



correctional services

Department:
Correctional Services
REPUBLIC OF SOUTH AFRICA

DEPARTMENT OF CORRECTIONAL SERVICES

CIRCULAR 2 of 2022

Closing date: 2023/01/06 @ 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: Applications must be submitted on the new Z83 form (Public Service application form) obtainable from any Public Service department and must be completed in full. Only a comprehensive CV, identity document and/or drivers' licence should be attached to your application form. Only shortlisted candidates will be required to submit certified copies not older than 6 months of qualifications and other related documents on or before the day of the interview."

Please send a separate and complete application for each post you apply for, stating the correct reference for each position you are interested in. Faxed and e-mailed applications will not be accepted.

- Candidates must comply with the minimum appointment requirements**
- CV's should be aligned to reflect one's degree of compliance with the above-mentioned requirements and responsibilities. It is the responsibility of all applicants to furnish all supporting documents to prove their level of qualifying e.g. where no Basic Training certificate issued: an affidavit or related source document from HR to confirm.**

Applications must reach DCS on or 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 address as indicated below:

KwaZulu/Natal Region:

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

Contact person: Ms AL Mkhize 033 355 7370/ Ms Shange B 033 355 7369/ Ms GJ Mchunu at 033 355 7386/ Ms IN Mhlongo/ Mr SB Khumalo

Physical Address: 1 Eugene Marais Road, Napierville, Pietermaritzburg



APPOINTMENTS IN TERMS OF CORRECTIONAL SERVICES ACT

DEPUTY DIRECTOR CORRECTIONAL POLICY ADMINISTRATOR: INSPECTORATE (NON CENTRE BASED-4)

KwaZulu/Natal Region: Regional Office, Ref.: (CSA 2022/02/01)

Salary package: R791 310.00 An all-inclusive

Requirements: Degree/National Diploma in Social Sciences or equivalent qualification and at least 7 years relevant experience on supervision and junior management production levels (NCB3). 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: 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: The undertaking of inspections on adherence to national policy. The rendering of advice to functionaries with the interpretation of national policies. The reporting on the adherence to national policies in the region. The drafting of recommendations on the possible amendments to national policy. The planning of quality assessment programs in the region. The undertaking of fault-finding inspection visits to all management areas in the region. The identification of areas of non-compliance with national standards. The rendering of in-service training i.r.o identified areas of non-compliance. The identification of management areas requiring specialized attention for remedial action. The drawing up of inspection reports on each management area visited. The drafting of inspection reports on management areas. The performing of investigations into high profile incidents in the region. Management of resources and performance information.

DEPUTY DIRECTOR: AREA COORDINATOR: DEVELOPMENT AND CARE (NCB 4)

KwaZulu/Natal Region: Pietermaritzburg Management Area, Ref.: (CSA 2022/01/02)

An all-inclusive package: R791 310.00

Requirements: Degree/Diploma in Social Science/Health Education or equivalent qualification. Registration with relevant Professional Council and 7 years combined relevant experience on supervision and junior management levels: These requirements are in accordance with the relevant Occupational Specific Dispensation. Top secret security classification as an added advantage. Successful completion of Corrections Science Learnership/Basic Training. Valid driver's licence. Computer literate.

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

Responsibilities: Ensuring effective medical care of offenders in the management area. Ensuring of adherence to nutritional and hygienic standards in the management area. Managing social work services in the management area. Managing educational and training in the management area. Managing spiritual care services to offenders in the management area. Management of agriculture. Management of production workshop. Management of human and finance resources and assets. Management of performance information.

CENTRE COORDINATOR: CORRECTIONS (CB 5)

KwaZulu/Natal Region: Ncome Med B, Ref.: (CSA 2022/02/03);

Salary: R475 095 per annum

Requirements: Degree/National diploma in Behavioural Sciences or an equivalent qualification and 7 years relevant experience in a supervisory post CB4. Successful completion of Corrections Science Learner ship/ Correctional Service / basic training. T Top secret security classification as an added advantage 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. Management of human resources, finances and assets. Management of performance management.

SECURITY MANAGER: CORRECTIONS (CB 4)
KwaZulu/Natal Region: Nongoma, Ref.: (CSA 2022/02/04);
Salary: R 397 881 per annum

Requirements: Relevant B degree/National Diploma in Behavioural or equivalent qualifications. 7 years relevant experience on supervisory post (CB3). These requirements are in accordance with the Occupational relevant Specific Dispensation. Top secret security classification as an added ad-vantage. Successful completion of Corrections Science Learnership/Basic Training. Valid driver's licence. Computer literacy.

Competencies and attributes: Firearm skills and the use of relevant security technology. communication, project and programme management, transformation management, change management, stakeholder management, problem solving, analysis, service delivery Innovation, decision making, people management and empowerment, in depth understanding of safety and security in a correctional environment, integrity and honesty, confidentiality, good interpersonal relations, knowledge of the Correctional Services Act, Act 111 of 1998, as amended, assertiveness, ability to network and diplomacy.

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

ASSISTANT DIRECTOR: CORRECTIONAL POLICY ADMINISTRATOR: FACILITIES AND SECURITY (NCB 3)
KwaZulu/Natal Region: Waterval Management Area, Ref.: (CSA 2022/02/05);
Kokstad AC, Ref.: (CSA 2022/02/06)
Salary: R 409 821 per annum

Requirements: Requirements: Relevant Degree/National Diploma plus Seven (7) years (combined) relevant in supervisory post level (NCB 2). These requirements are in accordance with the relevant Occupational Specific Dispensation. 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. 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. Manage performance information.

ASSISTANT DIRECTOR: CORRECTIONAL POLICY ADMINISTRATOR: CORRECTIONS (NCB 3)
KwaZulu/Natal Region: Durban Management Area, Ref.: (CSA 2022/02/07)
Salary: R 409 821.00 per annum

Requirements: Relevant Degree/National Diploma plus Seven (7) years (combined) relevant in supervisory post level (NCB 2). These requirements are in accordance with the relevant Occupational Specific Dispensation. Successful completion of Corrections Science Learner ship/Basic Training. Valid driver's licence. Computer literacy.

Competencies and attributes: Firearm skills and the use of relevant security technology. communication, project and programme management, transformation management, change management, stakeholder management, problem solving, analysis, service delivery Innovation, decision making, people management and empowerment, in depth understanding of safety and security in a correctional environment, integrity and honesty, confidentiality, good inter-personal relations, knowledge of the Correctional Services Act, Act 111 of 1998, as amended, assertiveness, ability to network and diplomacy.

Responsibilities: Manage and process documentation to / from prisons and community corrections. Management of classified information. Management of policy documentation of DCS. Investigation of incidents. Management of performance information. Management of human resources and assets.

ASSISTANT DIRECTOR: POLICY ADMINISTRATOR: INSPECTORATE (NCB 3)

KwaZulu/Natal Region: Regional Office, Ref.: (CSA 2022/02/08)

Salary: R 409 821.00 per annum

Requirements: Relevant Degree/National Diploma plus Seven (7) years (combined) relevant in supervisory post level (NCB 2). These requirements are in accordance with the relevant Occupational Specific Dispensation. Successful completion of Corrections Science Learner ship/Basic Training. Valid driver's licence. Computer literacy.

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: Assist in the planning and compilation of the annual inspection programme. Assist in the evaluation and identification of deviations from policy. Determine the extent to which internal control measures are effective in the prevention of deviations from policies and procedures. Submit reports on inspection findings to enable management to make informed decisions. Assist institutions that are being reconcilable with the practical operations. Assist in the development and maintenance of inspection tools. Assist with the proper management of finances and other resources allocated to the inspections section. Management of performance information. Management of finance and human resources and assets.

SECURITY MANAGER: EXTERNAL SECURITY (CB-4)

KwaZulu/Natal Region: Durban Med C, Ref.: (CSA 2022/02/09)

Salary: R 397 881.00 per annum

Requirements: Relevant B degree/National Diploma in Behavioural Sciences or equivalent. 7 years relevant experience gained on supervisory level (CB3). These requirements are in accordance with the relevant Occupational Specific Dispensation. Successful completion of Corrections Science Learner ship/Basic Training. Valid driver's licence. Computer literacy.

Competencies and attributes: Firearm skills and the use of relevant security technology. communication, project and programme management, transformation management, change management, stakeholder management, problem solving, analysis, service delivery Innovation, decision making, people management and empowerment, in depth understanding of safety and security in a correctional environment, integrity and honesty, confidentiality, good inter-personal relations, knowledge of the Correctional Services Act, Act 111 of 1998, as amended, assertiveness, ability to network and diplomacy.

Responsibilities: Oversee access control to correctional centre's grounds. Manage internal security. Ensure that offenders are escorted to court, doctors and hospital safely. Ensure safe custody of 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. Provision and control of security equipment to staff. Patrol at the section (general accommodation areas, single cells, kitchens, hospitals and work sections. Escort offenders inside the centre to Social Workers, CMC, Psychological Services and Educationists. Manage security systems. Supervise visits to offenders. Search offenders entering and leaving the section. Management of Human, Finance and Assets. Manage performance information.

SECURITY MANAGER: NUTRITIONAL SERVICES (CB 4)
KwaZulu/Natal Region: Ebongweni, Ref.:(CSA 2022/02/10)
Salary: R 397 881.00 per annum

Requirements: Degree/National Diploma in Food Management or an equivalent qualification and at least seven (7) years relevant experience gained on production level (CB3). Successful completion of Corrections Science Learner ship/Basic Training. These requirements are in accordance with the relevant Occupational Specific Dispensation. Valid driver's licence and Computer literacy.

Competencies and attributes: Firearm skills and the use of relevant security technology. communication, project and programme management, trans-formation 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. Ability to plan/organize.

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

UNIT MANAGER (CB 4)

KwaZulu/Natal Region: Durban Med B, Ref.: (CSA 2022/02/11); Ncome Med B, Ref.: (CSA 2022/02/12);
Salary: R 397 881.00 per annum

Requirements: Degree/ National Diploma in Behavioral Sciences or an equivalent qualification and successful completion of Corrections Science Learner ship/Basic Training. 7 years relevant experience in a supervisory post CB3. 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. Manage human resource, finance and assets. Manage performance information.

SECURITY MANAGER: ASSET MAINTENANCE (CB4)

KwaZulu-Natal Region: Waterval Medium A, Ref: (CSA 2022/02/13)
Salary: R397 881.00 per annum

Requirements: Degree/ National Diploma in Behavioral Sciences or an equivalent qualification and successful completion of Corrections Science Learner ship/Basic Training. 7 years relevant experience in a supervisory post CB3. 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, trans-formation 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 supervision of offenders. Develop measures for handling offender complaints and requests. Facilitate the induction of new offenders. Implementation of unit management principles. Provision of infrastructural needs to enhance the implementation of unit management principles. Management of human resources finances and assets and Performance Information.

SECTION HEAD: EDUCATIONIST(FORMAL EDUCATION)

KwaZulu-Natal Region: Kokstad Med (Ref: CSA 2022/02/14)

Salary: R 365 307. 00 per annum

Requirements: Recognised National Diploma/ Degree or equivalent qualification in Education and registration with the South African Council of Educators. Six (6) 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. Management of performance information. Manage human resources, finances and assets.

SENIOR CORRECTIONAL ADMIN OFFICER : AFTER CARE (NCB 2)

KwaZulu/Natal Region: Regional Office, Ref.: (CSA 2022/02/15)

Salary: R 344 769.00 per annum

Requirements: Recognised three (3) year Degree/ National Diploma or equivalent qualification in Behavioural Sciences and 5 years relevant experience on production post (NCB1). These requirements are in accordance with the relevant Occupational Specific Dispensation. Top secret security classification as an added advantage. Successful completion of Corrections Science Learner ship/Basic Training. Valid driver's licence. Computer literacy.

Competencies and Attributes: Strategic capability and leadership, project and programme management, financial management, change management, Integrity & honesty, knowledge management, service delivery innovation & creativity, problem solving and analysis, people management and empowerment, client orientation and customer care, communication, honesty and integrity, good work ethics ,confidentiality, interpersonal relations, time management, openness & transparency, good interpersonal relations, ability to influence and create impact, tact and diplomacy, willingness to travel & decision making and security awareness.

Responsibilities: Management of the placement policy of the Department. Management of the remission and review process of the Department. Development of parole policies. Administration of the Correctional Supervision and Parole Boards. Referral of identified cases to the Review Board. Making of transport, accommodation, venue and meal/refreshment arrangements for board Members. Maintenance of the Body of Knowledge of the Review Board. Distribution of Review Board decisions for implementation. Management of resources

SECRETARY: PAROLE BOARD (NCB 2)

KwaZulu/Natal Region: Pietermaritzburg, Ref.: (CSA 2022/02/16)

Salary: R 344 769.00 per annum

Requirements: Recognised three (3) year Degree/ National Diploma or equivalent qualification in Behavioural Sciences and 5 years relevant experience on production post (NCB1) . These requirements are in accordance with the relevant Occupational Specific Dispensation. Top secret security classification as an added advantage. Successful completion of Corrections Science Learner ship/Basic Training. Valid driver's licence. Computer literacy.

Competencies and attributes: Firearm skills and the use of relevant security technology. Communication, 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. Management of performance information.

PAROLE BOARD CLERK: NCB 1-3

KwaZulu/Natal Region: Waterval, Ref: (CSA 2022/02/17)

Salary: R 225 384.00 per annum

Requirements: Grade 12 coupled with 8 years relevant work experience. **OR** National Diploma/Degree in Behavioural Sciences with no experience. Successful completion of Corrections Science Learnership/ Basic Training. These requirements are in accordance with the relevant Occupational Specific Dispensation. Computer literate. Valid driver's licence.

Competencies and attributes: Problem solving and decision making, facilitation skills, plan and organize, communication skills, time management, confidentiality, knowledge of the Public Finance Management Act, 1999 and Treasury Regulations, knowledge of Tender process, service delivery and client orientation, Integrity and honesty, assertiveness, Influence and impact and ability to network.

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

APPOINTMENTS IN TERMS OF PUBLIC SERVICES ACT

CHIEF CONSTRUCTION PROJECT MANAGER GRADE A

KwaZulu/Natal Region: Regional Office, Ref.: (PSA 2022/02/18)

Salary package: R 1 090 224.00 An all-inclusive

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. Computer literacy.

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. Management of performance information.

DEPUTY MANAGER: NURSING

KwaZulu/Natal Region: Durban, Ref.: (PSA 2022/02/19)

Salary package: R 881 961.00 An all-inclusive

Requirements: Degree/diploma in Nursing or an equivalent qualification that allows registration with the South African Nursing Council as a Professional Nurse. A minimum of 9 years appropriate experience in nursing after registration as a Professional Nurse with the SANC. At least 4 years of the period referred to above must be appropriate/ recognisable experience at management level. 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: Policy coordination, communication, financial management, project and programme management, change management, client orientation and customer focus, problem solving and analysis, service delivery innovation, decision making, people management and empowerment, integrity and honesty, confidentiality, good interpersonal relations, understanding of Public Service policy and legislative framework, assertiveness, ability to network and diplomacy.

Responsibilities: Monitor and evaluate the performance of Primary Health Care services in line with public health indicators, set norms, standard, and targets with a view to report thereon and to initiate corrective action timeously at an appropriate level. Supervise and ensure the provision of quality comprehensive inmate health care through adequate nursing care. Coordinate, monitor and evaluate the implementation of PHC service and programs to the inmate population. Ensure analysis of health data, formulation and implementation of nursing guidelines, practices, standards and procedures. Management of human and finance resources and assets. Management of performance information.

DEPUTY DIRECTOR: INFORMATION TECHNOLOGY (SALARY LEVEL 11)

KwaZulu/Natal Region: Regional Office, Ref.: (PSA 2022/02/20)

Salary package: R 766 584.00 An all-inclusive

Requirements: National Diploma/Degree in Information Technology or equivalent qualification, 3 – 5 years' experience in Information Technology networks on ASD level in a comparable environment Drivers licence. Computer literacy.

Competencies and attributes: Policy coordination, communication, financial management, project and programme management, change management, client orientation and customer focus, problem solving and analysis, service delivery innovation, decision making, people management and empowerment, integrity and honesty, confidentiality, good interpersonal relations, understanding of Public Service policy and legislative framework, assertiveness, ability to network and diplomacy. Good communication skills.

Responsibilities: Coordination of policy within the Region. Management of computer hardware. Quality assessment of services rendered by Information Technology staff. Integration of software. Rendering of customer assistance. Management of data security. Planning of activities. Management of finance. Management of Human Resources. Management of performance information.

DEPUTY DIRECTOR: PERFORMANCE MANAGEMENT AND MONITORING (Salary Level 11)

KwaZulu/Natal Region: Regional Office, Ref.: (PSA 2022/02/21)

Salary package: R 766 584.00 An all-inclusive

Requirements: National Diploma/Degree in Human Resources/Personnel Management or equivalent qualification, 3 – 5 years' on ASD level in Human Resource environment. Good communication skills. Computer literacy. Drivers licence.

Competencies and attributes: Policy coordination, communication, financial management, project and programme management, change management, client orientation and customer focus, problem solving and analysis, service delivery innovation, decision making, people management and empowerment, integrity and honesty, confidentiality, good interpersonal relations, understanding of Public Service policy and legislative framework, assertiveness, ability to network and diplomacy.

Responsibilities: Manage the Performance Assessment Policy monitoring and implementation support processes, ensure the operationalization of the human resources policy in the region. Manage quality assessment of performance management within the region. The management of personnel investigations. Management of promotions. Manage the coordination of personnel awards. Manage the coordination of achievement bonuses. The management of finances and Human Resources and Performance Information.

DEPUTY DIRECTOR: CORPORATE SERVICES (SL 11)
KwaZulu/Natal Region: Kokstad Management Area, Ref.: (PSA 2022/02/22)
Glencoe Management Area, Ref.: (PSA 2022/02/23)
Salary package: R 766 584.00 An all-inclusive

Requirements: Recognized and appropriate 3 year Degree/Diploma in Human Resource Management or equivalent qualification. 3- 5 experience at an ASD level in Human resource environment Computer literate, a valid driver's licence.

Competencies and attributes: 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. 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. Management of performance information.

OPERATIONAL MANAGER NURSING (PHC): HEALTH CARE SERVICES
KwaZulu/Natal Region: Pietermaritzburg Med A, Ref.: (PSA 2022/02/24)
Salary: R 588 378.00 per annum

Requirements: Basic R425 i.e. Degree/Diploma in Nursing or an equivalent qualification that allows registration with the South African Nursing Council as a Professional Nurse. A minimum of 9 years appropriate/recognisable experience in nursing after registration as a Professional Nurse with the SANC. At least 5 years of the period referred to above must be appropriate/recognisable experience after obtaining the 1-year post-basic qualification in the relevant speciality. Current registration with the South African Nursing Council as a Professional Nurse. Post basic qualification with a duration of at least 1 year in Curative Skills in Primary Health Care accredited with the SANC. These requirements are in accordance with the relevant Occupational Specific Dispensation. Valid driver's licence. Computer literate.

Competencies and Attributes: Demonstrate an in depth understanding of nursing legislation and related legal and ethical nursing practises and how this impacts on service delivery. Ensure clinical nursing practice by the nursing team (unit) in accordance with the scope of practice and nursing standards as determined by the relevant health facility. Promote quality of nursing care as directed by the professional scope of practice and standards as determined by the relevant health facility. Demonstrate an basic understanding of HR and financial policies and practices.

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

SOCIAL WORK SUPERVISOR GRADE 1
KwaZulu/Natal Region: Pietermaritzburg Med A, Ref.: (PSA 2022/02/25)
Salary: R 401 691.00 per annum

Requirements: BA Degree in Social Work that allows professional registration with the SACSSP. A minimum of seven (7) years appropriate experience in Social Work after registration as Social Worker with the SACSSP. Registration with the SACSSP as a Social Worker. These requirements are in accordance with the relevant Occupational Specific Dispensation. Valid driver's licence. Computer literacy.

Competencies and attributes: Policy coordination, communication, financial management, project management 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. Conversant with Acts, policies and legislation pertaining to social work practice. Understanding of human behaviour social systems, Social work intervention,

Responsibilities: Ensure that a social work service with regard to the care, support, protection and development of vulnerable individuals, groups, families and communities through the relevant programmes is rendered. Conduct assessments, that are problematic for supervisees, aimed at identifying conditions in offenders that justify relevant interventions. 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. Supervise and advise social workers, social auxiliary workers and volunteers to ensure an effective social work service. Provide guidance to subordinates and ensure that the requirements of operational plans are complied with. Management of performance information. Management of human resources, finances and assets Performance Information.

ASSISTANT DIRECTOR: COMMUNICATIONS (SL-9)
KwaZulu/Natal Region: Waterval, Ref.: (PSA 2022/02/26)
Salary: R 393 711.00 per annum

Requirements: Degree/ National Diploma in Communication Science or equivalent. 3- 5 years relevant supervisory experience working in the communication environment. Computer literacy. 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, Networking/liaison with stakeholders, negotiating skills and conflict management. Ability to network; Influence and impact; 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. Manage marketing of the Management Area. Liaise with external media. Management of human and financial resource and assets. Management of performance information.

MANAGER EDUCATION AND TRAINING
KwaZulu/Natal Region: Ncome Management Area, Ref.: (CSA) 2022/02/27)
Salary: R 443 316.00 per annum

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

Competencies and attributes: Financial management, plan, organise, lead and control, presentation skills, conflict management, time management, confidentiality, coaching and mentoring, understanding of Public policy and legislative framework including PFMA, service delivery and client orientation. Integrity and honesty, client orientation, assertiveness, influence and impact, communication skills, decision making, problem solving skills, networking/liaison with stakeholders, negotiation skills and conflict management.

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 the external role players regarding education and recreation opportunity. Management of performance information.

SOCIAL WORK SUPERVISOR (AREA)
KwaZulu/Natal Region: Kokstad Management Area, Ref.: (PSA 2022/02/28)
Salary: R 401 691.00 per annum

Requirements: Recognised Degree in Social Work, a minimum of 10 years' appropriate experience in social work after registration as Social Worker with the South African Council for Social Services Professions. Drivers licence and computer literacy.

Competencies and attributes: Plan and organize, report writing, punctuality, confidentiality, understanding of Public Service policy and legislative frameworks, service delivery and client orientation, integrity and honesty, assertiveness, influence and impact, ability to work under pressure. Sound communication, negotiation, conflict and strategic management skills. Ability to co-ordinate and collaborate with internal and external stakeholders.

Responsibilities: Provide a social work service of the highest, most advanced and specialised nature within (a) defined area(s) of specialisation with regard to the care, support, protection and development of vulnerable individuals. 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. Monitor and evaluate social work interventions. Provide guidance to subordinates and ensure that the requirements of the operational plans are complied with. Manage human resources, finance and assets and performance information.

CLINICAL NURSE PRACTITIONER GRADE 1

KwaZulu/Natal Region: uMzimkhulu, Ref.: (PSA 2022/02/29), Vryheid, Ref.: (PSA 2022/02/30),

Salary: R 400 644.00 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 a 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: Demonstrate an understanding of nursing legislation and related legal and ethical nursing practises within a primary health care environment. Perform a clinical nursing practice in accordance with the scope of practice and nursing standards as determined for a primary health care facility. Promote quality of nursing care as directed by the professional scope of practice and standards as determined for a primary health care facility.

Responsibilities: 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. Note medical condition as instructed by doctors. Management of performance information. Manage human resources, finance and assets.

MANAGER: AGRICULTURE

KwaZulu/Natal Region: Waterval Management Area, Ref.: (PSA 2022/02/31)

Salary: R 393 711.00 per annum

Requirements: Degree/National Diploma in Agricultural Sciences or equivalent qualification with 3-5 years relevant experience gained in a supervisory post. Valid driver's and computer literacy.

Competencies and attributes: Knowledge of extension methodology. Supervisory and management skills. communication/presentation skills. Knowledge of project planning and management. 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: Coordinate agriculture policy. Quality assessment of agriculture services. Development/maintain agricultural production Manage environment. Manage agricultural equipment, occupational safety. Coordinate production workshop services. Develop/maintain workshop production standards in the management area. Manage workshop and its production. Management of human resources, finance and assets. Manage performance information.

ADMINISTRATIVE SECRETARY: REGIONAL COMMISSIONER

KwaZulu/Natal Region: Regional Office, Ref: (PSA 2022/02/32)

Salary: R 393 711.00 per annum

Requirements: Recognized degree or National Diploma in Office Administration, Public Management or equivalent qualification. 3-5 years' supervisory experience in a similar environment. Computer literate. Valid driver's licence.

Competencies and attributes: Communication, financial management, Plan, organise, lead and control, Project and Programme management, Change Management, Client orientation and Customer focus, Problem solving and analysis, Service Delivery innovation, decision making, people management and empowerment, integrity and honesty, Confidentiality, Good interpersonal relations, understanding of Public Service Policy and legislative framework, Assertiveness, Ability to network and Diplomacy.

Responsibilities: Ensure a smooth document flow system in the office of the Regional Commissioner/Area Commissioner. Ensure compliance by members with return dates. Ensure quality control over the documentation forwarded to the Regional Commissioner/Area Commissioner. Ensure convening of meetings, agenda preparation, minute taking and development of an action plan and reporting system on decisions taken in meetings. Ensure the financial and logistical management of the office including budgeting and costing processes. Ensure the drafting of routine letters and memos, receipt of correspondence and documentation and proactively acknowledging correspondence. Process content of incoming and outgoing documentation. Ensure compliance with return dates. Ensure appropriate filing of documents. Ensure logistical provisioning for the office. Provide financial administration support to the Regional Commissioner/Area Commissioner in relation to the budgeting, expenditure and financial reporting on office spending on a monthly basis. Liaise with various stakeholders. Management of performance information.

ASSISTANT DIRECTOR: EMPLOYEE RELATIONS (SL 9)

KwaZulu/Natal Region: Empangeni Management Area, Ref.: (PSA 2022/02/33);

Pietermaritzburg Management Area, Ref.: (PSA 2022/02/34); Waterval Management Area, Ref.: (PSA 2022/02/35)

Salary: R 393 711.00 per annum

Requirements: Recognised three (3) year Degree / National Diploma in Labour Law/Labour Relations or equivalent relevant qualification. At least 3 – 5 years Supervisory experience in the Employee Relations environment. Valid driver's licence. Computer literacy.

Competencies and Attributes: Financial management, Problem solving and decision-making. Facilitation skills. Plan, organise, lead and control. Change management. Team leadership. Project management. Presentation skill. Conflict management. Report writing. Computer literacy. Training and development. Training skills. Time management. Confidentiality. Coaching and mentoring. Understanding of Public Service policy and legislative framework. Service delivery and client orientation. Integrity and honest. Assertiveness. Ability to network. Influence and impact. Applied strategic thinking. Willingness to travel.

Responsibilities: Co-manage the Department's Employee Relations Management Information System (ERMIS). Develop systems and procedures where by data pertaining to disciplinary hearings, appeals, suspensions, grievances and disputes are collected, monitor, analyse and interpreted in the Management Area, and corrective measures implemented. Develop management information report for DCS Regional Management. Co-manage employee grievances in the Management Area and assist with policy and procedure development. Act as custodian of the grievance procedure. Monitor compliance with the DCS grievance procedure. Facilitate conflict management individual and collective. Represent the Department/ Management Area in conciliation an arbitration hearings. Manage human resources, finances and assets. Management of performance information.

ASSISTANT DIRECTOR: SPECIAL PROGRAMS

KwaZulu/Natal Region: Pietermaritzburg Management Area, Ref.: (PSA 2022/02/36)

Salary: R 393 711.00 per annum

Requirements: Relevant B degree/ND in Human Resource Management or equivalent At least 3 – 5 years Supervisory experience in 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 Legislation Framework, Assertiveness, Ability to network, Diplomacy and tact influence and impact.

Responsibilities: Manage EAP and Employee and wellness programme in the Management Area. Manage sports, recreation in the Management Area. Manage of Occupational Health and Safety in the management Area. Manage the efficient operation of clubs and mess administration. Ensure that audit reports on club and messes finances are compiled Ensure that audit reports on club and messes finances are compiled The evaluation of audit reports on clubs for alleged irregularities with club management at Management Area Promotion of gender sensitivity in the Region. Ensuring of the gainful employment of disabled. Ensuring of the alignment of DCS policies, Policy coordination of sports, Management of sport event in the region, Maintenance of performance plans of subordinates. Assessment of subordinates, Ensure compliance with DCS HR policies /directives Budgeting of funds. Compliance business plans. Accountable for the sport and recreation.Management of performance information.

ASSISTANT DIRECTOR: HR UTILIZATION

KwaZulu/Natal Region: Ncome Management Area, Ref.:(PSA 2022/02/37),
Pietermaritzburg, Ref.:(PSA 2022/02/38).

Salary: R393 711.00 per annum

Requirements: Degree/National Diploma in Human Resource Management or equivalent At least 3 – 5 years Supervisory experience in Human Resource environment, Valid driver's licence. Successful completion of PERSAL training course. 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: Coordinate the recruitment of staff, appointment and promotions process. Monitor the vacancy rate in line with the departmental APP and advice management of discrepancies. Manage and administer transfers of employees the Management Area. Management of Service Terminations 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. Manage of Human Resources, Finances and Physical Assets and Performance Information.

ASSISTANT DIRECTOR: EMPLOYEE ASSISTANT PROGRAMME

KwaZulu/Natal Region: Regional Office, Ref.: (PSA 2022/02/39)

Salary: R 393 711.00 per annum

Requirements: Appropriate three 3 years Degree/National Diploma in EAP i.e. Social work, Psychology, Social Science or equivalent. 3 – 5 years relevant experience in EAP on supervisory post. Registration with the relevant regulatory body will be an added advantage. Valid driver's licence. Computer literacy.

Competencies and attributes: Problem solving and decision making, facilitation skills, plan, organize, lead and control, Post Advertisement Section11project management, presentation skills, counselling skills, Ability to interpret policy/ legislation. Conflict management, coaching and mentoring, Understanding of Public Service policy and legislative framework, service delivery and client orientation, integrity and honesty, assertiveness, willingness to travel, influence and impact and ability to network. Counselling, presentation and communication skills. Professionalism, ability to plan and organise.

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

LEGAL ADMIN OFFICER (MR 5)

KwaZulu/Natal Region: Pietermaritzburg Management Area, Ref.: (PSA 2022/02/40)

Salary: R 390 360.00 per annum

Requirements: LLB Degree at least 14 year's appropriate post qualification experience in a legal administration environment. Admitted as an Attorney/Advocate will be an added advantage. Valid driver's license is essential. Computer literate. These requirements are in accordance with the relevant Occupational Specific Dispensation (OSD).

Competencies and attributes: Policy coordination, communication, financial management, Plan, organize, lead and control, Project and Program 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. Excellent verbal and written communication skills. Good negotiation and conflict resolution skills, Service rendering and credibility.

Responsibilities: The incumbent will provide legal advice to the Department. Initiate policy amendments in the Department. 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 Department on various forums. Management of performance information.

ASSISTANT DIRECTOR: WORK-STUDY AND JOB EVALUATION

KwaZulu Natal Region: Regional Office: Ref.: (PSA 2022/02/41)

Salary: R 393 711.00 per annum

Requirements: Relevant B degree/National Diploma in Management Services (previously known as Organisation and Work Study), Operations management or equivalent 3-5 years relevant experience on supervisory post. Certificate in Job Evaluation endorsed by National School of Government, Knowledge and use of Org Plus or Vision systems. Valid driver's licence and computer literacy.

Competencies and attributes: Communication, Project and programme management, Transformation management, Change Management, Stakeholder management, Problem solving, Analysis, Service Delivery Innovation, Decision making, People Management and Empowerment, In depth understanding of safety and security in a correctional environment. Integrity and honesty, Confidentiality, Good Interpersonal relations, Assertiveness, Ability to network, Diplomacy and tact, Resilience, Influence and impact.

Responsibilities: Conduct work study investigations/ feasibility studies to advise management of efficiency related methods and procedures. Develop and review the post establishment structures for optimal utilisation of resources. Design and manage the control of official forms to ensure uniformity. Advise management on work layouts, office accommodation and working conditions. Advise management on purpose-fit equipment and the efficient use thereof. Conduct job evaluation analysis to evaluate the job weight of a post or group of posts. Conduct research and prepare miscellaneous information required by management. Develop/review job descriptions and advice on the job specs related to advertisements. Management of finance and human resources and assets. Management of performance information.

SENIOR EMPLOYEE ASSISTANCE PRACTITIONER

KwaZulu/Natal Region: Waterval Management Area, Ref.: (PSA 2022/02/42)

Salary: R 331 188.00 per annum

Requirements: Appropriate three 3 years Degree/Diploma in EAP i.e. Social work, Psychology, Social Science or equivalent. 3 – 5 years relevant experience in EAP environment. . Registration with the relevant regulatory body will be an added advantage. Valid driver's licence. Computer literacy.

Competencies and attributes: Counselling, presentation and communication skills. Professionalism, ability to plan and organize Conflict resolution. Report writing. Presentation skill. Problem solving and decision-making. Interpersonal relations. Policy implementation. Computer literacy. Conflict resolution. Communication skills. Typing skills. Training skills. Confidentiality. Integrity and honest. Friendly and adaptability. Confident and independent. Accuracy. Ability to work under pressure. Ability long hours.

Responsibilities: Regularly assess and identify the needs of employees and their families. Implement and Provide Therapeutic Intervention Ensure implementation of preventative and wellness programs. Render direct EAP services to members and their families in a manner that ensures confidentiality and strong code of ethics. Assessments, referrals and short-term problem solutions. Effective confidential record keeping and data management. Implement programmed promotion, training and awareness activities. Prepare annual programmed budgets and evaluate the attainment of programmed objectives as well as providing feedback. Management of performance information.

SENIOR PERSAL CONTROLLER: HUMAN RESOURCE ADMINISTRATION

KwaZulu/Natal Region: Kokstad Management Area, Ref.: (PSA 2022/02/43)

Salary: R 331 188.00 per annum

Requirements: Degree/ National Diploma in Human Resource Management or equivalent qualification and 3-5 years' experience in Human Resources environment. Successful completion of PERSAL training course. Valid Driver's licence. Computer literacy.

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

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

SENIOR HUMAN RESOURCES OFFICER: PERSONNEL ADMINISTRATION

KwaZulu/Natal Region: Kokstad Management Area, Ref.: (PSA 2022/02/44)

Salary: R 331 188.00 per annum

Requirements: An appropriate B degree/National Diploma in Human Resources, 3-5 years appropriate experience in Human Resource environment. 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, understanding 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 overtime worked. All cases of absenteeism, without leave to be reported to the DH Staff Services and initiators. Issue leave forms to staff. Forward 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. Management of performance information.

SENIOR STATE ACCOUNTANT FINANCIAL ACCOUNTING

KwaZulu/Natal Region: Ncome Management Area, Ref.: (PSA 2022/02/45)

Salary: R 331 188.00 per annum

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

Competencies and attributes: Communication, client orientation and customer focus, problem solving and analysis, service delivery innovation, decision making, people management and empowerment, integrity and honesty, confidentiality, good interpersonal relations, understanding of Public Service policy and legislative framework, assertiveness, ability to network and diplomacy. Knowledge of the Public Finance Management Act, Treasury Regulations.

Responsibilities: Provide financial management information and advice to managers. Submit the monthly in-year management reports. Monitor and provide reports according to National Treasury reporting requirements. Compile and submit adjustment estimate and the MTEF budget Maintain activity delimitation of the Department. Provide financial training with regard to financial and human resource management. Provide an administrative support function. Manage finances, assets and human resources.

SENIOR COMMUNITY LIAISON/REINTEGRATION OFFICER (NCB2)

KwaZulu/Natal Region: Regional Office, Ref.: (PSA 2022/02/46)

Salary: R 331 188.00 per annum

Requirements: Requirements: Recognised three (3) year Degree/ National Diploma or equivalent qualification in Behavioural Sciences and 5 years relevant experience on production post (NCB1) . These requirements are in accordance with the relevant Occupational Specific Dispensation. Top secret security classification as an added advantage. Successful completion of Corrections Science Learner ship/Basic Training. Valid driver's licence. Computer literacy.

Competencies and attributes: Firearm skills and the use of relevant security technology. Communication, 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 amend-ed. 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. Management of performance information.

SAO: INVESTIGATOR: EMPLOYEE RELATIONS

KwaZulu/Natal Region: Durban Management Area, Ref.: (PSA 2022/02/47)

Salary: R 331 188.00 per annum

Requirements: Recognised three-year degree/ national diploma in Law/ Labour Relations. 3-5 years relevant experience in a relevant environment. Valid driver's licence.

Competencies and attributes: Advanced investigation skills, Good communication and interpersonal skills. Ability to organise and plan, 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 disciplinary hearing. (Are these the only responsibilities attached to the post?)

SENIOR HUMAN RESOURCE PRACTITIONER(HUMAN RESOURCE SUPPORT)

KwaZulu/Natal Region: Kokstad Management Area, Ref.: (PSA 2022/02/48)

Salary: R 331 188.00 per annum

Requirements: Recognised 3-year degree/diploma (RVQ 13) in Human Resources Management, Supervisory experience in Human Resources Administration and Management, Ability to plan and organise. Knowledge of the Persal System. Driver's licence, Sound communication skills. Must be computer literate.

Competencies and Attributes: Plan and control. Report writing. Punctuality, Confidentiality, Understanding of Public Services policy and legislative framework, Service delivery and client orientation, integrity and honest, Assertiveness, Influence and impact, Ability to work under pressure. Training in PERSAL.

Responsibilities: Enhance coordination of policy, communicate policy matters, technical preparation of documents, arrange meetings, maintain post establishments and documents detailing training, undertake personnel administration, Management of promotions, Personnel awards, Achievement bonuses, staffing of management area, Management of Finance and logistics, management of personnel, Administer performance of merit assessments. Management of performance information.

SENIOR HUMAN RESOURCE PRACTITIONER: HUMAN RESOURCE DEVELOPMENT

KwaZulu/Natal Region: Kokstad, Ref.: (PSA 2022/02/49); Ncome Management Area, Ref.: (PSA 2022/02/50);

Pietermaritzburg Management Area, Ref.: (PSA 2022/02/51)

Salary: R 331 188.00 per annum

Requirements: Recognized three (3) year degree/national diploma in Human Resource Management or HRD. At least 3-5 years relevant experience in the field of HRD. Good communication skills. Computer literacy. Valid driver's licence.

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

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 learner-ship programmes and conducts assessment on learners on the Correctional Science Learner-ship NQF Level 4. Management of the internship programmes. Facilitation of HRD programmes in the Region. Programming and scheduling of training interventions. Evaluation..Management of performance information.

SENIOR ADMINISTRATIVE OFFICER: MESS

KwaZulu/Natal Region: Ncome Management Area, Ref.: (PSA 2022/02/52)

Salary: R 331 188.00 per annum

Requirements: Relevant three (3) year Degree/ National Diploma in Hospitality Management or equivalent plus 3-5 years relevant experience. Valid driver's licence. Must be computer literate.

Competencies and attributes: Communication, project and programme management, transformation management, change management, stakeholder management, problem solving, analysis, service delivery Innovation, decision making, people management and empowerment, in depth understanding of safety and security in a correctional environment, integrity and honesty, confidentiality, good inter-personal relations, 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. Management of human resource, finance and assets. Management of performance information.

EDUCATIONIST M+4 (ENGLISH/LIFE ORIENTATION/GEOGRAPHY)

KwaZulu/Natal Region: Ebongweni, Ref.: (CSA 2022/02/53)

Salary: R 296 574.00 per annum

Requirements: Recognised four (4) year Degree/National Diploma (REVQ 14) in Education or equivalent qualification that allows registration with the South African Council of Educators. Registration with SACE as professional Educator. Computer literacy. Valid Driver's License. These requirements are in accordance with the relevant Occupational Specific Dispensation for DCS Educators.

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. Management of performance information.

PERSAL CONTROLL OFFICER : HR ADMINISTRATION

KwaZulu/Natal Region: Glencoe Management Area, Ref.: (PSA 2022/02/54)

Salary: R 269 214.00 per annum

Requirements: Recognised three (3) year degree/national diploma in Human Resource Management or equivalent qualification and 1 – 2 years' experience in Human Resources environment. Successful completion of PERSAL training course. Valid Driver's licence. Computer literacy.

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

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

STATE ACCOUNTANT: CLUBS

KwaZulu/Natal Region: Empangeni Management Area, Ref.: (PSA 2022/02/55)

Salary: R 269 214.00 per annum

Requirements: Degree/ National Diploma in Accounting or Financial Management or equivalent, with 1- 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. Management of performance information.

HUMAN RESOURCE PRACTITIONER: PERSONNEL ADMINISTRATION

KwaZulu/Natal Region: Glencoe Management Area, Ref.: (PSA 2022/02/56),
Pietermaritzburg, Ref.: (PSA 2022/02/57); Durban Management Area, Ref.: (PSA 2022/02/58);
Empangeni, Ref.: (PSA 2022/02/59)

Salary: R 269 214.00 per annum

Requirements: Grade 12 and Degree/ND in Human Resource or equivalent with 1- 2 years relevant experience. Persal Knowledge will add advantage. Valid driver's license. Computer literacy.

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

Responsibilities: Ensure the implementation of Human Resource policies such as leave administration, state accommodation, Performance Management, Development System grievances, disciplinary procedure, and injury on Duty, transfers, and termination of services. Communicate policy matters. Arrange personnel meetings. Maintain post establishment. Management of assets. Management of performance information.

SOCIAL WORKER GRADE 1

KwaZulu/Natal Region: Port Shepstone, Ref.: (PSA 2022/02/60); Umzinto, Ref.: (PSA 2022/02/61);
Ncome Med A, Ref.: (PSA 2022/02/62),

Salary: R 269 301.00 per annum

Requirements: BA Degree in Social Work and registration with the South African Council of Social Service Professions. Computer literacy. Valid driver's licence. These requirements are in accordance with the relevant Occupational Specific Dispensation

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 and 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. Management of performance information.

HUMAN REOURCE PRACTITIONER RECRUITMENT AND PLACEMENT)

KwaZulu/Natal Region: Glencoe Management Area, Ref.: (PSA 2022/02/63),

Ncome Ref.: (PSA 2022/02/64)

Salary: R 269 214.00 per annum

Requirements: Recognized National Diploma/ Degrees in Human Resource or equivalent qualification and 1-2 years' experience in recruitment and placement. Computer Literate. Valid driver's licence.

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

Responsibilities: Render administrative function on transfers and placements. Assist in the interview and selection process. Schedule interviews with prospective candidates. Administer and manage information. Secure storage of memorandums. 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. Management of finances and assets.

NETWORK CONTROLLER

KwaZulu/Natal Region: Empangeni Management Area, Ref.: (PSA 2022/02/65);

Ncome Management Area, Ref.: (PSA 2022/02/66); Waterval Management Area, Ref.: (PSA 2022/02/67)

Salary: R 269 214.00 per annum

Requirements: Degree/ National Diploma in IT with 1- 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. Management of performance information.

STATE ACCOUNTANT: BUSINESS PLANS

KwaZulu/Natal Region: Waterval Management Area, Ref.: (PSA 2022/02/68)

Salary: R 269 214.00 per annum

Requirements: National Diploma/Degree Financial Accounting or equivalent 1-2 relevant experience of Government Financial Systems. Valid driver's licence. Computer literacy.

Competencies and attributes: The incumbent must be dynamic and professional. Ability to plan and organise. Good communication skills. Excellent negotiation and problem-solving ability. Plan, organise, lead and control, client orientation & communication, policy analysis and interpretation, report writing, facilitation skills, presentation, problem solving and decision-making Knowledge of the financial management framework (PFMA). Treasury Regulations relating to financial management and accounting. Good knowledge of Public Service Regulation.

Knowledge of procurement administration and public finance administration, financial management, Integrity & honesty, good work ethics, confidentiality, interpersonal relations, people management, accuracy, independent networking, influence and impact, computer skills.

Responsibilities: Inspection of business plan in the Management Area. Communication of feedback on policy to the Regional Office for possible amendments. Rendering of advice to functionaries regarding procedures and policies. Planning and execution of financial management inspections in the Management Area. Ensuring control over all accounting/financial documentation. Reporting on the cost effectiveness of equipment/human resource in the Management Area. Formulation of strategies to improve on the standards of financial management. Ensure that business plans for individual sections exist and are correct. Ensure that the business plans for the MTEF period are in place. Identification of training requirements for financial personnel in the Management Area. The incumbent must be dynamic and professional. Ability to plan and organise. Good communication skills. Excellent negotiation and problem-solving ability.

HUMAN RESOURCE CLERK: SERVICE TERMINATION
KwaZulu/Natal Region: Ncome Management Area, Ref.: (PSA 2022/02/69)
Salary: R 181 599.00 per annum

Requirements: Grade. 12, exposure in the field of Termination Administration will be an added advantage. Computer literacy.

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

Responsibilities: Request pension benefits by preparing withdrawal forms for all type of termination and ensure that all relevant documents are attached. Handle inter-departmental transfers to ensure correct pensionable service. Handle all applications for buy-back service. Provide advice to officials/ex-officials and their dependants regarding GEFP 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. Management of resources.

ARTISAN PRODUCTION GRADE A: (ASSET MAINTENANCE)
KwaZulu/Natal Region: Ncome, Ref.: (PSA 2022/02/70)
Salary: R 199 317.00 per annum

Requirements: An appropriate Trade test certificate underwritten by the Manpower Training Act (Appropriate Trade Test Certificate) (Red Seal) These requirements are in accordance with the relevant Occupational Specific Dispensation. Valid driver's licence.

Competencies and Attributes: Relationship building, Innovation & creativity, People management time management, Openness & transparency, Integrity & honesty, Coaching & mentoring, Confidentiality, Interpersonal relations, Networking, Tact and computer skills.

Responsibilities: Training of offenders as well as apprentices. Execute work as per requisition/orders received from clients. Apply quality control to manufactured products. Costing of product and supply quotes. Execute basic workshop administration. Management of performance information.

ADMINISTRATION CLERK : CORRECTIONS
KwaZulu/Natal Region: Waterval, Ref.: (PSA 2022/02/71)
Salary: R 181 599.00 per annum

Requirements: Grade 12 or equivalent. Experience in office administration will be an added advantage. Computer literate.

Competencies and attributes: Firearm skills and the use of relevant security technology. Communication, Problem solving, Analysis, Service Delivery Innovation, decision making, understanding of safety and security in a correctional environment. Integrity and honesty, Confidentiality, Good Interpersonal relations, Assertiveness, Ability to network, Diplomacy and tact, and Resilience.

Responsibilities: The diarising of correspondence received/directed from the AC: Corrections. The distribution of correspondence to Heads of Centres and Community Corrections Offices. The exercising of control over returned correspondence. The following up of correspondence not received by the expiry of return dates. The forwarding of documentation forthcoming from the AC: Corrections. The referring of drafted documents from the AC: Corrections to the typing pool. The proof reading of typed documents. The final preparation of drafted documents for the signature of the AC: Corrections. The making of additional copies of documents as required by the Head: Corrections. The scheduling of meeting venues with equipment as required by the AC: Corrections. The equipping of meeting venues with equipment of the AC: Corrections. The drawing up of agendas in accordance with the requirements of the AC: Corrections. The taking down of minutes. The technical preparation of minutes. The distribution of minutes. The diarising of decisions taken at meetings. Management of assets.

SECRETARY: REGIONAL HEAD DEV & CARE
KwaZulu/Natal Region: Regional Office, Ref.: (PSA 2022/02/72)
Salary: R 181 599.00 per annum

Requirements: • Grade 12 with typing as a subject or any other secretariat training course/ qualification that will enable the person to perform the work satisfactorily. Computer literate.

Competencies and Attributes: Plan and organize, punctuality, confidentiality, understanding of Public Service policy and legislative framework, service delivery and client orientation, integrity and honesty, assertiveness, influence and impact, ability to work under pressure and Telephone etiquette.

Responsibilities: Answer and screen telephone calls. Compile memoranda and presentations. Execute office and general administrative duties. Manage electronic document tracking system. Maintain diary and manage appointments. Acknowledge receipt of documents. Record and issue minutes. Arrange meetings/conferences/workshops with relevant stakeholders upon request. Make all transport arrangements for conferences, courses, meetings and hearings away from the office. Ensure submission of travel claims. Management of assets.

SECRETARY: REGIONAL COMMISSIONER
KwaZulu/Natal Region: Regional Office, Ref.: (PSA 2022/02/73)
Salary: R 181 599.00 per annum

Requirements: • Grade 12 with typing as a subject or any other secretariat training course/ qualification that will enable the person to perform the work satisfactorily. Computer literacy.

Competencies and Attributes: Plan and organize, punctuality, confidentiality, understanding of Public Service policy and legislative framework, service delivery and client orientation, integrity and honesty, assertiveness, influence and impact, ability to work under pressure and Telephone etiquette.

Responsibilities: Answer and screen telephone calls. Compile memoranda and presentations. Execute office and general administrative duties. Manage electronic document tracking system. Maintain diary and manage appointments. Acknowledge receipt of documents. Record and issue minutes. Arrange meetings/conferences/workshops with relevant stakeholders upon request. Make all transport arrangements for conferences, courses, meetings and hearings away from the office. Ensure submission of travel claims.

SWITCH BOARD OPERATOR
KwaZulu/Natal Region: Empangeni, Ref. :(PSA 2022/02/74)
Salary: R 151 884.00 per annum

Requirements: Grade 12 with sound Telephone etiquette.

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. Good communication skills as well as a strong and friendly personality.

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.

APPOINTMENTS UNDER THE PUBLIC SERVICE ACT

SESSIONAL MEDICAL OFFICERS GRADE 1 [9 POSTS] [12 MONTHS CONTRACT]

- **KwaZulu Natal Region:** Durban (Ref: KZN 2022/12/01); Empangeni (Ref: KZN 2022/12/02); Glencoe (Ref: KZN 2022/12/03) (2 Posts); Kokstad (Ref: KZN 2022/12/04); Ncome (Ref: KZN 2022/12/05) (2 Posts); Pietermaritzburg (Ref: KZN 2022/12/06);
 - Waterval (Ref: KZN 2022/12/07)
- Salary: R536 580.00 (Part-time on a 5/8th basis)**

Requirements: Recognized MBChB with traceable experience in the health services environment. Registration as medical practitioner with the Health Professional Council of South Africa (HPCSA). Proof of payment of annual fee to HPCSA. Public health experience will be an advantage. Computer literate. Valid driver's licence.

Competencies and attributes: Knowledge of public health, financial management, communication, project and programme management, transformation management, change management, stakeholder management, problem solving and analysis, service delivery innovation, decision making, people management and empowerment, evaluation skills, integrity and honesty, confidentiality, good interpersonal relations, understanding of public service policy and legislative framework, assertiveness and ability to network.

Responsibilities: Render basic medical healthcare services to offenders. Provide clinical care and relevant primary healthcare programmes. Render medico-legal services. Maintain good medical practice. Adhere to medical standards. Write reports and keep records. Effectively utilize resources. Provide emergency medical care Refer patients to authorised and recognised healthcare providers. Provide training where necessary. Perform medical procedures. Liaise with internal and external counterparts regarding healthcare delivery. Adhere to departmental policies and orders. Management of assets. Management of performance information.