

## 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, 9<sup>th</sup> Floor, Cnr Long Street & Hans Strijdom Avenue, Cape Town, 8001
- CLOSING DATE** : 26 May 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) and ID-document (Driver's license where applicable) 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). Where applicable, candidates will be subjected to a skills/knowledge test. 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 advertised posts. The successful candidate will be expected to sign a performance agreement. Please Note: Before you apply: All costs associated with an application will be borne by the applicant

## OTHER POSTS

- POST 20/13** : **DEPUTY DIRECTOR: FINANCIAL AND SCM REF. NO: JI 02/2017**  
Directorate: Support Services
- SALARY** : R657 558.00 per annum Level 11
- CENTRE** : Cape Town
- REQUIREMENTS** : A Senior Certificate/Matric and an appropriate 3 year tertiary qualification in Financial Management/ Accounting (NQF 6) as recognised by SAQA or relevant qualification. Eight (8) years working experience in financial and supply chain management, with at least 3-5 years managerial experience. Knowledge of PFMA and other relevant legislations and prescripts as well as. Knowledge of the functioning of PERSAL, LOGIS and BAS. A Valid driver's license (code 8) is essential, willingness to travel extensively. Project management and strategic planning are essential. Willingness to relocate.
- DUTIES** : The successful candidate will be responsible for, amongst others, to provide financial and supply chain management support services and to ensure effectiveness and efficiency of Judicial Inspectorate. Develop and formulate policies and procedures in relation to financial management and supply chain management. Management of organisation expenditure. Monitor proper implementation of the budget by monitoring, projecting expenditure report. Budget management, ensure submission of MTEF, formulate budget estimations, provision of financial statements, and manage the allocation of budget to the directorates. Manage and identify spending pressures and enforce cost curtailment measures. Supply Chain Management, manage and monitor all assets, manage and monitor proper control system of all assets. Manage coordinate and foster effective relationship with all stakeholders, ensure that a high level of financial services consistent with Batho Pele principles. Monitor the implementation of policies and procedures thereof. Provide advice and guidance in the area of functional responsibility. Report on strategic frameworks on human resource and financial management. Compile reports and monitor recommendations.
- ENQUIRIES** : Ms. P. Luphuwana, Ms. S Suliman, tel. 021 421 1012.

<b><u>POST 20/14</u></b>	:	<b><u>DEPUTY DIRECTOR: REGIONAL MANAGEMENT: 2 POSTS</u></b> Directorate: Management Regions
<b><u>SALARY</u></b>	:	R657 558.00 per annum (Level 11)
<b><u>CENTRE</u></b>	:	George Ref. No: JI 03/2017; Durban Ref No: JI 04/2017
<b><u>REQUIREMENTS</u></b>	:	A Senior Certificate/Matric and an appropriate Degree/ National Diploma in Public Administrations/ Public Management, NQF 6 as recognised by SAQA or relevant qualifications. Eight (8) years working experience in the criminal justice sector with at least 3 years managerial experience. Knowledge of relevant legislations and prescripts as well as how this post contributes to the implementation of National Development Plan. Knowledge of intergovernmental relations. A Valid driver's license is essential. Computer literacy. Willingness to relocate.
<b><u>DUTIES</u></b>	:	The successful candidate will be responsible for, amongst others, to manage the day-day running of respective management regions in order to report on the treatment of inmates in correctional centres. Manage its staff and all administrative procedures of the region. Exercise control over the ICCV post establishment and VC demarcation. Deal with inmates' complaints and requests; refer all those which are unresolved to the Inspecting Judge for a ruling. Promote community involvement in correctional matters, liaise with relevant stakeholders and build sustainable relations with community organisations. Development of policies and other working documents, assist with formulation and review of the policy and policy procedures related to ICCV's and other related matters. Monitor implementation of JICS policies by unit staff and contract workers. Prepare and manage the respective regions budgets, submit request for the unit activities. Plan and coordinate trips by units' staff to ensure best financial practice and account for assets reflected in unit's register. Perform any duty delegated by the Director or CEO.
<b><u>ENQUIRIES</u></b>	:	Ms. P. Luphuwana, Ms. S Suliman, tel. 021 421 1012
<b><u>POST 20/15</u></b>	:	<b><u>ASSISTANT DIRECTOR: ASSISTANT REGIONAL MANAGER 2 POSTS</u></b> Directorate: Management Regions
<b><u>SALARY</u></b>	:	R 334 545.00 per annum (Level 9)
<b><u>CENTRE</u></b>	:	Bloemfontein Ref No: JI 05/2017, Centurion Ref No: JI 06/2017
<b><u>REQUIREMENTS</u></b>	:	A Senior Certificate/Matric and an appropriate 3 year Degree/National Diploma in Public Administration/Public Management or relevant qualifications (NQF 6/RVQ 13). Five (5) years working experience relevant work experience in the criminal justice sector with at least four (4) years' experience on Supervisory level. Knowledge of relevant legislations and prescripts as well as how this post contributes to the implementation of National Development Plan. Knowledge of intergovernmental relations. A Valid driver's license is essential. Computer literacy. Analytical and problem solving skills. Conflict, Time and Diversity management skills. Computer literacy. Willingness to relocate.
<b><u>DUTIES</u></b>	:	The successful candidate will be responsible for managing the day-to-day running of the Region, which includes the managing of its staff ad all administrative procedures of the unit. Exercise control over the ICCV post establishment and VC demarcation. Handling of inmates complaints. Management of policies and other working documents. Promote community involvement in correctional matters, liaise with relevant stakeholders and build sustainable relations with community organisations. Monitor the implementation of JICS policies by unit staff and contract workers. Plan and coordinate trips by unit staff to ensure best financial practice and account for assets reflected in unit's register. Perform any duty delegated by the Regional Manager and or Director: Region Management
<b><u>ENQUIRIES</u></b>	:	Ms. P. Luphuwana, Ms. S Suliman, tel. 021 421 1012.
<b><u>POST 20/16</u></b>	:	<b><u>ASSISTANT DIRECTOR: SUPPLY CHAIN MANAGEMENT REF. NO: JI 07/2017</u></b> Directorate: Support Services
<b><u>SALARY</u></b>	:	R 334 545.00 per annum Level 9
<b><u>CENTRE</u></b>	:	Cape Town
<b><u>REQUIREMENTS</u></b>	:	A Senior Certificate/Matric and an appropriate Degree/National Diploma in Commerce (NQF 6/RVQ 13),Economics or Accounting ,Management, Supply Chain Management, Auditing, Public Administration or Equivalent qualification;

		Five (5) years working experience in Supply Chain Management environment, with at least three (3) years' experience on Supervisory level; Knowledge and understanding of Procurement Policy Framework Act, BBBEE and PFMA will be an added advantage; Knowledge of Supply Chain Management Framework; A valid driver's license. Valid driver's license is essential. Willingness to relocate.
<b><u>DUTIES</u></b>	:	Conduct variance, market and industry analysis to inform the demand management plan; Conduct research and liaise with users to determine current and future needs; Conduct supplier verification against Companies and Intellectual Properties Commission (CIPC) database, PERSAL, National Treasury list of defaulters and list of restricted entities; Facilitate and advice on the development of terms of reference and Specifications, prior to the sourcing of quotations; Assist end users with the development of procurement plans; Ensure proper administration of sourcing and evaluation of quotations; Consolidate departmental procurement plans and facilitate procurement of goods / services as per the Procurement Plan; Submit monthly, quarterly and annual SCM related reporting and Regional procurement statistics; Signing of Regional purchase orders, prior to issuing to the suppliers and end users; Validation of suppliers onto the Supplier Database; Ensure effective control over the safekeeping, utilization and maintenance of the Departmental assets; Provide advice and guidance on assets management; Update and maintain the asset and leased register and manage the lease agreements; Reconciliation of the departmental asset and leased registers against the details and values on the procurement system and financial management system, and liaise with relevant stakeholders on discrepancies; Develop and maintain the acquisition, maintenance and disposal plan for the asset department; Facilitate bar-coding, stocktaking and verification of departmental assets; Management of all leased asset term of contract and facilitate the disposal of assets; Determine a disposal strategy for redundant, obsolete and unserviceable items; Assist with Disposal Meetings.
<b><u>ENQUIRIES</u></b>	:	Ms. P. Luphuwana, Ms. S Suliman, tel. 021 421 1012.
<b><u>POST 20/17</u></b>	:	<b><u>ASSISTANT DIRECTOR: INFORMATION TECHNOLOGY REF. NO: JI 08/2017</u></b> Directorate: Support Services – Human Resource Development
<b><u>SALARY</u></b>	:	R 334 545.00 per annum Level 9
<b><u>CENTRE</u></b>	:	Cape Town
<b><u>REQUIREMENTS</u></b>	:	A Senior Certificate/Matric and a relevant 3 year ICT related qualification or a relevant qualification at NQF 6 or Certificate in MCSA and/or MCSE and/or (A+ and N+), At least 5 years' experience in an IT Environment, At least three (3) years working experience as a software application support technician in an enterprise environment, Advanced troubleshooting skills on Windows XP, Windows 7 and Microsoft Office 2007/2010, Excellent working experience on the following enterprise applications: Microsoft server 2008, Active Directory, Microsoft Active Directory Rights Management Server, Microsoft End Point Protection, Microsoft Project Server and the Microsoft System Management Suite of applications, Working knowledge of IT Hardware equipment such as Servers, Routers, Switches and Network Cabling. Valid driver's license is essential. Willingness to relocate.
<b><u>DUTIES</u></b>	:	Provide day to day IT Software applications and IT hardware support services, Perform installations, configurations, upgrades and testing of IT software applications and IT hardware equipment, Troubleshoot and resolve IT software applications and IT hardware related problems, Handle all logged calls accurately and timeously as per Service Legal Agreement, Record incidents to ensure that there are no lost incident requests, Ability to prioritize on workload, Participate in IT related projects within the Judicial Inspectorate for Correctional Services.
<b><u>ENQUIRIES</u></b>	:	Ms. P. Luphuwana, Ms. S Suliman, tel. 021 421 1012.
<b><u>POST 20/18</u></b>	:	<b><u>ASSISTANT DIRECTOR: INSPECTION &amp; INVESTIGATION REF. NO: JI 09/2017</u></b> Directorate: Legal Services
<b><u>SALARY</u></b>	:	R 334 545.00 per annum Level 9
<b><u>CENTRE</u></b>	:	Cape Town
<b><u>REQUIREMENTS</u></b>	:	A Senior Certificate/Matric and a B-Proc/ LLB Degree or other relevant recognized legal qualification on NQF 6 as recognised by SAQA. Five (5) years working experience in Legal Service environment, with at least four (4) years' experience

on Supervisory, in depth knowledge and understanding of constitutional litigation and legal framework. Good communication skills (verbal and written), Report writing skills, facilitation skills, coordination skills, analytical skills, accuracy and flexibility. Planning and organizing skills and working independently and co-operative. Pro-activeness and professionalism is essential. Valid driver's license is essential, willingness to travel extensively. Willingness to relocate.

**DUTIES** : The successful candidate will be responsible for, amongst others, to attend inspections and investigations reports, conduct inspections and investigations. Formulate policies and procedures relating to inspections and investigations. Facilitate and co-ordinate the drafting of regulations, policies, contracts and other necessary legal documents for the Judicial Inspectorate. Management of complaints, develop effective systems and frameworks in dealing with complaints and ensure that complaints are attended to. Manage, coordinate and foster effective relationship with all relevant stakeholders. Manage, evaluate and monitor performance of employees, ensure development and training of staff. Manage and monitor the utilisation of sub- directorate budget.

**ENQUIRIES** : Ms. P. Luphuwana, Ms. S Suliman, tel. 021 421 1012.

**POST 20/19** : **NETWORK CONTROLLER / IT TECHNICIAN REF. NO: JI 10/2017**  
Directorate: Support Services – Human Resource development

**SALARY** : R226 611.00 per annum, Level 07

**CENTRE** : Cape Town

**REQUIREMENTS** : A Senior Certificate/Matric and a relevant 3 year ICT related qualification or a relevant qualification at NQF 6 or Certificate in MCSA and/or MCSE and/or (A+ and N+), with 2 years' experience in a network environment. Windows 2003/XP/7 as well as MS Office Suite. Understanding of Linux/Ubuntu and Open Office. A valid driver's license. Strong communicator and good report writing skill. Willingness to relocate.

**DUTIES** : The successful candidate will be responsible to perform backups. Monitor wide and local area networks. Detect and repair faults on LAN/WAN, PC's, peripherals, network points and software. Desktop support. Manage and maintain a virus free network. Liaise with users on requests/faults. Install and support software/applications. Manage and monitor IP Telephony and Video conferencing.

**ENQUIRIES** : Ms. P. Luphuwana, Ms. S Suliman, tel. 021 421 1012.