



correctional services

Department:
Correctional Services
REPUBLIC OF SOUTH AFRICA

DEPARTMENT OF CORRECTIONAL SERVICES

CIRCULAR 02 OF 2016

Closing date: 2016/10/14 @ 15h45

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

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

Applicants must note that further checks will be conducted once they are shortlisted and that their appointment is subject to positive outcomes on these checks, which include security clearance, security vetting, qualification verification, and criminal records verification. Appointment to some of these posts will be provisional, pending the issue of a security clearance. If you cannot get a security clearance, your appointment will be re-considered/possibly terminated. Finger prints may be taken on the day of interviews.

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

Applications: For applications to be accepted, applications must be submitted on form Z83 (Public Service Application form), obtainable from any Public Service Department, and must be completed in full. Applications must be accompanied by a CV and certified copies of qualifications and ID NOT older than 3 months. Where an advertisement states that a valid Driver's Licence is required, then please submit a certified copy of your licence.

Please send a separate and complete application for each post you apply for, stating the correct reference for each position you are interested in. Faxed and e-mailed applications will not be accepted • Candidates must comply with the minimum appointment requirements • CV's should be aligned to reflect one's degree of compliance with the above-mentioned requirements and responsibilities.

Applications must reach DCS before the closing date and time. It is the sole responsibility of an applicant to ensure that their application reaches DCS before the stipulated closing date and time.

NB: Indicate the reference number, regional office, Management Area and position you are applying for on your application form (Z83) and post your complete application to the relevant addresses as indicated below:

KwaZulu/Natal Region:

Postal Address: Head Recruitment, Private Bag X 9126, Pietermaritzburg, 3200

Contact person: Mrs GJ Mchunu at 033 355 7386/ Ms SN Zikalala 033 355 7345/ Mr SM Dlamini at 033 355 7367/Ms B Shange 033 355 7369/ Ms N Hadebe 033 355 7368

Physical Address: 1 Eugene Marais Road, Napierville, Pietermaritzburg

APPOINTMENTS UNDER THE CORRECTIONAL SERVICES ACT

DD: HEAD CORRECTIONAL CENTRE

KwaZulu-Natal Region: Waterval Med B (Ref: KZN 2016/02/01)

Salary: R 711 990.00 per annum

Requirements: Degree / National Diploma in Behavioural Sciences and Successful completion of Corrections Science Learnership. At least 7 Years (combined) relevant experience on supervisory and junior management production levels. These requirements are in accordance with the relevant Occupational Specific Dispensation. Top secret security classification, Valid Driver's License and Computer literate will be an added advantage.

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,

Responsibility: Management of all aspects of the correctional centre on a day to day basis through the implementation of Correctional Services Act, Act 111 of 1998 as amended, Manage the implementation of the imperatives of White Paper on Corrections. Management of case management administration, security, development and care, unit management and case management committees. Foster a working relationship with the Justice Cluster and the Community. Monitor, evaluate and take appropriate action in relation to outcomes on the risk trends. Manage human resources, finances and assets.

ASD: CENTRE COORDINATOR: OPERATIONAL SUPPORT

KwaZulu-Natal Region: Sevontein (Ref: KZN 2016/02/02)

Salary: R 376 227.00 per annum

Requirements: Degree/ National Diploma in Behavioural Sciences or equivalent qualification 7 years combined relevant experience on supervisory post and CB2 . These requirements are in accordance with the Occupational Specific Dispensation. Top secret security classification as an added advantage. Successful completion of Corrections Science Learnership/Basic Training. Valid driver's licence. Computer literate.

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, Resilient, Ability to network, Diplomacy and tactful, Influence and impact.

Responsibilities: Management of all aspects of the correctional centre on a day to day basis through the implementation of Correctional Services Act, Act 111 of 1998 as amended, Manage the implementation of the imperatives of White Paper on Corrections. Management of case management administration, security, development and care, unit management and case management committees. Foster a working relationship with the Justice Cluster and the Community. Monitor, evaluate and take appropriate action in relation. Management of human resources, finance and assets.

ASD: MANAGER: CORRECTIONS

KwaZulu-Natal Region: Ncome (Ref: KZN 2016/02/03)

Salary: R 324 540.00 per annum

Requirements: Degree/ National Diploma in Behavioural Sciences or equivalent qualification and at least 7 years combined relevant experience on supervisory post and NCB2. These requirements are in accordance with the Occupational Specific Dispensation. Top secret security classification as an added advantage. Successful completion of Corrections Science Learnership/Basic Training. Valid driver's licence. Computer literate.

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 and process documentation to / from correctional centre and community corrections. Management of classified information. Management of policy documentation of DCS. Investigation of incidents. Management of human resources and assets.

SCO: CENTRE COORDINATOR: OPERATIONAL SUPPORT

KwaZulu-Natal Region: Durban Female (Ref: KZN 2016/02/04),

Port Shepstone (Ref: KZN 2016/02/05)

Salary: R 315 084.00 per annum

Requirements: Degree/ National Diploma in Behavioural Sciences or equivalent qualification 7 years combined relevant experience on supervisory post and CB2 . These requirements are in accordance with the Occupational Specific Dispensation. Top secret security classification as an added advantage. Successful completion of Corrections Science Learner ship/Basic Training. Valid driver's licence. Computer literate.

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, Resilient, Ability to network, Diplomacy and tactful, Influence and impact.

Responsibilities: Management of all aspects of the correctional centre on a day to day basis through the implementation of Correctional Services Act, Act 111 of 1998 as amended, Manage the implementation of the imperatives of White Paper on Corrections. Management of case management administration, security, development and care, unit management and case management committees. Foster a working relationship with the Justice Cluster and the Community. Monitor, evaluate and take appropriate action in relation. Management of human resources, finance and assets.

SCO: NUTRITIONAL SERVICES
KwaZulu-Natal Region: Kokstad (Ref: KZN 2016/02/06)
Salary: R 315 084.00 per annum

Requirements: Degree/National Diploma and at least seven (7) years relevant experience gained on production level. Successful completion of Corrections Science Learner ship/Basic Training. These requirements are in accordance with the relevant Occupational Specific Dispensation. Valid driver's licence. Ability to plan/organize.

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: Preparation of meals. Serving of meals. Cleaning of utensils, kitchens, serveries. Training of offenders as caterers. Screening of offenders. Control of security equipment (keys, batons, teargas, radios). Supervise the unlocking of offenders. Control of catering equipment (knives, crockery etc.). Ensure medical parades. Ensure cleaning of kitchen. Supervision of recreation activities. Dealing with problematic offenders. Searching of kitchen. Treatment of offenders. Manage human resources, finances and assets

HEAD CORRECTIONAL CENTRE
KwaZulu-Natal Region: Greytown (Ref: KZN 2016/02/07),
UMzimkulu (Ref: KZN 2016/02/08)
Salary: 315 084.00 per annum

Requirements: Degree/ National Diploma in Behavioural Sciences or an equivalent qualification and successful completion of Corrections Science Learner ship/Basic Training. 7 years relevant experience in a supervisory post. These requirements are in accordance with the Occupational Specific Dispensation. Top secret security classification as an added advantage. Valid driver's licence. Computer literate

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: Management of all aspects of the correctional centre on a day to day basis through the implementation of Correctional Services Act, Act 111 of 1998 as amended, Manage the implementation of the imperatives of White Paper on Corrections. Management of case management administration, security, development and care, unit management and case management committees. Foster a working relationship with the Justice Cluster and the Community. Monitor, evaluate and take appropriate action in relation to outcomes on the risk trends. Manage human resources, finances and assets.

SCO: SECURITY MANAGER
KwaZulu-Natal Region: Ebongweni Max (Ref: KZN 2016/02/09)
Salary: R 315 084.00 per annum

Requirements: Degree/ National Diploma in Behavioural Sciences or an equivalent qualification and successful completion of Corrections Science Learner ship/Basic Training. 7 years relevant experience in a supervisory post. These requirements are in accordance with the Occupational Specific Dispensation. Top secret security classification as an added advantage. Valid driver's licence. Computer literate.

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 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. Management of human resources finances and assets.

SCO: DH: CORRECTIONS AND CARE
KwaZulu-Natal Region: Port Shepstone Comcor (Ref: KZN 2016/02/10),
Salary: R 315 084.00 per annum

Requirements: Degree/ National Diploma in Behavioural Sciences or an equivalent qualification and successful completion of Corrections Science Learner ship/Basic Training. 7 years relevant experience in a supervisory post. These requirements are in accordance with the Occupational Specific Dispensation. Top secret security classification as an added advantage. Valid driver's licence. Computer literate.

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 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. Management of human resources finances and assets.

SCO: MANAGER: INTERNAL SECURITY
KwaZulu-Natal Region: Durban Medium A (Ref: KZN 2016/02/11)
Salary: R 315 084.00 per annum

Requirements: Degree/ National Diploma in Behavioural Sciences or an equivalent qualification and successful completion of Corrections Science Learner ship/Basic Training. 7 years relevant experience in a supervisory post. These requirements are in accordance with the Occupational Specific Dispensation. Top secret security classification as an added advantage. Valid driver's licence. Computer literate.

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 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. Management of human resources finances and assets.

SCO: MANAGER: EXTERNAL SECURITY
KwaZulu-Natal Region: Waterval Med A (Ref: KZN 2016/02/12)
Salary: R 315 084.00 per annum

Requirements: Degree/ National Diploma in Behavioural Sciences or an equivalent qualification and successful completion of Corrections Science

Learner ship/Basic Training. 7 years relevant experience in a supervisory post. These requirements are in accordance with the Occupational Specific Dispensation. Top secret security classification as an added advantage. Valid driver's licence. Computer literate.

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 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. Management of human resources finances and assets.

UNIT MANAGER

**KwaZulu-Natal Region: Waterval Med A (Ref: KZN 2016/02/13),
Waterval Med B (Ref: KZN 2016/02/14), Ekuseni (Ref: KZN 2016/02/15),
Ebongweni Max (Ref: KZN 2016/02/16), Durban Medium A (Ref: KZN 2016/02/17),
Durban Medium B (Ref: KZN 2016/02/18), Durban Female X 2 (Ref: KZN 2016/02/19),
Ebongweni Max (Ref: KZN 2016/02/20) X2, Glencoe (Ref: KZN 2016/02/21)
Salary: R 315 084.00 per annum**

Requirements: Degree/ National Diploma in Behavioural Sciences or an equivalent qualification and successful completion of Corrections Science Learner ship/Basic Training. Seven (7) years relevant experience in a supervisory post. These requirements are in accordance with the Occupational Specific Dispensation. Top secret security classification as an added advantage. Valid driver's licence. Computer literate.

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 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. Management of human resources finances and assets.

SCO: CENTRE COORDINATOR: CORRECTIONS

**KwaZulu-Natal Region: Ixopo (Ref: KZN 2016/02/22)
Salary: R 315 084.00 per annum**

Requirements: Degree/National Diploma or equivalent qualification and 7 years relevant experience, of which 3 years must be in a supervisory post. Successful completion of Corrections Science Learner ship/ Correctional Service 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: Ensure the development of correctional sentence plan and facilitate the implementation thereof. Execute correctional policies and procedures. Coordinates the collation and dissemination of correction information. Coordinates activities relating to rehabilitation programme, case management administration, case management committee and unit management systems. Promote corrections and security. Manage human resources, finance and assets.

SCO: CASE MANAGEMENT COMMITTEE

**KwaZulu-Natal Region: Durban Med B (Ref: KZN 2016/02/23)
Salary: R 315 084 per annum**

Requirements: Degree/ National Diploma in Behavioural Science or equivalent qualification and successful completion of Correctional Science Learnership. 7 years' relevant experience gained in production post. Computer literacy. 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 interpersonal relations, knowledge of the Correctional Services Act, Act 111 of 1998, as amended, assertiveness, ability to network and diplomacy.

Responsibility: 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, logistical administration and assets.

SCO: CC: STAFF SUPPORT
KwaZulu-Natal Region: Empangeni Med (Ref: KZN 2016/02/24)
Salary: R 315 084.00 per annum

Requirements: Degree/ National Diploma in Behavioural Sciences or equivalent qualification and successful completion of Corrections Science Learner ship/Basic Training. 7 years relevant experience on production post 3 years of which must supervisory experience. These requirements are in accordance with the Occupational Specific Dispensation. Top secret security classification as an added advantage. Valid driver's licence. Computer literacy.

Competencies and attributes: Firearm skills and the use of relevant security technology. Communication, Project and programme management, Transformation management, Change Management, Stakeholder management, Problem solving, Analysis, Service Delivery Innovation, decision making, People Management and Empowerment, In depth understanding of safety and security in a correctional environment. Integrity and honesty, Confidentiality, Good Interpersonal relations, 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 register and leave arrangements. Management of human resources, finances and assets. Management of correctional centre through the implementation of correctional services act, Act 111 of 1998 as amended.

SCO: MANAGER: HUMAN RESOURCE MANAGEMENT
KwaZulu-Natal Region: Pietermaritzburg Comcor (Ref: KZN 2016/02/25)
Salary: R 315 084.00 per annum

Requirements: Degree/ National Diploma in Behavioural Sciences or equivalent qualification and successful completion of Corrections Science Learner ship/Basic Training. 7 years relevant experience on production post, of which 3 years must be in a supervisory post. These requirements are in accordance with the Occupational Specific Dispensation. Top secret security classification as an added advantage. Valid driver's licence. Computer literacy.

Competencies and attributes: Firearm skills and the use of relevant security technology. Communication, Project and programme management, Transformation management, Change Management, Stakeholder management, Problem solving, Analysis, Service Delivery Innovation, decision making, People Management and Empowerment, In depth understanding of safety and security in a correctional environment. Integrity and honesty, Confidentiality, Good Interpersonal relations, 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 register and leave arrangements. Management of correctional centre through the implementation of correctional services act, Act 111 of 1998 as amended. Communicate and monitor implementation of human resource policy matters, Manage administrative matters, Maintain post establishment and facilitation of training needs, Management of sports and recreation activities, Adminstrate performance of merit assessments. Management of human resources, finance and assets.

DH: SECURITY
KwaZulu-Natal Region: Ladysmith (Ref : KZN 2016/02/26),
Waterval Medium A (Ref : KZN 2016/02/27)
Salary: R 315 084.00 per annum

Requirements: Recognised 3 year Degree/Diploma with 7 years of relevant experience or Grade 12 coupled with 15 years of relevant experience. Successful completion of Corrections Science Learnership/ Basic Training. Valid driver's licence. Computer literacy.

Competencies and attributes: Firearm skills and the use of relevant security technology. Strategic capability and Leadership, Policy development, Communication, Project and Programme management, transformation management, change management, conflict management, Stakeholder management, Problem solving, Analysis, Service Delivery Innovation, decision making, People Management and Empowerment, In depth understanding of

safety and security within a correctional environment. Integrity and honesty, confidentiality, Good interpersonal relations, knowledge of the Correctional Services Act, Act 111 of 1998 as amended, Assertiveness, Resilience, Ability to network, Diplomacy an tact, influence and impact.

Responsibilities: Implement the policy to relevant role players. Supervise access control to correctional centres grounds. Supervise the manning of watch towers. Supervise the escort of inmates to courts, doctors, hospitals etc. Qualities assess security services. Improve standard of physical security in the management area. Manage emergency support team. Man-age infrastructure for security service. Communicate with the interest groups. Ensure service level standards for accommodation of inmates. Ensure the separation of high risk offenders. Management of financial and human resources and assets.

SCO: COMMUNITY LIAISON OFFICER

KwaZulu-Natal Region: Empangeni Comcor (Ref: KZN 2016/02/28)

Salary: R 315 084.00 per annum

Requirements: Recognised three (3) year Degree/ National Diploma or equivalent qualification in Behavioural Sciences and 5 years relevant experience on production post. These requirements are in accordance with the relevant Occupational Specific Dispensation. Top secret security classification as an added advantage. Successful completion of Corrections Science Learner ship/Basic Training. Valid driver's licence.

Competencies and attributes: Firearm skills and the use of relevant security technology. Communication, Stakeholder management, Problem solving, Service Delivery Innovation, decision making, People Management and Empowerment, 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, Diplomacy and Tact, Resilient, Influence and impact, Computer literacy.

Responsibilities: Effective management of social reintegration of offenders. Marketing of the concept of community supervision. Identification of community service opportunities. Development of community service programs. Monitor community service operations.

SCO: SECRETARY: PAROLE BOARD

KwaZulu-Natal Region: Ncome (Ref: KZN 2016/02/29),

Pietermaritzburg (Ref: KZN 2016/02/30)

Salary: R 273 024.00 per annum

Requirements: Recognised three (3) year Degree/ National Diploma or equivalent qualification in Behavioural Sciences and 5 years relevant experience on production post. These requirements are in accordance with the relevant Occupational Specific Dispensation. Top secret security classification as an added advantage. Successful completion of Corrections Science Learner ship/Basic Training. Valid driver's licence.

Competencies and attributes: Firearm skills and the use of relevant security technology. Communication, Stakeholder management, Problem solving, Service Delivery Innovation, decision making, People Management and Empowerment, 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, Diplomacy and Tact, Resilient, Influence and impact, Computer literacy.

Responsibilities: Effective administration of the Parole Board meetings including minutes taking. Supervise verification offender information prior to the meetings. Inform offenders of the decision of the board. Supervise representations activities. Supervise safe custody of offenders during Board meetings. Management of human resources, finance and assets.

SCO: CORRECTIONS ADMINISTRATION

KwaZulu-Natal Region: Durban (Ref: KZN 2016/02/31)

Salary: R 273 024.00 per annum

Requirements: Degree/ National Diploma in Behavioural Sciences or equivalent qualification and at least 5 years experience on. These requirements are in accordance with the Occupational Specific Dispensation. Top secret security classification as an added advantage. Successful completion of Corrections Science Learner ship/Basic Training. Valid driver's licence. Computer literate.

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 and process documentation to / from correctional centre and community corrections. Management of classified information. Management of policy documentation of DCS. Investigation of incidents. Management of human resources and assets.

APPOINTMENTS UNDER THE PUBLIC SERVICE ACT

CHIEF CONSTRUCTION PROJECT MANAGER GRADE A
KwaZulu-Natal Region: Regional Office (Ref: KZN 2016/02/32)
Salary: R871 548 all inclusive salary package

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

Competencies and attributes: Strategic capability, Problem solving and analysis, Decision making, Team Leadership, Creativity, Financial Management, Customer Focus, and responsiveness, Communication, Computer skills, People Management, Planning and Organising, Conflict Management Negotiation skills and Change management. Programme and project management, Project management skills, principles and methodologies, Project and professional judgement, Computer aided engineering and project applications, Project design and analysis knowledge, Project operational communication, Process knowledge and skills, Maintenance skills and knowledge, Mobile equipment, Operating skills, Legal and operational compliance, Research and development, Creating high performance culture and Technical consulting.

Responsibilities: Perform final review and approvals or audits on project designs according to design principles or theory. Coordinate design efforts and integration across disciplines to ensure seamless integration with the current technology. Manage the execution of project management strategy through the provision of appropriate structures, systems and resources. Set project standards, specifications and service levels according to the organisational objectives to ensure optimum operational availability. Monitor project management efficiencies according to organisational goals to direct or redirect project services for the attainment of organisational objectives. Ensure the availability and management of funds to meet the MTEF objectives within the project environment/ services. Manage the operational capital project portfolio for the operation to ensure effective resourcing according to organisational objectives. Manage the commercial added value of the discipline – related programmes and projects; Facilitate the compilation of innovation proposals to ensure validity and adherence to organisational principles. Allocate, monitor, control expenditure according to budget to ensure efficient cash flow management. Allocate and monitor and control resources. Compile risks logs (databases) and manages significant risk according to sound risk management practice and organisational requirements. Provide technical consulting services for the operation of project risks. Manage and implement knowledge sharing initiatives e.g. short term assignments and secondments within and across operations, in support of individual development plans, operational requirements and return on investment. Continuously monitor the exchange and protection of information between operations and individuals to ensure the effective knowledge management according to the departmental objectives. Management of human and financial resources and assets.

DD: AREA COORDINATOR: HUMAN RESOURCES
KwaZulu-Natal Region: Empangeni (Ref: KZN 2016/02/33)
An all Inclusive Package: R 612 822.00

Requirements: Recognized and appropriate three year Degree/Diploma in Human Resource Management / Diploma in Correctional Services Management or equivalent qualification. 5 years management experience. Proven knowledge of Human Resource policies and procedures in the Public Services, Labour Relation Policies and Procedures in the Public Service, disciplinary procedure and code are essential, as are excellent verbal and written communication skills and strong leadership qualities. Negotiation skills and ability to organize are required. A valid driver's licence.

Competencies and attributes: Policy coordination, Financial management, Communication, Facilitation skills, Project and programme management, Change management, Client orientation and Customer Focus, Problem Solving and Analysis, Service Delivery, Innovation, Decision making, People Management and Empowerment, Integrity and honesty, Confidentiality, Good interpersonal relations, Understanding of Public Service Policy and legislative Framework, Assertiveness, Ability to network, Diplomacy and tact, Influence and impact.

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

DEPUTY DIRECTOR: AREA COORDINATOR: FINANCE AND SUPPLY CHAIN MANAGEMENT
KwaZulu-Natal Region: Pietermaritzburg (Ref: KZN 2016/02/34)
An all inclusive package: R 612 822.00

Requirements: Degree/ National Diploma in Accounting or Financial Management with 3 – 5 years middle management experience in a financial management environment. Knowledge of BAS and LOGIS systems. Computer literacy. Valid driver's licence.

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

honesty, Assertiveness, Influence and impact, Applied strategic thinking. Ability to network.

Responsibilities: Effective management of financial and supply chain management functions in management area. Implementation and monitoring of execution of duties in terms of the Public Finance Management Act, 1999 (PFMA), the candidate must assist the Area Commissioner in the execution of his duties in terms of the Public Finance Management Act, 1999 (PFMA). Ensuring optimal utilization of resources and support with regard to the management area budgets. This includes by ensuring optimal utilization of resources, support with regard to the management of regional budgets within the framework of relevant legal directives and regulations, performing budget control and ensuring enforcement of financial discipline. Management of human and financial re-sources and assets.

PSYCHOLOGIST GRADE 1

KwaZulu-Natal Region: Durban Medium B (Ref: KZN 2016/02/35)

Salary: R 590 589 (An all inclusive package)

Requirements: Master's Degree in Psychology and registration as Clinical or Counselling Psychologist with the Health Professional Council of South Africa. A minimum of three (3) years appropriate experience as Clinical Psychologist after registration with the Professional Council of South Africa. These requirements are in accordance with the relevant Occupational Specific Dispensation. 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; Ability to network; Influence and impact; Applied strategic thinking; Willingness to travel.

Responsibilities: Render and coordinate psychological services to offenders. Liaise with internal and external organizations for the provision of psychological services. Management of human resources, finances and assets.

ASSISTANT MANAGER: NURSING (PHC)

KwaZulu-Natal Region: Durban (KZN 2016/02/36)

Salary: R 509 148.00 per annum

Requirements: Basic qualification accredited with the SANC in terms of Government Notice (i.e. Diploma/Degree in Nursing) or equivalent qualification that allows registration with the SANC as a professional Nurse. Post Basic qualification with a duration of at least 1 year in Curative Skills in Primary Health Care accredited with the SANC. A minimum of 10 years appropriate/ recognisable experience in nursing after registration as Professional Nurse with the SANC in General Nursing, at least 3 years of the period referred to above must be appropriate/ recognisable experience at managerial level.

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; Ability to network; Influence and impact; Applied strategic thinking; Willingness to travel.

Responsibilities: To ensure that a comprehensive nursing treatment and care service is delivered to patients in a cost effective, efficient and equitable manner by Nursing Department, including the overall management of nursing services (i.e. operational, HR and Finance of the nursing department). Ensure compliance to professional and ethical practice. Ensure that the clinical nursing practice by the nursing team in the facility is rendered in accordance with the scope of practice and nursing standards as determined by relevant health facility. Promote quality 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.

PHARMACIST GRADE 1

KwaZulu-Natal Region: Waterval (Ref: KZN 2016/02/38)

Salary: R 574 041.00 all inclusive package

Requirements: Four (4) year Degree in Pharmacy or equivalent qualification. Registration with the South African Pharmacy Council as a Pharmacist. Computer literate. Valid driver's licence. These requirements are in accordance with the relevant Occupational Specific Dispensation.

Competencies and attributes: Financial management, Problem Solving and decision making, Facilitation skills, Plan organise lead and control. Knowledge of the Public Health and Pharmaceutical system, Presentation skills, Conflict management, Report writing, Confidentiality, Understanding of Public Service Policy and legislative Framework, Service delivery and Client orientation, Integrity and honesty, Assertiveness, Influence and impact ,Ability to network.

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

DIVISIONAL HEAD: EDUCATIONIST

KwaZulu-Natal Region:

Ekuseni (Ref: KZN 2016/02/40)

Salary: R 342 753.00 per annum

Requirements: Recognised four (4) year Degree or equivalent qualification in Education and registration with the South African Council of Educators. Seven years relevant experience gained after registration with SACE. These requirements are in accordance with the relevant Occupational Specific Dispensation. Computer literacy. Valid driver's license.

Competencies and attributes: Plan, organise, lead and control, client orientation and communication, understanding of Public Service policy and Legislative framework, policy implementation, report writing, diversity management, training and development, service delivery innovation and creativity, project management, facilitation management, integrity and honesty, influence and impact, presentation skills, conflict management, assertiveness and ability to work under pressure.

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. Initiate policy with regard to sport and recreation, libraries and life skills programmes. Manage education and training system. Liaise with external role-players regarding education and recreation opportunities.

CLINICAL NURSE PRACTITIONER GR 1

KwaZulu-Natal Region: Durban Med A (Ref: KZN 2016/02/41) X2

Umzinto (Ref: KZN 2016/02/42), Ebongweni Max (Ref: KZN 2016/02/43)

Salary: R 317 271.00 per annum

Requirements: Degree/Diploma in Nursing or an equivalent qualification that allows registration with the South African Nursing Council as a Professional. A minimum of 4 years appropriate/recognisable nursing experience after registration as a Professional Nurse with the SANC in General Nursing. Post basic qualification with duration of at least 1 year in Curative skills in Primary Health Care accredited with the SANC. Current registration with the South African Nursing Council as a Professional Nurse. Valid driver's licence. Computer literate. These requirements are in accordance with the relevant Occupational Specific Dispensation.

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

Responsibilities: Supervise the routine examination of offenders and treatment of minor ailments according to scope of practice. Supervise the assistance of immobile offender patients. Supervise the administration of medicine and other treatments. Supervise first aid and emergency series. Supervise sterilisation of equipment's/facilities. Supervise the updating of offenders/s records. Counsel offender patients. Supervise medicine control maintain safe custody by nursing personnel. Identify offenders for medicines. Not medical condition as instructed by doctors. Manage human resources, finance and assets.

ASD: MANAGER: HR UTILIZATION

KwaZulu-Natal Region: Glencoe (Ref: KZN 2016/02/44)

Salary: R 311 784.00 per annum

Requirements: Degree/National Diploma in Human Resource Management and 3-5 years' experience in a supervisory post. Valid driver's licence. Computer literate.

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. Manage remuneration control, housing subsidies accommodation, leave administration, transfer of personnel, appointment of staff, finance and personnel. Management of human resources, finances and assets.

ASSISTANT DIRECTOR: MANAGER: LEGAL SERVICES (MR5 Legal Admin Officer)

KwaZulu-Natal Region: Pietermaritzburg (Ref: KZN 2016/02/45)

Durban (Ref: KZN 2016/02/46)

Salary: R 309 126.00 – R 416 343.00 per annum

(Based on Qualifications and recognised experience as per relevant OSD)

Requirements: Recognised LLB Degree and 8 years experience in a legal administration environment. Admittance as an Attorney/Advocate. Valid driver's licence. Excellent verbal and written communication skills. Good negotiation and conflict resolution skills. Computer literacy. Service rendering and creditability.

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. Manage finances. Conduct legal research and legal education. Represent the DCS on various forums.

ASSISTANT DIRECTOR: MANAGER: SPECIAL PROGRAMMES

KwaZulu-Natal Region: Kokstad (Ref: KZN 2016/02/47),

Salary R 311 784.00 per annum

Requirements: Relevant B-degree/National Diploma with 7 years experience three of which must be at junior management level and in a comparable environment. Valid driver's licence. Computer literacy.

Competencies and attributes: Policy coordination, Financial management, Communication, Facilitation skills, Project and programme management, Change management, Client orientation and Customer Focus, Problem Solving and Analysis, Service Delivery Innovation, Decision making, People Management and Empowerment, Integrity and honesty, Confidentiality, Good interpersonal relations, Understanding of Public Service Policy and legislative Framework, Assertiveness, Ability to network, Diplomacy and tact, Influence and impact.

Responsibilities: Promote Code of Conduct within the Management Area. Co-ordinate Employee Assistance Programme operations. Plan EAP operations within the Management Area. Ensure gainful employment of disabled persons within the Management Area. Ensure alignment of DCS policies with legislation on equity. Manage sports events within the Management Area. Management of human and finance resources and assets.

ASD: MANAGER: EMPLOYEE RELATIONS

KwaZulu-Natal Region: Waterval (Ref: KZN 2016/02/48),

Durban (Ref: KZN 2016/02/49), Glencoe (Ref: KZN 2016/02/50)

Salary: R 311 784.00 per annum

Requirements: B-Degree/ National Diploma in Labour Law/ Labour Relations or equivalent qualifications with at least (5) years experience in employee relations environment. Valid drivers' license. Computer literacy.

Competencies and attributes: Problem solving and decision-making skills, time management, confidentiality, Understanding of Public Services and legislative framework, service delivery and client orientation, integrity and honesty, assertiveness, influence and impact and ability to network.

Responsibilities: Rendering of assistance with regard to labour unrest. Undertaking of labour relations research. Assist on the management of grievance procedure/ disciplinary system. Assist with conducting training of management and employees in dispute resolution and in the generic labour field. Provide negotiations and consultations within the DCS Bargaining Chamber

ASSISTANT DIRECTOR: MANAGER: COMMUNICATIONS

KwaZulu-Natal Region: Ncome (Ref: KZN 2016/02/51)

Salary: R 311 784.00 per annum

Requirements: Degree/ National Diploma in Communication Science and 5 years relevant experience in the communication environment. Computer literate. Valid driver's license.

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; Under-standing 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, Network-ing/liaison 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 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.

ASSISTANT DIRECTOR: UAMP: MUNICIPAL SERVICES: FACILITIES
KwaZulu-Natal Region: Regional Office (Ref: KZN 2016/02/52)
Salary: 311 784.00 per annum

Requirements: Recognized Degree/National Diploma in Property Management or equivalent qualification coupled with 7 years supervisory experience in a similar environment. Proven knowledge in Municipal Finance Act, Treasury Regulations. Computer literacy. Valid driver's license.

Competencies and attributes: Financial management, Problem solving, Facilitation skills, Plan, organize, lead and control, Project management, Presentation skill, Conflict management, Training skills, Communication skills, Time management, Confidentiality, Coaching and mentoring, Proven knowledge of the Public Finance Management Act, 1999 and Treasury Regulations, Procurement Administration and Public Finance Administration, Municipal Finance Act, Service delivery and client orientation, Integrity and honesty, Assertiveness, Influence and impact, Ability to network, Knowledge of Property Management Act and Building Act.

Responsibilities: Coordinate the maintenance of departmental property. Ensure effective risk and compliance management within the asset management unit. Implement sector policy and set norms and standards for the sector, which addresses infrastructure development. Implementation of infrastructure policy and delivery systems, sectoral norms and standards, mobilize and coordinate support. Support municipalities to prepare and implement their sector development plan. Verify sector information in Key Performance Indicator Reports as part of the National Monitoring System. Provide technical advice as required through the feasibility planning, design, tender and construction phases of a municipal infra-structure project. Management of human resources, finances and assets.

ASSISTANT DIRECTOR: MANAGER: FACILITIES & SECURITY
KwaZulu-Natal Region: Empangeni (Ref: KZN 2016/02/53),
Pietermaritzburg (Ref: KZN 2016/02/54)
Salary: 311 784.00 per annum

Requirements: Recognised Degree/National Diploma in Behavioural Sciences or equivalent qualification with 3-5 years relevant experience with 7 years traceable supervisory experience. Dynamism and professionalism. Valid driver's licence.

Competencies and attributes: Firearm skills and the use of relevant security technology. 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: Coordination of policy relating to building and maintenance projects. Communicate policy matters to the relevant role players. Assist in the planning of building maintenance projects. Ensure maintenance of buildings. Draw up strategies to improve identified sub standards services building in the region. Evaluations of service levels. Quality assessment of building/maintenance related activities for occupational safety hazards. Election of work safety committees. Management of the procurement of rented office accommodation. Improve standard of physical security in the management area. Manage emergency support team. Manage infrastructure for security service. Ensure service level standards for accommodation of inmates. Coordinate the separation of high risk offenders. Manage human resources, finances and assets.

SECTION HEAD: EDUCATIONIST
KwaZulu-Natal Region: Ebongweni Max (Ref: KZN 2016/02/55),
Sevontein (Ref: KZN 2016/02/56)
Salary R 287 856.00 per annum

Requirements: Recognised four (4) year Degree or equivalent qualification in Education and registration with the South African Council of Educators. Six years relevant experience gained after registration with SACE. These requirements are in accordance with the relevant Occupational Specific Dispensation. Computer literacy. Valid driver's license.

Competencies and attributes: Plan, organise, lead and control, client orientation and communication, understanding of Public Service policy and Legislative framework, policy implementation, report writing, diversity management, training and development, service delivery innovation and creativity, project management, facilitation management, integrity and honesty, influence and impact, presentation skills, conceptual skills, conflict management, assertiveness and ability to work under pressure.

Responsibilities: Implement educational programmes for offenders. Implement educational policy at Correctional Facilities in the Management Area. Adhere to set standards for Education in accordance with Government Education Departments. Assess educational services. Ensure service level standards for education and training. Manage human resources, finances and assets.

SECTION HEAD: EDUCATIONIST: SKILLS DEVELOPMENT
KwaZulu-Natal Region: Pietermaritzburg (Ref: KZN 2016/02/57)
Salary R 287 856.00 per annum

Requirements: Recognised four (4) year Degree or equivalent qualification in Education and registration with the South African Council of Educators. Six years relevant experience gained after registration with SACE. These requirements are in accordance with the relevant Occupational Specific Dispensation. Computer literacy. Valid driver's license.

Competencies and attributes: Plan, organise, lead and control, client orientation and communication, understanding of Public Service policy and Legislative framework, policy implementation, report writing, diversity management, training and development, service delivery innovation and creativity, project management, facilitation management, integrity and honesty, influence and impact, presentation skills, conceptual skills, conflict management, assertiveness and ability to work under pressure.

Responsibilities: Implement educational programmes for offenders. Implement educational policy at Correctional Facilities in the Management Area. Adhere to set standards for Education in accordance with Government Education Departments. Assess educational services. Ensure service level standards for education and training. Manage human resources, finances and assets.

SECTION HEAD: EDUCATIONIST (CREATIVE ARTS & TECHNOLOGY)
KwaZulu-Natal Region: Ekuseni (Ref: KZN 2016/02/58)
Salary R 287 856.00 per annum

Requirements: Recognised four (4) year Degree or equivalent qualification in Education and registration with the South African Council of Educators. Six years relevant experience gained after registration with SACE. These requirements are in accordance with the relevant Occupational Specific Dispensation. Computer literacy. Valid driver's license.

Competencies and attributes: Plan, organise, lead and control, client orientation and communication, understanding of Public Service policy and Legislative framework, policy implementation, report writing, diversity management, training and development, service delivery innovation and creativity, project management, facilitation management, integrity and honesty, influence and impact, presentation skills, conceptual skills, conflict management, assertiveness and ability to work under pressure.

Responsibilities: Implement educational programmes for offenders. Implement educational policy at Correctional Facilities in the Management Area. Adhere to set standards for Education in accordance with Government Education Departments. Assess educational services. Ensure service level standards for education and training. Manage human resources, finances and assets.

SECTION HEAD: EDUCATIONIST (SRAC)
KwaZulu-Natal Region: Ebongweni Max (Ref: KZN 2016/02/59)
Salary R 287 856.00 per annum

Requirements: Recognised four (4) year Degree or equivalent qualification in Education and registration with the South African Council of Educators. Six years relevant experience gained after registration with SACE. These requirements are in accordance with the relevant Occupational Specific Dispensation. Computer literacy. Valid driver's license.

Competencies and attributes: Plan, organise, lead and control, client orientation and communication, understanding of Public Service policy and Legislative framework, policy implementation, report writing, diversity management, training and development, service delivery innovation and creativity, project management, facilitation management, integrity and honesty, influence and impact, presentation skills, conceptual skills, conflict management, assertiveness and ability to work under pressure.

Responsibilities: Implement educational programmes for offenders. Implement educational policy at Correctional Facilities in the Management Area. Adhere to set standards for Education in accordance with Government Education Departments. Assess educational services. Ensure service level standards for education and training. Manage human resources, finances and assets.

SAO: SUPERVISOR: LOGISTICS
KwaZulu-Natal Region: Ncome (Ref: KZN 2016/02/60)
Salary R 262 272.00 per annum

Requirements: Degree / National Diploma in Logistics/Supply Chain Management or equivalent qualification with 3-5 years in a Supply Chain Management environment. Knowledge LOGIS system. Computer literacy. Valid driver's licence.

Competencies and Attributes: Problem solving and decision making, Facilitation skills, Plan, organize, lead and control, Presentation skill, Conflict management, Training skills, Communication skills, Time management, Confidentiality, Coaching and mentoring, Knowledge of the Public Finance Management Act, 1999 and Treasury Regulations. Knowledge of Tender process. Service delivery and client orientation, Integrity and honesty, Assertiveness, Influence and impact and Ability to network.

Responsibilities: Implementation of logistical policies in the Management Area. Monitor and control incoming and outgoing stock. Manage the administration of the warehouse, transit and fleet. Supervise the asset verification and logistical processes, asset reconciliations and inventory balancing. Supervise the reconciliation between BAS and LOGIS. Facilitate logistical training. Management of human and financial resources and assets.

SAO: MANAGER: HUMAN RESOURCE DEVELOPMENT
KwaZulu-Natal Region: Pietermaritzburg (Ref: KZN 2016/02/61)
Salary R 262 272.00 per annum

Requirements: Recognized three year Degree / Diploma in Human Resource Management or HRD plus 3-5 years relevant experience in the field of HRD. Good communication skills. Computer literacy. 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: Training and development interventions at all levels. Compile the business plan for HRD. 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 Region. 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.

SAO: INVESTIGATIONS
KwaZulu-Natal Region: Durban x 2 (Ref: KZN 2016/02/62)
Salary R 262 272.00 per annum

Requirements: Recognised three year Degree/Diploma or Correctional Service Administration Part III. Sound experience. Department of Correctional Services training as investigator. Basic training as a correctional officer and training in Disciplinary Code. Good communication and interpersonal skills. Ability to organise and plan. 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: Investigating of escapes, assaults, injuries to prisoners and to staff. Act as an initiator in disciplinary hearings.

SAO: SPORTS AND RECREATION
KwaZulu-Natal Region: Waterval (Ref: KZN 2016/02/63)
Salary R 262 272.00 per annum

Requirements: Relevant National Diploma / Degree or relevant qualification plus 3-5 years supervisory experience in a similar environment. Valid driver's licence and computer literacy. The incumbent should be dynamic, have the ability to plan and organize.

Competencies and attributes: Policy coordination, communication, financial management, project and programme management, change management, client orientation and customer focus, 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. Financial management, facilitation skills, plan, organize, lead and control, project management, presentation skill, conflict management, report writing, time management, confidentiality, coaching and mentoring, understanding of Public Service policy and legislative framework, knowledge of Correctional Service Act, delivery and client orientation, integrity and honesty, assertiveness, willingness to travel, influence and impact, communication skills, decision making, problem solving skills, networking/liaison with stakeholders, and negotiation skills.

Responsibilities: Assist in the co-ordinator policy pertaining to sports and recreation in the management areas. Represent the region at the

Inter-Regional Champions. Maintenance of data bank for sport achievement of the management areas. Administration of sporting events in the management areas. Effective record keeping and data management. Management of finance and human resources and assets. Ability to network and diplomacy.

SAO: MANAGER: HR MANAGEMENT AND SUPPORT SERVICES

KwaZulu-Natal Region: Regional Office (Ref: KZN 2016/02/64)

Salary R 262 272.00 per annum

Requirements: Relevant National Diploma / Degree plus 3-5 years supervisory experience. Valid driver's licence and computer Literacy.

Competencies and attributes: Policy coordination, communication, financial management, project and programme management, change management, client orientation and customer focus, 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: Requisitioning of supplies required by the functionaries of various components. Exercising control over inventories of various components. Administration of losses of stock and equipment. Maintenance of applicable PAS forms/ registers. Assisting with the administration of surpluses in stock and equipment discrepancies. Ensure data integrity and manage human and finance resources and assets.

SAO: COMMUNICATIONS

KwaZulu-Natal Region: Regional Office (Ref: KZN 2016/02/65)

Salary: R 262 272.00 per annum

Requirements: Recognised three year Degree/ Diploma in Communications Science or relevant qualification and relevant experience. Knowledge of IsiZulu as one of the languages. Knowledge and perspectives of incidents in correctional centres. Valid driver's licence. Dynamism. Professionalism, ability to plan and organise. Good communication skills. Must be computer literate.

Responsibilities: Assist in the development and implementation of regional communication plan (public relations, media production and media services). Keep each unit informed of the regional plan. Development and implementation of a specific regional communication plan. Manage and facilitate incident reporting in the region. Financial management of the communication section taking into consideration allocated funds (economising and commercialising). Logistical management with regard to communication activities. Monitoring of external media. Implementation of the communication strategy. Adherence to the strategic communication objectives of the DCS in the region. Man-aging of expenditure within the allocated budget.

Responsibilities: Improve communication with internal and external stakeholders including inmates. Promotion of DCS Corporate image. Ensuring appropriate alignment of DCS communication strategies and programmes with broader cluster and government communication framework. Ensuring effective management and functioning of a chief directorate in order to achieve effective service delivery. Monitor and control performance management of the communication processes, i.e. take responsibility for the creation of a content database and con-tent management. Ensuring compliance of communications with various policies and regulations including risk management plan of DCS and PFMA. Management of resources.

SAO: PERSONNEL ADMINISTRATION

KwaZulu-Natal Region: Empangeni (Ref: KZN 2016/02/66)

Salary: R 262 272.00 per annum

Requirements: Relevant B degree/National Diploma with 3-5 years relevant experience. Computer literacy. 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, un-der-standing of Public Service policy and legislative framework, assertiveness, ability to network and diplomacy.

Responsibilities: Maintain duty register. Record leave. Forward personnel requests to DH Personnel. Draw duty schedules. Calculate over-time worked. All cases of absenteeism, without leave to be reported to the DH Staff Services and initiators. Issue leave forms to staff. For-ward leave forms for processing by staff of the DH Personnel. Ensure proper handling of applications for transfers, housing subsidies, accommodation, bursaries, grievances, disciplinary proceedings and any other miscellaneous information required. Management of finance and human resources and assets.

SENIOR ADMINISTRATION OFFICER: FINANCIAL ACCOUNTING

KwaZulu-Natal Region: Durban (Ref: KZN 2016/02/67)

Salary: R 262 272.00 per annum

Requirements: Grade 12 and recognized three year Degree/Diploma in Accounting or Financial Management with 3-5 years experience. Sound communication skills. Valid driver's licence. Must be computer literate. Dynamic and professional. Ability to plan and organize events properly. Knowledge of the Public Management Act, Treasury Regulations and BAS. Proven experience in a BAS environment. Proven experience in handling control accounts.

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: Execute the responsibility of official as stipulated in Section 45 of Public Finance Management Act, Plan and execute financial accounting functions/inspection. Undertake financial investigations. Keep financial accounting system on standard. Compile training programmes. Ensure effective control over the collection and allocation of all revenue. Ensure financial data integrity on BAS. Manage all ledger and special functions accounts. Open, keep and control debt accounts. Submit applicable documents ensuring zero balances on the ledger for the month. Handle Z59 claims.

SAO: USER ASSET MANAGEMENT PLAN: MUNICIPAL SERVICES: FACILITIES
KwaZulu-Natal Region: Regional Office (Ref: KZN 2016/02/68)
Salary: R262 272 per annum

Requirements: Recognized Degree/National Diploma in Property Management or equivalent qualification coupled with 3-5 years supervisory experience in a similar environment. Proven knowledge in Municipal Finance Act, Treasury Regulations. Computer literacy. Valid driver's license.

Competencies and attributes: Financial management, Problem solving, Facilitation skills, Plan, organize, lead and control, Project management, Presentation skill, Conflict management, Training skills, Communication skills, Time management, Confidentiality, Coaching and mentoring, Proven knowledge of the Public Finance Management Act, 1999 and Treasury Regulations, Procurement Administration and Public Finance Administration, Municipal Finance Act, Service delivery and client orientation, Integrity and honesty, Assertiveness, Influence and impact, Ability to network, Knowledge of Property Management Act and Building Act.

Responsibilities: Coordinate the maintenance of departmental property. Ensure effective risk and compliance management within the asset management unit. Implement sector policy and set norms and standards for the sector, which addresses infrastructure development. Implementation of infrastructure policy and delivery systems, sectoral norms and standards, mobilize and coordinate support. Support municipalities to prepare and implement their sector development plan. Verify sector information in Key Performance Indicator Reports as part of the National Monitoring System. Provide technical advice as required through the feasibility planning, design, tender and construction phases of a municipal infrastructure project. Management of human resources, finances and assets.

SAO: USER ASSET MANAGEMENT PLAN MUNICIPAL SERVICES & LEASES (FACILITIES)
KwaZulu-Natal Region: Regional Office (Ref: KZN 2016/02/69)
Salary R 262 272.00 per annum

Requirements: Degree/National Diploma in Property Management/ Supply Chain Management or equivalent qualification coupled with 3-5 years' experience in a supervisory post. Computer literate. Valid driver's license.

Competencies and attributes: Financial management, Problem solving, Facilitation skills, Plan, organize, lead and control, Project management, Presentation skill, Conflict management, Training skills, Communication skills, Time management, Confidentiality, Coaching and mentoring, Proven knowledge of the Public Finance Management Act, 1999 and Treasury Regulations, Procurement Administration and Public Finance Administration, Municipal Finance Act, Service delivery and client orientation, Integrity and honesty, Assertiveness, Influence and impact, Ability to network, Knowledge of Property Management Act and Building Act.

Responsibilities: Coordinate the maintenance of departmental property. Ensure effective risk and compliance management within the asset management unit. Implement sector policy and set norms and standards for the sector, which addresses infrastructure development. Implementation of infrastructure policy and delivery systems, sectoral norms and standards, mobilize and coordinate support. Support municipalities to prepare and implement their sector development plan. Verify sector information in Key Performance Indicator Reports as part of the National Monitoring System. Provide technical advice as required through the feasibility planning, design, tender and construction phases of a municipal infrastructure project. Management of human resources, finances and assets.

SAO:EMPLOYEE ASSISTANT PRACTITIONER
KwaZulu-Natal Region: Waterval (Ref: KZN 2016/02/70)
Salary: R 262 272.00 per annum

Requirements: Degree/ National Diploma in Social Sciences with 5 years' relevant experience in EAP environment. Understanding and adherence of Public Service policies and legislative frameworks. Computer literacy. Valid driver's licence.

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

Responsibilities: 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 programme objectives as well as providing feedback. Management of human and financial resources and assets.

SENIOR ADMINISTRATION OFFICER: CORRECTIONS ADMINISTRATION

KwaZulu-Natal Region: Regional Office (Ref: KZN 2016/02/71)

Salary: R 262 272.00 per annum

Requirements: Recognized three year Degree/Diploma with relevant 3-5 years experience. Dynamic and professional. Ability to plan and organize. Sound communication skills. Must be 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, Knowledge of the Correctional Services Act, Act 111 of 1998, 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: Undertake research into possible improvement/amendment of policy. Set standards for corrections. Ensure service delivery. Monitor performance in Corrections. Draw up strategies to improve performance in Corrections in the Region. Ensure service levels for Corrections. Market Corrections to be rendered in the Region. Plan activities. Render advice on Corrections in the Region. Manage infrastructure for Corrections. Manage finances and personnel.

SOCIAL WORKER GRADE 2

KwaZulu-Natal Region: Durban Med C (Ref: KZN 2016/02/72)

Umzinto (Ref: KZN 2016/02/73)

Salary: R259 818.00 per annum

Requirements: Degree in Social Work, Registration with the South African Council for Social Services Professions. Computer literacy. Valid driver's licence. Four (4) years relevant experience gained after registration with the appropriate statutory body. These requirements are in accordance with the Occupational Specific Dispensation.

Competencies and attributes: Conversant with acts, policy/legislative Problem solving and decision making, Facilitation skills, Plan, organize, lead and control, Project management, Presentation skill, professionalism, counselling skills, 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, Ability to network.

Responsibilities: Provide needs-based social work services to offenders through individual attention, group work and community work. Conduct research and social work administration. Conduct individual assessments. Market social work services. Monitor and evaluate social work interventions. Provide guidance to subordinates and ensure that the requirements of the operational plans are complied with. Manage human resources and assets.

EDUCATIONIST M+4

KwaZulu-Natal Region: Ekuseni (Ref: KZN 2016/02/74) [English first Language],

Durban Medium B (Ref: KZN 2016/02/75) [Building Science & Maths]

Salary: R 228 981.00 per annum

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

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

Responsibilities: Implement educational programmes for offenders. Implement educational policy at correctional facilities in the Management Area. Adhere to set standards for education services in accordance with Government Education Departments. Assess educational services. Ensure service level standards for education and training.

EDUCATIONIST M+4**KwaZulu-Natal Region: Ncome (Ref: KZN 2016/02/76) [Business Studies]****Salary: R 228 981.00 per annum**

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

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

Responsibilities: Implement educational programmes for offenders. Implement educational policy at correctional facilities in the Management Area. Adhere to set standards for education services in accordance with Government Education Departments. Assess educational services. Ensure service level standards for education and training.

EDUCATIONIST M+4**KwaZulu-Natal Region: Ekuseni (Ref: KZN 2016/02/77) [English and Maths]****Salary: R 228 981.00 per annum**

Requirements: Recognised four (4) year Degree/National Diploma in Education with 5 years experience teaching grade 12. Valid driver's licence. Registration with the South African Council of Educators. Computer literacy. Valid Driver's License. These requirements are in accordance with the relevant Occupational Specific Dispensation.

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

Responsibilities: Implement educational programmes for offenders. Implement educational policy at correctional facilities in the Management Area. Adhere to set standards for education services in accordance with Government Education Departments. Assess educational services. Ensure service level standards for education and training.

EDUCATIONIST M+4 (AET)**KwaZulu-Natal Region: Eshowe (Ref: KZN 2016/02/78)****Salary R 228 981.00 per annum**

Requirements: Recognised four (4) year Degree/Diploma in Education. Registration with the South African Council of Educators. These requirements are in accordance with the relevant Occupational Specific Dispensation. Computer literacy. Valid driver's licence.

Competencies and attributes: Plan, organise, lead and control, client orientation and communication, policy 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 human resources, finances and assets.

SOCIAL WORKER GRADE 1**KwaZulu-Natal Region: Newcastle Comcor (Ref: KZN 2016/02/79),****Ncome Med A (Ref: KZN 2016/02/80), Estcourt (Ref: KZN 2016/02/81)****Kokstad Med (Ref: KZN 2016/02/82)****Salary: R 211 263.00 per annum**

Requirements: BA Degree Social Work and registration with the South African Council of Social Service Professions. Computer literacy. Valid driver's license.

Competencies and attributes: Conversancy 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, conflict management. Ability to coordinate,

collaborate with internal and external stakeholders.

Responsibilities: Manage the provision of needs-based social work services to offenders within the Management Area. Conduct research and social work administration. Conduct individual assessments. Market social work services. Monitor and evaluate social work interventions. Provide guidance to subordinate and ensure that the requirements of the operational plans are complied with. Manage human re-sources, finances and assets.

NETWORK CONTROLLER

KwaZulu-Natal Region: Regional Office (Ref: KZN 2016/02/83)

Salary: R 211 194.00 per annum

Requirements: Degree/ National Diploma in IT with 2 years experience in a comparable environment. Valid driver's licence. Computer literacy.

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. Knowledge of suite products and network peripherals. Ability to work in a culturally diverse environment. Interpersonal and communication skills. Ability to work independently.

Responsibilities: Maintain access control and physical access to server rooms. Complete IT registers and inventories. Monitor performance of network connection. Perform software and hardware rollout projects. Provide first line helpdesk and desktop support. Install and upgrade software and hardware products. Provide technical advice and support to all the users. Enforce and monitor strict adherence to information and communication technology policies. Management of human resources and assets.

AO: HUMAN RESOURCES MANAGEMENT

KwaZulu-Natal Region: Regional Office (Ref: KZN 2016/02/84)

Salary: R 211 194.00 per annum

Requirements: Grade 12 and Degree/ Diploma in Human Resource Management or equivalent qualification. Four years experience in the field of Human Resources Management. Successful completion of Persal Training Course. Computer literacy. 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: Request pension benefits by preparing withdrawal form 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 GEPF benefits they are entitled To. 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.

AO: CLUB TREASURER

KwaZulu-Natal Region: Ncome (Ref: KZN 2016/02/85),

Glencoe (Ref: KZN 2016/02/86)

Salary: R 211 194.00 per annum

Requirements: Degree/ National Diploma in Accounting or Financial Management with 2 years' experience in Finance environment. Valid driver's licence. Computer literate

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. Ability to organize and plan. Knowledge of the PFMA, Treasury Regulations and BAS.

Responsibilities: Implement the financial accounting policy in accordance with the current procedures. Conduct financial investigations; ensure the financial accounting system. Maintains standards. Compile training programmes. Ensure that effective control is exercised over the collection and allocation of all revenue. Ensure financial data integrity on BAS, administration of debt and control accounts. Management of finances and assets.

AO: PERFORMANCE MANAGEMENT

KwaZulu-Natal Region: Durban (Ref: KZN 2016/02/87)

Salary: R 211 194.00 per annum

Requirements: Grade 12 and Three year Degree/ Diploma in Human Resource Management or equivalent qualification. Valid driver's license. Computer literate. Three (3) years experience in the field of Human Resource Management

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

Responsibilities: Answer and screen telephone calls, Compile memoranda and presentations, Execute office general administrative duties, Man-age electronic document tracking system, Acknowledge receipt of document, Assist with filing system, Maintain diary and manage appointments, record and issue minutes, Arrange meetings, conferences, workshops with relevant stakeholders including private sector representatives upon request, Make transport arrangements for conferences, courses meetings, Ensure submission of travel claims for the Office.

AO: PERSAL ADMINISTRATION
KwaZulu-Natal Region: Durban (Ref: KZN 2016/02/88),
Empangeni (Ref: KZN 2016/02/89), Glencoe (Ref: KZN 2016/02/90)
Salary: R 211 194.00 per annum

Requirements: Grade 12 and Degree/ Diploma in Human Resource Management or equivalent qualification. Three (3) years experience in the field of Human Resource Management. Successful completion of Persal Training Course. Computer literacy. Valid Driver's Licence.

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

Responsibilities: Administration of persal. Implementation of Human Resource policies such as leave administration, state ac-commodation, Performance Management, Development System grievances, disciplinary procedure, and injury on Duty, transfers, and termination of services. Communicate policy matters. Maintain post establishment

AO: CAREER MANAGEMENT (SUPERVISOR)
KwaZulu-Natal Region: Pietermaritzburg (Ref: KZN 2016/02/91)
Salary: R 211 194.00 per annum

Requirements: Three (3) year Degree/ Diploma or Grade 12 with 3-5 relevant experience in the field of training and development. Valid driver's li-cence. Analytical ability. Sound communication skills. And ability to plan/ organise. Must be computer literate.

Competencies and Attributes: Problem solving and decision making, ability to interpret policy / legislation, report writing. Time management, confi-dentiality, 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. Adminis-trate infrastructural requirements for HR development.

ADMIN OFFICER: BUDGETS
KwaZulu-Natal Region: Regional Office (Ref: KZN 2016/02/92),
Durban (Ref: KZN 2016/02/93)
Salary: R 211 194.00 per annum

Requirements: Degree/ National Diploma in Accounting or Financial Management with 2 years' experience in Finance environment. Valid driver's licence. Computer literate.

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 legis-lative framework, Assertiveness, Ability to network and Diplomacy.

Responsibilities: Execute management accounting policy in the management area in accordance with current procedures. Plan and execute adminis-trative accounting functions/inspection. Handle administration of financial investigations. Provide advice on budget related matters. Ensure budget data integrity on BAS. Handle administration of MTEF planning. Management of finances and assets.

STATE ACCOUNTANT: BASIC ACCOUNTING SYSTEMS
KwaZulu-Natal Region: Pietermaritzburg (KZN 2016/02/94)
Salary: R 211 194.00 per annum

Requirements: Grade 12 recognized three year Degree/Diploma in Accounting or Financial Management with relevant 2-3 years experience in

Government Financial Systems. Sound communication skills. Valid driver's licence. Must be computer literate. Dynamic and Professional. Knowledge of the Public Finance Management Act, Treasury Regulations and BAS. Proven experience in handling control accounts.

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) and Treasury Regulations relating to supply chain management. Good knowledge of Public Service Regulations. Knowledge of procurement administration and public finance administration, financial management, integrity and honesty, good work ethics, confidentiality, interpersonal relations, people management, accuracy, independent networking, influence and impact, computer skills.

Responsibilities: Execute the responsibility of official as stipulated in Section 45 of Public Finance Management Act, Plan and execute financial accounting functions/inspection. Undertake financial investigations. Keep financial accounting system on standard. Compile training programmes. Ensure effective control over the collection and allocation of all revenue. Ensure financial data integrity on BAS. Manage all ledger and special functions accounts. Open, keep and control debt accounts. Submit applicable documents ensuring zero balances on the ledger for the month. Handle Z59 claims.

AO: MESSES (CATERERS)

KwaZulu-Natal Region: Waterval (Ref: KZN 2016/02/95)

Salary: R 211 194.00 per annum

Requirements: Relevant three (3) year Degree/ National Diploma plus 2 years relevant experience. Valid driver's licence. Must be computer literate.

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, assertiveness, ability to network and diplomacy.

Responsibilities: Implement nutritional and hygienic standards; prepare meals, Supervise cleaning of utensils, kitchen, and service area. Supervise, Supervise hygienic food storage. Control security equipment (keys, batons, teargas, radios). Control catering equipment (knives, cookery etc). Supervise cleaning of the kitchen. Searching of kitchen. Implementation of policies and procedures governing clubs and canteens. Ensure the preparation of annual financial statements for audit purposes. Verification and monitoring of the income, expenditure and investments of clubs.

AO: CLUB TREASURER

KwaZulu-Natal Region: Glencoe (Ref: KZN 2016/02/96)

Salary R 211 194.00 per annum

Requirements: Degree/ National Diploma in Accounting or Financial Management with 2 years' experience in Finance environment. Valid driver's licence. Computer literate.

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. Ability to organize and plan. Knowledge of the PFMA, Treasury Regulations and BAS.

Responsibilities: Implement the financial accounting policy in accordance with the current procedures. Conduct financial investigations; ensure the financial accounting system. Maintains standards. Compile training programmes. Ensure that effective control is exercised over the collection and allocation of all revenue. Ensure financial data integrity on BAS, administration of debt and control accounts. Management of finances and assets.

AO: REGISTRATION & ARCHIVES (SUPERVISOR)

KwaZulu-Natal Region: Pietermaritzburg (Ref: KZN 2016/02/97)

Salary: R 211 194.00 per annum

Requirements: Grade 12 and Three year Degree/ Diploma in Human Resource Management or equivalent qualification. Three (3) years experience in the field of Human Resource Management. Computer literacy. Valid Driver's Licence. Experience in Registry will be an added advantage.

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. Dispose of files. Control uniform filing system. Safe keeping of departmental files.

PROFESSIONAL NURSE GRADE 1
KwaZulu-Natal Region: Ncome Med A (Ref: KZN 2016/02/98)
Salary: R 210 702.00 per annum

Requirements: Degree/Diploma in Nursing or an equivalent qualification that allows registration with the South African Nursing Council as a Professional Nurse. Current registration with the South African Nursing Council (SANC). These requirements are in accordance with the relevant Occupational Specific Dispensation.

Competencies and Attributes: Knowledge of nursing care process and procedures, nursing statures and other relevant legal frame works, including grievance procedure and disciplinary code and procedure, communication, report writing, liaison, coordination, facilitation, problem-solving, planning and organising skills.

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 practice). Practice nursing and healthcare in accordance with the relevant law as and regulations. 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 and requirements. Management of human resources, finances and assets.

ARTISAN PRODUCTION GRADE C: PAINTER
KwaZulu-Natal Region: Kokstad (Ref: KZN 2016/02/99)
Salary: R 215 025.00 per annum

Requirements: Appropriate trade test certificate underwritten by the Manpower Training Act (Red Seal) or a relevant Diploma and 5 years post qualification experience as a Painter. Recognition will be given for relevant experience after completion of the Trade test Valid driver's license. These requirements are in accordance with the Occupational Specific Dispensation.

Competencies and attributes: Plan and organise, report writing, punctuality, understanding of Public Service policy and legislative frame-work, service delivery and client orientation, integrity and honesty, assertiveness, influence and impact, ability to work under pressure.

Responsibilities: Design, production, maintenance, performance administrative and related function. Maintain and advance expertise.

ARTISAN PRODUCTION GRADE C: ELECTRICIAN
KwaZulu-Natal Region: Kokstad (Ref: KZN 2016/02/100)
Salary: R 215 025.00 per annum

Requirements: Appropriate trade test certificate underwritten by the Manpower Training Act (Red Seal) or a relevant Diploma and 5 years post qualification experience as an Electrician. Recognition will be given for relevant experience after completion of the Trade test Valid driver's license. These requirements are in accordance with the Occupational Specific Dispensation.

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: Design, production, maintenance, performance administrative and related function. Maintain and advance expertise.

ARTISAN PRODUCTION GRADE C: PLUMBER
KwaZulu-Natal Region: Kokstad (Ref: KZN 2016/02/101)
Salary: R 215 025.00 per annum

Requirements: Appropriate trade test certificate underwritten by the Manpower Training Act (Red Seal) or a relevant Diploma and 5 years post qualification experience as a Plumber. Recognition will be given for relevant experience after completion of the Trade test Valid driver's license. These requirements are in accordance with the Occupational Specific Dispensation.

Competencies and attributes: Plan and organise, report writing, punctuality, understanding of Public Service policy and legislative frame-work, service delivery and client orientation, integrity and honesty, assertiveness, influence and impact, ability to work under pressure.

Responsibilities: Design, production, maintenance, performance administrative and related function. Maintain and advance expertise.

ARTISAN PRODUCTION GRADE B: CARPENTER
KwaZulu-Natal Region: Ncome (Ref: KZN 2016/02/102)
Salary: R 184 185.00 per annum

Requirements: An appropriate Trade test certificate underwritten by the Manpower Training Act (Red Seal) or a relevant Diploma. Four years experience in woodwork discipline. Recognition will be given for relevant experience after completion of the Trade test. Valid driver's license. These requirements are in accordance with the Occupational Specific Dispensation.

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: Design, production, maintenance, performance administrative and related function. Maintain and advance expertise.

AO: CAREER MANAGEMENT
KwaZulu-Natal Region: Pietermaritzburg (Ref: KZN 2016/02/103)
Salary: R 171 069.00 per annum

Requirements: Three (3) year degree/ diploma or Grade 12 with relevant experience in the field of training and development. Valid driver's licence. Analytical ability. Sound communication skills. And ability to plan/ organise. Must be computer literate.

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.

AO: TERMINATIONS ADMINISTRATION
KwaZulu-Natal Region: Durban (Ref: KZN 2016/02/104)
Salary: R 171 069.00 per annum

Requirements: Three year Degree/ Diploma in Human Resource Management or equivalent qualification. Three (3) years experience in the field of Human Resource Management. Successful completion of Persal Training Course. Computer literacy. 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: Request pension benefits by preparing withdrawal form for all types 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 GEPF benefits they are entitled To. 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.

AO: RECRUITMENT AND PLACEMENT
KwaZulu-Natal Region: Ncome (Ref: KZN 2016/02/105)
Salary: R 171 069.00 per annum

Requirements: Recognized three year degrees/ diploma in Human Resource. 2-3 years' experience of recruitment and placement. Persal training Course. Dynamic and professional. Sound communication skills. Valid driver's license.

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.

Responsibilities: Implementation of policy on HR provisioning. Appointment of all new entry levels, interns, contract workers on Persal. Ensure that all documents regarding appointment area correctly completed and signed. 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.

AO: RECRUITMENT AND SELECTION
KwaZulu-Natal Region: Regional Office X 2 (Ref: KZN 2016/02/106)
Salary: R 171 069.00 per annum

Requirements: ND/Degree in Human Resources Management (a module in Industrial Psychology will be an added advantage), and 2-3 years relevant experience. Computer literacy. Valid driver's license.

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

Responsibilities: Assist in the interview and selection process. Schedule interviews with prospective candidates. Administer and manage information. Secure storage of memorandums. Exercise control over the inventory of the office. Present short listed candidates to selection panels. Control personnel information. Compile appointment memorandum. Compile approval of the short list and interview panel memorandum. Control documentation. Retrieve mail from the registration office. Retrieve fax mail from the fax office. Register incoming/outgoing mail. Issue regret letters to unsuccessful candidates. Perform PERSAL functions relating to appointments. Make logistical arrangements in preparation for interviews.

SECRETARY X 3
KwaZulu-Natal Region: Regional Office: RH: Finance (Ref: KZN 2016/02/107),
Regional Office: RH: Development and Care(Ref: KZN 2016/02/108),
Regional Office: RH: Facilities (Ref: KZN 2016/02/109)
Salary: R 171 069.00 per annum

Requirements: Relevant Degree/Diploma or Secretarial Certificate/. Two (2) years relevant experience. Computer literacy. Experience as a Secretary will be an added advantage

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 of the Director. Acknowledge receipt of documents. Record and issue minutes. Arrange meetings/conferences/workshops with relevant stakeholders upon request. Make all transport arrangements for conferences, courses, meetings and hearings away from the office. Ensure submission of travel claims for the Director.

ARTISAN PRODUCTION GRADE A: ASSET MAINTENANCE
KwaZulu-Natal Region: Ebongweni Max (Ref: KZN 2016/02/110),
Salary R 156 363.00 per annum

Requirements: An appropriate Trade test certificate, underwritten by the Manpower Training Act (Red Seal) and three (3) years experience in asset maintenance, recognition will be given for relevant experience after completion of the trade test. 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, net-working, Tact and computer skills.

Responsibilities: Training of offender as well as apprentices. The quality assessment of building services. Maintenance of building works standard in the management Area. The management of maintenance project.

ARTISAN PRODUCTION GRADE A: ELECTRICIAN
KwaZulu-Natal Region: Ncome (Ref: KZN 2016/02/111)
Salary R 156 363.00 per annum

Requirements: An appropriate trade test certificate underwritten by the Manpower Training Act (Red Seal) and three (3) years post qualification experience as an Electrician. Valid driver's licence. Computer literate. These requirements are in accordance with the relevant Occupational Specific Dispensation.

Competencies and attributes: Plan and organise, report writing, punctuality, understanding of Public Service policy and legislative frame-work, service delivery and client orientation, integrity and honesty, assertiveness, influence and impact, ability to work under pressure.

Responsibilities: Design, production, maintenance, performance administrative and related function. Maintain and advance expertise.

ARTISAN PRODUCTION GRADE A: (Builder)
KwaZulu-Natal Region: Durban Med C (Ref: KZN 2016/02/112)
Salary R 156 363.00 per annum

Requirements: Appropriate trade test certificate, underwritten by the Manpower Training Act (Red Seal) in Building and 3 years post qualification experience as a Builder. Valid driver's licence. Computer literate. These requirements are in accordance with the relevant Occupational Specific Dispensation.

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: Design, production, maintenance, performance administrative and related function. Maintain and advance expertise.

SWITCHBOARD OPERATOR
KwaZulu-Natal Region: Ncome (Ref: KZN 2016/02/113)
Salary: R 119 154.00 per annum

Requirements: Grade 12 and relevant experience. Experience in the operation of the switchboard. Good communication skills as well as a strong and friendly personality.

Competencies and attributes: Plan, organise, lead and control, client orientation, Punctuality, Confidentiality, understanding of Public Service Policy and Legislative framework, service delivery, report writing, Integrity and honesty, Assertiveness, typing skill. Ability to work under pressure.

Responsibilities: Ensure a proper maintenance of the switchboard equipment. Handle telephone calls and redirect calls to other individuals. Keep and updated telephone list. Record for and maintain the register for security related matters. Management of assets.