



DEPARTMENT OF CORRECTIONAL SERVICES

Closing date: 8 September 2023 @ 15:45

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 to take note that they cannot be re-appointed or have been declared medically unfit will not be considered.

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

Applicants must note that further checks will be conducted once they are shortlisted and that their appointment is subjected to positive outcomes on these checks, which include security clearance, security vetting and screening, 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: All Applications must be submitted on the new Z83 form, (**Public Service application form i.e. effective 01 January 2021**) obtainable from any Public Service Department and must be completed in full. Only a comprehensive Curriculum Vitae, Certified Copies of Identity Document and/or Driver's Licence should be attached to your application form. Only Shortlisted Candidates will be required to submit certified copies not older than six (6) months of qualifications and other related documents on or before the day of the Interviews. Should an application be received using the incorrect application for employment form, Z83 it will be disqualified. **Please note: Copies of Identity Document and/or Drivers Licence attached must be certified, to be a true copy of the original and certification not older than six (6) months.** Please send a separate and complete application for each post you apply for, stating the correct reference number for each position you are interested in. **Faxed and e-mailed applications will not be accepted.** • Candidates must comply with the minimum appointment requirements.

• **NB : Circular 19 of 2022 certifying documents /qualifications will be requested from only shortlisted candidates before interview process (applicants are not required to submit copies of qualifications and other relevant documents when applying)** The relevant reference number must be quoted on the application form .In terms of the National Qualification Framework Amendment Act of 2019 ,it is an offence for any person to falsely or fraudulently claim to hold a qualification .Any person found to be misrepresenting their qualifications , work experience or facts in their CV's will be disqualified and reported to the appropriate authority. It is the sole responsibility of an applicant to ensure that their application reaches DCS before : **8 September 2023 @ 15:45**

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

For full details (Competencies, attributes and responsibilities) on the following positions. please visit our website at www.dcs.gov.za (search on vacancies)

Western Cape Region

Postal Address: Regional Coordinator Human Resource and Support, Private Bag x 14, Goodwood, 7459
Contact person: Ms. NA Mdladlamba 021 550 6014 / Ms. A Reddy 021 550 6059/ Mr. BD Tsewu 021 550 6052/
Ms. NC Sotyibi 021 550 6059
Physical Address: Peninsula Drive, Monte Vista, Edgemead



APPOINTMENTS UNDER THE PUBLIC SERVICE ACT

DEPUTY DIRECTOR: MANAGER: SPIRITUAL CARE (CHAPLAIN)

• **Western Cape Region: Brandvlei (Ref: WC 2023/08/01)**

Salary: R811 560 per annum (all inclusive salary package)

Requirements: Matric/Grade 12, Recognized National Diploma/Degree in Theology from an accredited Theological Institution or equivalent qualification. Ordination as a Minister of religion/faith. At least 3-5 years relevant experience in Middle Management. Computer literacy, Valid driver's licence.

Competencies and attributes: Programme and project management, Project principles and methodologies, Research and development, Computer aided engineering applications, Knowledge of legal compliance, Technical report writing, Creating high performance culture, Technical consulting, Professional judgement. Decision making, Team leadership, Analytical skills, Creativity, Self-management, Financial management, Customer focus and responsiveness, Communication, Computer literacy, Planning and organization, Conflict management, Problem solving and analysis, People management, Change management and innovation.

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

PSYCHOLOGIST GRADE 1

- **Western Cape Region: Drakenstein (Maximum) (Ref: WC 2023/08/02); Goodwood (Ref: WC 2023/08/03), Pollsmoor (Ref: WC 2023/08/04), West Coast (Ref: WC 2023/08/05),**
Salary: R790 077 per annum

Requirements: Matric/Grade 12, Appropriate qualification that allows registration with the Health Professions Council of South Africa (HPCSA) as a Clinical Psychologist, Registration with the Health Professional Council of South Africa (HPCSA) as a Clinical Psychologist. These requirements are in accordance with the Occupational Specific Dispensation. Computer literate. Valid driver's licence.

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: Render psychological services to Inmates, Parolees and Probationers. Co-ordinate the rendering of psychological services to Inmates, Parolees and Probationers. Liaise with internal and external organizations for the provision of psychological services. Management of performance information.

ASSISTANT MANAGER: HEALTH CARE SERVICES (PNA-7)

- **Western Cape Region: Allandale (Ref: WC 2023/08/06), Southern Cape (Ref: WC 2023/08/07)**
Salary: R627 474 per annum

Requirements: Basic qualification accredited with the SANC in terms of Government Notice 425 (i.e. Diploma/ Degree in nursing) or equivalent qualification that allows registration with the SANC as a professional nurse. Registration with SANC as a Professional Nurse. A minimum of eight (8) years appropriate/ recognisable experience in nursing after registration as Professional Nurse with the SANC in General Nursing. At least three (3) years of the period referred to above must be appropriate/ recognisable experience at management level. 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 and programme management, Change Management, Client Orientation and Customer focus, Problem solving and analysis, Service Delivery Innovation, Decision making, People Management and Empowerment, Integrity and honesty, Confidentiality, Good Interpersonal relations, Understanding of Public Service policy and legislative framework. Assertiveness, Ability to network, Diplomacy and tact, Influence and impact.

Responsibilities: Provide direction and supervision in the implementation of the nursing plan (clinical practice/quality patient care) Implement standards, practices, criteria and indicators for quality nursing (quality of practices). Practise nursing and healthcare in accordance with the relevant laws and regulations. Manage and utilise human, material and physical resources efficiently and effectively.

Display a concern for patients, promoting and advocating proper treatment and care, including an awareness and willingness to respond to patients' needs, requirements and expectations (Batho Pele principles). Maintain the quality of nursing data and information and utilise it to advise, advance and evaluate the quality and cost-effectiveness of nursing care. Management of human and financial resources and assets.

ASSISTANT DIRECTOR: ADMINISTRATIVE SECRETARY: REGIONAL COMMISSIONER'S OFFICE

- **Western Cape Region: Regional Office (Ref: WC 2023/08/08)**
Salary: R424 104 per annum

Requirements: Matric/Grade 12, Relevant National Diploma/Degree in Public Administration/ Office Administration/ Secretarial or any other relevant equivalent qualification. At least 3-5 years relevant supervisory experience in administration/liaison environment. Computer Literacy. A valid driver's license.

Competencies and attributes: Dynamic, Professionalism, Ability to Plan, Organise lead and control. Sound Communication Skills. Financial management, Problem solving and decision-making. Facilitation skills. Change management. Team leadership. Project management. Presentation skill. Conflict management. Report writing. Training skills. Time management. Confidentiality. 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. Creative Thinking, Self Management, Technical Proficiency.

Duties: Coordination of Policy, Management correspondence to/from the office of the Regional Commissioner, Technical preparation of documents, Arrangement of Meetings, Planning of activities, Communication on behalf of the Regional Commissioner, Manage personal ad hoc duties of the Regional Commissioner. Responsible for effective and efficient implementation, monitoring and control of administration management services. Perform and manage administrative functions. Management of Human and Financial Resources and Assets.

SOCIAL WORK SUPERVISOR GRADE 1

- **Western Cape Region: Brandvlei (Maximum) (Ref: WC 2023/08/09), Drakenstein (Ref: WC 2023/08/10), West Coast (Medium A) (Ref: WC 2023/08/11)**
Salary: R432 348 per annum

Requirements: Matric/Grade 12, National Diploma/ Degree in Social Work (e.g. Bachelor of 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.

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

OPERATIONAL MANAGER NURSING: HEALTH CARE SERVICES (PN-B3) (PRIMARY HEALTH CARE)

- **Western Cape Region: Pollsmoor (Medium B) (Ref: WC 2023/08/12), Southern Cape (Knysna) (Ref: WC 2023/08/13), Southern Cape (Mossel Bay) (Ref: WC 2023/08/14)**
Salary: R627 474 per annum

Requirements: Basic qualification accredited with the SANC in terms of Government Notice 425 (i.e. diploma/ degree in nursing) or equivalent qualification that allows registration with the SANC as a Professional Nurse plus a post-basic nursing qualification, with duration of at least 1 year, accredited with the SANC in terms of Government Notice No R 48 in the relevant specialty. A minimum of 9 years appropriate/ recognisable nursing experience after registration as Professional Nurse with the SANC in General Nursing. 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 specialty. These requirements are in accordance with the relevant Occupational Specific Dispensation. Valid driver's licence. Computer literacy.

Competencies and Attributes: Conflict resolution. Report writing. Presentation skills. Problem solving and decision-making. Team leadership. Policy interpretation. Computer literacy. Facilitation skills. Analytical skills. Training skills. Confidentiality. Integrity and honesty. Time management. Assertiveness. Ability to network. Service delivery and client orientation. Friendly and adaptability. Confident and independent. Ability to work under pressure. Willingness to travel.

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

OPERATIONAL MANAGER NURSING GRADE 1: HEALTH CARE SERVICES (PN-A5) (GENERAL)

- **Western Cape Region: Pollsmoor (Medium C) (Ref: WC 2023/08/15), Voorberg (Medium A) (Ref: WC 2023/08/16)**
Salary: R497 193 per annum

Requirements: Matric/Grade 12, Basic R425 qualification (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 seven (7) years appropriate experience/recognisable experience in nursing after registration as a Professional Nurse with the SANC in general nursing. Registration with the SANC as Professional Nurse. These requirements are in accordance with the relevant Occupational Specific Dispensation. Valid driver's licence and computer literate will be an added advantage.

Competencies and Attributes: Understanding of the Public Service Policy and legislative Framework, Program Management, Confidentiality, time management, listening skills, interpersonal skills, client orientation, good communication skills, empathy, tactfulness, integrity and honesty, report writing skills, adaptability, conflict management. Ability to coordinate and collaborate with internal and external stakeholders. Demonstrate an in depth understanding of nursing legislation and related legal and ethical nursing practices and how this impacts on service delivery.

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

CLINICAL NURSE PRACTITIONER GRADE 1 (PHC)

- **Western Cape Region: Allandale (Obiqua) (Ref: WC 2023/08/17), Brandvlei (Maximum) x 2 (Ref: WC 2023/08/18), Brandvlei (Medium) (Ref: WC 2023/08/19) , Breede River (Worcester Males) (Ref: WC 2023/08/20), Overberg (Buffeljagsrivier) (Ref: WC 2023/08/21), Southern Cape (Oudtshoorn Medium B) (Ref WC 2023/08/22), Southern Cape (Oudtshoorn Medium A) (Ref WC 2023/08/23), Pollsmoor (Female) (Ref: WC 2023/08/24), Pollsmoor (Maximum) x 2 (Ref: WC 2023/08/25), Pollsmoor (Medium A) (Ref: WC 2023/08/26), Drakenstein (Maximum) x 2 (Ref: WC 2023/08/27), Voorberg (Van Rhynsdorp) (Ref: WC 2023/08/28)**

Salary: R431 265 per annum

Requirements: Diploma/Degree in Nursing or equivalent qualification. A minimum of 4 years relevant work experience after registration as a professional Nurse with South African Nursing Council. Post basic qualification with a duration of at least 1 year in curative skills in Primary Health Care accredited with South African Nursing Council. Current registration with the South African Council as a Professional Nurse. These requirements are in accordance with the relevant Occupational Specific Dispensation. Valid driver's licence. Computer literacy.

Competencies and attributes: Understanding of Public Service Policy and legislative framework, program management, confidentiality, time management, listening skills, interpersonal skills, client orientation, good communication skills, empathy, tactfulness, integrity and honesty, report writing skills, adaptability, conflict management, ability to coordinate and collaborate with internal and external stakeholders.

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

SOCIAL WORKER GRADE 1

- **Western Cape Region: Brandvlei (Medium) (Ref: WC 2023/08/29), Pollsmoor (Cape Town Community Corrections) (Ref: WC 2023/08/30), Pollsmoor (Mitchells Plain Community Corrections) (Ref: WC 2023/08/31), Drakenstein (Stellenbosch) (Ref: WC 2023/08/32), Drakenstein (Youth) (Ref: WC 2023/08/33)**

Salary: R294 411 per annum

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

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

PROFESSIONAL NURSE GRADE 1 (GENERAL NURSING) (PN-A2)

- **Western Cape Region: Breede River (Robertson) (Ref: WC 2023/08/34) , Overberg (Medium) (Ref: WC 2023/08/35), Pollsmoor (Medium B) (Ref: WC 2023/08/36), Southern Cape (Prince Albert) (Ref: WC 2023/08/37, Southern Cape (Knysna) (Ref: WC 2023/08/38) , Voorberg (Medium B) x 2 (Ref: WC 2023/08/39) , West Coast (Medium A) (Ref: WC 2023/08/40)**

Salary: R293 670 per annum

Requirements: Basic R425 qualification (i.e. Degree/Diploma in Nursing) or an equivalent qualification that allows registration with the SANC as a Professional Nurse. Registration with the SANC as Professional Nurse. These requirements are in accordance with the relevant Occupational Specific Dispensation. Valid driver's licence and computer literate will be an added advantage.

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

Responsibilities: Provide direction and supervision in the implementation of the nursing plan. (Clinical practice/quality patient care). Implement standards, practices, criteria and indicators for quality nursing (quality of practice). Practice nursing and healthcare in accordance with the relevant law as and regulations. Utilise human, material and physical resources efficiently and effectively. Display a concern for patients, promoting and advocating proper treatment and care, including an awareness and willingness to respond to patients' needs and requirements. Management of human resources, finances and assets. Management of performance information.

NETWORK CONTROLLER: INFORMATION TECHNOLOGY

- **Western Cape Region: Regional Office (Ref: WC 2023/08/41), Southern Cape (Ref WC 2023/08/42)**

Salary: R294 321 per annum

Requirements: Matric/Grade 12, Recognized National Diploma / Degree in Information Technology (IT). At least 1-2 years' experience in IT e environment. Valid driver's licence. Computer literacy.

Competencies and attributes: Facilitation skills. 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: 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. Management of Performance Information.

ADMINISTRATION OFFICER: CLUBS
• Western Cape: Goodwood (Ref: WC 2023/08/43)
Salary: R294 321 per annum

Requirements: Matric/Grade 12, Recognized National Diploma/Degree in Financial Management/Accounting or equivalent. At least 2-3 years relevant experience in a comparable environment. Valid driver's licence. Computer literacy.

Competencies and attributes: Conflict resolution. Report writing. Presentation skills. Problem solving and decision-making. Team leadership. Policy interpretation. Computer literacy. Facilitation skills. Analytical skills. Training skills. Confidentiality. Integrity and honesty. Time management. Assertiveness. Ability to network. Service delivery and client orientation. Friendly and adaptability. Confident and independent. Ability to work under pressure. Willingness to travel.

Responsibilities: Management of mess and financial outlets. Membership management (clubs and sub clubs). Promotion of sport and recreation. Financial management of club affairs. Management of human resources, finances and assets. Management of Performance Information.