



## correctional services

Department:  
Correctional Services  
REPUBLIC OF SOUTH AFRICA

Private Bag X20530, Bloemfontein, 9300 Agrimed Building, 103 Zastron Street, Bloemfontein, 9300, Tel (051)4040 200

### DEPARTMENT OF CORRECTIONAL SERVICES

**CLOSING DATE: 30<sup>th</sup> July 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 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 six (6) 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 reconsidered/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, copies of qualifications, identity document and valid driver's licence. All copies attached must be certified a true copy of the original and not older than six (6) 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. 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 **on or before 30<sup>th</sup> July 2021@15h45.**

**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:**

For full details (Competencies, attributes and responsibilities) on the advertised positions please visit our website at <http://www.dcs.gov.za> (search on vacancies). **Applications must be forwarded to:**

**Free State/Northern Cape Region:**

Postal Address: Head Recruitment, Private Bag X20530, Bloemfontein, 9300

Contact person: Ms. Ndlovu NC, Ms. Mkuni NJ, Mr. Jansen JS and Ms. MP Moreki-Rathaba at 051 404 0283

Physical Address: 103 Zastron Street, Agrimed Building, Bloemfontein

## APPOINTMENTS UNDER THE CORRECTIONAL SERVICES ACT

**DEPUTY DIRECTOR: HEAD OF CORRECTIONAL CENTRE (CB-6) [ 3 Posts]**  
**FS & NC Region: Goedemoed Correctional Centre Medium B (FS/NC 2021/07/01)**  
**Grootvlei Medium Correctional Centre (FS/NC 2021/07/02)**  
**Vereeniging Correctional Centre (FS/NC 2021/07/03)**  
**Salary: R851 913.00 per annum (all-inclusive package)**

**Requirements:** Degree/National Diploma in Behavioural Sciences and successful completion of Corrections Science Learnership. Seven (7) years (combined) relevant supervisory experience of which three (3) years must be on junior management level (CB-5). These requirements are in accordance with the relevant Occupational Specific Dispensation. Top secret security classification, Valid Driver's License. Computer literacy.

**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. Manage human resources, finances and assets.

**ASD: HEAD CORRECTIONAL CENTRE (CB-5)**  
**FS & NC Region: Hennenman Correctional Centre ( FS/NC 2021/07/04)**  
**Salary: R454 440.00 per annum**

**Requirements:** Degree/National Diploma in Behavioural Sciences and successful completion of Corrections Science Learnership. Seven (7) years (combined) relevant supervisory experience on production level of which three (3) years must be on a supervisor post level (CB-4). These requirements are in accordance with the relevant Occupational Specific Dispensation. Top secret security classification, Valid Driver's License. Computer literacy.

**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. Manage human resources, finances and assets.

**HEAD: COMMUNITY CORRECTIONS [CB-5]**  
**FS & NC Region: Upington Community Corrections (FS/NC 2021/07/05)**  
**Salary: R454 440.00 per annum**

**Requirements:** Degree or national diploma in Behavioural Sciences and successful completion of the Corrections Science Learnership. Seven (7) years' (combined) relevant experience in a supervisory post and CB4. 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. 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.

**SCO: HEAD OF CORRECTIONAL CENTRE (CB-4) [6 Posts]**  
**FS & NC Region: Bethulie Correctional Centre (FS/NC 2021/07/06)**  
**Brandfort Correctional Centre (FS/NC 2121/07/07)**  
**Boshoff Correctional Centre (FS/NC 2021/07/08)**  
**Ladybrand Correctional Centre (FS/NC 2021/07/09)**  
**Parys Correctional Centre (FS/NC 2021/07/10)**  
**Richmond Correctional Centre (FS/NC 2021/07/11)**  
**Springbok Correctional Centre (FS/NC 2021/07/12)**  
**Salary: R 380 583.00 per annum**

**Requirements:** Degree/National Diploma and proof of Successful completion of Corrections Science Learnership/ Basic Training. Seven (7) years relevant supervisory experience on production level. These requirements are in accordance with the relevant Occupational Specific Dispensation. Computer literate. Valid driver's licence. Top secret security classification as an added advantage.

**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 assets.

**HEAD COMMUNITY CORRECTIONS [CB-4] [2 POSTS]  
FS & NC Region: Qwaqwa Community Corrections (FS/NC 2021/07/13)  
Sasolburg Community Corrections ( FS/NC 2021/07/14)  
Salary: R380 583.00 per annum**

**Requirements:** Relevant 3 year National Diploma/Degree or equivalent qualification in Behavioural Sciences. 7 years relevant experience gained on a supervisory post. Successful completion of Corrections Science Learner ship/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 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, 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. Identification of community service programme. Facilitate the provision of social work and community service programmes. Management of resources.

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

**CHAIRPERSON: CORRECTIONAL SUPERVISION AND PAROLE BOARDS  
FS & NC Region: Grootvlei Management Area (FS/NC 2021/07/15)**

***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 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:**

**[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 qualifications 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 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 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/dangerous-ness 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.

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.

Interested candidates should submit complete applications clearly reflecting the designation and applicable reference number, 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.

## APPOINTMENTS UNDER THE PUBLIC SERVICE ACT

### MEDICAL OFFICER GRADE 1

FS & NC Region: Bizzah Makhate Med A (FS/NC 2021/07/16)

Salary R 821 205.00-R 840 942.00 (all-inclusive package)

**Requirements:** Recognised MBCHB Degree with traceable experience in a health services environment, registration as medical practitioner with the Health Professions Counsel of South Africa, public health experience will be an added advantage, good interpersonal relations, financial management, computer literacy, leadership skills, programme management and evaluation skills, valid driver's licence.

**Responsibilities:** Render basic personal health care services to offenders, provide Clinical Care and relevant Primary Health Care 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 authorized and recognised health care providers, provide training when necessary, liaise with internal and external counterparts regarding healthcare delivery, adhere to departmental policies and orders, implement policy, implement the national drug policy including adherence to essential drug list, perform any other duties as prescribed by the Department of Correctional Services, supervisory responsibility to medical practitioners in the Region (full time and sessional medical practitioners).

### PHARMACIST GRADE 1

FS & NC: Bizzah Makhate (FS/NC 2021/07/17)

Kimberley Correctional Centre (FS/NC 2021/07/18)

Salary: R 693 372.00-R735 918.00 per annum (all-inclusive salary package)

**Requirements:** Four (4) year Degree in Pharmacy or equivalent qualification. Registration with the South African Pharmacy Council as a Pharmacist. Computer literate. Valid driver's licence. These requirements are in accordance with the relevant Occupational Specific Dispensation.

**Competencies and attributes:** Financial management, Problem Solving and decision making, Facilitation skills, Plan organise lead and control. Knowledge of the Public Health and Pharmaceutical system, Presentation skills, Conflict management, Report writing, Confidentiality, Understanding of Public Service Policy and legislative Framework, Service delivery and Client orientation, Integrity and honesty, Assertiveness, Influence and impact ,Ability to network.

**Responsibilities:** Manage the pharmacy facility in terms of applicable legislation, regulations and policies. Perform pharmacy risk management and networking (Internal and external) Issuing of control medicine. Manage Human resources, finance and assets. Ensure that medicines are stored as prescribed. Monitor stock levels. Order medicine as needed from appropriate suppliers. Knowledge and understanding of the financial framework and logistical systems in use in the Department. Report on any irregular prescriptions and expenditures when checking and reconciling are done. Ensure that the facility complies with the minimum requirements as determined by the Pharmaceutical Council of South Africa.

### SOCIAL WORK SUPERVISOR GRADE 1

FS/NC Region: Groenpunt Maximum Correctional Centre (FS/NC 2021/07/19)

Salary: R384 228.00 per annum

**Requirements:** National Diploma/ Degree in Social Work (e.g. Bachelor of Social Work) that allows professional registration with the SACSSP. A minimum of seven (7) years appropriate experience in Social Work after registration as Social Worker with the SACSSP. Registration with the SACSSP as a Social Worker. These requirements are in accordance with the relevant Occupational Specific Dispensation. Valid driver's licence. Computer literacy.

**Competencies and attributes:** Policy coordination, communication, financial management, project management and programme management, change management, client orientation and customer focus, problem solving and analysis, service delivery innovation, decision making, people management and empowerment, integrity and honesty, confidentiality, good interpersonal relations, understanding of Public Service Policy and legislative framework, assertiveness, ability to network and diplomacy.

**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. Provide guidance to subordinates and ensure that the requirements of operational plans are complied with. Management of human resources, finances and assets.

**CLINICAL NURSE PRACTITIONER: PHC [15 Posts]**

**FS & NC Region: Bizzah Makhate Medium A X2 (FS/NC 2021/07/20)**

**Bizzah Makhate Medium B (FS/NC 2021/07/21)**

**Bizzah Makhate Medium C (FS/NC 2021/07/22)**

**Fauresmith Correctional Centre ( FS/NC 2021/07/23)**

**Hopetown Correctional Centre ( FS/NC 2021/07/24)**

**Tswelopele Correctional Centre x4 (FS/NC 2021/07/25)**

**Virginia Correctional Centre ( FS/NC 2021/07/26)**

**Vereeniging Correctional Centre (FS/NC 2021/07/27)**

**Douglas Correctional Centre (FS/NC 2021/07/28)**

**Odendaalsrus Correctional Centre (FS/NC 2021/07/29)**

**Upington Correctional Centre (FS/NC 2021/07/30)**

**Salary: R 383 226.00 per annum**

**Requirements:** Degree/National Diploma with four years relevant Nursing experience after registration as a professional Nurse with the South African Nursing Council and post graduate qualification in Primary Health Care accredited with the Council. Current registration with the council as a professional Nurse. Valid driver's License. Computer literate. These requirements are in accordance with the Occupational Specific Dispensation.

**Competencies and attributes:** Knowledge of nursing care process and procedures, nursing statutes and other relevant legal frame works, including grievance procedure and disciplinary code and procedure, communication, report writing , liaison, coordination, facilitation, problem-solving , planning and organizing skills.

**Responsibilities:** Provide direction and supervision in the implementation of nursing plan, Implement standards, practices, criteria and indicators for quality nursing. Practice nursing and healthcare in accordance with relevant laws and regulations. Utilize human, material and physical resources efficiently and effectively. Display a concern for patients, promoting and advocating proper treatment and care, including as awareness to respond to patients' needs, requirement and expectations. Maintain a constructive working relationship with nursing and other stakeholders. Management of human and financial resources and assets.

**SOCIAL WORKER GRADE 1 [08 POSTS]**  
**FS & NC Region: Harrismith Correctional Centre (FS/NC 2021/07/31)**  
**Kimberley Correctional Centre ( FS/NC2021/07/32)**  
**Parys Correctional Centre (FS/NC 2021/07/33)**  
**Odendaalsrus Correctional Centre (FS/NC 2021/07/34)**  
**Tswelopele Correctional Centre x2 (FS/NC 2021/07/35)**  
**Richmond Correctional Centre (FS/NC 2021/07/36)**  
**Vereeniging Correctional Centre ( FS/NC 2021/07/37)**  
**Salary: R 257 592.00 per annum**

**Requirements:** Formal tertiary qualification in Social Work (e.g. Bachelor of Social Work) that allows professional registration with the SACSSP. Registration with the SACSSP as a Social Worker. These requirements are in accordance with the relevant OSD. Valid driver's license and computer literacy will be added advantage.

**Competencies and attributes:** Policy coordination, communication, financial management, project management and programme management, change management, client orientation and customer focus, problem solving and analysis, service delivery innovation, decision making, people management and empowerment, integrity and honesty, confidentiality, good interpersonal relations, understanding of Public Service Policy and legislative framework, assertiveness, ability to network and diplomacy.

**Responsibilities:** Provide needs-based social work services to offenders through individual attention, group work and community work. Conduct re-search and social work administration. Conduct individual assessments. Market social work services. Monitor and evaluate social work interventions. Provide guidance to subordinates and ensure that the requirements of operational plans are complied with. Management of human resources, finances and assets.

**PROFESSIONAL NURSE: GENERAL NURSING: GRADE 1 (08 Posts)**  
**FS & NC Region: Bizzah Makhate Medium A (2021/07/38)**  
**Bizzah Makhate Medium B (FS/NC 2021/07/39)**  
**Goedemoed Medium A Correctional Centre (FS/NC 2021/07/40)**  
**Goedemoed Medium B Correctional Centre (FS/NC 2021/07/41)**  
**Grootvlei Maximum x2 (FS/NC 2021/07/42)**  
**Vereeniging Correctional Centre (FS/NC 2021/07/43)**  
**Tswelopele Correctional Centre ( FS/NC 2021/07/44)**  
**Salary: R 256 905.00 per annum**

**Requirements:** 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 organizing 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. Utilize 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 AUXILIARY WORKERS GRADE 1 (TWELVE MONTHS CONTRACT)[06 POSTS]**

**Salary: R148 215.00 per annum (Plus 37% in lieu of benefits)**

**Free State and Northern Cape Region:**

**Bizzah Makhate Community Corrections (FS/NC 2021/07/45)**

**Goedemoed Medium B (FS/NC 2021/07/46)**

**Bloemfontein Community Corrections x2 (FS/NC 2021/07/47)**

**Kimberly Community Corrections (FS/NC 2021/07/48)**

**Upington Community Corrections (FS/NC 2021/07/49)**

**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.