

## **VICTIM ASSISTANT OFFICER**

Sexual Offences and Community Affairs

**SALARY: R 257 508.00 per annum (Excluding Benefits) (Level 7)**

**CENTRE: Phoenix - Recruit 2021/637**

**REQUIREMENTS:** An appropriate B Degree (NQF level 7)/ Three (3) year Diploma (NQF 6) in Social Science/Behavioral Studies or equivalent. At least one year working experience which includes experience gained during training. Demonstrable competency in acting **I**ndependently, **P**rofessionally, **A**ccountable and with **C**redibility. Knowledge of rape care management. Working knowledge of court and police processes. Experience in a gender-based violence environment. Computer skills such as MS Word, Excel, MS Office suite and Outlook. Sound co-ordination and counselling experience. Ability to work well with children. Knowledge of the Criminal Justice System. Excellent administrative skills, good communication skills and problem solving skills. Ability to act independently.

**DUTIES:** Provide victim assistance services within the Thuthuzela Care Centre. Receive and establish early contact with the victim on the first day of reporting. Make follow through within a week of reporting. Assess and respond to the need o the victim and identify the victim's needs for counselling and specific services. Refer victim for psychological therapy or any needs. Receive and attend to any complaint from victims with regard to possible delay on the case and accelerate the matter to the relevant stakeholder. Liaise with the Site Coordinator about the support services that have been provided to the victim or where the victim has been referred to and contact details of stakeholders. Maintain a cooperative approach with other role players to help a victim holistically to increase the conviction rate. Liaise with other role players on the progress on the case. Keep victim notified on the progress of the case. Conduct community awareness sessions. Compile monthly statistics.

**ENQUIRIES:** William Matlala 012 845 6637

**APPLICATIONS:** mail [Recruit\\_2021637@npa.gov.za](mailto:Recruit_2021637@npa.gov.za)