

THUTHUZELA CARE CENTRE SITE CO-ORDINATOR

Sexual Offences and Community Affairs

SALARY: R 316 791.00 per annum (Excluding Benefits) (Level 8)

CENTRE: Khayelitsha - Recruit 2021/626

REQUIREMENTS: An appropriate B Degree (NQF level 7)/ Three (3) year Diploma (NQF level 6) in Law/Social Sciences or equivalent. Minimum of two years' relevant experience. Demonstrable competency in acting **I**ndependently, **P**rofessionally, **A**ccountable and with **C**redibility. Sound co-ordination, administrative skills and counselling experience. Strong stake holder management experience. Knowledge of rape care management. Good verbal and written communication skills as well as computer literacy are critical. Working knowledge of court and police processes. Supervisory experience will be an added advantage. Positive security clearance.

DUTIES: Liaise with medical offices and nurses to ensure that medical examinations take place. Liaise with police for statement taking. Contact prosecutor to liaise with police. Contact other relevant government departments or NGO's for services required to survivor. Arrange transport for survivor and ensure service is available. Assist and give necessary support to the rape survivor if required. Arrange and co-ordinate meetings between role-players to deal with difficulties. Execute a variety of administrative tasks for line function departments: controlling documents, drafting documents. Rendering advice to personnel with regards to official matters. Keep a database of survivors accessing services. Submit monthly reports on work activities. Host a range of donors, government personnel, etc, that will visit the centre. Other related duties deemed necessary.

ENQUIRIES: William Matlala 012 845 6637

APPLICATIONS: e mail Recruit_2021626@npa.gov.za