Letterhead

**EASTERN CAPE REGION**

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| **APPOINTMENTS UNDER THE CORRECTIONAL SERVICE ACT** |
| **HEAD CORRECTIONAL CENTRE (CB6)**  **Eastern Cape Region: Kirkwood Management Area: Kirkwood Correctional Centre**  **(Ref: EC-CSA1/09/2021)**  **Salary: R851 913 per annum (all inclusive salary package )**  **Requirements:** Grade 12 plus degree/ND in Behavioural Sciences and successful completion of Corrections Science Learnership. 7 years’ experience in a supervisory post. Top secret security classification. Valid Driver’s license. Computer literate will be an added advantage.  **Competencies and attributes:** Firearm skills and the use of relevant security technology. Strategic capability and leadership, Policy development, Communication, Project and programme management, Transformation management, Change Management, Conflict Management, Stakeholder Management, Problem solving, Analysis, Service Delivery Innovation, decision making, People Management and Empowerment, In depth understanding of safety and security within a correctional environment. Integrity and honesty, Confidentiality, Good Interpersonal relations, knowledge of the Correctional Services Act, Act 111 of 1998 as amended,  **Responsibility:** Management of all aspects of the correctional centre on a day to day basis through the implementation of Correctional Services Act, Act 111 of 1998 as amended, Manage the implementation of the imperatives of White Paper on Corrections. Management of case management ad-ministration, 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 CORRECTIONAL CENTRE X4**  **Eastern Cape Region: Kirkwood Management Area (Jansenville Correctional Centre)**  **(Ref: EC-CSA2/09/2021); Mthatha Management Area(Ngqeleni Correctional Centre) (Ref: EC-CSA3/09/2021); Mt Fletcher Correctional Centre (Ref: EC-CSA4/09/2021); Sada Management Area(Barkly East Correctional Centre)(Ref: EC-CSA5/09/2021**  **Salary: R380 583. per annum**  **Requirements:** Relevant degree / National Diploma in Behavioural Sciences and successful completion of Corrections Science Learnership. 7 Years relevant experience gained in a supervisory post. Top secret security classification, Valid driver’s license. Computer literacy.  **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 inter-personal relations, knowledge of the Correctional Services Act, Act 111 of 1998, as amended, assertiveness, ability to network and diplomacy.  **Responsibilities:** Management of all aspects of the correctional centre on a day to day basis through the implementation of Correctional Services Act, Act 111 of 1998 as amended, Manage the implementation of the imperatives of 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. |
| **APPOINTMENT UNDER PUBLIC SERVICE ACT** |
| **CLINICAL NURSE PRACTITIONER GRADE1 (PHC) X5**  **Eastern Cape Region:** **East London Management Area (Medium B Correctional Centre)(Ref: EC-PSA6/09/2021); St Albans Management Area (Medium B Correctional Centre) (Ref: EC-PSA7/09/2021)Mthatha Management Area(Mthatha Remand Correctional Centre)( PSA8/09/2021) Sada Management Area (Butterworth Correctional Centre) (PSA 9/09/2021)**  **Amathole Management Area (Fort Beafort Correctional Centre) (PSA 10/09/2021)**  **Salary: R383 226 per annum**  **Requirements:** Recognised three (3) year Degree/Diploma in Nursing or an equivalent qualification that allows registration with the South African Nursing Council as a Professional. Current registration with the South African Nursing Council 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. A minimum of 4 years appropriate/recognisable nursing experience after registration as Professional Nurse with the SANC in General Nursing. These requirements are in accordance with the relevant Occupational Specific Dispensation. Valid driver’s licence. Computer literacy.  **Competencies and attributes:** Demonstrate an understanding of nursing legislation and related legal and ethical nursing practises within a primary health care environment. Perform a clinical nursing practice in accordance with the scope of practice and nursing standards as determined for a primary health care facility. Promote quality of nursing care as directed by the professional scope of practice and standards as determined for a primary health care facility.  **Responsibilities:** Supervise the routine examination of offenders and treatment of minor ailments according to scope of practice. Supervise the assistance of immobile offender patients. Supervise the administration of medicine and other treatments. Supervise first aid and emergency series. Supervise sterilisation of equipment’s/facilities. Supervise the updating of offenders/s records. Counsel offender patients. Supervise medicine control maintain safe custody by nursing personnel. Identify offenders for medicines. Not medical condition as instructed by doctors. |
| **PROFESSIONAL NURSES GRADE 1 (GEN NURSING) x2**  **Eastern Cape Region:** **East London Management Area (Medium B Correctional Centre) (Ref: EC-PSA11/09/2021); Mthatha Management Area(Mthatha Remand Correctional Centre)( PSA12/09/2021)**  **Salary R256 905 per annum**  **Requirements:** Recognised three (3) year Degree/Diploma 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 stake-holders. |
| |  | | --- | | **SOCIAL AUXILIARY WORKERS GRADE 1 (TWELVE MONTHS CONTRACT)[12 POSTS]** |   **Salary: R148 215 per annum (Plus 37% in lieu of benefits)**  **Eastern Cape Region**  **Amathole Management Area: (King Williams Town Correctional Centre ) (Ref: EC-PSA13/09/2021) & Middledrift Correctional Centre (Ref: EC-PSA14/09/2021) X2**  **East London Management Area: (Community Corrections (Ref: EC-PSA15/09/2021), Mdantsane Correctional Centre (Ref: EC-PSA16/09/2021) X2**  **Kirkwood Management Area: (Community Corrections) (Ref: EC-PSA17/09/2021)**  **Mthatha Management Area: (Community Corrections Ref: EC-PSA18/09/2021), Mthatha Med Ref: EC-PSA19/09/2021), Mthatha Central Ref: EC-PSA 20/09/2021) X3**  **Sada Management Area: (Cradock (Ref: EC-PSA 21/09/2021), Nqamakwe Correctional Centre (Ref: EC-PSA 22/09/2021) X2**  **St Albans Management Area: (Community Corrections (Ref: EC-PSA 23/09/2021), Correctional Centre (Ref: EC-PSA 24/09/2021) X2**  **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, and 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. |
| **Closing date: 22 OCTOBER 2021 @ 15h45**  **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 representatively 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.  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 interviews.  **The Department of Correctional Services reserves the right not to fill any of these advertised posts.**  **Applications:** For applications to be accepted, applications must be submitted on form new Z83 (Public Service Application form), obtainable from any Public Service Department, and must be completed in full. Applications must be accompanied by a CV and certified copies of qualifications and ID NOT older than **six (6) months**. Where an advertisement states that a valid Driver’s Licence is required, then please submit a certified copy of your licence. 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, emailed and hand deliver 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 above-mentioned requirements and responsibilities. Applications must reach DCS before the closing date and time. It is the sole responsibility of an applicant to ensure that their application reaches DCS before/on **22 OCTOBER 2021 @ 15h45.**  **NB: PROSPECTIVE APPLICANTS MUST PLEASE USE THE NEW Z83 APPLICATION FORM WHICH IS EFFECTIVE AS AT 01 JANUARY 2021**  **Indicate the reference number, Regional Office, Management Area and position you are applying for on your application form (Z83) and post your complete application to the addresses as indicated below:**  **Eastern Cape Region: Postal Address: Head Recruitment, Private Bag X9013, East London, 5201.**  **Physical Address: Ocean Terrace Office Park, Block E, Moore Street, Quigney, East London, 5201.**  **Contact person: Ms. Z Myataza/ Ms. NS Mgugudo / Mr. N Ndonyela at (043) 7067866/7882/ 7883** |