



correctional services

Department:
Correctional Services
REPUBLIC OF SOUTH AFRICA

DEPARTMENT OF CORRECTIONAL SERVICES

CLOSING DATE: 14 October 2024 @ 15H45

APPOINTMENTS UNDER THE PUBLIC SERVICE ACT

SOCIAL AUXILIARY WORKERS: GRADE 1 (3 Year Contract)

Salary: R182 913 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

Amathole Management Area [Ref: EC 2024/10/01]
East London Management Area [Ref: EC 2024/10/02]
Kirkwood Management Area [Ref: EC 2024/10/03]
Mthatha Management Area [Ref: EC 2024/10/04] [2 Posts]
Sada Management Area [Ref: EC 2024/10/05]
St Albans Management Area [Ref: EC 2024/10/06] [2 Posts]

Free State and Northern Cape region

Bizzah Makhate [Ref: FSNC 2024/10/01] [2 Posts]
Colesberg Management Area [Ref: FSNC 2024/10/02]
Goedemoed Management Area [Ref: FSNC 2024/10/03]
Groenpunt Management Area [Ref: FSNC 2024/10/04]
Grootvlei Management Area [Ref: FSNC 2024/10/05]
Kimberly Management Area [Ref: FSNC 2024/10/06]
Upington Management Area [Ref: FSNC 2024/10/07]

National Head Office

Directorate: Restorative Justice [Ref: HO 2024/10/36]

Gauteng region

Baviaanspoort Management Area [Ref: GP 2024/10/01]
Boksburg Management Area [Ref: GP 2024/10/02]
Johannesburg Management Area [Ref: GP 2024/10/03]
Kgoši Mampuru II Management Area [Ref: GP 2024/10/04]
Krugersdorp Management Area [Ref: GP 2024/10/05]
Leeuwkop Management Area [Ref: GP 2024/10/06]
Modderbee Management Area [Ref: GP 2024/10/07]
Zonderwater Management Area [Ref: GP 2024/10/08]

KwaZulu Natal region

Durban Management Area [Ref: KZN 2024/10/01] [2 Posts]
Empangeni Management Area [Ref: KZN 2024/10/02]
Glencoe Management Area [Ref: KZN 2024/10/03]
Kokstad Management Area [Ref: KZN 2024/10/04]
Ncome Management Area [Ref: KZN 2024/10/05]
Pietermaritzburg Management Area [Ref: KZN 2024/10/06]
Waterval Management Area [Ref: KZN 2024/10/07]

Limpopo, Mpumalanga and North West region

Barberton Management Area [Ref: LMN 2024/10/01]
Bethal Management Area [Ref: LMN 2024/10/02]
Klerksdorp Management Area [Ref: LMN 2024/10/03]
Rooigrond Management Area [Ref: LMN 2024/10/04]
Rustenburg Management Area [Ref: LMN 2024/10/05]
Polokwane Management Area [Ref: LMN 2024/10/06]
Thohoyandou Management Area [Ref: LMN 2024/10/07]
Witbank Management Area [Ref: LMN 2024/10/08]

Western Cape region

Allandale Management Area [Ref: WC 2024/10/01]
Breede Rivier Management Area [Ref: WC 2024/10/02]
Drakenstein Management Area [Ref: WC 2024/10/03]
Goodwood Management Area [Ref: WC 2024/10/04]
Overberg Management Area [Ref: WC 2024/10/05]
Pollsmoor Management Area [Ref: WC 2024/10/06]
Southern Cape (George) Management Area [Ref: WC 2024/10/07]
Voorberg Management Area [Ref: WC 2024/10/08]
Westcoast (Malmesbury) Management Area [Ref: WC 2024/10/09]

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 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 the interview.

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.** Please send a complete application for the post you apply for, stating the correct reference for the position you are interested in.

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

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 (043) 706 7866/ Ms Mgugudo N (043) 706 7882/ Mr Ndonyela N (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 (051) 404 0268/ Ms Molutsoane N/ Ms. Moreki-Rathaba MP/ Ms. Ramncwana B (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 (012) 420 0173/ Ms Feni SAP (012) 420 0173/ (012) 420 0179.

NATIONAL 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) **OR** you can email your application to Thapelo.Leballo@dcs.gov.za. **Contact persons:** Mr Y Naidoo 012 307 2079, Ms TP Ngobeni 012 305 8589 or Ms NS Khumalo 012 307 2174.

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 (033) 355 7386/ Ms Mkhize AL (033) 355 7370.

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 (012) 306 2025/ Ms Nomvela PM (012) 306 2033/ Ms Lekhuleni TD (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 (021) 550 6059/ Mr S Sikisazane (021) 550 6052/ (021)550 6054.

*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 October 2024 @ 15h45.***

