Letterhead

Private Bag X 99, PRETORIA, 0001, 196 Masada Building, Corner Johannes Ramokhoase (Proes) and Paul Kruger Street, Pretoria, 0001, Tel (012) 306 2000

**DEPARTMENT OF CORRECTIONAL SERVICES**

***CLOSING DATE: 06 AUGUST 2021 @ 15H45***

|  |
| --- |
| **APPOINTMENTS UNDER THE CORRECTIONAL SERVICES ACT** |
| **HEAD OF CORRECTIONAL CENTRE: LARGE [CB6] [3 POSTS]**  Limpopo, Mpumalanga and North West Region  Barberton Management Area: Town Youth Correctional Centre (Ref: LMN 2021/07/01)  Klerksdorp Management Area: Klerksdorp Correctional Centre (Ref: LMN 2021/07/02)  Polokwane Management Area: Modimolle Correctional Centre (Ref: LMN 2021/07/03)  **Salary: R851 913 per annum (all inclusive package)**    **Requirements:** Relevant NQF 6 qualification in Behavioural Sciences or equivalent qualification and 7 years’ relevant experience in a supervisory post. These requirements are in accordance with the relevant Occupational Specific Dispensation. Successful completion of the Corrections Science Learnership/Basic Training. Top secret security classification. Computer literacy. Valid driver’s licence.  **Competencies and attributes:** Firearm competency and the use of relevant security equipment’s. Strategic capability and leadership, policy development and good communication skills. Sound project and programme management skills. Transformation, change and conflict management abilities. Stakeholder management skills. Problem solving, analysis and decision making skills. Service delivery innovation. People management and empowerment. In depth understanding of safety and security within a correctional environment. Integrity and honesty. Good interpersonal relations. Knowledge of the Correctional Services Act, Act 111 of 1998.  **Responsibilities:** Management of all aspects of the Correctional Centre on a day to day basis through the implementation of the Correctional Services Act, Act 111 of 1998. Manage the implementation of the imperatives of the White Paper on Corrections. Management of case management administration, security, development and care, unit management and case management committees. Foster a working relationship with the Justice Cluster and the community. Monitor, evaluate and take appropriate action in relation to outcomes on the risk trends. Management of performance information. Management of human resources, finances, assets and performance information. |
| **HEAD OF COMMUNITY CORRECTIONS: LARGE [CB6]**  Limpopo, Mpumalanga and North West Region  Polokwane Management Area: Polokwane Community Corrections (Ref: LMN 2021/07/04)  **Salary: R851 913 per annum (all inclusive package)**  **Requirements:** Relevant NQF 6 qualification in Behavioural Sciences or equivalent qualification and 7 years’ relevant experience in a supervisory post. These requirements are in accordance with the relevant Occupational Specific Dispensation. Successful completion of the Corrections Science Learnership/Basic Training. Top secret security classification. Computer literacy. Valid driver’s licence.  **Competencies and attributes**: Firearm skills and the use of relevant security technology. Strategic capability and leadership, policy development and good communication skills. Sound project and programme management skills. Transformation, change and conflict management abilities. Stakeholder management skills. Problem solving, analysis and decision making skills. Service delivery innovation. People management and empowerment. In depth understanding of safety and security within a correctional environment. Integrity and honesty. Good interpersonal relations. Knowledge of the Correctional Services Act, Act 111 of 1998.  **Responsibilities:** Manage monitoring services. Determine conditions of house arrest and supervision for persons serving sentence in the community. Participate in case review team for community corrections. Manage programs. Identify community service programs. Responsible for the facilities and equipment of the section. Implement disciplinary steps against offending staff. Management of performance information. Manage human resources, finances and assets. |
| **HEAD OF CORRECTIONAL CENTRE: MEDIUM [CB5] [2 POSTS]**  Limpopo, Mpumalanga and North West Region  Thohoyandou Management Area: Makhado Correctional Centre (Ref: LMN 2021/07/05) &  Female & Juvenile Correctional Centre (Ref: LMN 2021/07/06)  **Salary: R454 440 per annum**  **Requirements:** Relevant NQF 6 qualification in Behavioural Sciences or equivalent qualification, successful completion of the Corrections Science Learnership/Basic Training and 7 years’ relevant experience in a supervisory post. These requirements are in accordance with the relevant Occupational Specific Dispensation. Top secret security classification. Computer literate. Valid driver’s licence.  **Competencies and attributes:** Firearm competency and the use of relevant security equipments. Strategic capability and leadership, policy development and good communication skills. Sound project and programme management skills. Transformation, change and conflict management abilities. Stakeholder management skills. Problem solving, analysis and decision making skills. Service delivery innovation. People management and empowerment. In depth understanding of safety and security within a correctional environment. Integrity and honesty. Good interpersonal relations. Knowledge of the Correctional Services Act, Act 111 of 1998.  **Responsibilities:** Management of all aspects of the Correctional Centre on a day to day basis through the implementation of the Correctional Services Act, Act 111 of 1998. Manage the implementation of the imperatives of the White Paper on Corrections. Management of case management administration, security, development and care, unit management and case management committees. Foster a working relationship with the Justice Cluster and the community. Monitor, evaluate and take appropriate action in relation to outcomes on the risk trends. Management of performance information. Manage human resources, finances and assets. |
| **HEAD SATELLITE COMMUNITY CORRECTIONS [CB5]**  Limpopo, Mpumalanga and North West Region  Thohoyandou Management Area: Sibasa Community Corrections (Ref: LMN 2021/07/07)  **Salary: R454 440 per annum**  **Requirements** Relevant NQF 6 qualification in Behavioural Sciences or equivalent qualification, successful completion of the Corrections Science Learnership/Basic Training and 7 years’ relevant experience in a supervisory post. These requirements are in accordance with the relevant Occupational Specific Dispensation. Top secret security classification. 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, in depth understanding of safety and security in a correctional environment. Integrity and honesty, confidentiality, good interpersonal relations, in depth knowledge of the Correctional Services Act, 111 of 1998, as amended, assertiveness, ability to network and diplomacy.  **Responsibilities**: Manage monitoring services. Determine conditions of house arrest and supervision for persons serving sentence in the community. Participate in case review team for community. Participate in case review team for community corrections. Manage programmes. Identify community service programmes. Logistical administration. Responsible for the facilities and equipment of the section. Personnel administration. Allocation of staff to specific duties. Disciplinary action against offending staff. Management of resources. |
| **DIVISIONAL HEAD: CORRECTION AND CARE [CB4]**  Limpopo, Mpumalanga and North West Region:  Bethal Management Area: Bethal Community Corrections (Ref: LMN 2021/07/08)  Witbank Management Area: Witbank Community Corrections (Ref: LMN 2021/07/09)  **Salary: R380 583 per annum**  **Requirements:** Relevant NQF 6 qualification in Behavioural Sciences or equivalent qualification and 7 years relevant experience in a supervisory post. Successful completion of Corrections Science Learnership/ Basic Training. These requirements are in accordance with the relevant Occupational Specific Dispensation. Computer literate. Valid driver’s licence.  **Competencies and attributes:** Firearm competency and the use of relevant security equipments. Strategic capability and leadership, policy development and good communication skills. Sound project and programme management skills. Transformation, change and conflict management abilities. Stakeholder management skills. Problem solving, analysis and decision making skills. Service delivery innovation. People management and empowerment. In depth understanding of safety and security within a correctional environment. Integrity and honesty. Good interpersonal relations. Knowledge of the Correctional Services Act, Act 111 of 1998.  **Responsibilities:** Manage monitoring and supervision of parolees and probationers. Manage administration of all admissions and liberations. Render a safe and humane environment for employees, parolees, probationers and service providers. Maximize development and work opportunities. Facilitation of necessary programmes for parolees and probationers. Supervise the supervision committees and court officials. Build good relationships with the community/clusters by establishing proper communication channels. Supervision/training/assessment of subordinates. Ensure the promotion and marketing of non-custodial sentences to all stakeholders. Management of information and resources. |
| **HEAD: COMMUNITY LIAISON [CB4] [2 POSTS]**  Limpopo, Mpumalanga and North West Region:  Barberton Management Area: Nelspruit Community Corrections (Ref: LMN 2021/07/10)  Witbank Management Area: Witbank Community Corrections (Ref: LMN 2021/07/11)  **Salary: R380 583per annum**  **Requirements:** Relevant NQF 6 qualification in Behavioural Sciences and 7 years relevant experience in a supervisory post. Experience in working with external stakeholders and other organs of states shall be an added advantage. Successful completion of Corrections Science Learnership/Basic Training. Computer literate. Valid driver’s licence.  **Competencies and attributes:** Firearm competency and the use of relevant security equipments. Communication, project and programme management, transformation management, change management and stakeholder management. Problem solving, service delivery innovation and decision making skills. People management and empowerment. 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, diplomacy and tact. Resilient. Influence and impact.  **Responsibilities:** Marketing non-custodial sentence options to the Judiciary. Marketing utilization of Section 62(f). Liaison with NGO’s, CBO’s and other State Departments to foster partnerships. Identification of service points for decentralization of Community Correction services. Identification of institutions for community services. Compilation of community profiling. Promotion of parolees and probationers’ participation in Restorative Justice and monitoring performance of community service. Management of information and resources. |
| **HEAD SATELLITE: RE-INTEGRATION MANAGER: [CB4]**  Limpopo, Mpumalanga and North West Region:  Bethal Management Area: Standerton Community Corrections (Ref: LMN 2021/07/12)  Witbank Management Area: Kwagga Community Corrections (Ref: LMN 2021/07/13)  **Salary: R380 583 per annum**  **Requirements:** Relevant NQF 6 qualification in Behavioural Sciences or equivalent qualification. 7 years relevant experience gained on supervisory level. Successful completion of Corrections Science Learnership/Basic Training. These requirements are in accordance with the relevant Occupational Specific Dispensation. Top secret security classification as 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, Service Delivery Innovation, decision making, People Management and Empowerment, In depth under-standing of safety and security in a correctional environment. Integrity and honesty, Confidentiality, Good Interpersonal relations, knowledge of the Correctional Services Act, Act 111 of 1998, as amended. Assertiveness, Diplomacy and Tact, Resilient, Influence and impact, Computer literacy.  **Responsibilities:** Manage monitoring services. Oversee implementation of court sentences. Ensure the implementation of community corrections policies and procedures. Participate in case review team for community corrections. Facilitate the provision of social work and community service programmes. Management of resources |
| **SECRETARY: PAROLE BOARD[NCB2]**  Limpopo, Mpumalanga and North West Region:  Rustenburg Management Area: Rustenburg Correctional Centre Ref: LMN 2021/07/14)  **Salary: R329 781 per annum**  **Requirements**: Relevant NQF 6 qualification in Behavioural Sciences or equivalent qualification and 5 years relevant experience gained in a production post. Successful completion of Corrections Science Learnership/Basic Training. Top secret security classification as an added advantage. Computer literate. Valid drivers’ licence.  **Competencies and attributes**: Firearm competency and the use of relevant security equipments, Communication, Project and Programme management, Transformation management, Change Management, Stakeholder management, Problem solving Analysis, Service Delivery Innovation, Decision making, People Management and Empowerment, In depth understanding of safety and security in a correctional environment, Integrity and honesty, Confidentiality, Good Interpersonal relations, Knowledge of the Correctional Services Act, Act 111 of 1998, as amended. Assertiveness. Ability to network. Diplomacy and tactful. Resilient. Influence and impact.  **Responsibilities**: Scheduling meetings of the board, Effective administration of the Parole Board meetings including minutes taking, verification of information provided, dealing with representations, maintenance of safe custody, Manage human resources, finance and assets. |
| **APPOINTMENTS UNDER THE PUBLIC SERVICE ACT** |
| **PSYCHOLOGIST GRADE 1 [2 POSTS]**  Limpopo, Mpumalanga and North West Region:  Barberton Management Area: Area Commissioner's Office (Ref: LMN 2021/07/15)  Thohoyandou Management Area: Fe (Ref: LMN 2021/07/16)  **Salary: R713 361 all-inclusive salary package**  **Requirements:** Recognized Master’s degree in Psychology and registration as a Clinical or Counselling Psychologist with Health Professional Council of South Africa. A minimum of three years appropriate experience as Clinical Psychologist after registration with the Professional Council of South Africa. These requirements are in accordance with the Occupational Specific Dispensation. Computer Literate. Valid driver’s licence  **Competencies and attributes:** Problem solving and decision making, Facilitation skills, plan, organize, lead and control, Project and program management, Facilitation skills, Conflict management, Communication, Report writing. Time management, Confidentiality, Understanding of Public Services policy and legislative frame work, service delivery and client orientation, Integrity and honesty, Assertiveness, Influence and impact and ability to network.  **Responsibilities:** Render and coordinate Psychological services to offenders. Liaise with internal and external organizations for the provision of Psychological services. Management of human resources, finance and assets. |
| **OPERATIONAL MANAGER NURSING (PHC) [2 POSTS]**  Limpopo, Mpumalanga and North West Region:  Bethal Management Area: Ermelo Correctional Centre (Ref: LMN 2021/07/17)  Rooigrond Management Area: Medium A Correctional Centre (Ref: LMN 2021/07/18)  **Salary: R562 800 per annum**  **Requirements:** NationalDiploma/ Degree in Nursing or equivalent qualification. A minimum of 9 years appropriate experience in nursing after registration as a Professional Nurse with the SANC. At least 5 years of the period referred to above must be appropriate experience after obtaining the 1 year post-basic qualification in the relevant speciality. Current registration with the South African Nursing Council as a Professional Nurse. These requirements are in accordance with the relevant Occupational Specific Dispensation. Computer literate. Valid driver’s licence.  **Competencies and Attributes:** Understanding of the Public Service Policy and legislative Framework, Program Management, Confidentiality, time management, listening skills, interpersonal skills, client orientation, good communication skills, empathy, tactfulness, integrity and honesty, report writing skills, adaptability, conflict management. Ability to coordinate and collaborate with internal and external stakeholders. Demonstrate an in depth understanding of nursing legislation and related legal and ethical nursing practices and how this impacts on service delivery.  **Responsibilities:** Provide direction and supervision in the implementation of the nursing plan (clinical practice/quality patient care). Implement standards, practices, criteria and indicators for quality nursing (quality of practices).Practice nursing and health care in accordance with the relevant laws and regulations .Display a concern for patients, promoting and advocating proper treatment and care including an awareness and willingness to respond to patient’s needs, requirements and expectations (Batho Pele Principles).Maintain the quality of nursing data and information and utilize it to advice. Advance and evaluate the quality and cost-effectiveness of nursing care ensure that a comprehensive general nursing service is delivered to patients in a cost effective, efficient and equitable manner at a primary health care facility. Ensure compliance to professional and ethical practice. Ensure clinical nursing practice by the nursing team (unit) in accordance with the scope of practice and nursing standards as determined by the relevant health facility. Promote quality of nursing care as directed by the professional scope of practice and standards as determined by the relevant health facility. Management of resources. |
| **SOCIAL WORKER SUPERVISOR GRADE 1**  Limpopo, Mpumalanga and North West Region:  Bethal Management Area: Bethal Correctional Centre (Ref: LMN 2021/07/19)  **Salary: R384 228 per annum**  **Requirements:** Recognised BA Degree in Social Work and 07 years’ experience after registration as Social Worker with the South African Council for Social Services Professions. Computer literate. Valid driver’s licence.  **Competencies and attributes:** Plan and organize, report writing, punctuality, confidentiality, understanding of Public Service policy and legislative frameworks, service delivery and client orientation, integrity and honesty, assertiveness, influence and impact, ability to work under pressure. Sound communication, negotiation, conflict and strategic management skills. Ability to co-ordinate and collaborate with internal and external stakeholders.  **Responsibilities:** Provide needs-based social work services to offenders through individual attention, group work and com-munity work. Conduct research and social work administration. Conduct individual assessments. Market social work services. Monitor and evaluate social work interventions. Monitor and evaluate social work interventions. Provide guidance to subordinates and ensure that the requirements of the operational plans are complied with. Manage human resources, finance and assets. |
| **ASSISTANT DIRECTOR: MANAGER: EMPLOYEE ASSISTANCE PROGRAM (EAP)**  Limpopo, Mpumalanga and North West Region:  LMN Regional Office**:** Regional Commissioner’s Office(Ref: LMN 2021/07/20)  **Salary: R376 596 per annum**   |  | | --- | | **Requirements:** Recognized and appropriate three National Diploma/Degree in relation to the EAP work field and / or relevant 3-5 years’ supervisory experience in EAP. A postgraduate qualification in Social Work or Clinical Psychology be an added advantage. Registration with the relevant regulatory body is mandatory. Computer literacy. Valid driver’s licence.  **Competencies and attributes**: Problem solving and decision making, facilitation skills, plan, organize, lead and control, Post Advertisement Section11project management, presentation skills, counselling skills, Ability to interpret policy/ legislation. Conflict management, couching and mentoring, Understanding of Public Service policy and legislative framework, service delivery and client orientation, integrity and honesty, assertiveness, willingness to travel, influence and impact and ability to network. Counselling, presentation and communication skills. Professionalism, ability to plan and organise. | | **Responsibilities:** Render direct EAP services to members and their families in a manner that ensures confidentiality and strong code of ethics. Assessments, referrals and short-term problem solutions. Effective confidential record-keeping and data management. Implement programmed promotion, training and awareness activities. Prepare annual programmed budgets and evaluate the attainment of programmed objectives as well as providing feedback.   |  | | --- | |  | | |
| **CLINICAL NURSE PRACTITIONER GRADE 1 (PHC) [5 POSTS]**  Limpopo, Mpumalanga and North West Region:  Barberton Management Area: Maximum Correctional Centre (Ref: LMN 2021/07/21)  Klerksdorp Management Area: Christiana Correctional Centre (Ref: LMN 2021/07/22)  Polokwane Management Area: Polokwane Correctional Centre (Ref: LMN 2021/07/23)  Rustenburg Management Area: Losperfontein Correctional Centre (Ref: LMN 2021/07/24) & Mogwase Correctional Centre (Ref: LMN 2021/07/25)  **Salary: R383 226 per annum**  **Requirements**: Diploma/Degree in Nursing or equivalent qualification. A minimum of 4 years relevant work experience after registration as a professional Nurse with South African Nursing Council. Post basic qualification with a duration of at least 1 year in curative skills in Primary Health Care accredited with South African Nursing Council. Current registration with the South African Council as a professional Nurse. These requirements are in accordance with the relevant Occupational Specific Dispensation. Computer literate. Valid drivers’ licence  **Competencies and attributes**: Understanding of Public Service Policy and legislative framework, program management, confidentiality, time management, listening skills, interpersonal skills, client orientation, good communication skills, empathy, tactfulness, integrity and honesty, report writing skills, adaptability, conflict management, ability to coordinate and collaborate with internal and external stakeholders.  **Responsibilities**: Provide direction and supervision in the implementation of the nursing plan, Implement standards, practices, criteria and indicators for quality nursing (quality of practices); Practice nursing and health care in accordance with the relevant laws and regulations; Display a concern for patients, promoting and advocating proper treatment and care, including awareness to respond to patient’s needs, requirement and expectations. Maintain a constructive working relationship with nursing and other stakeholders. Management of resources. |
| **PROFESSIONAL NURSE: GENERAL NURSING: GRADE 1 [4 POSTS]**  Limpopo, Mpumalanga and North West Region:  Barberton Management Area: Lydenburg Correctional Centre (Ref: LMN 2021/07/26) & Town Youth Correctional Centre (Ref: LMN 2021/07/27)  Polokwane Management Area: Polokwane Correctional Centre (Ref: LMN 2021/07/28)  Rustenburg Management Area: Rustenburg Correctional Centre (Ref: LMN 2021/07/29)  **Salary: R256 905 per annum**  **Requirements:** Diploma/ Degree in Nursing or equivalent qualification that allows registration with the South African Nursing Council as a Professional Nurse. Current registration with the South African Nursing Council (SANC). These requirements are in accordance with the relevant Occupational Specific Dispensation.  **Competencies and Attributes:** Knowledge of nursing care process and procedures, nursing statures and other relevant legal frame works, including grievance procedure and disciplinary code and procedure, communication, report-writing, liaison, coordination, facilitation, problem-solving, planning and organising skills.    **Responsibilities:** Provide direction and supervision in the implementation of the nursing plan. (Clinical practice/quality patient care). Implement standards, practices, criteria and indicators for quality nursing (quality of practice). Practice nursing and healthcare in accordance with the relevant law as and regulations. Utilise human, material and physical resources efficiently and effectively. Display a concern for patients, promoting and advocating proper treatment and care, including an awareness and willingness to respond to patients’ needs, requirement and expectations (Batho Pele principles). Maintain a constructive working relationship with nursing and other stakeholders. |
| **SOCIAL WORKER: GRADE 1 [5 POSTS]**  Limpopo, Mpumalanga and North West Region:  Barberton Management Area: Maximum Correctional Centre (Ref: LMN 2021/07/30) & Nelspruit Community Corrections Correctional Centre (Ref: LMN 2021/07/31)  Klerksdorp Management Area: Christiana Correctional Centre (Ref: LMN 2021/07/32)  Rooigrond Management Area: Medium A Correctional Centre (Ref: LMN 2021/07/33) & Vryburg Community Corrections (Ref: LMN 2021/07/34)  **Salary: R257 592 per annum**  **Requirements**: Recognised BA Degree in Social Work. Registration with the South African Council for Social Service Professions. These requirements are in accordance with the relevant Occupational Specific Dispensation. Computer literate. Valid drivers’ licence.  **Competencies and attributes**: Problem solving and decision making, facilitation skills, Plan and organize, lead and control, project management, Presentation skills, counselling skills, ability to interpret policy/legislations, conflict management, coaching and mentoring, report writing, punctuality, confidentiality, understanding of Public Service policy and legislative frameworks, service delivery and client orientation, integrity and honesty, assertiveness, influence and impact, ability to work under pressure. Sound communication, negotiation and strategic management skills The ability to interpret policy/legislative matters and operate within the management area. The ability to coordinate and collaborate with internal and external stakeholder  **Responsibilities**: Provide needs based social work services to offenders through individual attention, group work and community work. Conduct research and social work administration. Conduct individual assessments. Market social work services. Monitor and evaluate social work interventions. |
| |  | | --- | | **SOCIAL AUXILIARY WORKERS GRADE 1 (*TWELVE MONTHS CONTRACT)[16 POSTS]*** |   **Salary: R148 215.00 per annum (Plus 37% in lieu of benefits)**  Limpopo, Mpumalanga and North West Region:  **Nelspruit Community Corrections (Ref: LMN 2021/07/35); Bushbuckridge Community Corrections (Ref: LMN 2021/07/36); Bethal Community Corrections[2Posts] (Ref: LMN 2021/07/37); Witbank Community Corrections (Ref: LMN 2021/07/38); Polokwane Community Corrections[2Posts] (Ref: LMN 2021/07/39); Nebo Community Corrections (Ref: LMN 2021/07/40); Tzaneen Community Corrections (Ref: LMN 2021/07/41); Thohoyandou Community Corrections[2Posts] (Ref: LMN 2021/07/42); Makhado Community Corrections (Ref: LMN 2021/07/43); Klerksdorp Community Corrections (Ref: LMN 2021/07/44); Mafikeng Community Corrections (Ref: LMN 2021/07/45); Rustenburg Community Corrections (Ref: LMN 2021/07/46) & Brits Community Corrections (Ref: LMN 2021/07/47)**   |  | | --- | | **Requirements:** Registration with the SA Council for Social Service Professions (SACSSP) as a Social Auxiliary Worker. Computer literacy.  **Competencies and attributes:** Report writing, problem solving, interpersonal relations, conflict resolution and communication skills. Integrity and honesty. Friendly and adaptable. Self-discipline. Ability to work under pressure. Punctuality. Ability to network and willingness to travel.  **Responsibilities:** Keep updated on the Victim Offender Dialogue Programme and the objectives and targets as set out in the Strategic Plan and Operational Plan. Locate victims. Keep records on all attempts to locate victims. Orientation of victims with regard to the aims and benefits of the Victim Offender Dialogue programme. Facilitate contact between offender and victim. Assessment of potential areas of conflict. Referral of identified areas of conflict to the Departmental social workers for further intervention. Provision of particulars of victims to Case Management Committee and Parole Boards. Establish database of available support structures in the community (NGO’s, religious care organizations, etc). Orientation of NGO’s community leaders and other stakeholders with regard to the aims and benefits of the Victim Offender Dialogue Programme. Orientate NGO’s, community leaders and families of both the offender as well as the victim (s) regarding the benefits of the acceptance and reintegration of offenders into the communities. Handling monthly returns to Head Office with regard to performance on targets as contained in the Strategic Plan. Provision of needs to Head Community Corrections with regard to communication and travel. | |
| ***Note:*** *⦁* ***Before you apply****: All costs associated with an application will be borne by the applicant. The Department of Correctional Services is an equal opportunity employer. The Department will take into consideration the objectives of Section 195 (1) (i) of the Constitution of the Republic of South Africa, 1996 (Act 108 of 1996) and the Employment Equity Act, 1998 (Act 55 of 1998) in filling of these vacancies. It is our intention to promote representivity in respect of race, gender and disability through the filling of these positions. In support of this strategy, applicants need to indicate race, gender and disability status on the application form/CV. Applicants who have retired from the Public Service with a specific determination that they cannot be re-appointed or have been declared medically unfit will not be considered.*  ***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 to some of these posts will be provisional, pending the issue of a security clearance. If you cannot get a security clearance, your appointment will be re-considered/possibly terminated. Finger prints may be taken on the day of interview.*  ***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, certified copies of qualifications and copy of identity document. Where an advertisement states that a valid driver’s licence is required, then please submit a certified copy of your licence****.* ***Please Note: All copies attached must be certified and not older than six 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 the stipulated closing date and time.*  ***NB: Indicate the reference number and position you are applying for on your application form (Z83) and post your complete application to the address as indicated below:***  ***Limpopo/Mpumalanga/North West Region:***  ***Postal Address*** *Head Recruitment, Department of Correctional Services, Private Bag X 99, Pretoria 0001*  ***Contact persons:*** *Mrs. Portia Bungqu 012 306 2032 / Mrs. Petunia Nomvela 012 306 2033 / Ms. Thandiwe Lekhuleni 012 306 2034/ Mr. Tshepo Ndlamini 012 306 2055/ Mr. Brent Botha at 012 306 2034/2055/ Mr Jacob Seerane 012 306 2033/2034*  ***Physical Address****: 196 Masada Building, Cnr. Johannes Ramokhoase (Proes) and Paul Kruger Street, Pretoria* |