Letterhead

**DEPARTMENT OF CORRECTIONAL SERVICES**

***CLOSING DATE: 23 MARCH 2018 @ 15H45***

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| ***APPOINTMENTS UNDER THE PUBLIC SERVICE ACT*** |
| **SOCIAL AUXILIARY WORKERS GRADE 1 *(3 Years Contract)***  **Salary: R130 434 per annum *(Plus 37% in lieu of benefits)***  **Requirements:** Registration with the SA Council for Social Service Professions (SACSSP) as a Social Auxiliary Worker. Computer literacy.  **Competencies and attributes**: Report writing, problem solving, interpersonal relations, conflict resolution and communication skills. Integrity and honesty. Friendly and adaptable. Self-discipline. Ability to work under pressure. Punctuality. Ability to network and willingness to travel.  **Responsibilities:** Keep updated on the Victim Offender Dialogue Programme and the objectives and targets as set out in the Strategic Plan and Operational Plan. Locate victims. Keep records on all attempts to locate victims. Orientation of victims with regard to the aims and benefits of the Victim Offender Dialogue programme. Facilitate contact between offender and victim. Assessment of potential areas of conflict. Referral of identified areas of conflict to the Departmental social workers for further intervention. Provision of particulars of victims to Case Management Committee and Parole Boards. Establish database of available support structures in the community (NGO’s, religious care organizations, etc). Orientation of NGO’s community leaders and other stakeholders with regard to the aims and benefits of the Victim Offender Dialogue Programme. Orientate NGO’s, community leaders and families of both the offender as well as the victim (s) regarding the benefits of the acceptance and reintegration of offenders into the communities. Handling monthly returns to Head Office with regard to performance on targets as contained in the Strategic Plan. Provision of needs to Head Community Corrections with regard to communication and travel.  Eastern Cape region  **East London Management Area**  Mdantsane [Ref: EC 2018/03/13]  **St Albans Management Area**  Port Elizabeth [Ref: EC 2018/03/14]  **Mthatha Management Area**  Mthatha [Ref: EC 2018/03/15]  Free State and Northern Cape region  **Grootvlei Management Area**  Bloemfontein [Ref: FSNC 2018/03/15]  **Kimberly Management Area**  Kimberly [Ref: FSNC 2018/03/16]  **Upington Management Area**  Upington [Ref: FSNC 2018/03/17]  National Head Office  Office of the CDC: Community Corrections [Ref: HO 2018/03/01]  Gauteng region  **Johannesburg Management Area**  Johannesburg [Ref: GP 2018/03/17]  **Kgoši Mampuru II Management Area**  Soshanguve [Ref: GP 2018/03/18] (2 posts)  Kwazulu Natal region  **Durban Management Area**  Durban [Ref: KZN 2018/03/15] (2 posts)  **Kokstad Management Area**  Port Shepstone [Ref: KZN 2018/03/16]  Limpopo, Mpumalanga and North West region  **Barberton Management Area**  Bushbuckridge [Ref: LMN 2018/03/17]  **Polokwane Management Area**  Polokwane [Ref: LMN 2018/03/18]  **Thohoyandou Management Area**  Thohoyandou [Ref: LMN 2018/03/19]  Western Cape region  **Overberg Management Area**  Caledon [Ref: WC 2018/03/21]  **Southern Cape Management Area**  Oudshoorn [Ref: WC 2018/03/22]  **Voorberg Management Area**  Vredendal [Ref: WC 2018/03/23]  **West Coast Management Area**  Malmesbury [Ref: WC 2018/03/24] |
| ***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* ***23 March 2018 @ 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 003 420 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 X9036, 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.*  **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.*    ***[Handicap Sign,3 x 3In,WHT/BR,ACRYL,SYM](http://www.grainger.com/Grainger/UNITED-VISUAL-PRODUCTS-Handicap-Sign-6JLA4)*** |