

DEPARTMENT OF CORRECTIONAL SERVICES



OTHER POSTS

<u>POST 11/21</u>	:	<u>CHAIRPERSON</u>
<u>SALARY</u>	:	[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].
<u>CENTRE</u>	:	<p>Eastern Cape region: East London [Ref No: EC 2018/03/01], Kirkwood [Ref No: EC 2018/03/02], Middledrift [Ref No: EC 2018/03/03], Sada [Ref No: EC 2018/03/04], St Albans [Ref No: EC 2018/03/05], Mthatha [Ref No: EC 2018/03/06].</p> <p>Free State and Northern Cape region: Colesberg [Ref No: FSNC 2018/03/01], Goedemoed [Ref No: FSNC 2018/03/02], Groenpunt [Ref No: FSNC 2018/03/03], Grootvlei [Ref No: FSNC 2018/03/04], Kimberly [Ref No: FSNC 2018/03/05], Kroonstad [Ref No: FSNC 2018/03/06], Upington [Ref No: FSNC 2018/03/07].</p> <p>Gauteng region: Bavianspoort [Ref No: GP 2018/03/01], Boksburg [Ref No: GP 2018/03/02], Johannesburg [Ref No: GP 2018/03/03], Kgoši Mampuru II [Ref No: GP 2018/03/04], Krugersdorp [Ref No: GP 2018/03/05], Leeuwkop [Ref No: GP 2018/03/06], Modderbee [Ref No: GP 2018/03/07], Zonderwater [Ref No: GP 2018/03/08].</p> <p>Kwazulu Natal region: Durban [Ref No: KZN 2018/03/01], Empangeni [Ref No: KZN 2018/03/02], Glencoe [Ref No: KZN 2018/03/03], Kokstad [Ref No: KZN 2018/03/04], Ncome [Ref No: KZN 2018/03/05], Pietermaritzburg [Ref No: KZN 2018/03/06], Waterval [Ref No: KZN 2018/03/07].</p> <p>Limpopo, Mpumalanga and North West region: Barberton [Ref No: LMN 2018/03/01], Bethal [Ref No: LMN 2018/03/02], Klerksdorp [Ref No: LMN 2018/03/03], Polokwane [Ref No: LMN 2018/03/04], Rooigrond [Ref No: LMN 2018/03/05], Rustenburg [Ref No: LMN 2018/03/06], Thohoyandou [Ref No: LMN 2018/03/07], Witbank [Ref No: LMN 2018/03/08].</p> <p>Western Cape region: Allandale [Ref No: WC 2018/03/01], Brandvlei [Ref No: WC 2018/03/02], Breede Rivier (Worcester) [Ref No: WC 2018/03/03], Drakenstein [Ref No: WC 2018/03/04], George [Ref No: WC 2018/03/05], Goodwood [Ref No: WC 2018/03/06], Helderstroom (Overberg) [Ref No: WC 2018/03/07], Malmesbury [Ref No: WC 2018/03/08], Pollsmoor [Ref No: WC 2018/03/09], Voorberg [Ref No: WC 2018/03/10].</p>
<u>REQUIREMENTS</u>	:	<p>A recognized and appropriate NQF level 7 qualification 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, analysing 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 collegiately 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 summarizes 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</p>

DUTIES

understanding of the importance of the victim's perspective. Previous experience in management or decision making position.

: Analyse and critically evaluate information in order to identify continuing risk/dangerous-ness in an 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.

ENQUIRIES

: **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 LM Tyibilika at 043 706 7800.

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 (LMN) 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, Edgemoed, 7404 OR hand deliver at: Breede River Street, Monte Vista, Edgemoed. Contact persons: Ms M Sanders at 021 550 6059.

APPLICATIONS

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

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 LM Tyibilika at 043 706 7800.

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.

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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.

NOTE

: Call for applications to serve as members of The Correctional Supervision Parole Board. 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 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 chairs 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. Terms of office is 1 July 2018 to 30 June 2021 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. NB: All interested candidates should meet the minimum requirements.

CLOSING DATE

: 23 March 2018 at 15h45.

POST 11/22

: **VICE-CHAIRPERSON**

SALARY

: [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].

CENTRES

: **Eastern Cape region:** East London [Ref: EC 2018/03/07], Kirkwood [Ref: EC 2018/03/08], Middledrift [Ref: EC 2018/03/09], Sada [Ref: EC 2018/03/10], St Albans [Ref: EC 2018/03/11], Mthatha [Ref: EC 2018/03/12].

Free State and Northern Cape region: Colesberg [Ref: FSNC 2018/03/08], Goedemoed [Ref: FSNC 2018/03/09], Groenpunt [Ref: FSNC 2018/03/10], Grootvlei [Ref: FSNC 2018/03/11], Kimberly [Ref: FSNC 2018/03/12], Kroonstad [Ref: FSNC 2018/03/13], Upington [Ref: FSNC 2018/03/14].

Gauteng region: Bavianspoort [Ref: GP 2018/03/09], Boksburg [Ref: GP 2018/03/10], Johannesburg [Ref: GP 2018/03/11], Kgoši Mampuru II [Ref: GP 2018/03/12], Krugersdorp [Ref: GP 2018/03/13], Leeuwkop [Ref: GP 2018/03/14], Modderbee [Ref: GP 2018/03/15], Zonderwater [Ref: GP 2018/03/16].

Kwazulu Natal region: Durban [Ref: KZN 2018/03/08], Empangeni [Ref: KZN 2018/03/09], Glencoe [Ref: KZN 2018/03/10], Kokstad [Ref: KZN 2018/03/11], Ncome [Ref: KZN 2018/03/12], Pietermaritzburg [Ref: KZN 2018/03/13], Waterval [Ref: KZN 2018/03/14].

Limpopo, Mpumalanga and North West region: Barberton [Ref: LMN 2018/03/09], Bethal [Ref: LMN 2018/03/10], Klerksdorp [Ref: LMN 2018/03/11], Polokwane [Ref: LMN 2018/03/12], Rooigrond [Ref: LMN 2018/03/13], Rustenburg [Ref: LMN 2018/03/14], Thohoyandou [Ref: LMN 2018/03/15], Witbank [Ref: LMN 2018/03/16].

Western Cape region: Allandale [Ref: WC 2018/03/11], Brandvlei [Ref: WC 2018/03/12], Breede Rivier (Worcester) [Ref: WC 2018/03/13], Drakenstein [Ref: WC 2018/03/14], George [Ref: WC 2018/03/15], Goodwood [Ref: WC 2018/03/16], Helderstroom (Overberg) [Ref: WC 2018/03/17], Malmesbury [Ref: WC 2018/03/18], Pollsmoor [Ref: WC 2018/03/19], Voorberg [Ref: WC 2018/03/20].

- 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.
- DUTIES** : 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 aide in reaching a decision or recommendation. Participate in report writing, assist in drafting seasoned 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.
- ENQUIRIES** : 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 LM Tyibilika at 043 706 7800.
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CLOSING DATE : 23 March 2018 at 15h45.

POSTS 11/23 : **CHAIRPERSON: INDEPENDENT RISK MANAGEMENT COMMITTEE [REF NO: HO 2018/03/02]**
(3 YEARS CONTRACT)

Purpose: In terms of Section 38 of the Public Finance Management Act, 1999 (Act 1 of 1999) (the "PFMA"), the Department of Correctional Services requires the services of a qualified and interested person to serve as the Chairperson of its Risk Management Committee. The incumbent will advise the Accounting Officer on Enterprise-wide Risk Management in fulfilling his mandate as required by the PFMA.

SALARY : Compensation will be in accordance with rates as determined by National Treasury. Schedules in this regard are issued annually with specific hourly or daily rates. All other refundable expenses are based on the Department's related policies in line with the National Treasury guidelines.

CENTRE : National Head Office
REQUIREMENTS : The incumbent must be an independent external Chairperson, with extensive knowledge and experience in relevant regulations and prescripts, including the Public Finance Management Act, Treasury Regulations, ISO31000, King III report on Corporate Governance, the Committee of Sponsoring Organizations (COSO) and Public Sector Risk Management Framework. Must have previously served on the Risk Management/Audit Committee. Experience in Risk Management, Financial Management, Information Technology, Anti-Fraud and Corruption and Auditing in Public or Private Sector. An undergraduate qualification and post graduate qualification (NQF level 08) as recognised by SAQA in Auditing, Risk Management or Business Administration. CIA, CA, CRM will be an added advantage. The ideal candidate should have 8-10 years' experience gained at a Senior Managerial level within Strategic/Risk Management and/or an Auditing/Financial, Anti-Fraud and Corruption environment, preferably in the Public Service. Previous

DUTIES

experience of serving in the Risk Management Committee and/or Audit Committee will be advantageous.

: The primary objective of the Risk Management Committee is to assist the Accounting Officer to discharge his duties in respect of risk management with an ultimate aim of achieving the Department's objectives. The incumbent's duties will be to: Provide an oversight role on the review and monitoring implementation of the risk management framework, policy, charter and strategy within the Department. Provide guidance on integration of risk management into planning, monitoring and reporting processes. Provide advice/guidance on setting and review of the risk appetite, tolerance levels, and anti-fraud measures. Lead the Committee in conducting its activities in terms of the Public Sector Risk Management Framework, PFMA, Risk Committee Charter and King IV Report on Corporate Governance. Provide proper and timely reports to the Accounting Officer on the state of risk management, together with aspects requiring improvement accompanied by the Committee's recommendations to address such issues. Perform any other duties of the Risk Management Committee as specified in the terms of reference (Committee Charter). Report annually to the Executive Authority through Audit and Risk Committee. Management of the committee: take all reasonable steps to ensure that the committee fulfils its responsibilities and obligations. Calling and chairing quarterly meetings. Act as liaison between the Accounting Officer and Audit Committee. Maintain ethical and responsible decision-making framework at committee level and address any unethical or dishonest situation or potential conflict of interest brought to his/her attention in a timely and efficient manner. Provide overall leadership to the Committee without limiting the principles of collective responsibilities of Committee decisions. Running meeting: Set an agenda for each meeting. Chair the meeting to the RMC, take all reasonable steps to encourage participation of all committee members in the Committee meetings and facilitate free and constructive discussion and maintain a good relationship with the secretariat to ensure that all tasks which were completed between the meetings are completed. Term of appointment: Appointment will be made for a period of 3 years, subject to renewal at the discretion of the Department. The Chairperson may not serve more than two terms. This is not a full-time appointment. Risk management Committee has four statutory meetings per annum and additional meetings may be convened by the chairperson as deemed necessary by the Committee or Accounting Officer.

ENQUIRIES

: Mr TO Mokhele 012 3072173/Mr Y Naidoo 012 307 2079/Ms M Marais 012 307 2977/Ms TP Baloyi 012 305 8589

APPLICATIONS

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

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. Appointment under the Public Service Act. Note: Applications: 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.

- CLOSING DATE** : 23 March 2018 at 15h45
- POST 11/24** : **DEPUTY DIRECTOR: RISK MANAGEMENT [REF NO: HO 2018/03/03]**
[18 Months Contract]
- SALARY** : R657 558 all-inclusive package
- CENTRE** : National Head Office
- REQUIREMENTS** : Recognized National Diploma or Degree in Risk Management/Auditing/Accounting/ Economics. Three to five (3-5) years' managerial experience in Risk Management and Internal Auditing environment. Computer literacy. Valid driver's licence. Competencies and attributes: Knowledge of Public Finance Management Act (PFMA), Treasury Regulations, ISO31000, the Committee of Sponsoring Organizations (COSO) framework, King III report on Corporate Governance, Labour Legislation relevant to the post, Anti-fraud and Corruption policies and Public Service Regulations. Knowledge of Risk Management policies and procedures, Risk Management principles and philosophy. Government financial systems and knowledge of Risk Management in the public sector. Knowledge of implementing policies. Experience in identifying new risks and rolling out risk methodologies skills. Problem solving and analysis. Client orientation and customer focus. Presentation skills. People and diversity management. Accountability and ethical conduct. Committed to high level of quality control. Good organizational and communication skills. Good financial management, facilitation, planning, organizing, change and time management skills.
- DUTIES** : Manage the co-ordination and monitoring of Risk Management programs. Develop, review and implement strategies, policies and procedures. Conduct Risk Management awareness. Manage the maintenance of Risk Management systems. Monitor the Regional and Branches progress on mitigations. Liaise with external stakeholders on Risk Management. Assist in the development of the Risk Management Plans. Coordinate Risk Management meetings. Management of resources.
- ENQUIRIES** : Mr TO Mokhele 012 3072173/Mr Y Naidoo 012 307 2079/Ms M Marais 012 307 2977/Ms TP Baloyi 012 305 8589
- APPLICATIONS** : Indicate the reference number and position you are applying for on your application form (Z83) and post your complete application to the relevant address as indicated below: 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).
- 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 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. Note: Appointment under the Public Service Act.

- CLOSING DATE** : 23 March 2018 at 15h45
- POST 11/25** : **ASSISTANT DIRECTOR: RISK MANAGEMENT (REF NO: HO 2018/03/04)**
(2 POSTS)
[18 Months Contract]
- SALARY** : R334 545 per annum [Plus 37% in lieu of benefits]
CENTRE : National Head Office
REQUIREMENTS : Recognized National Diploma/ Degree in Risk Management/Auditing/Accounting or Economics. Three (3) to five (5) years Risk Management experience in a similar environment. Computer literacy. Valid driver's licence. Competencies and attributes: Knowledge of Public Finance Management Act (PFMA), Treasury Regulations and Public Service Regulations. Risk Management policies and procedures, Risk management principles and philosophy. Government financial systems. Knowledge of Risk management in the public sector. Knowledge of implementation of policies. Problem solving and analysis. Client orientation and customer focus. People and diversity management. Accountability and ethical conduct. Committed to high level of quality control. Good organizational and communication skills.
- DUTIES** : Assist in the development and implementation of Risk Management processes. Conduct education and awareness on Risk Management. Application of Risk Management principles. Monitor the regional progress reports. Liaise with external stakeholders on Risk Management. Coordinate Regional Risk Management meeting. Manage human resources, finances and assets.
- ENQUIRIES** : Mr TO Mokhele 012 3072173/Mr Y Naidoo 012 307 2079/Ms M Marais 012 307 2977/Ms TP Baloyi 012 305 8589
- APPLICATIONS** : Indicate the reference number and position you are applying for on your application form (Z83) and post your complete application to the relevant address as indicated below: 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).
- 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. Note: Appointment under the Public Service Act.

- CLOSING DATE** : 23 March 2018 at 15h45
- POST 11/26** : **SECRETARY (REF NO: HO 2018/03/05)**
- SALARY** : R152 862 per annum
- CENTRE** : National Head Office
- REQUIREMENTS** : Grade 12 with typing as a subject or any other training course or qualification that will enable the person to perform the work satisfactorily. Computer literate. Competencies and attributes: Honesty and integrity. Attention to detail. Plan and organize. Punctuality and confidentiality. Service delivery and client orientation. Excellent communication skills (written and verbal). Ability to work under pressure. Ability to coordinate and organize work related tasks. Good telephone etiquette. High level of reliability. Ability to act with tact and discretion.
- DUTIES** : Responsibilities: Execute office and general administrative duties. Screen and answer telephone calls. Type correspondence. Compile documentation and presentations. Ensure proper record management through effective filing systems. Manage electronic document tracking system. Maintain diary and manage appointments. Responsible for the management of document tracking system. Arrange and coordinate meetings, workshops etc. Facilitate the procurement of office equipment such as stationery. Perform all such tasks and duties related to the role. Make all transport arrangements for conferences, courses, meetings and hearings away from the office. Manage finances and assets.
- ENQUIRIES** : Mr TO Mokhele 012 3072173/Mr Y Naidoo 012 307 2079/Ms M Marais 012 307 2977/Ms TP Baloyi 012 305 8589
- APPLICATIONS** : Indicate the reference number and position you are applying for on your application form (Z83) and post your complete application to the relevant address as indicated below: 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).
- 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. Note: Appointment under the Public Service Act.

- CLOSING DATE** : 23 March 2018 at 15h45
- POST 11/27** : **SOCIAL AUXILIARY WORKERS GRADE 1**
(3 Years Contract)
- SALARY CENTRE** : R130 434 per annum (Plus 37% in lieu of benefits)
: **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]
- 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.
- DUTIES** : 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.
- 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. Head Office: 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: 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.

Western Cape region: Ms M Sanders at 021 550 6059.

APPLICATIONS

: Indicate the reference number and position you are applying for on your application form (Z83) and post your complete application to:

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 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, Pietermaritz-burg, 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 003 306 2041/Mrs Portia Bungqu 003 306 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.

NOTE

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