finances and assets. Management of performance information.

**CORRECTIONAL POLICY ADMINISTRATOR: CORRECTIONS [NCB1] [3 POSTS]**

Limpopo, Mpumalanga and North West Region:

Barberton Management Area: Area Commissioner's Office (Ref: LMN 2023/03/56)

Rooigrond Management Area: Area Commissioner's Office (Ref: LMN 2023/03/57)

Witbank Management Area: Area Commissioner's Office (Ref: LMN 2023/03/58)

**Salary: R150 336 per annum**

**Requirements:** Grade 12. Successful completion of Corrections Science Learnership/ Basic Training. These requirements are in accordance with the relevant Occupational Specific Dispensation. Computer literate. Valid driver's licence.

**Competencies and Attributes:** Plan and organize meetings, report writing, punctuality, confidentiality, service delivery and client orientation, integrity and honesty, assertiveness, influence and ability to work under pressure.

**Responsibilities:** Handle the correspondences to and from the Management Area. Arrangement and administration of meetings. Planning and managing of activities for the Area Coordinator Corrections. Communication on behalf of the Area Coordinator Corrections. Handle Internal as well as External calls. Managing of classified information. Ensure that knowledge of classified issues to other persons is conveyed on a need to know basis only. Typing and filing of documents for the Area Coordinator Corrections. Logistical administration. Coordinating monthly statistics for the Area Coordinator Corrections.

**PAROLE BOARD CLERK: PROFILES & REPRESENTATION [NCB1]**

Limpopo, Mpumalanga and North West Region:

Polokwane Management Area: Area Commissioner's Office (Ref: LMN 2023/03/59)

**Salary: R150 336 per annum**

**Requirements:** Grade 12. Successful completion of Corrections Science Learner ship/ Basic Training. These requirements are in accordance with the relevant Occupational Specific Dispensation. Computer literate. Valid driver's licence. Experience in Boards/Committees will be an added advantage.

**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:** Exercise control over profiles received from Case Management Committee Victim empowerment. Document control opening, closing addressing of mail. Deal with representations. Inform offenders and Head of Correctional Centre on the outcome of the Committee meeting. Verification of offender's information. Assist with scheduling meetings of the Board. Prepare venues for the meetings of the Board

**APPOINTMENTS UNDER THE PUBLIC SERVICE ACT**

**MEDICAL OFFICER: GRADE 1**

Limpopo, Mpumalanga and North West Region:

Barberton Management Area: Maximum Correctional Centre (Ref: LMN 2023/03/60)

**Salary: R858 528 per annum (all-inclusive salary package)**

**Requirements:** Relevant and appropriate MBChB degree coupled with traceable experience in a Health Services environment. Registration as Medical Practitioner with the Health Professions Council of South Africa. Public health experience will be an advantage. Computer literate. Valid driver's licence.

**Competencies and attributes:** Financial management, Communication, project and programme management, Transformation Management, change management, Stakeholder management, problem solving and analysis, service delivery innovation, decision making, people management and empowerment, evaluation skills, integrity and honesty, confidentiality, good interpersonal relations, understanding of Public Service policy and legislative framework, Knowledge of the Correctional Service Act, Act 111 of 1998, as amended., assertiveness, ability to network and diplomacy.

**Responsibilities:** Render basic personal healthcare services to offenders. Provide clinical care and relevant Primary Healthcare Programmes. Render Medico-legal Services. Maintain good medical practice. Adhere to medical standards. Write reports and keep records. Effectively utilise resources. Provide emergency medical care, including after hours. Refer patients to authorised and recognised healthcare providers. Provide training where necessary. Liaise with internal and external counterparts regarding healthcare delivery. Adhere to Departmental policies and orders, Implement policy. Implement the national drug policy, including adherence to essential drug list .Perform any other duties as prescribed by the Department of Correctional Services. Supervisory responsibility to medical practitioners in the region. Management of human resources, finances and assets. Management of performance information.

**PSYCHOLOGIST GRADE 1 [2 POSTS]**

Limpopo, Mpumalanga and North West Region:

Bethal Management Area: Bethal Correctional Centre (Ref: LMN 2023/03/61)

Thohoyandou Management Area: Medium A Correctional Centre (Ref: LMN 2023/03/62)

**Salary: R745 785 all-inclusive salary package**

**Requirements:** Relevant Master's degree in Psychology and registration as a Clinical or Counselling Psychologist with Health Professions Council of South Africa. A minimum of three (03) years appropriate experience as a Clinical Psychologist after registration with the Health Professions Council of South Africa. These requirements are in accordance with the Occupational Specific Dispensation. Computer Literate. Valid driver's licence

**Competencies and attributes:** Problem solving and decision making, Facilitation skills, plan, organize, lead and control, Project and program management, Facilitation skills, Conflict management, Communication, Report writing, Time management, Confidentiality, Understanding of Public Services 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. Management of human resources, finance and assets.



**MANAGER: SPIRITUAL CARE (CHAPLAIN) [2 POSTS]**

Limpopo, Mpumalanga and North West Region:

Barberton Management Area: Area Commissioner's Office (Ref: LMN 2023/03/63)

Bethal Management Area: Area Commissioner's Office (Ref: LMN 2023/03/64)

**Salary: R766 584 all-inclusive salary package**

**Requirements:** Relevant National Diploma or Degree in Theology from an accredited theological institution Ordination as a minister of religion/faith. 3-5 years middle management experience. Computer literate. Valid driver's licence.

**Competencies and attributes:** Policy coordination, communication, financial management, 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 and diplomacy.

**Responsibilities:** Manage and coordinate spiritual care services. Implement, monitor and evaluate policies and procedures. Empower spiritual care personnel. Develop and present needs based spiritual care programs. Market spiritual care services and establish partner-ship with internal and external stakeholders. Provide and facilitate supportive services to personnel. Manage finances in terms of the PFMA. Manage spiritual care infrastructure. Implement the moral renewal programme for offenders. Liaise with internal and external stakeholders to enhance social reintegration services. Management of human resources, finances and assets. Management of performance information.

**CONSTRUCTION PROJECT MANAGER (PRODUCTION) GRADE A [2 POSTS]**

Limpopo, Mpumalanga and North West Region:

LMN Regional Office: Regional Commissioner's Office (Ref: LMN 2023/03/65)

**Salary: R750 693 all-inclusive salary package**

**Requirements:** Relevant Degree/B-Tech in Built Environment field or equivalent qualification. 3-5 years' work related experience and registration with the SACPCMP as a Professional Construction Project Manager. (Professional Registration with ECSA, SACQSP, or PMI will be an added advantage). Computer literate. Valid driver's licence.

**Competencies and attributes:** Programme and project management, Project principles and methodologies, Research and development, Computer aided engineering applications, Knowledge of legal compliance, Technical report writing, Creating high performance culture, Technical consulting, Professional judgement. Decision making, Team leadership, Analytical skills, Creativity, Self-management, Financial management, Customer focus and responsiveness, Communication, Planning and organization, Conflict management, Problem solving and analysis, People management, Change management and innovation. Consistently meet deadlines, willingness to travel .Engaging external and internal stakeholders throughout the project stages.

**Responsibilities:** Manage and take accountability for deliverables of all aspects of projects. Project accounting and financial management, including the management of project budgets and resources. Office administration, including inputs with tender administration, liaison with service providers, clients and management and the maintenance of record management systems. Provide overall management as required through the feasibility planning, design, tender and construction phases of a departmental infrastructure project. Execute a

communication strategy for all the different project stakeholders (internal and external) including reporting on project status and project risks. Provide leadership by building and training project teams to expand their capabilities by means of establishing best practices, alignment to policies, risk management, quality assurance and control tools, techniques and templates. Set project standards, specifications, and service levels according to 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. Significant autonomy in work, strong reporting and approval process and Project Delivery procedures. Participate in knowledge sharing of Project principles and methodologies. Research and development keeping up with new technologies and procedures and liaison with relevant bodies/councils on project management. Management of human resources, finances and assets. Management of performance information.

**ASSISTANT MANAGER: NURSING (PHC)**  
Limpopo, Mpumalanga and North West Region:

Witbank Management Area: Area Commissioner's Office (Ref: LMN 2023/03/66)

**Salary: R642 942 per annum**

**Requirements:** Diploma/ Degree in Nursing or an equivalent qualification that allows registration with the South African Nursing Council as a Professional Nurse. A minimum of 10 years appropriate experience in nursing after registration as a Professional Nurse with the SANC. At least 6 years of the period referred to above must be appropriate experience after obtaining the 1 year post-basic qualification in the relevant specialty. At least 3 years of the period referred to above must be appropriate/recognizable experience at management level. Current registration with the South African Nursing Council as a Professional Nurse. These requirements are in accordance with the relevant Occupational Specific Dispensation. Computer literate. Valid driver's licence.

**Competencies and attributes:** Policy coordination, Communication, Financial management, 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:** Provide direction and supervision in the implementation of the nursing plan (clinical practice/quality patient care) Implement standards, practices, criteria and indicators for quality nursing (quality of practices). Practise nursing and healthcare in accordance with the relevant laws and regulations. Manage and utilise human, material and physical resources efficiently and effectively. Display a concern for patients, promoting and advocating proper treatment and care, including an awareness and willingness to respond to patients' needs, requirements and expectations (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. Management of human resources, finances and assets. Management of performance information.

**OPERATIONAL MANAGER NURSING (PHC)**  
Limpopo, Mpumalanga and North West Region:

Bethal Management Area: Bethal Correctional Centre (Ref: LMN 2023/03/67)

**Salary: R588 378 per annum**

**Requirements:** Relevant National Diploma/ Degree in Nursing. A minimum of 9 years appropriate experience in nursing after registration as a Professional Nurse with the SANC. At least 5 years of the period referred to above must be appropriate experience after obtaining the 1 year post-basic qualification in the relevant speciality. Current registration with the South African Nursing Council as a Professional Nurse. These requirements are in accordance with the relevant Occupational Specific Dispensation. Computer literate. Valid driver's licence.

**Competencies and Attributes:** Understanding of the 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 coordinate and collaborate with internal and external stakeholders. Demonstrate an in depth understanding of nursing legislation and related legal and ethical nursing practices and how this impacts on service delivery.

**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 (quality of practices). Practice nursing and health care in accordance with the relevant laws and regulations. Display a concern for patients, promoting and advocating proper treatment and care including an awareness and willingness to respond to patient's needs, requirements and expectations (Batho Pele Principles). Maintain the quality of nursing data and information and utilize it to advice. Advance and evaluate the quality and cost-effectiveness of nursing care ensure that a comprehensive general nursing service is delivered to patients in a cost effective, efficient and equitable manner at a primary health care facility. Ensure compliance to professional and ethical practice. Ensure clinical nursing practice by the nursing team (unit) in accordance with the scope of practice and nursing standards as determined by the relevant health facility. Promote quality of nursing care as directed by the professional scope of practice and standards as determined by the relevant health facility. Management of human resources, finances and assets. Management of performance information.

**MANAGER: EDUCATION & TRAINING**  
Limpopo, Mpumalanga and North West Region:

Witbank Management Area: Area Commissioner's Office: (Ref: LMN 2023/03/68)

**Salary: R443 316 per annum**

**Requirements:** Relevant Degree/Diploma in Education (REQV 13) coupled with eight (8) years' experience in the educational field. Post graduate degree will be an added advantage. Registration with SACE as professional Educator. Computer Literate, Valid driver's license. These requirements are in accordance with Occupational Specific Dispensation DCS Educators.

**Competencies and attributes:** Financial management, Problem solving and decision making skills, Facilitation skills. Plan, organise, lead and control, Change Management, Team leadership, Project management, Presentation skill, Conflict management, Report writing, Training and development, Time management, Confidentiality, Coaching and mentoring. Ability to plan and organise. Sound communication skills.

Understanding of Public Service policy and legislative framework, Service delivery and client orientation, integrity and honest, Assertiveness, Willingness to travel, Influence and impact, Applied strategic thinking, Ability to network

**Responsibilities:** Responsible for the administration of education and training. Manage budget of education and training. Advise the Area Commissioner. Responsible for personnel development within the Area. Responsible for the total establishment of the Area. Implement policy with regard to sport, recreation, arts and culture libraries and skills development programmes and formal education. Implement and Manage education, SRAC and Skills training system. Liaise with the external role players regarding education, SRAC and Skills training system. Manage human resource, finances and assets. Management of performance information.

### **CLINICAL NURSE PRACTITIONER GRADE 1 (PHC) [5 POSTS]**

Limpopo, Mpumalanga and North West Region:

Barberton Management Area: Medium B Correctional Centre (Ref: LMN 2023/03/69)

Bethal Management Area: Standerton Correctional Centre (Ref: LMN 2023/03/70) **X2 posts**

Polokwane Management Area: Modimolle Correctional Centre (Ref: LMN 2023/03/71)

Rustenburg Management Area: Brits Correctional Centre (Ref: LMN 2023/03/72)

**Salary: R400 644 per annum**

**Requirements:** Relevant Diploma/Degree in Nursing and registration with the South African Nursing Council as a Professional Nurse. A minimum of 4 years appropriate/recognisable nursing experience after registration as a professional Nurse with South African Nursing Council in General Nursing. Post basic qualification with a duration of at least 1 year in curative skills in Primary Health Care accredited with South African Nursing Council. Current registration with the South African Council as a professional Nurse. Proof of previous and current work experience /Certificate of Service endorsed by Human Resource Department. These requirements are in accordance with the relevant Occupational Specific Dispensation. Computer literate. Valid drivers' licence

**Competencies and attributes:** Demonstrate an understanding of nursing legislation and related legal and ethical nursing practices within a primary health care environment. Perform a clinical nursing practice in accordance with the scope of practice and nursing standards as determined for a primary health care facility. Promote quality of nursing care as directed by the professional scope of practice and standards as determined for a primary health care facility.

**Responsibilities:** Provide direction and supervision in the implementation of the nursing plan, Implement standards, practices, criteria and indicators for quality nursing (quality of practices); Practice nursing and health care in accordance with the relevant laws and regulations; Display a concern for patients, promoting and advocating proper treatment and care, including awareness to respond to patient's needs, requirement and expectations. Maintain a constructive working relationship with nursing and other stakeholders. Management of human resources, finances and assets. Management of performance information.

**ASSISTANT DIRECTOR: MANAGER PROCUREMENT**

Limpopo, Mpumalanga and North West Region:

LMN Regional Office: Regional Commissioner's Office (Ref: LMN 2023/03/73)

**Salary: R393 711 per annum**

**Requirements:** Relevant 3 years National Diploma/Degree in Supply Chain Management or equivalent qualification and 3-5 years relevant experience gained on a supervisory posts. Knowledge of LOGIS system. Computer literate. Valid driver's licence.

**Competencies and Attributes:** Report writing. Problem solving skills. Interpersonal relations. Punctuality. Computer literacy. Conflict resolution. Communication skills. Integrity and honest. Friendly and adapt-ability. Self-discipline. Confident. Ability to work under pressure. Policy implementation. Assertiveness. Influence and impact. 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. Manage database of contracts. Management of human resources, finances and assets. Management of performance information.

**ASSISTANT DIRECTOR: HUMAN RESOURCE ADMINISTRATION**

Limpopo, Mpumalanga and North West Region:

Rooigrond Management Area: Area Commissioner's Office (Ref: LMN 2023/03/74)

**Salary: R393 711 per annum**

**Requirements:** Relevant three (3) year National Diploma/Degree in Human Resource Management or equivalent qualification. 3 – 5 years' supervisory experience in Human Resource environment. PERSAL training course. Computer literate. 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/liason with stakeholders, Negotiation skills and Conflict management

**Responsibilities:** Manage the implementation of human resource policies. Co-ordinate staff privileges. Ensure proper leave administration within the Region. Quality assessment of personnel services. Inspection of personnel administration. Ensure control over personnel documentation/files. Manage personnel investigations. Render advice on HR related matters. Manage housing allowances. Ensure proper capturing of allowances on PERSAL. Manage transfers. Manage remuneration control. Manage effective disciplinary processes and record keeping. Management of human resources, finances and assets. Management of performance information.

**ASSISTANT DIRECTOR: HUMAN RESOURCE SUPPORT**

Limpopo, Mpumalanga and North West Region:

Thohoyandou Management Area: Area Commissioner's Office (Ref: LMN 2023/03/75)

**Salary: R393 711 per annum**

**Requirements:** Relevant National Diploma/Degree in Human Resource Management or equivalent qualifications. 3- 5 years relevant work experience gained on a supervisory post. Knowledge of PERSAL system. Computer literate. Valid driver's licence.

**Competencies and attributes:** Policy coordination, communication and negotiation skills, facilitation skills, financial management, project and programme management. Plan, organize, lead and control. Conflict and change management, client orientation and customer focus, service delivery innovation, time management and decision making, people management and empowerment, integrity and honesty, confidentiality and internal audits, coaching and mentoring, good interpersonal relations, understanding of Public Service policy and legislative framework, assertiveness and willingness to travel. Influence and impact, ability to network and diplomacy.

**Responsibilities:** Manage performance management functions in the management area. Manage personnel awards and achievement bonuses. Effective confidential record keeping and data management. Management of human resources, finances and assets. Management of performance information.

**ASSISTANT DIRECTOR: SPECIAL PROGRAMMES [3 POSTS]**

Limpopo, Mpumalanga and North West Region:

Barberton Management Area: Area Commissioner's Office (Ref: LMN 2023/03/76)

Bethal Management Area: Area Commissioner's Office (Ref: LMN 2023/03/77)

Rooigrond Management Area: Area Commissioner's Office (Ref: LMN 2023/03/78)

**Salary: R393 711 per annum**

**Requirements:** Relevant National Diploma/ Degree in Social Science/Human Resource or equivalent qualifications. 3-5 years relevant work experience gained on a supervisory post. Computer literate. Valid driver's licence.

**Competencies and attributes:** 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 Inter-personal relations, Understanding of Public Service policy and legislative framework. Assertiveness, Ability to network, Diplomacy and tact, Resilience, Influence and impact.

**Responsibilities:** Manage special program policies of the DCS in the management area. The management of EAP programs. The management of equity affairs in the management area. The management of the sports policy in the management area. Manage of Occupational Health and Safety in the management area. Ensure that audit reports on club and mess finances are compiled. The evaluation of audit reports on clubs and mess for alleged irregularities with club management at Management Area. Management of human and financial resources and assets. Management of performance information

**ASSISTANT DIRECTOR: HUMAN RESOURCE DEVELOPMENT [2 POSTS]**

Limpopo, Mpumalanga and North West Region:

Polokwane Management Area: Area Commissioner's Office (Ref: LMN 2023/03/79)

Rooigrond Management Area: Area Commissioner's Office (Ref: LMN 2023/03/80)

**Salary: R393 711 per annum**

**Requirements:** Relevant National Diploma/Degree in Human Resource Development or equivalent qualification. OD-ETDP will be an added advantage. 3-5 years relevant work experience gained on a supervisory field of HRD. Computer literate. Valid driver's licence.

**Competencies and attributes:** Policy coordination, communication, financial management, Plan, organise, lead and control, 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 and Diplomacy.

**Responsibilities:** Conduct training needs analysis. Compilation of monthly training statistics and annual training reports. Deliver effective HRD administration. Management of learnership programmes and conducts assessment on learners on the Correctional Science Learnership NQF Level 4. Management of the internship programmes. Facilitation of HRD programmes in the Management Area. Programming and scheduling of training interventions. Evaluation of training as well as monitoring of training and logistical arrangement of training courses. Assist with the marketing of bursaries. Management of human resources, finances and assets. Management of performance information.

**ASSISTANT DIRECTOR: HR UTILIZATION [2 POSTS]**

Limpopo, Mpumalanga and North West Region:

Barberton Management Area: Area Commissioner's Office (Ref: LMN 2023/03/81)

Rooigrond Management Area: Area Commissioner's Office (Ref: LMN 2023/03/82)

**Salary: R393 711 per annum**

**Requirements:** National Diploma/Degree in Human Resource Management or equivalent qualifications. 3-5 years relevant work experience gained on a supervisory post. Knowledge of PERSAL system. Computer literate. Valid driver's licence.

**Competencies and attributes:** Plan, organise, lead and control, client orientation and communication, policy development and analysis, report writing, diversity management, training and development, relationship building, service delivery innovation and creativity, project and programme management, conflict management, financial management, facilitation management, transformation, change management, integrity and honest, coaching and mentoring, good work ethics, confidentiality, interpersonal relations, people management and empowerment, openness and transparency, networking, influence and impact, applied strategic planning, time management, tact and diplomacy, willingness to travel, presentation skills, conceptual skills, computer skills, negotiation skills and conflict management skills.

**Responsibilities:** Control cost effective personnel administration and utilization. Co-ordinate the operation of personnel functions in the Management Area. Implement national Human Resource Management Policy in the Management Area. Inspect personnel administration in the Management Area. Management of human resources, finances and assets. Management of performance information.

**ASSISTANT DIRECTOR: COMMUNICATIONS [2 POSTS]**

Limpopo, Mpumalanga and North West Region:

Barberton Management Area: Area Commissioner's Office (Ref: LMN 2023/03/83)

Bethal Management Area: Area Commissioner's Office (Ref: LMN 2023/03/84)

**Salary: R393 711 per annum**

**Requirements:** National Diploma/ Degree in Communication Science and 3-5 years relevant experience gained on a supervisory post working in communication environment. Computer literate. Valid driver's licence.

**Competencies and attributes:** Financial Management; Problem solving and decision making skills; Facilitation skills; Plan, organize, lead and control; Change Management; Team leadership; Project Management; Presentation Skills; Conflict management; Report writing; Training and development. Time Management, Confidentiality, Coaching and mentoring; Understanding of Public Service policy and legislative framework; Service delivery and client orientation; Integrity and honesty; Assertiveness, Influence and impact, Communication skills, Decision making, Problem solving skills, Networking/liason with stakeholders, negotiating skills and conflict management. Ability to network; Influence and impact; Applied strategic thinking; Willingness to travel.

**Responsibilities:** Gather information on newsworthy incidents in the management area and report to management. Draft media release on incidents/activities. Disseminate information within the Management Area. Evaluate effectiveness of communication within the Management Area, submit recommendations to improve. Arrange visits to centres by groups with interest as approved by management. Arrange and manage



public displays on activities of the department. Manage marketing of the Management Area. Liaise with external media. Management of human resources, finances and assets. Management of performance information.

**ASSISTANT DIRECTOR: EMPLOYEE RELATIONS [2 POSTS]**

Limpopo, Mpumalanga and North West Region:

Barberton Management Area: Area Commissioner's Office (Ref: LMN 2023/03/85)

Witbank Management Area: Area Commissioner's Office (Ref: LMN 2023/03/86)

**Salary: R393 711 per annum**

**Requirements:** National Diploma/Degree in Labour Law/ Labour Relations or equivalent qualification. 3-5 years supervisory experience in employee relations environment. Computer literate. 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:** Co-manage the Department's Employee Relations Management Information System (ERMIS). Develop systems and procedures where by data pertaining to disciplinary hearings, appeals, suspensions, grievances and disputes are collected, monitor, analyse and interpreted in the Management Area, and corrective measures implemented. Develop management information report for DCS Regional Management. Co-manage employee grievances in the management area and assist with policy and procedure development. Act as custodian of the grievance procedure. Monitor compliance with the DCS grievance procedure. Facilitate conflict management individual and collective. Represent the Department/Management Area in conciliation and arbitration hearings. Management of human resources, finances and assets. Management of performance information.

**LEGAL ADMINISTRATION OFFICER: MR5 [2 POSTS]**

Limpopo, Mpumalanga and North West Region:

Bethal Management Area: Area Commissioner's Office (Ref: LMN 2023/03/87)

Klerksdorp Management Area: Area Commissioner's Office (Ref: LMN 2023/03/88)

**Salary: R390 360 – R953 979 per annum**

**Requirements:** Recognised LLB Degree with eight (08) years appropriate post qualification legal experience. These requirements are in accordance with the relevant Occupational Specific Dispensation. Computer literate. Valid Driver's Licence.

**Competencies and attributes:** Policy coordination, communication, financial management, Plan, organise, lead and control, 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 and Diplomacy.

**Responsibilities:** The incumbent will provide legal advice to the DCS. Initiate policy amendments in the DCS. Draft memoranda on policy amendments. Draft legislation/legal documents. Receive request from functionaries for legal assistance. Furnish legal advice to personnel. Administer motion applications on the application of policy in the management areas. Maintain legal libraries. Conduct legal research and legal education. Represent the DCS on various forums. Management of human resources, finances and assets. Management of performance information.

**SENIOR ADMINISTRATION OFFICER: HUMAN RESOURCE ADMINISTRATION**  
Limpopo, Mpumalanga and North West Region:

LMN Regional Office: Regional Commissioner's Office (Ref: LMN 2023/03/89)  
**Salary: R331 188 per annum**

**Requirements:** Recognised three (3) year National Diploma /Degree in Human Resource Management or equivalent qualifications. 3- 5 years relevant work experience in HR Administration and Management. Successful completion of PERSAL training course. Computer literate. Valid driver's licence.

**Competencies and Attributes:** Financial management, Facilitation skills, Plan, organise, lead and control, Project management, Presentation skills, Conflict management, Confidentiality, Coaching and mentoring, Understanding of Public Service policy and legislative framework, Knowledge of Correctional Services 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 remuneration control. The management of PERSAL. Management of human resources, finances and assets. Management of performance information.

**SENIOR ADMINISTRATION OFFICER: INTERNAL AUDITOR**  
Limpopo, Mpumalanga and North West Region:

LMN Regional Office: Regional Commissioner's Office (Ref: LMN 2023/03/90)  
**Salary: R331 188 per annum**

**Requirements:** National Diploma/ Degree in Internal Auditing or equivalent qualification and 3-5 years' experience working in a comparable auditing environment. Computer literate. Valid driver's licence.

**Competencies and attributes:** Knowledge of Public Finance Management Act (PFMA) and accompanying Treasury Regulations, Public Service Regulatory Framework (PSRF), Public Service Financial and other System/s, Standards for the Professional Practices of Internal Auditing and Generally Recognized Accounting Principles. Risk management. Human resources management practices and service delivery principles (Batho Pele). Ability to work in a team. Planning and organizing. Good written and verbal skills. Lateral and innovative thinking. Interpersonal relations. Problem solving skills. Time management. Application and interpretation of legislation and project management. Confidentiality, fairness, respect and honesty.

**Responsibilities:** Plan allocated audit assignments. Conduct audit assignments in accordance with the audit programmes. Communicate audit results. Follow-up on the implementation of audits recommendations.

Compile audit file. Management of human resources, finances and assets. Management of performance information.

**SENIOR ADMINISTRATION OFFICER: EMPLOYEE ASSISTANCE PROGRAMME [3 POSTS]**

Limpopo, Mpumalanga and North West Region:

Bethal Management Area: Area Commissioner's Office (Ref: LMN 2023/03/91)

Rooigrond Management Area: Area Commissioner's Office (Ref: LMN 2023/03/92)

Witbank Management Area: Area Commissioner's Office (Ref: LMN 2023/03/93)

**Salary: R331 188 per annum**

**Requirements:** Relevant Degree in relation Social work or Psychology and relevant 3-5 years' experience in EAP. A postgraduate qualification in Social Work or Clinical Psychology will serve as a strong recommendation. Registration with the relevant regulatory body is mandatory. Computer literate. Valid driver's licence.

**Competencies and attributes:** Problem solving and decision making, facilitation skills, plan, organize, lead and control, project management, presentation skills, counselling skills. Ability to interpret policy/ legislation. Conflict management, coaching and mentoring, Understanding of Public Service policy and legislative framework, service delivery and client orientation, integrity and honesty, assertiveness, willingness to travel, influence and impact and ability to network. Counselling, presentation and communication skills. Professionalism, ability to plan and organise.

**Responsibilities:** Render direct EAP services to members and their families in a manner that ensures confidentiality and strong code of ethics. Assessments, referrals and short-term problem solutions. Effective confidential record-keeping and data management. Implement programmed promotion, training and awareness activities. Prepare annual programmed budgets and evaluate the attainment of programmed objectives as well as providing feedback. Management of human resources, finances and assets. Management of performance information.

**SENIOR ADMINISTRATION OFFICER: ADMINISTRATIVE SECRETARY**

Limpopo, Mpumalanga and North West Region:

Klerksdorp Management Area: Area Commissioner's Office (Ref: LMN 2023/03/94)

**Salary: R331 188 per annum**

**Requirements:** Relevant 3 year National Diploma/Degree in Public Administration/Office Administration or equivalent qualification and 3-5 years' relevant work experience in administration support services. Computer literate. Valid driver's licence.

**Competencies and attributes:** Communication, financial management, Plan, organise, lead and control, 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 and Diplomacy.

**Responsibilities:** Manage documentation in the office of the Area Commissioner and monitoring compliance thereof. Filing, quality control of documentation forwarded to the Regional Commissioner/Area Commissioner.

Coordinate meetings, agenda preparation, minute taking and development of an action plan and reporting system on decisions taken in meetings. Financial and logistical management of the office including budgeting and costing processes. Drafting of routine letters and memos, receipt of correspondence and documentation and proactively acknowledging correspondence. Financial administration, expenditure and financial reporting of the office. Coordination of performance information. Coordination of reports in liaison with Department's oversight bodies. Liaise with various stakeholders.

#### **SENIOR STATE ACCOUNTANT: FINANCIAL ACCOUNTING**

Limpopo, Mpumalanga and North West Region:

Bethal Management Area: Area Commissioner's office (Ref: LMN 2023/03/95)

**Salary: R331 188 per annum**

**Requirements:** National Diploma/Degree in Financial Management or equivalent qualification and 3-5 relevant work experience. Experience working on BAS. Computer literate. A valid driver's licence.

**Competencies and attributes:** Communication, 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, assertive-ness, ability to network and diplomacy. Knowledge of the Public Finance Management Act, Treasury Regulations.

**Responsibilities:** Provide financial management information and advice to managers. Submit the monthly in-year management reports. Monitor and provide reports according to National Treasury reporting requirements. Compile and submit adjustment estimate and the MTEF budget Maintain activity delimitation of the Department. Provide financial

#### **SENIOR STATE ACCOUNTANT: MANAGEMENT ACCOUNTING**

Limpopo, Mpumalanga and North West Region:

Barberton Management Area: Area Commissioner's office (Ref: LMN 2023/03/96)

**Salary: R331 188 per annum**

**Requirements:** National Diploma/Degree in Accounting/Financial Management and 3-5 years relevant work experience in Government Financial systems. Experience working on BAS. Computer literate. Valid driver's license.

**Competencies and attributes:** Plan, organise, lead and control, client orientation & communication, policy analysis and interpretation, report writing, facilitation skills, presentation, problem solving and decision making Knowledge of the sup-ply chain management framework (PFMA). Treasury Regulations relating to supply chain management. Good knowledge of Public Service Regulation. Knowledge of procurement administration and public finance administration , financial management, Integrity & honesty, good work ethics ,confidentiality, interpersonal relations, people management, accuracy, independent networking, influence and impact, computer skills.

**Responsibilities:** Implementation of financial accounting policy in the management area in accordance with current procedures. Planning and execution of management accounting functions/inspections undertaking of financial investigations. Keep financial accounting system on standard. Execute the responsibilities of officials as stipulated in Section 45 of the Public Finance Management Act. Ensure optimal utilisation of resources and support with regard to management of budgets within the framework of relevant legal directives and regulations. Perform budget control and ensure enforcement of financial discipline. Perform responsibilities for logistics and procurement management. Manage the allocation, maintenance, capturing

and distribution of the budget for the management area. Render a support service to the Financial Control Office (FCO) in terms of giving financial and budgetary advice to the management area.

**SENIOR PROVISIONING ADMINISTRATION OFFICER: MOVABLE ASSETS**

Limpopo, Mpumalanga and North West Region:

LMN Regional Office: Regional Commissioner's Office (Ref: LMN 2023/03/97)

**Salary: R331 188 per annum**

**Requirements:** National Diploma/Degree in Supply Chain Management or equivalent qualification with 3-5 years in a supply chain management environment. Knowledge of LOGIS system. Computer literate. 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 honest, 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 resources, finances and assets. Management of performance information.

**ARTISAN FOREMAN: PRODUCTION WORKSHOPS**

Limpopo, Mpumalanga and North West Region:

Thohoyandou Management Area: Medium A Correctional Centre (Ref: LMN 2023/03/98)

**Salary: R318 090 per annum**

**Requirements:** Grade 12 or equivalent vocational qualification and appropriate Trade Diploma/Certificate underwritten under Manpower Training Act (Red Seal). Five (5) years post qualification as an Artisan. These requirements are in accordance with the Occupational Specific Dispensation. Computer Literacy. Valid driver's licence

**Competencies and attributes:** Team leadership. Technical analysis knowledge. Computer-aided applications. Knowledge of legal compliance. Technical report writing. Production, process knowledge and skills. Problem solving and analysis, Decision making. Analytical Skills. Communication skills. Conflict Management. Innovation & creativity. Time management. Coaching & mentoring, Confidentiality, Interpersonal relations, Networking, Tact and Computer skills.

**Responsibilities:** Management of administration task. Training and development of offenders. Control over work-places and tools. Inventory control and logistical administration. Management of work orders and compliance with administration. Execute work as per requisition/orders received from clients. Apply quality control to manufactured products. Costing of products as well as services and supply quotes. Execute basic workshop administration. Manage human resources, finances and assets. Management of performance information.

**EDUCATIONIST (M+4) (FORMAL EDUCATION) [2 POSTS]**

Limpopo, Mpumalanga and North West Region:

Bethal Management Area: Standerton Correctional Centre (Ref: LMN 2023/03/99) **X2 posts**

**Salary: R296 574 per annum**

**Requirements:** Recognised 4 year Degree in Education or equivalent qualification that allows registration with the South African Council of Educators. Registration with the South African Council of Educators. These requirements are in accordance with the relevant Occupational Specific Dispensation. Computer literate. Valid driver's licence.

**Competencies and attributes:** Plan, organise, lead and control, client orientation and communication, policy implementation, report writing, diversity management, training and development, service delivery innovation and creativity, project management, conflict management, facilitation management integrity and honesty, knowledge and understanding of public service management frame-work, influence and impact, presentation skills, conceptual skills and conflict management skills.

**Responsibilities:** Implement educational programs 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. Management of human resources, finances and assets. Management of performance information.

#### **EDUCATIONIST (M+4) (BUSINESS STUDIES)**

Limpopo, Mpumalanga and North West Region:

Rustenburg Management Area: Brits Correctional Centre (Ref: LMN 2023/03/100)

**Salary: R296 574 per annum**

**Requirements:** Recognised four (4) year Degree or equivalent qualification in Education Specialising in Economic Management Science (EMS) that allows registration with the South African Council of Educators. These requirements are in accordance with the relevant Occupational Specific Dispensation. Computer literate. Valid driver's licence.

**Competencies and attributes:** Plan, organise, lead and control, client orientation and communication, policy implementation, report writing, diversity management, training and development, service delivery innovation and creativity, project management, conflict management, facilitation management integrity and honesty, knowledge and understanding of public service management frame-work, 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. Management of resources and performance of information.

#### **EDUCATIONIST (M+4) (SOCIAL SCIENCE)**

Limpopo, Mpumalanga and North West Region:

Polokwane Management Area: Modimolle Correctional Centre (Ref: LMN 2023/03/101)

**Salary: R296 574 per annum**

**Requirements:** Recognised four (4) year Degree or equivalent qualification in Education Specialising in Human & Social Science that allows registration with the South African Council of Educators. These requirements are in accordance with the relevant Occupational Specific Dispensation. Computer literate. Valid driver's licence.

**Competencies and attributes:** Plan, organise, lead and control, client orientation and communication, policy implementation, report writing, diversity management, training and development, service delivery innovation and creativity, project management, conflict management, facilitation management integrity and honesty, knowledge and understanding of public service management frame-work, 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. Management of resources and performance of information.

#### **EDUCATIONIST (M+4) TVET (ENGINEERING STUDIES) [2 POSTS]**

Limpopo, Mpumalanga and North West Region:

Rooigrond Management Area: Medium A Correctional Centre (Ref: LMN 2023/03/102)

Polokwane Management Area: Polokwane Correctional Centre (Ref: LMN 2023/03/103)

**Salary: R296 574 per annum**

**Requirements:** Recognized 4 year Degree or equivalent qualification in Education Specialising in Electrical/Electronic/Welding/Mechanical/Motor Mechanic/Building that allows registration with the South African Council of Educators. These requirements are in accordance with the relevant Occupational Specific Dispensation. Computer literate. Valid driver's licence.

**Competencies and attributes:** Plan, organise, lead and control, client orientation and communication, policy implementation, report writing, diversity management, training and development, service delivery innovation and creativity, project management, conflict management, facilitation management integrity and honesty, knowledge and understanding of public service management frame-work, influence and impact, presentation skills, conceptual skills and conflict management skills.

**Responsibilities:** Implement educational programs 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. Management of resources and performance of information

#### **EDUCATIONIST (M+4) (AGRICULTURE)**

Limpopo, Mpumalanga and North West Region:

Thohoyandou Management Area: Medium A Correctional Centre (Ref: LMN 2023/03/104)

**Salary: R296 574 per annum**

**Requirements:** Recognized 4 year Degree or equivalent qualification in Education Specialising in Agriculture that allows registration with the South African Council of Educators. These requirements are in accordance with the relevant Occupational Specific Dispensation. Computer literate. Valid driver's licence.

**Competencies and attributes:** Plan, organise, lead and control, client orientation and communication, policy implementation, report writing, diversity management, training and development, service delivery innovation and creativity, project management, conflict management, facilitation management integrity and honesty, knowledge and understanding of public service management frame-work, influence and impact, presentation skills, conceptual skills and conflict management skills.

**Responsibilities:** Implement educational programs 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. Management of human resources, finances and assets. Management of performance information.

#### **EDUCATIONIST (M+4) TVET (MATHS AND SCIENCE)**

Limpopo, Mpumalanga and North West Region:

Polokwane Management Area: Modimolle Correctional Centre (Ref: LMN 2023/03/105)

**Salary: R296 574 per annum**

**Requirements:** Recognized 4 year Degree or equivalent qualification in Education Specialising in Mathematics and Science that allows registration with the South African Council of Educators. These requirements are in accordance with the relevant Occupational Specific Dispensation. Computer literate. Valid driver's licence.

**Competencies and attributes:** Plan, organise, lead and control, client orientation and communication, policy implementation, report writing, diversity management, training and development, service delivery innovation and creativity, project management, conflict management, facilitation management integrity and honesty, knowledge and understanding of public service management frame-work, influence and impact, presentation skills, conceptual skills and conflict management skills.

**Responsibilities:** Implement educational programs 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. Management of resources and performance of information

#### **EDUCATIONIST (M+4) (ENGLISH AND SEPEDI)**

Limpopo, Mpumalanga and North West Region:

Barberton Management Area: Maximum Correctional Centre (Ref: LMN 2023/03/106)

**Salary: R296 574 per annum**

**Requirements:** Recognized 4 year Degree or equivalent qualification in Education Specialising in Languages (English and Sepedi) that allows registration with the South African Council of Educators. These requirements are in accordance with the relevant Occupational Specific Dispensation. Computer literate. Valid driver's licence.



**Competencies and attributes:** Plan, organise, lead and control, client orientation and communication, policy implementation, report writing, diversity management, training and development, service delivery innovation and creativity, project management, conflict management, facilitation management integrity and honesty, knowledge and understanding of public service management frame-work, influence and impact, presentation skills, conceptual skills and conflict management skills.

**Responsibilities:** Implement educational programs 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. Management of human resources, finances and assets. Management of performance information.

**SOCIAL WORKER: GRADE 1**

Limpopo, Mpumalanga and North West Region:

Rooigrond Management Area: Mafikeng Correctional Centre (Ref: LMN 2023/03/107)

**Salary: R269 301 per annum**

**Requirements:** Degree in Social Work. Registration with the South African Council for Social Service Professions. These requirements are in accordance with the relevant Occupational Specific Dispensation. Computer literate. Valid drivers' licence.

**Competencies and attributes:** Conversant with Acts policies and legislation pertaining to Social Work practice, understanding of Human Behavioural systems, Social Work environment, empowerment, confidentiality, time management, listening skills, good interpersonal skills, client orientation, good communication skills, empathy, tactfulness, integrity and honesty, report writing skills, adaptability and conflict management. Ability to coordinate, collaborate with internal and external stakeholders. The ability to interpret policy/legislative matters and operate within the management area. The ability to coordinate and collaborate with internal and external stakeholder

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

**HUMAN RESOURCE PRACTITIONER: RECRUITMENT AND PLACEMENT [3 POSTS]**

Limpopo, Mpumalanga and North West Region:

Klerksdorp Management Area: Area Commissioner's Office (Ref: LMN 2023/03/108)

Rustenburg Management Area: Area Commissioner's Office (Ref: LMN 2023/03/109)

Witbank Management Area: Area Commissioner's Office (Ref: LMN 2023/03/110)

**Salary: R269 214 per annum**

**Requirements:** Relevant National Diploma/ Degree in Human Resource or equivalent qualification and 1-2 years' experience in recruitment and placement. Knowledge of PERSAL system. Valid driver's licence.

**Competencies and attributes:** Plan, organise, lead and control, client orientation, Punctuality, Confidentiality, understanding of Public Service Policy, Recruitment processes and Legislative framework, service delivery, report writing, Integrity and honesty, Assertiveness, influence and impact. Ability to work under pressure. Dynamic and professional. Sound communication skills.

**Responsibilities:** Implementation of HR provisioning policy. Appointment of all new entry levels, interns, contract workers on PERSAL. Manage employee transfers in the Management Area. Ensure that all documents regarding appointment area correctly completed and signed. Compile shortlisting and appointment memorandum. Ensuring that indemnity certificate, SAP91 (finger-prints) are forward to Head office. Ensure that on assumption of duty the medical certificate is thoroughly checked. Verification of qualifications. Management of human resources, finances and assets. Management of performance information.

**ADMINISTRATION OFFICER: REGISTRATION AND ARCHIVES**

Limpopo, Mpumalanga and North West Region:

LMN Regional Office: Regional Commissioner's Office (Ref: LMN 2023/03/111)

**Salary: R269 214 per annum**

**Requirements:** Relevant National Diploma / Degree or equivalent qualification and 1-2 years' experience in a comparative environment. Computer literate. Valid driver's licence.

**Competencies and Attributes:** Plan and organize, report writing. Punctuality, confidentiality, service delivery and client orientation, integrity and honesty, assertiveness, influence and ability to work under pressure.

**Responsibilities:** Manage archives and registry sections. Transfer records to archives. Withdraw records from archives and registry. Ensure disposal of files. Control uniform filling system. Safe keeping of departmental files. Management of assets and Human Resource. Management of performance information.

**ADMINISTRATION OFFICER: HR ADMINISTRATION (PERSONNEL) [3 POSTS]**

Limpopo, Mpumalanga and North West Region:

Barberton Management Area: Area Commissioner's Office (Ref: LMN 2023/03/112)

Rooigrond Management Area: Area Commissioner's Office (Ref: LMN 2023/03/113) **X2 posts**

**Salary: R269 214 per annum**

**Requirements:** National Diploma / Degree in Human Resource Management or equivalent qualification. 1-2 years relevant work experience. Knowledge of PERSAL system. Computer literate. Valid driver's licence.

**Competencies and Attributes:** Financial management, Facilitation skills, Plan, Organise, lead and control, project management, Presentation skills, Conflict management, 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, Communication skills, Problem solving skills, Network and diplomacy.

**Responsibilities:** Maintenance of duty register. Ensure submission of human resources request to Head Personnel. Calculation of overtime worked. Management of leave in line with policies and capturing on PERSAL. Manage applications for promotions, PERSAL awards, achievements bonuses, remuneration control, housing subsidies, official accommodation, transfers, medical boards, appointments, termination of service and disciplinary matters. Management of performance information.

#### **ADMINISTRATION OFFICER: EMPLOYEE RELATIONS**

Limpopo, Mpumalanga and North West Region:

LMN Regional Office: Regional Commissioner's Office (Ref: LMN 2023/03/114)

**Salary: R269 214 per annum**

**Requirements:** National Diploma/Degree in Labour Law/Labour Relations or equivalent relevant qualification and 2-3 years' relevant experience in a comparable environment. Computer literate. 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:** Co-manager the Department's Employee Relations Management Information System (ERMIS). Develop systems and procedures where by data pertaining to disciplinary hearings, appeals, suspensions, grievances and disputes are collected, monitor, analyse and interpreted in the Management Area, and corrective measures implemented. Develop management information re-port for DCS Regional Management. Co-manage employee grievances in the management area and assist with policy and procedure development. Act as custodian of the grievance procedure. Monitor compliance with the DCS grievance procedure. Facilitate conflict management individual and collective. Represent the Department/Management Area in consolation and arbitration hearings. Management of finance and assets.

#### **ADMINISTRATION OFFICER: CAREER MANAGEMENT**

Limpopo, Mpumalanga and North West Region:

Bethal Management Area: Area Commissioner's Office (Ref: LMN 2023/03/115)

**Salary: R269 214 per annum**

**Requirements:** National Diploma/Degree in Human Resources Management/Human Resource Development/Organisational Development & Training Practices or equivalent qualification. 1-2 year relevant work experience in the field of training and development. Computer literacy. Valid driver's licence.

**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:** Apply HR development policies in the management area. Administrate training programmes. Administrate examinations. Undertake training research. Administrate in-service training programmes. Administrate self-development activities. Administrate bursaries/ study loans. Administrate infrastructural requirements for HR development. Management of performance information.

**PROVISIONING ADMINISTRATIVE OFFICER: LOGISTICS[2 POSTS]**

Limpopo, Mpumalanga and North West Region:

Polokwane Management Area: Area Commissioner's Office (Ref: LMN 2023/03/116)

Tohoyandou Management Area: Area Commissioner's Office (Ref: LMN 2023/03/117)

**Salary: R269 214 per annum**

**Requirement:** Relevant National Diploma/Degree in Purchasing Management/Logistics/Supply Chain Management or any equivalent qualification. 1-2 years relevant work experience in Supply Chain Management. Working experience on LOGIS will be an added advantage. Computer literate. 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:** Administer the Implementation of logistical policies in the Management Area. Monitor and control incoming and out-going stock. The administration of the warehouse, transit and fleet. Asset verification and logistical processes, asset and inventory balancing. Reconciliation between BAS and LOGIS. Management of resources and performance of information.

**STATE ACCOUNTANT: ACCOUNTING AND BOOKKEEPING**

Limpopo, Mpumalanga and North West Region:

LMN Regional Office: Regional Commissioner's Office (Ref: LMN 2023/03/118)

**Salary: R269 214 per annum**

**Requirements:** Relevant National Diploma/ Degree in Accounting /Financial Management or relevant qualification and 1-2 years relevant experience. Computer literate. Experience working on BAS will be advantageous. A valid driver's licence.

**Competencies and Attributes:** Communication, 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 and diplomacy.

**Responsibilities:** Ensure optimal utilization of resources, support with regard to management of budgets within the framework of relevant legal directives and regulations. Control the budget Ensure enforcement of financial discipline Manage logistics and procurement. Plan and execute financial accounting functions/inspections. Conduct financial investigations. Ensure the financial accounting system maintains standards. Compile training programmes. Ensure the financial accounting system maintains standards. Compile training programmes. Ensure effective control over the collection and allocation of all revenue. Ensure financial data integrity on BAS. Execute the responsibilities of official as stipulated in section 45 of the Public Finance Management Act. Manage debts and control accounts. Management of human resources and assets.

#### **NETWORK CONTROLLER [4 POSTS]**

Limpopo, Mpumalanga and North West Region:

Barberton Management Area: Area Commissioner's Office (Ref: LMN 2023/03/119)

Bethal Management Area: Area Commissioner's Office (Ref: LMN 2023/03/120)

Rustenburg Management Area: Area Commissioner's Office (Ref: LMN 2023/03/121)

LMN Regional Office: Regional Commissioner's Office (Ref: LMN 2023/03/122)

**Salary: R269 214 per annum**

**Requirements** National Diploma/Degree in Information Technology/Computer Science or equivalent qualification. A+, N+, Security+ will be an added advantage. 1-2 years' experience in a network environment. Good understanding of current MS Windows as well as the MS Office suite. Valid driver's licence.

**Competencies and attributes:** Report writing. Problem solving skills. Interpersonal relations. Punctuality. Computer literacy. Conflict resolution. Communication skills. Integrity and honest. Friendly and adaptability. Self-discipline. Confident. Ability to work under pressure. Policy implementation. Assertiveness. Influence and impact. Ability to network

**Responsibilities** Perform back-ups. Monitor wide and local area networks. Detect and repair faults on LAN/WAN, PC's, peripherals, network points and software. Installation and maintenance of printing from all systems include Transversal Systems (e.g. LOGIS, PERSAL, BAS, and DCS business systems). Provide desktop support. Manage and maintain a virus free network. Liaise with users on requests/faults. Create/maintain inventory of all desktop. Install and support software and applications. Monitor IP Telephony and Video Conferencing. Perform software and hardware rollout projects. Management of performance information

#### **ADMINISTRATION OFFICER: INVESTIGATIONS**

Limpopo, Mpumalanga and North West Region:

Polokwane Management Area: Area Commissioner's Office (Ref: LMN 2023/03/123)

**Salary: R269 214 per annum**

**Requirements:** Recognized National Diploma/ Degrees in Human Resource/Public Management/Labour Relations or equivalent qualification. 1-2 years' relevant work experience in a comparable environment. Computer literate. Valid driver's licence.

**Competencies and attributes:** Plan and organize, report writing. Punctuality, confidentiality, service delivery and client orientation, integrity and honesty, assertiveness, influence and ability to work under pressure.

**Responsibilities:** Responsible for the administration and arrangement for transport and accommodation with regard to investigation and any other travelling. Investigate escapes, assaults and injuries to offenders. Investigate injuries to staff and prosecution of staff. Management of performance information.

**ADMINISTRATION OFFICER: LOGISTICS**

Limpopo, Mpumalanga and North West Region:

Witbank Management Area: Area Commissioner's Office (Ref: LMN 2023/03/124)

**Salary: R218 064 per annum**

**Requirements:** National Diploma / Degree in Logistics or equivalent qualification. 1-2 years' experience in Purchasing Management, Logistics, Supply Chain Management, Stores and Inventory Management. Knowledge of PAS2.6/LOGIS. Computer literate. Valid driver's licence.

**Competencies and attributes:** Plan, organise, lead and control, client orientation and communication, policy analysis and interpretation, report writing, facilitation skills, presentation, problem solving and decision making 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 & honesty, good work ethics ,confidentiality, interpersonal relations, people management, accuracy, independent networking, influence and impact, computer skills.

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

**ARTISAN PRODUCTION GRADE A: CARPENTER**

Limpopo, Mpumalanga and North West Region:

Rooigrond Management Area: Medium B Correctional Centre (Ref: LMN 2023/03/125)

**Salary: R199 317 per annum**

**Requirements:** An appropriate Trade Diploma/certificate in Carpentry underwritten under Manpower Training Act (Red Seal). Experience in carpentry disciplines will add advantage. 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. Computer literate. Valid driver's licence.

**Competencies and attributes:** Plan and organise, report writing, punctuality, 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:** Produce carpentry designs according to specification and within limits production capability. Produce carpentry object with material and equipment according to job specifications and recognized standards. Inspects equipment and facilities for technical faults. Repair capentry goods according to standards. Layout carpentry structures according to schedule. Train offenders in the applicable trade. Execute

work as per requisition/orders received from clients. Apply quality control to manufactured products. Costing of product and supply quotes. Execute basic workshop administration performance administrative and related function. Maintain and advance expertise. Management of resources and performance of information.

**ARTISAN PRODUCTION GRADE A: PLUMBER [3 POSTS]**

Limpopo, Mpumalanga and North West Region:

Bethal Management Area: Bethal Correctional Centre (Ref: LMN 2023/03/126) & Standerton Medium A Correctional Centre (Ref: LMN 2023/03/127)

Polokwane Management Area: Polokwane Correctional Centre (Ref: LMN 2023/03/128)

**Salary: R199 317 per annum**

**Requirements:** Appropriate plumbing trade test Certificate, These requirements are in accordance with the relevant Occupational Specific Dispensation-Artisan. Computer literacy. Valid driver's licence.

**Competencies and attributes:** Computer aided applications, Knowledge of legal compliance, Technical report writing, Production process knowledge and skills, Team work analytical skills, creativity, self-management, customer focus and responsiveness, communication, planning and organising, Coaching & mentoring, Confidentiality, computer skills.

**Responsibilities:** Produce plumbing designs according to specification and within limits production capability. Produce plumbing objects with material and equipment according to job specifications and recognized standards. Inspects plumbing equipment and facilities for technical faults. Repair and maintain and install plumbing fixtures according to standards. Service plumbing fixtures according to schedule. Train offenders in the applicable trade. Execute work as per requisition/orders received from clients. Apply quality control to manufactured products. Costing of product and supply quotes. Execute basic workshop administration performance administrative and related function. Maintain and advance expertise. Management of resources and performance of information.

**CLERK: INVESTIGATIONS (EMPLOYEE RELATIONS)**

Limpopo, Mpumalanga and North West Region:

Bethal Management Area: Area Commissioner's Office: (Ref: LMN 2023/03/129)

**Salary: R181 599 per annum**

**Requirements:** Grade 12 and relevant experience in a comparable environment will be an added advantage. Computer literate.

**Competencies and attributes:** Plan and organize, report writing. Punctuality, confidentiality, service delivery and client orientation, integrity and honesty, assertiveness, influence and ability to work under pressure.

**Responsibilities:** Responsible for the administration and arrangement for transport and accommodation with regard to investigation and any other travelling. Ensure all documents in Employee Relations are filed according to the filing system of DCS. Ensure that the files are maintained and kept safe. Ensure compliance and execution of financial functions of the Section. Ensure that the general administration of the Sub Directorate is handled accordingly.

**CLERK: TERMINATION**

Limpopo, Mpumalanga and North West Region:

Bethal Management Area: Area Commissioner's Office: (Ref: LMN 2023/03/130)

**Salary: R181 599 per annum**

**Requirements:** Grade 12 and relevant experience in a comparable environment will be an added advantage. Computer literate.

**Competencies and attributes:** Plan and organize, report writing, punctuality, confidentiality, service delivery and client orientation, integrity and honesty, assertiveness, influence and ability to work under pressure.

**Responsibilities:** Request pension benefits by preparing withdrawal forms for all type of termination and ensure that all relevant documents are attached. Handle inter-departmental transfers to ensure correct pensionable service. Handle all applications for buy-back service. Provide advice to officials/ex-officials and their dependants regarding GEPP benefits. Provide guidance to officials /ex-officials and their dependants on completion of documents. Interpreting, implementing and explaining policies and procedure to enhance quality service delivery. Attend general enquiries i.e. telephonic and written correspondences. Capture termination on the PERSAL. Ensure correct filing of documents. Proper record keeping. Organize and order the Office stationery. Management of resources

**ARTISAN PRODUCTION GRADE A: BRICKLAYER [2 POSTS]**

Limpopo, Mpumalanga and North West Region:

Bethal Management Area: Bethal Correctional Centre (Ref: LMN 2023/03/131)

Barberton Management Area: Medium B Correctional Centre (Ref: LMN 2023/03/132)

**Salary: R199 317 per annum**

**Requirements:** An appropriate Trade test certificate, underwritten by the Manpower Training Act (Red Seal). Experience and qualified working as a Bricklayer, recognition will be given for relevant experience after completion of the trade test. These requirements are in accordance with the relevant Occupational Specific Dispensation. Computer literate. Valid driver's licence.

**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 and tact.

**Responsibilities:** Produce building designs according to specification and within limits production capability. Laying bricks with material and equipment according to job specifications and recognized standards. Inspects brick laying equipment and facilities for technical faults. Repair equipment's according to standards. Apply brick laying according to schedule. Train offenders in the applicable trade. Execute work as per requisition/orders received from clients. Apply quality control to manufactured products. Costing of product and supply quotes. Execute basic workshop administration performance administrative and related function. Maintain and advance expertise. Management of resources and performance of information



**CLERK: HR ADMINISTRATION**

Limpopo, Mpumalanga and North West Region

LMN Regional Office: Regional Commissioner's Office (Ref: LMN 2023/03/133)

**Salary: R181 599 per annum**

**Requirements:** Matric/Grade 12 or equivalent vocational qualification. Knowledge and experience in Human Resource Management will be an added advantage. Computer literate.

**Competencies and Attributes:** Facilitation skills. Report writing. Presentation skills. Problem solving and decision-making. Interpersonal relations. Policy implementation. Computer literacy. Conflict resolution. Communication skills. Typing skills. Training skills. Confidentiality. Integrity and honesty. Friendly and adaptability. Confident and independent. Accuracy. Ability to work under pressure. Ability long hours.

**Responsibilities:** Maintenance of duty register. Recording of leave. Drawing up of duty schedules. Calculating of overtime worked. Reporting of overtime worked via G224. All cases of absenteeism without leave to be reported to HR Administration and initiators. Issuing leave forms to staff. Forwarding of leave forms for processing by staff of the HR Administration. Handling applications for transfers, housing subsidies, accommodation, and any other miscellaneous information required. Management of Performance Information.

**CLERK: LOGISTICS**

Limpopo, Mpumalanga and North West Region:

Witbank Management Area: Area Commissioner's Office (Ref: LMN 2023/03/134)

**Salary: R181 599 per annum**

**Requirements:** National Diploma / Degree in Logistics or relevant qualification. Experience in Purchasing Management, Logistics, Supply Chain Management, Stores and Inventory Management will be an added advantage. Computer literate.

**Competencies and attributes:** Plan, organise, lead and control, client orientation and communication, policy analysis and interpretation, report writing, facilitation skills, presentation, problem solving and decision making 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 & honesty, good work ethics ,confidentiality, interpersonal relations, people management, accuracy, independent networking, influence and impact, computer skills.

**Responsibilities:** Implement logistical policies in the Management Area. Check and control assets, including overall administration of logistic activities.

**SECRETARY [ 2 POSTS]**

Limpopo, Mpumalanga and North West Region:

Regional Office: Secretary to the Regional Head Dev & Care (Ref: LMN 2023/03/135)

Klerksdorp Management Area: Secretary to the Area Commissioner's Office (Ref: LMN 2023/03/136)

**Salary: R181 599 per annum**

**Requirements:** Grade 12 or secretarial diploma/certificate and relevant experience as a secretary will be an added ad-vantage. Computer literate.

**Competencies and Attributes:** Plan and organize, punctuality, confidentiality, understanding of Public Service policy and legislative frame

**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, influence and impact, ability to work under pressure and Telephone etiquette.

**Responsibilities:** Answer and screen telephone calls. 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. Management of assets.

• ***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. Please do not call the Department to enquire about the progress of your application.***

*Applicants must note that further checks will be conducted once they are shortlisted and that their appointment is subject to positive outcomes on these checks, which include security clearance, security vetting, qualification verification, and criminal records verification. Appointment 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 interview.*

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

***Applications:*** Applications must be submitted on a new Z83 form (Public Service Application form), obtainable from any Public Service Department, and must be completed in full. ***Only a comprehensive CV, identity document and /or valid driver's licence should be attached to your application form. Only shortlisted candidates will be required to submit certified copies not older than six (6) months of qualifications and other related documents on or before the day of the interview.*** Please send a separate and complete application for each post you apply for, stating the correct reference for each position you are interested in. ***Faxed and e-mailed applications will not be accepted*** • Candidates must comply with the minimum appointment requirements • CV's should be aligned to reflect one's degree of compliance with the advert requirements and responsibilities. It is the sole responsibility of an applicant to ensure that their application reaches DCS before the stipulated closing date and time.

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

**Limpopo/Mpumalanga/North West Region:**

**Postal Address** Head Recruitment, Department of Correctional Services, Private Bag X 99, Pretoria 0001

**Contact persons:** Ms. Portia Bungqu 012 306 2032/Ms. Petunia Nomvela 012 306 2033 / Ms. Thandiwe Lekhuleni 012 306 2034/ Mr. Tshepo Ndlamini 012 306 2055/ Mr. Brent Botha at 012 306 2034/2055/ Mr. Jacob Seerane 012 306 2033/2055

**Physical Address:** 196 Masada Building, Cnr. Johannes Ramokhoase (Proes) and Paul Kruger Street, Pretoria

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