

KNOW THE CAREER WORLD

Law Public Safety Corrections and Security Careers

By Dr Charles Mugaviri

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Purposeful Career Planning

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DEDICATION

I dedicate this book to the millions of teenagers in and from the African continent. May your lives be consumed by a deep desire to build leadership legacies that will unlock Africa's potential and greatness. Africa is too rich to be poor. You were born for a purpose. You were born to leave Africa a better continent than you found it. Don't disappoint and don't settle for less.

Acknowledgements

No task of this magnitude can ever be achieved without divine wisdom and knowledge. I would like to first and foremost acknowledge the LORD Almighty for granting me the love to inspire and empower my generation.

Writing is time consuming and requires a lot of support from the family. My life has been blessed with a loving wife and supportive purpose partner Shingie. For close to the three decades that I have known her, she has supported me through thick and thin, highs and lows and has been the most loving and inspirational person I have known in my life time. I would like to also acknowledge the unflinching encouragement I have received from my loving and dear children Tinashe Charles Jr, Tendaishe and Takundanashe. My wider family and friends have been great and deserve special mention.

I would like to also acknowledge the inspiration and motivation that I have received over the years from the legacy building individuals that I have worked with in the Church community, at the University of Zimbabwe and at LASOF Leadership Institute. Our journey together of inspiring and empowering thousands of learners to make purposeful career choices and become character based leaders ignited the desire and vision for this career guidance series.

Each learner, parent, school, company, government department, Church or NGO who came through our career and leadership programs in Zimbabwe and the wider African region has inspired us to continue the journey and they deserve special acknowledgement. You each made me believe this was a worthwhile cause.

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Introduction

The career world is diverse and dynamic. Before you make a career choice, it is important that you have an appreciation of the width and depth of the career world in terms of options that are available.

A career is a chosen pursuit, a profession or occupation requiring special training, followed as one's lifework. It is a path or course one chooses to follow to earn a living. It is the progression of one's working life or one's professional achievements, for instance a soldier or a teacher. A career is a course of successive situations that make up a person's occupation. A career is therefore doing what one does as a permanent occupation.

The term career is derived from the Latin word *carrera*, which means race. The verb was first attested in 1594 from the notion of a horse "passing a career" on the jousting field. A career is usually considered to pertain to remunerative work and formal education. One can have a sporting career or a musical career without being a professional athlete or musician, but most frequently "career" in the 20th century referenced the series of jobs or positions by which one earned one's money.

Career Cluster is a broad group of related career majors within an occupational interest area. They represent groupings of occupations and industries based on shared traits. There are sixteen (16) career clusters that cover all occupations.

This book focuses on the Agriculture, Food and Natural Resources career cluster.

Perspectives on career planning

One of the most important choices you have to make in your life time is selecting a career. This choice has far reaching implications and it has to be an informed choice. The quality of information you have determines the quality of decisions you make. This book is a tool designed to empower you to make an informed career choice that you won't regret in the future. In this introduction, we are going to share some perspectives that you need to take into account as you make use of this book.

Purpose perspective to career planning

Take a moment and think of the best footballer in your nation. Think also about your favourite local musician. Can you imagine the two of them switching places? How do you think the footballer would perform on the music stage and the musician in the football field?

We were all created and designed to fulfil a specific purpose in life. None of us was created to do everything. You have a life purpose that will bring out your best. That purpose is your life assignment. You need to choose a career that is aligned to that assignment. In fact your career should be an expression of that assignment. The platforms for expressing your purpose may vary from one season to another but the assignment itself does not change. Its expressions may also change but your purpose will remain a constant factor in life.

Many professionals today are not fulfilled and satisfied with their careers mainly because of a lack of purpose perspective in the manner they selected their careers. Your career should be an expression of who you are and it must be an opportunity for you to utilize your gifts, talents, passions and other latent abilities. This is why you must first know yourself well before you make your career choice. This question of self-knowledge is fully addressed in the book “Know Yourself: A Foundation for Career and Character Development” which is the first book in the Career Education series.

Dynamic perspective to career planning

You also need to appreciate the career world is so dynamic and ever changing. Did you know for example, that the top ten jobs in the world in 2010 did not exist in 2004? You need to be aware that some of the jobs that are on demand today may not be relevant in the future. Can you imagine what is happening to someone who invested all their time in developing a career that has to do with manufacturing or repairing manual type writers?

The dynamism of the career world means you need to be prepared to continuously develop new knowledge and skills that are relevant to the ever changing career world. Multi skilling is also important as you will have to adapt to the changing socio economic and political environment.

Please note the career listing in this book is not exhaustive. There are other careers that are not mentioned in this book under this career cluster. The ones listed here are only samples.

Local perspective to career planning

When making a career choice, invest effort in developing an understanding of the economic environment in your country as it has a direct bearing on the labour markets. You don't want to spend years developing knowledge and skills in an area where there are limited or no employment prospects. You need to have some insights in terms of employment trends in your local job market.

For example, a country like Zimbabwe did not have diamond mining until a few years ago. Today, however, diamond mining is redefining the economic terrain in ways that have far reaching implications in terms of new career opportunities. Diamond cutting, for example, is a new career pathway that had never been explored before but that is becoming a major area of employment opportunity as Zimbabwe has the fourth largest diamond deposits in the world. We have other examples of countries in countries that have discovered oil deposits like Ghana. Such developments have far reaching economic implications that are reflected in new career opportunities.

Global perspective to career planning

We encourage all learning to also develop knowledge and an appreciation of regional and global economic and employment trends. There is a lot of migration of skills across nations and continents. Developments in other parts of the world will have some bearing on developments in your nation as well. It is wise to have a global perspective even when you are deciding to pursue your career locally.

In this book, we have looked at the Career world from both an African and global perspective. There will be many careers you may see that you have not heard about before. Some of them may be in your country but you have not been aware of it. Other listed careers may not be found in your country. This broad view should help you to appreciate local, regional and global trends in terms of the career world.

Entrepreneurial perspective to career planning

The rate of unemployment has been growing across the nations of Africa and the world. There is need to rethink the traditional approach to career planning and employment. It is important to observe that in most African nations the informal or Small to Medium Enterprises (SMEs) sector is growing rapidly. Many people are creating jobs for themselves and others instead of seeking and waiting for non-existent employment opportunities.

As you plan your career, you need an entrepreneurial perspective where you see yourself as a prospective employer not just an employee.

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Career Pathways and Sample Careers for Law, Public Safety, Corrections and Security

Focus: Planning, managing, and providing legal, public safety, protective services and homeland security, including professional and technical support services.

Cluster Summary: Careers in the Law, Public Safety & Security cluster help protect the people living in the community. They may work in law offices, police stations, fire stations or jails. You can be a sheriff, judge, emergency medical technician (EMT) or warden and be in this career cluster.

Career Pathways	Sample Careers
Correction Services	Warden •Jail Administrator •Mid-level Manager •Program Coordinator and Counsellor •Public Information Officer •Correctional Trainer •Case Manager •Attorney •Community Corrections Practitioner •Probation or Parole officer •Corrections Educator •Corrections Officer •Detention Deputy •Detention and Deportation Officer •Case Manager Youth Services Worker •Facility Maintenance Workers •Transport Officer •Food Service Staff •Medical Staff •Dietician •Support Staff
Emergency and Fire Management Services	Emergency Management and Response Coordinator •Emergency Planning Manager •Fire Fighter •Manager or Supervisor of Fire Fighters •Forest Fire Fighter • Manager or Supervisor of Forest Fire Fighters •Forest Fire Inspector & Investigator •Hazardous Materials Responder •Emergency Dispatchers for Police, Fire and Ambulance •Training Officer •Grant Writer and Coordinator •Rescue Workers •Consequence Management Specialist •Surety Officer •Fire Protection Inspector •Paramedic (Licensed) •Training and Exercises Program Analyst •Canine Enforcement Officer (Training) •Fire Protection Engineer •Infrastructure Analyst Specialist

	<ul style="list-style-type: none"> •Operations Analyst •Program Specialist (National Security) •Program Specialist (Response, Preparedness, Recovery/Mitigation)
Security & Protective Services	<ul style="list-style-type: none"> Security Director •Corporate/Agency Security Director •Corporate Director of Sales •Security Systems Designer or Consultant •Physical Security Specialist Consultant •Student Trainee – Investigations •Computer Forensics specialist •Private or Corporate Investigator •Loss Prevention or Security Manager (e.g. Store, hotel) •Security Trainer or Educator •Security Sales Representative or Manager •Loss Prevention Specialist •Physical Security Assistant •Security Systems Technician (Install/maintain) •Investigative Assistant (private sector) •Security Trainer (Basics) •Canine Enforcement Officer •Transportation Security Supervisor •Information Security Assistant (Document Control) •Personnel Security Assistant •Executive Protection Officer (Private) •Supervisory Security officer (armed, unarmed) •Certified Security Officer (SPO, POST, Arrest Authority) •Armored Car Guard•Control Center Operator (e.g. ADT) (Monitoring Center) •Uniformed Security Officer (Unarmed - proprietary and contract) •Security Clerk •Transportation Security Technician •Loss Prevention Assistant •Uniformed Security officer (armed) •Computer Security Specialist •Computer Forensics Examiner •Executive Protection Specialist •Gaming Surveillance Specialist •Information Security specialist •Information Technology Security •Armoured Car Guards •Industrial Espionage Security •Life Guard, Ski Patrol, •Physical Property Security •Private Security Specialist •Infrastructure Analyst – Specialist •IT Specialist (Information Security) •Intelligence Research-Operations Specialist •Operations Analyst •Port Security Specialist •Transportation Security Screener
Law Enforcement Services	<ul style="list-style-type: none"> Animal Control Officer •Bailiffs •Child Support •Missing Persons •Unemployment Fraud Investigators •Aircraft Operations Officer •Criminal Investigators & Special Agents • Adjudicator •Air Enforcement Officer •Gaming Investigator •Bomb Technician •Game Enforcement Officer •Highway Patrol Pilots •Immigration & Customs Inspectors • Manager or Supervisor Police & Detectives •Police Detectives and Criminal Investigators •Air Marshall •Police, Fire & Ambulance Dispatchers •Police & Patrol Officers •Private Detectives & Investigators •Sheriffs & Deputy Sheriffs

	<ul style="list-style-type: none"> •Training Officer •Transit & Railroad Police •Park Ranger •Evidence Technician •Federal Marshall •Border Patrol Agent •Canine Enforcement Officer •Customs and Border Protection Officer • Deportation Officer •Document Analyst •Fingerprint Identification Technician •Forensic Science Technician •Import Specialist •IT Specialist (Information Security) •Intelligence Research - Operations Specialist •Port Security Specialist •Marine Enforcement Officer
<p>Legal Services</p>	<ul style="list-style-type: none"> •Administrative Law Attorney •Case Management Specialist •Court Reporter •File and Document Manager •Adjudicator •Information Officer •Student Trainee – Legal •Investigator •Judge •Asylum Officer – Hearings and Appeals •Law Clerk •Legal Assistant •Legal Secretary •Magistrate •Mediator/Arbitrator •Negotiator •Para legal

Career 1: Advocates

Advocates are primarily experts in the art of presenting and arguing cases in court. Advocates also give legal opinions and help with the drafting of legal documents that are required in every walk of life, be they commercial, industrial or domestic.

They perform two main functions, namely the handling of criminal and civil cases and giving legal advice.

Advocates may conduct civil and criminal cases in various courts of law by appearing either for a defendant or a plaintiff in a civil case, or for the State or an accused in a criminal case.

Civil action results when the private interest of two parties or persons causes a dispute but where the State and its laws have not directly been violated or affected. Examples are claims for damages, disputes over contracts, insurance claims, divorce cases etc. A criminal case is instigated by the State against someone who has allegedly violated or committed an offence against the law of the country.

Clients do not generally contact an advocate directly, but are referred by an attorney or lawyer. The advocate plays an important role by ensuring that all the evidence in favour of the client is placed before the magistrate or judge and by testing the version of the opposing party through cross-examination.

Advocates may specialize in different fields of the legal profession such as water rights, insurance claims, murder cases and libel actions. State advocates specialize in criminal law and in the same way as private practicing advocates, they appear in the Supreme Court, the Appeal Court and in lower courts, and also do a wide variety of chamber work.

Some fulfilling and satisfying aspects of this career

- being a respected member of one's community
- the challenge and variety of the work
- working with people
- being able to have one's own practice
- the financial rewards of successful practice

Some demanding and challenging aspects of this career

- working long hours, evenings, and weekends
- preparing cases and talking to clients
- the years of study required before you can practise

- the competition and pressure in this field

Purpose Orientation

An advocate should:

- have integrity;
- be honest;
- be able to inspire confidence;
- think quickly and analytically;
- be able to speak clearly and authoritatively.

School Subjects

Advanced Level Certificate meeting degree requirements for a degree course

Ordinary Level Certificate meeting diploma requirements for a diploma course

Each institution will have its own minimum entry requirements.

Compulsory Subjects: None

Recommended Subjects: Languages, History

Training

Degree: The basic requirement is a 4 year LLB law degree from all major universities. Having achieved this, the next step is to apply to the High Court to be enrolled on the "roll" of advocates. To do this, a candidate must satisfy the court that he/she is both qualified and able to be a member of the profession.

Once admitted, it is customary to join one of the "Bars" (the representative body of the advocates' profession with the main purpose of maintaining professional standards among its members). Before admission to the Bar, you will have to do a learnership (called pupillage) of four months and pass the National Bar Examination of the General Council of the Bar, which is a test of the applicant's practical ability.

Employer

- Private practice
- Businesses, companies and institutions (managers and directors)
- Legal advisers for government departments, businesses and companies
- Lecturers at colleges and universities
- Politics

Career 2: Attorney

Attorneys give advice to clients regarding their rights and obligations on matters relating to the law. They serve a variety of clients including business organizations, local authorities, the government and individuals.

Attorneys have different areas of specialization, however, most are involved with basic activities relating to the representation of clients both in civil and criminal cases. In civil cases an attorney may assist a client with contracts, leases, wills and trusts. In criminal cases an attorney may act on behalf of a client charged with a criminal offence. In every case an attorney needs to consult the client to determine the nature of the problem and to give advice.

Areas of specialization may include the following:

- business and corporate law;
- civil and criminal litigation;
- property transactions;
- taxation;
- estate planning and business;
- patent law;
- personal advice.

Some fulfilling and satisfying aspects of this career

- being a respected member of one's community
- the challenge and variety of the work
- working with people
- being able to have one's own practice
- the financial rewards of a successful practice

Some demanding and challenging aspects of this career

- working long hours, evenings, and weekends
- preparing cases and talking to clients
- the years of study required before you can practise
- the competition and pressure in this field

Purpose Orientation

An attorney should:

- enjoy working with people;
- be able to communicate well both in writing and in speech;

- be able to reason logically;
- be able to interpret problems quickly and correctly;
- be honest and reliable;
- have integrity;
- have stamina;
- have a logical mind and above average intelligence.

School Subjects

Advanced Level Certificate meeting degree requirements for a degree course

Each University or College will have its own minimum entry requirements.

Compulsory Subjects: English

Recommended Subjects: History, Languages, Accounting

Training

Degree: only two academic qualifications are presently recognized for the purpose of admission as an attorney.

- BProc degree: This is a four-year university course mainly offered by universities for the qualification of persons who wish to be admitted as attorneys. A person with a BProc degree cannot be admitted to practise as an advocate.

- LLB degree: The LLB degree is a postgraduate qualification and takes at least two years to complete at a university, depending on the nature of the B degree. A person with a LLB degree can practise as an advocate or an attorney, depending on the person's own choice.

The attorney's admission examination, which is presented by the Law Society, must be successfully completed before admission. A person must complete at least two years under a contract of articles (service at a private law firm or state attorney) or a service contract (community service at a legal aid institution).

Employer

- business firms
- central, provincial or local government
- law schools
- legal aid societies such as non-profit organizations
- self-employment, in private practice

Career 3: Armoured-Car Escorts

The main responsibility of armoured-car escorts or guards is to transport cash and valuables and guard this load during transit. They load bags of cash and valuables into armoured-cars at banks and premises of other customers and issue receipts.

Some guards stand at the ready while the valuables are loaded and unloaded at predetermined destinations and they guard loads while they are in transit. One or more guards generally assist drivers of armoured-cars.

Some fulfilling and satisfying aspects of this career

- working outdoors
- knowing that the work is to protect valuable items

Some demanding and challenging aspects of this career

- a certain amount of routine
- the possibility of injury while on duty

Purpose Orientation

An armoured car guard should:

- be physically strong and fit;
- be honest and reliable;
- have integrity;
- be alert and observant;
- have a good driving record.

School Subjects

Ordinary Level Certificate

Compulsory Subjects: None

Recommended Subjects: None

Training

Employers provide in-service training, which includes training in self-defence and use of firearms. Prospective armoured-car guards must: obtain a shooting licence; be at least 18 years of age; and be in possession of a valid driver's licence.

Employer

- companies that specialize in the protection of assets in transit

- banks
- building societies

Career 4: Bodyguards or Personal Protection Officers

Bodyguards, or personal protection officers, provide for the personal safety of a client.

They study the client's daily schedule and consider possible threats to the client's safety, then they plan the details of the security to protect the client from any harm. They try to make sure the client is following the necessary safety procedures.

While working, bodyguards remain unobtrusive but stay constantly aware of the people around their clients and in the surrounding area. They are always ready to respond to an emergency and take suitable action.

Bodyguards need to know about self-defence and protection procedures. They also need to be familiar with the country's laws that define the limits of their legal powers. Knowledge of political and social issues and various cultures and societies is also useful.

While bodyguards are protecting a client, they follow and remain close to their client. They may be required to do this in office buildings, airports and aeroplanes, hotel lobbies and rooms and in restaurants, theatres, motor vehicles and other public places. At other times they work in offices and they may be required to travel around the country and overseas.

Bodyguards deal with managers of large organizations, important national and international visitors and politicians, and event organizers. They also have contact with the public and other personal protection officers.

Equipment that bodyguards may use includes mobile phones, radios; computers; motor vehicles; surveillance cameras. They may also be required to carry a weapon.

Some fulfilling and satisfying aspects of this career

- knowing that your presence is a deterrent to those who have the intention of harming your client
- developing and sometimes using a wide variety of skills
- in some cases protecting important people

Some demanding and challenging aspects of this career

- physically demanding
- sometimes having to stand and wait for long periods
- encountering some dangerous situations
- long and irregular hours

- shift work

Purpose Orientation

- good self-defence, driving and negotiating skills
- good communication, planning and people skills.
- assertive, mature, responsible and calm in emergencies
- able to read body language and good judge of character
- patient, adaptable, punctual, sociable and flexible
- fit, healthy and strong and good stamina
- neat and tidy appearance

School Subjects

No formal school certificate is required, unless entering the Police Force, however, most employers would prefer the highest level of education possible

Compulsory Subjects: None

Recommended Subjects: Geography, Languages

Training

Bodyguards and personal protection officers can be trained either through the Police, which is the most common route, or privately. Protection officers who are police officers receive on-the-job training. They have regular training in unarmed combat, driving, and shooting.

Employer

- Police Force
- private security firms
- self-employment, doing freelance work
- large organizations
- political parties

Career 5: Civil Investigator

Civil investigators mainly handle investigations under civil law. Their tasks include, among others: the tracing of people who disappeared without paying their accounts to one or more businesses or without making arrangements for the payment of their debts, and the gathering of evidence for use in civil court cases. Civil investigators can also work as insurance investigators or as security officers at a company.

This occupation involves both office and outdoor work - usually civil investigators do their outdoor work in the morning, for example, tracing people, cars and goods and then liaise with their clients in the afternoon.

Civil investigators have to report daily on their activities and expenses, and present progress reports regularly to their clients, after which they sometimes receive further instructions.

Legal firms are the largest providers of employment to civil investigators, who use them to trace people who neglect to pay their debts. Other important clients are businesses, especially those that sell goods on hire-purchase, and insurance companies that appoint civil investigators to trace witnesses or gather evidence in connection with accidents. Civil investigators often have to testify in court.

Civil investigators must be able to brave all types of weather conditions in their outdoor work, and they sometimes need to have extreme tact in situations where they have to deal with people who are unfriendly or even hostile. It sometimes happens that they find themselves in very delicate circumstances. At all times, their behaviour must be impeccable, especially where they have to take drastic action, taking goods back.

Some fulfilling and satisfying aspects of this career

- bringing cases to a successful conclusion
- working outdoors as well as in an office

Some demanding and challenging aspects of this career

- having to brave all types of weather conditions
- having to deal with difficult people

Purpose Orientation

- integrity, perseverance and tact
- have the ability to gain people's confidence
- be able to perform their task in a humble and compassionate way.

- must always act in the best interest of their client.

School Subjects

Ordinary Level Certificate

Compulsory school subjects: None

Recommended Subjects: None

Training

Some civil investigation agencies offer in-service training.

Employer

- any investigation agency.

- with the necessary experience can start their own investigation agencies

Career 6: Correctional or Prison Officer

The officer in the Department of Correctional Services ensures the safe custody of prisoners as commanded by a court of law from the date of imprisonment until such a person is released.

The correctional officer is concerned with:

- the safe custody of the prisoners in his care;
- the training and treatment of prisoners during their imprisonment;
- preparation of the prisoners for their release and integration into the community.
- relevant administrative work.

The officer performs these duties in a prison, an administrative office, a workshop, a prison hospital or on prison farms.

Some fulfilling and satisfying aspects of this career

- helping to rehabilitate prisoners into the community
- performing an important service

Some demanding and challenging aspects of this career

- working with difficult people
- disappointment when efforts fail
- lack of recognition by the public

Purpose Orientation

A correctional services officer should;

- be emotionally mature and stable;
- be responsible and honest;
- be patient and have perseverance;
- give and take orders;
- make appropriate decisions quickly;
- work well under stress;
- have the desire to work with and help others;
- be willing to work anywhere in the Republic.

School Subjects

Ordinary Level Certificate

Preference is given to applicants with an Advanced Level Certificate

Compulsory Subjects: None

Recommended Subjects: None

Training

Basic training: is offered at the Department of Correctional Services or Prison Services as it is called in most African countries.

Career development: In-service training is offered to members and they are also encouraged to improve their qualifications in accordance with the Department's needs.

Employer

- Different prison commands throughout Africa.

Career 7: Court/Verbatim Reporter

Court reporters record court proceedings, transcribe depositions and pre-trial proceedings, business proceedings, provide closed-captioning, and also real-time translation services to the deaf and hard-of-hearing.

As a Judicial Court Reporter, they would transcribe every spoken word and detail during court proceedings. They prepare official transcripts for use by attorneys, judges, and litigants. These transcripts are used as the official documentation of the events that took place during the hearing or trial. The court reporter is responsible for certifying that what has been entered is accurate and true to the best of their ability, and is an account of what took place before them.

They must be able to work quickly and accurately, as there is no room for errors. The documents they prepare are the only account of the court proceedings and are vital to the credibility of the judicial system.

Court reporters use a computer and a stenotype to type a verbatim record of the proceedings for immediate or future reference. The stenotype allows the reporter to use a form of shorthand by using sounds of words to record the data. The computer uses software called computer-aided transcription (CAT) to translate the information in English. This data can then be edited, researched, transmitted, and stored until needed.

Court reporters are now also using more advanced technology to provide instant transcripts on computer screens, while the proceedings are in session. This is called Communication Access Realtime Translation or CART, and is a great help for the deaf and hard-of-hearing community in allowing them real time access to what is happening.

Court reporters may be required to check legal details in a library. They may also do work for political conferences or public inquiries, industrial tribunals, or record live parliamentary debates.

Their tasks are clerical and secretarial, entailing organised and clearly defined activities, primarily in an office setting. These duties include typing business letters and reports, filing documents, receiving and sending off documents and parcels, and arranging appointments.

Some fulfilling and satisfying aspects of this career

- playing a vital role in court proceedings
- working with people
- versatile career, offering many varied career opportunities

Some demanding and challenging aspects of this career

- doing very routine tasks some of the time
- having to be able to work very rapidly

Purpose Orientation

- have excellent communication, organisational and time management skills have good concentration
- able to work quickly and accurately
- ability to work in a high-pressure environment, and meet deadlines when necessary
- be proficient in several languages

School Subjects

Ordinary Level Certificate

Compulsory Subjects: At least two languages

Recommended Subjects: History, Computer Applications

Training

Intensive training in the use of a stenotype machine, which will allow you to transcribe fast-paced legal proceedings, is required. You must also be familiar with the methods that are used for taking transcriptions in the fast-paced legal world.

Employer

- courts

Career 8: Criminologist

Criminologists examine the systems which bring people accused of crimes, to justice. They attempt to explain the reasons for criminal behaviour and suggest ways of reducing crime. They study the ways that certain criminal justice agencies operate, including the law courts, police services, prisons and community-based correction centres.

Criminologists analyze and interpret data received on the incidence of crime and the operation of the justice system and are thus able to provide information about crime and the ways in which people are processed by the criminal justice system.

They also catalogue information about the possible causes of crime and the crimes committed and compile crime statistics and develop ways in which crime-solving resources can be best used. Criminologists analyze and develop crime prevention strategies and generally evaluate all aspects of crime and the criminal justice system. They research criminological issues such as those pertaining to offenders, victims of crime and sentencing.

Criminologists may specialize in organizational research, victimology, corporate crime or juvenile justice. They may work in the legal field that tries to ensure that laws keep up with changes in society. They may also work in the social/psychological fields, which study the effects of the criminal justice system or the factors that contribute to offending behaviour by individuals.

Some fulfilling and satisfying aspects of this career

- working with people
- interesting and varied work
- contributing to the prevention of crime
- several specialities to choose from

Some demanding and challenging aspects of this career

- frustrations at recommendations not being implemented
- not easily being able to set up as a consultant

Purpose Orientation

A criminologist should:

- have personal integrity
- have an interest in welfare and human behaviour
- have an interest in marginalized and disadvantaged groups
- have analytical and statistical skills

School Subjects

Advanced Level Certificate meeting degree requirements for a degree course

Each University or College will have its own minimum entry requirements.

Compulsory Subjects: Mathematics

Recommended Subjects: History, Geography

Training

Degree: BA or BSc with relevant majors, such as: Criminology

Criminal Justice

Criminal Law

Employer

- government departments
- tertiary institutions, universities as academics and researchers
- department of justice, as research officers and advisers on policy, law reform, juvenile justice, crime statistics and adult correction / prison service
- police departments, courts and corrective institutions
- private welfare agencies

Career 9: Detective

Detectives specialize in criminal investigations working on narcotics, illicit gold and diamond dealings, fraud, murder, robbery and car theft.

Members of the police service with at least two years of service who have the talent for objective investigation may, after selection, enter the detectives' course.

Detectives' duties are varied and sometimes dangerous. They visit crime scenes to reconstruct crimes as completely and as accurately as possible. They take statements from victims and witnesses and obtain descriptions of perpetrators, where possible.

They gather and check evidence and clues and make arrests, as soon as possible. They open files, make detailed reports and testify at trials.

Although most detectives work for the Police Service, private detectives (who may or may not have any formal training) work for various organizations and agencies or may be self-employed.

Some fulfilling and satisfying aspects of this career

- solving crimes and finding missing persons
- helping to uphold public safety
- working with people
- the challenge of solving intricate and complicated cases

Some demanding and challenging aspects of this career

- working long and irregular hours, for example observation of suspects
- frustration when there are no clues or leads
- sometimes being in dangerous and even life-threatening situations.

Purpose Orientation

A detective should:

- have an eye for detail;
- think logically and show deductive reasoning;
- have good problem-solving skills;
- have a good memory;
- be honest and have integrity;
- inspire confidence;
- make objective judgements;
- be very responsible;

- be physically fit;
- courageous in the face of danger and threats;
- not mind working long and irregular hours under dangerous circumstances.

School Subjects

Advanced Level Certificate.

Graduates receive preference.

Compulsory Subjects: None

Recommended Subjects: None

Training

Practical and theoretical training in the Police Service.

Detectives must meet the physical and intellectual standards set by the Department of Police in the areas where they work. Since the requirements in the different branches may differ, contact your Police Force for full details.

Employer

- Police Service
- Security organisations
- Self-employment, with own private investigation service

Career 10: Diver

Divers work below the surface of the water, either in the sea or in inland rivers and dams. Whether in a civilian or a military capacity, those who work under water usually do so in a suit adapted to underwater diving, with an air supply hose. Divers are capable of accomplishing many tasks underwater, ranging from construction, repair and maintenance of pipelines, ships, harbours, dams and other underwater equipment, to the recovery of bodies or murder weapons from rivers, dams and the sea.

Many people practise diving only as a hobby for the purpose of spear fishing, underwater photography or shell collections. Mainly commercial, industrial and military diving and diving for scientific purposes are undertaken.

Commercial / Industrial diving: Commercial divers are involved with the exploration of raw materials and food sources on the sea bottom. The population of Africa keeps growing and as animal, plant and mineral sources are depleted, the natural resources of the sea have to be used in order to solve the problem.

These divers also develop methods of preventing water pollution. Industrial diving involves the construction, repair and maintenance of pipelines, ships, harbours, dams and other underwater equipment. The specialized tasks of the industrial diver under water are amongst others, welding and drilling work, surveying and working with explosives, machine monitoring and the surveying and salvaging of ships.

Diving for scientific purposes: This type of diving involves archaeological, oceanographic, mineralogical and biological underwater surveys, as well as the testing of apparatus and equipment. These divers mostly dive part-time as part of their tasks

This type of diving involves the examination of rock reef formations in order to determine how old they are, the removal of valuable sunken goods of historical importance and the classification of minerals near the surface of the sea. They also do research on plants, seaweeds, fish and other sea-animals for biological and other purposes.

Military diving: The underwater warfare and sabotage techniques that are used worldwide have made it necessary for every navy to rely on highly trained divers in order to combat these activities. Young men of the Navy are trained as dive specialists for the Combat Operators Branch in order to fulfil these functions

Divers are needed in most warships, marine installations and diving bases. Navy teams are

requested from time to time to help other government departments with general maintenance and repairs, as well as to act as back-up crews during disaster and salvage operations at sea. Police divers also assist with the recovery of bodies or murder weapons from dams and rivers.

Working underwater is not only difficult and strenuous but also potentially dangerous. Natural risks such as sharks, octopuses and other dangerous sea creatures must always be borne in mind. Diving illnesses such as "the bends", and carbon dioxide poisoning, air supply obstruction and strong sea currents and breakers and dirty, sandy water, are all dangers to which divers are exposed. Industrial and underwater work requires a great deal of effort, especially with regard to the handling of equipment. Sometimes the diver also has unpleasant tasks to perform, such as recovering decomposed bodies.

Some fulfilling and satisfying aspects of this career

- being able to go where untrained people cannot venture
- able to see the ocean bed in all its splendour
- being involved in recovering interesting artefacts

Some demanding and challenging aspects of this career

- working in all weather conditions
- sometimes having to work in murky water and with unpleasant things
- the potential dangers for example of sharks, etc. and the possibility of things going wrong with your diving gear

Purpose Orientation

A diver should:

- be extremely fit;
- not suffer from any type of physical disability;
- not be claustrophobic;
- be able to work in difficult environments with very low visibility;
- work as a team and without supervision;
- have good sight and hearing;
- be a good swimmer;
- be very responsible.

School Subjects

Ordinary Level Certificate

Compulsory Subjects: Mathematics

Recommended Subjects: Physical Sciences, Life Sciences

Training

Basic training can be obtained at diving schools

Employer

- Commercial diving companies
- Police Service
- Self-employment, as a freelance contract diver or open own diving school

There are not many professional diving jobs available, but diving as a sport is growing rapidly, so there are opportunities for a diver to open up a diver training school.

Career 11: Fire Fighter

This is a very dangerous profession and a special type of person is needed to fill this position. Not everyone is prepared to rush into a burning building or attempt to pull someone from a car which has caught alight.

Fire fighters protect lives and property from fire and attempt to prevent the outbreak of fires. They also provide assistance in the event of disasters such as earthquakes, train derailments, vehicle accidents, floods and so forth.

Procedures for extinguishing fires or for handling disasters such as vehicle accidents are mostly planned and practised beforehand. However, upon arrival at the scene it remains necessary to decide upon the most suitable technique to be employed, for instance, whether to use water hoses or chemicals to extinguish a fire.

Fire fighters also carry out routine tasks such as cleaning fire engines, polishing equipment and working in the radio room. They may give lectures, demonstrations and practical training sessions.

Other aspects of a fire fighter's duties include making recommendations on fixed fire-fighting installations on building plans, such as smoke and heat detectors, sprinklers and emergency exits. They are also responsible for building inspections, the handout of trade licences and approving fire-prevention devices.

Fire fighters employed at airports provide effective fire protection for aeroplanes and buildings and also perform specialized emergency and rescue services.

During call-outs the fire fighter always works in highly stressful situations and under dangerous, uncomfortable conditions, where lives are usually at stake. Fire fighters are trained paramedics and rescuers and are also involved in other kinds of rescue work such as road, aircraft, water and fire accidents.

Much time is spent attending lectures, demonstrations and practical training courses as well as carrying out routine tasks such as working in the radio room, the fire prevention section and maintaining equipment, etc.

Some fulfilling and satisfying aspects of this career

- knowing that your work may save lives or property
- working closely with others

- good advancement opportunities
- being able to work without requiring advanced education

Some demanding and challenging aspects of this career

- working long hours, evenings, weekends and holidays
- being away from home sometimes for days on end
- having to remain alert all the time when you are on duty
- working in highly tense and life-threatening situations

Purpose Orientation

A fireman should:

- be alert and dependable;
- have good judgement and initiative;
- be able to get along well with others and work as part of a team;
- adventurous and brave;
- stay calm during emergencies;
- be in good physical condition;
- not suffer from claustrophobia;
- not be afraid of heights;
- have physical stamina and agility;
- be emotional stable and mature.

School Subjects

Ordinary Level Certificate for a diploma course

Compulsory Subjects: None

Recommended Subjects: Physical Sciences, Mathematics and Life Sciences

Training

Diploma: 3-year Fire Service Technology

In-service training Trainee fire-fighters receive both practical and theoretical in-service training in various aspects of fire-fighting and paramedical work before qualifying as fire-fighters.

Employer

- City councils
- Industrial fire services
- Insurance companies that assess fire damage
- Airports
- Engineering firms that manufacture and install fire-fighting equipment

- Forestry departments

Career 12: Fire Inspector and Investigator

Fire inspectors inspect buildings to detect potential fire hazards and to enforce local ordinances and national regulations. They also investigate fires and explosions and gather facts to determine their causes.

The main objective of these building inspections is to identify hazardous conditions and non-compliance with fire safety regulations such as the accumulation of combustible material, electrical wiring problems etc as well as inadequate or non-functional fire escape routes and exits. They determine what corrective actions are necessary to ensure compliance with applicable bye-laws, fire regulations, codes and standards, and explain these measures to the property owners or their representatives.

They also conduct inspections and acceptance testing of newly installed fire protection systems to verify that they are installed in accordance with the appropriate regulations, codes and standards. They must also examine the plans and details of proposed new buildings to ensure that they meet the necessary fire safety requirements, as well as check the buildings on completion. Fire exit-ways for the occupants of buildings must be accessible at all times and not locked.

They need to conduct fire safety compliance follow-ups to ensure that corrective actions have been taken in cases where violations in existing buildings were found.

Fire inspectors also inspect properties that store, handle, or use hazardous materials to ensure compliance with the relevant laws, codes, and regulations and issue hazardous materials permits where facilities are found to be in compliance. They are required to prepare detailed reports of fire inspections performed, any fire regulation violations observed, and corrective recommendations made.

They attend training classes to keep up-to-date with current knowledge of fire prevention, safety, and fire-fighting procedures.

Fire inspectors are part detective, scientist, engineer and law enforcer, representing the multiple careers rolled into one. It is the fire investigator who must explore, determine and document the origin and cause of the fire, establish what human actions were responsible for it, then bring authoritative testimony to the courtroom to win a conviction in cases of arson. They have to take their own photographs, collect the evidence and do follow-up investigations. In instances of incendiary fires, they need to find the criminal.

An arson investigator will try to determine who is responsible for setting a fire; a fire investigator

will attempt to determine the cause and origin of a fire. Most of the time fire investigators are also arson investigators. A background in mechanical, electrical, civil, and even chemical engineering plays a big role, to examine something that was destroyed and to be able to put it back together again, either in your mind or physically, to determine the origin and cause.

This technical aspect of the job requires knowledge of building construction and materials and the effects of fire upon those materials. Evidence preservation methods, the effects of fire suppression, fire behaviour and burn patterns are also important technical aspects. Search techniques must also be learned so that evidence of the cause of the fire and ignition sources are preserved during the investigation

Some fulfilling and satisfying aspects of this career

- work interesting and varied
- feeling of accomplishment, playing a vital role in safety

Some demanding and challenging aspects of this career

- high level of concentration needed at all times
- could be in dangerous situations

Purpose Orientation

- a good communicator
- able to see details at close range
- a critical thinker, using logic and reasoning
- able to make appropriate decisions
- be very conscientious

School Subjects

Ordinary Level Certificate meeting requirements for the course. Each institution has its own requirements.

Compulsory Subjects: Depends on course taken

Recommended Subjects: Physical Sciences

Training

Diploma in Fire Technology

Employer

- building plan approval departments
- city / town fire departments
- private / public forensic fire investigation units

- insurance companies
- attorneys

Career 13: Law Careers

The legal profession in Africa offer a variety of career possibilities to the person interested in this field. Before embarking on this career it is, however, necessary to understand the academic requirements and nature of the work of the different legal practitioners. Please note the structures and systems of legal systems may vary from one African country to another.

The practising legal professions are divided into two branches, namely attorneys and advocates. An attorney is the person with whom one first makes contact when seeking legal advice. Advocates have specialized expertise in various areas of the law, especially in the presentation of cases in court.

Attorneys handle a large variety of affairs for individuals, companies and associations. There are attorneys who specialize in either commercial or criminal cases, or who focus on litigation, estate planning or tax-related matters. By taking further examinations, an attorney may qualify as a conveyancer and/or public notary.

Legal Advisers: the term "legal adviser" is used to describe lawyers employed by big companies and other organisations to provide legal advice and services to the company and its employees.

Public prosecutors are employed by the Department of Justice to act as prosecutor, on behalf of the State, in criminal cases in the magistrate's court. A high percentage of a public prosecutor's work takes place in court.

State advocates are also employed by the Department of Justice. They appear in the Supreme Court on behalf of the State in criminal trials and their duties and responsibilities are basically the same as those of the public prosecutor. The only difference in their work is that state advocates appear mainly in the Supreme Court and, occasionally for important cases, in Magistrates' Courts.

State Attorney: The State Attorney's Division of the Department of Justice functions very much like an ordinary firm of attorneys, except that its clients are the different departments of the government and not private individuals. The state attorney's major function is to protect the interests of the State by acting for all government departments and administrations in civil cases and for officials sued in their official capacity. When the State buys or sells property, the State Attorney is concerned with the contractual aspects and therefore, conveyancers in the State Attorney's Office undertake the preparation of deeds of transfer and bonds.

Magistrates hear criminal cases in District Courts. They listen to all the evidence and arguments

of the State and the defence of the accused person and then pronounce judgement. When an accused person is convicted, it is also the duty of a magistrate to impose an appropriate sentence. Magistrates may hear any criminal case except for murder, rape or certain other cases, which are heard in the regional court at the request of the Attorney General. In order to qualify as a magistrate a LLB degree is needed.

Civil Magistrates hear civil cases. These magistrates also preside over applications and motions. A civil magistrate may hear cases with a claim value of up to a certain limit.

Regional Magistrates adjudicate criminal cases in regional courts. Cases such as murder and rape, as well as other serious cases such as armed robbery, are heard in regional courts. Regional magistrates can impose more severe sentences than district magistrates. Regional magistrates undergo a selection process and must have an LLB degree

Senior Civil Magistrate: senior civil magistrates do the same work as civil magistrates. However, senior civil magistrates may hear cases with a claim value of up to a higher level. An LLB degree is required in order to qualify for selection as a senior civil magistrate.

In some countries there are Family Magistrates who hear all cases concerning families. This includes divorce cases in particular. An LL.B. degree is required in order to qualify as a family magistrate.

The Minister of Justice, on the recommendation of the Magistrates' Commission, appoints all magistrates.

State Law Adviser: The State Law Advisers Division of the Department of Justice consists of a group of qualified and versatile lawyers who have usually already made their mark as state advocates. These advocates are excellent legal researchers who provide the State with legal advice and are entrusted with the drafting and revision of legislation (laws).

Registrar of the Supreme Court: Registrars can also be described as the "Secretaries" of the Supreme Court. They ensure that everything runs smoothly in court. There is a registrar at each of the Supreme Courts and Appeal Courts. The functions of registrars are mainly administrative.

Some fulfilling and satisfying aspects of this career

- being respected members of one's community
- the challenge and variety of the occupation
- working with and being of service to people
- as an attorney or advocate, being able to have one's own practice and the financial rewards of successful practice

Some demanding and challenging aspects of this career

- working long hours, evenings, and weekends
- preparing cases and talking to clients
- the years of study required before you can practise
- the competition and pressure in this field

Purpose Orientation

- excellent interpersonal skills
- ambitious, dedicated and disciplined
- impeccably honest
- decisive, objective and confident
- able to solve problems
- able to handle stress and pressure
- able to resolve any crisis
- able to elicit trust and respect from clients and colleagues
- exceptional communication skills, both in speech and in writing
- can explain difficult legal concepts in easy terms
- well-developed sense of fairness and justice
- willingness to serve people

School Subjects

Advanced Level Certificate meeting degree requirements for a degree course

Each University or College will have its own minimum entry requirements.

Compulsory school subjects: English

Recommended school subjects: None

Training

Degree: Various Law degrees

Employer

- Department / Ministry of Justice
- legal firms, as an attorney or advocate
- public and private companies, as legal adviser
- other government departments, as legal officer or legal advisor
- self-employment, attorneys and advocates can set up their own practices.

Career 14: Legal Advisor

Legal advisers are lawyers who are employed by large companies or organizations to provide legal advice and services to both the organization and its employees.

Lawyers are generally divided into attorneys and advocates:

Attorneys are general legal practitioners who offer their client services on all legal aspects, including company law, criminal law, taxation, estate planning and personal advice. Attorneys represent their clients in magistrates' courts and generally prepare cases for presentation by an advocate in the High Court.

Advocates specialize in giving legal opinions and presenting cases in court and participate in litigation only when they have been instructed or briefed to do so by an attorney.

Some fulfilling and satisfying aspects of this career

- being a respected member of one's community
- the challenge and variety of the work
- working with people
- possibility of opening one's own practice
- good remuneration and working conditions

Some demanding and challenging aspects of this career

- working long hours, evenings, and weekends
- preparing cases and talking to clients
- the years of study required before you can practice
- the competition and pressure in this field

Purpose Orientation

A legal adviser should:

- be honest and have integrity;
- think analytically and rationally;
- be objective;
- able to distinguish facts from irrelevant detail;
- have excellent communication skills, both verbal and written;
- have discretion, diplomacy and tact.

School Subjects

Advanced Level Certificate meeting degree requirements for a degree course

Compulsory Subjects: English and any other Official Language

Recommended Subjects: Languages, Accounting, History

Training

Requirements to register as a lawyer:

- LLB degree
- legal training course approved by the Law Society

To practise as an attorney, all candidates must register with a Law Society of their country after having passed all the required examinations.

Employer

- Large companies or organizations
- business firms
- central, provincial or local government
- law schools
- legal aid societies
- self-employment, in private practice

Career 15: Legal Assistant/Paralegal

Legal assistants' or paralegals' work developed from the need of ordinary people to have affordable access to justice, as well as the need for people to be trained in law, but not at the Bachelor of Law degree level. Paralegals play an important role in ensuring that all people have access to justice.

Legal assistants or paralegals must have extensive knowledge of the law and the administration of justice. Their duties may include: liaising with clients of their employers to assist in solving legal problems; legal research; preparing cases for court; and liaison with the public.

Some fulfilling and satisfying aspects of this career

- being able to work in the field of law without having advanced degrees
- good working conditions and relatively good remuneration
- the challenge and variety of the work
- working with people

Some demanding and challenging aspects of this career

- working long hours, evenings, and weekends
- preparing cases and talking to clients
- not being able to have your own legal practice

Purpose Orientation

A legal assistant / paralegal should:

- be friendly, helpful and patient;
- honour and take account of the values of the community he serves;
- be responsible;
- be able to communicate with all people at all levels of society.

School Subjects

Ordinary Level Certificate

Compulsory Subjects: None

Recommended Subjects: English, Accounting

Training

A Diploma in Paralegal Studies.

Employer

- Legal firms
- Legal departments of banking institutions, insurance companies and the corporate sector
- Legal departments of government institutions e.g. court administration, deeds office, receiver of revenue
- Estate agents

Career 16: Legal Secretary

Legal secretaries perform secretarial duties in legal firms or magistrates' offices. They handle a wide variety of specialised tasks that require knowledge of legal terminology and procedures.

Their duties would include the preparation of legal documentation and correspondence such as subpoenas, summonses, complaints, responses and motions under the supervision of a lawyer. They might be required to assist with legal research, such as citations in legal briefs and verifying quotes.

Their work is similar to that of other secretaries and receptionists in other organisations as far as administrative duties are concerned. They work on computers, do research, prepare statistical reports and may supervise other clerical staff.

They may be expected to assist with conference arrangements, training juniors, scheduling appointments, receiving visitors and providing information to the general public. Some legal secretaries specialise further in the legal field.

Some fulfilling and satisfying aspects of this career

- chance to work in a legal environment without studying law
- doing specialised work

Some demanding and challenging aspects of this career

- frequently being expected to work overtime
- sitting for long periods at a time
- sitting in front of the computer could cause eye-strain, stress, back-ache, etc

Purpose Orientation

- proficient in typing / word-processing
- good at spelling and grammar
- knowledge of software applications
- tactful, with good interpersonal skills
- be discrete, with sound judgement
- have excellent organisational ability
- be adaptable and versatile
- be ethical, especially with confidential matters
- excellent communicator

School Subjects

Advanced Level Certificate meeting degree requirements for a degree course
Ordinary Level Certificate meeting diploma requirements for a diploma course

Each University or College will have its own minimum entry requirements.

Compulsory Subjects: Computer Applications

Recommended Subjects: Accounting, Economics, Business Science

Training

Diploma: Legal Secretary

Employer

- magistrates' offices

- legal firms

Career 17: Magistrate

The governing authorities in African countries are divided into three areas, namely legislative, executive and judicial.

The magistrate has two main functions to fulfil, namely a judicial function and a district administrative function:

Judicial function: The magistrate's primary function is to adjudicate in both civil and criminal cases, to return a verdict and convict those who have been found guilty of unlawful commissions or omissions. The magistrate has jurisdiction in civil cases, that is, in disputes between private individuals, and in criminal cases where infringement of the law of the country and a common law is committed. Those standing trial and found guilty, are convicted. In civil cases the rights and responsibilities of individuals must be protected and/or enforced by the magistrate. In serious cases, a preliminary hearing may take place in the Magistrate's Court and thereafter the case may be referred to the High Court or Supreme Court.

In the large centres the judicial duties of the magistrate are more specialised. They adjudicate in either civil, criminal courts or juvenile courts. The magistrate is assisted by a prosecutor and one or more clerks to perform clerical and/or administrative duties such as the issuing of subpoenas, warrants of arrest and so forth.

District administration: In addition to judicial duties the magistrate also has many administrative tasks. The magistrate often acts as a representative for other state departments and may, for instance, act as a receiver of revenue, registrar of births, marriages and deaths, and other similar duties. They may also serve on various committees and boards.

Some fulfilling and satisfying aspects of this career

- being respected
- doing professional work
- helping to uphold law and order
- working with a variety of cases
- working with people

Some demanding and challenging aspects of this career

- associating with all kinds of people
- the strain of having to stay impartial during long and extensive trials

Purpose Orientation

A magistrate should:

- have a good knowledge and understanding of human behaviour;
- be able to judge people correctly and fairly;
- be agreeable and tolerant;
- have a good general knowledge and good problem solving skills;
- able to stay calm and objective;
- be intelligent and able to reason logically;
- be fluent in more than one official language;
- be tactful and fair;
- exhibit exemplary behaviour at all times;
- inspire confidence for a fair trial;
- be intelligent and have integrity.

School Subjects

Advanced Level Certificate meeting degree requirements for a degree course

Ordinary Level Certificate meeting diploma requirements for a diploma course

Each University or College will have its own minimum entry requirements.

Compulsory Subjects: None

Recommended Subjects: Languages

Training

Degree: Prospective magistrates need to obtain at least a 3-year diploma or degree in law such as Diploma Iuris, BLuris or a 4-year degree such as BProc. It is advisable to also obtain a LLB degree or a Diploma Legum. Magistrates who have the latter qualifications can become regional magistrates.

Employer

- Department / Ministry of Justice

Career 18: Parole Officer

‘Parole’ is the conditional release of a prisoner who has not served a full sentence. Parole is granted for a variety of reasons, including good behaviour by a prisoner and to reduce the numbers in overcrowded prisons. People on parole are called parolees and are assigned to a parole officer upon their release.

Parole officers must be in contact with parolees periodically to ensure the terms of the release are being followed. By aiding, guiding and supervising parolees, parole officers play an important role in protecting society from crime. They reduce the chances that parolees will break the law again and return to prison.

Parole regulations for specific prisoners may differ and usually depend on the type of crime and the sentence given. Particularly serious and heinous crimes may be excluded from the parole system. Parole decisions are made by parole boards or other oversight committees. Prisoners who successfully complete drug or alcohol rehabilitation programmes or show other signs that they will lead a productive, crime-free life, are considered good candidates for parole.

Parole officers’ work starts when a parolee becomes eligible for parole. They will have to write a report on the prisoner that will be submitted to the parole board. This includes information regarding family background, life-style before entering prison, skills, personality, job prospects and the particular crime for which the prisoner was incarcerated.

Parole officers may help the prisoner prepare for the parole hearing. If released, the prisoner will be assigned to a parole officer who will explain the legal conditions to the parolee. Besides having to refrain from any criminal activity, common parole conditions include avoiding drug and alcohol abuse, not possessing a gun, and doing community service. Besides providing counselling, support and advice, the parole officer will assist the parolee in finding a job and housing. Records are kept of all the parolees’ activities and in some places, the parole officer is charged with arresting a parolee who is violating the agreement.

Parole officers mainly work in an office environment, and travel to parolees’ homes, places of work etc. They use telephones, fax machines, copiers, cellular phones, computers, files, records and stationery.

Some fulfilling and satisfying aspects of this career

- usually regular working hours
- rendering an important service to the community
- helping people get their lives back together

Some demanding and challenging aspects of this career

- may be on call over weekends or holidays because of emergencies
- when not being able to help a parolee stay out of jail

Purpose Orientation

- a good communicator
- desire to help others
- friendly and warm personality
- reliable and resourceful
- be sympathetic but objective
- even-tempered, tolerant and mature

School Subjects

Ordinary Level Certificate meeting requirements for the course

Compulsory Subjects: None

Recommended Subjects: Languages

Training

Generally, a degree in criminal justice or a related field, including subjects such as Psychology, Sociology, Pedagogics and Philosophy.

Employer

- national and provincial governments
- social services
- court houses
- Department of Correctional / Prison Services
- correctional institutions

Career 19: Patent Attorney

Patent attorneys work in the field of intellectual and industrial property law. The word "patent" in its general and wider application in the field of patents means "intellectual" and/or "industrial" right of ownership. Their work extends over four major areas:

Patents: A patent is a limited monopoly granted by the state to the inventor. Patents are synonymous with new and advanced technology. Patent attorneys must therefore possess a fairly wide knowledge of the various technological aspects of patents. Since this is not always possible, there is a growing tendency for patent attorneys to specialize in specific technological fields, such as electronics, pharmaceutical or organic aspects. Even then they must possess at least an elementary knowledge of the other fields of technology.

Patent attorneys provide their clients with confidential advice regarding the protection and exploitation of inventions and about their rights on ideas that the clients may have. They then set to work in obtaining and safeguarding those rights, both in Africa and in overseas countries. After having obtained such legal rights, the attorney advises and assists their client on how to apply such rights and what steps are to be taken in case someone or some other party should violate their rights. Another aspect of patent attorneys' work is to enlighten their clients on the rights of other persons.

Patent attorneys evaluate the technological aspects of inventions. They prepare legal documents and patent specifications; file and process patent applications; and handle court procedures regarding patents. It is recommended that patent attorneys obtain a technical qualification as well as a law degree.

Trade Marks: a trademark is a distinctive mark, brand name or sign used for goods to signify their origin.

Registered Designs: the creative and visible features of a design are protected by design registration.

Copyright: the copyright owner's work (literary, artistic, music, sound recordings etc.) is protected against being copied.

Most patent attorneys have their own private practices, although there are those who are employed by established legal firms. Some patent attorneys are employed by large industrial corporations and are usually in charge of the legal section of such industries.

Some fulfilling and satisfying aspects of this career

- dealing with interesting people and interesting ideas and inventions
- the challenge and variety of the work
- being able to have one's own practice
- the financial rewards of successful practice

Some demanding and challenging aspects of this career

- the years of study required before being able to practise
- frustration at finding that someone else has registered a patent before your client did
- having to keep up-to-date with the technological advances made in the field of your specialization

Purpose Orientation

A patent attorney should:

- enjoy working with people;
- be able to communicate well both in writing and in speech;
- be able to reason logically;
- be able to interpret problems quickly and correctly;
- be honest and reliable;
- have integrity;
- have a logical mind and above average intelligence.

School Subjects

Advanced Level Certificate meeting degree requirements for a degree course

Each University or College will have its own minimum entry requirements.

Compulsory Subjects: None

Recommended Subjects: English, Mathematics, Physical Sciences

Training

Degree: Law degree plus a technical qualification with Chemistry, Physics or Applied Mathematics

Employer

- business corporations
- central, provincial or local government
- self-employment, with the necessary experience, can start a private practice or work as a consultant for various organizations

Career 20: Private Investigator

Private investigators are hired to discover the truth about specific events. The duties of private investigators or detectives and members of the police force differ only slightly. Private detectives are employed and paid fees by clients, while police officers receive salaries paid by the police force.

Private investigators do have a choice as to whether to take on a particular case or not, whereas police officers must investigate whatever comes their way. Most cases handled by private investigators and detectives are those such as missing persons, stolen goods, divorce proceedings and the occasional crime such as assault, accident, arson and, in rare cases, murder.

Private Investigators usually have their own offices and advertise their services to the public. The working conditions depend on the type of case accepted. If a client reported a missing person to the police but hires a PI to investigate further, detailed notes need to be taken about the events leading to the disappearance, photographs obtained of the missing person and all the parties who might have been involved before deciding on a plan of action.

If one partner of a married couple suspects infidelity on the part of the other, a Private Investigator would follow the suspect and obtain photographic evidence. In the case of stolen goods, Private Investigators look for leads and follow these up.

Everyone has watched detective movies and most are aware of the kind of work involved with this career. There is a great deal of walking involved and at times it can be an extremely frustrating career.

Private Investigators sometimes are required to give evidence in court. Thus, any evidence collected on any case, has to be as fully documented as possible should it be needed for court presentation.

Some fulfilling and satisfying aspects of this career

- solving crimes or finding missing people
- playing a role in ensuring people's safety
- sometimes huge fees are paid if successful

Some demanding and challenging aspects of this career

- observing suspects at night
- waiting for many hours before anything happens

- frustration when there are no more clues or leads to follow
- sometimes being in dangerous and even life-threatening situations

Purpose Orientation

- special kind of mentality
- able to think extremely logically
- able to look at events as objectively as possible
- not jump to hasty conclusions
- dedicated, persistent, patient and very intelligent
- better than average memory for faces and facts

School Subjects

Ordinary Level Certificate

Compulsory Subjects: None

Recommended Subjects: None

Training

Diploma: Policing

Some private investigators and detectives are retired police officers, thus have undergone police training and gained experience on the force.

Employer

- Police Service
- self-employment, with own private investigation office

Career 21: Receptionist

Receptionists officially greet customers and visitors and direct them where to go. Duties vary greatly depending on the work situation. The receptionist is usually the first person in a company the client sees or speaks to, therefore it is important that they create a good impression on the client.

The general duties of receptionists, besides greeting and directing visitors, include: answering telephone calls; making appointments; handling correspondence; answering enquiries; filing and completing of documents.

Three different types of receptionist can be distinguished:

Dental and medical receptionists arrange appointments and keep patients' records. They may handle the payment of accounts. They may also see to the sterilisation of medical instruments and keep them ready for use.

Hotel receptionists welcome visitors to the hotel; allocate rooms; enter particulars such as names and periods of stay in the register and are also responsible for room keys and the payment of accounts.

General business receptionists are the link between the firm and customers or clients and usually refer clients to appropriate members of staff.

Some fulfilling and satisfying aspects of this career

- dealing with and meeting many different kinds of people, some of whom can be very interesting
- pleasant working conditions
- good employment opportunities
- keeping front offices or desks running smoothly and efficiently

Some demanding and challenging aspects of this career

- dealing with disagreeable people
- sitting for long periods
- on occasion working overtime or on Saturdays
- working under pressure

Purpose Orientation

A receptionist should:

- enjoy meeting new and different people;
- be able to keep information confidential;
- have a thorough understanding of the employing organisation;
- have a desire to be helpful and provide information;
- be responsible and persistent;
- have a thorough knowledge of the field in which they work;
- have a good command of two official languages including spelling;
- have good typing skills;
- present a neat and well-groomed appearance.

School Subjects

Ordinary Level Certificate

Compulsory Subjects: None

Recommended Subjects: Computer Applications, Accounting

Training

A secretarial course is not always required, but subjects like Office Administration, Public Relations and Communication can be useful.

Some secretarial colleges offer certificates in receptionist and telephonist skills. Private firms such as banks, hotels and businesses provide in-service training. Receptionists should, in addition to other courses they might have completed, take related courses in Psychology and Personnel Management.

Employer

- Municipalities and provincial administrations
- Doctors, dentists and lawyers
- Nursing homes, hospitals and other health-care facilities
- Insurance companies and banks
- Factories
- Government departments
- Firms providing business and personal services
- Hotels

Career 22: Security Alarms Installer

A security alarm installer is someone who designs, installs, repairs, maintains, replaces, tests and services the operation of all intruder and security alarm systems in accordance with the local regulations.

In our society, people have become more and more concerned about security, and securing their possessions. One job that has grown with this industry is that of the security alarm installer

Security alarm installers make openings, install and conceal wiring and attach devices such as cameras and motion detectors to walls and ceilings. Security alarm installers use hand tools, power tools, soldering irons and electric testing equipment in their work. They not only install and test security alarms, they also do repair work, including checking for incorrect programming of systems. Security alarm installers are required to help maintain the security of buildings, including those of businesses, public property and private homes.

Typical tasks are to Install, maintain and repair household and business security equipment, inspect and test alarms and systems equipment, using circuit testers, oscilloscopes, logic probes and other test instruments, tools and equipment. They diagnose and locate circuit, component and equipment faults, adjust, align, replace or repair equipment, assemblies and components. Security alarm installers complete orders, test and maintenance reports, and may also supervise other equipment service technicians.

Alarm installers generally work an eight-hour day, however, they may also have to do shift work or be on call for emergency situations. Security alarm installers usually work indoors, sometimes in partially completed buildings. They often have to do their work on ladders, and may have to work in confined spaces.

Some fulfilling and satisfying aspects of this career

- being able to help prevent crime
- knowing that you are rendering an important service

Some demanding and challenging aspects of this career

- working irregular hours to meet the needs of customers
- can be physically demanding

Purpose Orientation

- able to pay attention to detail
- an aptitude for working with electrical systems

- interested in safety and security
- enjoy trouble-shooting and fixing problems
- able to explain the correct operating procedures of the alarm to potential buyers

School Subjects

Advanced Level Certificate would be advantageous

Compulsory Subjects: None

Recommended Subjects: Electrical Technology

Training

Security alarms installers receive their training either through informal, on-the-job training, or through a learnership programme.

Employer

- security companies
- electronic service establishments
- retail and wholesale distributors
- with service departments of electronic manufacturing companies

Career 23: Security Officer

Security officers are employed by corporations and specialized security companies to protect life and property. The Security Officers' Board regulates the industry and provides a grading system for security officers. Different grades qualify security officers for different levels of responsibility.

There is always an element of danger in security work so it is essential that the security officer is highly trained in some of the following areas of specialization, such as:

- the use of weapons
- armed response
- cash-in-transit
- retail security
- private / domestic security
- crime investigation
- dog handling; security electronics
- body-guarding
- crowd control.

As security needs are highest at night, security officers often work night shifts.

Some fulfilling and satisfying aspects of this career

- being able to help prevent crime
- saving someone's life
- knowing your work does make a difference

Some demanding and challenging aspects of this career

- working shifts or irregular hours
- danger and possible injury on the job, especially in the case of armed robberies

Purpose Orientation

A security officer should:

- maintain a high level of physical fitness;
- be alert and attentive;
- have an observant nature;
- have determination;
- be responsible;
- possess an even temperament;

- be able to make quick and sensible decisions in emergencies which may be life-threatening;
- some employees require a shooting licence.

School Subjects

Ordinary Level Certificate

Compulsory Subjects: None

Recommended Subjects: None

Training

Security officers must undergo training at an accredited training establishment. Students that pass the various courses are issued with a certificate that is acceptable on a national basis.

Employer

- Specialized security companies
- Large companies with security divisions
- Self-employment, with enough experience and capital, can start own security company

Career 24: Watch man

Watchmen guard entrances to factories, office complexes, and also to residences or residential streets.

Day watchmen at industrial or commercial premises monitor incoming traffic and pedestrians, watching carefully for suspicious people and firearms. Watchmen keep records of people entering and leaving the premises and sign and issue security passes. Outgoing traffic and pedestrians have to return their security passes. Watchmen are constantly on the lookout for stolen equipment and motorcars.

Night watchmen at commercial and industrial premises patrol the premises, often with guard dogs, keeping a constant lookout for attempted break-ins. They also check that all windows and doors are closed and locked and watch out for occurrences such as fire, gas or water leakage and explosions.

There is a constant element of danger in the work of watchmen, particularly that of night watchmen, who may therefore carry firearms and must be trained to use them. Watchmen are usually linked by two-way radio to their employing security company.

Watchmen at private residences and in streets in residential areas keep a constant lookout for burglars and hijackers. They usually escort residents into their properties to ensure their personal safety and the safety of their vehicles.

Some fulfilling and satisfying aspects of this career

- mostly working outdoors
- knowing that your work is to protect people and property

Some demanding and challenging aspects of this career

- working shifts
- generally not very high remuneration
- a certain element of danger
- boredom from routine tasks
- the possibility of injury while on duty

Purpose Orientation

A watchman should:

- be in good health;
- be physically fit;

- be alert;
- have integrity;
- be responsible and dependable;
- act quickly and decisively when faced with an emergency.

School Subjects

No specific requirements.

Compulsory Subjects: None

Recommended Subjects: None

Training

Certificate courses at various levels are offered by independent institutions and instructors.

Most employers offer in-service training

Employer

- Specialized security companies
- Large companies with a security division
- Private individuals