ANNEXURE C

DEPARTMENT OF CORRECTIONAL SERVICES

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. Blacks and Whites are encouraged to apply.



APPLICATIONS : should be submitted online at https://careers.dcs.gov.za/. Emailed, post or hand delivered applications will not be considered.

CLOSING DATE : 09 November 2026 @ 15H45.

NOTE : Before you apply: All costs associated with an application will be borne by the applicant. Applicants who have retired from the Public Service with a specific determination that they cannot be re-appointed or have been declared medically unfit will not be considered. Please take note that correspondence will only be conducted with the shortlisted candidates. If you have not been contacted within three (3) months of the closing date of the advertisement, please accept that your application is unsuccessful. 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. All shortlisted candidates, including SMS, shall undertake two pre-entry assessments. One shall be a practical exercise, and the other shall be an Integrity (Ethical Conduct) Assessment. Selection panels shall score both technical exercises as an additional criterion in the interview process. 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 complete application for the post you apply for on a pdf format, stating the correct reference for the position you are interested in. Requirement for valid driver's licence is not applicable to applicants with a disability.

OTHER POSTS

POST 38/08 : **REGIONAL COMMISSIONER REF NO: HO 2026/11/01**

SALARY : R1 919 241 per annum, (all-inclusive package)

CENTRE : KwaZulu Natal Region

REQUIREMENTS : A postgraduate qualification (NQF level 8) in Public Administration / Law / Criminology / Social Sciences or relevant qualification as recognized by SAQA. A certificate for entry into the Senior Management Services (SMS) obtained from the National School of Government (NSG) is compulsory. 8 -10 years' experience at a senior managerial level. Sound knowledge of the SA Correctional System and understanding the functioning of the Criminal Justice System. 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: 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 : Provide strategic leadership in ensuring effective, efficient and economic management of the region to realize policy outcomes. Manage the provision of care programmes to maintain the personal well-being of offenders. Manage the provision of programmes aimed at the development of offenders. Manage the rendering of security services to personnel, service providers, public, offenders and any other departmental operation. Management of Justice, Crime Prevention Security cluster and other stakeholders in the region. Manage the development and implementation of after care services to offenders. Manage the development and implementation of correctional programmes to correct offending behaviour. Effective risk management to ensure compliance with the risk management plan of the department. Management of human resources, finance, assets and performance information.

ENQUIRIES : National Head Office: Ms NS Khumalo Tel No: (012) 307 2174 or Ms TP Ngobeni Tel No: (012) 305 8589.

NOTE : Appointment under the Correctional Services Act.

POST 38/09 : **DEPUTY COMMISSIONER: CORRECTIONAL SECURITY OPERATIONS REF NO: HO 2026/11/02**
Re-advertisement

SALARY : R1 582 272 per annum, (all-inclusive package)

CENTRE : National Head Office

REQUIREMENTS : An undergraduate qualification (NQF level 7) in Security Management / Criminology / Behavioural Sciences or relevant qualification as recognized by SAQA. 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 in a similar environment. Security clearance. Computer literacy. Valid driver's licence. Required Knowledge: Knowledge and understanding of the South African Criminal Justice System and the Correctional Services system and 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). Competencies and Attributes: DCS/public service management knowledge. Policy development and analysis. Knowledge and understanding of security management dynamics. Intelligence and counter-intelligence operations and analysis. Research. Diplomacy and negotiation skills. Risk management. Strategic management and capability. Programme and project management.

DUTIES : Provide leadership and strategic direction within the chief directorate. Develop strategies, policies, procedures and frameworks to ensure alignment with business plan of the department. Ensure implementation and monitoring of the operational plans in line with the departmental strategic plan. Ensure safe and secure DCS facilities and provide security standards services with respect to DCS. Ensure that sufficient and effective emergency support team services are available in correctional centres to support officials in their duties to create a safe environment for both inmates and officials. Manage the creation and maintenance of a national operational centre. Manage the effective capacitation and management of emergency support teams. Manage stakeholder relations. Management of liaison in relation to client expectations (internal & external). Effectively participate in cluster programs (NatJOINTS etc). Manage correctional programmes rendered in the department. Ensure that correctional programmes are rendered effectively in the department. Develop policies based on the national guidelines practices, procedures and policies and ensure the implementation thereof. Management of risks within the chief directorate. Develop action plans to mitigate the identified risks. Monitor and evaluate the effectiveness of the control measures in place. Management of human resources, finance, assets and performance information.

ENQUIRIES : National Head Office: Ms NS Khumalo Tel No: (012) 307 2174 or Ms TP Ngobeni Tel No: (012) 305 8589.

NOTE : Candidates who previously applied need to re-apply. Appointment under the Correctional Services Act.

POST 38/10 : **DEPUTY COMMISSIONER: HUMAN RESOURCE DEVELOPMENT REF NO: HO 2026/11/03**
(Re-advertisement)

SALARY : R1 582 272 per annum, (all-inclusive package)
CENTRE : National Head Office
REQUIREMENTS : An undergraduate qualification (NQF level 7) as recognized by SAQA in Human Resource Development/Public Administration or relevant qualification. 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 4 5 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.
DUTIES : 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 and reporting expenditure. Manage the provision of the following services and functions: External Training and Standards. Core Curriculum. Functional and Management Training. Management of human resources, finances and assets. Management of performance information.
ENQUIRIES : National Head Office: Ms NS Khumalo Tel No: (012) 307 2174 or Ms TP Ngobeni Tel No: (012) 305 8589.
NOTE : Candidates who previously applied need to re-apply. Appointment under the Correctional Services Act.

POST 38/11 : **REGIONAL HEAD: INCARCERATIONS, CORRECTIONS AND REHABILITATION REF NO: HO 2026/11/04**

SALARY : R1 340 691 per annum, (all-inclusive package)
CENTRE : Limpopo, Mpumalanga and North West region
REQUIREMENTS : An undergraduate qualification (NQF level 7) as recognised by SAQA in Behavioural Science or relevant qualification. A certificate for entry into the Senior Management Services (SMS) obtained from the National School of Government (NSG) is compulsory. Five [5] years of experience at a middle/senior managerial level. Security clearance. 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. 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 and financial management skills. People management and empowerment. Integrity, honesty, confidentiality and interpersonal relations.

Understanding of Public Service policy and legislative framework. Assertiveness, ability to network, diplomacy, tactful, influence and impact.

DUTIES : Ensure a safe and secure environment for members of the public, personnel and persons legally entrusted to our care. Manage health care services and incarceration management. Manage and oversee self-sufficiency and sustainability programs and services. Management of human resources, finances and assets. Management of performance information.

ENQUIRIES : National Head Office: Ms NS Khumalo Tel No: (012) 307 2174 or Ms TP Ngobeni Tel No: (012) 305 8589.

NOTE : Appointment under the Correctional Services Act.

POST 38/12 : **AREA COORDINATOR: CORPORATE SERVICES REF NO: HO 2026/11/05**

SALARY : R1 340 691 per annum, (all-inclusive package)

CENTRE : KwaZulu Natal region: Durban

REQUIREMENTS : An undergraduate qualification (NQF level 7) in Human Resource Management or relevant qualification. A certificate for entry into the Senior Management Services (SMS) obtained from the National School of Government (NSG) is compulsory. [5] Years' of experience at a middle/senior managerial level. Security Clearance. Computer literacy. 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. Planning, organizing, negotiation, counselling, analytical and problem solving, communication and listening, time management, diversity management and conflict management skills.

DUTIES : Responsibilities: Coordinate and manage human resource administration services within the Management Area. Coordinate and manage the utilisation of human resources and employee development. Coordinate human resource support services. Facilitate legal processes. Coordinate employee relations. Communication and information management. Coordinate special programmes. Management of performance information. Management of human resources, finances and assets.

ENQUIRIES : National Head Office: Ms NS Khumalo Tel No: (012) 307 2174 or Ms TP Ngobeni Tel No: (012) 305 8589.

NOTE : Appointment under the Correctional Services Act.

POST 38/13 : **AREA COORDINATOR: INCARCERATIONS, CORRECTIONS AND REHABILITATION REF NO: HO 2026/11/06**

SALARY : R1 340 691 per annum, (all-inclusive package)

CENTRE : KwaZulu Natal region: Durban

REQUIREMENTS : An undergraduate qualification (NQF level 7) as recognised by SAQA in Behavioural Science or relevant qualification. A certificate for entry into the Senior Management Services (SMS) obtained from the National School of Government (NSG) is compulsory. Five [5] years of experience at a middle/senior managerial level. Security clearance. 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. 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 and financial management skills. People management and empowerment. Integrity, honesty, confidentiality and interpersonal relations. Understanding of Public Service policy and legislative framework. Assertiveness, ability to network, diplomacy, tactful, influence and impact.

DUTIES : Manage the effective health care of offenders in the management area. Co-ordination of policy on health care. Quality assessment of health care. Manage social work services in the management area. Coordination of policy on social work services. Quality assessment of services. Manage spiritual care services to offenders. Co-ordination of policy on spiritual care services to offenders.

Quality assessment of religious care. Management of performance information. Management of human resources, finances and assets.

ENQUIRIES : National Head Office: Ms NS Khumalo Tel No: (012) 307 2174 or Ms TP Ngobeni Tel No: (012) 305 8589.

NOTE : Appointment under the Correctional Services Act.

POST 38/14 : **PRINCIPAL PSYCHOLOGIST GRADE 1: THERAPEUTIC AND COUNSELLING SERVICES REF NO: HO 2026/11/23**
Directorate: Psychological Services

SALARY : R1 295 388 per annum, (all-inclusive package)
CENTRE : National Head Office
REQUIREMENTS : An appropriate qualification that allows registration with the Health Professional Council of South Africa (HPCSA) as Psychologist in a relevant category (i.e. Clinical, Counselling, Educational, Industrial, Research Psychology). Registration with the HPCSA as Psychologist in any of the identified categories. A minimum of three (3) years appropriate experience as a Clinical Psychologist after registration with the HPCSA as Psychologist in any of the identified categories. Computer literacy. Valid driver's licence. Competencies And Attributes: Extensive experience in the provision of therapeutic and counselling services. Experience in the development, implementation, monitoring and evaluation of therapeutic intervention programmes. Knowledge and understanding of Public Service policies and mandates. Knowledge of all legislation, norms and standards that governs health care. Leadership interdisciplinary systems. PFMA – compilation of budgets, estimation, expenditure and reporting. Professional values and attitude. Applied strategic thinking, communication, project management, presentations and report writing skills. Service delivery standards. Coaching, mentoring and training. Project and programme management, decision making, problem solving, networking / liaison with stakeholders, negotiation, organising, conflict management, analytical thinking, policy development, analysis, monitoring, evaluation and implementation advice. Information collection.

DUTIES : Management of therapeutic and counselling services. Provide professional and clinical guidance to Psychologists rendering therapeutic services in regions and correctional centres. Develop and review offender-focused therapeutic programmes aimed at addressing behavioural, emotional, cognitive, and social functioning challenges. Monitor the implementation and outcomes of therapeutic and counselling programmes nationally. Conduct and coordinate research relating to offender treatment, behavioural change, rehabilitation outcomes, and counselling interventions. Management of human resources, finance and assets. Management of performance information.

ENQUIRIES : National Head Office: Ms NS Khumalo Tel No: (012) 307 2174 or Ms TP Ngobeni Tel No: (012) 305 8589.

NOTE : Appointment under the Public Service Act.

POST 38/15 : **ASSISTANT MANAGER: PHARMACEUTICAL SERVICES REF NO: HO 2026/11/24**
Directorate: Non-Communicable Diseases and Support Services

SALARY : R1 137 354 per annum, (all-inclusive package)
CENTRE : National Head Office
REQUIREMENTS : Basic qualification accredited with the South African Pharmacy Council (SAPC) that allows registration with the SAPC as a Pharmacist. Registration with the SAPC as a Pharmacist. A minimum of five [5] years appropriate experience after registration as a Pharmacist with the SAPC. Computer literate. Valid driver's licence. Competencies And Attributes: In-depth knowledge of Pharmacy Act, medicines and related Substances Control Act, national drug policy, good pharmacy practice in South Africa, SAPC regulations, OHSC norms and standards. Knowledge of pharmaceutical quantification, forecasting, procurement, inventory management, data analysis and management (stock levels, consumption trends, age analysis). Clinical and pharmaceutical care competencies, pharmacovigilance and patient safety systems. Risk management. Willingness to travel to support service delivery. Negotiation, problem solving and analysis, listening, communication and report-writing skills. Information management. Project and programme management. Change management. Stakeholder management. Service delivery innovation. Decision making. Integrity and honesty. Confidentiality.

		Good interpersonal relations. Assertiveness. Ability to network. Resilient. Diplomacy and tactful.
DUTIES	:	Coordinate and ensure procurement of pharmaceutical products. Manage pharmaceutical inventory and stock. Ensure and monitor regulatory compliance to South African Pharmacy Council (SAPC) requirements. Ensure rational medicine use, pharmacovigilance, research and clinical interventions. Develop and review policies, training, public health, advisory and support functions. Management of human resources, finance and assets. Management of performance information.
ENQUIRIES	:	National Head Office: Ms NS Khumalo Tel No: (012) 307 2174 or Ms TP Ngobeni Tel No: (012) 305 8589.
NOTE	:	Appointment under the Public Service Act.

POST 38/16	**:**	**DEPUTY DIRECTOR: VETTING REF NO: HO 2026/11/25** Directorate: Security Standards and Management
SALARY	:	R1 101 468 per annum, (all-inclusive package)
CENTRE	:	National Head Office
REQUIREMENTS	:	Recognised National Diploma/B Degree in Social Sciences/Policing/Security Management or related areas. Security vetting course is mandatory from a recognised institution. Three (3) to five (5) years investigations experience at a managerial/ Assistant Director (ASD) level. Computer literate. Valid driver's licence. Competencies And Attributes: Problem solving and analysis, decision making, programme and project management, team leader, analytical skills, creativity, self-management, financial management, customer focus and responsiveness. delegation and development of others, planning organising and execution, ability to manage conflict, diplomacy, language proficiency. Good insight, listening and communication skills.
DUTIES	:	Manage the execution of fieldwork investigations within the department. Establish and develop systems and processes that will ensure compliance in relation to the relevant legislations, policies, prescripts and procedures of personnel security. Develop, manage and implement policies, guidelines, norms and standards in vetting and investigations for security clearance levels. Develop departmental policies, guidelines, norms and standards of vetting as set by NIA within the department in line with the legislative requirements and assist during the implementation and maintenance thereof. Manage resources, projects and files. Participate in project and task teams dealing with a variety of subject areas. Management of performance information.
ENQUIRIES	:	National Head Office: Ms NS Khumalo Tel No: (012) 307 2174 or Ms TP Ngobeni Tel No: (012) 305 8589.
NOTE	:	Appointment under the Public Service Act.

POST 38/17	**:**	**DEPUTY MANAGER NURSING GRADE 1 [PN-A8]: NON-COMMUNICABLE DISEASES AND SPECIAL CARE REF NO: HO 2026/11/26** Directorate: Non-Communicable Diseases and Support Services
SALARY	:	R1 069 215 per annum, (all-inclusive package)
CENTRE	:	National Head Office
REQUIREMENTS	:	Basic R425 qualification (i.e. Diploma/Degree in Nursing) or equivalent qualification that allows registration with the South African Nursing Council (SANC) as a Professional Nurse. Registration with the SANC as Professional Nurse. A minimum of nine [9] years appropriate/recognisable experience in nursing after registration as Professional Nurse with the SANC in General Nursing. At least 4 years of the period referred to above must be appropriate/recognisable experience at management level. Computer literate. Valid driver's licence. Competencies And Attributes: Knowledge of nursing care process and procedure, nursing statutes and other relevant legal frameworks, including the grievance procedure and disciplinary code and procedure. Financial management, problem solving, decision making and facilitation skills. Ability to plan, organize, lead and control. Project, conflict management, training and development skills. Good report writing and time management skills. Ensuring confidentiality. Understanding of public service policies and legislative framework. Service delivery and client orientation. Integrity, honesty and assertiveness. Willingness to travel.
DUTIES	:	Develop, implement, monitor and review policies, programmes, guidelines and standard operating procedures relating to Non-Communicable Diseases (NCDs), special care and therapeutic and medical services. Coordinate and

oversee the prevention, management and control of non-communicable diseases within correctional centres. Coordinate and monitor the provision of therapeutic and medical support services within the department. Develop, implement, monitor and review medical parole policies, procedures and guidelines. Conduct risk assessments and develop risk management plans relating to NCDs, special care and therapeutic services. Management of human resources, finance and assets. Management of performance information.

ENQUIRIES : National Head Office: Ms NS Khumalo Tel No: (012) 307 2174 or Ms TP Ngobeni Tel No: (012) 305 8589.

NOTE : Appointment under the Public Service Act.

POST 38/18 : **DEPUTY DIRECTOR: PAROLE ADMINISTRATION [NCB 4] REF NO: HO 2026/11/07**
Directorate: Pre-Release

SALARY : R962 394 per annum, (all-inclusive package)
CENTRE : National Head Office
REQUIREMENTS : Relevant Degree/National Diploma (NQF level 6) in Behavioural Sciences. At least 7 years (combined) relevant experience on supervision and junior management production levels. Successful completion of Corrections Science Learnership/Basic Training. Computer literate. Valid driver's licence. Competencies And Attributes: Firearm skills and the use of relevant security technology. Communication, project and programme management, transformation management, change management, stakeholder management, problem solving, analysis, service delivery innovation, decision making, people management and empowerment and in depth understanding of safety and security in a correctional environment. Integrity and honesty, confidentiality and good interpersonal relations. Knowledge of the Correctional Services Act, Act 111 of 1998, as amended. Assertiveness, ability to network, diplomacy and tactful, resilient, influence and impact.

DUTIES : Management of the policy on Correctional Supervision and Parole Boards (CSPBs). Conduct research on best international standards or practices. Management of the submission of profile reports for offenders sentenced to life imprisonment. Conduct quality assurance on lifer profile reports. Administration of the Correctional Supervision and Parole Boards. Development of guidelines, circulars and directives. Management of performance information, finances, human resources and assets.

ENQUIRIES : National Head Office: Ms NS Khumalo Tel No: (012) 307 2174 or Ms TP Ngobeni Tel No: (012) 305 8589.

NOTE : Appointment under the Correctional Services Act.

POST 38/19 : **DEPUTY DIRECTOR: SUPERVISION SERVICES [NCB 4] (REF NO: HO 2026/11/08**
Directorate: Supervision (Probationers and Parolees)

SALARY : R962 394 per annum, (all-inclusive package)
CENTRE : National Head Office
REQUIREMENTS : Relevant Degree/National Diploma (NQF level 6) in Behavioural Sciences. At least 7 years (combined) relevant experience on supervision and junior management production levels. Successful completion of the Correctional Science Learnership or Basic Training. Top secret security classification will be an added advantage. Computer literate. Valid driver's licence. Competencies And Attributes: Firearm skills and the use of relevant security technology. Communication, project and programme management, transformation management, change management, stakeholder management, problem solving, analysis, service delivery innovation, decision making, people management and empowerment and in depth understanding of safety and security in a correctional environment. Integrity and honesty, confidentiality and good interpersonal relations. Knowledge of the Correctional Services Act, Act 111 of 1998, as amended. Assertiveness, ability to network, diplomacy and tactful, resilient, influence and impact.

DUTIES : Facilitate the development of operational plan in line with parole and correctional supervision. Oversee research initiatives with regard to national and international trends of correctional and parole supervision. Coordinate the development and formulation of legislations, regulations, policies, manuals and guidelines with regard to correctional and parole supervision. Manage and

attend to enquiries from parliament or any other person or institution. Manage and attend to enquiries from practice. Manage and consolidate and provide inputs with regard to strategic documents, interpretation of legislation, regulations, policy, manuals and guidelines. Manage and ensure marketing and liaison with various stakeholders (internal and external). Monitoring and evaluation on the implementation of parole and correctional supervision. Manage human resources, finance and assets.

ENQUIRIES : National Head Office: Ms NS Khumalo Tel No: (012) 307 2174 or Ms TP Ngobeni Tel No: (012) 305 8589.

NOTE : Appointment under the Correctional Services Act.

POST 38/20 : **DEPUTY DIRECTOR: INFORMATION SYSTEMS REF NO: HO 2026/11/27**
Directorate: Information Management

SALARY : R932 292 per annum, (all-inclusive package)
CENTRE : National Head Office:
REQUIREMENTS : Degree in Library/Information Management or relevant qualification. Three (3) - five (5) years management experience at an ASD level in Knowledge Management/Business Management/Library Information Management. Computer literate. Valid driver's licence. Competencies And Attributes: Knowledge in information Management. Knowledge of business and management principles. Sound knowledge of research. Knowledge of experience in policy formation. Knowledge of business writing and case study development. A thorough understanding of relevant legislation, best practices and frameworks on Knowledge and Information Management communication, project and programme management, change management, problem solving, analysis, service delivery innovation, decision making, people management and empowerment.

DUTIES : Establish and develop mechanisms and processes that will ensure knowledge generation, knowledge transfer and knowledge re-use in the DCS environment. Develop and implement knowledge management policy, marketing and change management plan. Communicate and execute knowledge management strategy and other knowledge management related projects and programs. Work with internal and external stakeholders to develop information and knowledge products. Develop and administer technologies for easy access to knowledge and information. Ensure data analysis and transform it into information, package and share across the department. Develop and implement data and information management strategy for the DCS. Apply meta data and data integrity for all information and knowledge products. Help entrench and institutionalise knowledge management plans, processes, procedures and all related plans. Develop and manage knowledge management strategy, policies and procedures for the department. Provide technical support on knowledge management issues to the department and relevant stakeholders. Develop and implement knowledge capacity building programme for the department and relevant stakeholders. Establish knowledge management learning networks/fora's for the department and ensure proper functioning of the departmental resource centre. Manage resources of the sub-directorate. Manage performance information.

ENQUIRIES : National Head Office: Ms NS Khumalo Tel No: (012) 307 2174 or Ms TP Ngobeni Tel No: (012) 305 8589.

NOTE : Appointment under the Public Service Act.

POST 38/21 : **DEPUTY DIRECTOR: RISK MANAGEMENT REF NO: HO 2026/11/28 (X2 POSTS)**
Directorate: Risk and Ethics Management

SALARY : R932 292 per annum, all-inclusive package
CENTRE : National Head Office
REQUIREMENTS : Recognized National Diploma or Degree in Risk Management/Auditing/Accounting/Economics or relevant qualification. Three to five (3-5) years' managerial experience at an ASD level in Risk Management and Internal Auditing environment. Computer literacy. Valid driver's license. Competencies And Attributes: Knowledge of Public Finance Management Act (PFMA), Treasury Regulations, ISO31000, The Committee of Sponsoring Organizations (COSO) framework, King III report on corporate governance, labour legislation relevant to the post, anti-fraud, corruption policies and Public Service Regulations. Knowledge of risk management policies and procedures,

risk management principles and philosophy. Government financial systems and knowledge of risk management in the public sector. Knowledge of implementing policies. Experience in identifying new risks and rolling out risk methodologies skills. Problem solving and analysis. Client orientation and customer focus. Presentation skills. People and diversity management. Accountability and ethical conduct. Committed to high level of quality control. Good organizational and communication skills. Good financial management, facilitation, planning, organizing, change and time management skills.

DUTIES : Manage the implementation of risk register. Monitoring of risk profiles. Risk management committees, national and regional. Enterprise-wide co-ordination. Develop risk management strategy, risk mitigation plan, skills development plan, risk assessment methodologies and techniques. Facilitate the development of generic awareness package, and conduct knowledge reviews through e.g. interviews, survey etc. conduct risk assessments, strategic and operational. Compilation of risk management reports, review the progress given by the branches and region to ascertain level of progress in terms of the risk mitigation. Monitor the implantation of the action plans by the regions and branches. Liaise with the external stakeholders on broader effective risk management strategies, i.e. National Treasury. Coordinate risk management committee at the regions. Coordinate risk management committee at the regions. Development of inputs to be incorporated in the risk management plan. Arrange regional risk management meetings. Provide secretarial function during the regional risk management committee and provide status quo on the risk mitigation plans. Management of performance of information, management of financial and human resources.

ENQUIRIES : National Head Office: Ms NS Khumalo Tel No: (012) 307 2174 or Ms TP Ngobeni Tel No: (012) 305 8589.

NOTE : Appointment under the Public Service Act.

POST 38/22 : **DEPUTY DIRECTOR: INFORMATION SECURITY REF NO: HO 2026/11/29**
Directorate: Security Standards and Management

SALARY : R932 292 per annum, (all-inclusive package)

CENTRE : National Head Office

REQUIREMENTS : Recognised Degree or National Diploma in Security Management or relevant qualification. 3-5 managerial experience at an ASD level in a similar environment. Computer literacy. Valid driver's licence. Competencies And Attributes: Thorough knowledge of Public Service policies and regulations such as the Promotion of Access to Information Act, White Paper on Corrections and ICT Act. People management and empowerment. Strategic capability and leadership. Programme and project management. Problem solving and analysis. Governance principles, risk management principles, conflict management, presentation, time management, report writing and communication skills.

DUTIES : Manage and implement information Security objectives. Develop policies, procedures, standards and strategic operational plans. Research on new trends and development in the field of information security. Liaise, maintain and ensure client service and service delivery. Identify and service clients. Maintain a well-balanced interpersonal relation. Coordinate activities of information management substructure. Implement project plans. Achieve targets set in the project plan. Conduct the risk and threat assessment management. Engage in a comprehensive consultation process before drafting policies. Facilitate assessment of systems. Ensure optimal management of resources. Peoples management: Ensure team work, that officials understand their tasks and optimal utilisation of skills. Management of assets finances.

ENQUIRIES : National Head Office: Ms NS Khumalo Tel No: (012) 307 2174 or Ms TP Ngobeni Tel No: (012) 305 8589.

NOTE : Appointment under the Public Service Act.

POST 38/23 : **DEPUTY DIRECTOR: MONITORING AND REPORTING REF NO: HO 2026/11/30**

SALARY : R932 292 per annum, (all-inclusive package)

CENTRE : National Head Office: Strategic Planning Management

REQUIREMENTS : Recognised Degree or National Diploma in Public Administration/ Auditing/ Statistics/ Monitoring and Evaluation or relevant qualification. Five (5) years' experience in Monitoring and Reporting of which 3 years must be at a

managerial/ASD level. Computer literacy. Valid driver's licence. Competencies And Attributes: Knowledge of monitoring and evaluation processes. Knowledge of research methodologies. Knowledge of governmental guidelines. Public Finance Management. Policy framework for the government-wide monitoring and evaluation system. South African Statistical Quality Assessment Framework. National Evaluation Policy Framework (NEPF). Policy imperatives, strategic planning guidelines, management and development. Knowledge and experience of problem-solving technique. Planning and organisation. Relationship management, programme and project management. Analytical thinking, presentation, research data analysis, report writing, interpersonal, communication, interpersonal and diplomacy skills. Emotional intelligence, change management, risk management, goal orientation, leadership and people management skills.

DUTIES : Compilation of performance information reports for the department. Manage the collection, verification and evaluation of evidence-based performance information. Identify early signs of non-compliance or missed targets and offer corrective strategies to line managers. Establish and manage the institutional PoE framework. Review the source documents submitted by branches to ensure it completely supports the reported performance or reasons for deviations. Prepare data and performance presentations to internal stakeholders and external oversight bodies, including portfolio committees, audit committee, etc. Manage and develop policies and monitoring tools. Draft and institutionalize internal reporting SOPs so all branches understand how, when and where to submit their data. Oversee the implementation of the departmental monitoring and reporting tools. Facilitate the monitoring and reporting training for branches and regions. ensure provision of support services within the branch. Coordinate the strategic management forums and meetings for the quarterly and annual reports. Establish and maintain appropriate internal controls and reporting systems to meet performance expectations. Management of human resources, finance and assets. Management of performance information.

ENQUIRIES : National Head Office: Ms NS Khumalo Tel No: (012) 307 2174 or Ms TP Ngobeni Tel No: (012) 305 8589.

NOTE : Appointment under the Public Service Act.

POST 38/24 : **DEPUTY DIRECTOR: PRODUCTION WORKSHOPS REF NO: HO 2026/11/31**
Directorate: Production Workshop and Agriculture

SALARY : R932 292 per annum, all-inclusive package
CENTRE : National Head Office:
REQUIREMENTS : Recognized Degree or National Diploma in Production Management/ Operations Management or relevant qualification. Project management will be an added advantage. 3-5 years management experience at an ASD level in a similar environment. Computer literacy. Valid driver's licence. Competencies And Attributes: Financial management. Plan, organize, lead and control. Change management. Team leadership. Project management. Problem solving and decision-making, facilitation and presentation skills. Conflict management. Report writing. Training and development. Knowledge of Microsoft Office (Word, Excel, PowerPoint, Outlook). Time management. Confidentiality. Coaching and mentoring. Understanding of Public Service policy and legislative framework. Service delivery and client orientation. Integrity and honesty. Assertiveness. Ability to network with stakeholders. Influence and impact. Accountability. Willingness to travel. Applied strategic thinking.

DUTIES : Manage the policy and procedure formulation on production workshop and bakeries. Manage and coordinate the provision of production workshops and bakeries services. Ensure planning and operations management of production workshops and bakeries. Ensure adherence to service level standards. Monitoring and evaluation of productions workshops and bakeries to ensure optimum utilization of resources, cost savings, and production workshops revenue generation. Provide technical support services to regions and operational level. Report on the production/manufacturing output and financial performance of production workshops and bakeries. Ensure enhancement of self-sufficiency and sustainability in production workshops and bakeries, as well as offender development. Conduct economic analysis of production workshop and bakeries. Marketing of services rendered by production

workshops and bakeries. Delivery of organizational support services and administration. Management of human resources, finance and assets. Management of performance information.

ENQUIRIES : National Head Office: Ms NS Khumalo Tel No: (012) 307 2174 or Ms TP Ngobeni Tel No: (012) 305 8589.

NOTE : Appointment under the Public Service Act.

POST 38/25 : **DEPUTY DIRECTOR: NETWORK ENGINEER REF NO: HO 2026/11/32**
Directorate: IT Infrastructure and Telephony

SALARY : R932 292 per annum, (all-inclusive package)
CENTRE : National Head Office
REQUIREMENTS : A recognised Degree or National Diploma in Information Technology/ Computer Science or relevant qualification. 3-5 years solid IT experience in Networks Infrastructure Management at an ASD level. Fortinet or Huawei certified network certifications will be an added advantage. Valid driver's licence. Competencies And Attributes: Strong IT Network Infrastructure skills is compulsory. Knowledge of multiple technical disciples (networks/TCP/IP, network topologies/Huawei or Fortinet Infrastructures, workstation connectivity, applicable software and troubleshooting techniques and web technology). Good customer relations, strong communication, problem-solving and report writing skills. Functional ability. Quick thinking. Diagnostic action research. Conceptual thinking. Innovative and creative. Assertiveness. Networking.

DUTIES : Manage network infrastructure within DCS. Design, implement and maintain hardware and software infrastructure. Configure IT equipment and network systems. Develop, review and monitor the implementation of network policies. Manage change control and problem management processes. Ensure proper documentation and version control. Research and investigate new network technologies and advise management on trends. Research VoIP and video access technologies and make recommendations. Keep abreast of tenders and projects impacting Information Services. Provide solutions or propose alternatives to Head office and the region's needs. Facilitate problem resolution for users. Prepare tender specifications aligned with organizational needs. Manage project contracts and oversee delivery. Play a key role in risk management for IT infrastructure projects. Ensure projects adhere to organizational standards and timelines. Manage and coordinate staff training needs in network technologies. Arrange and coordinate training programs. Support staff in adopting new systems and processes. Management of human resources, finance and assets. Management of performance information.

ENQUIRIES : National Head Office: Ms NS Khumalo Tel No: (012) 307 2174 or Ms TP Ngobeni Tel No: (012) 305 8589.

NOTE : Appointment under the Public Service Act.

POST 38/26 : **DEPUTY DIRECTOR: ADMINISTRATIVE SUPPORT REF NO: HO 2026/11/33**
Re-advertisement
Office of the National Commissioner

SALARY : R932 292 per annum, (all-inclusive package)
CENTRE : National Head Office
REQUIREMENTS : Recognised National Diploma / Bachelor's Degree in Public Administration / Management or relevant 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.

DUTIES : 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.

ENQUIRIES : National Head Office: Ms NS Khumalo Tel No: (012) 307 2174 or Ms TP Ngobeni Tel No: (012) 305 8589.

NOTE : Candidates who previously applied need to re-apply. Appointment under the Public Service Act.

POST 38/27 : **DEPUTY DIRECTOR: LOGISTICAL ADMINISTRATION SUPPORT REF NO: HO 2026/11/34**
Directorate: Logistics

SALARY : R932 292 per annum, (all-inclusive package)
CENTRE : National Head Office
REQUIREMENTS : Relevant Degree/National Diploma in Logistics Management, Supply Chain Management or relevant qualification. 3-5 years supervisory/ management experience at an ASD level in Supply Chain Management /Logistics. Knowledge of LOGIS, LBIS, balanced score card and financial statements. Computer literacy. Valid driver's licence. Competencies And Attributes: Knowledge in Supply Chain Management. Knowledge of Treasury Regulations and PFMA. Financial management. Problem solving and decision making. Team leadership. Project management. Presentation skills. Conflict management. Report writing. Training and development. Time management. Confidentiality. Understanding of public service policy and legislative framework. Service delivery and client orientation. Integrity and honesty. Assertiveness. Ability to network. Influence and impact. Applied strategic thinking. Willingness to travel.

DUTIES : Design, formulate and review Logistics administration policies, processes and procedures in line with departmental policies, guidelines and procedures. Manage the stores of the department. Manage assets of Head Office. Oversee the ordering process and order payment process. Manage travel arrangements and payment. Oversee the travel management office of the department. Analyse reports and advise senior management with regard to current issues in respect of Logistics in the department and in general. Compilation of financial statements disclosure notes relating to commitments, accruals, payables, and fruitless and wasteful expenditure. Monitor and evaluate adherence to Logistical policies and procedures throughout the department. Take appropriate corrective actions where necessary. Manage the vendor database and performance of suppliers. Implement Broad-Based Black Economic Empowerment. Monitoring of quotation activities. Management of human resources, finance and assets. Management of performance information.

ENQUIRIES : National Head Office: Ms NS Khumalo Tel No: (012) 307 2174 or Ms TP Ngobeni Tel No: (012) 305 8589.

NOTE : Appointment under the Public Service Act.

POST 38/28 : **DEPUTY DIRECTOR: LOGISTICAL SUPPORT REF NO: HO 2026/11/35**

SALARY : R932 292 per annum, (all-inclusive package)
CENTRE : National Head Office: Directorate: Logistics
REQUIREMENTS : Degree/National Diploma in Logistics Management/Supply Chain Management or relevant qualification. 3-5 years' experience in a supervisory/management at ASD level in a similar environment. Computer literacy. Valid driver's license. Competencies And Attributes: Knowledge of Public Finance Management Act, Supply Chain Management Guide for Accounting Officers (Section 6), Logistical Information System Manual (LOGISM), DCS Strategic Plan (Key departmental objective A1), Public Service Regulations, HRM Policies/procedure and Skills Development Act, Act 97 of 1998. Analytical thinking. Applying technology and problem analysis. Ability to access and utilise information. Liaison (internal/external). Creativity,

initiative and innovative. Financial management, problem solving, decision making and facilitation skills. Plan, organize, lead and control. Change management, project management, presentation, conflict management, training and communication skills.

DUTIES : Manage and ensure integrity in operational databases of the LOGIS. Formulate electronic policy for LOGIS based on legislation. Managing security policies within the LOGIS application. Management of LOGIS training. Formulation, development, maintenance of and advise on training material for courses that support Logistical supply chain management. Monitor and evaluate Logistical supply chain management courses and material. Management of LOGIS information. Manage and provide support for the marketing of LOGIS. Manage the constant updating of the homepage of Logistics. Design, formulate and review policies, processes and procedures in line with departmental policies, guidelines and procedures and monitor the implementation thereof. Managing the evaluating/monitoring of LOGIS. Manage feedback on audit queries. Manage performance information. Management of human resources, finance and assets.

ENQUIRIES : National Head Office: Ms NS Khumalo Tel No: (012) 307 2174 or Ms TP Ngobeni Tel No: (012) 305 8589.

NOTE : Appointment under the Public Service Act.

POST 38/29 : **DEPUTY DIRECTOR: TRANSPORT MANAGEMENT REF NO: HO 2026/11/36**
Directorate: Logistics

SALARY : R932 292 per annum, (all-inclusive package)

CENTRE : National Head Office

REQUIREMENTS : Bachelor's Degree or National Diploma in Transport Management/Logistics Management/Public Management/Supply Chain Management/Fleet Management or relevant qualification. Five [5] years' experience in Transport Management, Fleet Management, Logistics Management or a related environment. At least 3 years' experience at an ASD/supervisory level. Computer literacy. Valid driver's licence. Competencies And Attributes: Knowledge of Treasury regulations, labour legislation, Public Service Act and regulations, PFMA and its regulations, DCS delegation of authority, performance appraisal manual, Disciplinary Code and Procedures, White Paper on Corrections (applicable sections), transport management policy, code of conduct, procedure manual on departmental vehicles, procedure manual on subsidized transport, DCS strategic plan (applicable sections). Ability to access and utilise information regarding the compilation of policies. Plan, organise, leadership and control. Conflict management. Customer awareness and customer responsiveness. Liaison (internal/external). Impact and influence work standards. Analytical thinking. Decision making, advisory skills and productivity. Initiative, integrity and credibility. Commitment and have concern for others. Accommodating, fairness, loyalty and tolerance. Energetic, observant and patient. Persuasiveness and punctual. Creative and flexible, with the ability to think strategically, embrace change and apply technology effectively in support of organisational goals.

DUTIES : Manage and coordinate the transport management sub-directorate in accordance with departmental objectives and legislative requirements. Monitor and ensure compliance with applicable legislation, policies, procedures, directives, and delegated powers relating to transport management. Oversee departmental fleet management functions and ensure the effective control of government vehicles. Financial management and audit coordination. Stakeholder management and advisory services. Manage and coordinate the departmental transport management training programme. Manage performance information. Management of human resources, finance and assets.

ENQUIRIES : National Head Office: Ms NS Khumalo Tel No: (012) 307 2174 or Ms TP Ngobeni Tel No: (012) 305 8589.

NOTE : Appointment under the Public Service Act.

POST 38/30 : **DEPUTY DIRECTOR: EXTERNAL TRAINING AND BURSARIES REF NO: HO 2026/11/37**
Directorate: External Training and Standards

SALARY : R932 292 per annum, (all-inclusive package)

CENTRE : National Head Office

REQUIREMENTS : Recognised Degree or National Diploma in Human Resources Development or relevant qualification. 3-5 years relevant experience in Human Resources Development/Management at supervisory/management at an ASD level. Computer literacy. Valid driver's licence. Competencies And Attributes: Facilitation and presentation, project management, communication and marketing, report writing, database management, generic management, analytical, negotiation, transformation and change management skills. Assertiveness, decisiveness, customer service orientation, tolerant, initiative, emotional intelligence, honesty and integrity.

DUTIES : Management of bursaries. Coordinate bursary needs analysis in line with DCS priorities. Ensure effective management of bursary case files. Coordination of attendance of conferences, symposia, workshops and externally scheduled training interventions. Establish and maintain a database of accredited service providers. Ensure the approval of attendance of training interventions. Provision of auxiliary support services. Establish and maintain a learner records database. Coordinate the finances and supply chain management systems. Render administrative functions. Determine resource requirements and manage all employee related matters in the sub-directorate.

ENQUIRIES : National Head Office: Ms NS Khumalo Tel No: (012) 307 2174 or Ms TP Ngobeni Tel No: (012) 305 8589.

NOTE : Appointment under the Public Service Act.

POST 38/31 : **DEPUTY DIRECTOR: WELLNESS CENTRE MANAGEMENT REF NO: HO 2026/11/38**
Directorate: Employee Wellness and OSH

SALARY : R932 292 per annum, (all-inclusive package)

CENTRE : National Head Office

REQUIREMENTS : An appropriate 3 years National Diploma/Degree in Bio-kinetics/ Sports Management or relevant qualification. 3-5 years supervisory experience at an Assistant Director level in Health and Wellness or related environment. Experience and knowledge in biokinetics, gymnasiums Sport will be an added advantage. Computer literacy. Valid driver's licence. Competencies And Attributes: Understanding of Public Service policy and legislative framework. Experience and knowledge with regard to wellness programmes. Human resources. Logistics and project management. Excellent statistical analysis skills with training in SPSS or similar model. Policy development, analysis, coordination and implementation. Communication, facilitation, project and programme management. Change management. Client orientation and customer focus. Problem solving. Service delivery innovation. People management and empowerment. Integrity and honesty. Confidentiality. Good interpersonal relations. In-depth knowledge and implementation of employee health and wellness programs. Ability to network with external stakeholders. Financial management.

DUTIES : Design and implement physical wellness policies and procedures to improve the overall health and wellbeing of DCS employees. Manage and ensure the establishment of departmental gymnasiums/ wellness centres and maintenance thereof. Manage and oversee all wellness programmes, physical health assessments, exercise and Nutritional programmes. Conduct statistical analysis of physical health assessment data, interprets the quantitative data and compile physical health reports. Manage performance information. Management of human resources, finance and assets.

ENQUIRIES : National Head Office: Ms NS Khumalo Tel No: (012) 307 2174 or Ms TP Ngobeni Tel No: (012) 305 8589.

NOTE : Appointment under the Public Service Act.

POST 38/32 : **DEPUTY DIRECTOR: CURRICULUM MANAGEMENT REF NO: HO 2026/11/39**

SALARY : R932 292 per annum, (all-inclusive package)

CENTRE : National Head Office: Directorate: Formal Education and Skills Development

REQUIREMENTS : Recognised Degree/Diploma in Education/ Advanced Technical and Vocational Teaching/ Advanced Diploma in Adult and Community Education and Training and Teaching or relevant qualification. 3-5 years management experience within an education and training environment at an ASD level. Computer literacy. Valid driver's licence. Competencies and Attributes: Understanding of

DBE/DHET curriculum. Understanding the National Qualification Framework. Management of education and training. Risk assessment, skills development, capacity building, strategic planning and performance management. Understanding of DCS environment, justice cluster, relevant prescripts. PFMA – compilation of expenditure and reporting. Applied strategic thinking, communication, project management, presentations, report writing, service delivery standards, developing others (coaching, mentoring, training), project and programme management. Decision making, problem solving, networking / liaison with stakeholders, negotiation, organising, conflict management and analytical thinking. Policy development, analysis, monitoring, evaluation.

DUTIES : Manage the development, review and implementation of policies, procedures, strategies and operational frameworks relating to education, occupational and vocational training programmes. Manage the development, review, alignment and implementation of education, occupational and vocational training curricula to ensure compliance with legislative prescripts, education standards and offender rehabilitation requirements. Manage systems and mechanisms for monitoring, evaluating and improving the quality, effectiveness and impact of curriculum delivery. Manage assessment, moderation, certification and qualification processes to ensure learners receive recognised qualifications. Manage performance information. Management of human resources, finance and assets.

ENQUIRIES : National Head Office: Ms NS Khumalo Tel No: (012) 307 2174 or Ms TP Ngobeni Tel No: (012) 305 8589.

NOTE : Appointment under the Public Service Act.

POST 38/33 : **ASSISTANT MANAGER NURSING [PN-B4]: PHC: COMMUNICABLE DISEASES SURVEILLANCE REF NO: HO 2026/11/40**
Directorate: Communicable Diseases

SALARY : R785 568 per annum
CENTRE : National Head Office
REQUIREMENTS : Basic R425 qualification (i.e. Diploma/Degree in Nursing) or equivalent qualification that allows registration with the South African Nursing Council (SANC) as a Professional Nurse. Post basic qualification with a duration of at least 1 year in curative skills in Primary Health Care accredited with the SANC. Registration with the SANC as Professional Nurse. A minimum of 10 years appropriate/recognisable nursing experience after registration as Professional Nurse with the SANC in General Nursing. At least 6 years of the period referred to above must be appropriate/ recognisable experience after obtaining the 1-year post basic qualification in the relevant specialty. At least 3 years of the period referred to above must be appropriate/ recognisable experience at management level. Computer literate. Valid driver's licence. Competencies and Attributes: Demonstrate an in depth understanding of nursing legislation and related legal and ethical nursing practises and how these impacts on service delivery. Ensure clinical nursing practice by the nursing team (unit) in accordance with the scope of practice and nursing standards as determined by the relevant health facility. Promote quality of nursing care as directed by the professional scope of practice and standards as determined by the relevant health facility. Demonstrate a basic understanding of HR and financial policies and practices. Demonstrate effective communication with patients, supervisors, other health professionals and junior colleagues, including more complex report writing when required. Work as part of a multi-disciplinary team at unit level to ensure good nursing care by the nursing team. Work effectively and amicably, at a supervisory level, with persons of diverse intellectual, cultural, racial or religious differences. Able to manage own work, time and that of junior colleagues to ensure proper nursing service in the unit. Display a concern for patients, promoting, advocating and facilitating proper treatment and care and ensuring that the unit adheres to the principles of Batho Pele. Able to develop contacts, build and maintain a network of professional relations in order to enhance service delivery. Demonstrate basic computer literacy as a support tool to enhance service delivery.

DUTIES : Develop, review and implement surveillance systems and other policies for communicable diseases in line with relevant legislation, policies and guidelines. Conduct research and data analysis. Establish clear metrics for evaluating the success of programs and initiatives aimed at treating and preventing communicable diseases. Design and implement innovative interventions aimed at reducing the incidence of communicable diseases.

Management of physical/information resources and adherence to DCS policies/procedures.

ENQUIRIES : National Head Office: Ms NS Khumalo Tel No: (012) 307 2174 or Ms TP Ngobeni Tel No: (012) 305 8589.

NOTE : Appointment under the Public Service Act.

POST 38/34 : **ASSISTANT MANAGER NURSING [PN-B4]: SPECIALTY: MATERNAL, CHILD AND YOUTH HEALTH REF NO: HO 2026/11/41**
Directorate: Non-Communicable Diseases and Support Services

SALARY : R785 568 per annum
CENTRE : National Head Office
REQUIREMENTS : Basic R425 qualification (i.e. Diploma/Degree in nursing) or equivalent qualification that allows registration with the SANC as a Professional Nurse. A post-basic nursing qualification, with a duration of at least 1 year, accredited with the SANC in one of the specialties referred to in the glossary of terms. Registration with the SANC as Professional Nurse. A minimum of 10 years appropriate/recognisable experience in nursing after registration as Professional Nurse with the SANC in General Nursing. At least 6 years of the period referred to above must be appropriate/ recognisable experience in the specific specialty after obtaining the 1-year post-basic qualification in the relevant specialty. At least 3 years of the period referred to above must be appropriate/ recognisable experience at management level. Computer literate. Valid driver's licence. Competencies And Attributes: Demonstrate an in depth understanding of nursing legislation and related legal and ethical nursing practises and how this impact on service delivery. Ensure clinical nursing practice by the nursing team (unit) in accordance with the scope of practice and nursing standards as determined by the relevant health facility. Promote quality of nursing care as directed by the professional scope of practice and standards as determined by the relevant health facility. Demonstrate a basic understanding of HR and financial policies and practices. Demonstrate effective communication with patients, supervisors, other health professionals and junior colleagues, including more complex report writing when required. Work as part of a multi-disciplinary team at unit level to ensure good nursing care by the nursing team. Work effectively and amicably, at a supervisory level, with persons of diverse intellectual, cultural, racial or religious differences. Able to manage own work, time and that of junior colleagues to ensure proper nursing service in the unit. Display a concern for patients, promoting, advocating and facilitating proper treatment and care and ensuring that the unit adheres to the principles of Batho Pele. Able to develop contacts, build and maintain a network of professional relations in order to enhance service delivery. Demonstrate basic computer literacy as a support tool to enhance service delivery.

DUTIES : Design, develop, monitor and review policies, programmes and guidelines for special categories i.e. women, children, adolescents and youth. Provide a comprehensive package of preventive, promotive, curative and rehabilitative services for special categories. Facilitate audit on quality of clinical records pertaining to the provision of clinical care to special categories. Reporting on indicators and programme performance for special categories. Develop and review relevant Information, Education and Communication (IEC) material for special categories programmes and services. Utilize resources efficiently and effectively. Maintain a constructive working relationship with nursing and other stakeholders. Execute the responsibilities of officials as stipulated in section 45 of the Public Finance Management Act 101 of 1999 as amended. Management of performance information, finances, human resources and assets.

ENQUIRIES : National Head Office: Ms NS Khumalo Tel No: (012) 307 2174 or Ms TP Ngobeni Tel No: (012) 305 8589.

NOTE : Appointment under the Public Service Act.

POST 38/35 : **ASSISTANT DIRECTOR: VETTING REF NO: HO 2026/11/42**

SALARY : R605 742 per annum
CENTRE : National Head Office: Directorate: Security Standards and Management
REQUIREMENTS : A recognized Degree or National Diploma in Social Sciences or related areas. 3-5 years security related experience. Security vetting course from a recognised institution is mandatory. Computer literacy. Valid driver's licence. Competencies And Attributes: Financial management. Problem solving and

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

DUTIES : Conduct vetting fieldwork investigations. Provide inputs for the development and implementation of policies, guidelines, norms and standards in vetting investigations. Provide effective communication channels and systems between the department and the State Security Agency (SSA) and other related agencies. Administer vetting files and reports. Management of performance information, finances, human resources and assets.

ENQUIRIES : National Head Office: Ms NS Khumalo Tel No: (012) 307 2174 or Ms TP Ngobeni Tel No: (012) 305 8589.

NOTE : Appointment under the Public Service Act.

POST 38/36 : ASSISTANT DIRECTOR: CRIMINOLOGIST

SALARY : R605 742 per annum

CENTRE : Eastern Cape region: Regional Office Ref No: EC 2026/11/01 (Re-advertisement)
Western Cape region: Regional Office Ref No: WC 2026/11/01 (Re-advertisement)

REQUIREMENTS : Recognised Master's Degree (NQF level 9) in Criminology. 6-10 years relevant or related experience. Background in working on behavioural assessment/profiling in the corrections/justice cluster will be an added advantage. Computer literate. Valid driver's licence. Competencies And Attributes: In depth understanding of safety and security in a correctional environment. Communication, negotiation, analytical and report writing skills. Project and programme management. Problem solving, decision making and analysis. Change, stakeholder and people management. Confidentiality, integrity and honesty. Diplomacy, tactful and assertiveness. Ability to network. Resilient, influence and impact. Good communication, report writing, research and development skills.

DUTIES : Conduct risk assessment. Render induction assessment of high risk/high profile individuals to assess pattern of actions, demographics and motivation as well as other crime characteristics. Render risk management assessment to assess problematic and deficit areas and refer for professional intervention. Pre-parole assessment to assess progress of rehabilitation and risks and predictors for reoffending. Conduct behavioural assessment research. Interact with offenders to understand their criminal behaviour and determine their offending history and future risk of offending. Analyse and advise on criminality/risk behaviour occurring inside the management area. Compile data and form intact reports on crime/criminal related behaviours. Interview offenders to determine the effects of rehabilitation programmes and readiness for parole in terms of their risk for reoffending. Compilation and provision of pro file/criminologist report to Case Management Committees (CMC)/Correctional Supervision and Parole Boards (CSPB) to enhance decision making process. Identify problematic criminal behaviour and recommend referral to professionals. Apply wide range of theories and scientific academic literature to explain criminal behaviour. Assist in compilation and quality checking of profiles (G326) prior to submission to the CSPB. Contribute in the development, compilation and implementation of the criminogenic risk assessment/profiling tools for offenders. Identify shortfalls in the assessment, classification and profiling of offenders. Conduct research and assist criminologist sub directorate to improve offender risk profiling tools. Develop remedial action in addressing shortfalls identified. Provide orientation and capacity building of correctional assessment officials and other officials in the area of work to improve offender risk assessment and profiling practice. Conduct research in respect of all assessment tools. Promote criminological activities and awareness. Plan and organize awareness campaigns. Create and develop information leaflets. Research the effects of gangsterism within correctional facilities. Liaise with relevant DCS officials, professional officials and external stakeholders with regard to criminological theories, recidivism risks and patterns. Promote partnerships with communities and NGO's to

promote successful integration. Management of performance information, finances, human resources and assets.

ENQUIRIES : Eastern Cape region: Ms Myataza Z Tel No: (043) 706 7866/Ms Mgugudo N Tel No: (043) 706 7882.
Western Cape region: Ms. A Reddy Tel No: (021) 559 7920 / Ms. NC Sotyibi Tel No: (021) 558 0518/ Mr S. Sikisazane Tel No: (021) 558 0108.

NOTE : Candidates who previously applied need to re-apply. Appointment under the Public Service Act.

POST 38/37 : **ASSISTANT DIRECTOR: REMAND DETENTION SYSTEMS AND SUPPORT [NCB3] REF NO: HO 2026/11/09**
Directorate: Remand Detention System Management

SALARY : R526 935 per annum
CENTRE : National Head Office
REQUIREMENTS : Relevant Degree/National Diploma (NQF level 6) in Behavioural Sciences with at least 5 years' experience gained in supervisory post (NCB 2). Successful completion of the Correctional Science Learnership/Basic Training. Computer literate. Valid driver's licence. Competencies And Attributes: Analytical thinking skills. Policy review, analysis and development. Human resource management including development and training. Research. Financial management skills. Knowledge and understanding on the development of security systems. Compliance management. Knowledge and understanding of monitoring and evaluation of the safety legislation (construction). Application of safety legislation. Project management. Communication, report writing and presentation skills.

DUTIES : Management of virtual courts. Co-ordinate the upgrading and refurbishment of Remand Detention Facilities (RDFs). Co-ordinate the installation. Ensure maintenance of equipment. Gathering of statistics and report writing on court appearances. Verification and tracking of RDs. Co-ordinate the installation of APIS system. Ensure maintenance of equipment. Gathering of statistics and report writing on the tracking of RDs. Development of training framework for officials working in RDFs. Evaluation of safety and security tenders. Development of policies regarding RDFs. Review of operational policies. Assist in development of orientation programmes. Assist in policy development with regard to systems in RDFs. Assist in the drafting/compilation of specifications and or amendments of specifications. Effective and efficient use of detention management system and management information system. Ensure data integrity. Ensure the effective and efficient use of MIS on remand detention issues. Upgrading of RDFs. Assist in the drafting/compilation of specifications and or amendments of specifications for RDFs. Co-ordinate inputs with regard to feasibility study. Management of performance information, finances, human resources and assets.

ENQUIRIES : National Head Office: Ms NS Khumalo Tel No: (012) 307 2174 or Ms TP Ngobeni Tel No: (012) 305 8589.

NOTE : Appointment under the Correctional Services Act.

POST 38/38 : **ASSISTANT DIRECTOR: REMAND DETENTION: ADMISSION AND RELEASE [NCB3] REF NO: HO 2026/11/10**
Directorate: Remand Administration and Case Flow

SALARY : R526 935 per annum
CENTRE : National Head Office
REQUIREMENTS : Relevant Degree/National Diploma (NQF level 6) in Behavioural Sciences. At least 5 years relevant experience gained in a supervisory post (NBC2). Successful completion of the Correctional Science Learnership or Basic Training. Experience in departmental management information system (MIS) will be added as advantage. Computer literate. Valid driver's licence. Competencies And Attributes: Financial management. Problem solving and decision making. Facilitation skills. Plan, organize, lead and control. Project management and presentation skills. Conflict management. Training and development. Communication. Report writing. Coaching and mentoring. Understanding of Public Service policy and legislative framework. Service delivery and client orientation. Integrity and honesty. Assertiveness. Influence and impact.

DUTIES : Development, analysis and evaluation of remand detention policies and procedures. Participate in the policy and procedure formulation with regard to

admission and releases of remand detainees. Assist with the development and monitoring tools to observe implemented policy and procedures on all remand detainees including special categories. Report on internal and external audits and ensure compliance or corrective actions. Monitor the implementation of bail protocol and relevant sections of Criminal Procedure Act 51 of 1977 and Correctional Services Act 111 of 1998 on remand detainees. Monitor the RD tool. Information analysis and writing. Monitor the implementation of the Child Justice Act 75 of 2008 and submission of reports to the intersectoral cluster on child justice. Manage the wearing of uniform of remand detainees. Management of human resource, finance and assets. Manage compliance with the department supply chain management policy within remand detention.

ENQUIRIES : National Head Office: Ms NS Khumalo Tel No: (012) 307 2174 or Ms TP Ngobeni Tel No: (012) 305 8589.

NOTE : Appointment under the Correctional Services Act.

POST 38/39 : **ASSISTANT DIRECTOR: PRESENTATIONS [NCB3] REF NO: HO 2026/11/11**
Directorate: Pre-Release Resettlement

SALARY : R526 935 per annum
CENTRE : National Head Office: Directorate: Pre-Release
REQUIREMENTS : Relevant Degree/National Diploma (NQF level 6) in Behavioural Sciences. At least 5 years relevant experience gained in a supervisory post (NBC2). Successful completion of the Correctional Science Learnership or Basic Training. Computer literate. Valid driver's licence. Competencies And Attributes: Knowledge of the Correctional Services Act, Act 111 of 1998, as amended. Knowledge of the relevant Sections of the Criminal Procedure Act 51/1977. Assertiveness, Networking / liaison with internal and external stakeholders. Report writing, Negotiation, Facilitation, Presentation, Project Management, research, communication, listening, stakeholder management, problem solving skills, analytical skills and decision-making skills. People Management and Empowerment, Integrity and honesty, Confidentiality, Good Interpersonal relations.
DUTIES : Development and review of policy and procedures on representation and victim involvement in the Correctional Supervision and Parole Board (CSPBs). Undertake research into best practices. Administration of ordinary and ministerial representations. Receiving of representations from various interested parties. Operationalisation of victim involvement policies. Draft implementation plans. Management of media and parliamentary questions. Receive media questions from various media houses. Management of performance information, finances, human resources and assets.
ENQUIRIES : National Head Office: Ms NS Khumalo Tel No: (012) 307 2174 or Ms TP Ngobeni Tel No: (012) 305 8589.
NOTE : Appointment under the Correctional Services Act.

POST 38/40 : **ASSISTANT DIRECTOR: DESIGN/DEVELOP PROFILE MECHANISM [NCB3] REF NO: HO 2026/11/12**
Directorate: Risk Profile Management

SALARY : R526 935 per annum
CENTRE : National Head Office
REQUIREMENTS : Relevant Degree/National Diploma (NQF level 6) in Behavioural Sciences. At least 5 years relevant experience gained in a supervisory post (NBC2). Successful completion of the Correctional Science Learnership or Basic Training. Computer literate. Valid driver's licence. Competencies And Attributes: Knowledge of the Correctional Services Act, Act 111 of 1998, as amended. Knowledge of the relevant Sections of the Criminal Procedure Act 51/1977. Assertiveness, networking / liaison with internal and external stakeholders, report writing, negotiation, facilitation, presentation, project management, research, communication, listening, stakeholder management, problem solving and analytical skills. Decision making, people management and empowerment, integrity and honesty, confidentiality and good interpersonal relations.
DUTIES : Facilitate the development and maintenance of systems for offender profiling mechanisms. Develop and maintain mechanisms to establish and profile crime categories. Conduct profiling and research. Coordinate and facilitate the development and implementation of policies in line with applicable legislation

		and regulatory requirements. Management of performance information. Manage human resources, finance and assets.
ENQUIRIES	:	National Head Office: Ms NS Khumalo Tel No: (012) 307 2174 or Ms TP Ngobeni Tel No: (012) 305 8589.
NOTE	:	Appointment under the Correctional Services Act.
POST 38/41	:	**ASSISTANT DIRECTOR: MONITORING AND EVALUATION [NCB3] REF NO: HO 2026/11/13** Directorate: Community Liaison
SALARY	:	R526 935 per annum
CENTRE	:	National Head Office
REQUIREMENTS	:	Relevant Degree/National Diploma (NQF level 6) in Behavioural Sciences. At least five (5) years' experience gained in a supervisory post (NCB 2). Successful completion of Corrections Science Learnership/Basic Training. Computer literate. Valid driver's licence. Competencies And Attributes: Knowledge of the Public Service Act, regulations, policies and procedures. Analytical, problem solving, report writing, negotiation, listening, communication, research, facilitation and presentation skills. Networking/liaison with internal and external stakeholders. Project management. Monitoring and evaluation skills, financial management, interpersonal relations and the ability to initiate change.
DUTIES	:	Develop national policies and procedures in terms of community liaison. Monitor and evaluate policy implementation. Design the monitoring tool. Manage and co-ordinate the activities of community involvement. Liaise with relevant external service providers involved in rendering community involvement services. Management of performance information. Manage human resources, finance and assets.
ENQUIRIES	:	National Head Office: Ms NS Khumalo Tel No: (012) 307 2174 or Ms TP Ngobeni Tel No: (012) 305 8589.
NOTE	:	Appointment under the Correctional Services Act.
POST 38/42	:	**ASSISTANT DIRECTOR: MEASUREMENT AND TRACKING [NCB3] REF NO: HO 2026/11/14** Directorate: Community Liaison
SALARY	:	R526 935 per annum
CENTRE	:	National Head Office
REQUIREMENTS	:	Relevant Degree/National Diploma (NQF level 6) in Behavioural Sciences. At least five (5) years' experience gained in a supervisory post (NCB 2). Successful completion of Corrections Science Learnership/Basic Training. Top secret security classification as an added advantage. Computer literate. Valid driver's licence. Competencies And Attributes: Knowledge of the Correctional Services Act, Act 111 of 1998, as amended. Assertiveness, Networking/liaison with internal and external stakeholders, report writing, negotiation, facilitation, presentation, project management, communication, listening, stakeholder management, problem solving, analytical and research skills. Decision making, people management and empowerment, integrity and honesty, confidentiality, good interpersonal relations.
DUTIES	:	Facilitate the re-entry of offenders into the community through the involvement of stakeholders. Monitor and evaluate policy implementation on any areas of concern with regard to offender reintegration. Enhance successful reintegration of released offenders into their communities. Design monitoring tools for evaluation of services rendered by service providers to released offenders. Marketing and liaison with internal and external stakeholders. Management of performance information, finances, human resources and assets.
ENQUIRIES	:	National Head Office: Ms NS Khumalo Tel No: (012) 307 2174 or Ms TP Ngobeni Tel No: (012) 305 8589.
NOTE	:	Appointment under the Correctional Services Act.
POST 38/43	:	**SECURITY MANAGER: DEVELOPMENT SUPPORT [CB4] REF NO: HO 2026/11/15**
SALARY	:	R511 470 per annum
CENTRE	:	Kroonstad Training College
REQUIREMENTS	:	Relevant Degree / National Diploma (NQF level 6) in Behavioural Sciences. Successful completion of the Corrections Science Learnership/Basic Training.

At least seven (7) years relevant experience in a supervisory post (CB3). Registered and accredited as an Assessor and Moderator will be an added advantage. Computer literacy. Valid driver's licence. 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. Understanding the Public Service Policies and Legislative Framework. service delivery and client orientation, assertiveness and ability to network, influence and impact, ability to apply strategic thinking, willingness to travel.

DUTIES : Procure and allocate training resources. Manage sub-inventory registers. Ensure availability of stationery and training material. Manage the resource centre. Manage training-related administration and training facilities. Ensure availability of keys and registers. Ensure hygienic condition of training facilities in compliance with OHS-standards. Registration of learners with SASSETA. Check learner qualification and identification. Coordinate and manage the submission of Portfolio of Evidence (POE) files after moderation. Assist with preparation and finalisation of related administration for internal and external verification. Manage record-keeping of training related activities. Ensure confidentiality of records. Registration of Assessors and Moderators with SASSETA. Provide support, guidance and advice on a continuous basis. Render learner support. Duplicating of assessment tools. Supervise custodial duties. Ensure signing for and receiving of security equipment. Conduct counting and confirming of offender totals. Record, report incidents and facilitate rehabilitation programmes. Register, handle/refer inmates' complaints and requests. Ensure conducting of internal and external custodial duties in a humane and secure correctional/remand detention environment. Ensure conducting of administrative duties when performing internal and external custodial duties. Handle and deal with various emergency situations when performing custodial duties. Attend OHS-meetings. Compile monthly progress reports. Management of performance information. Manage human resources, finance and assets.

ENQUIRIES : National Head Office: Ms NS Khumalo Tel No: (012) 307 2174 or Ms TP Ngobeni Tel No: (012) 305 8589.

NOTE : Appointment under the Correctional Services Act.

POST 38/44 : **SECURITY MANAGER: BASIC TRAINING (CB4)**

SALARY : R511 470 per annum

CENTRE : Kroonstad Training College Ref No: HO 2026/11/16
Zonderwater Training College Ref No: HO 2026/11/17 (X2 Posts)

REQUIREMENTS : Relevant Degree/National Diploma (NQF level 6) in Behavioural Sciences. Successful completion of the Corrections Science Learnership/Basic Training. At least seven (7) years relevant experience in a supervisory post (CB3). Registered and accredited as an Assessor and Moderator will be an added advantage. Computer literacy. Valid driver's licence. Competencies And Attributes: Financial management. Physical wellness. Problem-solving and decision-making, facilitation and presentation, planning and organizing, project management, conflict management, report writing, coaching and mentoring and time management skills. Change management. Lead and control. Ability to lead a team. Confidentiality, integrity and honesty. Understanding the Public Service Policies and Legislative Framework. Service delivery and client orientation. Assertiveness and ability to network. Influence and impact. Ability to apply strategic thinking. Willingness to travel.

DUTIES : Provide and supervise the delivery of instructional and experiential/workplace learning. Supervise the facilitation of presentations and the administration of classes in the correctional environment. Prepare and supervise the preparation and administration of assessments within the correctional environment. Provide safe and secure detention, rehabilitation process and humane incarceration in a correctional environment. Supervise the performance of custodial duties within a correctional/remand detention environment. Management of performance information. Manage human resources, finance and assets.

ENQUIRIES : National Head Office: Ms NS Khumalo Tel No: (012) 307 2174 or Ms TP Ngobeni Tel No: (012) 305 8589.

NOTE : Appointment under the Correctional Services Act.

POST 38/45 : **SECURITY MANAGER: BASIC TRAINING [CB4] REF NO: HO 2026/11/18**
Re-advertisement

SALARY : R511 470 per annum
CENTRE : Kroonstad Training College
REQUIREMENTS : Relevant Degree/National Diploma (NQF level 6) in Behavioural Sciences. Successful completion of the Corrections Science Learnership/Basic Training. At least seven (7) years relevant experience in a supervisory post Registered and accredited as an Assessor and Moderator will be an added advantage. Computer literacy. Valid driver's licence. Competencies And Attributes: Financial management. Physical wellness. Problem-solving and decision-making, facilitation and presentation, planning and organizing, project management, conflict management, report writing, coaching and mentoring and time management skills. Change management. Lead and control. Ability to lead a team. Confidentiality, integrity and honesty. Understanding the Public Service Policies and Legislative Framework. Service delivery and client orientation. Assertiveness and ability to network. Influence and impact. Ability to apply strategic thinking. Willingness to travel.
DUTIES : Provide and supervise the delivery of instructional and experiential/workplace learning. Supervise the facilitation of presentations and the administration of classes in the correctional environment. Prepare and supervise the preparation and administration of assessments within the correctional environment. Provide safe and secure detention, rehabilitation process and humane incarceration in a correctional environment. Supervise the performance of custodial duties within a correctional/remand detention environment. Management of performance information. Manage human resources, finance and assets.
ENQUIRIES : National Head Office: Ms NS Khumalo Tel No: (012) 307 2174 or Ms TP Ngobeni Tel No: (012) 305 8589.
NOTE : Candidates who previously applied need to re-apply. Appointment under the Correctional Services Act.

POST 38/46 : **ASSISTANT DIRECTOR: OCCUPATIONAL HEALTH AND SAFETY PRACTITIONER**
Re-Advertisement

SALARY : R487 197 per annum
CENTRE : Gauteng region: Leeuwkop Ref No: GP 2026/11/01
Kgoši Mampuru II Ref No: GP 2026/11/02]
Bavianspoort Ref No: GP 2026/11/03]
Zonderwater Ref No: GP 2026/11/04]
Johannesburg Ref No: GP 2026/11/05]
Boksburg Ref No: GP 2026/11/06]
Modderbee Ref No: GP 2026/11/07]
Krugersdorp Ref No: GP 2026/11/08
Western Cape region: Breederiver Ref No: WC 2026/11/02
Drakenstein Ref No: WC 2026/11/03
Overberg Ref No: WC 2026/11/04
Voorberg Ref No: WC 2026/11/05
West Coast Ref No: WC 2026/11/06
Southern Cape Ref No: WC 2026/11/07
DUTIES : Recognized Degree/National Diploma in Safety Management or relevant qualification. 3-5 years' supervisory experience in an Occupational Health and Safety environment. Computer literate. Valid driver's licence. Competencies And Attributes: Knowledge of OHS Act. Knowledge of COID Act. Knowledge of DCS employee occupational health and safety policy and processes. HR Mandates regarding employee occupational health and safety. Public Service Regulations. Knowledge of collective Agreements with regard to employee occupational health and safety. Information collection, analyses, interpretation, dissemination with regard to performance assessment policies regulations and acts. Knowledge of COID Act (Workman Compensation Act). Safety standards. Basic Conditions of Employment Act. Public Service Regulations. DCS Financial Policy regarding claims, expenditure, advances, payments, invoices,

		etc. HR Policies related to leave, performance assessment, discipline, grievances, skills development, occupational health and safety, employee wellness, remuneration and allowances, etc. Project management principles. PFMA – compilation of budgets, estimation, expenditure and reporting. The ability to access and interpret required management information. Communication, presentations, decision making, problem solving, networking/liaison with stakeholders and listening skills. Technical report writing and analytical thinking. Policy development, analysis, monitoring, evaluation and implementation. Knowledge of DPSA Circulars with regard to employee occupational health and safety.
DUTIES	:	Facilitate the implementation of OHS as incorporated in the IEHW policy and procedure. Monitor the compliance of Occupational Health and safety in terms of COID Acts within the region and management area. Monitor and promote corporate culture of Safety, Health, Environment, Risk and Quality (SHERQ) in the region. Facilitate the implementation of corrective measures in order to mitigate SHERQ risks. Coordinate and facilitate emergency preparedness plan and response procedures within the region.
ENQUIRIES	:	**Gauteng region**: Ms Mongwai EN Tel No: (012) 420 0174/Ms Feni SAP Tel no: (012) 420 0173/ (012) 420 0179. **Western Cape region**: Ms. A Reddy Tel No: (021) 559 7920 / Ms. NC Sotyibi Tel No: (021) 558 0518/ Mr S. Sikisazane Tel No: (021) 558 0108.
NOTE	:	Candidates who previously applied need to re-apply. Appointment under the Public Service Act.
POST 38/47	:	**ASSISTANT DIRECTOR: PHYSICAL SECURITY REF NO: HO 2026/11/43** Directorate: Security Standards and Management
SALARY	:	R487 197 per annum
CENTRE	:	National Head Office
REQUIREMENTS	:	Recognised three (3) year Degree in Criminal Justice field or relevant qualification. 3-5 years relevant experience in a similar environment. Computer literacy. Valid driver's licence. Competencies And Attributes: Financial management, facilitation, plan, organize, lead and control, project management, presentation, conflict management, report-writing, time management and negotiation skills. Confidentiality, coaching and mentoring. Understanding of Public Service policy, Correctional Service Act and legislative framework. Service delivery and client orientation, integrity and honesty, assertiveness, willingness to travel, influence and impact, decision making, problem-solving skills, networking / liaison with stakeholders.
DUTIES	:	Development and implementation of security policy and procedures. Conduct security threat and risk assessments for DCS. Analyse the risk assessment documents/ reports. Co-ordinate and ensure existence of reliable security systems. Conduct security breach investigations. Evaluate and improve the effectiveness of security measures and procedures. Management of performance information, finances, human resources and assets.
ENQUIRIES	:	National Head Office: Ms NS Khumalo Tel No: (012) 307 2174 or Ms TP Ngobeni Tel No: (012) 305 8589.
NOTE	:	Appointment under the Public Service Act.
POST 38/48	:	**ASSISTANT DIRECTOR: MONITORING AND REPORTING REF NO: HO 2026/11/44 (X2 POSTS)** Directorate: Strategic Planning Management and Monitoring
SALARY	:	R487 197 per annum
CENTRE	:	National Head Office: Directorate: Strategic Planning Management
REQUIREMENTS	:	Recognised Degree or National Diploma in Public Administration / Auditing / Statistics / Monitoring and Evaluation or relevant qualification. Three (3) years' experience in Monitoring and Reporting of which 2 years must be at a supervisory level or equivalent. Computer literacy. Valid driver's licence. Competencies And Attributes: Knowledge of monitoring and evaluation processes. Knowledge of research methodologies. Knowledge of governmental guidelines. Public finance management. Policy framework for the government-wide monitoring and evaluation system. Policy imperatives. Strategic planning guidelines. Management and development. Knowledge and experience of problem-solving technique. Planning and organisation. Relationship management. Programme and project management. Analytical thinking, presentation, research data analysis, report writing, interpersonal,

communication, inter-personal and diplomacy skills. Emotional intelligence, change management, risk management and people management skills.

DUTIES : Compilation of performance information reports for the department. Collect, verify and conduct evidence-based evaluation of performance information. Coordinate, analyse and consolidate inputs from various Branches to compile the department's monthly performance reports, quarterly performance reports, medium term development reports, annual reports, mid-term reports and end term reports. Manage the development the monitoring policies and tools. Conduct research and keep up to date with the latest trends. Develop and review monitoring and reporting policies, SOPs and procedures. Monitor the implementation of the departmental monitoring and reporting tools. Support the implementation of data monitoring and reporting initiatives within the department. Ensure provision of support services within the Strategic Management Branch. Facilitate the coordination of the strategic management forums and meetings for the quarterly and annual reports. Support the Sub-Directorate: Monitoring and Reporting. Assist with maintaining appropriate internal controls and reporting systems to meet performance expectations. Assist with monitoring the budget and expenditures for the Sub-Directorate. Management of human resources, finance and assets. Management of performance information.

ENQUIRIES : National Head Office: Ms NS Khumalo Tel No: (012) 307 2174 or Ms TP Ngobeni Tel No: (012) 305 8589.

NOTE : Appointment under the Public Service Act.

POST 38/49 : **ASSISTANT DIRECTOR: ASSESSMENTS AND MODERATIONS REF NO: HO 2026/11/45**
Directorate: External Training and Standards

SALARY : R487 197 per annum
CENTRE : National Head Office
REQUIREMENTS : An appropriate recognised 3-year Bachelor's Degree/National Diploma in Human Resource Development/Education, Training and Development or relevant qualification. 3-5 years relevant experience in Human Resource environment. Computer literacy. Valid driver's licence. Competencies And Attributes: Sound knowledge and understanding of South African Qualifications Authority (SAQA) framework, National Qualifications Framework (NQF), Occupational Qualifications Sub-Framework (OQSF), where applicable. Quality Council for Trades and Occupations (QCTO) quality assurance requirements. Principles and practices of assessment and moderation. Assessment design, assessment instruments and moderation methodology. Unit standards, learning outcomes, exit-level outcomes and assessment criteria. Recognition of Prior Learning (RPL), where applicable. Skills Development legislation and related regulations. Public Service legislative and policy framework. Correctional Services legislative and policy framework. Departmental training and development policies and procedures. Quality management systems and compliance monitoring. Project and programme management principles. Financial management, procurement and asset management prescripts.

DUTIES : Development and review of assessment and moderation frameworks. Assessment and moderation systems and processes. Development and review of learning programme standards. Quality assurance and compliance monitoring. Assessment and moderation tools. Stakeholder coordination and liaison. Reporting and information management. Human, financial and physical resource management.

ENQUIRIES : National Head Office: Ms NS Khumalo Tel No: (012) 307 2174 or Ms TP Ngobeni Tel No: (012) 305 8589.

NOTE : Appointment under the Public Service Act.

POST 38/50 : **ASSISTANT DIRECTOR: INTERNAL COMMUNICATION REF NO: HO 2026/11/46**
Directorate: Internal Communication and Media Production

SALARY : R487 197 per annum
CENTRE : National Head Office
REQUIREMENTS : Recognised Degree or National Diploma in Communication/ Journalism or relevant qualification. 3-5 years' experience at a supervisory level in the communication sector. Valid driver's licence. Computer literate. Competencies

And Attributes: Proven ability to understand an institution's internal communication needs. Proven ability to conceptualise, execute and measure the effectiveness of internal communication channels and messages. Proven experience in writing and editing articles. Excellent command of written and spoken English. Experience with or thorough understanding of a Content Management System (CMS) for intranet or internet will be an advantage. Ability to work under pressure and according to tight deadlines. Willingness to travel and work overtime. 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 coordinate and organize work related tasks. High level of reliability. Ability to act with tact and discretion.

DUTIES : Assist with managing the department's intranet. Manage and improve the daily system of internal notices. Write, edit and proofread internal communication messages. Develop feedback mechanisms to objectively measure effectiveness of internal communication channels and messages. Regularly monitor intended reach and effectiveness against communication objectives and against communication strategy and compile reports thereof. Build networks and partnerships within the department that will help ensure optimal coverage of defining moments of service delivery for purposes of communicating it internally. Management of human resources, finance, and assets.

ENQUIRIES : National Head Office: Ms NS Khumalo Tel No: (012) 307 2174 or Ms TP Ngobeni Tel No: (012) 305 8589.

NOTE : Appointment under the Public Service Act.

POST 38/51 : **ASSISTANT DIRECTOR: OPERATIONAL TRAINING REF NO: HO 2026/11/47**
Directorate: Logistics

SALARY : R487 197 per annum
CENTRE : National Head Office
REQUIREMENTS : Degree or National Diploma in Logistics/Supply Chain Management or relevant qualification plus at least 3- 5 years' experience in Logistics as a supervisor (SL8). LOGIS training. Computer literate. Valid driver's licence. Competencies And Attributes: Knowledge of PFMA Section 38 (1), Treasury regulations, White Paper on Corrections (applicable sections), DCS strategic plan (A1), Public Service regulations, HRD policies/procedures and skills development act, Act 97 of 1998. PASM/PAS and Web asset tool. PFMA (Act No 1 of 1999 as amended by act 29 of 1999) Section 38(1). Supply chain management guide for accounting officers, Section 6. Provisioning Administration System Manual (PASM). Financial administration procedures – Manual 4. Annual operational plan of the Directorate: Logistics. Analytical thinking. Honest, integrity and committed. Liaison (internal/external). Ability to use office administration tools. Capability to manage statistics on a computerized database.

DUTIES : Compile and coordinate operational training plan. Schedule training needs for ad hoc Logistics training. Facilitate the formulation, development and maintenance of operational training material. Coordinate and provide training information and advice to relevant stakeholders. Management of human resources, finance and assets. Management of performance information.

ENQUIRIES : National Head Office: Ms NS Khumalo Tel No: (012) 307 2174 or Ms TP Ngobeni Tel No: (012) 305 8589.

NOTE : Appointment under the Public Service Act.

POST 38/52 : **ASSISTANT DIRECTOR: PROVISIONING ADMINISTRATION SYSTEM TRAINING REF NO: HO 2026/11/48**
Directorate: Logistics

SALARY : R487 197 per annum
CENTRE : National Head Office
REQUIREMENTS : Relevant Degree/National Diploma in Logistics/Supply Chain Management/Public Administration. 3-5 years supervisory experience. Knowledge of LOGIS System. Computer literate. Valid driver's licence. Competencies And Attributes: Knowledge of PFMA. Knowledge of Treasury Regulations, Operational Plan, Strategic plan, Public Administration Service Act, White Paper. Understanding of policies, manuals and circulars. Knowledge and understanding of LOGIS system. communication, planning and organising,

interpersonal, analytical and problem-solving skills. Liaison (internal and external). Honesty, integrity and commitment. Creativity, logical and innovative.

DUTIES : Manage LOGIS system. Ensure that all prescribed files are opened, completed and signed per financial year. Ensure maintenance of store specific codes. Undertake LOGIS system Logistical inspection. Ensure the correct allocation of functions to user. Assist in performing inspections at stores. Manage the implementation of Logistics policy. Ensure that LOGIS users follow all procedures set by the LOGIS policies. Ensure compliance with relevant policies by facilitating adherence to processes in Logistical services. Monitor LOGIS Balance Score Card. Ensure identification of areas for improvement as per the standard set by National Treasury. Ensure all transactions on LOGIS are cleared. Management of human resources, finance and assets. Management of performance information.

ENQUIRIES : National Head Office: Ms NS Khumalo Tel No: (012) 307 2174 or Ms TP Ngobeni Tel No: (012) 305 8589.

NOTE : Appointment under the Public Service Act.

POST 38/53 : **ASSISTANT DIRECTOR: IT INFORMATION SECURITY REF NO: HO 2026/11/49**
Directorate: IT Infrastructure and Telephony

SALARY : R487 197 per annum
CENTRE : National Head Office
REQUIREMENTS : Recognised Degree or National Diploma in Information Technology related field, appropriate experience dedicated in IT Security environment. 3-5 years' experience in IT security environment. Valid driver's licence. Competencies And Attributes: Ability to install patches, anti-viruses, backup software and hardware. Ability to implement disaster recovery. Ability to install patches, antiviruses, backup software and hardware. Understanding of advanced security protocols and standards. Solid knowledge of information security principles and practices. Good written and oral ability. Able to communicate complex ideas concisely. Presentation, information gathering, problem solving, analytical and interpretation skills.

DUTIES : Manage threat and vulnerability. Conduct vulnerability assessments and produce reports with mitigation actions. Ensure and identified critical threats are addressed within agreed timelines. Administer IT security systems. Maintain patch compliance across servers and workstations. Ensure anti-virus and filtering systems are updated daily with zero lapses. Monitor the response of security incidents detection. Identify, detect, mitigate and respond to security incidents using security tools. Maintain continuous monitoring with documented intrusion detection logs. Ensure compliance with ICT policies across the department. Review and update ICT policies annually or when new risks emerge. Conduct bi-annual audits to verify adherence to standards. Administer business continuity and disaster recovery. Test disaster recovery plans twice per year with documented outcomes. Ensure system backups are performed daily and verified weekly. Management of human resources, finance and assets. Management of performance information.

ENQUIRIES : National Head Office: Ms NS Khumalo Tel No: (012) 307 2174 or Ms TP Ngobeni Tel No: (012) 305 8589.

NOTE : Appointment under the Public Service Act.

POST 38/54 : **ASSISTANT DIRECTOR: EMPLOYEE INCENTIVES REF NO: HO 2026/11/50**
Directorate: HR Support

SALARY : R487 197 per annum
CENTRE : National Head Office: HR System and Support
REQUIREMENTS : Recognised Degree/ National Diploma in Human Resource Management or relevant qualification. 3- 5 years' experience in a similar environment and 3 years should be at supervisory level. Computer literate. Valid driver's licence. Competencies And Attributes: Employee incentives policy and processes. Knowledge of DPSA incentive policy framework and related circulars. Knowledge of Labour Relations Act. HR mandates regarding employee incentives. Knowledge of organisational structure. Public Service Act and regulations. Collective agreements with regard to employee incentives. Career management strategy. Knowledge of Employment Equity Act, Basic Conditions of Employment Act, Financial policy regarding claims, expenditure, advances,

payments, invoices, etc. HR policies related to leave, performance assessment, discipline, grievances, skills development, occupational health and safety, employee wellness, remuneration and allowances, etc. Project management principles. Delegations of authority. The ability to access and interpret required management information. Applied strategic thinking. communication, presentations, developing others (coaching, mentoring, training, supervisory, problem-solving, networking / liaison with stakeholders, negotiation and listening skills. Technical report writing. Analytical thinking policy development, analysis, monitoring, evaluation and implementation.

DUTIES : Coordinate the implementation of employee incentive programmes. Coordinate the implementation of employee incentive programmes, including performance bonuses, pay progression and long-service recognition awards. Conduct research and policy support on employee incentives. Conduct research and benchmarking on employee incentive practices within the public service and relevant sectors. Monitor compliance and reporting on employee incentives. Monitor compliance with employee incentive policies, directives and applicable legislative frameworks. Management of human resources, finance and assets. Management of performance information.

ENQUIRIES : National Head Office: Ms NS Khumalo Tel No: (012) 307 2174 or Ms TP Ngobeni Tel No: (012) 305 8589.

NOTE : Appointment under the Public Service Act.

POST 38/55 : **ASSISTANT DIRECTOR: EMPLOYEE DISCIPLINE REF NO: HO 2026/11/51**
Directorate: Employee Relations

SALARY : R487 197 per annum
CENTRE : National Head Office
REQUIREMENTS : National Diploma/Degree in Labour Law, Labour Relations or Human Resource Management with Labour Law / Labour Relations as a major. 3-5 years' experience in Labour relations environment. Computer literate. Valid driver's licence. Competencies And Attributes: Knowledge of HR Corporate Policies, grievance procedure, employee relations policies, disciplinary code and procedure. Labour Relations Act with emphasis on Dispute Resolution Mechanisms. Basic Conditions of Employment Act. Rules of the dispute resolution agencies – CCMA and GPSSBC. Rules pertaining to conciliation and arbitration practices. RSA Constitution with regards to labour rights. Investigating techniques, communication, information collection, analyses, interpretation, dissemination, mediation, conflict management and resolution, problem-solving, listening, analytical thinking and advisory skills. Applying investigation techniques. Facilitation / mediation of conflict. Labour Relations Act with emphasis on the code of good practice on dismissals. Public Service Act and regulations. Knowledge of Public Service disciplinary code and procedure.

DUTIES : Coordinate and monitor employee discipline management. Provide expert advice and guidance to management on disciplinary matters, policies and procedures. Provide labour relations dispute resolution support. Provide advice and support to management on grievance handling, dispute resolution, conciliation and arbitration processes. Monitor and evaluate compliance with employee discipline policies, procedures and legislative requirements. Maintain and update Employee Relations Management Information Systems (ERMIS) and related databases.

ENQUIRIES : National Head Office: Ms NS Khumalo Tel No: (012) 307 2174 or Ms TP Ngobeni Tel No: (012) 305 8589.

NOTE : Appointment under the Public Service Act.

POST 38/56 : **ASSISTANT DIRECTOR: POST ADVERTISEMENT REF NO: HO 2026/11/52**
Directorate: HR Administration and Utilization

SALARY : R487 197 per annum
CENTRE : National Head Office
REQUIREMENTS : Degree/National Diploma in Human Resource Management or relevant qualification. 3-5 years supervisory experience in a similar environment. Computer literate. Valid driver's licence. Competencies And Attributes: Knowledge of relevant legislations. Understanding of organogram. Ability to analyse PERSAL reports. Communication, problem solving and analysis, research, benchmarking, self-management, time management, financial management, human resource management (supervisory). Ability to work

		under pressure. Negotiation, analytical and interpretation and interpersonal skills. Planning and organising. Creativity.
DUTIES	:	Facilitate the development, review and maintain national policies, procedures and guidelines for post advertisement and recruitment. Manage and coordinate internal and external post advertisement processes. Develop and coordinate post-advertisement programme in accordance with approved recruitment plans. Coordinate the receipt and verification of requests for post advertisement from the branches and regions. Conduct quality assurance of advertisements and documentation. Verify compliance with approved organisational structure, establishments, Occupation Specific Dispensation (OSD's) and job descriptions. Monitor adherence to prescribed recruitment procedures. Facilitate and coordinate head-hunting requests and processes. Management of performance information, human resources, finance and assets.
ENQUIRIES	:	National Head Office: Ms NS Khumalo Tel No: (012) 307 2174 or Ms TP Ngobeni Tel No: (012) 305 8589.
NOTE	:	Appointment under the Public Service Act.
POST 38/57	:	**ASSISTANT DIRECTOR: ADMINISTRATIVE SECRETARY**
SALARY	:	R487 197 per annum
CENTRE	:	National Head Office: Office of the DC: Financial and Management Accounting Ref No: HO 2026/11/53 Office of the DC: Health Care Services Ref No: HO 2026/11/54 Office of the DC: Community Programmes and Liaison Ref No: HO 2026/11/55
REQUIREMENTS	:	A recognized Degree /National Diploma in Office Management /Public Administration or relevant qualification. 3-5 years' experience in a relevant environment. Computer literate. Valid driver's licence. Competencies And Attributes: Performance planning, reporting and service delivery Improvement. 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. Service delivery and client orientation. Integrity and honesty. Assertiveness. Ability to network. Influence and impact. Applied strategic thinking. Willingness to travel.
DUTIES	:	Prepare and consolidate reports for the chief directorate. Ensure a smooth document flow system in the office. Ensure compliance of return dates for memorandums and projects. Ensure quality control over the documentation received. Facilitate the 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 performance information, human resources, finance and assets.
ENQUIRIES	:	National Head Office: Ms NS Khumalo Tel No: (012) 307 2174 or Ms TP Ngobeni Tel No: (012) 305 8589.
NOTE	:	Appointment under the Public Service Act.
POST 38/58	:	**ASSISTANT DIRECTOR: WORKSTUDY AND JOB EVALUATION REF NO: HO 2026/11/56** Directorate: Organisational Development
SALARY	:	R487 197 per annum
CENTRE	:	National Head Office
REQUIREMENTS	:	National Diploma/Degree in Management Services/ Organisational Development/ Operations Management/ Production Management/ Industrial and Organisational Psychology or relevant qualification. Certificate in Job Evaluation analysis from National School of Government is mandatory. 3-5 experience in a comparable environment. Knowledge of Work Study techniques. Computer literate. Valid driver's licence. Competencies And Attributes: People management, presentation, report writing, financial management, problem solving and rational decision making, planning and organizing, facilitation, and time management skills. Knowledge of compensate evaluate system. Policy analysis and interpretation, good communication,

analytical and conceptual skills. Job analysis. Group dynamics. Diversity management, co-ordination, project management and leadership skills. service delivery innovation. Change and knowledge management. Planning and organization, good interpersonal relations, pro-activeness, professionalism, accuracy, influence and impact, confidentiality and integrity. Ability to network. Independent and co-operative. Team player and flexible. Willing to work under changing /difficult circumstances/long hours.

DUTIES : Conduct work-study investigation and feasibility studies related to service delivery improvements. Facilitate the development and scrutinize the compilation of job descriptions and Job profiling. Conduct job evaluation. Develop and review the organisational structure. Develop and facilitate the alignment of the post establishment with the approved organizational structure. Facilitate change management processes. Management of performance information, human resources, finance and assets.

ENQUIRIES : National Head Office: Ms NS Khumalo Tel No: (012) 307 2174 or Ms TP Ngobeni Tel No: (012) 305 8589.

NOTE : Appointment under the Public Service Act.

POST 38/59 : **ASSISTANT DIRECTOR: EVENT MANAGEMENT AND SPORT LIAISON REF NO: HO 2026/11/57**
Directorate: Employee Wellness and OHS

SALARY : R487 197 per annum
CENTRE : National Head Office
REQUIREMENTS : Recognised National Diploma/Degree in Sports management or relevant qualification. 3-5 years' experience in the related environment. Computer literate. Valid driver's licence. Competencies And Attributes: Strategic planning and thinking. Policy formulation. Planning and organising, decision making, analytical thinking, project management, problem identification and solving. Co-ordination, time management and policy implementation.

DUTIES : Coordinate and Manage sport, recreation and special events. Plan, organise and coordinate sport, recreation, wellness programmes, workshops, conferences, meetings and special projects at national and international levels. Develop and ensure compliance with policies and governance frameworks. Facilitate the development, review and implementation of policies, procedures, guidelines and operational frameworks relating to sport, recreation and employee wellness programmes. Promote sport, recreation and employee health and wellness programmes. Develop and implement marketing, communication and awareness initiatives to promote sport, recreation, employee health and wellness programmes. Management of performance information, human resources, finance and assets.

ENQUIRIES : National Head Office: Ms NS Khumalo Tel No: (012) 307 2174 or Ms TP Ngobeni Tel No: (012) 305 8589.

NOTE : Appointment under the Public Service Act.

POST 38/60 : **ASSISTANT DIRECTOR: AGRICULTURE OPERATIONS REF NO: HO 2026/11/58**
Directorate: Production Workshop and Agriculture

SALARY : R487 197 per annum
CENTRE : National Head Office
REQUIREMENTS : An appropriate recognised 4-year qualification (NQF Level 7) in Agriculture, Agricultural Management, Agricultural Extension, Animal Science, Crop Production, Agronomy or a related agricultural field. A minimum of three (3) years' relevant experience in the agricultural environment. Knowledge of agricultural extension methodologies and advisory services. Computer literate. Valid driver's licence. Competencies And Attributes: Knowledge of project planning and management. knowledge of agricultural production systems, resource management, and sustainable farming practices. Knowledge of policy development, implementation, monitoring and evaluation. Knowledge of Public Service legislation, policies and prescripts, including the Public Finance Management Act (PFMA), Public Service Act, and departmental policies. Planning and organization. Reporting procedures. Administration procedures relating to the specific work environment including norms and standards. Interpersonal relationship. Problem solving. Project management. Financial management. Analytical thinking. Verbal exchange of information. Written

communication for notes, memos, letters and reports. Supervisory and management, advanced communication and presentation skills.

DUTIES : Provide scientific and technical agricultural advice to support departmental agricultural programmes and initiatives. Monitor and evaluate agricultural operations and production performance across correctional centres against approved targets. Coordinate agricultural production programmes aimed at promoting self-sufficiency and offender rehabilitation. Establish and maintain effective relationships with internal and external stakeholders. Management of performance information, human resources, finance and assets.

ENQUIRIES : National Head Office: Ms NS Khumalo Tel No: (012) 307 2174 or Ms TP Ngobeni Tel No: (012) 305 8589.

NOTE : Appointment under the Public Service Act.

POST 38/61 : **ASSISTANT DIRECTOR: INFORMATION TECHNOLOGY AUDIT REF NO: NO 2026/11/59**
Re-advertisement
Directorate: Specialised Audit

SALARY : R487 197 per annum
CENTRE : National Head Office
REQUIREMENTS : Relevant National Diploma/ Degree in Internal Auditing or related field. 3-5 years' experience in Internal Auditing or related field. Computer literate. Valid driver's licence. Competencies And Attributes: Project management. Analytical and innovative skills. Knowledge of Institute of Internal Auditors (IIA) Standards. Knowledge of applicable legislations, policies and regulations. Knowledge of Public Finance Management Act (PFMA). Report writing, communication and interviewing skills. Interpersonal leadership and problem-solving skills. Time management. Coaching and mentoring. Knowledge of financial management, internal audit policies, practices, procedures and standards for professional practice of internal audit. Knowledge of internal control models and risk management tools and methodologies.

DUTIES : Identify the key risk areas for the institution emanating from current operations as set out in the strategic plan and risk management strategy. Participate in the development of the three-year strategic risk-based audit plans. Participate in the development of the annual audit operational plan. Participate in the coordination with other internal and external service providers of assurance to ensure proper coverage to minimize duplication of effort. Develop proposals to determine the scope of allocated internal audits. Collect, analyze and interpret data for purposes of the development of the engagement work program. Develop the engagement work program. Supervise and execute the allocated internal audits. Develop findings and recommendations for the enhancement of controls/processes. Compile and review audit reports for each engagement. Monitor progress on the implementation of agreed upon action plans. Review, collect information and compile reports to the accounting officer and audit committee. Progress reports against audit plan. Quarterly reports and annual reports. Study professional journals and publications to ensure that cognizance is taken of new developments. Monitor and study the relevant industry, legislative, standards change and policy frameworks continuously. Engage in continuous professional development activities relevant (tools and techniques) as required/prescribed. Supervise employees to ensure an effective internal audit service. Management of performance information, human resources, finance and assets.

ENQUIRIES : National Head Office: Ms NS Khumalo Tel No: (012) 307 2174 or Ms TP Ngobeni Tel No: (012) 305 8589.

NOTE : Candidates who previously applied need to re-apply. Appointment under the Public Service Act.

POST 38/62 : **ASSISTANT DIRECTOR: STRATEGIC PLANNING AND MANAGEMENT REF NO: HO 2026/11/60**
Directorate: Strategic Planning and Management

SALARY : R487 197 per annum
CENTRE : National Head Office
REQUIREMENTS : Recognised National Diploma (NQF Level 6) or Degree in Strategic Management / Monitoring and Evaluation / Accounting and or Auditing / Public Administration/ Business Management or related qualification. 3-5 years' experience in a planning environment. Computer literate. Valid driver's licence.

Competencies And Attributes: Understanding of strategic planning processes and government planning cycle. Applied strategic thinking. Report writing and quality assurance. Excellent facilitation and communication skills. Understanding of excel and PowerPoint essential. Knowledge of government policies, acts and regulations. Understanding of monitoring and evaluation in government. Financial management. Good interpersonal relations. Approach to good governance. Analytical, planning and organising and problem-solving skills. Formal training in strategic planning and performance monitoring.

DUTIES : Coordinate the development and review of the Departmental Strategic Plan, Annual Performance Plan (APP), and Annual Operational Plans. Monitor the implementation of departmental planning frameworks and approved plans. Provide strategic planning advice and technical support to Head Office and Regions. Liaise and maintain effective relationships with internal and external stakeholders on planning matters. Management of performance information, human resources, finance and assets.

ENQUIRIES : National Head Office: Ms NS Khumalo Tel No: (012) 307 2174 or Ms TP Ngobeni Tel No: (012) 305 8589.

NOTE : Appointment under the Public Service Act.

POST 38/63 : **SENIOR CORRECTIONAL ADMINISTRATION OFFICER: PLACEMENT POLICY [NCB2] REF NO: HO 2026/11/19**
Directorate: Pre-Release

SALARY : R446 457 per annum
CENTRE : National Head Office
REQUIREMENTS : Relevant Degree/National Diploma (NQF level 6) in Behavioural Sciences. At least 5 years relevant experience in a production post (NCB1). Successful completion of Corrections Science Learnership/Basic Training. Computer literacy. Valid driver's licence. Competencies And Attributes: Conflict resolution. Report writing. Presentation skills. Problem solving. Team leadership. Facilitation skills. Analytical skills. Policy interpretation. Assertiveness. Plan and organize. Client orientation. Good communication skills. Integrity and honesty. Confidentiality. Interpersonal relations. Ability to work under pressure. Applied strategic thinking and willingness to travel. Service delivery. Client orientation. Confident and independent.

DUTIES : Provide support regarding the development and maintenance of policy on day parole, parole, correctional supervision, release on medical grounds and correctional supervision. Assist with the monitoring and implementation of policy. Establish monitoring mechanism. Evaluate execution of policy. Assist with the updating of departmental orders. Revise orders, consult, and update. Document control. Maintenance of the documentation of the Sub-Directorate. Keep record of the issuing and return of documents. Management of human resources, finances and assets.

ENQUIRIES : National Head Office: Ms NS Khumalo Tel No: (012) 307 2174 or Ms TP Ngobeni Tel No: (012) 305 8589.

NOTE : Appointment under the Correctional Service Act.

POST 38/64 : **SENIOR ADMINISTRATION OFFICER: COORDINATOR REF NO: HO 2026/11/61**
Directorate: Non-Communicable Diseases and Support Services

SALARY : R413 001 per annum
CENTRE : National Head Office
REQUIREMENTS : Recognised three (3) year Degree/National Diploma Office Administration, Public Administration or relevant qualification. 3-5 years relevant experience in office administration. Computer literate. Valid driver's licence. Competencies And Attributes: Facilitation and coordination. Good liaison skills with other role players/clients. Good communication, planning and organizing, report writing, analytical, rational decision making and interpersonal skills. Professionalism and integrity. Creativity and innovative thinking.

DUTIES : Facilitate the procurement of goods and services and coordinate travel arrangements for the directorate. Receive request from the officials. Obtain quotations from service providers. Administer leave register and other administrative activities. Maintenance of duty and leave register. Checking and submitting leave applications. Organise and coordinate meetings. Administer and consolidate the allocation of funds. Assist in the management of state funds under Supervision. Estimating and budgeting of requirement within the

directorate. Management of performance information, human resources, finance and assets.

ENQUIRIES : National Head Office: Ms NS Khumalo Tel No: (012) 307 2174 or Ms TP Ngobeni Tel No: (012) 305 8589.

NOTE : Appointment under the Public Service Act.

POST 38/65 : **SENIOR ADMINISTRATION OFFICER: EMPLOYEE SALARY NOTCHES AND PAY PROGESSIONS REF NO: HO 2026/11/62**
Directorate: HR Support Directorate: HR System and Support

SALARY : R413 001 per annum
CENTRE : National Head Office
REQUIREMENTS : Recognised Degree or National Diploma in Human Resource Management or relevant qualification. 3 - 5 years relevant experience. Computer literate. Valid driver's licence. Competencies And Attributes: Knowledge of Public Service Regulations. Knowledge of collective agreements with regard to employee notch progression processes. DPSA circulars with regard to employee notch progression processes. Career management strategy. Performance management system. HR mandates regarding employee notch progression processes. Employee notch progression processes policy and processes. Basic Conditions of Employment Act. Financial policy regarding claims, expenditure, advances, payments, invoices, etc. HR policies related to leave, performance assessment, discipline, grievances, skills development, occupational health and safety, employee wellness, remuneration and allowances, etc. The ability to access and interpret required management information. Communication, problem solving, listening and report writing skills.

DUTIES : Administration of employee pay progression processes within DCS. Alignment of assessment results. Application of career path requirements per salary level. Capturing and checking of data integrity on PERSAL. Administration of employee salary notches processes. Interpretation of policy with regard to notch increases. Assist the Chief Directorate: Legal Services with regards to salary notch disputes. Assist with budget estimations of salary notch increases. Management of performance information, human resources, finance and assets.

ENQUIRIES : National Head Office: Ms NS Khumalo Tel No: (012) 307 2174 or Ms TP Ngobeni Tel No: (012) 305 8589.

NOTE : Appointment under the Public Service Act.

POST 38/66 : **SENIOR PROVISIONING ADMINISTRATION OFFICER: INVENTORY MANAGEMENT REF NO: HO 2026/11/63**
Directorate: Logistics

SALARY : R413 001 per annum
CENTRE : National Head Office
REQUIREMENTS : Relevant Degree/National Diploma in Supply Chain Management/Logistics or relevant qualification. 3-5 years relevant experience. Computer literate. Valid driver's licence. Competencies and Attributes: Knowledge of Public Finance Management Act, 1999, Treasury Regulations, GAAP and applicable mandates and legislation. Knowledge of administration of assets. Knowledge of LOGIS system. Knowledge of Project Management. Analytical, customer relations, problem solving and communication skills. Interpersonal relations. Customer Orientated. Outgoing personality. Ability to work in a team and build strong relationships. Reliable, Honesty and working knowledge of MS Office packages.

DUTIES : Ensure capturing of all inventory/assets in the asset management register. Receipt of all moveable assets. Allocation of inventory/assets to inventory holders. Capture asset information on the inventory list (room list) of the Inventory holder. Ensure asset verification and Logistical processes. Conduct annual asset verification and asset disposal. Administer reconciliation between BAS and LOGIS. Asset depreciation and reconciliation. Management of performance information, human resources, finance and assets.

ENQUIRIES : National Head Office: Ms NS Khumalo Tel No: (012) 307 2174 or Ms TP Ngobeni Tel No: (012) 305 8589.

NOTE : Appointment under the Public Service Act.

POST 38/67 : **SENIOR PROVISIONING ADMINISTRATION OFFICER: HEAD OFFICE STORES REF NO: HO 2026/11/64**
Directorate: Logistics

SALARY : R413 001 per annum
CENTRE : National Head Office
REQUIREMENTS : Appropriate 3 years National Diploma or Degree in Supply Chain Management or relevant qualification. 3-5 years functional experience in supply chain management environment dealing with asset management. Knowledge of LOGIS system and BAS. Computer literate. Valid driver's licence. Competencies And Attributes: Knowledge and understanding of the departmental and Public Service policies. Knowledge of the Public Finance Management Act, 1999. Financial prescripts manual. Treasury regulations. Financial management. Problem solving and decision making. Facilitation skills. Ability to plan, organize, lead and control. Presentation, conflict management, training, communication and time management skills. Confidentiality. Coaching and mentoring. Service delivery and client orientation. Integrity and honesty. Assertiveness. Influence and impact and Ability to network.
DUTIES : Implementation of asset management policy. Monitor and control transfer of assets. Manage the administration of the warehouse for assets. Supervise the asset verification and logistical processes and asset reconciliations. Manage the asset disposal process for Head Office. Supervise the reconciliation between BAS and LOGIS. Facilitate logistical training on assets. Management of resources.
ENQUIRIES : National Head Office: Ms NS Khumalo Tel No: (012) 307 2174 or Ms TP Ngobeni Tel No: (012) 305 8589.
NOTE : Appointment under the Public Service Act.

POST 38/68 : **SENIOR PROVISIONING ADMINISTRATION OFFICER: LOGISTICAL LOSS CONTROL REF NO: HO 2026/11/65**
Directorate: Logistics

SALARY : R413 001 per annum
CENTRE : National Head Office
REQUIREMENTS : Relevant Degree/National Diploma in Logistics/ Supply Chain Management or relevant qualification. 3-5 years relevant experience. Computer literate. Valid driver's licence. Competencies And Attributes: PFMA Chapter 5. Treasury Regulations, Public Service Regulations. White Paper on Corrections (applicable sections). PASM chapter 15, BAS, GRAP. Supply Chain Manuals – Procurement, PASM chapter 12, 14, 15. Labour legislation. Plan, organise, leadership and control. Managing interpersonal conflict and resolving problems. Responsible, fairness, judgement, assertive, initiative, integrity, credibility, accountability, integrity and innovative.
DUTIES : Administer and maintain Logistical loss control records and registers. Maintain and update manual and electronic loss and damage registers. Conduct and support loss investigations. Conduct investigations into theft, damage, shortages and other losses involving departmental assets. Monitor suspense accounts relating to institutional losses and damages. Monitor recoverable losses, write-offs, insurance claims and related processes. Provide loss control information, advice and support. Compile and provide loss control reports and information. Management of performance information, human resources, finance and assets.
ENQUIRIES : National Head Office: Ms NS Khumalo Tel No: (012) 307 2174 or Ms TP Ngobeni Tel No: (012) 305 8589.
NOTE : Appointment under the Public Service Act.

POST 38/69 : **SENIOR STATE ACCOUNTANT: EXPENDITURE CONTROL REF NO: HO 2026/11/66**
Directorate: Financial Accounting

SALARY : R413 001 per annum
CENTRE : National Head Office
REQUIREMENTS : Relevant Degree/ National Diploma in Finance related field with Financial Accounting/Cost with Management Accounting as a major subject. 3-5 years proven financial and management experience in a similar environment. Computer literate. Valid driver's licence. Competencies And Attributes: Project

management. Change management. Good knowledge of Public Finance Management Act, Treasury Regulations, BAS and PERSAL. Communication skills. Client orientation and customer focus. Problem solving and analysis. Service delivery innovation. People management and empowerment. Integrity and honesty. Confidentiality. Good interpersonal relations, Assertiveness, ability to work independently as well as in a team.

DUTIES : Control the accounting of State monies and petty cash of Head Office. Control over BAS ledger accounts and institution of various debt accounts. Control over payment of subsistence and travel advances for Head Office. Approve BAS Sundry payment advices, BAS journals, BAS Receipts, BAS Telephone Registers for Financial Control Office. Control the correct issuing of receipts and the correct data capturing on BAS. Checking of claims for Motor Finance Scheme for senior employees. Control over Z59 salary claims for Head Office. Handle the monthly telephone list as prescribed in the procedure manual. Ensure that the personnel in the section comply with the norms and the standards of the Directorate Financial Accounting. Manage, train and supervise personnel. Handle sensitive queries from clients. Acting in higher positions on an "Ad Hock" basis when necessary. Execute the responsibilities of officials as stipulated in terms of Section 45 of the PFMA. Management of resources.

ENQUIRIES : National Head Office: Ms NS Khumalo Tel No: (012) 307 2174 or Ms TP Ngobeni Tel No: (012) 305 8589.

NOTE : Appointment under the Public Service Act.

POST 38/70 : **SENIOR PROVISIONING ADMINISTRATION OFFICER: FLEET MANAGEMENT REF NO: HO 2026/11/67**
Directorate: Logistics

SALARY : R413 001 per annum
CENTRE : National Head Office
REQUIREMENTS : Recognized three (3) year Degree or National Diploma in Transport Management/Logistics or relevant qualification with 3-5 years' experience in similar environment. Computer literate. Valid driver's licence. Competencies And Attributes: Problem solving and decision making. facilitation, presentation, conflict management, training, communication, time management skills. Coaching and mentoring. Knowledge of the Public Finance Management Act, 1999 and treasury regulations. Service delivery and client orientation. Knowledge of procedure manual on transport. Integrity and honesty. Assertiveness. Influence and impact and ability to network.

DUTIES : Administer and provide support for transport operations and training initiatives. Facilitate and present transport management training programmes. Administer and support policy formulation, review and maintenance. Compile and prepare management reports, statistics and presentations. Management of physical /information resources and adherence to DCS policies /procedures.

ENQUIRIES : National Head Office: Ms NS Khumalo Tel No: (012) 307 2174 or Ms TP Ngobeni Tel No: (012) 305 8589.

NOTE : Appointment under the Public Service Act.

POST 38/71 : **SENIOR PROVISIONING ADMINISTRATION OFFICER: SUBSIDIZED AND DEPARTMENTAL TRANSPORT REF NO: HO 2026/11/68**
Directorate: Logistics

SALARY : R413 001 per annum
CENTRE : National Head Office
REQUIREMENTS : Recognized three (3) year Degree or National Diploma in Transport Management/Logistics/Supply Chain Management or relevant qualification with 3-5 years' experience in similar environment. Computer literate. Valid driver's licence. Competencies And Attributes: Problem solving and decision making. facilitation, presentation, conflict management, training, communication, time management skills. Coaching and mentoring. Knowledge of the Public Finance Management Act, 1999 and treasury regulations. Service delivery and client orientation. Knowledge of procedure manual on transport. Integrity and honesty. Assertiveness. Influence and impact and ability to network.

DUTIES : Administer and support the allocation and management of subsidised vehicles to management and other role-players. Monitor utilisation of subsidised vehicles and update relevant statistics. Implement and execute policies and procedures related to subsidised vehicles. Compile and provide utilisation

statistics and management information reports. Management of performance information, human resources, finance and assets.

ENQUIRIES : National Head Office: Ms NS Khumalo Tel No: (012) 307 2174 or Ms TP Ngobeni Tel No: (012) 305 8589.

NOTE : Appointment under the Public Service Act.

POST 38/72 : **SENIOR PROVISIONING ADMINISTRATION OFFICER: PROVISIONING ADMINISTRATION SYSTEM TRAINING REF NO: HO 2026/11/69**
Directorate: Logistics

SALARY : R413 001 per annum
CENTRE : National Head Office
REQUIREMENTS : Recognized Degree or National Diploma in Logistics/Supply Chain Management/Public Administration. 3-5 years relevant experience. Knowledge of LOGIS System. Computer literate. Valid driver's licence. Competencies And Attributes: Knowledge of PFMA. Knowledge of Treasury Regulations, Operational Plan, Strategic plan, Public Administration Service Act, White Paper. Understanding of policies, manuals and circulars. Knowledge and understanding of LOGIS system. communication, planning and organising, interpersonal, analytical and problem-solving skills. Liaison (internal and external). Honesty, integrity and commitment. Creativity, logical and innovative.
DUTIES : Monitor LOGIS system. Ensure that all prescribed files are opened, completed and signed per financial year. Set up and maintain store specific codes for the store to function as expected. Undertake LOGIS system Logistical inspection. Allocate functions to user. Assist in performing inspections at stores. Monitor the implementation of Logistics policy. Ensure that LOGIS users follow all procedures set by the LOGIS policies. Ensure compliance with relevant policies by facilitating adherence to processes in Logistical services. Monitor LOGIS Balance Score Card. Check the scores per store and identify areas for improvement as per the standard set by National Treasury. Assist users in clearing the transactions on the system. Management of performance information, human resources, finance and assets.
ENQUIRIES : National Head Office: Ms NS Khumalo Tel No: (012) 307 2174 or Ms TP Ngobeni Tel No: (012) 305 8589.
NOTE : Appointment under the Public Service Act.

POST 38/73 : **SENIOR ADMINISTRATION OFFICER: PERSAL AUDITING REF NO: HO 2026/11/70 (X2 POSTS)**
Directorate: PERSAL Management HR System and Support

SALARY : R413 001 per annum
CENTRE : National Head Office
REQUIREMENTS : National Diploma/Degree in Human Resource Management or relevant qualification. At least 3 years' experience in PERSAL and HR related fields. Successfully passed the PERSAL course. Experience in conducting inspections/audits will be an added advantage. Computer literate. Valid driver's licence. Competencies And Attributes: Good communication, excellent planning and organizing skills. Good liaison skills with other role players/clients, report writing, project management, analytical, rational decision making and interpersonal skills. Professionalism and Integrity. Creativity and innovative thinking.
DUTIES : Coordinate the auditing of identified critical areas. Performing visits and PERSAL audits in the regions. Monitoring of the implementation of the PERSAL data management and access security policy and procedure. Identify discrepancies on human resource data (NMIR- National Minimum Information Requirements) and monitor the rectification thereof. Management of performance information, human resources, finance and assets.
ENQUIRIES : National Head Office: Ms NS Khumalo Tel No: (012) 307 2174 or Ms TP Ngobeni Tel No: (012) 305 8589.
NOTE : Appointment under the Public Service Act.

POST 38/74 : **SENIOR HR PRACTITIONER: APPOINTMENTS REF NO: HO 2026/11/71**
Directorate: HR Administration and Utilization

SALARY : R413 001 per annum
CENTRE : National Head Office

REQUIREMENTS Relevant Degree/National Diploma in Human Resource Management/ Public Administration/Management. 3-5 years relevant experience in human resource environment. Computer literate. Valid driver's licence. Competencies And Attributes: Knowledge of relevant legislations. Knowledge of relevant legislations. Ability to analyse PERSAL reports. Conflict resolution, report writing, problem solving and decision making, team leadership, policy interpretation, confidentiality, integrity and honesty, time management, assertiveness, ability to network, service delivery and client orientation, friendly and adaptability, ability to work under pressure, willingness to travel.

DUTIES : Provide management support of HR appointment process within DCS. Assist in the development and monitoring of policies on appointments. Checking of source documents for appointment processes. Issuing of appointment letters according to the approval, act of appointment and Occupation Specific Dispensation (OSD). Managing of contract appointments. Administration of monthly Annual Performance Plan (APP) and Annual Operation Plan (AOP). Compiling of appointment information annual report. Monitoring and evaluation of appointments, nationally. Compiling of memorandums and filing. Management of performance information, human resources, finance and assets.

ENQUIRIES : National Head Office: Ms NS Khumalo Tel No: (012) 307 2174 or Ms TP Ngobeni Tel No: (012) 305 8589.

NOTE : Appointment under the Public Service Act.

POST 38/75 : **ADMINISTRATIVE OFFICER: NATIONAL SALARY CONTROLLER REF NO: HO 2026/11/72**
Directorate: PERSAL Management HR System and Support

SALARY : R338 106 per annum
CENTRE : National Head Office
REQUIREMENTS : National Diploma/Degree in Human Resource Management or relevant qualification. 1-2 years' experience in PERSAL. Successfully passed the PERSAL course. Computer literate. Valid driver's licence. Competencies And Attributes: Knowledge regulations, policies and procedures, resolutions and acts. Good communication, excellent planning and organizing skills. Good liaison skills with other role players/clients, report writing, project management, analytical, rational decision making and interpersonal skills. Professionalism and Integrity. Creativity and innovative thinking.

DUTIES : Administer the payments exceeding ACB (Automatic Clearing Bureau) limits. Check payments of every supplementary and salary runs on PERSAL. Administer the access security violations on PERSAL. Received Resource Access Control Facility (RACF) reports from National Treasury. Attend to all salary related queries and register System change Control (SCC) on identified system technical discrepancies. Receive salary queries forwarded to the Salary Controller. Attend to all financial transactions awaiting authorization and identify suspicious allowances not applicable. Receive report of transactions awaiting authorization from Salary Controller. Management of performance information, human resources, finance and assets.

ENQUIRIES : National Head Office: Ms NS Khumalo Tel No: (012) 307 2174 or Ms TP Ngobeni Tel No: (012) 305 8589.

NOTE : Appointment under the Public Service Act.

POST 38/76 : **ADMINISTRATIVE OFFICER: GARNISHEE ORDER REF NO: HO 2026/11/73**
Directorate: PERSAL Management HR System and Support

SALARY : R338 106 per annum
CENTRE : National Head Office
REQUIREMENTS : Recognized three (3) year Degree or National Diploma in Public Management/Public Administration/Management or relevant qualification with 1-2 years' experience in similar environment. Computer literate. Valid driver's licence. Competencies And Attributes: Knowledge of regulations, prescripts and applicable policies and procedures. Conflict handling. Sense of confidentiality. Dedication, Planning and organising. Team leadership. Communication and interpersonal skills.

DUTIES : Implement of emolument attachment orders. Receive emolument attachment orders from the Sheriff of the court. Ensure validity of the emolument attachment orders. Check the court stamp, sheriff stamp and the signature of

		the Clerk of the court. Liaison with internal and external stakeholders. Management of performance information, resources, finance and assets.
ENQUIRIES	:	National Head Office: Ms NS Khumalo Tel No: (012) 307 2174 or Ms TP Ngobeni Tel No: (012) 305 8589.
NOTE	:	Appointment under the Public Service Act.
POST 38/77	:	**HR PRACTITIONER: SERVICE BENEFITS REF NO: HO 2026/11/74** Directorate: HR Administration and Utilization
SALARY	:	R338 106 per annum
CENTRE	:	National Head Office
REQUIREMENTS	:	Recognized three (3) year Degree or National Diploma in Human Resource Management or relevant qualification. Knowledge of PERSAL. 1-2yrs relevant experience in human resource environment. Computer literate. Valid driver's licence. Competencies And Attributes: Financial administration, plan, organize, lead and control, project management, presentation, conflict management, report writing, time management, confidentiality, coaching and mentoring. Understanding of Public Service policy and legislative framework. Service delivery and client orientation, integrity and honesty. Assertiveness, willingness to travel, communication, decision making, facilitation, negotiation and problem-solving skills. Networking / liaison with stakeholders. In depth understating of Public Service Regulatory Framework. Conflict management. Knowledge of Correctional Service Act.
DUTIES	:	Administration of housing and accommodation benefits. Administration of employee financial assistance and debt management services. Administration of travel, transport and related employee benefits. Administration and implementation of leave and employee benefits. Management of performance information, resources, finance and assets.
ENQUIRIES	:	National Head Office: Ms NS Khumalo Tel No: (012) 307 2174 or Ms TP Ngobeni Tel No: (012) 305 8589.
NOTE	:	Appointment under the Public Service Act.
POST 38/78	:	**STATE ACCOUNTANT: INCOME REF NO: HO 2026/11/75** Directorate: Financial Accounting
SALARY	:	R338 106 per annum
CENTRE	:	National Head Office:
REQUIREMENTS	:	An appropriate Degree/National Diploma in Finance related field with Financial Accounting with Cost and Management Accounting as a major subject. 1-2 years relevant finance experience. Knowledge of BAS. Computer literate. Valid driver's licence. Competencies And Attributes: Good knowledge of Public Finance Management Act, Treasury Regulations and Basic Accounting System. Knowledge of Public Service Regulations, Financial Administration Procedures and Supply Chain Manuals, Transport, Procurement and Asset Management. Ability to access and utilize information. Plan, organize, leadership and control. Conflict resolution, liaison (internal and external), analytical thinking, problem solving, productivity, responsible, accountable, integrity, committed and innovation skills.
DUTIES	:	Responsible for handling accounts payable and accounts receivable. Reconcile monthly revenue collected and pay-over revenue collected to National Treasury. Clearing of suspense accounts. Coordinate the review process of annual tariffs. Issue financial circulars for annual tariffs to be used in each financial year. The incumbent will liaise with the following bodies/sections in the execution of his/her tasks - National Treasury, regions and management areas. Execute responsibilities of officials as stipulated in Section 45 of the PFMA. Management of performance information, resources, finance and assets.
ENQUIRIES	:	National Head Office: Ms NS Khumalo Tel No: (012) 307 2174 or Ms TP Ngobeni Tel No: (012) 305 8589.
NOTE	:	Appointment under the Public Service Act.
POST 38/79	:	**STATE ACCOUNTANT: FINANCIAL STATEMENT AND DEBT CONTROL REF NO: HO 2026/11/76** Directorate: Financial Accounting
SALARY	:	R338 106 per annum
CENTRE	:	National Head Office

REQUIREMENTS : An appropriate Degree/National Diploma in Finance related field with Accounting, Financial Management, Cost with Management Accounting as a major subject. 1-2 years relevant finance experience in Debt Management. Knowledge of BAS. Computer literate. Valid driver's licence. Competencies And Attributes: Strong data analysis, problem solving, effective communication, presentation and report writing skills. Sound clerical, numeracy organisational and time management abilities. Knowledge of Public Finance Management Act. Understanding of the Public Service legislative and regulatory framework. High level of integrity, attention to detail, accountability and the ability to work independently and under pressure.

DUTIES : Assist with the preparation of annual financial statements in accordance with the modified cash standards. Perform monthly debtor reconciliations and resolving reconciling items. Assist with debt collection processes to ensure timely recovery of outstanding debts. Ensure accurate and timeous recording of all debtor transactions in the appropriate accounts. Ensure that all transactions captured on BAS are authorised within prescribed timeframes. Maintain proper filing systems and safeguard debtor records for audit purposes. Perform daily administrative duties within the Debt Control section. Coordinate monthly stationery requirements for the section. Monitor monthly reports on the status of suspense accounts. Ensure reporting is compliant with section 32 of the PMFA by maintaining effective financial management and internal controls. Management of performance information, resources, finance and assets.

ENQUIRIES : National Head Office: Ms NS Khumalo Tel No: (012) 307 2174 or Ms TP Ngobeni Tel No: (012) 305 8589.

NOTE : Appointment under the Public Service Act.

POST 38/80 : **JUNIOR DEVELOPER REF NO: HO 2026/11/77 (X2 POSTS)**
Directorate: System Development Infrastructure

SALARY : R338 106 per annum
CENTRE : National Head Office
REQUIREMENTS : Recognised National Diploma/Degree in Information Technology. 1-2 years' working knowledge of software development. Experience in developing intranet and internet websites. Knowledge of basic coding language such as XML, XSL, HTML, JavaScript, VB Scrip, Visual Basic, COM, ASP< C#, SQL. Database (i.e. oracle and MS SQL) knowledge will be an added advantage. Valid driver's licence. Competencies And Attributes: Technical Knowledge. Training in telephone etiquette. Training in image projection. Communication (verbal & written). Interpersonal relations. Time management. Team Work. Problem solving skills. Analytical thinking. Accountable. Committed. Disciplined. Flexible. Punctual. Respect. Self-confidence. Integrity and honesty. Professionalism. Understanding of Public Service policy and legislative framework. Service delivery and client orientation.

DUTIES : Develop and publish website content. Writing stable code. Internet and intranet maintenance. Writing and maintaining code. Monitoring the technical performance of internal systems. Debugging code. System documentation. Maintain and customize existing application systems. Analyse and implement new requirements. Develop future application systems. Ensuring quality of delivered solution. Management of resources. Management of performance information.

ENQUIRIES : National Head Office: Ms NS Khumalo Tel No: (012) 307 2174 or Ms TP Ngobeni Tel No: (012) 305 8589.

NOTE : Appointment under the Public Service Act.

POST 38/81 : **NETWORK CONTROLLER REF NO: HO 2026/11/78 (X2 POSTS)**
Directorate: Infrastructure and Telephony

SALARY : R338 106 per annum
CENTRE : National Head Office
REQUIREMENTS : National Diploma/Degree in Information Technology, Computer Science, Information Systems or Computer Engineering (NQF level 6) as recognised by SAQA. A+, N+ and Security + will be added advantage. 1-2 years' experience in IT and network environment. Valid driver's licence. Competencies And Attributes: Good understanding of MS Windows 11/ Office 365 as well as the MS Office suite. Planning and organising regarding own work. Ability to operate computer hardware and software. Problem solving. Ability to work in a team.

		Interpersonal relationships. IT literacy. Record keeping. Typing skills. Information gathering. Communication skills. Improve efficiency with regards to own work. Be able to function autonomously.
DUTIES	:	Provide desktop /server support. Install and maintain Transversal system (BAS, LOGIS, PERSAL). Detect and repair faults on LAN/WAN, PC's, peripherals, network points and software. Monitor and connect IP Telephony and Video Conferencing. Management of resources. Management of performance information.
ENQUIRIES	:	National Head Office: Ms NS Khumalo Tel No: (012) 307 2174 or Ms TP Ngobeni Tel No: (012) 305 8589.
NOTE	:	Appointment under the Public Service Act.
POST 38/82	:	**HELP DESK SUPPORT TECHNICIAN REF NO: HO 2026/11/79** Directorate: IT Infrastructure and Telephony
SALARY	:	R338 106 per annum
CENTRE	:	National Head Office
REQUIREMENTS	:	Recognized degree or national diploma in Computer Science/Information Technology or equivalent qualification. (A+, N+) and 1-2 years' experience in ICT helpdesk and ITIL certification. Valid driver's licence.. Competencies And Attributes: Knowledge of multiple technical disciples (workstation connectivity, applicable software, and troubleshooting techniques). Good customer relations. Desktop hardware and software knowledge. Knowledge of desktop fault diagnosis and rectification. Telephone etiquette. Ability to work in a team. Typing, analytical, problem solving and good communication skills.
DUTIES	:	Provide first line support. Provide first level telephone support to the end-user community on hardware, software and network-related problems. Liaise with clients and external vendors on logged calls. Log calls with external vendors as per service level agreement and track the resolution of the incident. Classify level, priority and nature of incident/problem. Escalate incidents and problems in the help desk system to other support areas. Track activities related to the resolution of the incident/problem. Administration of logged calls. Enhance technical analysis in terms of software/hardware trouble-shooting and problem-solving. Provide advice regarding the set-up, configuration and usage of computers.
ENQUIRIES	:	National Head Office: Ms NS Khumalo Tel No: (012) 307 2174 or Ms TP Ngobeni Tel No: (012) 305 8589.
NOTE	:	Appointment under the Public Service Act.
POST 38/83	:	**HR PRACTITIONER: SELECTIONS REF NO: HO 2026/11/80** Directorate: HR Administration and Utilization
SALARY	:	R338 106 per annum
CENTRE	:	National Head Office
REQUIREMENTS	:	Recognized Degree/National Diploma in Human Resource /Public Admin or relevant qualification. 1-2 years' experience in the recruitment and appointment environment. Computer literate. Valid driver's licence.. Competencies And Attributes: Knowledge of HR policies related to recruitment and selection and DPSA guidelines. Financial Policy regarding claims, expenditure, advances, payments, invoices, etc. Report-writing, Interpersonal relations, Confidentiality and self-discipline, Communication, Problem-solving and listening skills. Knowledge of Public Service Regulations, Employee Relations Act. Policy development, analysis, monitoring, evaluation and implementation advice. Information collection, analyses, interpretation, dissemination regarding HR policies, acts and regulations. Basic Conditions of Employment Act. Employment Equity Act and other HR relevant mandates.
DUTIES	:	Coordinate and administer selection processes for entry-level, junior, middle and senior management posts in accordance with applicable legislation, policies and departmental frameworks. Coordinate all administrative processes related to shortlisting, interviews and competency-based assessments. Coordinate logistical arrangements for selection processes, including travel, accommodation, venues, catering and assessment services. Ensure effective document management, filing and safekeeping of recruitment and selection records. Management of performance information. Management of resources.
ENQUIRIES	:	National Head Office: Ms NS Khumalo Tel No: (012) 307 2174 or Ms TP Ngobeni Tel No: (012) 305 8589.
NOTE	:	Appointment under the Public Service Act.

POST 38/84 : **HR PRACTITIONER: RECRUITMENT REF NO: HO 2026/11/81**
Directorate: HR Administration and Utilization

SALARY : R338 106 per annum
CENTRE : National Head Office
REQUIREMENTS : Recognized Degree/National Diploma in Human Resource or relevant qualification. 1-2 years' experience in the recruitment and selection environment. Computer literate. Valid driver's licence. Competencies And Attributes: Financial management, problem solving and decision-making. Plan, organise, lead and control. Change management. Team leadership. Project management, presentation, conflict management, report writing, training and development, facilitation and training skills. Time management. Confidentiality. Coaching and mentoring. Understanding of Public service policies and legislative frameworks. Service delivery and client orientation. Integrity and honest. Assertiveness. Ability to network. Influence and impact. Applied strategic thinking. Willingness to travel.
DUTIES : Implement the HR provisioning policies. Compile and prepare recruitment and selection memoranda in accordance with HR recruitment and selection procedures. Forward relevant documentation to Security Standards for vetting and clearance processes. Coordinate logistical arrangements, including travel, accommodation, venues and catering services. Ensure effective document management, filing and safekeeping of recruitment and selection records. Management of resources. Management of performance information.
ENQUIRIES : National Head Office: Ms NS Khumalo Tel No: (012) 307 2174 or Ms TP Ngobeni Tel No: (012) 305 8589.
NOTE : Appointment under the Public Service Act.

POST 38/85 : **HR PRACTITIONER: SERVICE BENEFITS REF NO: HO 2026/11/82**
Directorate: HR Administration and Utilization

SALARY : R338 106 per annum
CENTRE : National Head Office
REQUIREMENTS : Recognized three (3) year Degree or National Diploma in Human Resource Management or relevant qualification. Knowledge of PERSAL. 1- 2yrs relevant experience in human resource environment. Computer literate. Valid driver's licence. Competencies And Attributes: Understanding of Public service policies and legislative frameworks. Knowledge of HR policy processes and implementation. In depth understanding of Public Service regulatory framework. Plan, organise, lead and control. Change management. Team leadership. Project management, presentation, conflict management, report writing, training and development, facilitation and training skills. Time management. Confidentiality. Coaching and mentoring. Service delivery and client orientation. Integrity and honest. Assertiveness. Ability to network. Influence and impact. Applied strategic thinking. Willingness to travel.
DUTIES : Administer housing and accommodation benefits. Administer employee financial assistance and debt management services. Administer travel, transport and related employee benefits. Administer and implement leave and employee benefits. Management of resources. Management of performance information.
ENQUIRIES : National Head Office: Ms NS Khumalo Tel No: (012) 307 2174 or Ms TP Ngobeni Tel No: (012) 305 8589.
NOTE : Appointment under the Public Service Act.

POST 38/86 : **ADMINISTRATIVE OFFICER: LOGISTICS AND STORES**

SALARY : R338 106 per annum
CENTRE : Kroonstad Training College Ref No: HO 2026/11/83
Zonderwater Training College Ref No: HO 2026/11/84
REQUIREMENTS : Recognized Degree or National Diploma in Logistics /Supply Chain Management/ Purchasing Management or relevant qualification with 1-2 years' experience in a supply chain management environment. Knowledge of LOGIS system. Computer literate. Valid driver's licence. Competencies And Attributes: Job knowledge. Good communication skills and interpersonal relations. Professional integrity and the ability to perform under pressure. Financial management. Facilitation skills. Plan, organise, lead and control. Project management. Presentation skills. Conflict management. Report writing. Time

management. Confidentiality. Understanding of public service policy and legislative framework. Service delivery and client orientation. Integrity and honesty. Assertiveness. Influence and impact. Problem solving skills. Network and diplomacy. Understanding of the work in registry.

DUTIES : Manage archives and registry sections. Transfer records to archives. Withdraw records from archives and registry. Dispose files. Control uniform filling system. Safe keeping of departmental files. General filing. Management of resources. Management of performance information.

ENQUIRIES : National Head Office: Ms NS Khumalo Tel No: (012) 307 2174 or Ms TP Ngobeni Tel No: (012) 305 8589.

NOTE : Appointment under the Public Service Act.

POST 38/87 : **ADMINISTRATIVE OFFICER: INVENTORY MANAGEMENT REF NO: HO 2026/11/85**
Directorate: Logistics

SALARY : R338 106 per annum
CENTRE : National Head Office:
REQUIREMENTS : Relevant Degree/National Diploma in Supply Chain Management/Logistics. 1-2 years relevant experience. Computer literate. Valid driver's licence. Competencies And Attributes: Knowledge of Public Finance Management Act, 1999, Treasury Regulations, GAAP and applicable mandates and legislation. Knowledge of administration of assets. Knowledge of LOGIS system. Knowledge of project management. Analytical, customer relations, problem-solving and communication skills. Interpersonal relations. Customer orientated. Outgoing personality. Ability to work in a team and build strong relationships. Reliable, honesty and working knowledge of MS Office packages.

DUTIES : Conduct annual asset verification and asset disposal. Perform physical asset verification and condition assessment. Administer reconciliation between BAS and LOGIS. Asset depreciation and reconciliation. Perform asset balancing and reconciliation. Ensure implementation of transport, LOGIS and procurement policies. Administration of warehouse, transit and fleet. Management of resources. Management of performance information.

ENQUIRIES : National Head Office: Ms NS Khumalo Tel No: (012) 307 2174 or Ms TP Ngobeni Tel No: (012) 305 8589.

NOTE : Appointment under the Public Service Act.

POST 38/88 : **ADMINISTRATIVE OFFICER: HEAD OFFICE STORES REF NO: HO 2026/11/86**
Directorate: Logistics

SALARY : R338 106 per annum
CENTRE : National Head Office:
REQUIREMENTS : National Diploma/Degree in Logistics/ Supply Chain Management or relevant qualification. 1–2 years' relevant experience in stores, logistics or related environment. Computer literate. Valid driver's licence. Competencies And Attributes: PFMA Chapter 5. Treasury Regulations, Public Service Regulations. White Paper on Corrections (applicable sections). PASM chapter 15, BAS, GRAP. Supply Chain Manuals –Procurement, PASM chapter 12, 14, 15. Labour legislation. Plan, organise, leadership and control. Good interpersonal, conflict management and problem-solving skills. Responsible, fairness, judgement, assertive, initiative, integrity, credibility, accountability, integrity and innovative.

DUTIES : Render acquisition services. Receive requests for goods from end users. Receive and issue stores items. Receive and check goods against relevant documentation. Maintain stores records and information. Update and maintain goods registers and databases. Management of resources. Management of performance information.

ENQUIRIES : National Head Office: Ms NS Khumalo Tel No: (012) 307 2174 or Ms TP Ngobeni Tel No: (012) 305 8589.

NOTE : Appointment under the Public Service Act.

POST 38/89 : **ADMINISTRATOR: AUDIT INQUIRIES REF NO: HO 2026/11/87**
Directorate: Internal Control and Compliance

SALARY : R338 106 per annum
CENTRE : National Head Office

REQUIREMENTS : An appropriate National Diploma/Degree in Auditing, Internal Auditing, Accounting, Financial Management, Risk Management or related field. 1-2 years relevant experience. Computer literate. Valid driver's licence. Competencies And Attributes: Knowledge of Public Financial Management Act (PFMA) and Treasury Regulations. Financial training, data analysis, communication and problem-solving skills. Ability to prioritise and manage multiple tasks, innovative and creative. Understanding of Public Service policy and legislative framework. Understanding of broader Public Service transformation processes. Good interpersonal relations, ability to network, integrity and honesty.

DUTIES : Administration and coordination of audit inquiries. Monitor the progress of audit inquiries and corrective actions. Support the implementation and maintenance of internal control measures. Liaise with internal and external stakeholders regarding audit inquiries and responses. Maintain audit and compliance records in accordance with records management policies. Management of resources. Management of performance information.

ENQUIRIES : National Head Office: Ms NS Khumalo Tel No: (012) 307 2174 or Ms TP Ngobeni Tel No: (012) 305 8589.

NOTE : Appointment under the Public Service Act.

POST 38/90 : **SPECIALISED SECURITY OFFICER: MOVEMENT: PHYSICAL TRAINING [CB2-1] REF NO: HO 2026/11/20**

SALARY : R326 061 per annum

CENTRE : Zonderwater Training College

REQUIREMENTS : Matric/ Grade 12 or relevant Degree/National Diploma (NQF level 6) in Behavioural Sciences. in Behavioural Sciences and successful completion of the Correctional Science Learnership/ Basic Training.10 years relevant experience gained at the entry level production post (CB1) or for a person appointed with a relevant NQF level 6 qualification, no previous experience is required for appointment to this post. Registered and accredited as an Assessor and Moderator 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.

DUTIES : 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. Oversee gymnasium equipment. Control over maintenance of sport facilities and equipment. Management of performance information, finances, human resources and assets.

ENQUIRIES : National Head Office: Ms NS Khumalo Tel No: (012) 307 2174 or Ms TP Ngobeni Tel No: (012) 305 8589.

NOTE : Appointment under the Correctional Service Act.

POST 38/91 : **SPECIALISED SECURITY OFFICER GRADE 1: FACILITATOR [CB2-1]**

SALARY : R326 061 per annum

CENTRE : Kroonstad Training College Ref No: HO 2026/11/21 (X5 Posts)
Zonderwater Training College Ref No: HO 2026/11/22 (X2 Posts)

REQUIREMENTS : Matric/ Grade 12 or relevant Degree/National Diploma (NQF level 6) in Behavioural Sciences and successful completion of the Correctional Science Learnership/ Basic Training. 10 years relevant experience gained at the entry level production post (CB1) or for a person appointed with a relevant NQF level 6 qualification, no previous experience is required for appointment to this post. Registered and accredited as an Assessor and Moderator 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.

DUTIES : 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 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. Management of performance information, finances, human resources and assets.

ENQUIRIES : National Head Office: Ms NS Khumalo Tel No: (012) 307 2174 or Ms TP Ngobeni Tel No: (012) 305 8589.

NOTE : Appointment under the Correctional Service Act.

POST 38/92 : **SENIOR ADMINISTRATION CLERK: REGISTRATION REF NO: HO 2026/11/88**

SALARY : R280 278 per annum

CENTRE : Kroonstad Training College

REQUIREMENTS : Recognized three (3) year Degree or National Diploma in Public Administration or relevant qualification. 1-2 years' relevant experience. Computer literate. Valid driver's licence. Competencies And Attributes: Job knowledge. Good communication skills and interpersonal relations. Professional integrity and the ability to perform under pressure. Financial management. Facilitation skills. Plan, organise, lead and control. Project management. Presentation skills. Conflict management. Report writing. Time management. Confidentiality. Understanding of public service policy and legislative framework. Service delivery and client orientation. Integrity and honesty. Assertiveness. Influence and impact. Problem solving skills. Network and diplomacy. Understanding of the work in registry.

DUTIES : Manage archives and registry sections. Transfer records to archives. Withdraw records from archives and registry. Dispose files. Control uniform filling system. Safe keeping of departmental files. General filing. Management of assets.

ENQUIRIES : National Head Office: Ms NS Khumalo Tel No: (012) 307 2174 or Ms TP Ngobeni Tel No: (012) 305 8589.

NOTE : Appointment under the Public Service Act.

POST 38/93 : **ADMINISTRATION CLERK: HEAD OFFICE STORES REF NO: HO 2026/11/89**
Directorate: Logistics

SALARY : R237 453 per annum

CENTRE : National Head Office

REQUIREMENTS : Grade 12 or equivalent qualification. No experience required. Basic computer literacy. Competencies And Attributes: PFMA Chapter 5. Treasury Regulations, Public Service Regulations. White Paper on Corrections (applicable sections). PASM chapter 15, BAS, GRAP. Supply Chain Manuals –Procurement, PASM chapter 12, 14, 15. Labour legislation. Plan, organise, leadership and control. Good interpersonal, conflict and problem-solving skills. Responsible, fairness, good judgement, assertive, initiative, integrity, credibility, accountability, integrity and innovative.

DUTIES : Render acquisition services. Receive requests for goods from end users. Receive and issue stores items. Receive and check goods against relevant documentation. Maintain stores records and information. Update and maintain goods registers and databases. Management of assets.

ENQUIRIES	:	National Head Office: Ms NS Khumalo Tel No: (012) 307 2174 or Ms TP Ngobeni Tel No: (012) 305 8589.
NOTE	:	Appointment under the Public Service Act.
POST 38/94	:	**ADMINISTRATION CLERK: ADMINISTRATION SUPPORT**
SALARY	:	R237 453 per annum
CENTRE	:	National Head Office: Directorate: Policy, Research and Information Management Ref No: HO 2026/11/90 Directorate: Policy and Procedure Coordination Ref No: HO 2026/11/91 Directorate: Production Workshop and Agriculture Ref No: HO 2026/11/92
REQUIREMENTS	:	Grade 12 or equivalent qualification. No experience required. Previous experience in administration duties and records keeping will be an added advantage. Computer literate in MS Office (Word, Excel, PowerPoint, Access, etc.). Competencies And Attributes: Financial policy regarding claims, expenditure, advance and payments, invoices, etc. Uniform filing system. Knowledge of memoranda, fax and letter format.
DUTIES	:	Render administrative support. Provide clerical and logistical support. Schedule and coordinate meetings. Maintain and organise documentation, including minutes, drafts and submissions. Maintenance of duty register. Processing of leave applications. Processing of miscellaneous personnel information pertaining to staff within the sub-directorate. Processing of claims of staff. Obtaining quotations. Validate staff inventory in line with inventory register. Requisitioning of supplies. Management of assets.
ENQUIRIES	:	National Head Office: Ms NS Khumalo Tel No: (012) 307 2174 or Ms TP Ngobeni Tel No: (012) 305 8589.
NOTE	:	Appointment under the Public Service Act.
POST 38/95	:	**ACCOUNTING CLERK: EXPENDITURE CONTROL REF NO: HO 2026/11/93** Directorate: Financial Accounting
SALARY	:	R237 453 per annum
CENTRE	:	National Head Office
REQUIREMENTS	:	Grade 12 or equivalent qualification. No experience required. Previous experience in finance environment will be an added advantage. Computer literate. Competencies And Attributes: Financial policy regarding claims, expenditure, advances, payments, invoices, etc. Knowledge of the uniform filing system. Knowledge of memoranda, fax and letter format. Good written and verbal communication skills.
DUTIES	:	Handle all aspects by ensuring correctness and timeous payments of suppliers and financial procedures with regard to capturing of face value documents. Exercise control over BAS input documents. Assist with clearing inter-responsibility accounts. General office administration. The incumbent will liaise with the relevant bodies/sections in the execution of his/her tasks. Execute the responsibilities of official as stipulated in Section 45 of the Public Finance Management Act. Management of assets.
ENQUIRIES	:	National Head Office: Ms NS Khumalo Tel No: (012) 307 2174 or Ms TP Ngobeni Tel No: (012) 305 8589.
NOTE	:	Appointment under the Public Service Act.
POST 38/96	:	**ACCOUNTING CLERK: EXCHEQUER CONTROL REF NO: HO 2026/11/94** Directorate: Financial Accounting
SALARY	:	R237 453 per annum
CENTRE	:	National Head Office
REQUIREMENTS	:	Grade 12 or equivalent qualification. Computer literate. No experience required. Knowledge of BAS will be an added advantage. Competencies And Attributes: Ability to work independently and in a team. Good communication (verbal and written) skills. Knowledge of financial accounting processes and procedures. Ability to work under pressure and handle confidential matters.
DUTIES	:	Handle all aspects with regard warrant vouchers. Control over official banking accounts including amendments. Control over BAS input documents. Assist with clearance of asset and liability accounts. Handling of telephone queries, faxes and letters. Liaise with the relevant bodies/sections in the execution of his/her tasks. Execute the responsibilities of officials as stipulated in Section 45 of the Public Finance Management Act. Management of assets.

ENQUIRIES : National Head Office: Ms NS Khumalo Tel No: (012) 307 2174 or Ms TP Ngobeni Tel No: (012) 305 8589.

NOTE : Appointment under the Public Service Act.

POST 38/97 : **ACCOUNTING CLERK: FINANCIAL MANAGEMENT REF NO: HO 2026/11/95**
Directorate: Management Accounting

SALARY : R237 453 per annum
CENTRE : National Head Office
REQUIREMENTS : Grade 12 or equivalent qualification. No experience required. Previous experience in finance environment will be an added advantage. Computer Literate. Competencies And Attributes: DCS financial policy regarding claims, expenditure, advances, payments, invoices, etc. Knowledge of the DCS uniform filing system. Knowledge of memoranda, fax and letter format. Good written and verbal communication skills.

DUTIES : Render clerical support for the Directorate: Management Accounting. Compile and coordinate clerical activities to ensure smooth administrative operations. Assist with budget planning and expenditure monitoring tasks where necessary. Act as a user clerk responsible for capturing and verifying transactions within departmental systems. Ensure proper tracking, filing and retrieval of all documentation in compliance with audit and financial regulations. Assist in the updating and maintenance of the asset register. Support asset verification processes, facilitate movement forms and help coordinate asset disposal procedures in compliance with policy. General office administration support. Maintenance of duty register. Processing of leave applications. Processing of miscellaneous personnel information pertaining to staff within the sub-directorate. Processing of claims of staff. Obtaining quotations. Exercise inventory control. Requisitioning of supplies. Management of assets.

ENQUIRIES : National Head Office: Ms NS Khumalo Tel No: (012) 307 2174 or Ms TP Ngobeni Tel No: (012) 305 8589.

NOTE : Appointment under the Public Service Act.

POST 38/98 : **ACCOUNTING CLERK: FINANCIAL POLICIES AND DIRECTIVES REF NO: HO 2026/11/96**
Directorate: Financial Accounting

SALARY : R237 453 per annum
CENTRE : National Head Office
REQUIREMENTS : Grade 12 or equivalent qualification. No experience required. Relevant experience in finance will be an added advantage. Computer literate. Competencies And Attributes: Financial training, data analysis, communication and problem-solving skills. Knowledge of Public Finance Management Act (PFMA) and Treasury Regulations. Ability to prioritise and manage multiple tasks. Innovative and creative. Understanding of Public Service policy and legislative framework. Understanding of broader Public Service transformation processes. Good interpersonal relations. Ability to network. Integrity and honesty.

DUTIES : Render clerical assistance in the financial directives' office. Update, maintain and distribute financial documents. Update, maintain and distribute FAP manuals. Compile memorandums. Distribution and filing Financial Act and Regulations. Evaluation of FAP, Treasury Regulations, financial circulars etc. Responsible in accordance with Section 45 of the PFMA. Maintenance of communication column on financial matters. Management of assets.

ENQUIRIES : National Head Office: Ms NS Khumalo Tel No: (012) 307 2174 or Ms TP Ngobeni Tel No: (012) 305 8589.

NOTE : Appointment under the Public Service Act.

POST 38/99 : **CLERK STORES: POSTING REF NO: HO 2026/11/97**

SALARY : R237 453 per annum
CENTRE : Kroonstad Training College
REQUIREMENTS : Grade 12 or equivalent qualification. No experience required. Knowledge of LOGIS, LAP and related experience in a comparable environment will be an added advantage. Computer literate. Competencies And Attributes: Knowledge of PFMA and Treasury Regulations. Knowledge of supply chain management framework. Communication 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. Understanding of Public Service policy and legislative framework. Knowledge of government procurement processes. Assertiveness. Ability to network and diplomacy.

DUTIES : Register requisitions and vouchers on LOG 10 files. Capture transactions on LOGIS. Posting of external as well as internal receipt/issue vouchers. Posting of extra- ordinary receipts and issues. Channelling of vouchers to warehouse for issuing. Filing of requisitions and vouchers. Update LOG 10 files and filing documentation numerically as registered. Handling of enquiries from cost centres. Management of assets.

ENQUIRIES : National Head Office: Ms NS Khumalo Tel No: (012) 307 2174 or Ms TP Ngobeni Tel No: (012) 305 8589.

NOTE : Appointment under the Public Service Act.

POST 38/100 : **CLERK STORES: TRANSIT REF NO: HO 2026/11/98**

SALARY : R237 453 per annum
CENTRE : Kroonstad Training College
REQUIREMENTS : Grade 12 or equivalent qualification. No experience required. Knowledge of LOGIS, LAP and related experience in a comparable environment will be an added advantage. Computer literate. Competencies and Attributes: Knowledge of PFMA and Treasury Regulations. Knowledge of supply chain management framework. Communication 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. Understanding of Public Service policy and legislative framework. Knowledge of government procurement processes. Assertiveness. Ability to network and diplomacy.

DUTIES : Safekeeping of items in transit. Bar coding of assets received. Acknowledgement of receipts and issue voucher register. Monitor movement and face value forms. Checking the stock received for quality and quantity. Management of assets.

ENQUIRIES : National Head Office: Ms NS Khumalo Tel No: (012) 307 2174 or Ms TP Ngobeni Tel No: (012) 305 8589.

NOTE : Appointment under the Public Service Act.

POST 38/101 : **CLERK STORES: WAREHOUSE REF NO: HO 2026/11/99 (X2 POSTS)**

SALARY : R237 453 per annum
CENTRE : Kroonstad Training College
REQUIREMENTS : Grade 12 or equivalent qualification. No experience required. Knowledge of LOGIS, LAP and related experience in a comparable environment will be an added advantage. Computer literate. Competencies and Attributes: Knowledge of relevant prescripts for Logistics. Understanding of the LOGIS system, Supply Chain Manuals – Procurement and LAPPM Chapter 1-10. Financial Management. Knowledge of Section 38 of the PFMA, Treasury Regulations, Asset Management Guidelines, Public Service Regulations, HRM policies and procedures. Report writing, presentation, training and problem-solving skills. Internal and external liaison.

DUTIES : Administer all goods/stocks received in line with Logistical policies. Administer transit and allocation of stock Provide general office administration support. Management of assets.

ENQUIRIES : National Head Office: Ms NS Khumalo Tel No: (012) 307 2174 or Ms TP Ngobeni Tel No: (012) 305 8589.

NOTE : Appointment under the Public Service Act.

POST 38/102 : **REGISTRATION CLERK REF NO: HO 2026/11/100 (X2 POSTS)**

SALARY : R237 453 per annum
CENTRE : Zonderwater Training College
REQUIREMENTS : Grade 12 or equivalent qualification. Experience in a similar environment will be added an advantage. Computer literate. Competencies and Attributes: Job knowledge. Good communication skills and interpersonal relations. Professional integrity and the ability to perform under pressure. Financial management. Facilitation skills. Plan, organise, lead and control. Project management. Presentation skills. Conflict management. Report writing. Time

		management. Confidentiality. Understanding of public service policy and legislative framework. Service delivery and client orientation. Integrity and honesty. Assertiveness. Influence and impact. Problem solving skills. Network and diplomacy. Understanding of the work in registry.
DUTIES	:	Manage archives and registry sections. Transfer records to archives. Withdraw records from archives and registry. Dispose files. Control uniform filling system. Safe keeping of departmental files. General filing. Management of assets.
ENQUIRIES	:	National Head Office: Ms NS Khumalo Tel No: (012) 307 2174 or Ms TP Ngobeni Tel No: (012) 305 8589.
NOTE	:	Appointment under the Public Service Act.
POST 38/103	:	**ADMINISTRATION CLERK: DISABILITY ASSISTANT REF NO: HO 2026/11/101** Directorate: Policy and Procedure Coordination
SALARY	:	R237 453 per annum
CENTRE	:	National Head Office
REQUIREMENTS	:	Grade 12 or equivalent qualification. Experience working with a person with disability will be an added advantage. Computer literate. Valid driver's licence. Competencies and Attributes: Knowledge and understanding of Public Service legislation framework. Job knowledge. Communication and interpersonal relations. Coordination, committed and discipline. Ability to access required information. Flexible, punctual and respect. Self-confidence, trustworthy and self-motivation. Compassionate. Planning and organizing skills.
DUTIES	:	Provide reasonable accommodation in a form of personal assistive device to the Deputy Director: Policy Coordination. Support the Deputy Director's independence and effective participation in all areas of his work. Render driver services to the Deputy Director for official purposes. Provide administration support. Ensure effective flow of information and documents within the office. Capture requisitions on LOGIS system and obtain quotations. Management of assets.
ENQUIRIES	:	National Head Office: Ms NS Khumalo Tel No: (012) 307 2174 or Ms TP Ngobeni Tel No: (012) 305 8589.
NOTE	:	Appointment under the Public Service Act.
POST 38/104	:	**CALL CENTRE AGENT REF NO: HO 2026/11/102 (X3 POSTS)** Directorate: Marketing and Promotions
SALARY	:	R237 453 per annum
CENTRE	:	National Head Office
REQUIREMENTS	:	Grade 12 (Matric). Post-school Certificate/Diploma in customer service/administration will an added advantage. No Experience required. Experience in a Call Centre environment will be an added advantage. Computer literate. Competencies And Attributes: Proficient with CRM (e.g., MS Dynamics, Salesforce, or prescribed system), MS Office (Outlook, Excel, Word). Knowledge of call handling platforms (ACD/IVR/softphone), ticketing workflows, and knowledge base use. Understanding of POPIA and information security basics. Reporting procedures. Administration procedures relating to the specific work environment including norms and standards. Customer-centric, empathetic communication, active listening. Problem-solving and sound judgment. Attention to detail and accuracy. Resilience, stress tolerance, and time management. Team collaboration and accountability. Written communication for Notes, memos, letters and reports.
DUTIES	:	Handle enquiries and client service to deliver professional, courteous and accurate responses through all channels. Resolve enquiries at first point of contact wherever possible. Capture all enquiries comprehensively and accurately on the prescribed Customer Relations Management (CRM)system. Escalate complex matters promptly to relevant branches/units with clear documentation. Maintain accurate records and support reporting and audit requirements. Safeguard personal information and sensitive data. Management of assets.
ENQUIRIES	:	National Head Office: Ms NS Khumalo Tel No: (012) 307 2174 or Ms TP Ngobeni Tel No: (012) 305 8589.
NOTE	:	Appointment under the Public Service Act.

POST 38/105	:	**SECRETARY**
SALARY	:	R237 453 per annum
CENTRE	:	National Head Office: Office of the CDC Remand Detention (Ref: HO 2026/11/101) Directorate: Remand Administration and Case Flow Ref No: HO 2026/11/102 Directorate: Remand Detention Maintenance Ref No: HO 2026/11/103 Directorate: Service Delivery Improvement Ref No: HO 2026/11/104 Directorate: Corrections Administration Ref No: HO 2026/11/105 Directorate: Pre-Release Ref No: HO 2026/11/106 Directorate: Financial Accounting Ref No: HO 2026/11/107 Directorate: Spiritual Care Ref No: HO 2026/11/108
REQUIREMENTS	:	Grade 12 with typing as a subject or any other training course or qualification that will enable the person to perform the work satisfactorily. No experience required. 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.
DUTIES	:	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.
ENQUIRIES	:	National Head Office: Ms NS Khumalo Tel No: (012) 307 2174 or Ms TP Ngobeni Tel No: (012) 305 8589.
NOTE	:	Appointment under the Public Service Act.