

## DEPARTMENT OF CORRECTIONAL SERVICES



- APPLICATIONS** :
- EASTERN CAPE REGION:** Department of Correctional Services, Head Recruitment, Private Bag X9013, East London, 5200 OR hand deliver at: Block E Ocean Terrace, 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.
- 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.
- CLOSING DATE** : 14 December 2017
- 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. 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 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 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 14 December 2017 @ 15h45. Indicate the reference number and position you are applying for on your application form (Z83) and post your complete application.

#### OTHER POSTS

**POST 49/03**

: **SPECIALISED CASE OFFICERS: [CB2:1- 2]**

**SALARY**  
**CENTRE**

: R213 528 per annum

: **EASTERN CAPE REGION:** Amathole Management Area: Middledrift [Ref: EC 2017/12/11] (2 Posts); East London Management Area: East London Med A [Ref: EC 2017/12/12] (2 Posts); Mdantsane [Ref: EC 2017/12/13] (2 Posts); Kirkwood Management Area: Kirkwood [Ref: EC 2017/12/14] (2 Posts); Sada Management Area: Cradock [Ref: EC 2017/12/15], Middelburg [Ref: EC 2017/12/16]; St Albans Management Area: St Albans Max [Ref: EC 2017/12/17] (3 Posts), St Albans Med B [Ref: EC 2017/12/18] (3 Posts); Mthatha Management Area: Lusikisiki [Ref: EC 2017/12/19], Mthatha Med [Ref: EC 2017/12/20] (3 Posts)

**FREE STATE AND NORTHERN CAPE REGION:** Colesberg Management Area: De Aar Male [Ref: FSNC 2017/12/09]; Goedemoed Management Area: Goedemoed A [Ref: FSNC 2017/12/10] (2 Posts), Goedemoed B [Ref: FSNC 2017/12/11]; Groenpunt Management Area: Groenpunt Max [Ref: FSNC 2017/12/12] (3 Posts), Groenpunt Med [Ref: FSNC 2017/12/13], Vereeniging [Ref: FSNC 2017/12/14]; Grootvlei Management Area: Grootvlei A [Ref: FSNC 2017/12/15] (2 posts), Grootvlei B [Ref: FSNC 2017/12/16]; Kimberly Management Area: Tswelopele [Ref: FSNC 2017/12/17] (5 Posts); Bizzah Makhate Management Area: Bizzah Makhate A [Ref: FSNC 2017/12/18] (2 Posts), Bizzah Makhate B [Ref: FSNC 2017/12/19], Harrismith [Ref: FSNC 2017/12/20], Virginia [Ref: FSNC 2017/12/21], Upington Management Area, Upington Males [Ref: FSNC 2017/12/22]

**GAUTENG REGION:** Baviaanspoort Management Area: Baviaanspoort Max [Ref: GP 2017/12/13], Baviaanspoort Med [Ref: GP 2017/12/14]; Boksburg Management Area: Boksburg Med A [Ref: GP 2017/12/15] (3 Posts), Heidelberg Male [Ref: GP 2017/12/16]; Johannesburg Management Area: Johannesburg Med B [Ref: GP 2017/12/17] (5 Posts), Johannesburg Med C [Ref: GP 2017/12/18], Johannesburg Female [Ref: GP 2017/12/19]; Kgoši Mampuru II Management Area: Atteridgeville [Ref: GP 2017/12/20], Kgoši Mampuru II Central [Ref: GP 2017/12/21] (3 Posts), Odi [Ref: GP 2017/12/22] (2 Posts); Krugersdorp Management Area: Krugersdorp [Ref: GP 2017/12/23] (3 Posts); Leeuwkop Management Area: Leeuwkop Max [Ref: GP 2017/12/24] (2 Posts), Leeuwkop Med A [Ref: GP 2017/12/25], Leeuwkop Med B [Ref: GP 2017/12/26], Leeuwkop Med C [Ref: GP 2017/12/27] (2 Posts); Modderbee Management Area: Modderbee [Ref: GP 2017/12/28] (4 Posts), Devon [Ref: GP 2017/12/29]; Zonderwater Management Area: Zonderwater Med A [Ref: GP 2017/12/30] (2 Posts), Zonderwater Med B [Ref: GP 2017/12/31]

**KWAZULU NATAL REGION:** Durban Management Area: Durban Med B [Ref: KZN 2017/12/18] (5 posts), Durban Med C [Ref: KZN 2017/12/19] (2 posts), Youth Centre [Ref: KZN 2017/12/20], Umzinto [Ref: KZN 2017/12/21]; Empangeni Management Area: Eshowe [Ref: KZN 2017/12/22], Qalabusha [Ref: KZN 2017/12/23] (3 posts); Glencoe Management Area: Glencoe [Ref: KZN 2017/12/24]; Kokstad Management Area: Ebongweni [Ref: KZN 2017/12/25], Kokstad Med [Ref: KZN 2017/12/26]; Ncome Management Area: Ncome Med A [Ref: KZN 2017/12/27], Ncome Med B [Ref: KZN 2017/12/28] (2 posts); Pietermaritzburg Management Area: PMB Med A [Ref: KZN 2017/12/29] (4 posts), Sevontein [Ref: KZN 2017/12/30] (2 posts); Waterval Management Area: Waterval Med A [Ref: KZN 2017/12/31] (2 posts), Waterval Med B [Ref: KZN 2017/12/32]

**LIMPOPO, MPUMALANGA AND NORTH WEST REGION:** Barberton Management Area: Barberton Max [Ref: LMN 2017/12/20] (2 posts), Barberton Med B [Ref: LMN 2017/12/21]; Bethal Management Area: Bethal [Ref: LMN 2017/12/22], Piet Retief [Ref: LMN 2017/12/23], Ermelo [Ref: LMN 2017/12/24]; Klerksdorp Management Area: Klerksdorp [Ref: LMN 2017/12/25] (2 posts); Polokwane Management Area: Polokwane [Ref: LMN 2017/12/26] (2 posts); Rooigrond Management Area: Rooigrond Med A [Ref: LMN 2017/12/27] (2 posts); Rustenburg Management Area: Losperfontein [Ref: LMN 2017/12/28] (2 posts), Mogwase [Ref: LMN 2017/12/29]; Thohoyandou Management Area: Thohoyandou Med A [Ref: LMN

2017/12/30] (2 posts), Makhado [Ref: LMN 2017/12/31]; Witbank Management Area: Witbank [Ref: LMN 2017/12/32] (2 posts)

**WESTERN CAPE REGION:** Allandale Management Area: Obiqua [Ref: WC 2017/12/32]; Brandvlei Management Area: Brandvlei Med C [Ref: WC 2017/12/33], Brandvlei Max [Ref: WC 2017/12/34]; Breede Rivier Management Area: Robertson [Ref: WC 2017/12/35]; Drakenstein Management Area: Drakenstein Med A [Ref: WC 2017/12/36], Drakenstein Med B [Ref: WC 2017/12/37], Drakenstein Max [Ref: WC 2017/12/38]; Southern Cape Management Area: George [Ref: WC 2017/12/39], Mosselbaai [Ref: WC 2017/12/40]; Goodwood Management Area: Goodwood [Ref: WC 2017/12/41]; Overberg Management Area: Helderstroom Med A [Ref: WC 2017/12/42] (2 posts), Helderstroom Max [Ref: WC 2017/12/43]; West Coast Management Area: Malmesbury Med A [Ref: WC 2017/12/44] (2 posts); Pollsmoor Management Area: Pollsmoor Med B [Ref: WC 2017/12/45] (3 posts), Pollsmoor Med C [Ref: WC 2017/12/46]; Voorberg Management Area: Voorberg Med A [Ref: WC 2017/12/47], Voorberg Med B [Ref: WC 2017/12/48] (3 posts).

**REQUIREMENTS** : Knowledge of financial controls. Supervisory skills. Counselling skills. Problem solving and analysis skills. Behaviour observation skills. Communication, listening and interpersonal skills. Organizational, negotiation and report writing skills. Competencies and attributes: Knowledge of financial controls. Supervisory skills. Counselling skills. Problem solving and analysis skills. Behaviour observation skills. Communication, listening and interpersonal skills. Organizational, negotiation and report writing skills.

**DUTIES** : Ensure the Facilitation of the implementation of the offender's individual sentence plan to support individual offenders in their personal development. Ensure that the monitoring and evaluation reports on offender behaviour are provided. Provide safe custody services in the unit. Ensure that complaints and requests are registered and referred to relevant structures (such as Case Management Committee, Case Management Administration).

**ENQUIRIES** : Eastern Cape region: Ms Z Myataza at 043 706 7832/33/54.  
Free State & Northern Cape region: Mr KME Monare and Ms NJ Mkuni at 051 404 0270 or 051 404 0283.  
Gauteng region: Mr SS Masango/Ms Pinky Makwarela at 012 420 0179/73.  
KwaZulu-Natal region: Mrs GJ Mchunu at 033 355 7386/Mr SM Dlamini at 033 355 7367/Ms SN Zikalala 033 355 7368.  
LMN region: Mr Zamani Ziqubu 012 306 2041/Mrs Portia Bungqu 012 306 2032/Mr Gugu Xaba at 012 306 2033/34.  
Western Cape region: Ms M Sanders at 021 550 6059.

**NOTE** : Appointment under the Correctional Services Act.