



## correctional services

Department:  
Correctional Services  
REPUBLIC OF SOUTH AFRICA

### DEPARTMENT OF CORRECTIONAL SERVICES

**CLOSING DATE: 01 DECEMBER 2017 @ 15H45**

#### APPOINTMENTS UNDER THE CORRECTIONAL SERVICE ACT

##### HEAD OF COMMUNITY CORRECTIONS [CB 6]

- **Eastern Cape region:**

Port Elizabeth [Ref: EC 2017/12/01]

**Salary: R763 965 all-inclusive package**

**Requirements:** Degree or national diploma in Behavioural Sciences and successful completion of the Corrections Science Learnership. 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:** 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.

##### DEPUTY DIRECTOR (NCB 4): COMMUNITY INVOLVEMENT

- National Head Office: Directorate: Community Liaison [Ref: HO 2017/12/01]

**Salary: R678 768 all-inclusive package**

**Requirements:** Degree or national diploma in Social Science or Criminology. Seven (7) years relevant experience in a supervisory post. Successful completion of a Corrections Science Learnership/Basic Training. Computer literacy. Valid driver's licence.

**Competencies and attributes:** Self-confidence, honest, passionate and reliable. Good analytical thinking skills. Good communication, negotiation, networking, listening and interpersonal skills. Sound financial management. Problem solving, decision making, presentation and facilitation skills. Good self-management, time management, conflict management, stress management and project management skills. Monitoring and evaluation skills. Mentoring. Implementation of performance standards. Good report writing skills. Planning and coordination.

**Responsibilities:** Formalise partnership aimed at promoting corrections as a societal responsibility. Implement a framework on social reintegration. Develop and implement policy procedures on social reintegration and community/liason participation. Develop guidelines on the role of primary and secondary levels of community organisations. Facilitate after care services for the continuation of ex-offenders. Ensure that the sub-directorate is managed in accordance with the Public Finance Management Act (PFMA) and other relevant laws. Develop an operational plan for the sub directorate. Management of information and resources.

##### HEAD OF CORRECTIONAL CENTRE [CB 5]

- **Western Cape region:**

Brandvlei [Ref: WC 2017/12/01]

**Salary: R403 692 per annum**

**Requirements:** Degree or national diploma in Behavioural Sciences and successful completion of the Corrections Science Learnership. 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. Manage human resources, finances and assets.

**CENTRE COORDINATOR (CB 5): DIVISION HEAD: CORRECTIONS AND CARE**

- **Eastern Cape region:**

Port Elizabeth Community Corrections (Ref: EC 2017/12/02)

**Salary: R403 692 per annum**

**Requirements:** Relevant NQF 6 qualification in Behavioural Sciences. Seven (7) years relevant experience on supervisory post. Experience in working with external stakeholders and others 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. 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 and supervision of parolees and probationers. Manage administration of all admissions and liberations. Render a safe and humane environment for employees, parolees, probationers and service providers. Maximize development and work opportunities. Facilitation of necessary programmes for parolees and probationers. Supervise the supervision committees and court officials. Build good relationships with the community/clusters by establishing proper communication channels. Supervision/training/assessment of subordinates. Ensure the promotion and marketing of non-custodial sentences to all stakeholders. Management of information and resources.

**SECURITY MANAGER (CB 4): DIVISION HEAD: CORRECTIONS AND CARE**

- **Eastern Cape region:**

Port Elizabeth Community Corrections (Ref: EC 2017/12/03)

- **Limpopo, Mpumalanga and North West region:**

Bethal Community Corrections (Ref: LMN 2017/12/01)

- **Kwazulu Natal region:**

Port Shepstone Community Corrections (Ref: KZN 2017/12/01)

**Salary: R338 085 per annum**

**Requirements:** Relevant NQF 6 qualification in Behavioural Sciences. Seven (7) years relevant experience on supervisory post. Experience in working with external stakeholders and others 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. 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 and supervision of parolees and probationers. Manage administration of all admissions and liberations. Render a safe and humane environment for employees, parolees, probationers and service providers. Maximize development and work opportunities. Facilitation of necessary programmes for parolees and probationers. Supervise the supervision committees and court officials. Build good relationships with the community/clusters by establishing proper communication channels. Supervision/training/assessment of subordinates. Ensure the promotion and marketing of non-custodial sentences to all stakeholders. Management of information and resources.

**ASSISTANT DIRECTOR (NCB 3): MONITORING AND EVALUATION**

- National Head Office: Directorate: Community Liaison [Ref: HO 2017/12/02]

**Salary: R348 231 per annum**

**Requirements:** Recognized degree/national diploma in Behavioural Sciences. At least five (5) years' experience gained in a supervisory post (NCB 2). Successful completion of Corrections Science Learnership/Basic Training. Computer literacy. Valid driver's licence.

**Competencies and attributes:** Knowledge of the Public Service Act, regulations, policies and procedures. Analytical, problem solving, report writing, negotiation, listening, communication, research, facilitation and presentation skills. Networking/liaison with internal and external stakeholders. Project Management. Monitoring and evaluation skills, financial management, interpersonal relations and the ability to initiate change.

**Responsibilities:** Develop national policies and procedures in terms of community liaison. Monitor and evaluate policy implementation. Design the monitoring tool. Manage and co-ordinate the activities of community Involvement. Liaise with relevant external service providers involved in rendering community involvement services. Management of information and resources.

**ASSISTANT DIRECTOR (NCB 3): TRENDS AND PRACTICES**

- National Head Office: Directorate: Community Liaison [Ref: HO 2017/12/03]  
**Salary: R348 231 per annum**

**Requirements:** Relevant NQF 6 qualification in Behavioural Sciences. At least five (5) years' experience gained in a supervisory post (NCB 2). Successful completion of Corrections Science Learnership/Basic Training. Computer literacy. Valid driver's licence.

**Competencies and attributes:** Knowledge of the Public Service Act, regulations, policies and procedures. Analytical, problem solving, report writing, negotiation, listening, communication, research, facilitation and presentation skills. Networking/liaison with internal and external stakeholders. Project Management.

**Responsibilities:** Co-ordinate the activities of trends and practices. Develop policy and guidelines on trends and practices. Develop mechanisms for the evaluation and monitoring of trends and practices. Deal with enquiries from regions/management areas, parliament and the media. Ensure adherence to policies and guidelines by functionaries. Manage the allocated budget of the sub-directorate in accordance with the PFMA and other relevant policies, procedures and legislation. Management of information and resources.

**SECURITY MANAGER (CB 4): HEAD: COMMUNITY LIAISON**

- **Kwazulu Natal region:**  
Empangeni Community Corrections [Ref: KZN 2017/12/02]  
**Salary: R338 085 per annum**

**Requirements:** Relevant NQF 6 qualification in Behavioural Sciences. Seven (7) years relevant experience on supervisory post. Experience in working with external stakeholders and others 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.

**SECURITY MANAGER (CB 4): CENTRE COORDINATOR: STAFF SUPPORT**

- **Western Cape region:**  
Swellendam Community Corrections [Ref: WC 2017/12/02]  
Bellville Community Corrections [Ref: WC 2017/12/03]
- **Gauteng region**  
Kgoši Mampuru II Community Corrections [Ref: GP 2017/12/01]
- **Kwazulu Natal region**  
Pietermaritzburg Community Corrections [Ref: KZN 2017/12/03]
- **Free State and Northern Cape region**  
Vereeniging Community Corrections [Ref: FSNC 2017/12/01]  
**Salary: R338 085 per annum**

**Requirements:** Relevant NQF 6 qualification in Behavioural Sciences. Seven (7) years relevant experience on supervisory post. Experience in working with external stakeholders and others 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:** Provide human resources and related functions to the community corrections office. Effective management of the registration activities. Ensure proper dissemination of information for the community corrections office. Management of duty register and leave arrangements. Management of the community corrections office through the implementation of the Correctional Services Act, Act 111 of 1998 as amended. Management of information and resources.

**SECURITY MANAGER [CB 4]: UNIT MANAGER: AWAITING TRIALS**

• **Western Cape region:**

Mitchells Plain Community Corrections [Ref: WC 2017/12/04]

Breede Rivier Community Corrections [Ref: WC 2017/12/05]

• **Limpopo, Mpumalanga and North West region:**

Mogwase Community Corrections [Ref: LMN 2017/12/02]

**Salary: R338 085 per annum**

**Requirements:** Relevant NQF 6 qualification in Behavioural Sciences. Seven (7) years relevant experience on supervisory post. Experience in working with external stakeholders and others 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:** Implement unit management principles. Ensure training of staff pertaining to unit management principles. Implement procedures to improve level of communication between the different units, Head of Centre, Case Management Committees and other role players. Management of inmate's and staff development. Implement structured day programmes. Ensure that case files are opened for all offenders and that sentence plans are compiled in conjunction with the Case Management Committee. Compile case notes and recording on the case files. Assess offenders in conjunction with the CMC. Registering of structural needs to enhance the implementation of unit management. Management of information and resources.

**SECURITY MANAGER (CB 4): UNIT MANAGER: PAROLEES AND PROBATIONERS**

• **Western Cape region**

Obiqua Community Corrections (Ref: WC 2017/12/06)

Knysna Community Corrections (Ref: WC 2017/12/07)

Mosselbay Community Corrections (Ref: WC 2017/12/08)

• **Limpopo, Mpumalanga and North West region**

Bethal Community Corrections (Ref: LMN 2017/12/03)

• **Gauteng region**

Krugersdorp Community Corrections (Ref: GP 2017/12/02)

Modderbee Community Corrections (Ref: GP 2017/12/03)

**Salary: R338 085 per annum**

**Requirements:** Relevant NQF 6 qualification in Behavioural Sciences. Seven (7) years relevant experience in a supervisory post. 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. Strategic capability and leadership, policy development, communication, project and programme management, transformation management, change management, conflict management and 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.

**Responsibilities:** Monitor parolee/probationer movements. Maintenance of parolee/probationer records. Searching of parolees/probationers when required according to approved processes and procedures. Tracing of absconders as required. Monitor compliance to community service requirements. Counselling of cases when needed. Perform address confirmations. Management of information systems. Refer/handle violations as and when required. Network with community/family to assist with information/supervision etc. Ensure that prescribed programmes are attended.

### HEAD OF COMMUNITY CORRECTIONS [CB 4]

- **Eastern Cape region:**  
Cradock [Ref: EC 2017/12/04]  
**Salary: R338 085 per annum**

**Requirements:** Degree or national diploma in Behavioural Sciences and successful completion of the Corrections Science Learnership. 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:** 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.

### APPOINTMENTS UNDER THE PUBLIC SERVICE ACT

#### SOCIAL WORKER GRADE 1

- **Gauteng region:**  
Boksburg Community Corrections [Ref: GP 2017/12/04]
- **Western Cape region:**  
Pollsmoor Medium B [Ref: WC 2017/12/09]  
Pollsmoor Maximum [Ref: WC 2017/12/10]  
Knysna [Ref: WC 2017/12/11]  
**Salary: R226 686 per annum**

**Requirements:** Degree in Social Work and registration with the South African Council for Social Service Professions [SACSSP]. Computer literacy. Valid driver's license.

**Competencies and attributes:** Conversant with acts, policies and legislation pertaining to Social Work practice, understanding of Human Behavioural systems, Social Work environment, empowerment, confidentiality, time management, listening skills, good interpersonal skills, client orientation, good communication skills, empathy, tactfulness, integrity and honesty, report writing skills, adaptability, conflict management. Ability to coordinate, collaborate with internal and external stakeholders.

**Responsibilities:** Manage the provision of needs-based social work services to offenders within the Management Area. Conduct research and social work administration. Conduct individual assessments. Market social work services. Monitor and evaluate social work interventions. Provide guidance to subordinate and ensure that the requirements of the operational plans are complied with. Management of performance information. Manage human resources, finances 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.**

**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. Please Note: All copies attached must be certified a true copy of the original 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 **01 December 2017 @ 15h45.**

**Indicate the reference number and position you are applying for on your application form (Z83) and post your complete application to the relevant address(es) as indicated below:**

**EASTERN CAPE REGION:** Department of Correctional Services, Head Recruitment, Private Bag X9013, East London, 5200 **OR hand deliver at:** Block E Ocean Terrance, Moore Street, Quigney, East London. **Contact persons:** Ms Z Myataza at 043 706 7832/33/54.

**FREE STATE AND NORTHERN CAPE REGION:** Department of Correctional Services, Head Recruitment, Private Bag X20530, Bloemfontein, 9300 **OR hand deliver at:** 103 Zastron Street, Agrimed Building, Bloemfontein. **Contact persons:** Mr KME Monare and Ms NJ Mkuni at 051 404 0270 or 051 404 0283.

**GAUTENG REGION:** Department of Correctional Services, Head Recruitment, Private Bag X393, Pretoria, 0001 **OR hand deliver at:** 1077 Forum East Building, Arcadia Street, Hatfield. **Contact persons:** Mr SS Masango/Ms Pinky Makwarela at 012 420 0179/73.

**HEAD OFFICE:** Department of Correctional Services, Post Advertisement Section, Private Bag X136, Pretoria, 0001 **OR hand deliver at:** 124 WF Nkomo Street, Poyntons Building, Cnr WF Nkomo and Sophie De Bruyn Street, Pretoria, 0001 (Previous: Cnr Church and Schubart Street). **Contact persons:** Mr TO Mokhele 012 3072173/Mr Y Naidoo 012 307 2079/Ms M Marais 012 307 2977/Ms TP Baloyi 012 305 8589.

**KWAZULU NATAL REGION:** Department of Correctional Services, Head Recruitment, Private Bag X9126, Pietermaritzburg, 3200 **OR hand deliver at:** 1 Eugene Marais Road, Napierville, Pietermaritzburg. **Contact persons:** Mrs GJ Mchunu at 033 355 7386/Mr SM Dlamini at 033 355 7367/Ms SN Zikalala 033 355 7368.

**LIMPOPO, MPUMALANGA AND NORTH WEST REGION:** Department of Correctional Services, Head Recruitment, Private Bag X99, Pretoria 0001 **OR hand deliver at:** 198 Masada Building, Cnr. Johannes Ramokhoase (Proes) and Paul Kruger Street, Pretoria. **Contact persons:** Mr Zamani Ziqubu 012 306 2041/Mrs Portia Bungqu 012 306 2032/Mr. Gugu Xaba at 012 306 2033/34.

**WESTERN CAPE REGION:** Department of Correctional Services, Head Recruitment, Private Bag X01, Edgemead, 7404 **OR hand deliver at:** Breede River Street, Monte Vista, Edgemead. **Contact persons:** Ms M Sanders at 021 550 6059.

