



## DEPARTMENT OF CORRECTIONAL SERVICES

### CALL FOR APPLICATIONS TO SERVE AS MEMBERS OF THE CORRECTIONAL SUPERVISION AND PAROLE BOARD

*The Minister of Justice and Correctional Services in terms of Section 74 of the Correctional Services Act, Act 111 of 1998 invite interested and suitable candidates to apply for an opportunity to serve as members of the Correctional Supervision and Parole Board.*

The Parole Board is an independent body whose main aim is to protect the public by risk assessing offenders to decide whether they can be safely released into the community. The main role of a Chair (and Vice in the chair's absence) is decision making. Decision making in light of a number of factors, that is:- rights of the offender (as far as the right to be considered in light of relevant legislation), calculation of the minimum detention period, understanding of criminal justice value chain, court papers, sentencing remarks, copy of the judgment, copy of the warrant of detention, case law, SAP 69 and 62, understanding the various reports by the DCS professionals, understanding of the rehabilitation process, risk assessment, victim/community empathy, public safety etc.

**All interested candidates should meet the following minimum requirements:**

#### **CHAIRPERSON**

**[A member of the Board will be remunerated on monthly rates based on category D sub-category D1 of the remuneration of statutory boards as defined by National Treasury].**

**Requirements:** A recognized and appropriate NQF level 7 qualification in any Criminal Justice field, Social Sciences or related. Previous 5 years' experience in management or decision making position. Demonstrable experience of and ability to conduct effective evidence-based decision making, weighing facts and evidence, analysing and critically evaluating large volumes of complex information and identifying key issues, within tight deadlines and working on your own initiative. Demonstrable independence of mind and sound judgement, with the ability to make evidence based decisions that are accurately documented. Excellent interpersonal skills: the ability to gain respect and maintain rapport through effective communication and influencing skills – with the confidence to challenge opinions where necessary, work collegiately and resolve differences to reach sound decisions. Excellent communication skills, both written and oral: the ability to communicate sensitively and effectively with a wide range of individuals, varying your approach as necessary and treating others with respect, to listen actively and evaluate replies in order to probe issues. Excellent written skills: the ability to draft well-formed written reports which summarize evidence in support of a decision or recommendation. Demonstrable high standards of corporate and personal integrity and conduct, such as a strong commitment to fairness, equality and the ethos of supporting the wider public or community good through your contributions. High levels of time management, organizational and administrative skills, together with strong personal motivation and commitment to professional self-development. Evidence of experience of any aspect of the criminal justice system and an understanding of the importance of the victim's perspective. Previous experience in management or decision making position.

**Responsibilities:** Analyse and critically evaluate information in order to identify continuing risk/dangerousness in an individual offender's case, where information may come from a variety of sources including electronic and paper documents, electronic updates and evidence given at oral hearings. Apply knowledge and judgement to offenders' cases in order to decide whether they can safely be released into the community and to set conditions where release is appropriate. Oversee the hearing of cases in order to assess risk. Work collaboratively with other parole members in order to make judgements about the available evidence and to provide a concise and structured summary of relevant factors in reaching a decision or recommendation. Facilitate report writing, draft reasoned summaries and decisions. Be an effective ambassador for the Parole Board when representing it at hearings or any other event. Facilitate administrative roles associated with preparation for hearings, hearings and revocations/cancellations, public education on parole, facilitate invitation of victims to hearings including court attendance as a result of litigation by offenders.

Free State and Northern Cape region

Kimberley [Ref: FSNC 2020/09/01]

Upington [Ref: FSNC 2020/09/02]

**VICE-CHAIRPERSON**

**[A member of the Board will be remunerated on monthly rates based on category D sub-category D1 of the remuneration of statutory boards as defined by National Treasury].**

**Requirements:** A recognized and appropriate NQF level 7 qualification in any Criminal Justice field, Social Sciences or related. Proven 3 years supervisory role or community leadership experience as well as active involvement in community-based structures. Commitment to a corruption free administration. A good standing with the community with extensive life experience. Proven special interest in the Criminal Justice System.

**Responsibilities:** Chair meetings in the absence of the Chairperson. Sign documents in the absence of the Chairperson. Participate in the analysis and evaluation of information in order to identify continuing risk/dangerousness in an individual offender's case, where information may come from a variety of sources including electronic, paper documents, electronic updates and evidence given at oral hearings. Apply knowledge and judgement to offenders' cases in order to decide whether they can safely be released into the community and recommend appropriate conditions where release is appropriate. Participate in the hearing of cases in order to assess risk while work collaboratively in making judgements about the available evidence and formulate a concise and structured summary of relevant factors to aide in reaching a decision or recommendation. Participate in report writing, assist in drafting seasoned summaries and assist the Chairperson in recommending a decision. Be an effective ambassador for the Parole Board when representing it at hearings or any other event.

Free State and Northern Cape region

Colesberg [Ref: FSNC 2020/09/03]

Goedemoed [Ref: FSNC 2020/09/04]

Groenpunt [Ref: FSNC 2020/09/05]

Upington [Ref: FSNC 2020/09/06]

**COMMUNITY MEMBERS**

**[A member of the Board will be remunerated on monthly rates based on category D sub-category D1 of the remuneration of statutory boards as defined by National Treasury].**

**Requirements:** Recognized degree or national diploma in one of the following fields: Criminal Justice, Community Development, Social Science, Policing or Human Rights related field. 5 years' experience in community development work and/or Criminal Justice. Previous experience in a decision making capacity will be advantageous. Retired professionals are encouraged to apply.

**Competencies and attributes:** Communication. Client orientation and customer focus. Problem solving and analysis. Decision making. Integrity and honesty. Confidentiality. Good interpersonal relations. Understanding of the Parole Board System.

**Responsibilities:** The successful candidates will be responsible to attend and participate in the decision making role in Parole Board hearings. Act as a facilitator of community reintegration on the part of offenders. Protect the interest of the community, offenders and the state. Ensure objective and fair application of the release policy. Perform ad-hoc tasks as determined by the Board. Ensure confidentiality in terms of Parole Board meetings, decisions and documentation.

Free State and Northern Cape region

Bizzah Makhate [Ref: FSNC 2020/09/06] [2 Posts]

Colesberg [Ref: FSNC 2020/09/07] [2 Posts]

Goedemoed [Ref: FSNC 2020/09/08] [2 Posts]

Groenpunt [Ref: FSNC 2020/09/09]

Grootvlei [Ref: FSNC 2020/09/10] [2 Posts]

Kimberley [Ref: FSNC 2020/09/11]

Upington [Ref: FSNC 2020/09/12]

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Term of office will be for a period of three (3) years or as may be determined by the Minister in line with Section 74 (7) of the Correctional Services Act, Act 111 of 1998.

A covering application letter outlining area/s of specialization as well as motivation for appointment, a detailed Curriculum Vitae with three contactable references, certified copies of qualification including an identity copy and drivers licence, should be submitted.

**Interested candidates should submit complete applications clearly reflecting the designation and applicable reference number to the relevant addresses as reflected below:**

**FREE STATE AND NORTHERN CAPE REGION:** *Department of Correctional Services, Head Recruitment, Private Bag X20530, Bloemfontein, 9300* ***OR hand deliver at:*** *103 Zastron Street, Agrimed Building, Bloemfontein.* Contact persons: *Mr JS Jansen and Ms NJ Mkuni at 051 404 0270 or 051 404 0283.*

**Closing date for applications: 10 November 2020 @ 15h45**