



GAUTENG REGION

Closing date: 25 February 2022 @ 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 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 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 months (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 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

25 February 2022 @ 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 relevant addresses as indicated below:

Gauteng Region: Postal Address: Head Recruitment, Private Bag X393, Pretoria, 0001.

Physical Address: 1077 Forum East Building, Arcadia Street, Hatfield.

Contact person: Mr SS Masango / Ms. Annah Feni / Ms. Pinky Makwarela at

012 420 0179/73



APPOINTMENTS UNDER THE CORRECTIONAL SERVICES ACT

SECURITY MANAGER : UNIT MANAGER (AWAITING TRIALS) (CB4)

Gauteng Region: Modderbee: Community Corrections: (Ref: DCS/02/01)

Salary: 386 292 per annum

Requirements: Grade 12 and Degree/National diploma or equivalent qualification and 7 years relevant experience in a supervisory post. Successful completion of Corrections Science Learner ship/ Correctional Service basic training. These requirements are in accordance with the relevant Occupational Specific Dispensation. Computer literacy. Valid driver's licence.

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, Assertiveness, Resilience, Ability to network and diplomacy, Computer literacy.

Responsibilities: Management of monitoring services. Determining the conditions of house arrest and supervision for persons serving sentences in the community. Participate in case review team for community corrections. Management of programmes. Identification of community service programme. Logistical administration. Responsible for the facilities and equipment of the section. Allocation of staff to specific duties. Disciplinary action against offending staff. Financial administration. Budgeting for funds.

SECURITY MANAGER : UNIT MANAGER (PAROLEES + PROBATIONERS) (CB4)

Gauteng Region: Kgoši Mampuru II: Community Corrections: (Ref: DCS/02/02)

Salary: 386 292 per annum

Requirements: Recognised three (3) year Degree/ National Diploma in Behavioural Science or equivalent qualification and successful completion of Correctional Science Learnership. 7 years' relevant experience on supervisory post. These requirements are in accordance with the Occupational relevant Specific Dispensation. Computer literacy. Valid driver's license.

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 1998as amended, Assertiveness, Resilience, Ability to network, Diplomacy an tact, influence and impact.

Responsibilities : Monitor of Parolee/Probationer Movements, Maintenance of Parolee/Probationer Records, Searching of Parolee's/ Probationers when necessary according approved processes and procedures, Tracing of Absconders as required, Monitor compliance to community service requirements, Counselling of cases when needed, Address confirmations, Management of information system, Refer/handle violations as and when required, Network with community/family to assist with information/Supervision, etc. Ensure that prescribed programmes are attended

APPOINTMENTS UNDER THE PUBLIC SERVICE ACT

SOCIAL WORK MANAGER GARDE 1

Gauteng Region: Zonderwater: (Ref: DCS/02/03)

Salary: 806 811 all-inclusive salary package

Requirements: Relevant BA degree in Social Work and a minimum of 7 years management experience in the field of Social Work after registration with South African Council for Social Services Profession. Computer literacy and Valid driver's licence.

Competencies and Attributes: Conversant with Acts, policies and legislation pertaining to social work practice. Understanding of human behaviour social systems, Social work intervention, Empowerment, Confidentiality, Time management, listening skills, Interpersonal skills,

Responsibilities: Provide needs based social work service of an advanced nature within a defined area/s of specialization with regard to the care, development, correction and after care of offenders through the relevant departmental programmes is rendered. Provide mentorship and guidance to senior social worker (specialist) in order to assist them to integrate theory and practice and develop appropriate skills relevant to area of specialization. Monitor, interpret and review legislation and policies to determine whether the legislation and policies are still relevant and complies with current requirements. Develop proposals to change the relevant acts and policies to maintain them and research and develop new policies where required. Facilitate the development and planning of programmes and interventions to render a social work service through the efficient, economical and effective utilization of financial resources in compliance with the PFMA. Manage a social work unit to ensure that an efficient and effective social work service is delivered through the efficient and effective utilization of human resources. Keep up to date and ensure compliance with new developments in the social work / correctional social work field. Plan and ensure that social work research and development are undertaken. Undertake complex social work research. Perform and/or ensure that all administrative functions required in the unit are performed. Personnel administration. Financial administration

SOCIAL WORK SUPERVISOR GRADE 1

Gauteng Region: Kgoši Mampuru II Central (Ref: DCS/02/04)

Salary: R389 911 per annum

Requirements: Recognised BA degree in Social Work and 7 years relevant experience in a Social work environment after registration with South African Council for Social Services Profession. Computer literacy and Valid driver's licence.

Competencies and attributes: Problem solving and decision making, facilitation skills, plan, organize, lead and control, project management, presentation skill, counselling skills, Ability to interpret policy/legislation Conflict management, coaching and mentoring, Understanding of Public Service policy and legislative framework, service delivery and client orientation, integrity and honesty, assertiveness, willingness to travel, influence and impact and ability to network.

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 the operational plans are complied with. Manage human resources, finance and assets

SOCIAL WORKER GRADE 1

Gauteng Region: Johannesburg Medium A (Ref: DCS/02/05), Johannesburg Female (Ref: DCS/02/06), Boksburg Heidelberg (Ref: DCS/02/07), Zonderwater Medium B (Ref: DCS/02/08), Modderbee (BENONI) Community Corrections: (Ref: DCS/02/09), Kgoši Mampuru II Odi Community Corrections: (Ref: DCS/02/10)

Salary: R261 456 per annum

Requirements: BA degree in Social Work • Current Registration with the South African Council for Social Services Valid driver's licence • Conversant with acts, policy/legislative matters and operating within the management areas • Sound communication, negotiation, conflict and strategic management skills • Ability to co-ordinate and collaborate with internal and external stakeholders • Computer literacy.

Competencies and attributes: Problem solving and decision making, facilitation skills, plan, organize, lead and control, project management, presentation skill, counselling skills, Ability to interpret policy/legislation Conflict management, coaching and mentoring, Understanding of Public Service policy and legislative framework, service delivery and client orientation, integrity and honesty, assertiveness, willingness to travel, influence and impact and ability to network.

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

OPERATIONAL MANAGER NURSING (PHC)

Gauteng Region: Modderbee Devon (Ref: DCS/02/11),

Salary: 562 800 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 Nurse. A minimum of 7 years appropriate experience in nursing after registration as a Professional Nurse with the SANC. 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. These requirements are in accordance with the relevant Occupational Specific Dispensation. Valid driver's licence. Computer literacy.

Competencies and Attributes and Attributes: Demonstrate an in depth understanding of nursing legislation and related legal and ethical nursing practises and how this impacts on service delivery. Ensure clinical nursing practice by the nursing team (unit) in accordance with the scope of practice and nursing standards as determined by the relevant health facility. Promote quality of nursing care as directed by the professional scope of practice and standards as determined by the relevant health facility. Demonstrate an basic understanding of HR and financial policies and practices

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. Practise nursing and healthcare in accordance with the relevant laws and regulations. Manage and utilise human, material and physical resources efficiently and effectively. Promoting and advocating proper treatment and care in line with Batho Pele principles. Maintain the quality of nursing data and information and utilise it to advice, advance and evaluate the quality and cost-effectiveness of nursing care.

CLINICAL NURSE PRACTITIONERS (PHC) GRADE 1

Gauteng Region: Johannesburg Medium B (Ref: DCS/02/12) X2, Johannesburg Medium A (Ref: DCS/02/13), Boksburg Medium A (Ref: DCS/02/14) X2, Krugersdorp (Ref: DCS/02/15) X2, Baviaanspoort Medium (Ref: DCS/02/16), Zonderwater Medium A (Ref: DCS/02/17)

Salary: R388 974 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 5 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 equipments/facilities. Supervise the up-dating 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. Man-age human resources, finance and assets.

PROFESSIONAL NURSES (GEN NURS) GARDE 1

Gauteng Region: Leeuwkop Max (Ref: DCS/02/18), Leeuwkop: Medium C: Ref (DCS/02/19), Boksburg Heidelberg (Ref: DCS/02/20), Modderbee Nigel (Ref: DCS/02/21) X2, Kgoši Mampuru II Central (Ref: DCS/02/22), Kgoši Mampuru II Attredgeville (Ref: DCS/02/23), Kgoši Mampuru II Odi (Ref: DCS/02/24),
Salary: R260 760 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 re-sources 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.