



correctional services

Department:
Correctional Services
REPUBLIC OF SOUTH AFRICA

Private Bag X136, PRETORIA, 0001 Poyntons Building, C/O Church and
Schubart Street, PRETORIA
Tel (012) 307 2152, Fax (012) 324 6534

EXTERNAL ADVERTISEMENT OF VARIOUS POSTS: DEPARTMENT OF CORRECTIONAL SERVICES

APPOINTMENTS UNDER THE CORRECTIONAL SERVICES ACT

Director: Inspectorate

- National Head Office: Pretoria: (Ref csa 2/7/1)
- **All inclusive Package: R697 533 – R833 988 per annum**

Requirements: Recognized three year degree or diploma in Management/Administration. At least five (5) years management experience. Communication skills, Financial management, Managerial skills, Change management skills, Computer literacy, knowledge and experience in middle or higher management, previous experience as inspector, Understanding of Public Service policy and legislative framework, strategic and operational management, understanding of broader Public Service transformation processes, Good interpersonal relations, Ability to network, Integrity and honesty, Service delivery and client orientation. Valid driver's licence.

Responsibilities: Management of compliance inspections in DCS. Provisioning of Information on inspections. Management of follow-up inspections in DCS. Develop partnerships and networks with relevant stakeholders. Resource management.

APPOINTMENTS UNDER THE PUBLIC SERVICES ACT

Deputy Director: Policy Co-Ordination

- National Head Office: Office of the CDC: Corporate Services (Ref psa 2/7/2)
- **All inclusive Package: R 406 939 per annum**

Requirements: Recognised three year Degree/Diploma and/ or in Correctional Services Management and relevant experience in policy development. A valid driver's licence. Analytical ability, listening and presentation skills. Computer literate. Negotiations and planning skills.

Responsibilities: Ensure continuity of work of high level bodies and achievement of objectives. Electronic preparation of and drafting of documents at strategic level for approval by the CDC and integrate documents and prepare submissions and reports at strategic level. Draft content and create electronic Power Point presentations, with speakers notes, on issues as determined by the CDC. Undertake public policy analysis in order to identify control over policies and to advise the CDC on issues related to policy in Corporate Services. Provide executive summaries and advice on documentation and processes from Corporate Services. Liaise with internal and external stakeholders in relation to content preparation and coordination of process. Provide staff officer function to the CDC in relation to KRA's and managerial responsibilities in relation to resource searching, documentation processing, briefing of CDC on operational plan delivery within the Branch, provide policy and managerial advice to the CDC. Head the office of the CDC, ensure a system of office management, preparation of notices, certification of salary slips, submissions to Personnel office, arrangements for leave reservations, distribution of newsletter, submission of exam results to Personnel office, ensure convening of, preparation of agenda and ensuring minute taking of administrative and secretarial staff. Ensure each member in office has a job description, ensure preparation by each office member of work plan by due date-two weeks into financial year, and ensure scheduling of performance assessments of office staff for the year.

Assistant Director: Sports Development

- National Head Office: Directorate: Sports & Recreation (Ref psa 2/7/3)
- **Salary: R206 982 per annum**

Requirements: Grade 12 and recognised three year degree/diploma in sport development and traceable supervisory experience in the field. Initiative, self motivated and the ability to motivate others. Excellent communication skills, written / verbal. Ability to work with other individuals in a group setting. Project management skills and the ability to manage people, including groups. The capacity to work without close supervision. Negotiation skills and awareness of current sports issues. Must be computer literate, excellence organising and administrative skills. Ability to make decisions under pressure. Practical commitment to sport and an in-depth knowledge of a range of sports. Ability to build up good working relationship with clients groups and partner bodies. Valid drivers license is essential.

Responsibilities: Provide opportunities for participation in sports, distribute information and organise sports related projects, classes, programmes, coaching, club development and training. Increase participation in sport of all kinds. Address issues of health, crime and social inclusion, often working with external organisations. Work in partnership with government bodies to deliver initiatives relating to sports.

Applications: Applications must be submitted on form Z83 (Public Service Application form), obtainable from any Public Service Department, and must be accompanied by certified copies of qualifications and ID (not older that 3 months). Please send a separate and complete application for each post you apply for. Applicants who have retired from the Public Service with a specific determination that they can not be re-appointed or have been declared medically unfit will not be considered.

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

National Head Office: Post Advertisement, Department of Correctional Services, Private Bag X136, Pretoria,0001
Ms J Malotane: 012 305 8505 or Ms F Baloyi: 012 307 2152

Department of Correctional Services reserves the right to fill or withdraw these advertised posts.

Note: • All cost incurred due to your application will be at your own expense • Faxed and e-mailed applications will not be accepted • Candidates must comply with the minimum appointment requirements • CVs should be aligned to reflect one's degree of compliance with the above-mentioned requirements and duties.

Closing date: 10th August 2011 at 15h45.

The Department of Correctional Services is an Equal Opportunity Employer and the provisions of the Employment Equity Act will be taken into consideration in filling of these advertised posts. 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 forms/CV's

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

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