



correctional services

Department
Correctional Services
REPUBLIC OF SOUTH AFRICA

Closing date for applications: 23 July 2021 @ 15h45

**DEPARTMENT OF CORRECTIONAL SERVICES
KWAZULU-NATAL REGION**

CALL FOR APPLICATIONS TO SERVE AS MEMBERS OF THE CORRECTIONAL SUPERVISION AND PAROLE BOARD: KWAZULU-NATAL REGION

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

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

All interested candidates should meet the following minimum requirements:

NB: For more information on requirements and responsibilities of posts on this advert please refer to:

www.dcs.gov.za



CHAIRPERSON

Durban [Ref: KZN- 2021/07/01] X2

Glencoe [Ref: KZN- 2021/07/02]

[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 collegially and resolve differences to reach sound decisions. Excellent communication skills, both written and oral: the ability to communicate sensitively and effectively with a wide range of individuals, varying your approach as necessary and treating others with respect, to listen actively and evaluate replies in order to probe issues. Excellent written skills: the ability to draft well-formed written reports which summarize evidence in support of a decision or recommendation. Demonstrable high standards of corporate and personal integrity and conduct, such as a strong commitment to fairness, equality and the ethos of supporting the wider public or community good through your contributions. High levels of time management, organizational and administrative skills, together with strong personal motivation and commitment to professional self-development. Evidence of experience of any aspect of the criminal justice system and an understanding of the importance of the victim's perspective. Previous experience in management or decision making position.

Responsibilities: Analyze and critically evaluate information in order to identify continuing risk/dangerousness in an



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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.

VICE-CHAIRPERSON

Waterval [Ref: KZN- 2021/07/03]

Kokstad [Ref: KZN- 2021/07/04]

[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 aid in reaching a decision or recommendation. Participate in report writing, assist in drafting reasoned summaries and assist the Chairperson in recommending a decision. Be an effective ambassador for the Parole Board when representing it at hearings or any other event.

COMMUNITY MEMBERS

Durban [Ref: KZN- 2021/07/05] [2 Posts]

Waterval [Ref: KZN- 2021/07/06]

Pietermaritzburg [Ref: KZN- 2021/07/07] [2 Posts]

Ncome [Ref: KZN- 2021/07/08] [2 Posts]

Glencoe [Ref: KZN- 2021/07/09]

Empangeni [Ref: KZN- 2021/07/10]

[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.



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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.

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

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

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

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) (l) 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 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. **Only hand delivered or posted applications will 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 the stipulated closing date and time. **Applicants are requested not to send more than 1 application per post.**



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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:

KwaZulu/Natal Region:

Postal Address: Head Recruitment, Private Bag X 9126, Pietermaritzburg, 3201

Contact person: Mrs GJ Mchunu at 033 355 7388/ Ma B Shange at 033 355 7369/Ms AL Mkhize at 033 355 7370

Physical Address: 1 Eugene Marais Road, Napierville, Pietermaritzburg

APPOINTMENTS UNDER THE CORRECTIONAL SERVICE ACT

HEAD OF CORRECTIONAL CENTRE(CB-6)

KwaZulu-Natal Region: Vryheid, Ref.: (KZN 2021/07/11)

Salary R 454 440.00 per annum

Requirements: Recognised 3 year degree/diploma and 7 years (combined) relevant experience in a junior management post. Successful completion of Correctional 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, 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, in depth knowledge of the Correctional Services Act, Act 111 of 1998, as amended, assertiveness, ability to network and diplomacy.

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 work-ing relationship with the Justice Cluster and the Community. Monitor, evaluate and take appropriate action in relation to outcomes on the risk trends. Management of financial and human resources and assets.

HEAD OF CORRECTIONAL CENTRE (CB-4)

KwaZulu-Natal Region: Melmoth, Ref.: (KZN 2021/07/12)

Salary R 380 983.00 per annum

Requirements: Degree/ National Diploma in Behavioural Sciences or an equivalent qualification and successful completion of Corrections Science Learner ship/Basic Training. 7 years relevant experience in a supervisory post. These requirements are in accordance with the Occupational Specific Dispensation. Top secret security classification as an added advantage. Valid driver's licence. Computer literate.

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, in depth knowledge of the Correctional Services Act, Act 111 of 1998, as amended, assertiveness, ability to network and diplomacy.

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. Manage human resources, finances and assets.

HEAD SATELLITE: COMMUNITY CORRECTIONS (CB-4)

**KwaZulu-Natal Region: Ladysmith Ref.: (KZN 2021/07/13), Stanger Ref. :(KZN 2021/07/14)
Salary R 380 683.00 per annum**

Requirements: Recognised three (3) year Degree/ National Diploma or equivalent qualification in Behavioural Sciences and 7 years relevant experience on supervisory post or CB2. These requirements are in accordance with the relevant Occupational Specific Dispensation. Top secret security classification as an added advantage. Successful completion of Corrections Science Learnership/Basic Training. 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

APPOINTMENTS UNDER THE PUBLIC SERVICE ACT

PROFESSIONAL NURSE GRADE 1

**KwaZulu-Natal Region: Ebongweni Ref.: (KZN 2021/07/15) X2,
Estcourt Ref.: (KZN 2021/07/16) X2, Ladysmith Ref.: (KZN 2021/07/17),
Salary: R 256 905.00 per annum**

Requirements: Degree/Diploma in Nursing or an 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. Valid Driver's licence and Computer literacy

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 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 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 and requirements. Management of human resources, finances and assets.



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**SOCIAL AUXILIARY WORKERS GRADE 1 (12 Months Contract),
KwaZulu-Natal Region: Durban Ref.: (KZN 2021/07/18),
Empangeni Ref.: (KZN 2021/07/19), Glencoe Ref.: (KZN 2021/07/20),
Newcastle Ref.: (KZN 2021/07/21) X2, Kokstad Ref.: (KZN 2021/07/22),
Pietermaritzburg. :(KZN 2021/07/23), Port Shepstone Ref.: (KZN 2021/07/24),
Vryheid Ref.: (KZN 2021/07/25) X2
Salary: R148 215 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, and 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.