



# Internship Programme

The Department of Correctional Services invites applications for internship opportunities that currently exist within the Department.

**Requirements:** Unemployed graduates in any of the fields specified below and between the ages of 18 and 35 years.

Field of Internship	Qualification
Human Resource Management	Diploma/degree in Human Resource Management
Education	National Diploma/degree in Technical/Mathematics and Science/Commercial subjects/ABET
Psychology	BA/Honours in Psychology
Sports Management	Diploma/degree in Sports Management
Arts	National Diploma/degree in Fine Art/Music/Drama
Human Resource Development	Diploma/degree in ODETFP
Social Work	Degree in Social Work
Agriculture	Diploma/degree in Animal or Plant Production
Artisans	National Diploma in Spray Painting/Plumbing/Electrical/Bricklaying/Welding/Motor Mechanic/Upholstery/Cabinetmaking/Fitting and Turning/Boilermaking
Law	Diploma/degree in Law/LLB
Information Technology	Diploma/degree in IT
Supply Chain Management	Diploma/degree in Supply Chain Management/Purchasing Management/Logistic/Acquisitioning Management
Accounting	Diploma/degree in Cost Management Accounting/Internal Auditing/Taxation
Communication	Diploma in Public Relations/Graphic Design
Employee Relations	Diploma/degree in Labour Law
Correctional Service Management	Diploma/degree in Correctional Service Management
Nutrition	Diploma/degree in Catering/Food Management/Hospitality
Public Administration and Management	Diploma/degree in Public Administration/Management/Office Administration/Strategic Planning
Occupational Health and Safety	Diploma/degree in Safety Management/Environment Health
Spiritual Care	Diploma/degree in Theology
Engineering	Diploma/degree in Electrical/Mechanical/Architecture/Civil/Industrial
Project Management	Diploma in Project Management
HIV/AIDS Counsellors	National Diploma in HIV/AIDS Management
Policy Development	Diploma/degree in Policy Development

**NB:** Policy Development, Graphic Design, Journalism and Internal Audit are offered at Head Office only.

Interns will be placed nationally within the Department of Correctional Services (Head Office, Regions and Management Areas). Candidates are advised to apply to the centre closest to their place of residence to reduce their own accommodation and travel costs. DCS will only pay a stipend.

Applications should be forwarded to the regions of your choice – see the postal addresses, street addresses, contact persons and their telephone numbers below.

Gauteng	Limpopo/Mpumalanga/North West	Western Cape	Northern Cape/Free State
Mike Masondo, tel. (012) 420-0111 Private Bag X393, Pretoria 0001 Physical address: 1077 Broll Building, cnr Festival and Arcadia Streets, Hatfield	Eddie Nhlengethwa, tel. (012) 306-2100/2026 Private Bag X142, Pretoria 0001 Physical address: Masada Building, cnr Proes and Paul Kruger Streets	Zandile Mkabela, tel. (021) 550-6068/78 or switchboard: (021) 350-6000 Private Bag X1, Edgemead 7407 Physical address: Breede River Street, Montagu Drive, Monte Vista 7460	Charles Matsapola, tel. (051) 404-0266 Private Bag X20530, Bloemfontein 9300 Physical address: 103 Zastron Street, Agrimed Building, Bloemfontein
Eastern Cape	KwaZulu-Natal	Head Office	
Mxhalisa Mabhelandile, tel. (043) 706-7803/7840 Private Bag X9013, East London 5200 Physical address: Ocean View Terrace, East Block, Moore Street	Rajashree Moodley, tel. (033) 355-7303/7359 Private Bag X9126, Pietermaritzburg 3200 Physical address: Eugene Marais Road, Napierville, Pietermaritzburg	David Nyalunga, tel. (012) 307-2347 Private Bag X136, Pretoria 0001 Physical address: East Block, Poyntons Building, cnr Church and Schubart Streets	

## The FET Certificate in Correctional Services Learnership in DCS

A rewarding opportunity to acquire the skills, knowledge, attitude and acceptable workplace behaviour required within the correctional environment while earning a stipend of R3 500 for 12 months (Ref. 1/2 012).

The DCS is looking for persons from various communities, and with various interests and appropriate qualifications to enrol for the Further Education and Training Certificate in the Correctional Services Learnership (NQF Level 4). The function of these trainees will be to contribute towards the rehabilitation of offenders through correction and human development in secure, safe and humane detention or under community-based correctional supervision.

**Basic enlistment requirements:** • South Africans who are in possession of a Grade 12/Standard 10 Certificate; or • South Africans who have successfully completed the National Certificate in Vocational Studies (NQF Level 4); or • South Africans who have successfully completed a further Education and Training Certificate NQF (Level 4) • Preference will be given to candidates with an additional qualification(s) such as a Trade or Occupational-based Certificate, diploma or degree related to Corrections/Security or with outstanding Grade 12 /Matric results. Additional qualification(s) will not be recognised for the stipend paid or for future remuneration purposes.

**Furthermore, applicants must be South Africans who:** • Are between 21 and 35 years of age • Have strong character • Are law-abiding citizens and are without criminal records (particulars of the pending criminal cases must be provided during the selection process).

### The FET Certificate in Correctional Services Learnership

The FET Certificate is outcome based and is intended to contribute towards addressing the skills shortage in South Africa.

The Correctional Services Learnership is based on a legally binding agreement between the employer, learner and service provider.

**The Learnership Programme will be presented for a period of 1 year consisting of:**

#### Theory

±30% intensive instructional learning theory, which is inclusive of firearm, physical and self-defence training, will take place at designated accredited DCS colleges. Free accommodation, meals, training material, uniform (fieldwear and tracksuit) will be provided during this training phase. The obligatory theoretical training strictly requires the learner to be accommodated at the training college on a full-time basis.

#### Workplace Training

This is a ± 70% workplace learning phase that will take place at the Correctional and Social Reintegration Centre/Units.

Please note that this will entail duties related to the rehabilitation and provision of security to offenders.

During this phase, learners will continue receiving a stipend. The learners will be responsible for their own accommodation, meals and transport.

No pension fund, housing allowance, housing subsidy, danger allowance, medical aid or overtime will be paid by the employer during the theoretical as well as during the practical training phases.

The learner will be regarded as competent after the successful completion of the instructional learning phase, the workplace learning phase, the final submission of the Portfolio of Evidence (POE) and successful external verification by SASSETA.

Any contravention or deviation from the Learnership agreement during the 12-month period will be dealt with by the DCS in accordance with Sections 17 and 18 of the Skills Development Act, 97 of 1998.

On completion of the Learnership, learners will receive an FET Certificate in Correctional Services: NQF 4. However, the Department of Correctional Services does not guarantee permanent employment thereafter.

#### How to Apply

Complete the application form in your own handwriting. The "Application for Admission to a Learnership in DCS" form is obtainable from all Correctional Services Offices. The forms can also be obtained from the DCS website ([www.dcs.gov.za](http://www.dcs.gov.za)). Please take note that these forms are not for sale. Report any form of corruption on the Department Investigation Hotline 0800 701 701 or on fax number (012) 323 7901.

**Specify the learnership post for which you are applying (eg Gauteng Region: Leeuwkop (Ref 1/2 010)).** The application must be signed by the applicant (not by a proxy, agent or representative of the applicant).

Attach certified copies of your certificates and ID document that are not older than 3 months. No late, incomplete nor unsigned application forms will be accepted. Furthermore, no photocopies of completed forms, faxed or e-mailed applications will be accepted.

Taking into consideration that you have to provide your own transport and accommodation during your experiential learning, you are therefore advised to apply for learnership enrolment within the Regional Management Area closest to your place of residence. Where possible, the application forms with the accompanying documents can be hand-delivered or posted to the following addresses:

Eastern Cape Province				
References	St Albans (Ref. EC01)	Middledrift (Ref. EC02)	Kirkwood (Ref. EC03)	East London (Ref. EC04)
	Sada (Ref. EC05)	Cradock (Ref. EC06)	Umtata (Ref. EC07)	Lusikisiki (Ref. EC08)
Postal Address	Regional Commissioner: Eastern Cape, Recruitment Section, Private Bag X9013, East London			
Physical Address	Block E, Ocean Terrace, Moore Street, Quigley			
Contact Person	Mr M Mxhalisa, tel.(043) 706-7840			

Free State & Northern Cape				
References	Groenpunt (Ref. FS01)	Grootvlei (Ref. FS02)	Colesberg (Ref. FSO3)	Kimberley (Ref. FS04)
	Upington (Ref. FS05)	Goedemoed (Ref. FS06)	Kroonstad (Ref. FS07)	
Postal Address	Regional Commissioner: Free State & Northern Cape, Recruitment Section, Private Bag X20530, Bloemfontein 9300			
Physical Address	Agrimed Building, 103 Zastron Street, Bloemfontein 9300			
Contact Person	Charles Matsapola, tel. (051) 404-0266			

Gauteng Region				
References	Leeuwkop (Ref. GP01)	Pretoria (Ref. GP02)	Baviaanspoort (Ref. GPO3)	Zonderwater (Ref. GP04)
	Johannesburg (Ref. GP05)	Boksburg (Ref. GP06)	Modderbee (Ref. GP07)	Krugersdorp (Ref. GP08)
Postal Address	Regional Commissioner: Gauteng, Recruitment Section, Private Bag X393, Pretoria 0001			
Physical Address	1077 Forum East Building, Arcadia Street, Hatfield 0001			
Contact Person	Mike Masondo, tel. (012) 420-0146			

Kwazulu-Natal Region				
References	Durban (Ref. ZN01)	Kokstad (Ref. ZN02)	Pietermaritzburg (Ref. ZN03)	Umzinto (Ref. ZN04)
	Matatiele (Ref. ZN05)	Port Shepstone (Ref. ZN06)	Ncome (Ref. ZN07)	Melmoth (Ref. ZN08)
	Vryheid (Ref. ZN09)	Nkandla (Ref. ZN10)	Nongoma (Ref. ZN11)	Empangeni (Ref. ZN12)
	Eshowe (Ref. ZN13)	Qalabusha (Ref. ZN14)	Glencoe (Ref. ZN15)	Dundee (Ref. ZN16)
	Ladysmith (Ref. ZN17)	Pomeroy (Ref. ZN18)	Estcourt (Ref. ZN19)	Greytown (Ref. ZN20)
	Kranskop (Ref. ZN21)	New Hanover (Ref. ZN22)	Ixopo (Ref. ZN23)	Seventein (Ref. ZN24)
	Waterval (Ref. ZN25)	Newcastle (Ref. ZN26)	Utrecht (Ref. ZN27)	Ekuseni (Ref. ZN28)
Postal Address	Regional Commissioner: KwaZulu-Natal, Recruitment Section, Private Bag X9126, Pietermaritzburg 3200			
Physical Address	Correctional Services, Eugene Marais Road, Napierville, Pietermaritzburg 3200			
Contact Person	Ms Rajashree Moodley, tel. (033) 355-7303/7359			

Limpopo, Mpumalanga, North West Region				
References	Polokwane (Ref. LMN01)	Barberton (Ref. LMN02)	Bethal (Ref. LMN03)	Klerksdorp (Ref. LMN04)
	Rooigrond (Ref. LMN05)	Rustenburg (Ref. LMN06)	Thohoyandou (Ref. LMN07)	Witbank (Ref. LMN08)
Postal Address	Regional Commissioner: Limpopo, Mpumalanga & North West, Recruitment Section, Private Bag X142, Pretoria 0001			
Physical Address	Corner Proes & Paul Kruger Streets, 198 Masada Building, 9th Floor, Pretoria 0001			
Contact Person	Ernest Mathebula, tel. (012) 323-4818			

Western Cape Region				
References	Malmesbury (Ref. WC01)	Drakenstein (Ref. WC02)	Allandale (Ref. WCO3)	Brandvlei (Ref. WC04)
	Pollsmoor (Ref. WC05)	Goodwood (Ref. WC06)	Southern Cape (Ref. D68)	Brandville (Ref. WC07)
	West Coast (Ref. WC08)	Voorberg (Ref. D71)	Overburg (Ref. WC09)	Brede River (Ref. WC10)

**In the case of Western Cape applications, please use the address of the relevant Management Area:**

Allandale Management Area, Private Bag X23, Hugenote 7645	Brandvlei Management Area, Private Bag X3064, Worcester 6849	Breede River Management Area, Private Bag X6848, Worcester 6849	Drakenstein Management Area, Private Bag X6005, Paarl 7620
Goodwood Management Area, Private Bag X4, Edgemead 7407	Overberg Management Area, Private Bag X051, Caledon 7230	Pollsmoor Management Area, Private Bag X4, Tokai 7966	Voorberg Management Area, Private Bag X2, Porterville 6810
West Coast Management Area, Private Bag X2, Malmesbury 7300	Southern Cape Management Area, Private Bag X6539, George 6530		

Regional Office	
Postal Address	Regional Commissioner: Western Cape, Recruitment Section, Private Bag X1, Edgemead 7407
Physical Address	Breede River Street, Monte Vista, Cape Town
Contact Person	Ms Zandile Mkabelatel, tel. (021) 550-6068/78

DCS is an equal opportunity affirmative action employer. Qualifying people with disabilities are encouraged to apply.

Application forms are obtainable from Correctional Services Centres, Regional Offices and Head Office, and are also obtainable on this website: [www.dcs.gov.za](http://www.dcs.gov.za) Completed and signed application forms should be accompanied by certified copies of qualifications, a certified copy of the bar-coded South African Identity Document and a Curriculum Vitae.

Correspondence will be limited to short-listed candidates only. If you have not been contacted within 3 months of the closing date, please accept that your application has been unsuccessful.

**Please note the following:** • Application forms will under no circumstances be posted or faxed to applicants • Completed application forms must be hand-delivered/posted to the abovementioned offices by no later than **20 January 2012 at 15:45** • No incomplete, faxed or e-mailed application forms will be considered.