

DEPARTMENT OF CORRECTIONAL SERVICES

CLOSING DATE: 19 DECEMBER 2018 @ 15H45

APPOINTMENTS UNDER THE PUBLIC SERVICE ACT

FACILITATORS [10 POSTS]

- Kroonstad Training College (Ref: HO 2018/11/01) [4 Posts]
- Zonderwater Training College (Ref: HO 2018/11/02) [6 Posts]

Salary: R242 475 per annum

Requirements: Recognized degree or national diploma in Education Training Development Practices or equivalent qualification. 2-3 years' experience in a similar environment. Complete OD-ETP certificate will be an added advantage. Knowledge and skills in presenting of firearm-training will be an added advantage. Complete Assessor Training. Computer literacy. Valid driver's licence.

Competencies and attributes: Communication skills. Facilitation skills. Client orientation and customer focus. Problem solving and analysis. Service delivery innovation. Decision making. People management and empowerment. Integrity and honesty. Confidentiality. Good interpersonal relations. Assertiveness. Ability to network and diplomacy.

Responsibilities: Presenting of Instructional Learning. Prepare for Experiential Learning. Implement training and development processes. Research new international and national trends in corrections. Evaluate training and give feedback. Knowledge of training-related administration and financial management. Training of Learners. Responsible for the facilities and equipment in the section. Management of human resources, finances and assets. Management of learners and ensuring the deadlines of facilities i.e sleeping accommodation of learners and training rooms.

APPOINTMENTS UNDER THE CORRECTIONAL SERVICES ACT

ASSISTANT DIRECTOR: CONTROL TRAINERS [NCB 3]

Kroonstad Training College (Ref: HO 2018/11/03)

Salary: R370 866 per annum

Requirements: Relevant NQF 6 qualification in Behavioural Sciences. At least 5 years relevant experience gained in a supervisory post (NCB 2). Successful completion of the Corrections Science Learnership. Registered and accredited assessor and moderator in FET certificate will be an added advantage. Computer literacy. Valid driver's licence.

Competencies and attributes: Good communication, coordination and organizing skills. Good interpersonal relations. Integrity and honesty. Time management. Client orientation and customer focus. Problem solving and analysis. Financial management. Lead and control. Service delivery innovation. Decision making. People management and empowerment. Confidentiality. Applied strategic thinking and willingness to travel. Training and development. Team leadership. Project management. Report writing. Coaching and mentoring.

Responsibilities: Manage the delivery programme of Instructional Learning. Ensure that the delivery of Instructional Learning is in line with SAQA policies. Manage the presentation of lessons and administration of classes. Manage the administration of assessments. Oversee proper record keeping. Management of human resources, finance and assets.

SENIOR CORRECTIONAL OFFICER: PHYSICAL TRAINING [NCB 2]

Zonderwater Training College (Ref: HO 2018/11/04) [2 Posts]
Salary: R311 997 per annum

Requirements: Relevant NQF 6 qualification in Behavioural Sciences. At least 5 years relevant experience gained in a production post (NCB1). Successful completion of the Correctional Science Learnership or Basic Training. OD-ETDP certificate will be an added advantage. Registration as an assessor and moderator will be an added advantage. Computer literacy. Valid driver's licence.

Competencies and attributes: Good communication, coordination and organizing skills. Good interpersonal relations. Integrity and honesty. Client orientation and customer focus. Problem solving and analysis. Service delivery innovation. Decision making. People management and empowerment. Confidentiality.

Responsibilities: Plan and ensure readiness for the intake of learnership and skills programmes. Manage physical training, self-defence/tonfa, sports, recreation, arts, cultural activities and first aid training. Coordination of training schedules. Facilitate and coordinate assessments, moderation, monitoring and evaluation on learnership and programmes. Liaise with stakeholders. Manage human resources, finances and assets.

Re-advert: Those who previously applied must re-apply.

CORRECTIONAL OFFICER: MOVEMENT: PHYSICAL TRAINING [NCB 1]

Kroonstad Training College (Ref: HO 2018/11/05)
Salary: R203 001 per annum

Requirements: Grade 12 with 8 years' relevant experience or relevant NQF 6 qualification with no experience. Successful completion of the Correctional Science Learnership or Basic Training. Computer literacy. Valid driver's licence.

Competencies and attributes: Communication and facilitation skills. Client orientation and customer focus. Problem solving and analysis. Service delivery innovation. Decision making. People management and empowerment. Integrity and honesty. Confidentiality. Good interpersonal relations. Assertiveness. Ability to network and diplomacy.

Responsibilities: Prepare for the intake of learnership and skills programmes. Provide tonfa/self-defence training to learners. Provide health and fitness training, sports, recreation, arts and cultural activities to learners. Supervise learners at the college. Liaise with internal and external stakeholders. Management of physical and information resources. Prepare for Instructional Learning. Supervising of offenders when cleaning facilities. Present self-defence movement as well as physical training to course attendees. Research new trends to ensure that current practices are implemented. Evaluation of training, interpreting thereof and providing of feedback. Performing of training related administration. Manage finance and assets. Oversee gymnasium equipment. Control over maintenance of sport facilities and equipment. Management of resources.

CORRECTIONAL OFFICER: TRAINER [NCB 1]

Zonderwater Training College (Ref: HO 2018/11/06)
Salary: R203 001 per annum

Requirements: Grade 12 with 8 years' relevant experience or relevant NQF 6 qualification with no experience. Successful completion of the Correctional Science Learnership or Basic Training. Computer literacy. Valid driver's licence.

Competencies and attributes: Communication and facilitation skills. Client orientation and customer focus. Problem solving and analysis. Service delivery innovation. Decision making. People management and empowerment. Integrity and honesty. Confidentiality. Good interpersonal relations. Assertiveness. Ability to network and diplomacy.

Responsibilities: 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.

Note: • <u>Before you apply</u>: All costs associated with an application will be borne by the applicant. The Department of Correctional Services is an equal opportunity employer. The Department will take into consideration the objectives of Section 195 (1) (i) of the Constitution of the Republic of South Africa, 1996 (Act 108 of 1996) and the Employment Equity Act, 1998 (Act 55 of 1998) in filling of these vacancies. It is our intention to promote representivity in respect of race, gender and disability through the filling of these positions. In support of this strategy, applicants need to indicate race, gender and disability status on the application form/CV. Applicants who have retired from the Public Service with a specific determination that they cannot be re-appointed or have been declared medically unfit will not be considered.

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

The Department of Correctional Services reserves the right not to fill any of these advertised posts.

Applications: Applications must be submitted on form Z83 (Public Service Application form), obtainable from any Public Service Department, and must be completed in full. Applications must be accompanied by a CV, copies of qualifications, identity document and valid driver's licence. Please Note: All copies attached must be certified a true copy of the original and not older than three months. Please send a separate and complete application for each post you apply for, stating the correct reference for each position you are interested in. Faxed and e-mailed applications will not be accepted. • Candidates must comply with the minimum appointment requirements.

• CV's should be aligned to reflect one's degree of compliance with the advert requirements and responsibilities. It is the sole responsibility of an applicant to ensure that their application reaches DCS before 19 December 2018 @ 15h45.

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

NATIONAL HEAD OFFICE: Department of Correctional Services, Post Advertisement Section, Private Bag X136, Pretoria, 0001 OR <u>hand deliver at</u>: 124 WF Nkomo Street, Poyntons Building, Cnr WF Nkomo and Sophie De Bruyn Street, Pretoria, 0001 (Previous: Cnr Church and Schubart Street). <u>Contact persons</u>: Mr TO Mokhele 012 307 2173/Mr Y Naidoo 012 307 2079/Ms M Marais 012 307 2977/Ms TP Baloyi 012 305 8589.

