

## THE JUDICIAL INSPECTORATE FOR CORRECTIONAL SERVICES

- APPLICATIONS** : The Judicial Inspectorate for Correctional Services, Private Bag X9177, Cape Town, 8000. Alternatively, applications may be handed in at Standard Bank Building, No. 1 Thibault Square, 9th Floor, Cnr Long Street & Hans Strijdom Avenue, Cape Town 8001
- CLOSING DATE** : 31 March 2017
- NOTE** : Applications must be submitted on a Z83 form, obtainable from any Public Service Department or on the internet [www.gov.za/documents](http://www.gov.za/documents). The completed and signed Z83 form should be accompanied by a recently updated comprehensive CV as well as certified copies of all qualification(s) (including Senior Certificate/Matric) ID-document and Driver's license not older than 3 months. Should you be in possession of a foreign qualification, it must be accompanied by an evaluation certificate from the South African Qualification Authority (SAQA). Applications who do not comply with the above-mentioned requirements, as well as applications received late, will not be considered. Judicial Inspectorate for Correctional Services does not accept applications via fax or email. Failure to submit all the requested documents will result in the application not being considered. Correspondence will be limited to short-listed candidates only. If you have not been contacted within six (6) weeks after the closing date of this advertisement, please accept that your application was unsuccessful. Suitable candidates will be subjected to a personnel suitability check (criminal record, citizenship, credit record checks, qualification verification and employment verification). All short listed candidates will be subjected to a technical exercise that need in intends to test relevant technical elements of the job, logistics of which will be communicated by the Department. Following the interview and technical exercise, the selection panel will recommend candidates to attend a generic managerial competency assessment. Successful candidates will be appointed on a probation period of 12 months. Judicial Inspectorate reserves the right not to make any appointment(s) to the above/ below posts. The successful candidate will be expected to sign a performance agreement. The successful candidate will be appointed in terms of Section 88A of Correctional Services Act 111 of 1998 as amended.

## MANAGEMENT ECHELON

- POST 11/29** : **CHIEF EXECUTIVE OFFICER: JUDICIAL INSPECTORATE FOR CORRECTIONAL SERVICES REF NO: JI 01/2017**
- SALARY** : R1 068 564 – R1 277 610 per annum, All-inclusive package.
- CENTRE** : Cape Town
- REQUIREMENTS** : Undergraduate qualification (NQF 7) as recognised by SAQA in public administration or equivalent qualification, University Degree(s) recommended with 5 years management experience within judicial system; computer literacy; valid driver's license Competencies and Attributes: Knowledge of enabling legislation. Financial and human resources management skills. Organizing and planning skills. Administrative management skills. Quantitative and qualitative analytical skills. Verbal and written communication skills. Presentation and facilitation skills. Excellent interpersonal skills. Negotiation skills. Problem solving skills. Project management skills. Research skills. A good understanding of the correctional system. Understanding and knowledge of protocols. Self-driven. Display of initiative. Ability to meet strict deadlines and to work under pressure. A sense for attention to detail and of urgency.
- DUTIES** : Provide administrative and conceptual guidance and leadership towards the realization of the strategic goals and objectives of the Judicial Inspectorate for Correctional Services (JICS). Provide leadership, high level strategy and advice to the Inspecting Judge and oversee the development and implementation of policies, directives, acts and regulations in creating business systems within the JICS. Create and maintain stability and a high ethical standard within the JICS. Maintain sound professional working relationship with all stakeholders and Inspecting Judge, based on mutual trust and respect. Formulate and manage the JICS' budget against its strategic objectives. Manage and utilize human resources in accordance with relevant directives, legislation and render administrative functions within JICS

**ENQUIRIES**

: Mr. EL. Brewis, Tel no: 012) 663 7512/Ms P. Luphuwana, Tel no: (021) 421 1012/  
Ms. S. Suliman, Tel no: (021) 421 1012.

**NOTE**

: Please Note: Before you apply: All costs associated with an application will be borne  
by the applicant.