

DEPARTMENT OF CORRECTIONAL SERVICES

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.

**APPLICATIONS**

: Send your complete application to: **Eastern Cape Region:** The Regional Commissioner Eastern Cape. Recruitment Section, P/Bag X9013, East London OR hand deliver at: Moore Street, Block E Ocean Terrace Quigney, East London, 5211 OR you can email your application to ECHRM@dcs.gov.za. Contact persons: Ms Myataza Z (043) 706 7866/ Ms Mgugudo N (043) 706 7882/ Mr Ndonyela N (043) 706 7883.

Free State And Northern Cape Region: The Regional Commissioner Free State and Northern Cape, Recruitment Section, P/Bag X20530, Bloemfontein, 9300 or hand deliver at: 103 Zastron Street, Agrimed Building, Bloemfontein, 9300 or you can email your application to FSNCHRM@dcs.gov.za. Contact persons: Ms Mkuni NJ (051) 404 0268/ Ms Molutsane N/ Ms. Moreki-Rathaba MP/ Ms. Ramncwana B (051) 404 0283.

Gauteng Region: The Regional Commissioner Gauteng, Recruitment Section, P/Bag X393, Pretoria, 0001 or hand deliver at: 1077 Forum East Building, Arcadia Street, Hatfield or you can email your application to GPHRM@dcs.gov.za. Contact persons: Mr Masango SS (012) 420 0173/ Ms Feni SAP (012) 420 0173/ (012) 420 0179.

National Head Office: Department of Correctional Services, Post Advertisement Section, Private Bag X136, Pretoria, 0001 or hand deliver at: 124 WF Nkomo Street, Poyntons Building, Cnr WF Nkomo and Sophie De Bruyn Street, Pretoria, 0001 (Previous: Cnr Church and Schubart Street) or you can email your application to NationalOfficeHRM@dcs.gov.za. Contact persons: Mr Y Naidoo (012) 307 2079 / Ms TP Ngobeni (012) 305 8589.

Kwa-Zulu Natal Region: The Regional Commissioner: Kwa-Zulu Natal, Recruitment Section, P/Bag X9126, Pietermaritzburg, 3201 OR hand deliver at: Correctional Services, Eugene Marais Road, Napierville, Pietermaritzburg, 3201 OR you can email your application to KZNHRM@dcs.gov.za. Contact persons: Ms Mchunu GJ (033) 355 7386/ Ms Mkhize AL (033) 355 7370/ Mr Khumalo SB (033) 033 355 7368.

Limpopo, Mpumalanga And North West Region: The Regional Commissioner Limpopo, Mpumalanga & North West, Recruitment Section, P/Bag X142, Pretoria, 0001 or hand deliver at: Cnr Johannes Ramokhoase (Proes) & Paul Kruger Street, 196 Masada Building, 09th Floor, Pretoria, 0001 OR you can email your application to LMNHRM@dcs.gov.za. Contact persons: Mr Ziqubu Z (012) 306 2025/ Ms Nomvela PM (012) 306 2033/ Ms Lekhuleni TD (012) 306 2034.

Western Cape Region: The Regional Commissioner Western Cape, Recruitment Section, P/Bag X14, Goodwood, 7459 or hand deliver at: Peninsula Drive, Monte Vista, 7460 or you can email your application to WCHRM@dcs.gov.za. Contact persons: Ms NA Mdladlamba (021) 550 6014 / Ms A Reddy (021) 559 7929 / Mr S Sikisazane (021) 558 0108 / Ms NC Sotyibi (021) 558 0518. Candidates must comply with the minimum appointment requirements. CV's should be aligned to reflect one's degree of compliance with the advert requirements and responsibilities. It is the sole responsibility of an applicant to ensure that their application reaches DCS before the closing date of 02 June 2025 @ 15h45.

CLOSING DATE

: 02 June 2025 @ 15h45.

NOTE

: 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 subject to positive outcomes on these checks, which include security clearance, security vetting, qualification verification and criminal records verification. Appointment 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. Fingerprints may be taken on the day of the interview. Applications: Applications must be submitted on the Z83 form (Public Service application form) obtainable from any Public Service department and must be completed in full. Only a detailed CV 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. For re-advertised posts, candidates who previously applied need to re-apply. The Department of Correctional Services reserves the right not to fill any of these advertised posts.

OTHER POSTS

POST 16/08 : **CHIEF DEPUTY COMMISSIONER: COMMUNITY CORRECTIONS REF NO: HO 2025/05/01**

SALARY : R1 772 742 per annum, (all-inclusive package)
CENTRE : National Head Office: Pretoria
REQUIREMENTS : Post graduate qualification (NQF level 08) as recognised by SAQA in Public Administration or equivalent qualification. 8 years' experience at Senior Managerial level in a comparable environment. A certificate for entry into the Senior Management Services (SMS) obtained from the National School of Government (NSG) is compulsory and should be submitted prior to appointment. Security clearance. Computer literate. Valid driver's licence. Required Knowledge: Knowledge and in-depth understanding of the Justice, Crime prevention and Security (JCPS) Cluster initiatives. Knowledge and understanding of the South African Criminal Justice Systems and the Correctional Services architecture. Understanding of Public Service policy and related legislative framework (Public Service Act and regulations, Public Finance Management Act, with emphasis on the Correctional Services Act 111 of 1998 as amended). Competencies And Attributes: Knowledge of Public Service legislative framework. Client orientation and customer focus. Project management. Service delivery innovation. Financial Management. Human resource management. Conflict Management. Strategic capability. Change management. Programme and project management. People management and empowerment. Accountability. Interpersonal relations. Community liaison. Communication skills. Stakeholder management.

DUTIES : Provide an oversight role on administration related matters for parole supervision and social- reintegration. Develop strategies, guidelines, frameworks, toolkits, performance standards and governance parameter required for execution of effective parole supervision and reintegration. Ensure parole supervision and reintegration management achieve social reintegration aspirations of the country. Oversee the rendering of community liaison programmes and stakeholder management. Ensure provision of restorative justice programmes. Management of the risk management plan for the branch. Management of resources and performance information.

ENQUIRIES : Mr Y Naidoo Tel No: (012) 307 2079 or Ms TP Ngobeni Tel No: (012) 305 8589
APPLICATIONS : National Head Office: Department of Correctional Services, Post Advertisement Section, Private Bag X136, Pretoria, 0001 OR hand deliver at: 124 WF Nkomo Street, Poyntons Building, Cnr WF Nkomo and Sophie De Bruyn Street, Pretoria, 0001 (Previous: Cnr Church and Schubart Street) OR you can email your application to NationalOfficeHRM@dcs.gov.za.

NOTE : Appointment under the Correctional Service Act

POST 16/09 : **DEPUTY COMMISSIONER: INCARCERATION MANAGEMENT REF NO: HO 2025/05/02**

SALARY : R1 461 492 per annum, (all-inclusive package)
CENTRE : National Head Office: Pretoria

<u>REQUIREMENTS</u>	:	An undergraduate qualification (NQF level 7) as recognized by SAQA in Behavioural Science/ Social Sciences or equivalent. A certificate for entry into the Senior Management Services (SMS) obtained from the National School of Government (NSG) is compulsory and should be submitted prior to appointment. 5 years' experience at senior managerial level in a similar environment. Security clearance. Computer literate. Valid driver's licence. Required Knowledge: Knowledge and understanding of the South African Criminal Justice Systems and the Correctional Services architecture. Understanding of Public Service policy and related legislative framework (Public Service Act and regulations, Public Finance Management Act, with emphasis on the Correctional Services Act 111 of 1998 as amended). Competencies And Attributes: Knowledge and understanding of all facets of corrections in South Africa. Communication (verbal and written). Presentation, facilitation, excellent interpersonal, analytical (both quantitative and qualitative), negotiations, problem solving, project management and financial management skills. Knowledge of parole administration, tracing, community mobilisation, corrections management and remand detention. Management of overcrowding and security. Continuous risk assessment tool. Personal development.
<u>DUTIES</u>	:	Review and evaluate inmate management processes such as inmate discipline, re-integration and inmate investigations. Ensure that inmate management matters are adequately integrated within the Department of Correctional Services, supported and profiled. Manage the review and evaluation of case management processes. Develop processes and procedures for correctional sentence plans, inmate categorisation and accommodation. Provide oversight in the development of correctional sentence plans. Management of human resources, finance and assets. Management of performance information.
<u>ENQUIRIES APPLICATIONS</u>	:	Mr Y Naidoo Tel No: (012) 307 2079 or Ms TP Ngobeni Tel No: (012) 305 8589
	:	National Head Office: Department of Correctional Services, Post Advertisement Section, Private Bag X136, Pretoria, 0001 OR hand deliver at: 124 WF Nkomo Street, Poyntons Building, Cnr WF Nkomo and Sophie De Bruyn Street, Pretoria, 0001 (Previous: Cnr Church and Schubart Street) or you can email your application to NationalOfficeHRM@dcs.gov.za .
<u>NOTE</u>	:	Appointment under the Correctional Service Act
<u>POST 16/10</u>	:	<u>DEPUTY COMMISSIONER: HUMAN RESOURCE MANAGEMENT REF NO: HO 2025/05/03</u>
<u>SALARY CENTRE REQUIREMENTS</u>	:	R1 461 492 per annum, (all-inclusive package)
	:	National Head Office: Pretoria
	:	An undergraduate qualification (NQF level 7) as recognized by SAQA in Human Resource Management/ Public Administration/ /Business Administration or equivalent. 5 years' experience at a senior managerial level in a similar environment. A certificate for entry into the senior management Services (SMS) obtained from the National School of Government (NSG) is compulsory and should be submitted prior to appointment. Top secret security clearance. Computer literate. Valid driver's licence. Required Knowledge: Understanding of the dynamics of the Justice Cluster. Understanding of Public Service Policy and related legislative framework (Public Service Act, Regulations and Labour Relations Act). Competencies And Attributes: Financial management, project management, negotiations, communication and diversity management skills. Knowledge of PFMA, Treasury Regulations and Public Service Regulations. Strategic management. Knowledge of HR policies. Transformation and change management. Knowledge of job evaluation, performance management, establishment control and PERSAL management. Empathy. Analytical. Compliance. Skills management. Knowledge of organisational development, training and development, conflict resolution and employees' performance.
<u>DUTIES</u>	:	Manage and monitor the implementation of human resource administration and utilisation in line with relevant legislation, regulations and frameworks. Manage and monitor the implementation HR systems and support in line with treasury guidelines. Manage and coordinate organisational development. Management of human resources, finances and assets. Management of performance information.
<u>ENQUIRIES</u>	:	Mr Y Naidoo Tel No: (012) 307 2079 or Ms TP Ngobeni Tel No: (012) 305 8589

<u>APPLICATIONS</u>	:	National Head Office: Department of Correctional Services, Post Advertisement Section, Private Bag X136, Pretoria, 0001 or hand deliver at: 124 WF Nkomo Street, Poyntons Building, Cnr WF Nkomo and Sophie De Bruyn Street, Pretoria, 0001 (Previous: Cnr Church and Schubart Street) or you can email your application to NationalOfficeHRM@dcs.gov.za
<u>NOTE</u>	:	Appointment under the Correctional Service Act
<u>POST 16/11</u>	:	<u>DEPUTY COMMISSIONER: AREA COMMISSIONER</u>
<u>SALARY</u>	:	R1 461 492 per annum, (all-inclusive package)
<u>CENTRE</u>	:	KwaZulu Natal region: Durban Ref No: HO 2025/05/04 Gauteng region: Johannesburg Ref No: HO 2025/05/05
<u>REQUIREMENTS</u>	:	An undergraduate qualification (NQF level 7) as recognized by SAQA in Public Administration/Law/Criminology/Criminal Justice/Social Sciences or equivalent qualification. A certificate for entry into the Senior Management Services (SMS) obtained from the National School of Government (NSG) is compulsory and should be submitted prior to appointment. 5 years' experience at a senior managerial level. Computer literate. Valid driver's licence. Required Knowledge: Knowledge and understanding of the South African Criminal Justice System and the Correctional Services architecture. Understanding of Public Service policy and related legislative framework (Public Service Act and regulations, Public Finance Management Act, with emphasis on the Correctional Services Act 111 of 1998 as amended). Competencies And Attributes: Strategic capability and leadership. Service delivery innovation. Client orientation and customer focus. Financial management. Change management. People management and empowerment. Programme and project management. Communication skills (verbal and written). Problem solving and decision making. Transformation management. Influencing and impact. Policy development, facilitation, conflict management and conceptual skills. Diversity management. Negotiation skills. Confidentiality. Interpersonal relations and time management. Accountability. Diplomacy and tact. Policy development and implementation. Good corporate governance principles.
<u>DUTIES</u>	:	Oversee the effective functioning of incarceration and corrections, parole boards, corporate services, development programmes, care services, correctional centres and community corrections within the management area. Oversee the administration of security systems/ programmes including comprehensive risk assessments and programmes to ensure safety. Ensure the implementation and adherence to policies and procedures within the management area. Establish and maintain effective relationships with key stakeholders within the geographical location of the management area. Effective management of court appearance of remand detainees. Management of the operational risks within the management area. Promotion of social responsibility and development of all offenders and parolees subjected to community corrections. Management of performance information. Management of human resources, finances and assets.
<u>ENQUIRIES</u>	:	Mr Y Naidoo Tel No: (012) 307 2079 or Ms TP Ngobeni Tel No: (012) 305 8589
<u>APPLICATIONS</u>	:	National Head Office: Department of Correctional Services, Post Advertisement Section, Private Bag X136, Pretoria, 0001 or hand deliver at: 124 WF Nkomo Street, Poyntons Building, Cnr WF Nkomo and Sophie De Bruyn Street, Pretoria, 0001 (Previous: Cnr Church and Schubart Street) or you can email your application to NationalOfficeHRM@dcs.gov.za .
<u>NOTE</u>	:	Appointment under the Correctional Service Act
<u>POST 16/12</u>	:	<u>DEPUTY REGIONAL COMMISSIONER REF NO: HO 2025/05/06</u>
<u>SALARY</u>	:	R1 461 492 per annum, (all-inclusive package)
<u>CENTRE</u>	:	Limpopo, Mpumalanga and North West region
<u>REQUIREMENTS</u>	:	An undergraduate qualification (NQF level 7) as recognized by SAQA in Public Administration/Behavioural Sciences or equivalent. A certificate for entry into the Senior Management Services (SMS) obtained from the National School of Government (NSG) is compulsory and should be submitted prior to appointment. Five(5) years' experience at a senior managerial level. Computer literate. Valid driver's licence. Required Knowledge: Knowledge and understanding of the South African Criminal Justice System and the Correctional Services architecture. Understanding of public service policy and related legislative framework (Public Service Act and Regulations, Public Finance Management Act and the Correctional Service Act 111 of 1998 as

		amended). Competencies And Attributes: Strategic capability and leadership. Service delivery innovation. Client orientation and customer focus. Financial management. Change management. People management and empowerment. Programme and project management. Communication skills (verbal and written). Problem solving and decision making. Transformation management. Influencing and impact. Facilitation, conflict management and conceptual skills. Diversity management. Negotiation skills. Confidentiality. Interpersonal relations and time management. Accountability. Diplomacy and tact. Policy development and implementation. Good corporate governance principles.
<u>DUTIES</u>	:	Manage the coordination of representation of offenders. Oversee the coordination of Information Technology services. Oversee the rendering of Communication services. Oversee the coordination of Inspection Services. Coordinate effective risk management to ensure compliance with the DCS Risk Management Plan. Provide strategic leadership and direction for the region and management areas. Management of human resources, finance, assets and performance information.
<u>ENQUIRIES</u>	:	Mr Y Naidoo Tel No: (012) 307 2079 or Ms TP Ngobeni Tel No: (012) 305 8589
<u>APPLICATIONS</u>	:	National Head Office: Department of Correctional Services, Post Advertisement Section, Private Bag X136, Pretoria, 0001 or hand deliver at: 124 WF Nkomo Street, Poyntons Building, Cnr WF Nkomo and Sophie De Bruyn Street, Pretoria, 0001 (Previous: Cnr Church and Schubart Street) or you can email your application to NationalOfficeHRM@dcs.gov.za .
<u>NOTE</u>	:	Appointment under the Correctional Service Act
<u>POST 16/13</u>	:	<u>DEPUTY COMMISSIONER: SUPPLY CHAIN MANAGEMENT REF NO: HO 2025/05/07</u>
<u>SALARY</u>	:	R1 461 492 per annum, (all-inclusive package)
<u>CENTRE</u>	:	National Head Office: Pretoria
<u>REQUIREMENTS</u>	:	An undergraduate qualification (NQF level 7) as recognized by SAQA in Supply Chain Management or related field. Five (5) years' experience at a senior managerial level in a similar environment. A certificate for entry into the Senior Management Services (SMS) obtained from the National School of Government (NSG) is compulsory and should be submitted prior to appointment. Computer literate. Valid driver's licence. Required Knowledge: Understanding of the dynamics of the Justice Cluster. Understanding of Public Service Policy and related legislative framework (Public Service Act, Regulations and Labour Relations Act). Competencies And Attributes: Knowledge of the PFMA, Treasury Regulations and BEE policy. Knowledge of the BAS and LOGIS systems. Knowledge in supply chain management processes. Knowledge of relevant legislation, financial management, state budgetary systems, procurement and provisioning directives, procedures and financial systems. In-depth knowledge of the framework for Supply Chain Management (regulations in terms of the Public Finance Management Act), framework for minimum training and deployment, code of conduct for supply chain management practitioners, Public Finance Management Act, Treasury Regulations, Preferential Procurement Policy Framework Act, Public Service Act, Public Service Regulations and other relevant legislation. Strategic management skills. Programme and project management skills. Sound analytical and problem identification and solving skills. Intermediate numeracy. Relationship management skills. Interpersonal skills and diplomacy. Decision-making skills. Motivational skills. Negotiation skills. The ability to interact with clients and stakeholders in a professional and assertive manner. High ethical standards. The ability to promote mutual trust and respect. Innovative thinking. The ability to design ideas without direction. Highly motivated. The ability to work effectively and efficiently under sustained pressure.
<u>DUTIES</u>	:	Manage supply chain management processes throughout the department. Formulate and advise on supply chain management policy and procedures. Administer the procurement legislation and regulations. Provide support and advice to the department in respect of contract administration processes. Ensure that asset management, loss control, risk management and fleet management are managed and controlled efficiently and effectively. Manage demand, acquisitions, logistics, disposals, risks and prevention or abuse of procurement and provisioning processes. Assess supply chain management performance. Investigate any allegation of corruption, improper conduct or failure to comply with the supply chain management system. Management of

	human resources, finances and assets. Management of performance information.
<u>ENQUIRIES APPLICATIONS</u>	: Mr Y Naidoo Tel No: (012) 307 2079 or Ms TP Ngobeni Tel No: (012) 305 8589 : National Head Office: Department of Correctional Services, Post Advertisement Section, Private Bag X136, Pretoria, 0001 or hand deliver at: 124 WF Nkomo Street, Poyntons Building, Cnr WF Nkomo and Sophie De Bruyn Street, Pretoria, 0001 (Previous: Cnr Church and Schubart Street) or you can email your application to NationalOfficeHRM@dcs.gov.za .
<u>NOTE</u>	: Appointment under the Correctional Service Act
<u>POST 16/14</u>	: <u>DEPUTY COMMISSIONER: HUMAN RESOURCE DEVELOPMENT REF NO: HO 2025/05/08</u>
<u>SALARY CENTRE REQUIREMENTS</u>	: R1 461 492 per annum, (all-inclusive package) : National Head Office: Pretoria : An undergraduate qualification (NQF level 7) as recognized by SAQA in Human Resource Development/Public Administration or equivalent. Five (5) years' experience at a senior managerial level in a similar environment. A certificate for entry into the Senior Management Services (SMS) obtained from the National School of Government (NSG) is compulsory and should be submitted prior to appointment. Computer literate. Valid driver's licence. Required Knowledge: Understanding of the dynamics of the Justice Cluster. Understanding of Public Service Policy and related legislative framework (Public Service Act, Regulations and Labour Relations Act). Competencies and attributes: Financial management skills. Strategic capability and leadership. Policy development. Communication. Project and programme management. Transformation 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. Interpersonal relations. Understanding of Public Service policy and legislative framework. Assertiveness. Ability to network. Diplomacy and tactful. Influence and impact.
<u>DUTIES</u>	: Provide strategic leadership and direction for the chief directorate. Establishing strategic direction of the Department to ensure alignment with its objective. Monitor and ensure the implementation of the strategic plans. Development, management and monitoring of DCS training and development strategy. Develop, implement and manage the career management and succession planning programmes. Management and implementation of a performance management system linked to the strategic outcomes, functional responsibilities and individual performance. Foster effective relationships with all the relevant role players. Develop and maintain good relations within the department and other role players. Liaise and co-ordinate with governmental, non-governmental institutions and other structures and organizations. Ensure that the preparations of the budget are in line with strategic plans and department objectives. Ensure proper implementation of the budget by monitoring, projecting & reporting expenditure. Manage the provision of the following services and functions: External Training and Standards. Core Curriculum and Functional and Management Training. Management of human resources, finances and assets. Management of performance information.
<u>ENQUIRIES APPLICATIONS</u>	: Mr Y Naidoo Tel No: (012) 307 2079 or Ms TP Ngobeni Tel No: (012) 305 8589 : National Head Office: Department of Correctional Services, Post Advertisement Section, Private Bag X136, Pretoria, 0001 or hand deliver at: 124 WF Nkomo Street, Poyntons Building, Cnr WF Nkomo and Sophie De Bruyn Street, Pretoria, 0001 (Previous: Cnr Church and Schubart Street) or you can email your application to NationalOfficeHRM@dcs.gov.za .
<u>NOTE</u>	: Appointment under the Correctional Service Act
<u>POST 16/15</u>	: <u>DEPUTY COMMISSIONER: REMAND OPERATIONS MANAGEMENT REF NO: HO 2025/05/09</u>
<u>SALARY CENTRE REQUIREMENTS</u>	: R1 461 492 per annum, (all-inclusive package) : National Head Office: Pretoria : An undergraduate qualification (NQF level 7) as recognised by SAQA in Behavioural Sciences/ Social Sciences or equivalent. A certificate for entry into the Senior Management Services (SMS) obtained from the National School of Government (NSG) is compulsory. Five (5) years' experience at a Senior Managerial level in a similar environment. Security Clearance. Computer

literate. Valid driver's licence. Required Knowledge: Understanding of the dynamics of the Justice Cluster. Understanding of Public Service policy and related legislative framework (Public Service Act and Regulations, Public Finance Management Act and the Correctional Service Act 111 of 1998 as amended). Competencies And Attributes: Strategic capability and leadership. Service delivery innovation. Client orientation and customer focus. Financial management. Change management. People management and empowerment. Programme and project management. Communication skills (verbal and written). Problem solving and decision making. Transformation management. Influencing and impact. Policy development, facilitation, conflict management and conceptual skills. Diversity management. Negotiation skills. Confidentiality. Interpersonal relations and time management. Accountability. Diplomacy and tact. Policy development and implementation. Good corporate governance principles.

DUTIES : Effective and efficient remand detention administration. Management of admission and releases. Management of diversions of remand detainees. Effective and efficient case management. Management of remand detainee discipline. Management of remand detainees' rights and privileges. Effective and efficient case flow management. Oversee bail administration. Oversee diversion of remand detainees. Manage risks. Oversee the implementation of the Child Justice Act. Effective and efficient coordination of cluster activities. Participate in JCPS cluster activities. Facilitate JCPS sub-task teams through the development and implementation of the annual programme in consultation with the National Development Committee. Effective and efficient management of special categories. Oversee the management and implementation of provisions with regard to special categories (vulnerable, observation cases, foreign nationals, high risk, repatriation group, women, children, infants and mentally ill). Management of performance information. Management of human resources, finances and assets.

ENQUIRIES : Mr Y Naidoo Tel No: (012) 307 2079 or Ms TP Ngobeni Tel No: (012) 305 8589
APPLICATIONS : National Head Office: Department of Correctional Services, Post Advertisement Section, Private Bag X136, Pretoria, 0001 or hand deliver at: 124 WF Nkomo Street, Poyntons Building, Cnr WF Nkomo and Sophie De Bruyn Street, Pretoria, 0001 (Previous: Cnr Church and Schubart Street) or you can email your application to NationalOfficeHRM@dcs.gov.za.

NOTE : Appointment under the Correctional Service Act

POST 16/16 : **DIRECTOR: AREA COMMISSIONER**

SALARY : R1 238 355 per annum, all-inclusive package
CENTRE : Eastern Cape region: Kirkwood Ref No: HO 2025/05/10
 Free State and Northern Cape region: Kroonstad Ref No: HO 2025/05/11
 Gauteng region: Modderbee Ref No: HO 2025/05/12
 Zonderwater Ref No: HO 2025/05/13 (Re-advertisement)
 KwaZulu Natal region: Ncome Ref No: HO 2025/05/14
 Limpopo, Mpumalanga and North West region: Barberton Ref No: HO 2025/05/15
 Western Cape region: Breede River Ref No: HO 2025/05/16
 Voorberg Ref No: HO 2025/05/17

REQUIREMENTS : An undergraduate qualification (NQF level 7) as recognized by SAQA in Public Administration/LLB/Criminology/Criminal Justice/Social Sciences or equivalent qualification. A certificate for entry into the Senior Management Services (SMS) obtained from the National School of Government (NSG) is compulsory and should be submitted prior to appointment. (5) years' experience at a middle management/senior managerial level. Computer literate. Valid driver's licence. Required Knowledge: Knowledge and understanding of the South African Criminal Justice System and the Correctional Services architecture. Understanding of Public Service policy and related legislative framework (Public Service Act and regulations, Public Finance Management Act, with emphasis on the Correctional Services Act 111 of 1998 as amended). Competencies and Attributes: Strategic capability and leadership. Service delivery innovation. Client orientation and customer focus. Financial management. Change management. People management and empowerment. Programme and project management. Communication skills (verbal and written). Problem solving and decision making. Transformation management. Influencing and impact. Policy development, facilitation, conflict management and conceptual skills. Diversity management. Negotiation skills.

	Confidentiality. Interpersonal relations and time management. Accountability. Diplomacy and tact. Policy development and implementation. Good corporate governance principles.
<u>DUTIES</u>	: Oversee the effective functioning of incarceration and corrections, parole boards, corporate services, development programmes, care services, correctional centres and community corrections within the management area. Oversee the administration of security systems/ programmes including comprehensive risk assessments and programmes to ensure safety. Ensure the implementation and adherence to policies and procedures within the management area. Establish and maintain effective relationships with key stakeholders within the geographical location of the management area. Effective management of court appearance of remand detainees. Management of the operational risks within the management area. Promotion of social responsibility and development of all offenders and parolees subjected to community corrections. Management of performance information. Management of human resource, finance and assets.
<u>ENQUIRIES APPLICATIONS</u>	: Mr Y Naidoo Tel No: (012) 307 2079 or Ms TP Ngobeni Tel No: (012) 305 8589 : National Head Office: Department of Correctional Services, Post Advertisement Section, Private Bag X136, Pretoria, 0001 OR hand deliver at: 124 WF Nkomo Street, Poyntons Building, Cnr WF Nkomo and Sophie De Bruyn Street, Pretoria, 0001 (Previous: Cnr Church and Schubart Street) OR you can email your application to NationalOfficeHRM@dcs.gov.za .
<u>NOTE</u>	: Appointment under the Correctional Service Act
<u>POST 16/17</u>	: <u>DIRECTOR: CONTRACT MANAGEMENT REF NO: HO 2025/05/18</u>
<u>SALARY CENTRE REQUIREMENTS</u>	: R1 238 355 per annum, (all-inclusive package) : National Head Office: Pretoria : An undergraduate qualification (NQF level 7) as recognised by SAQA in Logistics/Supply Chain/LLB or equivalent qualification. (5) Years' of experience at a middle/senior managerial level in a similar environment. A certificate for entry into the Senior Management Services (SMS) obtained from the National School of Government (NSG) is compulsory and should be submitted prior to appointment. Computer literate. Valid driver's licence. Required Knowledge: Knowledge and understanding of the South African Criminal Justice System and the Correctional Services Architecture. Understanding of Public Service policy and related legislative framework (Public Service Act and Regulations, Public Finance Management Act, with emphasis on the Correctional Service Act 111 of 1998 as amended). Understanding of Treasury Regulations, Tax legislation, BAS system, LOGIS, PERSAL and Supply Chain Management processes. Competencies And Attributes: Strategic capability and leadership. Communication skills (verbal and written). Financial and transformation management. Policy development. Project and programme management. Change management. Problem solving and decision making. Time management. Service delivery and innovation. Client orientation and customer focus. Honesty and integrity. Coaching and mentoring. Good work ethics. Interpersonal relations. Diplomacy and tact. Influence and impact. Accountability.
<u>DUTIES</u>	: Develop, maintain and review contract management policies and procedures. Effective management of optimum bed capacity. Effective management of contracts. Alignment of contract management policies with the vision and mission of the strategic document of the department. Ensure the swift resolution of disputes. Compliance with existing policies and internal control. Effective contract risk management to ensure compliance with the risk management plan of DCS. Management of human resources, finances and assets. Management of performance information.
<u>ENQUIRIES APPLICATIONS</u>	: Mr Y Naidoo Tel No: (012) 307 2079 or Ms TP Ngobeni Tel No: (012) 305 8589 : National Head Office: Department of Correctional Services, Post Advertisement Section, Private Bag X136, Pretoria, 0001 OR hand deliver at: 124 WF Nkomo Street, Poyntons Building, Cnr WF Nkomo and Sophie De Bruyn Street, Pretoria, 0001 (Previous: Cnr Church and Schubart Street) OR you can email your application to NationalOfficeHRM@dcs.gov.za .
<u>NOTE</u>	: Appointment under the Correctional Service Act
<u>POST 16/18</u>	: <u>DIRECTOR: REGIONAL HEAD: HUMAN RESOURCES</u>
<u>SALARY</u>	: R1 238 355 per annum, (all-inclusive package)

<u>CENTRE</u>	:	Limpopo, Mpumalanga and North West region Ref No: HO 2025/05/19 Western Cape region Ref No: HO 2025/05/20
<u>REQUIREMENTS</u>	:	An undergraduate qualification (NQF level 7) as recognized by SAQA in Human Resource Management/ Public Administration or equivalent qualification. A certificate for entry into the Senior Management Services (SMS) obtained from the National School of Government (NSG) is compulsory and should be submitted prior to appointment. (5) Years' of experience at a middle/senior managerial level. Computer literate. Valid driver's licence. Required Knowledge: Understanding of the dynamics of the Justice Cluster. Understanding of public service policy and related legislative framework (Public Service Act and Regulations, Public Finance Management Act, with emphasis on the Correctional Service Act 111 of 1998 as amended). Competencies And Attributes: Financial management skills. Strategic capability and leadership. Policy development. Communication. Project and programme management. Transformation 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. Interpersonal relations. Understanding of Public Service policy and legislative framework. Assertiveness. Ability to network. Diplomacy and tactful. Influence and impact.
<u>DUTIES</u>	:	Manage human resource provisioning in the region. Ensure human resource development and training. Manage the employment equity. Manage employee relations and personnel discipline. Manage the employee health and wellness and the occupational health and safety in the region. Oversee the management of litigation cases. Manage risk effectively in order to ensure compliance with the risk management plan of DCS. Oversee performance management and monitoring. Management of human resources, finances and assets. Management of performance information.
<u>ENQUIRIES APPLICATIONS</u>	:	Mr Y Naidoo Tel No: (012) 307 2079 or Ms TP Ngobeni Tel No: (012) 305 8589
	:	National Head Office: Department of Correctional Services, Post Advertisement Section, Private Bag X136, Pretoria, 0001 OR hand deliver at: 124 WF Nkomo Street, Poyntons Building, Cnr WF Nkomo and Sophie De Bruyn Street, Pretoria, 0001 (Previous: Cnr Church and Schubart Street) OR you can email your application to NationalOfficeHRM@dcs.gov.za .
<u>NOTE</u>	:	Appointment under the Correctional Service Act
<u>POST 16/19</u>	:	<u>DIRECTOR: HUMAN RESOURCE ADMINISTRATION AND UTILIZATION REF NO: HO 2025/05/21</u>
<u>SALARY</u>	:	R1 238 355 per annum, (all-inclusive package)
<u>CENTRE</u>	:	National Head Office: Pretoria
<u>REQUIREMENTS</u>	:	An undergraduate qualification (NQF level 7) as recognized by SAQA in Human Resource Management/ Public Administration or equivalent qualification. A certificate for entry into the Senior Management Services (SMS) obtained from the National School of Government (NSG) is compulsory and should be submitted prior to appointment. (5) Years' of experience at a middle/senior managerial level in a similar environment. Computer literate. Valid driver's licence. Required Knowledge: Understanding of the dynamics of the Justice Cluster, White Paper on Corrections in South Africa and White Paper on Remand Detainees. Understanding of Public Service Policy and related legislative framework (Public Service Act and Regulations and Public Finance Management Act). Competencies And Attributes: In-depth knowledge of Human Resource policies and procedures. Strategic capability and leadership. Programme and project management, financial management, change management and diversity management. Knowledge management, service delivery innovation, problem solving and analysis, people management and empowerment, client orientation and customer focus, communication, honesty and integrity. Safety and security awareness. Transformation and change management. Pro-active and vigilant. Tactfulness and confidentiality. Understanding and adherence of Public Service regulations.
<u>DUTIES</u>	:	Management of human resource provisioning processes. Development and monitoring of policies and procedures on recruitment, retention, post advertisement, selection, appointments, induction, placement and terminations. Provision of service benefits in line with Public Service Act and Regulations. Manage placement policy administration. Effective management and control of remuneration. Management of auxiliary support services at Head Office. Manage retention and terminations functions in line with relevant

		prescripts. Management of corporate wear. Management of human resources, finances and assets. Management of performance information.
<u>ENQUIRIES APPLICATIONS</u>	:	Mr Y Naidoo Tel No: (012) 307 2079 or Ms TP Ngobeni Tel No: (012) 305 8589
	:	National Head Office: Department of Correctional Services, Post Advertisement Section, Private Bag X136, Pretoria, 0001 or hand deliver at: 124 WF Nkomo Street, Poyntons Building, Cnr WF Nkomo and Sophie De Bruyn Street, Pretoria, 0001 (Previous: Cnr Church and Schubart Street) or you can email your application to NationalOfficeHRM@dcs.gov.za .
<u>NOTE</u>	:	Appointment under the Correctional Service Act
<u>POST 16/20</u>	:	<u>DIRECTOR: SPECIALISED INTERNAL AUDIT REF NO: HO 2025/05/22</u>
<u>SALARY CENTRE REQUIREMENTS</u>	:	R1 238 355 per annum, (all-inclusive package)
	:	National Head Office: Pretoria
	:	An undergraduate qualification (NQF level 7) as recognised by SAQA in Internal Auditing or related field. Registration with the Institute of Internal Auditors. A certificate for entry into the Senior Management Services (SMS) obtained from the National School of Government (NSG) is compulsory and should be submitted prior to appointment. (5) Years of experience at a middle/senior managerial level in a similar environment. Computer literate. Valid driver's licence. Required Knowledge: Understanding of the dynamics of the Justice Cluster, White Paper on Corrections in South Africa and White Paper on Remand Detainees. Understanding of Public Service Policy and related legislative framework (Public Service Act and Regulations and Public Finance Management Act). Competencies And Attributes: Strategic capability and leadership. Communication skills (verbal and written). Policy development. Diversity management, project and programme management, conflict management, transformation management and change management. Problem solving and decision making. High level of integrity and honesty. Service delivery and client orientation. Knowledge of internet security, operating system security, network technology (routers, switches and firewalls), System Development Life Cycle (SDLC), system architecture, data modelling and general understanding of accounting principles. Strong technical skills in IT security, ERP configuration controls or system implementations. Advanced computer literacy skills with a high proficiency in MS Excel, Proficiency in data analytics and writing advanced SQL scripts to evaluate controls and risk exposures in the IT environment. Proven proficiency in the application of leading risk and controls frameworks such as COBIT, ISO27000 and ISACA standards.
<u>DUTIES</u>	:	Management and provision of direction for specialized audit. Assist in developing a three (3) year road map of the internal audit strategy. Assist with IT audit coverage planning. Perform risk-based IT Audits and Performance Audits. Conduct information security assessment. Build strong and co-operative working relationship with management, members of the Risk Committee and Audit Committee. Provide assurance around IT risks, developing and managing a plan to in-house or outsourced IT resources where needed. Plan internal audit projects in collaboration with management. Execute the audit program to the required standards. Write SQL scripts to perform data analysis, follow-up on data analysis results and perform quality review on script results to ensure that test objective is achieved. Collaborate with management to recommend practical solutions to mitigate the risk exposures identified and demonstrate the ability to communicate highly technical issues to both technical and non-technical audiences. Enhance the awareness and application of IT governance principles. Annually assess the IT governance processes within the organization. Ensure that critical risk areas are identified early and that appropriate risk management strategies are considered to mitigate the risks. Ensure that all key controls are identified and are incorporated into the control self-assessment process. Evaluate the effectiveness of the risk assessment process on an annual basis and provide recommendations. Provide effective on the job training. Manage data analytic programs to up-skill all team members to become proficient in data analytics. Identify ways to improve internal audit activities. Deliver a value adding consulting service and collaborate with business on ad-hoc matters that will benefit the business operationally. Management of human resources, finances and assets. Management of performance information.
<u>ENQUIRIES</u>	:	Mr Y Naidoo Tel No: (012) 307 2079 or Ms TP Ngobeni Tel No: (012) 305 8589

<u>APPLICATIONS</u>	:	National Head Office: Department of Correctional Services, Post Advertisement Section, Private Bag X136, Pretoria, 0001 or hand deliver at: 124 WF Nkomo Street, Poyntons Building, Cnr WF Nkomo and Sophie De Bruyn Street, Pretoria, 0001 (Previous: Cnr Church and Schubart Street) or you can email your application to NationalOfficeHRM@dcs.gov.za .
<u>NOTE</u>	:	Appointment under the Correctional Service Act
<u>POST 16/21</u>	:	<u>DIRECTOR: SERVICE DELIVERY IMPROVEMENT REF NO: HO 2025/05/23</u>
<u>SALARY</u>	:	R1 238 355 per annum, (all-inclusive package)
<u>CENTRE</u>	:	National Head Office: Pretoria
<u>REQUIREMENTS</u>	:	An appropriate degree (NQF level 7) as recognized by SAQA in Management Services/ Operations Management or equivalent qualification. A certificate for entry into the Senior Management Services (SMS) obtained from the National School of Government (NSG) is compulsory and should be submitted prior to appointment. [5] years' experience at Middle/Senior managerial level in a similar environment. Computer literate. Valid driver's licence. Required Knowledge: Understanding of the dynamics of the Justice Cluster, White Paper on Corrections in South Africa and White Paper on Remand Detainees. Understanding of Public Service policy and related legislative framework (Public Service Act and Regulations and Public Finance Management Act). Competencies And Attributes: Understanding of Public Service policy and legislative framework. Strategic capability and leadership. Policy development, project and programme management. Transformation management, change management, client orientation and customer focus. Problem solving. Service delivery innovation. Decision making, analytic capability, people management and empowerment. Integrity and honesty. Confidentiality. Interpersonal relations. Assertiveness. Ability to network. Diplomacy and tactful. Influence and impact. Communication, presentation, and financial management skills.
<u>DUTIES</u>	:	In dept knowledge and understanding of the Public Service operations management requirements. Manage the development of the Operations Management tools in DCS, namely service delivery model, business process maps, service standards, service delivery charter and service delivery improvement plan. Development of the development of the Organizational Functionality Assessment (OFA) in DCS in consultation with branches and regions and the development of an improvement plan for DCS. Coordination of relevant Batho Pele programmes and public sector innovation. Monitor and report on the implementation of the Operations Management Framework (OMF) tools, OFA, Public Sector innovation, Batho Pele programmes and complaints and compliments system policy internally and externally. Policy and procedure development and review within Service delivery Improvement environment. Provision of technical support and guidance to head office and regions. Management of human resources, finance and assets. Management of performance information.
<u>ENQUIRIES</u>	:	Mr Y Naidoo Tel No: (012) 307 2079 or Ms TP Ngobeni Tel No: (012) 305 8589
<u>APPLICATIONS</u>	:	National Head Office: Department of Correctional Services, Post Advertisement Section, Private Bag X136, Pretoria, 0001 or hand deliver at: 124 WF Nkomo Street, Poyntons Building, Cnr WF Nkomo and Sophie De Bruyn Street, Pretoria, 0001 (Previous: Cnr Church and Schubart Street) or you can email your application to NationalOfficeHRM@dcs.gov.za .
<u>NOTE</u>	:	Appointment under the Correctional Service Act
<u>POST 16/22</u>	:	<u>DIRECTOR: STRATEGIC PLANNING MANAGEMENT REF NO: HO 2025/05/24</u>
<u>SALARY</u>	:	R1 238 355 per annum, (all-inclusive package)
<u>CENTRE</u>	:	National Head Office: Pretoria
<u>REQUIREMENTS</u>	:	An appropriate degree (NQF level 7) as recognized by SAQA in Public Administration/Management or equivalent qualification. A certificate for entry into the Senior Management Services (SMS) obtained from the National School of Government (NSG) is compulsory and should be submitted prior to appointment. (5) years' experience at middle/senior managerial level in a similar environment. Computer literate. Valid driver's licence. Required Knowledge: Understanding of the dynamics of the Justice Cluster, White Paper on Corrections in South Africa and White Paper on Remand Detainees. Understanding of Public Service policy and related legislative framework (Public Service Act and Regulations and Public Finance Management Act).

	Competencies And Attributes: Understanding of public service policy and legislative framework. Understanding of broader public service transformation processes. Market research, data analysis, analytical and strategic direction. Business development democratic approach. Constitutional approach. Normative operational approach. Communication, financial management, research, managerial and change management skills. Strategic and operational management. Good interpersonal relations. Ability to network. Integrity and honesty. Service delivery and client orientation. Ability to make and implement decisions.
<u>DUTIES</u>	: Develop the strategic plan, annual performance plan and annual operational plan in consultation with branches and regions. Plan and execute the strategic planning session and quarterly performance reviews. Draft minutes and resolutions to track progress on strategic sessions. Develop the monthly reports, quarterly performance reports, MTDP, bi-annual reports, ENE Reports, mid-term reports, end term reports, annual reports and other strategic performance reports in consultation with branches and regions. Provide technical support and capacity building to branches, regions and management areas on strategic planning and performance reporting. Develop, maintain and manage tools and policy guidelines for performance information. Conduct verification and validation of performance information for the department. Coordinate and manage the internal and external audit process of predetermined objectives in consultation with branches and regions. Willingness to work long hours. Management of human resources, finance and assets. Management of performance information.
<u>ENQUIRIES</u>	: Mr Y Naidoo Tel No: (012) 307 2079 or Ms TP Ngobeni Tel No: (012) 305 8589
<u>APPLICATIONS</u>	: National Head Office: Department of Correctional Services, Post Advertisement Section, Private Bag X136, Pretoria, 0001 or hand deliver at: 124 WF Nkomo Street, Poyntons Building, Cnr WF Nkomo and Sophie De Bruyn Street, Pretoria, 0001 (Previous: Cnr Church and Schubart Street) or you can email your application to NationalOfficeHRM@dcs.gov.za .
<u>NOTE</u>	: Appointment under the Correctional Service Act
<u>POST 16/23</u>	: <u>DIRECTOR: PROFESSIONAL SERVICES REF NO: HO 2025/05/25</u>
<u>SALARY</u>	: R1 238 355 per annum, (all-inclusive package)
<u>CENTRE</u>	: National Head Office: Pretoria
<u>REQUIREMENTS</u>	: An undergraduate qualification (NQF level 7) as recognized by SAQA in Building Science or equivalent. A certificate for entry into the Senior Management Services (SMS) obtained from the National School of Government (NSG) is compulsory and should be submitted prior to appointment. (5) years' experience at senior/middle managerial level in a similar environment. Computer literate. Valid driver's licence. Required Knowledge: Understanding of the dynamics of the Justice Cluster, White Paper on Corrections in South Africa and White Paper on Remand Detainees. Understanding of Public Service policy and related legislative framework (Public Service Act and Regulations and Public Finance Management Act). Competencies And Attributes: Understanding of DCS environment. Understanding of Justice Cluster. Relevant prescripts. Case management. Social cohesiveness. Screening and assessment. Care planning and coordination. Quality improvement. PFMA – compilation of budgets, estimation, expenditure and reporting. Applied strategic thinking. Service delivery standards. Developing others (coaching, mentoring, training). Project and programme management. Decision making, problem solving, communication, project management, presentations and networking/liaison with stakeholders. Negotiation, organising, conflict management, analytical thinking and report writing skills. Policy development, analysis, monitoring, evaluation and implementation advice. Information collection. Knowledge and understanding Public Service policies and mandates.
<u>DUTIES</u>	: Facilitate provision of services for all physical infrastructure such as refreshment co-ordination and refectory, kitchens, stores, offices, agricultural facilities and messenger services. Provide oversight in the maintenance and cleaning services of all facilities in DCS. Monitor and evaluate the state of facilities in DCS and provide insight and reporting on their functionality and degree to which they are kept at required minimum standards. Co-ordinate employee health and safety responsibilities attached to the functions. Ensure adequate and professional office space for officials. Manage performance information. Manage assets, human resource and finance.

<u>ENQUIRIES APPLICATIONS</u>	:	Mr Y Naidoo Tel No: (012) 307 2079 or Ms TP Ngobeni Tel No: (012) 305 8589
	:	National Head Office: Department of Correctional Services, Post Advertisement Section, Private Bag X136, Pretoria, 0001 or hand deliver at: 124 WF Nkomo Street, Poyntons Building, Cnr WF Nkomo and Sophie De Bruyn Street, Pretoria, 0001 (Previous: Cnr Church and Schubart Street) or you can email your application to NationalOfficeHRM@dcs.gov.za .
<u>NOTE</u>	:	Appointment under the Correctional Service Act
<u>POST 16/24</u>	:	<u>HEAD OF CORRECTIONAL CENTRE (CB 6)</u>
<u>SALARY CENTRE</u>	:	R1 042 434 per annum, (all-inclusive package)
	:	Eastern Cape Region: St Albans Ref No: EC 2025/05/01 (X2 Posts)
	:	Free State and Northern Cape Region: Tswelepele Ref No: FSNC 2025/05/01
	:	Kimberley Ref No: FSNC 2025/05/02
	:	Vereeniging Ref No: FSNC 2025/05/03
	:	Gauteng Region: Bavianspoort (Maximum) Ref No: GP 2025/05/01
	:	Boksburg Ref No: GP 2025/05/02 (X2 Posts)
	:	Krugersdorp Ref No: GP 2025/05/03
	:	Leeuwkop (Medium C) Ref No: GP 2025/05/04
	:	Zonderwater (Medium A) Ref No: GP 2025/05/05
	:	KwaZulu Natal Region: Ncome (Medium A) Ref No: KZN 2025/05/01
	:	Waterval (Medium A) Ref No: KZN 2025/05/02
	:	Waterval (Medium B) Ref No: KZN 2025/05/03
	:	Limpopo, Mpumalanga and North West Region: Rustenburg Ref No: LMN 2025/05/01
	:	Polokwane Ref No: LMN 2025/05/02
	:	Thohoyandou Ref No: LMN 2025/05/03
	:	Rooigrond Ref No: LMN 2025/05/04
	:	Losperfontein Ref No: LMN 2025/05/05
	:	Klerksdorp Ref No: LMN 2025/05/06
	:	Western Cape Region: Allandale Ref No: WC 2025/05/01
	:	Brandvlei Ref No: WC 2025/05/02
	:	Drakenstein (Youth) Ref No: WC 2025/05/03
	:	Voorberg (Medium B) Ref No: WC 2025/05/04
<u>REQUIREMENTS</u>	:	Relevant degree or national diploma in Behavioural Sciences and successful completion of Corrections Science Learnership. Seven (7) years relevant experience in a supervisory post. Valid driver's licence. Computer literate. Competencies And Attributes: Firearm skills and the use of relevant security technology. Strategic capability and leadership, policy development and good communication skills. Sound project and programme management skills. Transformation, change and conflict management abilities. Stakeholder management skills. Problem solving, analysis and decision-making skills. Service delivery innovation. People management and empowerment. In depth understanding of safety and security within a correctional environment. Integrity and honesty. Good interpersonal relations. Knowledge of the Correctional Services Act, Act 111 of 1998.
<u>DUTIES</u>	:	Management of all aspects of the Correctional Centre on a day to day basis through the implementation of the Correctional Services Act, Act 111 of 1998. Manage the implementation of the imperatives of the White Paper on Corrections. Management of case management administration, security, development and care, unit management and case management committees. Foster a working relationship with the Justice Cluster and the community. Monitor, evaluate and take appropriate action in relation to outcomes on the risk trends. Management of performance information. Manage human resources, finances and assets.
<u>ENQUIRIES</u>	:	Eastern Cape region: Ms Myataza Z Tel No: (043) 706 7866/ Ms Mgugudo N (043) 706 7882/ Mr Ndonyela N (043) 706 7883.
	:	Free State and Northern Cape Region: Ms Mkuni NJ Tel No: (051) 404 0268/ Ms Molutsane N/ Ms. Moreki-Rathaba MP/ Ms. Ramncwana B (051) 404 0283.
	:	Gauteng Region: Mr Masango SS Tel No: (012) 420 0173/ Ms Feni SAP (012) 420 0173/ (012) 420 0179.
	:	KwaZulu Natal Region: Ms Mchunu GJ Tel No: (033) 355 7386/ Ms Mkhize AL (033) 355 7370/ Mr Khumalo SB (033) 033 355 7368.
	:	Limpopo, Mpumalanga and North West Region: Mr Ziqubu Z Tel No: (012) 306 2025/ Ms Nomvela PM (012) 306 2033/ Ms Lekhuleni TD (012) 306 2034.

		Western Cape Region: Ms NA Mdladlamba Tel No: (021) 550 6014 / Ms A Reddy (021) 559 7929 / Mr S Sikisazane (021) 558 0108 / Ms NC Sotyibi (021) 558 0518.
<u>NOTE</u>	:	Appointment under the Correctional Services Act.
<u>POST 16/25</u>	:	<u>HEAD OF COMMUNITY CORRECTIONS (CB 6)</u>
<u>SALARY CENTRE</u>	:	R1 042 434 per annum, (all-inclusive package)
	:	Gauteng Region: Modderbee (Comcor) Ref No: GP 2025/05/06)
	:	Limpopo, Mpumalanga and North West Region: Bethal Ref No: LMN 2025/05/07
	:	Rustenburg Ref No: LMN 2025/05/08
<u>REQUIREMENTS</u>	:	Relevant degree or national diploma in Behavioural Sciences and successful completion of Corrections Science Learnership. Seven (7) years relevant experience in a supervisory post. Valid driver's licence. Computer literate. Competencies And Attributes: Firearm skills and the use of relevant security technology. Strategic capability and leadership, policy development and good communication skills. Sound project and programme management skills. Transformation, change and conflict management abilities. Stakeholder management skills. Problem solving, analysis and decision-making skills. Service delivery innovation. People management and empowerment. In depth understanding of safety and security within a correctional environment. Integrity and honesty. Good interpersonal relations. Knowledge of the Correctional Services Act, Act 111 of 1998.
<u>DUTIES</u>	:	Manage monitoring services. Determine conditions of house arrest and supervision for persons serving sentence in the community. Participate in case review team for community corrections. Manage programs. Identify community service programs. Responsible for the facilities and equipment of the section. Implement disciplinary steps against offending staff. Management of performance information. Manage human resources, finances and assets.
<u>ENQUIRIES</u>	:	Gauteng Region: Mr Masango SS Tel No: (012) 420 0173/ Ms Feni SAP (012) 420 0173/ (012) 420 0179.
	:	Limpopo, Mpumalanga and North West Region: Mr Ziqubu Z Tel No: (012) 306 2025/ Ms Nomvela PM (012) 306 2033/ Ms Lekhuleni TD (012) 306 2034.
<u>NOTE</u>	:	Appointment under the Correctional Services Act.
<u>POST 16/26</u>	:	<u>HEAD SATELLITE SOCIAL REINTERGRATION (CB 6) REF NO: WC 2025/05/05</u>
<u>SALARY CENTRE</u>	:	R1 042 434 per annum, (all-inclusive package)
<u>REQUIREMENTS</u>	:	Western Cape Region: Pollsmoor
	:	Relevant degree or national diploma in Behavioural Sciences and successful completion of Corrections Science Learnership. Seven (7) years relevant experience in a supervisory post. Valid driver's licence. Computer literate. Competencies And Attributes: Firearm skills and the use of relevant security technology. Communication skills. Project and programme management. Transformation, change and stakeholder management. Problem solving and 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 and knowledge of the Correctional Services Act, Act 111 of 1998, as amended. Assertiveness. Ability to network and diplomacy.
<u>DUTIES</u>	:	Implement and monitor correctional, security and facility policies and procedures. Coordinate the collation and dissemination of security and correction information. Coordinate activities relating to critical DCS support structures such as the Parole Boards and Office of the Inspecting Judge within the management area. Promote corrections and security awareness. Manage the emergency support systems. Provision of early warning intelligence and security risks. Manage human resources, finance and assets. Management of performance information.
<u>ENQUIRIES</u>	:	Western Cape Region: Ms NA Mdladlamba Tel No: (021) 550 6014 / Ms A Reddy (021) 559 7929 / Mr S Sikisazane (021) 558 0108 / Ms NC Sotyibi (021) 558 0518.
<u>NOTE</u>	:	Appointment under the Correctional Services Act.

<u>POST 16/27</u>	:	<u>HEAD: CENTRE COORDINATOR: CORRECTIONS (CB 6)</u>
<u>SALARY CENTRE</u>	:	R1 042 434 per annum, (all-inclusive package)
	:	Gauteng Region: Johannesburg (Medium B) Ref No: GP 2025/05/07 (X2 Posts)
	:	Kgoši Mampuru II Central Ref No: GP 2025/05/08
	:	Kgoši Mampuru II Local Ref No: GP 2025/05/09
<u>REQUIREMENTS</u>	:	Relevant degree or national diploma in Behavioural Sciences and successful completion of Corrections Science Learnership. Seven (7) years relevant experience in a supervisory post. Valid driver's licence. Computer literate. Competencies And Attributes: Firearm skills and the use of relevant security technology. Communication skills. Project and programme management. Transformation, change and stakeholder management. Problem solving and 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 and knowledge of the Correctional Services Act, Act 111 of 1998, as amended. Assertiveness. Ability to network and diplomacy.
<u>DUTIES</u>	:	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, case management administration and unit management systems. Promote corrections and security. Manage human resources, finance and assets. Management of performance information.
<u>ENQUIRIES</u>	:	Gauteng Region: Mr Masango SS Tel No: (012) 420 0173/ Ms Feni SAP (012) 420 0173/ (012) 420 0179.
<u>NOTE</u>	:	Appointment under the Correctional Services Act.
<u>POST 16/28</u>	:	<u>HEAD: CENTRE COORDINATOR: OPERATIONAL SUPPORT (CB 6) REF NO: GP 2025/05/10</u>
<u>SALARY CENTRE</u>	:	R1 042 434 per annum, (all-inclusive package)
<u>REQUIREMENTS</u>	:	Gauteng Region: Johannesburg (Medium B)
	:	Relevant degree or national diploma in Behavioural Sciences and successful completion of Corrections Science Learnership. Seven (7) years relevant experience in a supervisory post. Valid driver's licence. Computer literate. competencies and attributes: Firearm skills and the use of relevant security technology. Communication skills. Project and programme management. Transformation, change and stakeholder management. Problem solving and 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 and knowledge of the Correctional Services Act, Act 111 of 1998, as amended. Assertiveness. Ability to network and diplomacy.
<u>DUTIES</u>	:	Execution of control regarding safe custody, physical care and treatment. Create secure environment conducive for rehabilitation. Execution of control regarding the establishment and rendering of security. Provide advice on departmental policy directives. Management of inmates' safe custody (internal and external security). Management of development and care and health care services. Management of human resources and assets. Management of performance information.
<u>ENQUIRIES</u>	:	Gauteng Region: Mr Masango SS Tel No: (012) 420 0173/ Ms Feni SAP (012) 420 0173/ (012) 420 0179.
<u>NOTE</u>	:	Appointment under the Correctional Services Act.
<u>POST 16/29</u>	:	<u>HEAD: CENTRE COORDINATOR: STAFF SUPPORT (CB 6) REF NO: GP 2025/05/11</u>
<u>SALARY CENTRE</u>	:	R1 042 434 per annum, (all-inclusive package)
<u>REQUIREMENTS</u>	:	Gauteng Region: Kgoši Mampuru II Central
	:	Relevant degree or national diploma in Behavioural Sciences and successful completion of Corrections Science Learnership. Seven (7) years relevant experience in a supervisory post. Valid driver's licence. Computer literate. Competencies And Attributes: Firearm skills and the use of relevant security technology. Communication skills. Project and programme management. Transformation, change and stakeholder management. Problem solving and

		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 and knowledge of the Correctional Services Act, Act 111 of 1998, as amended. Assertiveness. Ability to network and diplomacy.
<u>DUTIES</u>	:	Provide human resources and related functions to the correctional centre. Effective management of the registration activities. Ensure proper dissemination of information for the correctional centre. Management of duty register and leave arrangements. Management of human resources, finances and assets. Management of correctional centre through the implementation of correctional services act, Act 111 of 1998 as amended. Management of performance information. Manage human resources, finance and assets.
<u>ENQUIRIES</u>	:	Gauteng Region: Mr Masango SS Tel No: (012) 420 0173/ Ms Feni SAP (012) 420 0173/ (012) 420 0179.
<u>NOTE</u>	:	Appointment under the Correctional Services Act.
<u>POST 16/30</u>	:	<u>DEPUTY DIRECTOR: ADMINISTRATIVE SUPPORT REF NO: HO 2025/05/26</u>
<u>SALARY CENTRE REQUIREMENTS</u>	:	R896 436 per annum, (all-inclusive package)
	:	National Head Office: Office of the National Commissioner
	:	Recognised national diploma/bachelor's degree in Public Administration/Management or equivalent qualification. 3-5 years middle management experience in a similar environment. Computer literate. Valid drivers' licence. Competencies And Attributes: Knowledge of constitutional values and principles and how they apply to public service delivery. Ability to work under pressure. Ability to work in a team and independently. Political sensitivity and diplomacy. Organizational, communication, interpersonal and problem-solving skills. Project management and leadership skills. Confidentiality. Integrity.
<u>DUTIES</u>	:	The administration of conference centres. The preparation of meeting venues for meetings chaired by the Commissioner. The making of support arrangements for attendees of meetings chaired by the Commissioner. Coordinating and managing meetings, including preparation of agendas, taking minutes and following up on action items. The administration of documentation in the Office of the Commissioner. The preparation of incoming-/outgoing mail. The filing of correspondence. The distribution of correspondence in the office of the Commissioner. The sending/receiving of faxes. The control of use of the photocopier. The control of use of shared equipment. The administration of consumer services to the Office of the Commissioner. Act as inventory controller for the Office of the Commissioner. Requisition of supplies. Deciding on the repair of equipment. Act as financial clerk for the office. Maintaining of budgetary information on estimates and expenditure. Processing of claims for members of the Office of the Commissioner. Ensure the payment of diverse accounts/invoices received at the Office of the Commissioner. The management of secretarial services in the Department. The provision of secretarial services to managers in the Department. The training and development of secretaries in the Department. The development of secretarial policies for the Department. Manage human resources, finance and assets. Management of performance information.
<u>APPLICATIONS</u>	:	National Head Office: Department of Correctional Services, Post Advertisement Section, Private Bag X136, Pretoria, 0001 OR hand deliver at: 124 WF Nkomo Street, Poyntons Building, Cnr WF Nkomo and Sophie De Bruyn Street, Pretoria, 0001 (Previous: Cnr Church and Schubart Street) or you can email your application to NationalOfficeHRM@dcs.gov.za .
<u>ENQUIRIES</u>	:	National Head Office: Mr Y Naidoo Tel No: 012 307 2079 or Ms TP Ngobeni 012 305 8589
<u>NOTE</u>	:	Appointment under the Public Service Act.
<u>POST 16/31</u>	:	<u>HEAD OF CORRECTIONAL CENTRE (CB 5)</u>
<u>SALARY CENTRE</u>	:	R579 738 per annum
	:	Eastern Cape Region: East London Ref No: EC 2025/05/02
	:	Free State and Northern Cape Region: Bizzah Makhate (Medium C) Ref No: FSNC 2025/05/04
	:	Grootvlei (Medium) Ref No: FSNC 2025/05/05
	:	Odendaalsrus Ref No: FSNC 2025/05/06

	Ventersburg Ref No: FSNC 2025/05/07
	KwaZulu Natal Region: Umzinto Ref No: KZN 2025/05/04
	Limpopo, Mpumalanga and North West Region: Bethal (Ermelo) Ref No: LMN 2025/05/09
	Bethal (Piet Retief) Ref No: LMN 2025/05/10
	Rooigrond (Lichtenburg) Ref No: LMN 2025/05/11
	Rustenburg (Juvenile) Ref No: LMN 2025/05/12)
	Western Cape Region: Brandvlei (Juvenile) Ref No: WC 2025/05/06
<u>REQUIREMENTS</u>	: Relevant degree or national diploma in Behavioural Sciences and successful completion of Corrections Science Learnership. Seven (7) years relevant experience in a supervisory post. Valid driver's licence. Computer literate. Competencies And Attributes: Firearm skills and the use of relevant security technology. Strategic capability and leadership, policy development and good communication skills. Sound project and programme management skills. Transformation, change and conflict management abilities. Stakeholder management skills. Problem solving, analysis and decision-making skills. Service delivery innovation. People management and empowerment. In depth understanding of safety and security within a correctional environment. Integrity and honesty. Good interpersonal relations. Knowledge of the Correctional Services Act, Act 111 of 1998.
<u>DUTIES</u>	: Management of all aspects of the Correctional Centre on a day to day basis through the implementation of the Correctional Services Act, Act 111 of 1998. Manage the implementation of the imperatives of the White Paper on Corrections. Management of case management administration, security, development and care, unit management and case management committees. Foster a working relationship with the Justice Cluster and the community. Monitor, evaluate and take appropriate action in relation to outcomes on the risk trends. Management of performance information. Manage human resources, finances and assets.
<u>ENQUIRIES</u>	: Eastern Cape region: Ms Myataza Z (043) 706 7866/ Ms Mgugudo N (043) 706 7882/ Mr Ndonyela N (043) 706 7883. Free State and Northern Cape Region: Ms Mkuni NJ (051) 404 0268/ Ms Molutsoane N/ Ms. Moreki-Rathaba MP/ Ms. Ramncwana B (051) 404 0283. KwaZulu Natal Region: Ms Mchunu GJ (033) 355 7386/ Ms Mkhize AL (033) 355 7370/ Mr Khumalo SB (033) 033 355 7368. Limpopo, Mpumalanga and North West Region: Mr Ziqubu Z (012) 306 2025/ Ms Nomvela PM (012) 306 2033/ Ms Lekhuleni TD (012) 306 2034. Western Cape Region: Ms NA Mdladlamba (021) 550 6014 / Ms A Reddy (021) 559 7929 / Mr S Sikisazane (021) 558 0108 / Ms NC Sotyibi (021) 558 0518.
<u>NOTE</u>	: Appointment under the Correctional Services Act.
<u>POST 16/32</u>	: <u>CENTRE COORDINATOR: OPERATIONAL SUPPORT (CB 5)</u>
<u>SALARY CENTRE</u>	: R579 738 per annum : Eastern Cape Region: Amathole Ref No: EC 2025/05/03 Kirkwood Ref No: EC 2025/05/04 Mthatha Ref No: EC 2025/05/05 Middledrift Ref No: EC 2025/05/06 Free State and Northern Cape Region: Groenpunt (Medium) Ref No: FSNC 2025/05/08) Kroonstad (Medium A) Ref No: FSNC 2025/05/09 Kimberley Ref No: FSNC 2025/05/10 Upington Ref No: FSNC 2025/05/11 Gauteng Region: Boksburg Ref No: GP 2025/05/12 Johannesburg Ref No: GP 2025/05/13 (X2 Posts) KwaZulu Natal Region: Ebongweni (Maximum) Ref No: KZN 2025/05/05 Waterval (Medium B) Ref No: KZN 2025/05/06 Limpopo, Mpumalanga and North West Region: Barberton (Nelspruit) Ref No: LMN 2025/05/13 Polokwane Ref No: LMN 2025/05/14 Rooigrond (Medium B) Ref No: LMN 2025/05/15 Western Cape Region: Allandale Ref No: WC 2025/05/07 Brandvlei (Maximum) Ref No: WC 2025/05/08 Brandvlei (Medium) Ref No: WC 2025/05/09 Drakenstein (Maximum) Ref No: WC 2025/05/10

<u>REQUIREMENTS</u>	:	Relevant degree or national diploma in Behavioural Sciences and successful completion of Corrections Science Learnership. Seven (7) years relevant experience in a supervisory post. Valid driver's licence. Computer literate. Competencies And Attributes: Firearm skills and the use of relevant security technology. Communication skills. Project and programme management. Transformation, change and stakeholder management. Problem solving and 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 and knowledge of the Correctional Services Act, Act 111 of 1998, as amended. Assertiveness. Ability to network and diplomacy.
<u>DUTIES</u>	:	Execution of control regarding safe custody, physical care and treatment. Create secure environment conducive for rehabilitation. Execution of control regarding the establishment and rendering of security. Provide advice on departmental policy directives. Management of inmates' safe custody (internal and external security). Management of development and care and health care services. Management of human resources and assets. Management of performance information.
<u>ENQUIRIES</u>	:	<p>Eastern Cape region: Ms Myataza Z Tel No: (043) 706 7866/ Ms Mgugudo N (043) 706 7882/ Mr Ndonyela N (043) 706 7883.</p> <p>Free State and Northern Cape Region: Ms Mkuni NJ Tel No: (051) 404 0268/ Ms Molutsoane N/ Ms. Moreki-Rathaba MP/ Ms. Ramncwana B (051) 404 0283.</p> <p>Gauteng Region: Mr Masango SS Tel No: (012) 420 0173/ Ms Feni SAP (012) 420 0173/ (012) 420 0179.</p> <p>KwaZulu Natal Region: Ms Mchunu GJ Tel No: (033) 355 7386/ Ms Mkhize AL (033) 355 7370/ Mr Khumalo SB (033) 033 355 7368.</p> <p>Limpopo, Mpumalanga and North West Region: Mr Ziqubu Z Tel No: (012) 306 2025/ Ms Nomvela PM (012) 306 2033/ Ms Lekhuleni TD Tel No: (012) 306 2034.</p> <p>Western Cape Region: Ms NA Mdladlamba Tel No: (021) 550 6014 / Ms A Reddy (021) 559 7929 / Mr S Sikisazane (021) 558 0108 / Ms NC Sotyibi (021) 558 0518.</p>
<u>NOTE</u>	:	Appointment under the Correctional Services Act.
<u>POST 16/33</u>	:	<u>CENTRE COORDINATOR: CORRECTIONS (CB 5)</u>
<u>SALARY CENTRE</u>	:	<p>R579 738 per annum</p> <p>Free State and Northern Cape Region: Grootvlei (Maximum) Ref No: FSNC 2025/05/12</p> <p>Tswelopele Ref No: FSNC 2025/05/13</p> <p>Gauteng Region: Boksburg Ref No: GP 2025/05/14</p> <p>Johannesburg Ref No: GP 2025/05/15</p> <p>Kgoši Mampuru II Ref No: GP 2025/05/16</p> <p>Zonderwater Ref No: GP 2025/05/17</p> <p>KwaZulu Natal Region: Waterval (Medium B) Ref No: KZN 2025/05/07</p> <p>Limpopo, Mpumalanga and North West Region: Klerksdorp Ref No: LMN 2025/05/16</p> <p>Rustenburg (Mogwase) Ref No: LMN 2025/05/17</p> <p>Western Cape Region: Allandale Ref No: WC 2025/05/11</p> <p>Brandvlei (Juvenile) Ref No: WC 2025/05/12</p> <p>Drakenstein (Maximum) Ref No: WC 2025/05/13</p>
<u>REQUIREMENTS</u>	:	Relevant degree or national diploma in Behavioural Sciences and successful completion of Corrections Science Learnership. Seven (7) years relevant experience in a supervisory post. Valid driver's licence. Computer literate. Competencies And Attributes: Firearm skills and the use of relevant security technology. communication, project and programme management, transformation management, change management, stakeholder management, problem solving, analysis, service delivery innovation, decision making, people management and empowerment, in depth understanding of safety and security in a correctional environment. Integrity and honesty, confidentiality, good interpersonal relations, in depth knowledge of the Correctional Services Act, Act 111 of 1998, as amended, assertiveness, ability to network and diplomacy.
<u>DUTIES</u>	:	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, case management

		administration and unit management systems. Promote corrections and security. Management of financial and human resources and assets. Management of performance information.
<u>ENQUIRIES</u>	:	Free State and Northern Cape Region: Ms Mkuni NJ Tel No: (051) 404 0268/ Ms Molutsoane N/ Ms. Moreki-Rathaba MP/ Ms. Ramncwana B (051) 404 0283. Gauteng Region: Mr Masango SS Tel No: (012) 420 0173/ Ms Feni SAP (012) 420 0173/ (012) 420 0179. KwaZulu Natal Region: Ms Mchunu GJ Tel No: (033) 355 7386/ Ms Mkhize AL (033) 355 7370/ Mr Khumalo SB (033) 033 355 7368. Limpopo, Mpumalanga and North West Region: Mr Ziqubu Z Tel No: (012) 306 2025/ Ms Nomvela PM (012) 306 2033/ Ms Lekhuleni TD (012) 306 2034. Western Cape Region: Ms NA Mdladlamba Tel No: (021) 550 6014 / Ms A Reddy (021) 559 7929 / Mr S Sikisazane (021) 558 0108 / Ms NC Sotyibi (021) 558 0518.
<u>NOTE</u>	:	Appointment under the Correctional Services Act.
<u>POST 16/34</u>	:	<u>CHAIRPERSON: CASE MANAGEMENT COMMITTEE (CB 5)</u>
<u>SALARY CENTRE</u>		R579 738 per annum Free State and Northern Cape Region: Upington Ref No: FSNC 2025/05/14 Limpopo, Mpumalanga and North West Region: Thohoyandou (Medium A) Ref No: LMN 2025/05/18 Western Cape Region: Brandvlei (Medium) Ref No: WC 2025/05/14 Pollsmoor Remand Detention Facility (RDF) Ref No: WC 2025/05/15 Overberg Medium Ref No: WC 2025/05/16 Voorberg Medium B Ref No: WC 2025/05/17 Overberg Maximum Ref No: WC 2025/05/18
<u>REQUIREMENTS</u>	:	Relevant degree or national diploma in Behavioural Sciences and successful completion of Corrections Science Learnership. Seven (7) years relevant experience in a supervisory post. Valid driver's licence. Computer literate. Competencies And Attributes: Firearm skills and the use of relevant security technology. Communication skills. Project and programme management. Transformation, change and stakeholder management. Problem solving and 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 and knowledge of the Correctional Services Act, Act 111 of 1998, as amended. Assertiveness. Ability to network and diplomacy.
<u>DUTIES</u>	:	Planning of the activities of the Case Management Committee (CMC). Holding of meetings of the CMC. Management of sentence plans. Control of inmates' records. Management of inmates in assessment, housing, special care and in pre-release units. Management of human resources, finances and assets. Management of performance information.
<u>ENQUIRIES</u>	:	Free State and Northern Cape Region: Ms Mkuni NJ Tel No: (051) 404 0268/ Ms Molutsoane N/ Ms. Moreki-Rathaba MP/ Ms. Ramncwana B (051) 404 0283. Limpopo, Mpumalanga and North West Region: Mr Ziqubu Z Tel No: (012) 306 2025/ Ms Nomvela PM (012) 306 2033/ Ms Lekhuleni TD (012) 306 2034. Western Cape Region: Ms NA Mdladlamba Tel No: (021) 550 6014 / Ms A Reddy (021) 559 7929 / Mr S Sikisazane (021) 558 0108 / Ms NC Sotyibi (021) 558 0518.
<u>NOTE</u>	:	Appointment under the Correctional Services Act.
<u>POST 16/35</u>	:	<u>CENTRE COORDINATOR: STAFF SUPPORT (CB 5)</u>
<u>SALARY CENTRE</u>	:	R579 738 per annum Free State and Northern Cape Region: Goedemoed (Medium A) Ref No: FSNC 2025/05/15 Vereeniging Ref No: FSNC 2025/05/16 Gauteng Region: Baviaanspoort Ref No: GP 2025/05/18 Leeuwkop Ref No: GP 2025/05/19 KwaZulu Natal Region: Waterval (Medium A) Ref No: KZN 2025/05/08 Limpopo, Mpumalanga and North West Region: Rooigrond (Medium A) Ref No: LMN 2025/05/19
<u>REQUIREMENTS</u>	:	Relevant degree or national diploma in Behavioural Sciences and successful completion of Corrections Science Learnership. Seven (7) years relevant

		experience in a supervisory post. Valid driver's licence. Computer literate. Competencies And Attributes: Firearm skills and the use of relevant security technology. Communication skills. Project and programme management. Transformation, change and stakeholder management. Problem solving and 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 and knowledge of the Correctional Services Act, Act 111 of 1998, as amended. Assertiveness. Ability to network and diplomacy.
<u>DUTIES</u>	:	Provide human resources and related functions to the correctional centre. Effective management of the registration activities. Ensure proper dissemination of information for the correctional centre. Management of duty register and leave arrangements. Management of human resources, finances and assets. Management of performance information.
<u>ENQUIRIES</u>	:	Free State and Northern Cape Region: Ms Mkuni NJ Tel No: (051) 404 0268/ Ms Molutsoane N/ Ms. Moreki-Rathaba MP/ Ms. Ramncwana B (051) 404 0283. Gauteng Region: Mr Masango SS Tel No: (012) 420 0173/ Ms Feni SAP (012) 420 0173/ (012) 420 0179. KwaZulu Natal Region: Ms Mchunu GJ (033) 355 7386/ Ms Mkhize AL (033) 355 7370/ Mr Khumalo SB (033) 033 355 7368. Limpopo, Mpumalanga and North West Region: Mr Ziqubu Z Tel No: (012) 306 2025/ Ms Nomvela PM (012) 306 2033/ Ms Lekhuleni TD (012) 306 2034.
<u>NOTE</u>	:	Appointment under the Correctional Services Act.
<u>POST 16/36</u>	:	<u>CENTRE COORDINATOR: CASE MANAGEMENT ADMINISTRATION (CB 5) REF NO: KZN 2025/05/09</u>
<u>SALARY</u>	:	R579 738 per annum
<u>CENTRE</u>	:	KwaZulu Natal Region: Ekuseni
<u>REQUIREMENTS</u>	:	Relevant degree or national diploma in Behavioural Sciences and successful completion of Corrections Science Learnership. Seven (7) years relevant experience gained in a supervisory post. Valid driver's license. Computer literate. Competencies And Attributes: Firearm skills and the use of relevant security technology. Communication skills. Project and programme management. Transformation, change and stakeholder management. Problem solving and 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 and knowledge of the Correctional Services Act, Act 111 of 1998, as amended. Assertiveness. Ability to network and diplomacy.
<u>DUTIES</u>	:	Management of admission and release system. Supervision of offender movements, offender cash administration and offender bail/fine payments. Ensure continuity and consistency in case management administration. Management of human resources, finance and assets. Management of performance information.
<u>ENQUIRIES</u>	:	KwaZulu Natal Region: Ms Mchunu GJ Tel No: (033) 355 7386/ Ms Mkhize AL (033) 355 7370/ Mr Khumalo SB (033) 033 355 7368.
<u>NOTE</u>	:	Appointment under the Correctional Services Act.
<u>POST 16/37</u>	:	<u>CENTRE COORDINATOR: CASE MANAGEMENT COMMITTEE (CB 5)</u>
<u>SALARY</u>	:	R579 738 per annum
<u>CENTRE</u>	:	Eastern Cape Region: East London Ref No: EC 2025/05/07 KwaZulu Natal Region: Durban (Medium C) Ref No: KZN 2025/05/10 Ebongweni (Maximum) Ref No: KZN 2025/05/11 Estcourt Ref No: KZN 2025/05/12
<u>REQUIREMENTS</u>	:	Relevant degree or national diploma in Behavioural Sciences and successful completion of Corrections Science Learnership. Seven (7) years relevant experience in a supervisory post. Valid driver's licence. Computer literate. Competencies And Attributes: Firearm skills and the use of relevant security technology. Communication skills. Project and programme management. Transformation, change and stakeholder management. Problem solving and 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 and knowledge of the Correctional Services Act, Act 111 of 1998, as amended. Assertiveness. Ability to network and diplomacy.

<u>DUTIES</u>	:	Planning of the activities of the Case Management Committee (CMC). Holding of meetings of the CMC. Management of sentence plans. Control of inmate records. Management of inmate in assessment units, housing units, special care units and in pre-release units. Management of human resources, finance and assets. Management of performance information.
<u>ENQUIRIES</u>	:	Eastern Cape region: Ms Myataza Z Tel No: (043) 706 7866/ Ms Mgugudo N (043) 706 7882/ Mr Ndonyela N (043) 706 7883. KwaZulu Natal Region: Ms Mchunu GJ (033) 355 7386/ Ms Mkhize AL (033) 355 7370/ Mr Khumalo SB (033) 033 355 7368.
<u>NOTE</u>	:	Appointment under the Correctional Services Act.
<u>POST 16/38</u>	:	<u>CENTRE COORDINATOR: INTERNAL SECURITY (CB 5) REF NO: KZN 2025/05/13</u>
<u>SALARY</u>	:	R579 738 per annum
<u>CENTRE</u>	:	KwaZulu Natal Region: Durban (Medium A)
<u>REQUIREMENTS</u>	:	Relevant degree or national diploma in Behavioural Sciences and successful completion of Corrections Science Learnership. Seven (7) years relevant experience in a supervisory post. Valid driver's licence. Computer literate. Competencies And Attributes: Firearm skills and the use of relevant security technology. Communication skills. Project and programme management. Transformation, change and stakeholder management. Problem solving and 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 and knowledge of the Correctional Services Act, Act 111 of 1998, as amended. Assertiveness. Ability to network and diplomacy.
<u>DUTIES</u>	:	Supervise access control to the correctional centre's grounds. Manage internal security. Supervise the movement and safe custody for offenders. Patrol at the section (general accommodation areas, single cells, kitchens, hospitals and work sections). Manage security systems. Supervise visits to offenders. Management of human resources and assets. Manage performance information
<u>ENQUIRIES</u>	:	KwaZulu Natal Region: Ms Mchunu Tel No: (033) 355 7386/ Ms Mkhize AL (033) 355 7370/ Mr Khumalo SB (033) 033 355 7368.
<u>NOTE</u>	:	Appointment under the Correctional Services Act.
<u>POST 16/39</u>	:	<u>DIVISION HEAD: SECURITY (CB 5)</u>
<u>SALARY</u>	:	R579 738 per annum
<u>CENTRE</u>	:	Free State and Northern Cape Region: Bizzah Makhate (Medium A) Ref No: FSNC 2025/05/17 Gauteng Region: Boksburg Ref No: GP 2025/05/20 Western Cape Region: Pollsmoor (RDF) Ref No: WC 2025/05/19
<u>REQUIREMENTS</u>	:	Relevant degree or national diploma in Behavioural Sciences and successful completion of Corrections Science Learnership. Seven (7) years relevant experience in a supervisory post. Valid driver's licence. Computer literate. Competencies And Attributes: Firearm skills and the use of relevant security technology. Communication skills. Project and programme management. Transformation, change and stakeholder management. Problem solving and 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 and knowledge of the Correctional Services Act, Act 111 of 1998, as amended. Assertiveness. Ability to network and diplomacy.
<u>DUTIES</u>	:	Manage security matters. Responsible for maintenance of existing security matters and upgrading. Implement departmental policies. Advice management regarding security matters. Management of escorts to hospitals, courts and other destinations. Keep personnel up to date regarding security matters. Management of human resources, finances and assets. Management of performance information.
<u>ENQUIRIES</u>	:	Free State and Northern Cape Region: Ms Mkuni NJ Tel No: (051) 404 0268/ Ms Molutsane N/ Ms. Moreki-Rathaba MP/ Ms. Ramncwana B (051) 404 0283. Gauteng Region: Mr Masango SS Tel no: (012) 420 0173/ Ms Feni SAP (012) 420 0173/ (012) 420 0179.

Western Cape Region: Ms NA Mdladlamba Tel No: (021) 550 6014 / Ms A Reddy (021) 559 7929 / Mr S Sikisazane (021) 558 0108 / Ms NC Sotyibi (021) 558 0518.

NOTE : Appointment under the Correctional Services Act.

POST 16/40 : **HEAD OF COMMUNITY CORRECTIONS (CB 5)**

SALARY CENTRE : R579 738 per annum
: Western Cape Region: Southern Cape (Knysna) Ref No: WC 2025/05/20
: Southern Cape (George) Ref No: WC 2025/05/21

REQUIREMENTS : Relevant degree or national diploma in Behavioural Sciences and successful completion of Corrections Science Learnership. Seven (7) years relevant experience in a supervisory post. Valid driver's licence. Computer literate. Competencies And Attributes: Firearm skills and the use of relevant security technology. Communication skills. Project and programme management. Transformation, change and stakeholder management. Problem solving and 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 and knowledge of the Correctional Services Act, Act 111 of 1998, as amended. Assertiveness. Ability to network and diplomacy.

DUTIES : Manage monitoring services. Determine conditions of house arrest and supervision for persons serving sentence in the community. Participate in case review team for community corrections. Manage programs. Identify community service programs. Responsible for the facilities and equipment of the section. Implement disciplinary steps against offending staff. Management of performance information. Manage human resources, finances and assets.

ENQUIRIES : Western Cape Region: Ms NA Mdladlamba Tel No: (021) 550 6014 / Ms A Reddy (021) 559 7929 / Mr S Sikisazane (021) 558 0108 / Ms NC Sotyibi (021) 558 0518.

NOTE : Appointment under the Correctional Services Act.

POST 16/41 : **HEAD SATELITE: COMMUNITY CORRECTIONS (CB 5)**

SALARY CENTRE : R579 738 per annum
: Free State and Northern Cape Region: Goldfields (Virginia) Ref No: FSNC 2025/05/18

Limpopo, Mpumalanga and North West Region: Barberton (Bushbuckridge) Ref No: LMN 2025/05/20

Rustenburg (Ref: LMN 2025/05/21

Thohoyandou Ref No: LMN 2025/05/22

Witbank (Middelburg) Ref No: LMN 2025/05/23

REQUIREMENTS : Relevant degree or national diploma in Behavioural Sciences and successful completion of Corrections Science Learnership. Seven (7) years relevant experience in a supervisory post. Valid driver's licence. Computer literate. Competencies And Attributes: Firearm skills and the use of relevant security technology. Communication skills. Project and programme management. Transformation, change and stakeholder management. Problem solving and 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 and knowledge of the Correctional Services Act, Act 111 of 1998, as amended. Assertiveness. Ability to network and diplomacy.

DUTIES : Manage monitoring services. Oversee implementation of court sentences. Ensure the implementation of community corrections policies and procedures. Participate in case review team for community corrections. Facilitate the provision of social work and community service programmes. Manage human resources, finance and assets. Management of performance information.

ENQUIRIES : Free State and Northern Cape Region: Ms Mkuni NJ (051) 404 0268/ Ms Molutsokane N/ Ms. Moreki-Rathaba MP/ Ms. Ramncwana B (051) 404 0283.
Limpopo, Mpumalanga and North West Region: Mr Ziqubu Z (012) 306 2025/ Ms Nomvela PM (012) 306 2033/ Ms Lekhuleni TD (012) 306 2034.

NOTE : Appointment under the Correctional Services Act.

POST 16/42 : **CASE MANAGEMENT COMMITTEE (CB 5)**

SALARY : R579 738 per annum

<u>CENTRE</u>	:	Gauteng Region: Kgoši Mampuru II Ref No: GP 2025/05/21 Modderbee Ref No: GP 2025/05/22
<u>REQUIREMENTS</u>	:	Relevant degree or national diploma in Behavioural Sciences and successful completion of Corrections Science Learnership. Seven (7) years relevant experience in a supervisory post. Valid driver's licence. Computer literate. Competencies And Attributes: Firearm skills and the use of relevant security technology. Communication, project and programme management. Transformation, change and 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 and knowledge of the Correctional Services Act, Act 111 of 1998, as amended. Assertiveness, ability to network and diplomacy.
<u>DUTIES</u>	:	Planning of the activities of the Case Management Committee. Holding of meetings of the CMC. Management of sentence plans. Control of prisoner records. Management of prisoners in assessment units, housing units, special care units and in pre-release units. Management of human resources, logistical administration and assets. Management of performance information.
<u>ENQUIRIES</u>	:	Gauteng Region: Mr Masango SS Tel No: (012) 420 0173/ Ms Feni SAP Tel No: (012) 420 0173/ (012) 420 0179.
<u>NOTE</u>	:	Appointment under the Correctional Services Act.
<u>POST 16/43</u>	:	<u>DIVISION HEAD: CASE/CENTRE MANAGEMENT ADMINISTRATION (CB 5)</u>
<u>SALARY CENTRE</u>	:	R579 738 per annum Gauteng Region: Johannesburg Ref No: GP 2025/05/23 Kgoši Mampuru II Ref No: GP 2025/05/24 Zonderwater Ref No: GP 2025/05/25
<u>REQUIREMENTS</u>	:	Relevant degree or national diploma in Behavioural Sciences and Successful completion of Corrections Science Learnership/Basic Training. Seven (7) years relevant experience gained in a Supervisory post. Valid driver's license. Computer literate. Competencies And Attributes: Firearm skills and the use of relevant security technology. Communication, project and programme management. Transformation, change and 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 and knowledge of the Correctional Services Act, Act 111 of 1998, as amended. Assertiveness, ability to network and diplomacy.
<u>DUTIES</u>	:	Responsibilities: Management of admission and release system. Supervision of offender movements, offender cash administration and offender bail/fine payments. Ensure continuity and consistency in case management administration. Management of human resources, finance and assets. Management of performance information.
<u>ENQUIRIES</u>	:	Gauteng Region: Mr Masango SS Tel No: (012) 420 0173/ Ms Feni SAP Tel No: (012) 420 0173/ (012) 420 0179.
<u>NOTE</u>	:	Appointment under the Correctional Services Act.
<u>POST 16/44</u>	:	<u>CENTRE COORDINATOR: HEAD SATELITE (CB 5) REF NO: GP 2025/05/26</u>
<u>SALARY CENTRE</u>	:	R579 738 per annum Gauteng Region: Kgoši Mampuru II
<u>REQUIREMENTS</u>	:	Relevant degree or national diploma in Behavioural Sciences and successful completion of Corrections Science Learnership. Seven (7) years relevant experience in a supervisory post. Valid driver's licence. Computer literate. Competencies And Attributes: Firearm skills and the use of relevant security technology. Communication, project and programme management. Transformation, change and 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 and knowledge of the Correctional Services Act, Act 111 of 1998, as amended. Assertiveness, ability to network and diplomacy.
<u>DUTIES</u>	:	Manage monitoring services. Oversee implementation of court sentences. Ensure the implementation of community corrections policies and procedures.

		Participate in case review team for community corrections. Facilitate the provision of social work and community service programmes. Manage human resources, finance and assets. Management of performance information.
<u>ENQUIRIES</u>	:	Gauteng Region: Mr Masango SS Tel No: (012) 420 0173/ Ms Feni SAP Tel No: (012) 420 0173/ (012) 420 0179.
<u>NOTE</u>	:	Appointment under the Correctional Services Act.
<u>POST 16/45</u>	:	<u>CENTRE COORDINATOR: SOCIAL REINTEGRATION (CB 5) REF NO: LMN 2025/05/24</u>
<u>SALARY</u>	:	R579 738 per annum
<u>CENTRE</u>	:	Limpopo, Mpumalanga and North West Region: Witbank
<u>REQUIREMENTS</u>	:	Relevant degree or national diploma in Behavioural Sciences and successful completion of Corrections Science Learnership. Seven (7) years relevant experience in a supervisory post. Valid driver's licence. Computer literate. Competencies And Attributes: Firearm skills and the use of relevant security technology. Communication, project and programme management. Transformation, change and 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 and knowledge of the Correctional Services Act, Act 111 of 1998, as amended. Assertiveness, ability to network and diplomacy.
<u>DUTIES</u>	:	Implement and monitor correctional, security and facility policies and procedures. Coordinate the collation and dissemination of security and correction information. Coordinate activities relating to critical DCS support structures such as the Parole Boards and Office of the Inspecting Judge within the management area. Promote corrections and security awareness. Manage the emergency support systems. Provision of early warning intelligence and security risks. Manage human resources, finance and assets. Management of performance information.
<u>ENQUIRIES</u>	:	Limpopo, Mpumalanga and North West Region: Mr Ziqubu Z Tel No: (012) 306 2025/ Ms Nomvela PM Tel No: (012) 306 2033/ Ms Lekhuleni TD Tel No: (012) 306 2034.
<u>NOTE</u>	:	Appointment under the Correctional Services Act.
<u>POST 16/46</u>	:	<u>REINTEGRATION MANAGER (CB 5) REF NO: LMN 2025/05/25</u>
<u>SALARY</u>	:	R579 738 per annum
<u>CENTRE</u>	:	Limpopo, Mpumalanga and North West Region: Witbank
<u>REQUIREMENTS</u>	:	Relevant degree or national diploma in Behavioural Sciences and Successful completion of Corrections Science Learnership/Basic Training. Seven (7) years relevant experience gained in a Supervisory post. Valid driver's licence. Computer literate. Competencies And Attributes: Firearm skills and the use of relevant security technology. Communication, project and programme management. Transformation, change and 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 and knowledge of the Correctional Services Act, Act 111 of 1998, as amended. Assertiveness, ability to network and diplomacy.
<u>DUTIES</u>	:	Access control to correctional centre's grounds. Manage internal security. Ensure that offenders are escorted to court, doctors and hospital safely. Ensure safe custody for offenders. Ensure the guarding of offenders in external hospitals and at work teams. Control access of offenders to and from the unit and to the cells. Ensure security equipment to staff. Patrol at the section (general accommodation areas, single cells, kitchens, hospitals and work sections. Escort offenders inside the centre, e.g. to different ODS's such as Social Workers, CMC, Psychological services and educationists. Manage security systems. Supervise visits to offenders. Control security equipment. Search offenders entering and leaving the section. Management of human and finance resources and assets. Manage performance information.
<u>ENQUIRIES</u>	:	Limpopo, Mpumalanga and North West Region: Mr Ziqubu Z Tel No: (012) 306 2025/ Ms Nomvela PM Tel No: (012) 306 2033/ Ms Lekhuleni TD Tel No: (012) 306 2034.
<u>NOTE</u>	:	Appointment under the Correctional Services Act.

<u>POST 16/47</u>	:	<u>CENTRE COORDINATOR: CONTROL TRAINER (CB 5)</u>
<u>SALARY CENTRE</u>	:	R579 738 per annum National Head Office: Directorate: Core Curriculum: Kroonstad Training College Ref No: HO 2025/05/36 (X2 Posts) Zonderwater Training College Ref No: HO 2025/05/37
<u>REQUIREMENTS</u>	:	Relevant degree or national diploma in Behavioural Sciences and successful completion of the Correctional Science Learnership/Basic Training. (7) years relevant experience in a supervisory post. Registered and accredited assessor and moderator in FET certificate will be an added advantage. Computer literate. Valid driver's license. Competencies And Attributes: Firearm skills and the use of relevant security technology. Communication, project and programme management. Transformation, change and 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 and knowledge of the Correctional Services Act, Act 111 of 1998, as amended. Assertiveness, ability to network and diplomacy.
<u>DUTIES</u>	:	Manage the delivery programme of instructional learning. Ensure that the delivery of instructional learning is in line with SAQA policies. Manage the presentation of lessons and administration of classes. Manage the administration of assessments. Oversee proper record keeping. Management of resources. Management of performance information.
<u>ENQUIRIES</u>	:	National Head Office: Mr Y Naidoo (012) 307 2079 / Ms TP Ngoben (012) 305 8589.
<u>NOTE</u>	:	Appointment under the Correctional Services Act.
<u>POST 16/48</u>	:	<u>CENTRE COORDINATOR: STAFF SUPPORT (CB 4)</u>
<u>SALARY CENTRE</u>	:	R491 799 per annum Western Cape Region: Mthatha Ref No: EC 2025/05/08 Free State and Northern Cape Region: Sasolburg Ref No: FSNC 2025/05/19 Kroonstad Medium C (Female) Ref No: FSNC 2025/05/20 Harrismith Ref No: FSNC 2025/05/21 KwaZulu Natal Region: Durban (Juvenile) Ref No: KZN 2025/05/14 Qalabusha Ref No: KZN 2025/05/15 Sevontein Ref No: KZN 2025/05/16 Utrecht Ref No: KZN 2025/05/17
<u>REQUIREMENTS</u>	:	Relevant degree or national diploma in Behavioural Sciences and successful completion of Corrections Science Learnership. Seven (7) years relevant experience in a supervisory post. Valid driver's licence. Computer literate. Competencies And Attributes: Firearm skills and the use of relevant security technology. Communication, project and programme management. Transformation, change and 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 and knowledge of the Correctional Services Act, Act 111 of 1998, as amended. Assertiveness, ability to network and diplomacy.
<u>DUTIES</u>	:	Provide human resources and related functions to the correctional centre. Effective management of the registration activities. Ensure proper dissemination of information for the correctional centre. Management of duty register and leave arrangements. Management of human resources, finances and assets. Management of performance information.
<u>ENQUIRIES</u>	:	Eastern Cape region: Ms Myataza Z Tel No: (043) 706 7866/ Ms Mgugudo N (043) 706 7882/ Mr Ndonyela N (043) 706 7883. Free State and Northern Cape Region: Ms Mkuni NJ Tel No: (051) 404 0268/ Ms Molutsane N/ Ms. Moreki-Rathaba MP/ Ms. Ramncwana B (051) 404 0283. KwaZulu Natal Region: Ms Mchunu GJ Tel No: (033) 355 7386/ Ms Mkhize AL (033) 355 7370/ Mr Khumalo SB (033) 033 355 7368.
<u>NOTE</u>	:	Appointment under the Correctional Services Act.
<u>POST 16/49</u>	:	<u>CENTRE COORDINATOR: OPERATIONAL SUPPORT (CB 4)</u>
<u>SALARY</u>	:	R491 799 per annum

<u>CENTRE</u>	:	<p>Eastern Cape Region: King Williams Town Ref No: EC 2025/05/09 Sada Ref No: EC 2025/05/10 Cradock Ref No: EC 2025/05/11 St Albans Ref No: EC 2025/05/12 Free State and Northern Cape Region: Groenpunt Youth Ref No: FSNC 2025/05/22 Henneman Ref No: FSNC 2025/05/23 Sasolburg Ref No: FSNC 2025/05/24 Colesberg Ref No: FSNC 2025/05/25 KwaZulu Natal Region: Durban (Medium C) Ref No: KZN 2025/05/18 Glencoe Ref No: KZN 2025/05/19 Limpopo, Mpumalanga and North West Region: Barberton (Lydenburg) Ref No: LMN 2025/05/26 Bethal (Ermelo) Ref No: LMN 2025/05/27</p>
<u>REQUIREMENTS</u>	:	<p>Relevant degree or national diploma in Behavioural Sciences and successful completion of Corrections Science Learnership. Seven (7) years relevant experience in a supervisory post. Valid driver's licence. Computer literate. Competencies And Attributes: Firearm skills and the use of relevant security technology. Communication, project and programme management. Transformation, change and 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 and knowledge of the Correctional Services Act, Act 111 of 1998, as amended. Assertiveness, ability to network and diplomacy.</p>
<u>DUTIES</u>	:	<p>Execution of control regarding safe custody, physical care and treatment. Create a secure environment conducive for rehabilitation. Execution of control regarding the establishment and rendering of security. Provide advice on departmental policy directives. Management of inmates' safe custody (internal and external security). Management of development and health care services. Management of finance, human resources and assets. Management of performance information.</p>
<u>ENQUIRIES</u>	:	<p>Eastern Cape region: Ms Myataza Z Tel No: (043) 706 7866/ Ms Mgugudo N (043) 706 7882/ Mr Ndonyela N (043) 706 7883. Free State and Northern Cape Region: Ms Mkuni NJ Tel No: (051) 404 0268/ Ms Molutsoane N/ Ms. Moreki-Rathaba MP/ Ms. Ramncwana B (051) 404 0283. KwaZulu Natal Region: Ms Mchunu GJ Tel No: (033) 355 7386/ Ms Mkhize AL (033) 355 7370/ Mr Khumalo SB (033) 033 355 7368. Limpopo, Mpumalanga and North West Region: Mr Ziqubu Z Tel No: (012) 306 2025/ Ms Nomvela PM (012) 306 2033/ Ms Lekhuleni TD (012) 306 2034.</p>
<u>NOTE</u>	:	<p>Appointment under the Correctional Services Act.</p>
<u>POST 16/50</u>	:	<p><u>CENTRE COORDINATOR: CORRECTIONS (CB 4)</u></p>
<u>SALARY CENTRE</u>	:	<p>R491 799 per annum</p>
	:	<p>Free State and Northern Cape Region: Kroonstad Female (Medium) Ref No: FSNC 2025/05/26 Bethlehem Ref No: FSNC 2025/05/27 Harrismith Ref No: FSNC 2025/05/28 Henneman Ref No: FSNC 2025/05/29 Ventersburg Ref No: FSNC 2025/05/30 Limpopo, Mpumalanga and North West Region: Barberton (Medium A) Ref No: LMN 2025/05/28 Bethal (Ermelo) Ref No: LMN 2025/05/29 Polokwane (Tzaneen) Ref No: LMN 2025/05/30</p>
<u>REQUIREMENTS</u>	:	<p>Relevant degree or national diploma in Behavioural Sciences and successful completion of Corrections Science Learnership. Seven (7) years relevant experience in a supervisory post. Valid driver's licence. Computer literate. Competencies And Attributes: Firearm skills and the use of relevant security technology. Communication, project and programme management. Transformation, change and 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 and knowledge of the Correctional Services Act, Act 111 of 1998, as amended. Assertiveness, ability to network and diplomacy.</p>

<u>DUTIES</u>	:	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, case management administration and unit management systems. Promote corrections and security. Management of finance, human resources and assets. Management of performance information.
<u>ENQUIRIES</u>	:	Free State and Northern Cape Region: Ms Mkuni NJ Tel No: (051) 404 0268/ Ms Molutsane N/ Ms. Moreki-Rathaba MP/ Ms. Ramncwana B (051) 404 0283. Limpopo, Mpumalanga and North West Region: Mr Ziqubu Z Tel No: (012) 306 2025/ Ms Nomvela PM (012) 306 2033/ Ms Lekhuleni TD (012) 306 2034.
<u>NOTE</u>	:	Appointment under the Correctional Services Act.
<u>POST 16/51</u>	:	<u>HEAD OF CORRECTIONAL CENTRE (CB 4)</u>
<u>SALARY CENTRE</u>	:	R491 799 per annum Eastern Cape Region: Amathole (Stutterheim) Ref No: EC 2025/05/13 Idutywa Ref No: EC 2025/05/14 Barkly East Ref No: EC 2025/05/15 Dodrecht Ref No: EC 2025/05/16 Jansenville Ref No: EC 2025/05/17 Graaf Reinet Ref No: EC 2025/05/18 Somerset East Ref No: EC 2025/05/19 Cofimvaba Ref No: EC 2025/05/20 Tabankulu Ref No: EC 2025/05/21 Free State and Northern Cape Region: Bethulie Ref No: FSNC 2025/05/31 Edenburg Ref No: FSNC 2025/05/32 Hoopstad Ref No: FSNC 2025/05/33 Lindley Ref No: FSNC 2025/05/34 Parys Ref No: FSNC 2025/05/35 Zastron Ref No: FSNC 2025/05/36 KwaZulu Natal Region: Maphumulo Ref No: KZN 2025/05/20 Western Cape Region: Drakenstein (Stellenbosch) Ref No: WC 2025/05/22
<u>REQUIREMENTS</u>	:	Relevant degree or national diploma in Behavioural Sciences and successful completion of Corrections Science Learnership. Seven (7) years relevant experience in a supervisory post. Valid driver's licence. Computer literate. competencies and attributes: Firearm skills and the use of relevant security technology. Strategic capability and leadership, policy development and good communication skills. Sound project and programme management skills. Transformation, change and conflict management abilities. Stakeholder management skills. Problem solving, analysis and decision-making skills. Service delivery innovation. People management and empowerment. In depth understanding of safety and security within a correctional environment. Integrity and honesty. Good interpersonal relations. Knowledge of the Correctional Services Act, Act 111 of 1998.
<u>DUTIES</u>	:	Management of all aspects of the Correctional Centre on a day to day basis through the implementation of the Correctional Services Act, Act 111 of 1998. Manage the implementation of the imperatives of the White Paper on Corrections. Management of case management administration, security, development and care, unit management and case management committees. Foster a working relationship with the Justice Cluster and the community. Monitor, evaluate and take appropriate action in relation to outcomes on the risk trends. Management of performance information. Manage human resources, finances and assets.
<u>ENQUIRIES</u>	:	Eastern Cape region: Ms Myataza Z Tel No: (043) 706 7866/ Ms Mgugudo N (043) 706 7882/ Mr Ndonyela N (043) 706 7883. Free State and Northern Cape Region: Ms Mkuni NJ Tel No:(051) 404 0268/ Ms Molutsane N/ Ms. Moreki-Rathaba MP/ Ms. Ramncwana B (051) 404 0283. KwaZulu Natal Region: Ms Mchunu GJ Tel No: (033) 355 7386/ Ms Mkhize AL (033) 355 7370/ Mr Khumalo SB (033) 033 355 7368. Western Cape Region: Ms NA Mdladlamba Tel No: (021) 550 6014 / Ms A Reddy (021) 559 7929 / Mr S Sikisazane (021) 558 0108 / Ms NC Sotyibi (021) 558 0518.
<u>NOTE</u>	:	Appointment under the Correctional Services Act.

<u>POST 16/52</u>	:	<u>HEAD SATELLITE: COMMUNITY CORRECTIONS (CB 4)</u>
<u>SALARY CENTRE</u>	:	R491 799 per annum
	:	Eastern Cape Region: Barkly East Ref No: EC 2025/05/22
	:	Free State and Northern Cape Region: De Aar Ref No: FSNC 2025/05/37
	:	Colesberg Ref No: FSNC 2025/05/38
	:	KwaZulu Natal Region: Vryheid Ref No: KZN 2025/05/21
	:	Limpopo, Mpumalanga and North West Regi Barberton (Ref: LMN 2025/05/31
	:	Barberton (Lydenburg) Ref No: LMN 2025/05/32
	:	Western Cape Region: Southern Cape (Oudtshoorn) Ref No: WC 2025/05/23
<u>REQUIREMENTS</u>	:	Relevant degree or national diploma in Behavioural Sciences and successful completion of Corrections Science Learnership. Seven (7) years relevant experience in a supervisory post. Valid driver's license. Computer literate. competencies and attributes: Firearm skills and the use of relevant security technology. Communication, project and programme management. Transformation, change and 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 and knowledge of the Correctional Services Act, Act 111 of 1998, as amended. Assertiveness, ability to network and diplomacy.
<u>DUTIES</u>	:	Manage monitoring services. Oversee implementation of court sentences. Ensure the implementation of community corrections policies and procedures. Participate in case review team for community corrections. Facilitate the provision of social work and community service programmes. Manage human resources, finance and assets. Management of performance information.
<u>ENQUIRIES</u>	:	Eastern Cape region: Ms Myataza Z Tel No: (043) 706 7866/ Ms Mgugudo N (043) 706 7882/ Mr Ndonyela N (043) 706 7883. Free State and Northern Cape Region: Ms Mkuni NJ Tel No: (051) 404 0268/ Ms Molutsoane N/ Ms. Moreki-Rathaba MP/ Ms. Ramncwana B (051) 404 0283. KwaZulu Natal Region: Ms Mchunu GJ Tel No: (033) 355 7386/ Ms Mkhize AL (033) 355 7370/ Mr Khumalo SB (033) 033 355 7368. Limpopo, Mpumalanga and North West Region: Mr Ziqubu Z Tel No: (012) 306 2025/ Ms Nomvela PM (012) 306 2033/ Ms Lekhuleni TD (012) 306 2034. Western Cape Region: Ms NA Mdladlamba Tel No: (021) 550 6014 / Ms A Reddy (021) 559 7929 / Mr S Sikisazane (021) 558 0108 / Ms NC Sotyibi (021) 558 0518.
<u>NOTE</u>	:	Appointment under the Correctional Services Act.
<u>POST 16/53</u>	:	<u>CASE MANAGEMENT COMMITTEE (CB 4)</u>
<u>SALARY CENTRE</u>	:	R491 799 per annum
	:	Free State and Northern Cape Region: Virginia Ref No: FSNC 2025/05/39
	:	Douglas Ref No: FSNC 2025/05/40
	:	Kuruman Ref No: FSNC 2025/05/41
	:	De Aar Ref No: FSNC 2025/05/42
	:	Western Cape Region: Pollsmoor (RDF) Ref No: WC 2025/05/24
<u>REQUIREMENTS</u>	:	Relevant degree or national diploma in Behavioural Sciences and successful completion of Corrections Science learnership. Seven (7) years relevant experience gained in a supervisory post. Valid driver's license. Computer literate. Competencies And Attributes: Firearm skills and the use of relevant security technology. Communication, project and programme management. Transformation, change and 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 and knowledge of the Correctional Services Act, Act 111 of 1998, as amended. Assertiveness, ability to network and diplomacy.
<u>DUTIES</u>	:	Planning of the activities of the Case Management Committee. Holding of meetings of the CMC. Management of sentence plans. Control of offender records. Management of human resources, assets and finances. Management of performance information.
<u>ENQUIRIES</u>	:	Free State and Northern Cape Region: Ms Mkuni NJ (051) 404 0268/ Ms Molutsoane N/ Ms. Moreki-Rathaba MP/ Ms. Ramncwana B (051) 404 0283. Western Cape Region: Ms NA Mdladlamba (021) 550 6014 / Ms A Reddy (021) 559 7929 / Mr S Sikisazane (021) 558 0108 / Ms NC Sotyibi (021) 558 0518.

<u>NOTE</u>	:	Appointment under the Correctional Services Act.
<u>POST 16/54</u>	:	<u>SECURITY MANAGER (CB 4)</u>
<u>SALARY CENTRE</u>	:	R491 799 per annum Free State and Northern Cape Region: Goedemoed (Medium A) (Ref No: FSNC 2025/05/43 Grootvlei (Maximum) Ref No: FSNC 2025/05/44 Kimberley Ref No: FSNC 2025/05/45 Tswelopele Ref No: FSNC 2025/05/46 (X2 Posts) Upington Ref No: FSNC 2025/05/47 (X2 Posts) National Head Office: Directorate: Core Curriculum: Kroonstad Training College Ref No: HO 2025/05/38
<u>REQUIREMENTS</u>	:	Relevant degree or national diploma in Behavioural Sciences and successful completion of Corrections Science learnership. Seven (7) years relevant experience gained in a supervisory post. Valid driver's license. Computer literate. Competencies And Attributes: Firearm skills and the use of relevant security technology. Communication, project and programme management. Transformation, change and 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 and knowledge of the Correctional Services Act, Act 111 of 1998, as amended. Assertiveness, ability to network and diplomacy.
<u>DUTIES</u>	:	Manage the 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 infrastructure needs to enhance the implementation of unit management principles. Manage human resource, finance and assets. Management of performance information.
<u>ENQUIRIES</u>	:	Free State and Northern Cape Region: Ms Mkuni NJ Tel No: (051) 404 0268/ Ms Molutsoane N/ Ms. Moreki-Rathaba MP/ Ms. Ramncwana B (051) 404 0283. National Head Office: Mr Y Naidoo (012) 307 2079 / Ms TP Ngobeni (012) 305 8589.
<u>NOTE</u>	:	Appointment under the Correctional Services Act.
<u>POST 16/55</u>	:	<u>SECURITY MANAGER: CC CORRECTIONS (CB 4)</u>
<u>SALARY CENTRE</u>	:	R491 799 per annum Gauteng Region: Baviaanspoort Ref No: GP 2025/05/27 Kgoši Mampuru II Ref No: GP 2025/05/28 (X5 Posts) Western Cape Region: Breede River (Dwarsrivier) Ref No: WC 2025/05/25 Overberg (Buffelsjagsriver) Ref No: WC 2025/05/26 Voorberg (Van Rhynsdorp) Ref No: WC 2025/05/27
<u>REQUIREMENTS</u>	:	Relevant degree or national diploma in Behavioural Sciences and successful completion of Corrections Science learnership. Seven (7) years relevant experience gained in a supervisory post. Valid driver's licence. Computer literate. Competencies And Attributes: Firearm skills and the use of relevant security technology. Communication, project and programme management. Transformation, change and 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 and knowledge of the Correctional Services Act, Act 111 of 1998, as amended. Assertiveness, ability to network and diplomacy.
<u>DUTIES</u>	:	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, case management administration and unit management systems. Promote corrections and security. Management of finance, human resources and assets. Management of performance information.
<u>ENQUIRIES</u>	:	Gauteng Region: Mr Masango SS Tel No: (012) 420 0173/ Ms Feni SAP Tel No: (012) 420 0173/ (012) 420 0179. Western Cape Region: Ms NA Mdladlamba (021) 550 6014 / Ms A Reddy (021) 559 7929 / Mr S Sikisazane (021) 558 0108 / Ms NC Sotyibi (021) 558 0518.

<u>NOTE</u>	:	Appointment under the Correctional Services Act.
<u>POST 16/56</u>	:	<u>SECURITY MANAGER: CC OPERATIONAL SUPPORT (CB 4)</u>
<u>SALARY CENTRE</u>	:	R491 799 per annum
	:	Western Cape Region: Overberg (Buffelsjagsriver) Ref No: WC 2025/05/28
	:	Overberg (Caledon) Ref No: WC 2025/05/29
	:	West Coast (Medium B) Ref No: WC 2025/05/30
	:	West Coast (Riebeeck West) Ref No: WC 2025/05/31
	:	Southern Cape (Knysna) Ref No: WC 2025/05/32
	:	Pollsmoor (Female) Ref No: WC 2025/05/33
<u>REQUIREMENTS</u>	:	Relevant degree or national diploma in Behavioural Sciences and successful completion of Corrections Science learnership. Seven (7) years relevant experience gained in a supervisory post. Valid driver's license. Computer literate. Competencies And Attributes: Firearm skills and the use of relevant security technology. Communication, project and programme management. Transformation, change and 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 and knowledge of the Correctional Services Act, Act 111 of 1998, as amended. Assertiveness, ability to network and diplomacy.
<u>DUTIES</u>	:	Execution of control regarding safe custody, physical care and treatment. Create a secure environment conducive for rehabilitation. Execution of control regarding the establishment and rendering of security. Provide advice on departmental policy directives. Management of inmates' safe custody (internal and external security). Management of development and health care services. Management of financial and human resources and assets. Manage of performance information.
<u>ENQUIRIES</u>	:	Western Cape Region: Ms NA Mdladlamba Tel No: (021) 550 6014 / Ms A Reddy Tel No: (021) 559 7929 / Mr S Sikisazane Tel No: (021) 558 0108 / Ms NC Sotyibi Tel No: (021) 558 0518.
<u>NOTE</u>	:	Appointment under the Correctional Services Act.
<u>POST 16/57</u>	:	<u>SECURITY MANAGER: CC STAFF SUPPORT (CB 4)</u>
<u>SALARY CENTRE</u>	:	R491 799 per annum
	:	Gauteng Region: Boksburg Ref No: GP 2025/05/29 (X2 Posts)
	:	Johannesburg Ref No: GP 2025/05/30 (X2 Posts)
	:	Krugersdorp Ref No: GP 2025/05/31
	:	Modderbee Ref No: GP 2025/05/32 (X2 Posts)
	:	Zonderwater Ref No: GP 2025/05/33
	:	Western Cape Region: Breede River (Robertson) Ref No: WC 2025/05/34
	:	Drakenstein (Youth) Ref No: WC 2025/05/35
	:	Overberg (Caledon) Ref No: WC 2025/05/36
	:	Pollsmoor (Female) Ref No: WC 2025/05/37
	:	Pollsmoor (Medium A) Ref No: WC 2025/05/38
	:	Pollsmoor (Medium C) Ref No: WC 2025/05/39
	:	Southern Cape (Knysna) Ref No: WC 2025/05/40
	:	Voorberg (Medium B) Ref No: WC 2025/05/41
	:	Voorberg (Van Rhynsdorp) Ref No: WC 2025/05/42
	:	West Coast (Medium A) Ref No: WC 2025/05/43
<u>REQUIREMENTS</u>	:	Relevant degree or national diploma in Behavioural Sciences and successful completion of Corrections Science learnership. Seven (7) years relevant experience gained in a supervisory post. Valid driver's licence. Computer literate. Competencies And Attributes: Firearm skills and the use of relevant security technology. Communication, project and programme management. Transformation, change and 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 and knowledge of the Correctional Services Act, Act 111 of 1998, as amended. Assertiveness, ability to network and diplomacy.
<u>DUTIES</u>	:	Provide human resources and related functions to the correctional centre. Effective management of the registration activities. Ensure proper dissemination of information for the correctional centre. Management of duty register and leave arrangements. Management of human resources, finances

		and assets. Management of correctional centre through the implementation of correctional services act, Act 111 of 1998 as amended. Management of financial and human resources and assets. Manage of performance information.
<u>ENQUIRIES</u>	:	Gauteng Region: Mr Masango SS Tel No: (012) 420 0173/ Ms Feni SAP Tel No: (012) 420 0173/ (012) 420 0179. Western Cape Region: Ms NA Mdladlamba Tel No: (021) 550 6014 / Ms A Reddy (021) 559 7929 / Mr S Sikisazane Tel No: (021) 558 0108 / Ms NC Sotyibi (021) 558 0518.
<u>NOTE</u>	:	Appointment under the Correctional Services Act.
<u>POST 16/58</u>	:	<u>SECURITY MANAGER: DH SECURITY (CB 4)</u>
<u>SALARY CENTRE</u>	:	R491 799 per annum
	:	Gauteng Region: Baviaanspoort Ref No: GP 2025/05/34
	:	Krugersdorp Ref No: GP 2025/05/35
	:	Kgoši Mampuru II Ref No: GP 2025/05/36 (X3 Posts)
	:	Western Cape Region: Brandvlei (Maximum) Ref No: WC 2025/05/44
	:	Drakenstein (Medium) Ref No: WC 2025/05/45
	:	Drakenstein (Maximum) Ref No: WC 2025/05/46
	:	Overberg (Medium) Ref No: WC 2025/05/47
	:	Overberg (Maximum) Ref No: WC 2025/05/48
	:	Pollsmoor (RDF) Ref No: WC 2025/05/49 [X2 Posts]
	:	Pollsmoor (Medium A) Ref No: WC 2025/05/50
	:	Voorberg (Medium A) Ref No: WC 2025/05/51
	:	Voorberg (Medium B) Ref No: WC 2025/05/52
	:	Pollsmoor (Medium A) Ref No: WC 2025/05/53
<u>REQUIREMENTS</u>	:	Relevant degree or national diploma in Behavioural Sciences and successful completion of Corrections Science learnership. Seven (7) years relevant experience gained in a supervisory post. Valid driver's license. Computer literate. Competencies And Attributes: Firearm skills and the use of relevant security technology. Communication, project and programme management. Transformation, change and 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 and knowledge of the Correctional Services Act, Act 111 of 1998, as amended. Assertiveness, ability to network and diplomacy.
<u>DUTIES</u>	:	Manage security matters. Responsible for maintenance of existing security matters and upgrading. Implement departmental policies. Advice management regarding security matters. Management of escorts to hospitals, courts and other destinations. Keep personnel up to date regarding security matters. Management of human resources, finances and assets. Manage of performance information.
<u>ENQUIRIES</u>	:	Gauteng Region: Mr Masango SS Tel No: (012) 420 0173/ Ms Feni SAP (012) 420 0173/ (012) 420 0179. Western Cape Region: Ms NA Mdladlamba (021) 550 6014 / Ms A Reddy (021) 559 7929 / Mr S Sikisazane (021) 558 0108 / Ms NC Sotyibi (021) 558 0518.
<u>NOTE</u>	:	Appointment under the Correctional Services Act.
<u>POST 16/59</u>	:	<u>DIVISIONAL HEAD: CORRECTION AND CARE (CB 4)</u>
<u>SALARY CENTRE</u>	:	R491 799 per annum
	:	Free State and Northern Cape Region: Vereeniging Ref No: FSNC 2025/05/48
	:	Western Cape Region: Drakenstein (Stellenbosch) Ref No: WC 2025/05/54
<u>REQUIREMENTS</u>	:	Relevant degree or national diploma in Behavioural Sciences and successful completion of Corrections Science learnership. Seven (7) years relevant experience gained in a supervisory post. Valid driver's license. Computer literate. Competencies And Attributes: Firearm skills and the use of relevant security technology. Communication, project and programme management. Transformation, change and 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 and knowledge of the Correctional Services Act, Act 111 of 1998, as amended. Assertiveness, ability to network and diplomacy.
<u>DUTIES</u>	:	Enhance coordination of policies and quality assessment of services. Ensure service level standards for Social Work Services. Plan activities. Manage

		infrastructure for Social Work Services/Psychological Services and Spiritual Care programme interventions. Manage finance and personnel. Ensure the implementation and compliance with Departmental legislation, policies and procedures relating to special categories offenders. Ensure the implementation of checklist for all special category offenders to ensure adequate service delivery. Report on the offender enrolment and participation (including special categories of offenders) in Social Work, Psychological, Spiritual Care, HIV, AIDS, Formal Education, Skill Development and SRAC Programmes). Ensure effective risk mitigation of risk management within the Care division. Ensure the implementation of need-based programmes in partnership with external service providers. Management of performance information. Management of human resources, finances and assets.
<u>ENQUIRIES</u>	:	Free State and Northern Cape Region: Ms Mkuni NJ Tel No: (051) 404 0268/ Ms Molutsoane N/ Ms. Moreki-Rathaba MP/ Ms. Ramncwana B (051) 404 0283 Western Cape Region: Ms NA Mdladlamba Tel No: (021) 550 6014 / Ms A Reddy (021) 559 7929 / Mr S Sikisazane (021) 558 0108 / Ms NC Sotyibi (021) 558 0518.
<u>NOTE</u>	:	Appointment under the Correctional Services Act.
<u>POST 16/60</u>	:	<u>SECURITY MANAGER: EXTERNAL SECURITY (CB 4)</u>
<u>SALARY CENTRE</u>	:	R491 799 per annum
	:	Gauteng Region: Boksburg Ref No: GP 2025/05/37 Johannesburg Ref No: GP 2025/05/38) (X4 Posts) Kgoši Mampuru II Ref No: GP 2025/05/39 Zonderwater Ref No: GP 2025/05/40 Limpopo, Mpumalanga and North West Region: Polokwane (Modimolle) Ref No: LMN 2025/05/33 Western Cape Region: Drakenstein (Maximum) Ref No: WC 2025/05/55 Pollsmoor (Medium A) Ref No: WC 2025/05/56
<u>REQUIREMENTS</u>	:	Relevant degree or national diploma in Behavioural Sciences and successful completion of Corrections Science learnership. Seven (7) years relevant experience gained in a supervisory post. Valid driver's license. Computer literate. Competencies And Attributes: Firearm skills and the use of relevant security technology. Communication, project and programme management. Transformation, change and 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 and knowledge of the Correctional Services Act, Act 111 of 1998, as amended. Assertiveness, ability to network and diplomacy.
<u>DUTIES</u>	:	Oversee external security matters. Responsible for maintenance of existing external security matters and upgrading. Implement departmental policies. Advice management regarding external security matters. Management of escorts to hospitals, courts and other destinations. Keep personnel up to date regarding external security matters. Management of human resources, finances and assets. Management of performance information.
<u>ENQUIRIES</u>	:	Gauteng Region: Mr Masango SS Tel No: (012) 420 0173/ Ms Feni SAP (012) 420 0173/ (012) 420 0179. Limpopo, Mpumalanga and North West Region: Mr Ziqubu Z Tel No: (012) 306 2025/ Ms Nomvela PM (012) 306 2033/ Ms Lekhuleni TD (012) 306 2034. Western Cape Region: Ms NA Mdladlamba Tel No: (021) 550 6014 / Ms A Reddy (021) 559 7929 / Mr S Sikisazane (021) 558 0108 / Ms NC Sotyibi (021) 558 0518.
<u>NOTE</u>	:	Appointment under the Correctional Services Act.
<u>POST 16/61</u>	:	<u>SECURITY MANAGER: INTERNAL SECURITY (CB 4)</u>
<u>SALARY CENTRE</u>	:	R491 799 per annum
	:	Gauteng Region: Kgoši Mampuru II Ref No: GP 2025/05/41 Zonderwater (Medium B) Ref No: GP 2025/05/42 KwaZulu Natal Region: Waterval (Medium A) Ref No: KZN 2025/05/22 Durban (Medium B) Ref No: KZN 2025/05/23 Western Cape Region: Pollsmoor (Medium A) Ref No: WC 2025/05/57 Pollsmoor (Medium C) Ref No: WC 2025/05/58 Pollsmoor (RDF) Ref No: WC 2025/05/59

<u>REQUIREMENTS</u>	:	Relevant degree or national diploma in Behavioural Sciences and successful completion of Corrections Science learnership. Seven (7) years relevant experience gained in a supervisory post. Valid driver's licence. Computer literate. Competencies And Attributes: Firearm skills and the use of relevant security technology. Communication, project and programme management. Transformation, change and 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 and knowledge of the Correctional Services Act, Act 111 of 1998, as amended. Assertiveness, ability to network and diplomacy.
<u>DUTIES</u>	:	Supervise access control to the correctional centre's grounds. Manage internal security. Supervise the movement and safe custody for offenders. Patrol at the section (general accommodation areas, single cells, kitchens, hospitals and work sections). Manage security systems. Supervise visits to offenders. Management of human resources and assets. Management of performance information.
<u>ENQUIRIES</u>	:	Gauteng Region: Mr Masango SS Tel No: (012) 420 0173/ Ms Feni SAP (012) 420 0173/ (012) 420 0179. KwaZulu Natal Region: Ms Mchunu GJ Tel No: (033) 355 7386/ Ms Mkhize AL (033) 355 7370/ Mr Khumalo SB (033) 033 355 7368. Western Cape Region: Ms NA Mdladlamba Tel No: (021) 550 6014 / Ms A Reddy (021) 559 7929 / Mr S Sikisazane (021) 558 0108 / Ms NC Sotyibi (021) 558 0518.
<u>NOTE</u>	:	Appointment under the Correctional Services Act.
<u>POST 16/62</u>	:	<u>UNIT MANAGER: INTERNAL SECURITY (CB 4) REF NO: GP 2025/05/43</u>
<u>SALARY</u>	:	R491 799 per annum
<u>CENTRE</u>	:	Gauteng Region: Kgoši Mampuru II (Female)
<u>REQUIREMENTS</u>	:	Relevant degree or national diploma in Behavioural Sciences and successful completion of Corrections Science learnership. Seven (7) years relevant experience gained in a supervisory post. Valid driver's license. Computer literate. Competencies And Attributes: Firearm skills and the use of relevant security technology. Communication, project and programme management. Transformation, change and 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 and knowledge of the Correctional Services Act, Act 111 of 1998, as amended. Assertiveness, ability to network and diplomacy.
<u>DUTIES</u>	:	Supervise access control to the correctional centre's grounds. Manage internal security. Supervise the movement and safe custody for offenders. Patrol at the section (general accommodation areas, single cells, kitchens, hospitals and work sections). Manage security systems. Supervise visits to offenders. Management of human resources and assets. Manage performance information.
<u>ENQUIRIES</u>	:	Gauteng Region: Mr Masango SS Tel No: (012) 420 0173/ Ms Feni SAP (012) 420 0173/ (012) 420 0179.
<u>NOTE</u>	:	Appointment under the Correctional Services Act.
<u>POST 16/63</u>	:	<u>DIVISIONAL HEAD: INTERNAL SECURITY (CB 4) REF NO: KZN 2025/05/24</u>
<u>SALARY</u>	:	R491 799 per annum
<u>CENTRE</u>	:	KwaZulu Natal Region: Durban (Medium A)
<u>REQUIREMENTS</u>	:	Relevant degree or national diploma in Behavioural Sciences and successful completion of Corrections Science learnership. Seven (7) years relevant experience gained in a supervisory post. Valid driver's license. Computer literate. Competencies And Attributes: Firearm skills and the use of relevant security technology. Communication, project and programme management. Transformation, change and 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 and knowledge of the Correctional Services Act, Act 111 of 1998, as amended. Assertiveness, ability to network and diplomacy.

<u>DUTIES</u>	:	Supervise access control to the correctional centre's grounds. Manage internal security. Supervise the movement and safe custody for offenders. Patrol at the section (general accommodation areas, single cells, kitchens, hospitals and work sections). Manage security systems. Supervise visits to offenders. Management of human resources and assets. Management of performance information.
<u>ENQUIRIES</u>	:	KwaZulu Natal Region: Ms Mchunu GJ Tel No: (033) 355 7386/ Ms Mkhize AL (033) 355 7370/ Mr Khumalo SB (033) 033 355 7368.
<u>NOTE</u>	:	Appointment under the Correctional Services Act.
<u>POST 16/64</u>	:	<u>HEAD: SECURITY (CB 4) (REF: KZN 2025/05/25)</u>
<u>SALARY CENTRE REQUIREMENTS</u>	:	R491 799 per annum KwaZulu Natal Region: Durban (Female) Relevant degree or national diploma in Behavioural Sciences and successful completion of Corrections Science learnership. Seven (7) years relevant experience gained in a supervisory post. Valid driver's licence. Computer literate. Competencies And Attributes: Firearm skills and the use of relevant security technology. Communication, project and programme management. Transformation, change and 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 and knowledge of the Correctional Services Act, Act 111 of 1998, as amended. Assertiveness, ability to network and diplomacy.
<u>DUTIES</u>	:	Manage security matters. Responsible for maintenance of existing security matters and the upgrading. Implement departmental policies. Advice management regarding security matters. Management of escorts to hospitals, courts and other destinations. Keep personnel up to date regarding security matters. Management of human resources, finances and assets. Manage of performance information.
<u>ENQUIRIES</u>	:	KwaZulu Natal Region: Ms Mchunu GJ (033) 355 7386/ Ms Mkhize AL (033) 355 7370/ Mr Khumalo SB (033) 033 355 7368.
<u>NOTE</u>	:	Appointment under the Correctional Services Act.
<u>POST 16/65</u>	:	<u>UNIT MANAGER (CB 4)</u>
<u>SALARY CENTRE</u>	:	R491 799 per annum Eastern Cape Region: East London Ref No: EC 2025/05/23 Sada Ref No: EC 2025/05/24 St Albans (Medium B) Ref No: EC 2025/05/25 St Albans (Maximum) Ref No: EC 2025/05/26 Free State and Northern Cape Region: Goedemoed (Medium B) Ref No: FSNC 2025/05/49 (X2 Posts) Kroonstad (Medium B) Ref No: FSNC 2025/05/50 Kinmberley Ref No: FSNC 2025/05/51 Tswelopele Ref No: FSNC 2025/05/52 Gauteng Region: Johannesburg Ref No: GP 2025/05/44 (X2 Posts) Kgoši Mampuru II Ref No: GP 2025/05/45 (X2 Posts) Leeuwkop Ref No: GP 2025/05/46 (X2 Posts) Modderbee Ref No: GP 2025/05/47 Krugersdorp Ref No: GP 2025/05/48 (X2 Posts) KwaZulu Natal Region: Durban (Female) Ref No: KZN 2025/05/26 Durban (Medium A) Ref No: KZN 2025/05/27 Durban (Medium B) Ref No: KZN 2025/05/28 (X5 Posts) Ebongweni (Maximum) Ref No: KZN 2025/05/29 Ncome (Medium B) Ref No: KZN 2025/05/30 Ncome (Medium A) Ref No: KZN 2025/05/31 Qalakabusha Ref No: KZN 2025/05/32 Limpopo, Mpumalanga and North West Region: Barberton (Maximum) Ref No: LMN 2025/05/34 Barberton (Nelspruit) Ref No: LMN 2025/05/35 Barberton (Youth) Ref No: LMN 2025/05/36 Bethal Ref No: LMN 2025/05/37 (X2 Posts) Bethal (Ermelo) (Ref: LMN 2025/05/38) Klerksdorp (Christiana) Ref No: LMN 2025/05/39 Klerksdorp (Potchefstroom) Ref No: LMN 2025/05/40

	Witbank Ref No: LMN 2025/05/41
	Witbank (Belfast) Ref No: LMN 2025/05/42
	Rooigrond (Medium A) Ref No: LMN 2025/05/43
	Western Cape Region: Brandvlei (Maximum) Ref No: WC 2025/05/60
	Breede River (Males) Ref No: WC 2025/05/61
	Breede River (Warmbokveld) Ref No: WC 2025/05/62
	Drakenstein (Medium A) Ref No: WC 2025/05/63
	Drakenstein (Medium B) Ref No: WC 2025/05/64
	Goodwood Ref No: WC 2025/05/65 (X2 Posts)
	Overberg (Medium B) Ref No: WC 2025/05/66
	Overberg (Maximum) Ref No: WC 2025/05/67 (X2 Posts)
	Pollsmoor (Medium A) Ref No: WC 2025/05/68 (X4 Posts)
	Pollsmoor (Medium C) Ref No: WC 2025/05/69
	Pollsmoor (Female) Ref No: WC 2025/05/70
	Voorberg (Medium A) Ref No: WC 2025/05/71 (X2 Posts)
	Voorberg (Medium B) Ref No: WC 2025/05/72 (X2 Posts)
	Voorberg (Van Rhynsdorp B) Ref No: WC 2025/05/73 (X2 Posts)
	West Coast (Medium A) Ref No: WC 2025/05/74
<u>REQUIREMENTS</u>	: Relevant degree or national diploma in Behavioural Sciences and successful completion of Corrections Science learnership. Seven (7) years relevant experience gained in a supervisory post. Valid driver's license. Computer literate. competencies and attributes: Firearm skills and the use of relevant security technology. Communication, project and programme management. Transformation, change and 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 and knowledge of the Correctional Services Act, Act 111 of 1998, as amended. Assertiveness, ability to network and diplomacy.
<u>DUTIES</u>	: Manage the 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. Management of performance information.
<u>ENQUIRIES</u>	: Eastern Cape region: Ms Myataza Z Tel No: (043) 706 7866/ Ms Mgugudo N (043) 706 7882/ Mr Ndonyela N (043) 706 7883. Free State and Northern Cape Region: Ms Mkuni NJ Tel No: (051) 404 0268/ Ms Molutsoane N/ Ms. Moreki-Rathaba MP/ Ms. Ramncwana B (051) 404 0283. Gauteng Region: Mr Masango SS Tel No: (012) 420 0173/ Ms Feni SAP (012) 420 0173/ (012) 420 0179. KwaZulu Natal Region: Ms Mchunu GJ (033) 355 7386/ Ms Mkhize AL (033) 355 7370/ Mr Khumalo SB (033) 033 355 7368. Limpopo, Mpumalanga and North West Region: Mr Ziqubu Z Tel No: (012) 306 2025/ Ms Nomvela PM (012) 306 2033/ Ms Lekhuleni TD (012) 306 2034. Western Cape Region: Ms NA Mdladlamba Tel No: (021) 550 6014 / Ms A Reddy (021) 559 7929 / Mr S Sikisazane (021) 558 0108 / Ms NC Sotyibi (021) 558 0518.
<u>NOTE</u>	: Appointment under the Correctional Services Act.
<u>POST 16/66</u>	: <u>SECURITY MANAGER: AWAITING TRIALS (CB 4)</u>
<u>SALARY</u>	: R491 799 per annum
<u>CENTRE</u>	: Western Cape Region: Allandale (Paarl) Ref No: WC 2025/05/75 Pollsmoor (Cape Town) Ref No: WC 2025/05/76
<u>REQUIREMENTS</u>	: Relevant degree or national diploma in Behavioural Sciences and successful completion of Corrections Science learnership. Seven (7) years relevant experience gained in a supervisory post. Valid driver's license. Computer literate. Competencies And Attributes Firearm skills and the use of relevant security technology. Communication, project and programme management. Transformation, change and 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 and knowledge of the Correctional Services Act, Act 111 of 1998, as amended. Assertiveness, ability to network and diplomacy.

<u>DUTIES</u>	:	Monitor parolee/ probationer movements. Maintenance of parolee/ probationer records. Searching of parolees/probationers when required according to approved processes and procedures. Tracing of absconders as required. Monitor compliance to community service requirements. Counselling of cases when needed. Perform address confirmations. Management of information systems. Refer/handle violations as and when required. Network with community/family to assist with information/supervision etc. Ensure that prescribed programmes are attended. Management of performance information.
<u>ENQUIRIES</u>	:	Western Cape Region: Ms NA Mdladlamba Tel No: (021) 550 6014 / Ms A Reddy (021) 559 7929 / Mr S Sikisazane (021) 558 0108 / Ms NC Sotyibi (021) 558 0518.
<u>NOTE</u>	:	Appointment under the Correctional Services Act.
<u>POST 16/67</u>	:	<u>UNIT MANAGER: PAROLEES AND PROBATIONERS (COMCOR) (CB 4)</u>
<u>SALARY CENTRE</u>	:	R491 799 per annum
	:	Eastern Cape Region: Middleburg Ref No: EC 2025/05/27
	:	Free State and Northern Cape Region: Uptington Ref No: FSNC 2025/05/53
	:	Kimberley Ref No: FSNC 2025/05/54
	:	Gauteng Region: Johannesburg Ref No: GP 2025/05/49 (X2 Posts)
	:	Kgoši Mampuru II Ref No: GP 2025/05/50
	:	Kgoši Mampuru II Odi Ref No: GP 2025/05/51
	:	Modderbee Ref No: GP 2025/05/52 (X3 Posts)
	:	KwaZulu Natal Region: Estcourt Ref No: KZN 2025/05/33
	:	Newcatsle Ref No: KZN 2025/05/34
	:	Limpopo, Mpumalanga and North West Region: Polokwane (Bela-Bela) Ref No: LMN 2025/05/44
	:	Witbank (Ref: LMN 2025/05/45
	:	Western Cape Region: Allandale (Paarl) Ref No: WC 2025/05/77
	:	Goodwood (Bellville) Ref No: WC 2025/05/78
	:	Pollsmoor (Mitchells Plain) Ref No: WC 2025/05/79
	:	Pollsmoor (Cape Town) Ref No: WC 2025/05/80
<u>REQUIREMENTS</u>	:	Relevant degree or national diploma in Behavioural Sciences and successful completion of Corrections Science learnership. Seven (7) years relevant experience gained in a supervisory post. Valid driver's license. Computer literate. Competencies And Attributes: Firearm skills and the use of relevant security technology. Communication, project and programme management. Transformation, change and 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 and knowledge of the Correctional Services Act, Act 111 of 1998, as amended. Assertiveness, ability to network and diplomacy.
<u>DUTIES</u>	:	Management of monitoring services. Determining the conditions of house arrest and supervision for persons serving sentences in the community. Participate in case review team for community corrections. Management of programmes. Identification of community service programme. Logistical administration. Responsible for the facilities and equipment of the section. Allocation of staff to specific duties. Disciplinary action against offending staff. Manage performance information. Management of resources.
<u>ENQUIRIES</u>	:	Eastern Cape region: Ms Myataza Z Tel No: (043) 706 7866/ Ms Mgugudo N (043) 706 7882/ Mr Ndonyela N (043) 706 7883. Free State and Northern Cape Region: Ms Mkuni NJ Tel No: (051) 404 0268/ Ms Molutsokane N/ Ms. Moreki-Rathaba MP/ Ms. Ramncwana B Tel No: (051) 404 0283. Gauteng Region: Mr Masango SS Tel No: (012) 420 0173/ Ms Feni SAP (012) 420 0173/ (012) 420 0179 KwaZulu Natal Region: Ms Mchunu GJ Tel No: (033) 355 7386/ Ms Mkhize AL (033) 355 7370/ Mr Khumalo SB (033) 033 355 7368 Limpopo, Mpumalanga and North West Region: Mr Ziqubu Z Tel No: (012) 306 2025/ Ms Nomvela PM (012) 306 2033/ Ms Lekhuleni TD (012) 306 2034. Western Cape Region: Ms NA Mdladlamba Tel No: (021) 550 6014 / Ms A Reddy (021) 559 7929 / Mr S Sikisazane (021) 558 0108 / Ms NC Sotyibi (021) 558 0518.
<u>NOTE</u>	:	Appointment under the Correctional Services Act.

<u>POST 16/68</u>	:	<u>UNIT MANAGER: DH: CORRECTIONS AND CARE (CB 4) REF NO: GP 2025/05/53</u>
<u>SALARY</u>	:	R491 799 per annum
<u>CENTRE</u>	:	Gauteng Region: Krugersdorp
<u>REQUIREMENTS</u>	:	Relevant degree or national diploma in Behavioural Sciences and Successful completion of Corrections Science Learnership/Basic Training. Seven (7) years relevant experience gained in a Supervisory post. Valid driver's license. Computer literacy. Competencies And Attributes: Firearm skills and the use of relevant security technology. Communication, project and programme management. Transformation, change and 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 and knowledge of the Correctional Services Act, Act 111 of 1998, as amended. Assertiveness, ability to network and diplomacy.
<u>DUTIES</u>	:	Enhance coordination of policies and quality assessment of services. Ensure service level standards for Social Work Services. Plan activities. Manage infrastructure for Social Work Services/Psychological Services and Spiritual Care programme interventions. Ensure the implementation and compliance with Departmental legislation, policies and procedures relating to special categories offenders. Ensure the implementation of checklist for all special category offenders to ensure adequate service delivery. Report on the offender enrolment and participation (including special categories of offenders) in Social Work, Psychological, Spiritual Care, HIV, AIDS, Formal Education, Skill Development and SRAC Programmes). Ensure effective risk mitigation of risk management within the Care division. Ensure the implementation of need-based programmes in partnership with external service providers. Management of performance information. Management of human resources, assets and finances.
<u>ENQUIRIES</u>	:	Gauteng Region: Mr Masango SS Tel No: (012) 420 0173/ Ms Feni SAP (012) 420 0173/ (012) 420 0179.
<u>NOTE</u>	:	Appointment under the Correctional Services Act.
<u>POST 16/69</u>	:	<u>UNIT MANAGER: DH: FINANCE (CB 4)</u>
<u>SALARY</u>	:	R491 799 per annum
<u>CENTRE</u>	:	Gauteng Region: Modderbee Ref No: GP 2025/05/54 (X2 Posts) Limpopo, Mpumalanga and North West Region: Klerksdorp (Potchefstroom) Ref No: LMN 2025/05/46 Rustenburg (Medium A) Ref No: LMN 2025/05/47
<u>REQUIREMENTS</u>	:	Recognized three-year degree/diploma in Accounting or Financial Management with 7 years relevant experience. Successful completion of Corrections Science Learnership. Computer literacy, Valid Driver's license. Competencies And Attributes: Financial management and facilitation skills. Plan, organize, lead and control. Project management, presentation skills, conflict management, report writing, time management, confidentiality, coaching and mentoring. Understanding of Public Service Policy and legislative framework. Knowledge of the Correctional Services Act, Act 111 of 1998. Service delivery and client orientation. Integrity and honesty, Assertiveness. Influence and impact. Decision making, problem solving, networking/liaison with stakeholders and negotiation. Excellent verbal and written communication skills. Strong leadership qualities, initiative and drive. Proven knowledge of the Public Finance Management Act, 1999 and Treasury Regulations relating to financial management and accounting. Experience in procurement administration and public finance administration at management level.
<u>DUTIES</u>	:	Inspection of financial administration at the correctional centre. Ensuring the correct management of special function accounts. Ensuring control over all financial documentation. Ensure the correct management of ledgers. Ensuring of expenditure within the bounds of allocated funds. Investigation of irregularities in financial management at the correctional centre. Ensure the correct distribution of funds and the inclusion of approved new services/expansions in the budget. Submission of recommendations on the financing of activities. Ensure that financial requirements by individual sections are correctly reflected on the appropriate budgetary responsibilities/objectives and on the budgetary reports, Ensure optimum utilization of resources with

		regard to management of budgets within the framework of relevant legal directives and regulations.
<u>ENQUIRIES</u>	:	Gauteng Region: Mr Masango SS Tel No: (012) 420 0173/ Ms Feni SAP (012) 420 0173/ (012) 420 0179.
		Limpopo, Mpumalanga and North West Region: Mr Ziqubu Z (012) 306 2025/ Ms Nomvela PM (012) 306 2033/ Ms Lekhuleni TD (012) 306 2034.
<u>NOTE</u>	:	Appointment under the Correctional Services Act.
<u>POST 16/70</u>	:	<u>DIVISIONAL HEAD: FINANCE (CB 4)</u>
<u>SALARY</u>	:	R491 799 per annum
<u>CENTRE</u>	:	Free State and Northern Cape Region: Tswelopele Ref No: FSNC 2025/05/55 Limpopo, Mpumalanga and North West Region: Klerksdorp (Potchefstroom) Ref No: LMN 2025/05/48
<u>REQUIREMENTS</u>	:	Recognized three-year degree/diploma in Accounting or Financial Management with (7) years relevant experience. Successful completion of Corrections Science Learnership. Computer literacy, Valid Driver's licence Competencies and Attributes: Financial management and facilitation skills. Plan, organize, lead and control. Project management, presentation skills, conflict management, report writing, time management, confidentiality, coaching and mentoring. Understanding of Public Service Policy and legislative framework. Knowledge of the Correctional Services Act, Act 111 of 1998. Service delivery and client orientation. Integrity and honesty, Assertiveness. Influence and impact. Decision making, problem solving, networking/liaison with stakeholders and negotiation. Excellent verbal and written communication skills. Strong leadership qualities, initiative and drive. Proven knowledge of the Public Finance Management Act, 1999 and Treasury Regulations relating to financial management and accounting. Experience in procurement administration and public finance administration at management level.
<u>DUTIES</u>	:	Inspection of financial administration at the correctional centre. Ensuring the correct management of special function accounts. Ensuring control over all financial documentation. Ensure the correct management of ledgers. Ensuring of expenditure within the bounds of allocated funds. Investigation of irregularities in financial management at the correctional centre. Ensure the correct distribution of funds and the inclusion of approved new services/expansions in the budget. Submission of recommendations on the financing of activities. Ensure that financial requirements by individual sections are correctly reflected on the appropriate budgetary responsibilities/objectives and on the budgetary reports, Ensure optimum utilization of resources with regard to management of budgets within the framework of relevant legal directives and regulations.
<u>ENQUIRIES</u>	:	Free State and Northern Cape Region: Ms Mkuni NJ (051) 404 0268/ Ms Molutsoane N/ Ms. Moreki-Rathaba MP/ Ms. Ramncwana B (051) 404 0283. Limpopo, Mpumalanga and North West Region: Mr Ziqubu Z (012) 306 2025/ Ms Nomvela PM (012) 306 2033/ Ms Lekhuleni TD (012) 306 2034.
<u>NOTE</u>	:	Appointment under the Correctional Services Act.
<u>POST 16/71</u>	:	<u>SECURITY MANAGER: ADMISSION AND RELEASE OF INMATES (CB 4)</u> <u>REF NO: GP 2025/05/55</u>
<u>SALARY</u>	:	R491 799 per annum
<u>CENTRE</u>	:	Gauteng Region: Kgoši Mampuru II
<u>REQUIREMENTS</u>	:	Relevant degree or national diploma in Behavioural Sciences and successful completion of Corrections Science learnership. Seven (7) years relevant experience gained in a supervisory post. Valid driver's licence. Computer literate. Competencies And Attributes: Firearm skills and the use of relevant security technology. Communication, project and programme management. Transformation, change and 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 and knowledge of the Correctional Services Act, Act 111 of 1998, as amended. Assertiveness, ability to network and diplomacy.
<u>DUTIES</u>	:	Admission, release and transfer of inmates. Control of inmate movements. Manage administration of inmates' cash. Maintenance of inmates' records. Manage administration of fine/bail payments. Manage administration of prison

		labour. Data integrity. Manage visits administration. Personnel management. Financial management. Logistical resource management. Management of performance information. Management of human resources, assets and finances.
<u>ENQUIRIES</u>	:	Gauteng Region: Mr Masango SS Tel No: (012) 420 0173/ Ms Feni SAP (012) 420 0173/ (012) 420 0179.
<u>NOTE</u>	:	Appointment under the Correctional Services Act.
<u>POST 16/72</u>	:	<u>DIVISIONAL HEAD: EXTERNAL SECURITY (CB 4)</u>
<u>SALARY</u>	:	R491 799 per annum
<u>CENTRE</u>	:	Eastern Cape Region: East London Ref No: EC 2025/05/28 Kirkwood Ref No: EC 2025/05/29
<u>REQUIREMENTS</u>	:	Relevant degree or national diploma in Behavioural Sciences and successful completion of Corrections Science learnership. Seven (7) years relevant experience gained in a supervisory post. Valid driver's license. Computer literate. Competencies And Attributes: Firearm skills and the use of relevant security technology. Communication, project and programme management. Transformation, change and 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 and knowledge of the Correctional Services Act, Act 111 of 1998, as amended. Assertiveness, ability to network and diplomacy.
<u>DUTIES</u>	:	Oversee access control to correctional centre's grounds. Manage internal and external security. Ensure that offenders are escorted to court, doctors and hospital safely. Ensure safe custody for offenders. Ensure the guarding of offenders in external hospitals and at work teams. Control access of offenders to and from the unit and to the cells. Ensure 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, e.g. such as Social Workers, CMC, Psychological Services and Educationists. Oversee security systems. Supervise visits to offenders. Control security equipment. Search offenders entering and leaving the section. Management of human resources, finance and assets. Management of performance information.
<u>ENQUIRIES</u>	:	Eastern Cape region: Ms Myataza Z (043) 706 7866/ Ms Mgugudo N (043) 706 7882/ Mr Ndonyela N (043) 706 7883.
<u>NOTE</u>	:	Appointment under the Correctional Services Act.
<u>POST 16/73</u>	:	<u>DIVISIONAL HEAD: SECURITY (CB 4)</u>
<u>SALARY</u>	:	R491 799 per annum
<u>CENTRE</u>	:	Free State and Northern Cape Region: Goedemoed (Medium A) Ref No: FSNC 2025/05/56 Grootvlei (Maximum) Ref No: FSNC 2025/05/57 Tswelopele Ref No: FSNC 2025/05/58 Virginia Ref No: FSNC 2025/05/59 KwaZulu Natal Region: Durban (Female) Ref No: KZN 2025/05/35 Kokstad (Medium) Ref No: KZN 2025/05/36 Limpopo, Mpumalanga and North West Region: Barberton (Nelspruit) Ref No: LMN 2025/05/49 Klerksdorp Ref No: LMN 2025/05/50 Polokwane (Modimolle) Ref No: LMN 2025/05/51 Rooigrond (Medium A) Ref No: LMN 2025/05/52
<u>REQUIREMENTS</u>	:	Relevant degree or national diploma in Behavioural Sciences and successful completion of Corrections Science learnership. Seven (7) years relevant experience gained in a supervisory post. Valid driver's license. Computer literate. Competencies And Attributes: Analytical, report writing and presentation skills. Problem solving and decision-making. Team leadership. Policy interpretation. Communication skills. Facilitation skills. Conflict resolution. Basic fireman skills. Negotiation skills. Crowd control. Riot control. Mentoring and coaching. Influence and impact. Observation. Vigilant, cautious. Confidentiality. Integrity and honest. Accuracy. Ability to work under pressure.
<u>DUTIES</u>	:	Manage security matters. Responsible for maintenance of existing security matters and the upgrading thereof. Implement departmental policies. Advice management regarding security matters. Management of escorts to hospitals,

		courts and other destinations. Keep personnel up to date regarding security matters. Management of human resources, finances and assets. Manage of performance information.
<u>ENQUIRIES</u>	:	Free State and Northern Cape Region: Ms Mkuni NJ Tel No: (051) 404 0268/ Ms Molutsoane N/ Ms. Moreki-Rathaba MP/ Ms. Ramncwana B (051) 404 0283 KwaZulu Natal Region: Ms Mchunu GJ Tel No: (033) 355 7386/ Ms Mkhize AL (033) 355 7370/ Mr Khumalo SB (033) 033 355 7368 Limpopo, Mpumalanga and North West Region: Mr Ziqubu Z Tel No: (012) 306 2025/ Ms Nomvela PM (012) 306 2033/ Ms Lekhuleni TD (012) 306 2034.
<u>NOTE</u>	:	Appointment under the Correctional Services Act
<u>POST 16/74</u>	:	<u>DIVISIONAL HEAD: CASE MANAGEMENT ADMINISTRATION (CB 4)</u>
<u>SALARY CENTRE</u>	:	R491 799 per annum
	:	Free State and Northern Cape Region: Goedemoed (Medium A) Ref No: FSNC 2025/05/60 Goedemoed (Medium B) Ref No: FSNC 2025/05/61 Kroonstad (Medium A) Ref No: FSNC 2025/05/62 Kimberley Ref No: FSNC 2025/05/63 Upington Ref No: FSNC 2025/05/64 Limpopo, Mpumalanga and North West Region: Barberton (Youth Town) Ref No: LMN 2025/05/53 Klerksdorp (Christiana) Ref No: LMN 2025/05/54
<u>REQUIREMENTS</u>	:	Relevant degree or national diploma in Behavioural Sciences and successful completion of Corrections Science Learnership. Seven (7) years relevant experience gained in a supervisory post. Valid driver's license. Computer literate. Competencies And Attributes: Firearm skills and the use of relevant security technology. Communication, project and programme management. Transformation, change and 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 and knowledge of the Correctional Services Act, Act 111 of 1998, as amended. Assertiveness, ability to network and diplomacy.
<u>DUTIES</u>	:	Management of admission and release system. Supervision of offender movements, offender cash administration and offender bail/fine payments. Ensure continuity and consistency in case management administration. Management of human resources, finance and assets. Management of performance information.
<u>ENQUIRIES</u>	:	Free State and Northern Cape Region: Ms Mkuni NJ (051) 404 0268/ Ms Molutsoane N/ Ms. Moreki-Rathaba MP/ Ms. Ramncwana B (051) 404 0283. Limpopo, Mpumalanga and North West Region: Mr Ziqubu Z (012) 306 2025/ Ms Nomvela PM (012) 306 2033/ Ms Lekhuleni TD (012) 306 2034.
<u>NOTE</u>	:	Appointment under the Correctional Services Act
<u>POST 16/75</u>	:	<u>DIVISIONAL HEAD: HUMAN RESOURCE MANAGEMENT (CB 4)</u>
<u>SALARY CENTRE</u>	:	R491 799 per annum
	:	Free State and Northern Cape Region: Goedemoed (Medium B) Ref No: FSNC 2025/05/65) Groenpunt (Maximum) Ref No: FSNC 2025/05/66 Grootvlei (Maximum) Ref No: FSNC 2025/05/67 Limpopo, Mpumalanga and North West Region: Bethal (Standerton) Ref No: LMN 2025/05/55 Klerksdorp (Potchefstroom) Ref No: LMN 2025/05/56 Thohoyandou (Medium A) Ref No: LMN 2025/05/57
<u>REQUIREMENTS</u>	:	Relevant national diploma/ degree in Human Resource Management or equivalent qualification and 7 years relevant experience gained on a supervisory level. Successful completion of Corrections Science Learnership. Computer literate. Valid driver's license. Competencies And Attributes: Firearm skills and the use of relevant security technology. Communication, project and programme management. Transformation, change and 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 and knowledge of the Correctional

		Services Act, Act 111 of 1998, as amended. Assertiveness, ability to network and diplomacy.
<u>DUTIES</u>	:	Provide human resources functions at the correctional centre. Manage the registration activities. Ensure proper dissemination of information for the correctional centre. Management of duty registers and leave arrangements. Ensure that disciplinary measures are instituted where necessary. Act as initiator in disciplinary hearings. Management of human resources, finances and assets. Management of performance information
<u>ENQUIRIES</u>	:	Free State and Northern Cape Region: Ms Mkuni NJ Tel No: (051) 404 0268/ Ms Molutsoane N/ Ms. Moreki-Rathaba MP/ Ms. Ramncwana B Tel No: (051) 404 0283 Limpopo, Mpumalanga and North West Region: Mr Ziqubu Z Tel No: (012) 306 2025/ Ms Nomvela PM (012) 306 2033/ Ms Lekhuleni TD (012) 306 2034.
<u>NOTE</u>	:	Appointment under the Correctional Services Act
<u>POST 16/76</u>	:	<u>SECURITY MANAGER: CASE MANAGEMENT ADMINISTRATION (CB 4)</u>
<u>SALARY CENTRE</u>	:	R491 799 per annum
	:	Eastern Cape Region: East London (Medium B) Ref No: EC 2025/05/30), Kirkwood Ref No: EC 2025/05/31
	:	KwaZulu Natal Region: Durban (Medium B) Ref No: KZN 2025/05/37
	:	Durban (Medium C) Ref No: KZN 2025/05/38 (X2 Posts), Ncome (Medium A) Ref No: KZN 2025/05/39
	:	Waterval (Medium A) Ref No: KZN 2025/05/40
	:	Western Cape Region: Allandale (Ref: WC 2025/05/81
	:	Brandvlei (Medium) Ref No: WC 2025/05/82
	:	Pollsmoor (Female) Ref No: WC 2025/05/83
	:	Pollsmoor (Medium A) Ref No: WC 2025/05/84
	:	Pollsmoor (RDF) Ref No: WC 2025/05/85
	:	Southern Cape (George) Ref No: WC 2025/05/86
	:	Southern Cape (Knysna) Ref No: WC 2025/05/87
<u>REQUIREMENTS</u>	:	Relevant degree or national diploma in Behavioural Sciences and successful completion of Corrections Science Learnership. Seven (7) years relevant experience gained in a supervisory post. Valid driver's license. Computer literate. Competencies And Attributes: Firearm skills and the use of relevant security technology. Communication, project and programme management. Transformation, change and 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 and knowledge of the Correctional Services Act, Act 111 of 1998, as amended. Assertiveness, ability to network and diplomacy.
<u>DUTIES</u>	:	Management of admission and release system. Supervision of offender movements, offender cash administration and offender bail/fine payments. Ensure continuity and consistency in case management administration. Management of human resources, finance and assets. Management of performance information.
<u>ENQUIRIES</u>	:	Eastern Cape region: Ms Myataza Z Tel No: (043) 706 7866/ Ms Mgugudo N (043) 706 7882/ Mr Ndonyela N (043) 706 7883. KwaZulu Natal Region: Ms Mchunu GJ Tel No: (033) 355 7386/ Ms Mkhize AL (033) 355 7370/ Mr Khumalo SB (033) 033 355 7368. Western Cape Region: Ms NA Mdladlamba Tel No: (021) 550 6014 / Ms A Reddy (021) 559 7929 / Mr S Sikisazane (021) 558 0108 / Ms NC Sotyibi (021) 558 0518.
<u>NOTE</u>	:	Appointment under the Correctional Services Act
<u>POST 16/77</u>	:	<u>SECURITY MANAGER: DH: CASE MANAGEMENT ADMINISTRATION (CB 4)</u>
<u>SALARY CENTRE</u>	:	R491 799 per annum
	:	Gauteng Region: Kgoši Mampuru II Ref No: GP 2025/05/56 (X3 Posts)
	:	Modderbee Ref No: GP 2025/05/57
<u>REQUIREMENTS</u>	:	Relevant degree or national diploma in Behavioural Sciences and successful completion of Corrections Science Learnership. Seven (7) years relevant experience gained in a supervisory post. Valid driver's license. Computer literate. Competencies And Attributes: Firearm skills and the use of relevant security technology. Communication, project and programme management.

		Transformation, change and 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 and knowledge of the Correctional Services Act, Act 111 of 1998, as amended. Assertiveness, ability to network and diplomacy.
<u>DUTIES</u>	:	Management of admission and release system. Supervision of offender movements, offender cash administration and offender bail/fine payments. Ensure continuity and consistency in case management administration. Management of human resources, finance and assets. Management of performance information.
<u>ENQUIRIES</u>	:	Gauteng Region: Mr Masango SS Tel No: (012) 420 0173/ Ms Feni SAP (012) 420 0173/ (012) 420 0179.
<u>NOTE</u>	:	Appointment under the Correctional Services Act
<u>POST 16/78</u>	:	<u>SECURITY MANAGER: CASE MANAGEMENT COMMITTEE (CB 4)</u>
<u>SALARY CENTRE</u>	:	R491 799 per annum
	:	Eastern Cape Region: Middleburg Ref No: EC 2025/05/32
	:	Grahamstown Ref No: EC 2025/05/33
	:	Gauteng Region: Johannesburg Ref No: GP 2025/05/58
	:	Kgoši Mampuru II Ref No: GP 2025/05/59 (X2 Posts)
	:	Krugersdorp Ref No: GP 2025/05/60 (X2 Posts)
<u>REQUIREMENTS</u>	:	Relevant degree or national diploma in Behavioural Sciences and successful completion of Corrections Science Learnership. Seven (7) years relevant experience gained in a Supervisory post. Top secret security classification as an added advantage. Valid driver's license. Computer literate. Competencies And Attributes: Firearm skills and the use of relevant security technology. Communication, project and programme management. Transformation, change and 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 and knowledge of the Correctional Services Act, Act 111 of 1998, as amended. Assertiveness, ability to network and diplomacy.
<u>DUITES</u>	:	Ensure the facilitation of the implementation of the offender's individual sentence plan to support individual offenders in their personal development. Ensure that the monitoring and evaluation reports on offender behaviour are provided. Provide safe custody services in the unit. Ensure that complaints and requests are registered and referred to relevant structures (such as Case Management Committee, Case Management Administration). Management of resources. Management of performance information.
<u>ENQUIRIES</u>	:	Eastern Cape region: Ms Myataza Z Tel No: (043) 706 7866/ Ms Mgugudo N (043) 706 7882/ Mr Ndonyela N (043) 706 7883. Gauteng Region: Mr Masango SS (012) 420 0173/ Ms Feni SAP (012) 420 0173/ (012) 420 0179.
<u>NOTE</u>	:	Appointment under the Correctional Services Act
<u>POST 16/79</u>	:	<u>SUPERVISOR: CASE MANAGEMENT COMMITTEE (CB 4)</u>
<u>SALARY CENTRE</u>	:	R491 799 per annum
	:	Limpopo, Mpumalanga and North West Region: Barberton (Nelspruit) Ref No: LMN 2025/05/58
	:	Bethal (Volksrust) Ref No: LMN 2025/05/59
	:	Rooigrond (Lichtenberg) Ref No: LMN 2025/05/60
	:	Rustenburg (Brits) Ref No: LMN 2025/05/61
	:	Rustenburg (Medium A) Ref No: LMN 2025/05/62
	:	Rustenburg (Juvenile) Ref No: LMN 2025/05/63
	:	Thohoyandou (Medium A) Ref No: LMN 2025/05/64
	:	Witbank (Belfast) Ref No: LMN 2025/05/65) (X2 Posts)
<u>REQUIREMENTS</u>	:	Relevant degree/national diploma in Behavioral Sciences or equivalent qualification. 7 years relevant experience in a supervisory post. Successful completion of Corrections Science Learnership. Valid driver's license. Computer literacy. Competencies And Attributes: Firearm skills and the use of relevant security technology. Communication, project and programme management. Transformation, change and 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 and knowledge of the Correctional Services Act, Act 111 of 1998, as amended. Assertiveness, ability to network and diplomacy.
<u>DUTIES</u>	:	Planning of the activities of the Case Management Committee. Holding of meetings of the CMC. Management of sentence plans. Control of offender records. Management of human resources, finances and assets. Management of performance information. Tel No:
<u>ENQUIRIES</u>	:	Limpopo, Mpumalanga and North West Region: Mr Ziqubu Z (012) 306 2025/ Ms Nomvela PM (012) 306 2033/ Ms Lekhuleni TD (012) 306 2034.
<u>NOTE</u>	:	Appointment under the Correctional Services Act
<u>POST 16/80</u>	:	<u>REINTEGRATION MANAGER: DH: SECURITY (CB 4) REF NO: GP 2025/05/61</u>
<u>SALARY</u>	:	R491 799 per annum
<u>CENTRE</u>	:	Gauteng Region: Leeuwkop
<u>REQUIREMENTS</u>	:	Relevant degree or national diploma in Behavioural Sciences and successful completion of Corrections Science Learnership. Seven (7) years relevant experience gained in a supervisory post. Valid driver's licence. Computer literate. Competencies And Attributes: Firearm skills and the use of relevant security technology. Communication, project and programme management. Transformation, change and 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 and knowledge of the Correctional Services Act, Act 111 of 1998, as amended. Assertiveness, ability to network and diplomacy.
<u>DUTIES</u>	:	Access control to correctional centre 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. Ensure adequate security equipment are issued to staff. Patrol at the section (general accommodation areas, single cells, kitchens, hospitals and work sections). Escort offenders inside the centre, e.g. such as Social Workers, CMC, Psychological Services and Educationists. Management of security systems. Supervise visits to offenders. Control security equipment. Search offenders entering and leaving the section. Management of human resources, assets and finances. Manage performance information.
<u>ENQUIRIES</u>	:	Gauteng Region: Mr Masango SS Tel No: (012) 420 0173/ Ms Feni SAP (012) 420 0173/ (012) 420 0179.
<u>NOTE</u>	:	Appointment under the Correctional Services Act
<u>POST 16/81</u>	:	<u>HEAD OF COMMUNITY LIAISON (CB 4)</u>
<u>SALARY</u>	:	R491 799 per annum
<u>CENTRE</u>	:	Eastern Cape Region: Mthatha Ref No: EC 2025/05/34 Gauteng Region: Krugersdorp Ref No: GP 2025/05/62 KwaZulu Natal Region: Pietermaritzburg (Ref: KZN 2025/05/41)
<u>REQUIREMENTS</u>	:	Relevant degree or national diploma in Behavioural Sciences and successful completion of Corrections Science Learnership. Seven (7) years relevant experience gained in a supervisory post. Top secret security classification will be an added advantage. Valid driver's license. Computer literate. Competencies And Attributes: Firearm skills and the use of relevant security technology. Communication, project and programme management. Transformation, change and 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 and knowledge of the Correctional Services Act, Act 111 of 1998, as amended. Assertiveness, ability to network and diplomacy.
<u>DUITES</u>	:	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. Manage human resources, finances and assets. Manage performance information
<u>ENQUIRIES</u>	:	Eastern Cape region: Ms Myataza Z Tel No: (043) 706 7866/ Ms Mgugudo N (043) 706 7882/ Mr Ndonyela N (043) 706 7883.

		<p>Gauteng Region: Mr Masango SS (012) 420 0173/ Ms Feni SAP (012) 420 0173/ (012) 420 0179.</p> <p>KwaZulu Natal Region: Ms Mchunu GJ Tel No: (033) 355 7386/ Ms Mkhize AL (033) 355 7370/ Mr Khumalo SB (033) 033 355 7368.</p>
<u>NOTE</u>	:	Appointment under the Correctional Services Act
<u>POST 16/82</u>	:	<u>SECURITY MANAGER: NUTRITIONAL SERVICES (CB 4)</u>
<u>SALARY CENTRE</u>	:	R491 799 per annum
	:	Eastern Cape Region: Mthatha Ref No: EC 2025/05/35
	:	Gauteng Region: Modderbee Ref No: GP 2025/05/63
	:	KwaZulu Natal Region: Ekuseni Ref No: KZN 2025/05/42
	:	Limpopo, Mpumalanga and North West Region: Bethal (Standerton Medium A) Ref No: LMN 2025/05/66
	:	Western Cape Region: Allandale Ref No: WC 2025/05/88
	:	Pollsmoor (RDF) Ref No: WC 2025/05/89
	:	Pollsmoor (Medium B) (Ref: WC 2025/05/90
	:	Voorberg (Medium B) Ref No: WC 2025/05/91
<u>REQUIREMENTS</u>	:	Relevant degree or national diploma in Food Service Management/Food and Beverage Management/ Behavioural Science qualification and successful completion of Corrections Science Learnership. Seven (7) year's relevant experience in supervisory post. Top secret security classification will be 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, change and 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 and knowledge of the Correctional Services Act, Act 111 of 1998, as amended. Assertiveness, ability to network and diplomacy.
<u>DUITES</u>	:	Ensure preparation of meals. Supervise serving of meals. Cleaning of utensils and kitchen serveries. Training of offenders as caterers. Screening of offenders. Control of security equipment (keys, batons, teargas, radios). Supervise the unlocking of offenders. Control of catering equipment (knives, crockery etc.). Ensure medical parades. Supervision of recreation activities. Dealing with problematic offenders. Searching of kitchen. Treatment of offenders. Manage human resources, finances and assets. Management of performance information.
<u>ENQUIRIES</u>	:	<p>Eastern Cape region: Ms Myataza Z Tel No: (043) 706 7866/ Ms Mgugudo N (043) 706 7882/ Mr Ndonyela N (043) 706 7883.</p> <p>Gauteng Region: Mr Masango SS Tel No: (012) 420 0173/ Ms Feni SAP (012) 420 0173/ (012) 420 0179.</p> <p>KwaZulu Natal Region: Ms Mchunu GJ Tel No: (033) 355 7386/ Ms Mkhize AL (033) 355 7370/ Mr Khumalo SB (033) 033 355 7368.</p> <p>Limpopo, Mpumalanga and North West Region: Mr Ziqubu Z Tel No: (012) 306 2025/ Ms Nomvela PM (012) 306 2033/ Ms Lekhuleni TD (012) 306 2034.</p> <p>Western Cape Region: Ms NA Mdladlamba Tel No: (021) 550 6014 / Ms A Reddy (021) 559 7929 / Mr S Sikisazane (021) 558 0108 / Ms NC Sotyibi (021) 558 0518.</p>
<u>NOTE</u>	:	Appointment under the Correctional Services Act
<u>POST 16/83</u>	:	<u>SECURITY MANAGER: BASIC TRAINING (CB 4)</u>
<u>SALARY CENTRE</u>	:	R491 799 per annum
	:	National Head Office: Directorate: Core Curriculum: Kroonstad Training College Ref No: HO 2025/05/39 (X2 Posts)
	:	Zonderwater Training College Ref No: HO 2025/05/40 (X3 Posts)
<u>REQUIREMENTS</u>	:	Relevant degree or national diploma in Behavioural Sciences and successful completion of Corrections Science Learnership. Seven (7) years relevant experience gained in a supervisory post. OD-ETDP certificate will be an added advantage. Registration as an assessor and moderator will be an added advantage. Valid driver's licence. Computer Literate. Competencies And Attributes: In-depth knowledge of DCS training policies, legislations/regulations and procedures pertaining to skills development, equity issues, labour relations. Knowledge of SAQA policies, NQF and SASSETA guidelines. Good communication, coordination and organizing skills. Good interpersonal

		relations. Integrity and honesty. Client orientation and customer focus. Problem solving and analysis. Service delivery innovation. Decision making. People management and empowerment. Confidentiality.
<u>DUTIES</u>	:	Implement learnership policy. Compile and implement learnership syllabus. Research new international and national trends in corrections, evaluation of training and feedback. Program design and lesson planning. Maintain high standard programmes. Advice management on necessary changes. Management of human, finance, physical and information resources. Facilitate the roll-out of orientation and induction. Facilitate and coordinate assessment, monitoring, moderation and verification processes. Train and develop learners. Manage human resources, finance and assets. Management of performance information.
<u>ENQUIRIES</u>	:	National Head Office: Mr Y Naidoo Tel No: (012) 307 2079 / Ms TP Ngobeni (012) 305 8589.
<u>NOTE</u>	:	Appointment under the Correctional Services Act
<u>POST 16/84</u>	:	<u>SECURITY MANAGER: PHYSICAL TRAINING (CB 4) REF NO: HO 2025/05/41 (X4 POSTS)</u>
<u>SALARY</u>	:	R491 799 per annum
<u>CENTRE</u>	:	National Head Office: Directorate: Core Curriculum: Zonderwater Training College
<u>REQUIREMENTS</u>	:	Relevant degree or national diploma in Behavioural Sciences and successful completion of Corrections Science Learnership. Seven (7) years relevant experience gained in a supervisory post. OD-ETDP certificate will be an added advantage. Registration as an assessor and moderator will be an added advantage. Valid driver's licence. Computer Literate. Competencies And Attributes: In-depth knowledge of DCS training policies, legislations/regulations and procedures pertaining to skills development, equity issues, labour relations. Knowledge of SAQA policies, NQF and SASSETA guidelines. Good communication, coordination and organizing skills. Good interpersonal relations. Integrity and honesty. Client orientation and customer focus. Problem solving and analysis. Service delivery innovation. Decision making. People management and empowerment. Confidentiality.
<u>DUTIES</u>	:	Prepare for physical training during instructional learning. Supervision of training and development processes. Research new international and national movements. Evaluate training and give feedback. Training related administration. Manage training of learners. Manage human resources, finance and assets. Management of performance information.
<u>ENQUIRIES</u>	:	National Head Office: Mr Y Naidoo Tel No: (012) 307 2079 / Ms TP Ngobeni Tel No: (012) 305 8589.
<u>NOTE</u>	:	Appointment under the Correctional Services Act
<u>POST 16/85</u>	:	<u>ASSISTANT DIRECTOR: EXECUTIVE MANAGEMENT REF NO: HO 2025/05/27</u>
<u>SALARY</u>	:	R468 459 per annum
<u>CENTRE</u>	:	National Head Office: Office of the DC Executive Management
<u>REQUIREMENTS</u>	:	Recognized degree or national diploma in Public Management or equivalent qualification. 3-5 years' supervisory experience in a similar environment. Computer literate. Valid driver's license. Competencies And Attributes: Financial management. Problem solving and decision-making skills. Facilitation skills. Plan, organize, lead and control. Team leadership. Project management. Presentation, conflict management and report writing skills. Training and development. Time management. Confidentiality. Coaching and mentoring. Understanding of Public Service policy and legislative framework. Ser-vic delivery and client orientation. Integrity and honesty. Assertiveness. Ability to network. Influence and impact. Applied strategic thinking. Willingness to travel.
<u>DUTIES</u>	:	Ensure a smooth document flow system in the office. Ensure compliance of return dates. Ensure quality control over the documentation received. Facilitate convening of meetings, minute taking and implementation of decisions taken at meetings. Ensure the drafting of routine letters and memoranda, receipt of correspondence and documentation and proactively acknowledging receipt of correspondence. Process content of incoming and outgoing documentation. Ensure appropriate filing of documents. Liaise with various stakeholders. Management of human resources, finance and assets.

<u>ENQUIRIES</u>	:	National Head Office: Mr Y Naidoo Tel No: (012) 307 2079 / Ms TP Ngobeni Tel No: (012) 305 8589
<u>NOTE</u>	:	Appointment under the Public Service Act.
<u>POST 16/86</u>	:	<u>ASSISTANT DIRECTOR: MANAGEMENT ADMINISTRATION REF NO: HO 2025/05/28 (X2 POSTS)</u>
<u>SALARY</u>	:	R468 459 per annum
<u>CENTRE</u>	:	National Head Office: Office of the National Commissioner
<u>REQUIREMENTS</u>	:	Recognised National diploma / Bachelor's degree in Public Administration / Management or equivalent qualification. 3-5 years middle management experience in a similar environment. Computer literate. Valid drivers' licence. Competencies And Attributes: Knowledge and experience in procurement procedures. Understanding of Public Service Regulations. Ability to follow processes accurately. Knowledge of Public Finance Management Act. Good organizational, financial management and co-ordination skills. Good interpersonal relations. Integrity and honesty. Service delivery and client orientation. Communication skills.
<u>DUTIES</u>	:	Track and follow up on decisions taken at management meetings and ensure that issues are dealt with timeously. Consolidate reports, presentations for meetings and distribute minutes of meetings thereof. Compilation of agenda and reports and other communication before the meeting. Compile/consolidate the decision register. Management of performance information. Management of human resources, finance and assets.
<u>ENQUIRIES</u>	:	National Head Office: Mr Y Naidoo Tel No: (012) 307 2079 / Ms TP Ngobeni Tel No: (012) 305 8589.
<u>APPLICATIONS</u>	:	National Head Office: Department of Correctional Services, Post Advertisement Section, Private Bag X136, Pretoria, 0001 or hand deliver at: 124 WF Nkomo Street, Poyntons Building, Cnr WF Nkomo and Sophie De Bruyn Street, Pretoria, 0001 (Previous: Cnr Church and Schubart Street) or you can email your application to NationalOfficeHRM@dcs.gov.za .
<u>NOTE</u>	:	Appointment under the Public Service Act.
<u>POST 16/87</u>	:	<u>SENIOR ADMINISTRATION OFFICER: MANAGEMENT ADMINISTRATION REF NO: HO 2025/05/29</u>
<u>SALARY</u>	:	R397 116 per annum
<u>CENTRE</u>	:	National Head Office: Office of the National Commissioner
<u>REQUIREMENTS</u>	:	A national diploma or degree as recognized by SAQA in Office Administration, Business Administration or relevant qualification. Two (2) to three (3) years relevant experience in office administration. Computer literate. Valid drivers' licence. Competencies And Attributes: Communication and co-ordination skills. Knowledge and experience in procurement procedures. Knowledge of PFMA. Understanding of Public Service Regulations. Good organizational and financial management skills. Good interpersonal relations. Integrity and honesty. Service delivery and client orientation. Ability to follow processes accurately.
<u>DUTIES</u>	:	The execution of general administrative functions in relation to meetings chaired by the Commissioner. Maintenance of a proper filing system. Managing of the office asset register or providing inventory support. The handling of all correspondences such as mail, telephone and faxes. Assist with procurement, invoice processing, and budget management. Facilitate payments of ser-vice providers. Provide administration support in relation to document preparation, notice of meetings and agenda preparation.
<u>ENQUIRIES</u>	:	National Head Office: Mr Y Naidoo Tel No: (012) 307 2079 / Ms TP Ngobeni Tel No: (012) 305 8589.
<u>APPLICATIONS</u>	:	National Head Office: Department of Correctional Services, Post Advertisement Section, Private Bag X136, Pretoria, 0001 or hand deliver at: 124 WF Nkomo Street, Poyntons Building, Cnr WF Nkomo and Sophie De Bruyn Street, Pretoria, 0001 (Previous: Cnr Church and Schubart Street) or you can email your application to NationalOfficeHRM@dcs.gov.za .
<u>NOTE</u>	:	Appointment under the Public Service Act.
<u>POST 16/88</u>	:	<u>SPECIALISED SECURITY OFFICER: MOVEMENT: PHYSICAL TRAINING (CB 2-1)</u>
<u>SALARY</u>	:	R313 521 per annum

<u>CENTRE</u>	:	National Head Office: Directorate: Core Curriculum: Kroonstad Training College Ref No: HO 2025/00/00 Zonderwater Training College Ref No: HO 2025/05/42
<u>REQUIREMENTS</u>	:	Grade 12 or relevant NQF 6 qualification in Behavioural Sciences and successful completion of the Correctional Science Learnership. 10 years relevant experience gained at the entry level production post (CB 1) or for a person appointed with a relevant NQF 6 qualification, no previous experience is required for appointment to this post. Completed OD-ETP certificate will be an added advantage. Knowledge and skills in presenting of firearm training will be an added advantage. Completed assessor training. Valid driver's license. Computer literate. Competencies And Attributes: Communication and facilitation skills. 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. Assertiveness. Ability to network and diplomacy.
<u>DUTIES</u>	:	Prepare for the intake of learnership and skills programmes. Provide tonfa/self-defence training to learners. Provide health and fitness training, sports, recreation, arts and cultural activities to learners. Supervise learners at the college. Liaise with internal and external stakeholders. Management of physical and information resources. Prepare for Instructional Learning. Supervising of offenders when cleaning facilities. Present self-defence movement as well as physical training to course attendees. Research new trends to ensure that current practices are implemented. Evaluation of training, interpreting thereof and providing of feedback. Performing of training related administration. Manage finance and assets. Oversee gymnasium equipment. Control over maintenance of sport facilities and equipment.
<u>ENQUIRIES</u>	:	National Head Office: Mr Y Naidoo Tel No: (012) 307 2079 / Ms TP Ngobeni Tel No: (012) 305 8589.
<u>NOTE</u>	:	Appointment under the Correctional Services Act
<u>POST 16/89</u>	:	<u>SPECIALISED SECURITY OFFICER GRADE 1: FACILITATOR (CB 2-1)</u>
<u>SALARY</u>	:	R313 521 per annum
<u>CENTRE</u>	:	National Head Office: Directorate: Core Curriculum: Kroonstad Training College Ref No: HO 2025/05/43 (X7 Posts) Zonderwater Training College Ref No: HO 2025/05/44 (X10 Posts)
<u>REQUIREMENTS</u>	:	Grade 12 or relevant NQF 6 qualification in Behavioural Sciences and successful completion of the Correctional Science Learnership. 10 years relevant experience gained at the entry level production post (CB 1) or for a person appointed with a relevant NQF 6 qualification, no previous experience is required for appointment to this post. Completed OD-ETP certificate will be an added advantage. Knowledge and skills in presenting of firearm training will be an added advantage. Completed assessor training. Valid driver's license. Computer literate. Competencies And Attributes: Communication and facilitation skills. 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. Assertiveness. Ability to network and diplomacy.
<u>DUTIES</u>	:	Manage learnership administration. Manage establishment and preparation of Portfolio of Evidence (POE). Plan, prepare and manage resources. Communicate and relate professionally with learners and work as a team. Management of resources. Presenting of instructional learning. Prepare for experiential learning. Implement training and development processes. Research new international and national trends in corrections. Evaluate training and give feedback. Knowledge of training-related administration and financial management. Training of learners. Responsible for the facilities and equipment in the section. Management of human resources, finances and assets. Management of learners and ensuring the availability of facilities i.e sleeping accommodation for learners and training rooms prior to the commencement of the correctional science learnership programme.
<u>ENQUIRIES</u>	:	National Head Office: Mr Y Naidoo Tel No: (012) 307 2079 / Ms TP Ngobeni Tel No: (012) 305 8589.
<u>NOTE</u>	:	Appointment under the Correctional Services Act
<u>POST 16/90</u>	:	<u>ADMINISTRATION OFFICER REF NO: HO 2025/05/30 (X2 POSTS)</u>
<u>SALARY</u>	:	R325 101 per annum

<u>CENTRE REQUIREMENTS</u>	:	National Head Office: Office of the National Commissioner
	:	Recognized three (3) year tertiary qualification in Administration/Public Management or equivalent qualification with 1-2 years relevant experience. Computer literate. Valid driver's licence. Competencies And Attributes: Plan and organize. Client orientation. Communication. Policy analysis and interpretation. Report writing. Knowledge of Public Service regulations. Knowledge of procurement administration and public finance administration. Integrity and honesty. Confidentiality. Interpersonal relations. Problem solving skills. Ability to work under pressure.
<u>DUTIES</u>	:	Provide administrative support functions. Ensure compliance and execution of logistical functions. Ensure all documents are filed according to the filing system of DCS. Safe keeping of files. Ensure compliance and execution of financial functions. Exercising of inventory control. Arranging transport and booking of accommodation. Arranging work sessions/workshops with relevant stakeholders. Management of assets.
<u>ENQUIRIES</u>	:	National Head Office: Mr Y Naidoo Tel No: (012) 307 2079 / Ms TP Ngobeni Tel No: (012) 305 8589.
<u>APPLICATIONS</u>	:	National Head Office: Department of Correctional Services, Post Advertisement Section, Private Bag X136, Pretoria, 0001 or hand deliver at: 124 WF Nkomo Street, Poyntons Building, Cnr WF Nkomo and Sophie De Bruyn Street, Pretoria, 0001 (Previous: Cnr Church and Schubart Street) or you can email your application to NationalOfficeHRM@dcs.gov.za .
<u>NOTE</u>	:	Appointment under the Public Service Act.
<u>POST 16/91</u>	:	<u>SPECIALISED CASE OFFICER (CB 2-1)</u>
<u>SALARY CENTRE</u>	:	R313 521 per annum
	:	Eastern Cape Region: East London Ref No: EC 2025/05/36
	:	Kirkwood Ref No: EC 2025/05/37
	:	Free State and Northern Cape Region: Goedemoed (Medium B) Ref No: FSNC 2025/05/68
	:	Gauteng Region: Boksburg Ref No: GP 2025/05/64
	:	Johannesburg Ref No: GP 2025/05/65
	:	Krugersdorp Ref No: GP 2025/05/66
	:	Modderbee Ref No: GP 2025/05/67
	:	Kgoši Mampuru II Ref No: GP 2025/05/68 (X5 Posts)
	:	Zonderwater Ref No: GP 2025/05/69 (X2 Posts)
	:	National Head Office: Directorate: Core Curriculum: Kroonstad Training College Ref No: HO 2025/05/45
	:	KwaZulu Natal Region: Durban (Medium B) Ref No: KZN 2025/05/43
	:	Pietermaritzburg (Medium A) Ref No: KZN 2025/05/44
	:	Limpopo, Mpumalanga and North West Region: Polokwane (Tzaneen) Ref No: LMN 2025/00/00
	:	Rustenburg Ref No: LMN 2025/00/00
	:	Western Cape Region: Allandale (Obiqua) Ref No: WC 2025/05/92
	:	West Coast (Medium A) Ref No: WC 2025/05/93
	:	Drakenstein (Maximum) Ref No: WC 2025/05/94
	:	Goodwood Ref No: WC 2025/05/95
<u>REQUIREMENTS</u>	:	Grade 12 or relevant NQF 6 qualification in Behavioural Sciences and successful completion of the Correctional Science Learnership. 10 years relevant experience gained at the entry level production post (CB 1) or for a person appointed with a relevant NQF 6 qualification, no previous experience is required for appointment to this post. Successful completion of the Correctional Science Learnership. Valid driver's licence. Computer literate. Competencies And Attributes: Firearm skills and the use of relevant security technology. Communication, project and programme management. Transformation, change and 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 and knowledge of the Correctional Services Act, Act 111 of 1998, as amended. Assertiveness, ability to network and diplomacy.
<u>DUTIES</u>	:	Ensure the facilitation of the implementation of the offender's individual sentence plan. Support individual offenders in their personal development. Monitoring and evaluation reports on offender behaviour are provided. Provides safe custody services in the unit. Ensure that complaints and requests

	are registered and referred to relevant structures (Case Management Committees, Case Management Administration).
<u>ENQUIRIES</u>	<p>Eastern Cape region: Ms Myataza Z Tel No: (043) 706 7866/ Ms Mgugudo N Tel No: (043) 706 7882/ Mr Ndonyela N Tel No: (043) 706 7883.</p> <p>Free State and Northern Cape Region: Ms Mkuni NJ Tel No: (051) 404 0268/ Ms Molutsokane N/ Ms. Moreki-Rathaba MP/ Ms. Ramncwana B Tel No: (051) 404 0283.</p> <p>Gauteng Region: Mr Masango SS Tel No: (012) 420 0173/ Ms Feni SAP Tel No: (012) 420 0173/ (012) 420 0179.</p> <p>National Head Office: Mr Y Naidoo Tel No: (012) 307 2079 / Ms TP Ngobeni Tel No: (012) 305 8589.</p> <p>KwaZulu Natal Region: Ms Mchunu GJ Tel No: (033) 355 7386/ Ms Mkhize AL Tel No: (033) 355 7370/ Mr Khumalo SB Tel No: (033) 033 355 7368.</p> <p>Limpopo, Mpumalanga and North West Region: Mr Ziqubu Z Tel No: (012) 306 2025/ Ms Nomvela PM Tel No: (012) 306 2033/ Ms Lekhuleni TD Tel No: (012) 306 2034.</p> <p>Western Cape Region: Ms NA Mdladlamba Tel No: (021) 550 6014 / Ms A Reddy Tel No: (012) 559 7929 / Mr S Sikisazane Tel No: (012) 558 0108 / Ms NC Sotyibi Tel No: (012) 558 0518.</p>
<u>NOTE</u>	Appointment under the Correctional Services Act
<u>POST 16/92</u>	<u>SECURITY OFFICER: FINANCIAL MANAGEMENT AND ACCOUNTING (CB 2-1)</u>
<u>SALARY CENTRE</u>	<p>R313 521 per annum</p> <p>Limpopo, Mpumalanga and North West Region: Barberton (Youth Town) Ref No: LMN 2025/05/67</p> <p>Klerksdorp (Christiana) Ref No: LMN 2025/05/68</p> <p>Klerksdorp (Wolmaransstad) Ref No: LMN 2025/05/69</p> <p>Polokwane (Tzaneen) Ref No: LMN 2025/05/70</p>
<u>REQUIREMENTS</u>	Relevant 3-year national diploma /degree in Accounting or Financial Management. (2-3) years relevant work experience. Successful completion of Corrections Science Learnership. BAS experience will be advantageous. Computer literate. Valid driver's license. Competencies And Attributes: Financial management. Facilitation skills. Plan, organise, lead and control. Project management, presentation skills and conflict management. Report writing, Time management, confidentiality, coaching and mentoring. Understanding of Public Service Policy and legislative framework. Knowledge of the Public Finance Management Act, Treasury Regulations and BAS. Service delivery and client orientation. Integrity and honesty, assertiveness, influence and impact. Decision making and problem-solving skills. Networking/liaison with stakeholders and negotiation skills. Sound communication skills.
<u>DUTIES</u>	Execute duties and accounting policy in the correctional centre in accordance with current procedures. Plan and execute management accounting functions / monitoring. Undertake financial investigations. Provide advice on financial issues. Execute the responsibilities of officials as stipulated in Section 45 of the Public Finance Management Act. Management of revenue accounts. Management of control / suspense accounts and management of debts accounts. Manage the settlement of payment due to the creditors within 30 days and management of losses. Monitor compliance with the financial management legislations, policies, procedures and related prescripts and maintenance of BAS system.
<u>ENQUIRIES</u>	Limpopo, Mpumalanga and North West Region: Mr Ziqubu Z Tel No: (012) 306 2025/ Ms Nomvela PM Tel No: (012) 306 2033/ Ms Lekhuleni TD Tel No: (012) 306 2034.
<u>NOTE</u>	Appointment under the Correctional Services Act
<u>POST 16/93</u>	<u>SECURITY OFFICER: SUPPLY CHAIN MANAGEMENT (CB 2-1)</u>
<u>SALARY CENTRE</u>	<p>R313 521 per annum</p> <p>Limpopo, Mpumalanga and North West Region: Barberton (Nelspruit) Ref No: LMN 2025/05/71</p> <p>Polokwane (Modimolle) Ref No: LMN 2025/05/72</p> <p>Rustenburg (Losperfontein) Ref No: LMN 2025/05/73 (X2 Posts)</p> <p>Rustenburg (Medium A) Ref No: LMN 2025/05/75 (X3 Posts)</p>

<u>REQUIREMENTS</u>	:	Relevant national diploma/degree in Purchasing Management/Logistics/Supply Chain Management or equivalent. 2-3 years relevant work experience in Supply Chain Management. Successful completion of Corrections Science Learnership. Working experience on LOGIS will be an added advantage. Computer literacy. Valid driver's licence. Competencies And Attributes: Problem solving and decision-making skills. Facilitation skills. Plan, organize, lead and control. Project management and presentation skills. Conflict management, Training and communication skills. Time management. Confidentiality. Coaching and mentoring, Knowledge of the Public Finance Management Act, 1999 and Treasury Regulations. Knowledge of tender process. Service delivery and client orientation. Integrity and honesty. Assertiveness. Influence and impact and ability to network.
<u>DUTIES</u>	:	Responsibilities: Implementation and managing procurement, LOGIS and procurement policies. Conducting of procurement and LOGIS inspections. Handling and finalization of all inspection and audit queries within procurement and LOGIS. Assist with the administration of bids. Handling of budget. Responsible for operational training within procurement management. Ensure compliance to the legislative frameworks and public service policies.
<u>ENQUIRIES</u>	:	Limpopo, Mpumalanga and North West Region: Mr Ziqubu Z Tel No: (012) 306 2025/ Ms Nomvela PM Tel No: (012) 306 2033/ Ms Lekhuleni TD Tel No: (012) 306 2034.
<u>NOTE</u>	:	Appointment under the Correctional Services Act
<u>POST 16/94</u>	:	<u>SECRETARY</u>
<u>SALARY CENTRE</u>	:	R228 321 per annum National Head Office: Office of the National Commissioner Ref No: HO 2025/05/31 National Head Office: Office of the CDC Human Resource Management and Development Ref No: HO 2025/05/32 National Head Office: Office of the Director HR Administration and Utilization Ref No: HO 2025/05/33 National Head Office: Office of the Director Procurement Administration Ref No: HO 2025/05/34 National Head Office: Office of the Director Logistics Ref No: HO 2025/05/35
<u>REQUIREMENTS</u>	:	Grade 12 with typing as a subject or any other training course or qualification that will enable the person to perform work satisfactorily. Computer literate. Competencies And Attributes: Honesty and integrity. Attention to detail. Plan and organize. Punctuality and confidentiality. Service delivery and client orientation. Excellent communication skills (written and verbal). Ability to work under pressure. Ability to coordinate and organize work related tasks. Good telephone etiquette. High level of reliability. Ability to act with tact and discretion.
<u>DUTIES</u>	:	Execute office and general administrative duties. Screen and answer telephone calls. Type correspondence. Compile documentation and presentations. Ensure proper record management through effective filing systems. Manage electronic document tracking system. Maintain diary and manage appointments. Responsible for the management of document tracking system. Arrange and coordinate meetings, workshops etc. Facilitate the procurement of office equipment such as stationery. Perform all such tasks and duties related to the role. Make all transport arrangements for conferences, courses, meetings and hearings away from the office. Management of assets.
<u>ENQUIRIES</u>	:	National Head Office: Mr Y Naidoo Tel No: (012) 307 2079 / Ms TP Ngobeni (012) 305 8589.
<u>APPLICATIONS</u>	:	National Head Office: Department of Correctional Services, Post Advertisement Section, Private Bag X136, Pretoria, 0001 OR hand deliver at: 124 WF Nkomo Street, Poyntons Building, Cnr WF Nkomo and Sophie De Bruyn Street, Pretoria, 0001 (Previous: Cnr Church and Schubart Street) or you can email your application to NationalOfficeHRM@dcs.gov.za .
<u>NOTE</u>	:	Appointment under the Public Service Act.