



correctional services

Department:
Correctional Services
REPUBLIC OF SOUTH AFRICA

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DEPARTMENT OF CORRECTIONAL SERVICES

CLOSING DATE: 21 SEPTEMBER 2018 @ 15H45 APPOINTMENTS UNDER THE CORRECTIONAL SERVICES ACT

HEAD CORRECTIONAL CENTRE [CB6]

Limpopo, Mpumalanga and North West Region:
Rooigrond Management Medium A (Ref: LMN 2018/09/01)

Salary: R809 802 all-inclusive package

Requirements Relevant 3 year National Diploma/ Degree in Behavioural Sciences 7 years relevant experience gained in a supervisory level. Successful completion of Corrections Science Learnership/Basic Training. Top secret security classification. Computer literate. 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, as amended. Assertiveness, diplomacy and tact. Resilient. Influence and impact.

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.

HEAD COMMUNITY CORRECTIONS [CB6]

Limpopo, Mpumalanga and North West Region:
Witbank Management Area: Witbank Community Corrections (Ref: LMN 2018/09/02)

Salary: R809 802 all-inclusive package

Requirements: Relevant 3 year National Diploma/ Degree in Behavioural Sciences 7 years relevant experience gained in a supervisory level. Successful completion of Corrections Science Learnership/Basic Training. Computer literate. 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, as amended. Assertiveness, diplomacy and tact. Resilient. Influence and impact.

Responsibilities: Management of all aspects of the community corrections on a day to day basis through the implementation of Correctional Services Act, Act 111 of 1998. Manage the implementation of the imperatives of White Paper on Corrections. Management of case management administration. 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 asset. The management of Operational Support Services. Management of parolees and probationers. Management of activities of Reintegration Committees. Develop partnerships and network with relevant stakeholders. Management of Community Liaison Services

DEPUTY DIRECTOR: AREA COORDINATOR: CORRECTIONS (NCB 4) [2 Posts]

Limpopo, Mpumalanga and North West Region:

Klerksdorp Management Area: Area Commissioner's Office Ref: LMN 2018/09/03

Rooigrond Management Area: Area Commissioner's Office (Ref: LMN 2018/09/04)

Salary: R719 493 all-inclusive package

Requirements: Degree or National Diploma in Behavioural Sciences and successful completion of the Corrections Science Learnership or Basic Training. 7 years' relevant experience in a supervisory post. Top secret security classification. Valid driver's licence. Computer literate.

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: Implement and monitor correctional, security and facility policies and procedures. Coordinate the collation and dissemination of security and correction information. Coordinate activities relating to critical DCS support structures such as the Parole Boards and Office of the Inspecting Judge within the management area. Promote corrections and security aware-ness. Manage the emergency support systems. Provision of early warning intelligence correction and security risks. Manage human resources, finance and assets.

HEAD OF CORRECTIONAL CENTRE [CB5]

Limpopo, Mpumalanga and North West Region:

Rooigrond Management Area: Litchenburg Correctional Centre (Ref: LMN 2018/09/05)

Salary: R429 933 per annum

Requirements: Relevant 3 year National Diploma/ Degree in Behavioural Sciences and successful completion of the Corrections Science Learnership/Basic Training. Seven (7) years' relevant experience in a supervisory post. 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: 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 performance information. Manage human resources, finances and asset.

HEAD OF COMMUNITY CORRECTIONS [CB5] [3 Posts]

Limpopo, Mpumalanga and North West Region:

Klerksdorp Management Area: Klerksdorp Community Corrections (Ref: 2018/09/06)

Klerksdorp Management Area: Potchefstroom Community Corrections (Ref: LMN 2018/09/07)

Barberton Management Area: Bushbuckridge (Ref: LMN 2018/09/08)

Salary: R429 933 per annum

Requirements: Relevant 3 year National Diploma/ Degree in Behavioural Sciences and successful completion of the Corrections Science Learnership/Basic Training. 7 years' relevant experience in a supervisory post. 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.

CHAIRPERSON: CASE MANAGEMENT COMMITTEE [CB5]

Limpopo, Mpumalanga and North West Region:

Barberton Management Area: Max (Ref: LMN 2018/09/09)

Salary: R 429 933 per annum

Requirements: Relevant 3 year National Diploma/Degree in Behavioural Sciences And 7 years relevant experience gained in a supervisory post. Successful completion of Corrections Science Learnership/Basic Training. These requirements are in accordance with the 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. 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, as amended. Assertiveness, diplomacy and tact. Resilient. Influence and impact.

Responsibility: Planning of the activities of the Case Management Committee. Holding of meetings of the CMC. Management of sentence plans. Control of offender records. Management of human resources, logistical administration and assets.

SECURITY MANAGER: HEAD: COMMUNITY LIAISON [CB4]

Limpopo, Mpumalanga and North West Region:

Rooigrond Management Area: Community Corrections (Ref: LMN 2018/09/10)

Salary: R360 060 per annum

Requirements: Relevant NQF 6 qualification in Behavioural Sciences. Seven (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 literacy. 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 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.

CASE MANAGEMENT SUPERVISOR [CB4] [4 Posts]

Limpopo, Mpumalanga and North West Region:

Rustenburg Management Area: Rustenburg Correctional Centre (Ref: LMN 2018/09/11)

Barberton Management Area: Med B Correctional Centre (Ref: LMN 2018/09/12)

Bethal Management Area: (Ref: LMN 2018/09/13)

Klerksdorp Management Area: Potchefstroom Correctional Centre (Ref: LMN 2018/09/14)

Salary: R360 060 per annum

Requirements: Relevant 3 year National Diploma/ Degree in Behavioural Sciences and 7 years relevant experience gained in a supervisory level. Successful completion of Corrections Science

Learnership/Basic Training. Computer literate. Valid drivers' 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, as amended. Assertiveness, diplomacy and tact. Resilient. Influence and impact.

Responsibilities: Supervise and maintain security of the unit in a correctional centre. Supervision of offenders programmes. Management and review of case file. Provide support on the development of offenders. • Chair in case review teams. Management of human resources, logistical administration and assets.

HEAD OF COMMUNITY CORRECTIONS [CB4]

Limpopo, Mpumalanga and North West Region:

Klerksdorp Management Area: Christiana Correctional Centre (Ref: LMN 2018/09/15)

Salary: R360 060 per annum

Requirements: Relevant 3 year National Diploma/ Degree in Behavioural Sciences and successful completion of the Corrections Science Learnership/Basic Training. Seven (7) years' relevant experience in a supervisory post. 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, as amended. Assertiveness, diplomacy and tact. Resilient. Influence and impact.

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.

SENIOR CORRECTIONAL OFFICER: RE-INTEGRATION MANAGER: HEAD SATELLITE [CB4]

Limpopo, Mpumalanga and North West Region:

Witbank Management Area: Kwaggafontein Community Corrections (Ref: LMN 2018/09/16)

Witbank Management Area: Middelburg Community Corrections (Ref: LMN 2018/09/17)

Salary: R360 060 per annum

Requirements: Relevant 3 year National Diploma/ Degree in Behavioural Sciences and 7 years relevant experience gained in a supervisory level. Successful completion of Corrections Science Learnership/Basic Training. 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, 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. Diplomacy and Tact. Resilient. Influence and impact.

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. Manage human resources, finances and assets.

SENIOR CORRECTIONAL OFFICER: AFTER CARE (SOCIAL REINTEGRATION) [NCB2]

Limpopo, Mpumalanga and North West Region:

Regional Office (Ref: LMN 2018/09/18)

Salary R311 997 per annum

Requirements: Relevant 3 year National Diploma/ Degree in Behavioral Science and at least 5 years relevant experience gained in a production post (NCB1). Successful completion of Corrections Science Learnership/Basic Training. 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 inter-personal relations, knowledge of the Correctional Services Act, Act 111 of 1998, as amended. Assertiveness. ability to network and diplomacy.

Responsibilities: The co-ordination of policy. Undertaking of correspondence. The technical preparation of documents. The arrangement of meetings for the Regional Social Reintegration. The administration of personnel. The administration of finances. The management of primary measurements. Manage human resources, finances and assets.

SECRETARY: PAROLE BOARD[NCB2]

Limpopo, Mpumalanga and North West Region:

Thohoyandou Management Area: Area Commissioner's Office (Ref: LMN 2018/09/19)

Salary: R311 997 per annum

Requirements: Recognised three (3) year National Diploma/ Degree in Behavioural Sciences. 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 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, 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, taking of minutes of sessions of the board, dealing with representations, maintenance of safe custody, Manage human resources, finance and assets.

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 license is required, then please submit a certified copy of your license. Please Note: All copies attached must be certified 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 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 / Ms. Thandiwe Lekhuleni at 012 306 2033/2034

Physical Address: 198 Masada Building, Cnr. Johannes Ramokhoase (Proes) and Paul Kruger Street, Pretoria

LMN REGION