

<p>appointment to this post. Valid driver's licence. Computer literate. Competencies and Attributes: Firearm skills and the use of relevant security technology. Communication, project and programme management. Transformation, change and stakeholder management. Problem solving, analysis, service delivery innovation, decision making, people management and empowerment. In depth understanding of safety and security in a correctional environment. Integrity and honesty, confidentiality, good interpersonal relations and knowledge of the Correctional Services Act, Act 111 of 1998, as amended. Assertiveness, ability to network and diplomacy.</p>	
<u>DUTIES</u>	: Ensure the facilitation of the implementation of the offender's individual sentence plan. Support individual offenders in their personal development. Ensure monitoring and evaluation reports on offender behaviour are provided. Provide safe custody services in the unit. Ensure that complaints and requests are registered and referred to relevant structures (Case Management Committees, Case Management Administration). Manage resources.
<u>ENQUIRIES</u>	: Free State and Northern Cape Region: Ms Mokuni NJ / Ms Molutsoane N/ Ms Radebe T/ Ms. Ramncwana B (0823069027).
<u>NOTE</u>	: Appointment under the Correctional Service Act.
<u>POST 04/49</u>	: <u>SECURITY OFFICERS (CB1-1; CB1-2; CB1-3) REF NO: FSNC 2026/01/26 (X381 POSTS)</u>
<u>SALARY</u>	: CB1-1: R212 358 per annum CB1-2: R257 895 per annum CB1-3: R313 521 per annum
<u>CENTRE</u>	: Free State and Northern Cape Region Mangaung Maximum Correctional Centre
<u>REQUIREMENTS</u>	: Matric/ Grade 12 and successful completion of the Correctional Science Learnership/ Basic Training/ Induction Training Course (ITC). CB1-1: No previous experience is required for appointment to this post. CB1-2: (10) years relevant experience on CB1-1. CB1-3: (10) years relevant experience on CB1-2. Competencies and Attributes: Computer literacy. Firearm competency. Good communications, interpersonal and report writing skills. Knowledge of relevant legislations, policies and procedures. Knowledge of Minimum-Security Standards for correctional centres.
<u>DUTIES</u>	: Perform access control at the correctional centre or between areas within the Correctional Centre. Control movement of inmates both internally and externally. Guarding of inmates in correctional centres and external public institutions. Perform physical security inspections. Controlling stores and security equipment. Manage security control room. Ensure rehabilitation of offenders through correction and human development in a secure, safe and humane detention facility.
<u>ENQUIRIES</u>	: Free State and Northern Cape Region: Ms Mokuni NJ / Ms Molutsoane N/ Ms Radebe T/ Ms. Ramncwana B at 082 306 9027.
<u>NOTE</u>	: Appointment under the Correctional Service Act.
<u>POST 04/50</u>	: <u>CASE OFFICERS (CB1-1; CB1-2; CB1-3) REF NO: FSNC 2026/01/27 (X107 POSTS)</u>
<u>SALARY</u>	: CB1-1: R212 358 per annum CB1-2: R257 895 per annum CB1-3: R313 521 per annum
<u>CENTRE</u>	: Free State and Northern Cape Region Mangaung Maximum Correctional Centre
<u>REQUIREMENTS</u>	: Matric/ Grade 12 and successful completion of the Correctional Science Learnership/ Basic Training/ Induction Training Course (ITC). CB1-1: No previous experience is required for appointment to this post. CB1-2: (10) years relevant experience on CB1-1. CB1-3: (10) years relevant experience on CB1-2. Competencies And Attributes: Computer literacy. Firearm competency. Good communication, interpersonal and report writing skills. Knowledge of relevant legislations, policies and procedures. Knowledge of Minimum-Security Standards for correctional centres.
<u>DUTIES</u>	: Control over sentence plans. Update sentence plans with due consideration to the recommendations of the CMC and the feedback of the responsible functionaries. Responsible for the completion and appropriation of G331 and G356 forms and updating the computer in accordance with the decisions/recommendations of the CMC. Responsible for the referral of the

written decisions/recommendations of the committee to the correct office/functionary. Ensure that the referral of cases/enquiries by the CMC occurs under signature of the chairperson and that feedback is received. Control over profile reports (G326). Compile profile reports and ensure that it is correctly filled in. Ensure that all relevant information has been provided. Refer profile reports to the Secretary of the CMC. Maintain profile register. Record on computer the receipt/forwarding/receiving back of the recommendations in respect of parole/correctional supervision per G326 forms. Documentation control. Responsible for keeping the control page G325 form up to date in respect of the recommendations/decisions made by the CMC. Opening/closing/addressing of mail. Filing of documents. Receiving and forwarding of documents from the CMC. Care of classified documents. Dealing with representations. Verification of information provided. Check that information provided on offenders is correct. Check that calculations regarding minimum detention periods and release dates are correct. Check that all relevant documentation is attached to submissions to the Head of the Correctional Centre. Ensure confidentiality of correspondence between the offender and the CMC. Check that original documentation is sent to the Head of the Correctional Centre. Maintenance of safe custody. Searching of venues and offenders. Ensure that offenders do not wander around uncontrolled. Ensure that the number of offenders received and returned to units corresponds. Ensure that equipment is not abused by offenders.

<u>ENQUIRIES</u>	:	Free State and Northern Cape Region: Ms Mokuni NJ / Ms Molutsoane N/ Ms Radebe T/ Ms. Ramncwana B at 082 306 9027.
<u>NOTE</u>	:	Appointment under the Correctional Service Act.
<u>POST 04/51</u>	:	<u>PHARMACIST ASSISTANT (BASIC): GRADE 1-3 REF NO: FSNC 2026/01/38</u>
<u>SALARY</u>	:	Grade 1: R162 894 per annum Grade 2: R215 013 per annum Grade 3: R250 383 per annum
<u>CENTRE</u>	:	Free State and Northern Cape Region Mangaung Maximum Correctional Centre
<u>REQUIREMENTS</u>	:	Grade 1: Basic qualification as required by the training facility and the South African Pharmacy Council (SAPC). Registration with the SAPC to study towards a basic Pharmacist Assistant qualification. Grade 2: Basic qualification as required by the training facility and the South African Pharmacy Council (SAPC) and basic Pharmacist Assistant qualification that allows registration with the SAPC as Pharmacist Assistant (basic). Registration with the SAPC as Pharmacist Assistant (Basic) or registration with the SAPC to study towards a Post Basic Pharmacist Assistant qualification (where applicable). Grade 3: Basic qualification as required by the training facility and the South African Pharmacy Council (SAPC) and basic Pharmacist Assistant qualification that allows registration with the SAPC as Pharmacist Assistant (Basic). Registration with the SAPC as Pharmacist Assistant (Basic) or registration with the SAPC to study towards a Post Basic Pharmacist Assistant qualification (where applicable). Computer literate. Valid driver's licence. Competencies And Attributes: Knowledge and experience in warehousing, logistics, supply chain management, transportation, and the hospital pharmacy sector. Empowerment, confidentiality, time management and listening skills. Interpersonal, client orientation and good communication skills. Empathy, tactfulness, integrity and honesty. Good report writing skills. Adaptability. Conflict management. Ability to coordinate and collaborate with internal and external stakeholders.
<u>DUTIES</u>	:	Receiving of stock from suppliers according to standard operating procedures. Good distribution practice and good pharmacy practice standards. Offloading trucks and moving stock into the appropriate quarantine area. Moving of stock to storage areas and packing stock on correct shelves according to the first expired, first out (FEFO) and first in, first out (FIFO) principle. Stock rotation and participating in stock takes. Issuing of ordered stock according to scope of practice to the health facility.
<u>ENQUIRIES</u>	:	Free State and Northern Cape Region: Ms Mokuni NJ / Ms Molutsoane N/ Ms Radebe T/ Ms. Ramncwana B at 082 306 9027.
<u>NOTE</u>	:	Appointment under the Public Service Act.