



DEPARTMENT OF CORRECTIONAL SERVICES

Closing date: 18TH MARCH 2022 @ 15:45

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 to take note 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 subjected to positive outcomes on these checks, which include security clearance, pre employment screening, qualification verification (ie Matric/Grade 12, ND/Degree and Trade Test Certificate), 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: Applications must be submitted on form Z83 (Public Service Application form) **NB: Prospective Applicants Must Please Use The New Z83 Application Form Which Is Effective As At 01 January 2021**, obtainable from any Public Service Department, and must be completed in full. **Applications must be accompanied by a CV, copies of qualifications (ie Matric/Grade 12, ND/Degree and Trade Test Certificate), identity document and valid driver's licence. Please note: All copies attached must be certified, be a true copy of the original and not older than (6) 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. **Only hand delivered or couriered and posted applications to be considered. No faxed or e-mailed applications will be accepted due to technological challenges.** 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 **18TH MARCH 2022 @ 15:45.**

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:

For full details (Competencies, attributes and responsibilities) on the following positions. please visit our website at www.dcs.gov.za (search on vacancies)

Western Cape Region

Postal Address: Regional Coordinator Human Resource Management & Support, Private Bag x01, Edgemoed, 7404

Contact person: Ms NA Mdladlamba at 021 550 6059/ 6060/ 6052/6054

Physical Address: Peninsula Drive, Monte Vista.



APPOINTMENTS UNDER THE CORRECTIONAL SERVICES ACT

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 chairs 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 war-rant 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, analyzing 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 judgment, 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 summarizes 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: Analyze 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 re-lease 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.

Western Cape Region

Allandale [Ref: WC 2022/02/01]

Brandvlei [Ref: WC 2022/02/02]

Breede River [Ref: WC 2022/02/03]

Drakenstein [Ref: WC 2022/02/04]

Goodwood [Ref: WC 2022/02/05]

Overberg [Ref: WC 2022/02/06]

Pollsmoor [Ref: WC 2022/02/07]

Southern Cape [Ref: WC 2022/02/08]

West Coast (Malmesbury) [Ref: WC 2022/02/09]

Voorberg [Ref: WC 2022/02/10]

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 Pa-role Board when representing it at hearings or any other event.

Western Cape Region

Allandale [Ref: WC 2022/02/11]
Brandvlei [Ref: WC 2022/02/12]
Breede River [Ref: WC 2022/02/13]
Drakenstein [Ref: WC 2022/02/14]
Goodwood [Ref: WC 2022/02/15]
Overberg [Ref: WC 2022/02/16]
Pollsmoor [Ref: WC 2022/02/17]
Southern Cape [Ref: WC 2022/02/18]
West Coast (Malmesbury) [Ref: WC 2022/02/19]
Voorberg [Ref: WC 2022/02/20]

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 Pa-role 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.

- Allandale [Ref: WC 2022/02/21] [2 Posts]
- Brandvlei [Ref: WC 2022/02/22] [2 Posts]
- Breede River (Worcester) [Ref: WC 2022/02/23] [2 Posts]
- Drakenstein [Ref: WC 2022/02/24] [2 Posts]
- Goodwood [Ref: WC 2022/02/25] [2 Posts]
- Overberg (Helderstroom) [Ref: WC 2022/02/26] [2 Posts]
- Pollsmoor [Ref: WC 2022/02/27] [2 Posts]
- Southern Cape (George) [Ref: WC 2022/02/28] [2 Posts]
- Voorberg [Ref: WC 2022/02/29] [2 Posts]
- West Coast (Malmesbury) [Ref: WC 2022/02/30] [2 Posts]

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 driver's license, should be submitted.

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

WESTERN CAPE REGION: Department of Correctional Services, Head Recruitment, Private Bag X1, Edgemoed, 7407 **OR hand deliver at:** Peninsula Drive, Monte Vista, 7460. Contact person: Ms NA Mdladlamba: 021 5506060 or 021 5506059

APPOINTMENTS UNDER THE PUBLIC SERVICES ACT

SESSIONAL MEDICAL DOCTORS: GRADE 1 (12 Months Contract)

Western Cape Region: Allandale (Ref: WC/2022/02/31), Breede River X2 (Ref: WC/2022/02/32), Drakenstein (Ref: WC/2022/02/33), Goodwood (Ref: WC/2022/02/34), Overberg Ref:WC/2022/02/35), Southern Cape X2 (George) (Ref: WC/2022/02/36), Voorberg (Ref: WC 2022/02/37), West Coast (Ref: WC/2022/02/38).

To a maximum of three (03) hours per day, six (06) hours per week and two (02) days per week from Monday to Friday (Working Days) at the applicable hourly rate:

Relevant Experience	Less than five (5) years relevant experience	At least five (5) years, but less than ten (10) years, relevant experience	Ten (10) years and more relevant experience
Hourly Rate	R395.00	R452.00	R524.00

Requirements: Recognized MBChB with traceable experience in the Health Services environment. Registration as Medical Practitioner with the Health Professional Council of South Africa (HPCSA). Proof of Payment of Annual Fee to HPCSA Public Health experience will be an advantage. Computer literate. Valid driver's licence.

Competencies and Attributes: Knowledge of public health, financial management, communication, project and programme management, transformation management, change management, stakeholder management, problem solving and analysis, service delivery innovation, decision making, people management and empowerment, evaluation skills, integrity and honesty, confidentiality, good interpersonal relations, understanding of Public Service policy and legislative framework, assertiveness and ability to network.

Responsibilities: Render basic medical healthcare services to offenders. Provide clinical care and relevant Primary Healthcare Programmes. Render medico-legal services. Maintain good medical practice. Adhere to medical standards. Write reports and keep records. Effectively utilize resources. Provide emergency medical care, including after hours. Refer patients to authorised and recognised healthcare providers. Provide training where necessary. Perform medical procedures. Liaise with internal and external counterparts regarding healthcare delivery. Adhere to departmental policies and orders.

PHARMACIST GRADE 1
Western Cape Region: Southern Cape (Ref: WC/2022/02/39)
Salary: R703 773.00 per annum

Requirements: Basic qualification accredited with the South African Pharmacy Council (SAPC). Registration with the SAPC as a Pharmacist. Computer literacy. Valid driver's licence will be an added advantage.

Competencies and Attributes: Accuracy, Knowledge of public health, financial management, communication, project and programme management, transformation management, change management, stakeholder management, problem solving and analysis, service delivery innovation, decision making, people management and empowerment, evaluation skills, integrity and honesty, confidentiality, good interpersonal relations, understanding of Public Service policy and legislative framework, assertiveness and ability to network.

Responsibilities: Manage the pharmacy facility in terms of applicable legislation, regulations and policies. Manage resource (financial, human, information, pharmaceutical stock and equipment). Perform risk management and networking (internal and external stakeholders). Issuing and control of medicines. Manage human resources, finance and assets. Render basic pharmaceutical services to offenders. Maintain good medical practice. Adhere to medical standards. Write reports and keep records. Effectively utilise resources. Provide training where necessary. Liaise with internal and external counterparts regarding pharmaceutical delivery. Adhere to departmental policies and orders.

CLINICAL NURSE PRACTITIONER GRADE 1 (PHC)

Western Cape Region: Brandvlei (Maximum) X2 (Ref: WC 2022/02/40), Breede River (Worcester Females) (Ref: WC/ 2022/02/41), Drakenstein (Maximum) (Ref: WC/2022/02/42), Goodwood (Ref: WC/2022/02/43), Pollsmoor (Maximum) (Ref: WC/2022/02/44), Southern Cape (George) (Ref: WC/2022/02/45) and (Oudtshoorn) (Ref: 2022/02/46), Voorberg (Van Rynsdorp) (Ref: WC 2022/02/47),
Salary: R388 974.00 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. Valid driver's licence. Computer literacy.

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.

SOCIAL AUXILIARY WORKER GRADE 1 (12 Months Contract)
Western Cape Region: Voorberg (Van Rynsdorp) (Ref: WC/2022/02/48)
Salary: R150 438 per annum (Plus 37% in lieu of benefits)

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.

PHARMACIST ASSISTANT GRADE 1 (POST-BASIC)
Western Cape Region: Southern Cape (Ref: WC/2022/02/49)
Salary: R211 509.00 per annum

Requirements: Post-basic Pharmacist Assistant qualification. Registration with the SAPC as Pharmacist Assistant (Post Basic). Computer literacy. Valid driver's licence will be an added advantage.

Competencies and Attributes: Accuracy, Knowledge of public health, financial management, communication, project and programme management, transformation management, change management, stakeholder management, problem solving and analysis, service delivery innovation, decision making, people management and empowerment, evaluation skills, integrity and honesty, confidentiality, good interpersonal relations, understanding of Public Service policy and legislative framework, assertiveness and ability to network.

Responsibilities: Manage the pharmacy facility in terms of applicable legislation, regulations and policies. Manage resource (financial, human, information, pharmaceutical stock and equipment). Perform risk management and networking (internal and external).