



DEPARTMENT OF CORRECTIONAL SERVICES

APPOINTMENTS UNDER THE PUBLIC SERVICE ACT

Area coordinator: Finance: Deputy Director
Gauteng Region (Modderbee) (Ref: psa 1/10/1)
Salary: R406 839 per annum

Requirements: Grade 12 and B. Com Accounting/B.Com /B. Accounting OR Recognised three (3) year Diploma in Financial Accounting/Cost and Management Accounting/Auditing with majors in Financial Accounting plus any one of the following majors: Income Tax, Auditing or Cost and Management Accounting. At least five (5) years proven experience at Assistant Director level in financial and management accounting and supply chain environment. Excellent verbal and written communication skills. Report writing and presentation skills. Computer literate (MS Word/ Excel/ Power Point). Knowledge of Financial Accounting Systems. Good understanding of Public Finance Management Act (PFMA), 1999, and Treasury Regulations. Excellent financial management and budgeting skills. Good Asset and Logistics Management; Management of bidding process and Contract Management. Candidates must demonstrate good interpersonal relations as well as the ability to be innovative and creative. Valid driver's license. Strong leadership qualities. Professional person with integrity and ability to perform under pressure.

Responsibilities: Support and advise Area Commissioner in the execution of his/her functions in terms of the Public Finance Management Act, 1999 (PFMA); and Managers on Finance and SCM matters. This includes performing the duties of Chief Financial Officer in the Region by ensuring optimal utilisation of resources, support with regard to the management of budgetary process within the framework of relevant legal directives and regulations, performing budget control and ensuring enforcement of financial discipline, as well as responsibilities related to logistics and procurement management. Effective management of financial accounting. Effective management of management accounting. Effective logistics and liability management. Effective asset management. Management of bidding process and promotion of affirmative procurement. Effective contract management. Management of the external audit process. Effective Financial and SCM risk management to ensure compliance with the risk management plan of DCS.

Secretary

- **National Head Office: Chief Directorate: Finance and Supply Chain**
(Ref: psa 1/10/1A)
Salary: 113 568 per annum

Requirements: Grade 12 and three /five years relevant experience as a secretary. The person required for this position should be solution and service orientated, confident, creative, disciplined, accurate, responsible and professional. To be considered for this appointment you must have the following knowledge, skills, training and competences. The ideal candidates will have a Senior Certificate and two 2 years relevant experience working in a senior manager's office. Computer literacy (in particular Windows and MS Office) is essential for this position. Excellent liaison and communication skills. Excellent interpersonal relations and organizing skills. Knowledge of public sector policies and procedures. Knowledge of meeting procedures and minute taking skills. Willingness to work outside normal working hours.

Responsibilities: Manage a professional communication and reception environment for the supervisor.

Receiving and making telephone calls on behalf of the supervisor. Professionally attending to all clients/visitors/staff of the supervisor. Ensure that all messages are attended to timeously. Direct internal and external enquiries to responsible officials. Arrange and co-ordinate all meetings for and on behalf of the supervisor: Liaise with relevant role-players on the arrangements of the meeting. Co-ordinate and re-schedule meetings when necessary. Secretariat for meetings when needed. Provide all relevant documentation and sufficient copies to attendees. Manage the administration secretarial and support services to the supervisor: Manage and maintain a well updated filing system. Handle confidential documents with utmost discretion. Manage the supervisor's diary and remind him/her of appointments. Arrange for refreshments. Filing, faxing, photocopying and tracing of document. Type letters, minutes, reports and documents when required to. Attend to all logistical arrangements for the supervisor. Arrange all travel arrangements needed. Confirm and co-ordinate all arrangements. Ensure that all relevant documentation is available. Submit claims timeously after completion of trip. Arrange for all venues and refreshments for meetings. Manage and co-ordinate all incoming and outgoing correspondence: Co-ordinate and monitor all correspondence ensuring that deadlines are met. Follow up on feedback to and from the supervisor. Attend to all enquiries relating to the submission of documents to and from the supervisor. Alternative duties may be added as decided by the supervisor.

NOTE: Appointments for all advertised posts will be in accordance with the Public Service Act
A test may be conducted to assess candidate's typing skills and computer literacy.

APPOINTMENTS UNDER THE CORRECTIONAL SERVICE ACT

Director: Head Correctional Centre

- Gauteng Region: Pretoria Central (Ref: psa 1/10/1B)
Remuneration package: R 697 533 – R 833 988

Requirements: Recognized three year degree/diploma in Correctional Administration, penology/ criminology or diploma in Correctional Services Management. A valid driver's licence. A minimum of 5 years managerial experience. Knowledge of skills development and related policies, legislations, strategies and programs. Knowledge of DCS policies, legislation and strategies. Experience in Public Administration. Computer literate. Negotiations and counselling skills. Analytical thinking. Problem solving skills. Behaviour observation, listening and communication skills. Time management skills. Diversity and conflict management skills.

Responsibilities: Manage operational support services. Manage internal security by ensuring that the standby list is available, there is sufficient security in the centre and searching is done continuously according to the register, etc. Manage external security by ensuring that admissions and releases are conducted, the property store is secured, the reconciliation of offenders cash is undertaken and that fines and bails payments are made. Ensure that social work, moral interventions, behaviour, monitoring and offender programmes (targeting offender behaviour) are managed according to procedures in different units by unit managers. Profile sentence planning by compiling assessment risk. Profile individual correctional sentences. Manage staff support services. Manage Human Resource Functions at the centre. Manage activities of the case management committee. Ensure that a consistence of activities within the centre is developed and regular sittings takes place.

NB: Applications for this post must be forwarded to National Head office

Assistant Director: Human Rights

- National Head Office: Directorate : Correction Administration (Ref: csa 1/10/2)
Salary: R230 106 per annum

Requirements: Recognized three year degree/diploma in Social Science. Legal qualification will be regarded as an advantage. 5 years experience as a junior manager. Knowledge of Financial Management in the Public Sector. Valid driver's licence. Must be computer literate. Communication and report writing skills. Ability to work under pressure. General knowledge of the application of human rights in the South African context and legal related concepts.

Responsibilities: Policy formulation and coordination. Monitor human rights of inmates. Develop, evaluate, review and implement policies and procedures on human rights. Liaise with internal and external stakeholders with regard to human rights. Financial, asset and Human Resource Management. Analyse statistics. Monitoring the down management of Overcrowding utilizing frameworks and action plans.

Assistant Director: Manager Corrections X 2

- Limpopo, Mpumalanga & North West Region: Rooigrond (Ref: csa 1/10/3)
 - Kwazulu Natal Region: Durban (Ref: csa 1/10/4)
Salary: R 230 106 per annum

Requirements: Grade 12, recognised three-year degree/diploma and relevent experience of offender administration. Top secret security classification. Analytical abilities. Good communication skills. Ability to plan/organise. Valid drivers licence.

Responsibilities: Manage and Process documentation to/from correctional centres and community corrections. Manage classified information. Control the use of and access to 14 series files. Ensure that only vetted personnel are allowed access to security files. Manage policy documentation of DCS. Establish/Maitain library of DCS policy documents and directives and update policy documents and directives according to amendments received. Promote security awareness. Investigate incidents. Manage the emergency support unit. Be responsible for logistical, personnel and financial administration.

Senior Correctional Officer: DH: Case Management Administration X 2

- Eastern Cape Region: Grahamstown (Ref: csa 1/10/5)
- Limpopo, Mpumalanga & North West Region: Rustenburg (Ref: csa 1/10/6)
Salary: R 223 401 per annum

Requirements: Recognised three-year degree or diploma with at least five years relevant experience at production level. Valid drivers licence. Ability to plan/organise. Sound communication skills.

Responsibilities: Admit and release prisoners. Control prisoner's movement. Administer prisoner's cash. Maintain prisoner's records. Administer fine/bail payments. Administer prison labour. Maintenance of safe custody by personnel.

Senior Correctional Officer: Personnel X3

- Gauteng Region: Boksburg (Ref csa 1/10/7), Krugersdorp (Ref csa 1/10/8), Leeuwkop (Ref csa 1/10/9)

Salary: 223 401 per annum

Requirements: Grade 12 and recognised three year degree/diploma in Human Resource Management. Relevant experience. Good communication (verbal and writing) and interpersonal relations skills. Analytical thinking abilities. Valid driver's licence. Ability to plan and organize. Must be computer literate.

Responsibilities: Maintain duty register. Record leave of personnel. Forward personnel information and requests to the DH Personnel. Draw up a duty schedules. Manage the calculation of overtime worked. Ensure that overtime worked is reported via F224 to the Management Area' personnel office. Ensure that all cases of absenteeism without leave are reported to the DH Staff Support and initiators. Ensure that leave forms are issued to officials. Ensure that applications of transfers, housing subsidies, accommodation, bursaries, grievances, disciplinary proceedings and any other miscellaneous information required are referred to DH Staff Support for further handling.

Senior Correctional Officer: DH Security X 3

- Gauteng Region: Johannesburg Female (Ref csa 1/10/10), Modderbee (Ref csa 1/10/11)
- Western Cape Region: Pollsmoor Medium C (Ref csa 1/10/12)

Salary: R223 401 per annum

Requirements: Recognised and appropriate three-year degree/diploma and relevant experience. Valid driver's licence. Good communication, plan, organizing, interpersonal, problem solving and analytical skills. Must be computer literate.

Responsibilities: Access control to correctional centre's grounds. Manage internal security. Ensure that offenders are escorted to court, doctors and hospital safely. Ensure safe custody for offenders. Ensure the guarding of offenders in external hospitals and at work teams. Control access of offenders to and from the unit and to the cells. Ensure security equipment to staff. Patrol at the section (general accommodation areas, single cells, kitchens, hospitals and work sections. Escort offenders inside the centre, e.g to different ODS's such as Social Workers , CMC, Psychological services and educationists. Mann security systems. Supervise visits to offenders. Control security equipment. Search offenders entering and leaving the section.

Senior Correctional Officer: Centre Coordinator: Staff Support X 6

- Eastern Cape Region: Fort Beaufort (Ref: csa 1/10/13), Grahamstown (Ref: csa 1/9/480), Barkly East (Ref: csa 1/10/14), Cradock (Ref: csa 1/10/15)
 - Gauteng Region: Leeuwkop Med B Youth (Ref csa 1/10/16)
- Western Cape Region: Helderstroom (Ref csa 1/10/17), Pollsmoor Med A (Ref csa 1/10/18)

Salary: R223 401 per annum

Requirements: Recognised and appropriate three-year degree/diploma and at least five (5) years relevant experience on production level. Valid driver's licence. Top secret security classification. Analytical ability. Good communication skills. Professionalism and ability to plan/organise. Must be computer literate.

Responsibilities: Personnel management. Supervise the work undertaken by the personnel clerk. Act as labour relations officer for the identity. Supervise the work undertaken by the registration clerk. Act as information officer for the centre. Logistical responsible for the equipment used by the component of personnel. Determine duty register/ leave arrangements. Allocate staff to specific duties. Be responsible for financial administration and budgeting of funds. Be accountable for expenditure in terms of the component. Be responsible for merit assessment of staff. Act as loss control officer for the centre. Supervise utility staff.

Senior Correctional Officer: Head Satellite: Community Corrections Office X 5

- Eastern Cape Region: East London (Ref: csa 1/10/19), Barkly East (Ref: csa 1/10/20), Cradock (Ref: csa 1/10/21)
- Limpopo, Mpumalanga & North West Region: Klerksdorp (Ref: csa 1/10/22),
 - Western Cape Region: Mosselbay (Ref csa 1/10/23)

Salary: R223 401 per annum

Requirements: Recognized three year degree/diploma with relevant management experience. Valid driver's license. Must be computer literate.

Responsibilities: Manage monitoring services. Determine conditions of house arrest and supervision for persons serving sentences in the community. Participate in case review team for community corrections. Manage programmes. Identify community service programmes. Logistical administration. Responsible for the facilities and equipment of the section. Personnel administration. Allocate staff to specific duties. Disciplinary action against offending staff. Financial administration. Budget funds.

Senior Administration Officer: Manager: Nutritional Services X 5

- Limpopo, Mpumalanga & North West Region: Rooigrond (Ref: psa 1/10/24), Berthal (Ref: psa 1/10/24), Witbank (Ref: psa 1/10/25), Klerksdorp (Ref: psa 1/10/26)
 - Gauteng Region: Leeuwkop Med B Youth (Ref psa 1/10/27)

Salary: R 223 401 per annum

Requirements: Recognised three-year degree or diploma with at least five years relevant experience. Valid drivers licence. Ability to plan/organise.

Responsibilities: Preparation of meals. Serving of meals. Cleaning of utensils, kitchens, serveries. Training of prisoners as caterers. Screening of prisoners. Control of security equipment (keys, batons, teargas, radios). Supervise the unlock of prisoners. 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 prisoners. Logistical administration. Personnel administration. Financial administration.

Senior Correctional Officer: Unit Manager X 8

- Eastern Cape Region: East London Med B X 2(Ref: csa 1/10/28), Lusikisiki x 2 (Ref: csa 1/10/29)
- Gauteng Region: Zonderwater Med B (Ref: csa 1/10/30), Boksburg (Heidelberg) (Ref csa 1/10/31)
- Limpopo, Mpumalanga & North West Region: Rooigrond (Ref: csa 1/10/32), Klerksdorp X 2 (Ref: csa 1/10/33)
- Western Cape Region: Helderstroom Max (Ref csa 1/10/34), Dwarsrivier (Ref csa 1/10/35)

Salary: R223 401 per annum

Requirements: Recognized and appropriate three year degree/national diploma and at least seven years experience gained in a supervisory post. Sound communication skills (written and verbal). A valid driver's license is essential. Knowledge of the PFMA and Treasury Regulations. Completion of Basic Training/Correctional Services / Learnership.

Responsibilities: The implementation of unit management within the unit. Ensure the training of staff pertaining to unit management principles. Implementation of procedures to improve the level of communication between the different units, Head of Correctional Centre, CMC and other role-players. Management of Prisoner Development Staff (PDS). Implementation of structured day program for the unit which includes the roistering of programs in conjunction with the PDS. Implementation of the three meal system as part of the structured day program. Ensure that case files are opened for all offenders and that sentence plans are compiled in conjunction with the CMC. Structured day programs must make provision for the content of sentence plans. Compilation of case notes and the recording thereof on the case files. Assessment of offenders in conjunction with the CMC. Registering of structural needs to enhance the implementation of unit management. Management of financial, personnel and logistical related matters

Senior Correctional Officer: Head of Centre

- Eastern Cape Region: Janseville (Ref: csa 1/10/36)

Salary: R223 401 per annum

Requirements: Recognized three year degree/national diploma. At least seven years experience gained in a supervisory post. Sound Communication skills. Valid driver's licence. Must be computer literate. Completion of Basic Training/Correctional Services Learnership. Analytical ability, sound communication, ability to plan and organizing skills.

Responsibilities: The management of operational support and corrections. Management of staff support, human resource and budget programmes. Work with the prediction of future criminal behaviour and formulate policies.

Senior Correctional Officer: Agriculture (Animal Production: Piggery)

- Western Cape Region: Helderstroom (Ref: csa 1/10/37)

Salary R223 401 per annum

Requirements: Grade 12 and recognized three year degree/diploma in Agriculture (Animal Production). Relevant experience and specialization in piggery will be an added advantage. Must be computer literate, have sound communication, problem solving and interpersonal skills. Valid driver's license

Responsibilities: Quality assessment of animal production services. Develop and maintain animal production services in the management area. Manage animal production (piggery), labour, equipment and occupational safety. Train personnel and manage the finances, logistics and personnel of the section.

Senior Correctional Officer: Agriculture (Vegetable production)

- Western Cape Region: Voorberg (Ref: csa 1/10/38)

Salary R223 401 per annum

Requirements: Appropriate three year diploma/ degree in Agriculture or related qualifications with applicable experience.

Computer literacy. Presentation skills. Interpersonal and problem-solving skills. Driver's licence
Responsibilities: Quality assessment of agricultural services. Development/ maintenance of agricultural services standards in the Management Area. Management of agricultural production, agricultural labour, environment, agricultural equipment, occupational safety, finances, personnel etc. manage budget allocation. Training of personnel.

Senior Correctional Officer: Agriculture (Dairy)

- Western Cape Region: Helderstroom (Ref: csa 1/10/39)
Salary R223 401 per annum

Requirements: Grade 12 and recognized three year degree/diploma in Agriculture (Dairy Production). Relevant experience and specialization in dairy will be an added advantage. Must be computer literate, have sound communication, problem solving and interpersonal skills. Valid driver's license

Responsibilities: Quality assessment of milk production services. Develop and maintain production services in the management area. Manage milk production, labour, equipment and occupational safety. Train personnel and manage the finances, logistics and personnel of the section.

Senior Correctional Officer: Section Head: Agriculture

- Limpopo, Mpumalanga & North West Region: Polokwane (Ref: csa 1/10/40)
Salary: R223 401 per annum

Requirements: Recognized three year degree/diploma in Agriculture and relevant experience. Must be computer literate. Presentation interpersonal, problem solving and sound communication skills. Valid driver's license.

Responsibilities: Quality assessment of agricultural services. Develop/maintain agriculture services standards in the management area. Manage plant production, agricultural labour, environment, agricultural equipments, occupational safety, finances, logistics and personnel. Manage budget allocation. Train personnel.

Senior Correctional Officer: DH Care X 3

- Western Cape Region: Pollsmoor Med B (Ref: csa 1/10/41), Pollsmoor Med C(Ref: csa 1/10/42) , Brandvlei Med A(Ref: csa 1/10/43)
Salary: R 223 401 per annum

Requirements: Grade 12 and recognized three year degree/diploma in Social Work Services or Psychological Service. Professional registration with the council for social workers or HPCSA. Relevant experience in social work/psychology. Ability to plan and organize. Sound communication skills. Must be computer literate. Thorough knowledge of programme management.

Responsibilities : Enhance coordination of policies and quality assessment of services. Ensure service level standards for social work services. Plan activities. Manage infrastructure for social work services/psychological services/spiritual care and programme interventions. Manage finances and personnel.

Senior Correctional Officer: Baviaanspoort Training Centre

- National Head Office: Directorate: Functional and Management Training: Baviaanspoort Dog Training Centre (Ref: csa 1/10/44)
Salary: R 223 401 per annum

Requirements: Recognized three year degree/ diploma with relevant minimum three years experience in training and development. Registered and accredited as assessor and moderator and OD-ETDP will be an added advantage. Must have proven experience in patrol and narcotic detection. Computer literate. Valid driver's licence

Responsibility: Facilitation of dog training courses. Auxiliary support to course facilitators. Conduct research and develop training manuals. Manage finance and logistics of the training centre. Supervise subordinates.

Senior Correctional Officer: Case Management Committee X 10

- Eastern Cape Region: Burgersdorp (Ref: csa 1/10/45), Queenstown (Ref: csa 1/10/46), Mdantsane X 3(Ref: csa 1/10/47) , Mthatha (Ref: csa 1/10/48)
 - Gauteng Region: Zonderwater (Ref: csa 1/10/49)
- Limpopo, Mpumalanga & North West Region: Rustenburg (Ref: csa 1/10/50)

Salary: R223 401 per annum

Requirements: Recognized three year degree/diploma and or relevant experience. Ability to plan and organize. Sound communication skills. Knowledge of admission and release systems. Must be computer literate.

Responsibilities: Assess offenders in terms of risks, security classification and allocation for labour activities. Manage Offender Rehabilitation Path (ORP) which include compilation of offenders' sentence plans, implementation and monitoring thereof. Manage activities of case assessment teams and case intervention teams in order to ensure the implementation of sentence plans. Submit reports to the Head of Correctional Centre/Correctional Supervision and Parole Board for consideration of possible placement of an offender on parole/correctional supervision. Manage transfers of offenders to and from other correctional centres. Manage financial and logistical activities.

Supervisor Control Room X 4

- Free State/N Cape Region: Upington (Ref: psa 1/10/51), Douglas (Ref: csa 1/10/52)
- Limpopo, Mpumalanga & North West Region: Rooigrond (Ref: csa1/10/53), Berthal (Ref: csa 1/10/54)

Salary: R 193 581 per annum

Requirements: Appropriate three year degree or diploma. Previous working experience in a security control room within a security environment will be an advantage. Skill and confidence to operate under pressure and in emergencies, with the ability to make responsible decisions without compromising security. Punctuality, neatness, commitment and friendliness •Good communication skills in English and one other language. Good human relation skills, including the ability to work with the public Computer literacy and technology orientation Discretion and trustworthiness ability to work shifts and concentrate for long hours. Ability to be strict and firm.

Responsibilities: Operate access control equipment, as well as CCTV and intercom systems. Enrol personnel and visitors on the biometric fingerprint reader system. Monitor the movement of people, goods and services. Record and report all incidents. Work according to standard operating procedures. Log data and report faults. Monitor all security equipment. Motivate fellow staff and use hands on approach to assist and operate in crisis situations.

Senior Administration Officer: Parole Board Secretary X 8

- Eastern Cape Region: Amathole (Ref: psa 1/10/55), Cradock (Ref: psa 1/10/55), Mthatha (Ref: psa 1/10/56)
- Gauteng Region: Boksburg (Ref: psa 1/10/57), Krugersdorp (Ref: psa 1/10/58), Modderbee (Ref: psa 1/10/59), Zonderwater (Ref: psa 1/10/60)
 - Western Cape Region: Pollsmoor (Ref: psa 1/10/61)

Salary: 193 581 per annum

Requirements: Recognized three year degree/Diploma. Good communication and writing skills. Analytical thinking abilities. Valid drivers licence. Ability to plan organise. Computer literacy.

Responsibilities: Schedule meeting of the board i.e. communicate meeting times, dates and venue of the meeting. Verify information provided. Ensure that information provided of the offenders is correct. Ensure that all relevant documentation is attached for submissions referred to the board. Take minutes of sessions of the board, minute constitution of each meeting, absenteeism, discussions and reasons for decisions in minutes. Inform offenders of the decision of the board. Deal with representations. Ensure the representations by prisoners are referred to the relevant case management committee with request for all applicable documentation by the clerk of the board. Maintain safe custody. Search venues, prisoners, for contraband/dangerous objects. Ensure that gang activities do not take place in venues. Ensure that prisoners do not wonder around uncontrolled. Exercise control over the issuing of instruments and equipments to students. Ensure instruments and equipments are not taken by prisoners to cells.

Senior Administration Officer: Coordinator Security

- Limpopo, Mpumalanga & North West Region: Regional Office (Ref: csa 1/10/62) **Salary: R 193 581 per annum**

Requirements: Recognized three – year degree/ diploma in Correctional Management with Penology and Criminal as majors. Relevant experience. Dynamism and professionalism. Ability to plan and organize. Sound communication skills. Must be computer literate. Valid driver's license.

Responsibilities: Communicate policy matters to the relevant role players. Coordinate policy at regional level with regard to security classification, supervision of access control, patrol of the grounds of the centre. Control of security equipments. Quality assessment of security services including compliance with OHS Act. Ensure the standards of physical security in the region. Manage Emergency Support Teams (EST). Evaluate representation of interest groups on security matters. Ensure service levels for the accommodation of offenders. Manage finances and personnel.

Senior Administration Officer: Coordinator Corrections Administration

- Limpopo, Mpumalanga & North West Region: Regional Office (Ref: csa 1/10/63)
 - Western Cape Region: Voorberg Med B (Ref: csa 1/10/64)

Salary: R 193 581 per annum

Requirements: Recognized three year degree/ diploma with relevant experience. Dynamism and professionalism. Ability to plan and organize. Sound communication skills. Must be computer literate. Valid driver's license.

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.

Senior Correctional Officer: Clubs and Mess

- National Head Office: Directorate: Core Curriculum: Zonderwater College (Ref: csa

1/10/65)

- Western Cape Region: Brandvlei (Ref: csa 1/10/66)
Salary: R 193 581 per annum

Requirements: Recognized and appropriate three year degree/diploma in Finance and/or relevant experience in Financial Management / Administration. A valid driver's license. Knowledge of the Companies act and the PFMA. Computer literate, good communication skills and ability to plan/organize. Ability to collect, analyze and collate information in a meaningful way. Report writing skills, 5 years experience in catering services. Knowledge of OHS Act, Knowledge of Hygiene, food safety and Quality Management.

Responsibilities: The incumbent will be responsible for ensuring that the policy and procedures of governing clubs, messes and canteens are fully implemented. The incumbent will be responsible for assisting clubs, messes and canteens to improve their management practices. Ensure that all clubs messes and canteens with their finances and administrative activities. The candidate must be able to verify the income, expenditure and investments of clubs. Conduct ongoing monitoring and evaluation activities for clubs, messes and canteens. Manage people reporting and state funds in accordance with the provisions of the PFMA. The candidate must be able to liaise with internal and external stakeholders. Administration of catering unit. Food hygiene management. Ensure that hygiene standards are maintained and monitored. Ensure that officials and offenders working at Mess undergo medical check up. Safe custody of stock. Ensure the cost and portion control to maintain the profit margin. Control catering activities at the mess kitchen. Manage day-to-day menu and provision of food. Set objectives and standards. Ensure proper control over stock and provisioning administration. Administer proper bookkeeping of incoming-and out going payments. Checking and control of assets. Control training and development of inmates as cooks. Manage administrative duties. Advise management on nutritional matters

Case Management Supervisor (Internal Security)

- Gauteng Region: Baviaanspoort Max (Ref csa 1/10/74)
Salary: R182 469 per annum

Requirements: Recognized three-year degree/diploma with at least five years relevant experience. Sound communication skills. Valid driver's licence. Computer literate. Knowledge of the Public Finance Management Act and Treasury Regulations.

Responsibilities: Provide leadership and guidance to all staff in unit. Ensure continuity and consistency in case management. Facilitate induction programs for new prisoners. Implement and maintain a structured day for staff and offenders. Maintain static and dynamic security in the unit. Manage resources to ensure that all activities are consistent with achieving a cost-effective operation. Review work procedures and duty sheets to ensure their appropriateness. Appraise staff performance. Maintain staff rotation within the unit. Prepare duty rosters. Supervise staff in executing their duties. Provide support to case officers and case managers. Chair case management committee meetings. Evaluate the effectiveness of case interventions. Monitor the progress of case plans and ensure that case files are up to date. Identify and deal with security issues. Maintain / improve on the security of the unit and compile unit contingency plans to identify and report training needs of staff. Induction of new staff at the unit. Participate in senior management meetings. Ensure that offenders are issued with appropriate clothing and bedding. Manage the cleanliness of the unit. Maintain overall discipline of offenders and officials in the unit.

Case Management Supervisor: Unit Manager X 3

- Gauteng Region: Modderbee (Ref csa 1/10/75)
- Western Cape Region: Warmbokveld X 2 (Ref: csa 1/10/76)
Salary: R182 469 per annum

Requirements: Recognised three-year degree/diploma with at least five years relevant experience on production level. Sound communication skills (written and verbal). Valid driver's licence. Must be computer literate. Knowledge of the Public Finance Management Act and Treasury Regulations.

Responsibilities: Implement unit management within the unit. Ensure the training of staff pertaining to unit management principles. Implement procedures to improve the level of communication between the different units, Head of Correctional Centre, CMC and other role players. Manage prisoner Development Staff (PDS). Implement a structure day programmes in conjunction with the PDS. Implement the three meal system as part of the structured day program. Ensure that case files are opened for all offenders and that sentence plan are compiled in conjunction with the CMC. Structure day programmes must make provision for the content of sentence plans. Compile case note and the recording thereof on the case files. Assess offenders in conjunction with the CMC. Register structural needs to enhance the implementation of unit management. Manage financial, personnel and logistical related matters.

Case Management Supervisor: Personnel X 6

- Gauteng Region: Boksburg X 5 (Ref csa 1/10/77), Leeuwkop (Ref csa 1/10/78)
Salary: 182 469 per annum

Requirements: Grade 12 and/or degree/diploma in Human Resource Management. Relevant experience. Must be computer literate. Good communication and interpersonal relations skills. Ability to plan/organise. Valid driver's licence.

Responsibilities: Maintenance of duty register. Recording of leave. Forward personnel information and requests to the DH Personnel. Draw up duty schedules. Calculate overtime worked of personnel. Report overtime worked via G224 to

Management Area Personnel Office. Report all cases absenteeism without leave to the DH Staff Services and initiators. Issue leave forms to all staff. Forward leave forms for processing by staff of the DH Personnel. Refer application for transfers, housing subsidies, accommodation, bursaries, grievances, disciplinary proceedings and any other miscellaneous required to the Management Area.

Case Management Supervisor: Centre Coordinator Staff Support

- Gauteng Region: Modderbee Nigel (Ref csa 1/10/79), Zonderwater Med B (Ref csa 1/10/80)

Salary: 182 469 per annum

Requirements: Grade 12 and/or degree/diploma in Human Resource Management and at least five years relevant experience on production level. Valid drivers licence. Top secret security classification. Analytical ability. Good communication skills. Professionalism and ability to plan/organise.

Responsibilities: Personnel Management. Supervise the work undertaken by the personnel clerk. Act as labour relations officer for the identity. Supervise the work undertaken by the registration clerk. Act as information officer for the prison. Logistical Responsible for the equipment used by the component personnel. Determine duty register/leave arrangements. Allocate staff to specific duties. Be responsible for financial administration and budgeting of funds. Be accountable for expenditure in terms of the component. Be responsible for merit assessments of staff. Act as loss control officer for the prison. Supervise utility staff.

Control Room Operators X 8

- Eastern Cape Region: Kirkwood (Ref: csa 1/10/81), Idutywa (Ref: csa 1/10/82)
- Free State/ N Cape Region: RC Office (Ref: csa 1/10/83), Upington (Ref: csa 1/10/84)
- Western Cape Region: Drakenstein X 3 (Ref: csa 1/10/85), Pollsmoor (Ref: csa 1/10/86)

Salary: R 83 619 per annum

Requirements: Grade 12. Previous working experience in a security control room within a security environment will be an advantage. Skill and confidence to operate under pressure and in emergencies, with the ability to make responsible decisions without compromising security. Punctuality, neatness, commitment and friendliness. Good communication skills in English and one other language. Good human relation skills, including the ability to work with the public. Computer literacy and technology orientation. Discretion and trustworthiness. Ability to work shifts and concentrate for long hours. Ability to be strict and firm.

Responsibilities: Operate access control equipment, as well as CCTV and intercom systems. Enrol personnel and visitors on the biometric fingerprint reader system. Monitor the movement of people, goods and services. Record and report all incidents. Work according to standard operating procedures. Log data and report faults. Monitor all security equipment. Motivate fellow staff and use a hands-on approach to assist and operate in crisis situations.

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 than 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, 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:

National Head Office: Post Advertisement, Department of Correctional Services, Private Bag X136, Pretoria, 0001: Ms J Malotane / Ms F Baloyi: 012 307 2643 / 2231

Hand delivery: 126 Corner Church and Schubart Street, Poyntons Building

Eastern Cape Region: Head Recruitment, Private Bag X9013, East London, 5200: Ms N Holiday: 043 706 7866,

Hand delivery: Ocean Terrace. Department of Correctional Services, Block E, Moore Street, Quigney, East London

Gauteng Region: Head Recruitment, Private Bag X393, Pretoria, 0001: Mr Masango SS (012 420 0174)/ Mr. Tshivhonammbi T.N: 012 4200179

Free State/Northern Cape Region: Head Recruitment, Private Bag X20530, Bloemfontein, 9300: Ms Mholo J: 051 404 0277/051 4040270

Limpopo/Mpumalanga/North West Region: Head Recruitment (Ms Maphosa G), Private Bag X142, Pretoria, 0001:

Ms Nomvela MP: 012 306 2032 / 4

Hand delivery: Corner Proes and Paul Kruger, Masada Building Pretoria

Western Cape Region: Head Recruitment, Private Bag X01, Edgemoed, 7404: Ms Sanders M: 021 550 6059

Kwazulu/Natal Region: Head Recruitment, Private Bag X9126, Pietermaritzburg, 3200: Mr N Langer/ Y Rupram: 033 355 7370

Hand delivery: 1 Eugene Marais Road, Napierville, Pietermaritzburg.

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: 11 November 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.