

DEPARTMENT OF CORRECTIONAL SERVICES

APPLICATIONS

- Eastern Cape Region:** The Regional Commissioner Eastern Cape. Recruitment Section, P/Bag X9013, East London or hand deliver at: Moore Street, Block E Ocean Terrace Quigney, East London, 5211 or you can email your application to ECHRM@dcs.gov.za. Contact persons: Ms Myataza Z Tel No: (043) 706 7866/ Ms Mgugudo N Tel No: (043) 706 7882/ Mr Ndonyela N Tel No: (043) 706 7883.
- Free State and Northern Cape Region:** The Regional Commissioner Free State and Northern Cape, Recruitment Section, P/Bag X20530, Bloemfontein, 9300 or hand deliver at: 103 Zastron Street, Agrimed Building, Bloemfontein, 9300 or you can email your application to FSNCHRM@dcs.gov.za. Contact persons: Ms Mkuni NJ Tel No: (051) 404 0268/ Ms Molutsoane N/ Ms. Moreki-Rathaba MP/ Ms. Ramncwana B Tel No: (051) 404 0283.
- Gauteng Region:** The Regional Commissioner Gauteng, Recruitment Section, P/Bag X393, Pretoria, 0001 or hand deliver at: 1077 Forum East Building, Arcadia Street, Hatfield or you can email your application to GPHRM@dcs.gov.za. Contact persons: Mr Masango SS Tel No: (012) 420 0173/ Ms Feni SAP Tel No: (012) 420 0173/ (012) 420 0179.
- Kwa-Zulu Natal Region:** The Regional Commissioner: Kwa-Zulu Natal, Recruitment Section, P/Bag X9126, Pietermaritzburg, 3201 or hand deliver at: Correctional Services, Eugene Marais Road, Napierville, Pietermaritzburg, 3201 or you can email your application to KZNHRM@dcs.gov.za. Contact persons: Ms Mchunu GJ Tel No: (033) 355 7386/ Ms Mkhize AL Tel No: (033) 355 7370/ Mr Khumalo SB Tel No: (033) 033 355 7368.
- Limpopo, Mpumalanga and North West Region:** The Regional Commissioner Limpopo, Mpumalanga & North West, Recruitment Section, P/Bag X142, Pretoria, 0001 or hand deliver at: Cnr Johannes Ramokhoase (Proes) & Paul Kruger Street, 196 Masada Building, 09th Floor, Pretoria, 0001 or you can email your application to LMNHRM@dcs.gov.za. Contact persons: Mr Ziqubu Z Tel No: (012) 306 2025/ Ms Nomvela PM Tel No: (012) 306 2033/ Ms Lekhuleni TD Tel No: (012) 306 2034.
- Western Cape Region:** The Regional Commissioner Western Cape, Recruitment Section, P/Bag X14, Goodwood, 7459 or hand deliver at: Peninsula Drive, Monte Vista, 7460 or you can email your application to WCHRM@dcs.gov.za. Contact persons: Ms A Reddy Tel No: (021) 550 6059/ Mr S Sikisazane Tel No: (021) 550 6052/ (021)550 6054.

CLOSING DATE

- : 30 September 2024 at 15h45.

NOTE

- : Call for applications to serve as members of the correctional supervision and parole board. The Minister of 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 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. Applications: Applications must be submitted on the Z83 form (Public Service application form) obtainable from any Public Service department and must be completed in full. Only a detailed CV should be attached to your application form. Only shortlisted candidates will be required to submit certified copies not older than 6 months of qualifications and other related documents on or before the day of the interview. 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. The Department of Correctional Services reserves the right not to fill these posts. Interested candidates should submit complete applications clearly reflecting the designation and applicable reference number to the relevant addresses as reflected below:

OTHER POSTS

<u>POST 33/06</u>	:	<u>CHAIRPERSON</u> (Five (5) Year Contract)
<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>	:	Eastern Cape region: Kirkwood Ref No: EC 2024/09/01 Mthatha Ref No: EC 2024/09/02 (X2 Posts) Sada Ref No: EC 2024/09/03 (X2 Posts) St Albans Ref No: EC 2024/09/04 Free State and Northern Cape region: Colesberg Ref No: FSNC 2024/09/01 Goedemoed Ref No: FSNC 2024/09/02 Groenpunt Ref No: FSNC 2024/09/03 Grootvlei Ref No: FSNC 2024/09/04 Bizzah Makhate Ref No: FSNC 2024/09/05 Upington Ref No: FSNC 2024/09/06] Gauteng region: Boksburg Ref No: GP 2024/09/01 Johannesburg Ref No: GP 2024/09/02 Krugersdorp Ref No: GP 2024/09/03 Leeuwkop Ref No: GP 2024/09/04 (X2 Posts) KwaZulu Natal region: Durban Ref No: KZN 2024/09/01 Empangeni Ref No: KZN 2024/09/02 Glencoe Ref No: KZN 2024/09/03 Kokstad Ref No: KZN 2024/09/04 Waterval Ref No: KZN 2024/09/05 Limpopo, Mpumalanga and North West region: Rustenburg Ref No: LMN 2024/09/01
<u>REQUIREMENTS</u>	:	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 understanding of the importance of the victim's perspective. Previous experience in management or decision-making position.
<u>DUTIES</u>	:	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: Ms Myataza Z Tel No: (043) 706 7866/ Ms Mgunudo N Tel No: (043) 706 7882/ Mr Ndonyela N Tel No: (043) 706 7883
Free State and Northern Cape region: Ms Mkuni NJ Tel No: (051) 404 0268/ Ms Molutsoane N/ Ms. Moreki-Rathaba MP/ Ms. Ramncwana B Tel No: (051) 404 0283
Gauteng region: Mr Masango SS Tel No: (012) 420 0173/ Ms Feni SAP Tel No: (012) 420 0173/ (012) 420 0179
KwaZulu Natal region: Ms Mchunu GJ Tel No: (033) 355 7386/ Ms Mkhize AL Tel No: (033) 355 7370/ Mr Khumalo SB Tel No: (033) 033 355 7368
Limpopo, Mpumalanga and North West region: Mr Ziqubu Z Tel No: (012) 306 2025/ Ms Nomvela PM Tel No: (012) 306 2033/ Ms Lekhuleni TD (012) 306 2034.
- NOTE** : Term of office will be for a period of five (5) years or as may be determined by the Minister in line with Section 74 (7) of the Correctional Services Act, Act 111 of 1998.
- POST 33/07** : **VICE-CHAIRPERSON**
(Five (5) Year Contract)
- 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.
- CENTRE** : **Eastern Cape region:**
Amathole Ref No: EC 2024/09/05
Kirkwood Ref No: EC 2024/09/06
Sada Ref No: EC 2024/09/07 (X2 Posts)
St Albans Ref No: EC 2024/09/08
Mthatha Ref No: EC 2024/09/09
Free State and Northern Cape region:
Goedemoed Ref No: FSNC 2024/09/07
Groenpunt Ref No: FSNC 2024/09/08
Gauteng region:
Baviaanspoort Ref No: GP 2024/09/05
Johannesburg Ref No: GP 2024/09/06 (X2 Posts)
Kgoši Mampuru II Ref No: GP 2024/09/07
Krugersdorp Ref No: GP 2024/09/08
Leeuwkop Ref No: GP 2024/09/09 [X2 Posts]
KwaZulu Natal region:
Durban Ref No: KZN 2024/09/06
Empangeni Ref No: KZN 2024/09/07
Kokstad Ref No: KZN 2024/09/08
Ncome Ref No: KZN 2024/09/09
Pietermaritzburg Ref No: KZN 2024/09/10, Waterval Ref No: KZN 2024/09/11
Limpopo, Mpumalanga and North West region:
Witbank Ref No: LMN 2024/09/02
Western Cape region:
Allandale Ref No: WC 2024/09/01
Pollsmoor Ref No: WC 2024/09/02
Southern Cape (George) Ref No: WC 2024/09/03
- 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: Ms Myataza Z Tel No: (043) 706 7866/ Ms Mgugudo N Tel No: (043) 706 7882/ Mr Ndonyela N Tel No: (043) 706 7883
 Free State and Northern Cape region: Ms Mkuni NJ Tel No: (051) 404 0268/ Ms Molutsoane N/ Ms. Moreki-Rathaba MP/ Ms. Ramncwana B (051) 404 0283
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 Limpopo, Mpumalanga and North West region: Mr Ziqubu Z Tel No: (012) 306 2025/ Ms Nomvela PM Tel No: (012) 306 2033/ Ms Lekhuleni TD Tel No: (012) 306 2034
 Western Cape region: Ms A Reddy Tel No: (021) 550 6059/ Mr S Sikisazane Tel No: (021) 550 6052/ (021)550 6054

NOTE

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POST 33/08

: **COMMUNITY MEMBER**
 (Five (5) Year Contract)

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.

CENTRE

: **Eastern Cape region:**
 Amathole Ref No: EC 2024/09/10 (X2 Posts)
 East London Ref No: EC 2024/09/11
 Kirkwood Ref No: EC 2024/09/12
 Mthatha Ref No: EC 2024/09/13 (X3 Posts)
 Sada Ref No: EC 2024/09/14 (X2 Posts)
 St Albans Ref No: EC 2024/09/15
Free State and Northern Cape region:
 Bizzah Makhate Ref No: FSNC 2024/09/09
 Colesberg Ref No: FSNC 2024/09/10 (X2 Posts)
 Goedemoed Ref No: FSNC 2024/09/11
 Groenpunt Ref No: FSNC 2024/09/12
 Grootvlei Ref No: FSNC 2024/09/13 (X2 Posts)
 Kimberly Ref No: FSNC 2024/09/14
 Upington Ref No: FSNC 2024/09/15
Gauteng region:
 Bavianspoort Ref No: GP 2024/09/10,
 Boksburg Ref No: GP 2024/09/11 (X2 Posts)
 Johannesburg Ref No: GP 2024/09/12 (X3 Posts)
 Kgoši Mampuru II Ref No: GP 2024/09/13 (X4 Posts)
 Krugersdorp Ref No: GP 2024/09/14 (X2 Posts)
 Leeuwkop Ref No: GP 2024/09/15 (X4 Posts)
 Modderbee Ref No: GP 2024/09/16 (X2 Posts)
 Zonderwater Ref No: GP 2024/09/17 (X2 Posts)
KwaZulu Natal region:
 Durban Ref No: KZN 2024/09/12 (X2 Posts)
 Empangeni Ref No: KZN 2024/09/13 (X2 Posts)
 Glencoe Ref No: KZN 2024/09/14
 Kokstad Ref No: KZN 2024/09/15 (X2 Posts)
 Ncome Ref No: KZN 2024/09/16
 Pietermaritzburg Ref No: KZN 2024/09/17 (X2 Posts)
 Waterval Ref No: KZN 2024/09/18
Limpopo, Mpumalanga and North West region:

Thohoyandou Ref No: LMN 2024/09/03

Western Cape region:

Allandale Ref No: WC 2024/09/04,

Breede Rivier (Worcester) Ref No: WC 2024/09/05 (X2 Posts)

Drakenstein Ref No: WC 2024/09/06

Goodwood Ref No: WC 2024/09/07 (X2 Posts)

Helderstroom (Overberg) Ref No: WC 2024/09/08

West Coast (Malmesbury) Ref No: WC 2024/09/09

Pollsmoor Ref No: WC 2024/09/10

Southern Cape (George) Ref No: WC 2024/09/11

Voorberg Ref No: WC 2024/09/12 (X2 Posts)

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. 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 Parole Board System.

DUTIES

: 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.

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