

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** : 27 October 2017
- NOTE** : Applications must be submitted on a Z83 form, obtainable from any Public Service Department or on the internet 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 41/67** : **DEPUTY DIRECTOR: COMMUNICATIONS (LEVEL 11) (Ref. No: JI 11/2017)**
(One-Year Contract)
Directorate: Office of the CEO
- SALARY CENTRE REQUIREMENTS** : R 900 854.46per annum inclusive of 37% in lieu of benefits
Cape Town / Pretoria
Applicants must be in possession of a senior certificate, National Diploma/ Degree NQF 6 as recognized by SAQA in Journalism/Public Relations/ or Media Studies plus at least 5 years' experience in a communication environment. Knowledge of discourse within Criminal Justice. Knowledge of latest trends in using social media for corporate benefit. Knowledge of GCIS guidelines for internal communications and website. Knowledge of Electronic Communication Act, Promotion of Access to Information Act, Public Service Act, PFMA and other Financial Regulations, Government Policies and Public Service regulations. Interpersonal relations. People management, strategic management, diversity management and Project management skills. Skilled in Problem solving and analysis. Skilled in Financial management, Change management and Risk management. Skilled in Online and internal communication systems. Computer literacy. Skilled in Corporate governance. Client orientation and Stakeholder engagement skills. Ability to work independently. Ability to working irregular hours and meeting deadlines. Able to work in a team. Valid Driver's license.
- DUTIES** : Render internal and external communication services for the office of the Inspecting Judge. Develop internal communications strategy and align that strategy to all regions. Provide internal communication support (including design, editing, online support, and report/article writing). Assist in enhancing the corporate image of the Judicial Inspectorate for Correctional Services (JICS). Provide on-line communication services. Perform management, coordination and operational tasks to maintain and improve online, internal and social media operations and ensure that they integrate with the department's communication strategies and plans. Develop internal and online (inclusive of corporate social media platforms) communication strategies,

policies and guidelines. Develop methods to enhance departmental and inter-departmental on-line communication best practices and procedures. Manage internal communication publication. Develop an internal staff newsletter. Source content and liaise with different branches for internal news. Develop a long-term news diary of events to support internal publications. Manage departmental notice boards, internal branding and provide communication support to departmental campaigns. Develop an internal branding strategy. Manage procurement requirements for internal communications. Conceptualise and implement internal communication campaigns. Contribute to the development of operation plans and coordinate activities to support the outcomes of the Chief Directorate's strategic outcomes. Application of the following legislative and policy guidelines: The Constitution. Personnel Performance Management System (PPMS). Good governance and Batho Pele Principles. Diversity Management. Labour and Employment Legislation. Public Service Regulations. Public Service Transformation. Public Finance Management Act. Basic Conditions of Employment Act. Employment Equity Act. Promotion of Equity and Prevention of Discrimination.

ENQUIRIES :

Ms. P. Luphuwana, Ms. S Suliman, tel. 021 421 1012.

POST 41/68 :

REGIONAL INVESTIGATOR (LEVEL 8) (Ref. No: JI 12/2017)
(One-Year Contract)
Directorate: Legal Services

SALARY CENTRE REQUIREMENTS :

R 385 542.66 per annum inclusive of 37% in lieu of benefits
Centurion
Applicants must be in possession of a Grade 12/Senior certificate. 3 year relevant tertiary qualification in Criminal Justice or relevant field on NQF 6 as recognized by SAQA. 1-3 years relevant working experience (interviewing, taking of statements and investigative report writing). Assertive. Ability to work effectively without supervision but also in a team. Unendorsed driver's license is essential as well as willingness to travel extensively at short notice (including weekends). Proficiency in English and at least one other official language.

DUTIES :

The successful candidate will be responsible for Investigations in correctional centres in the regions. Compile reports of completed investigations and refer it to the Manager: Inspections. Administrative tasks related to investigations in the Management Regions. Profiling of correctional centres in the management regions. Perusing mini inspections reports received from Independent Correctional Centre Visitor (ICCV's) in the region dealing with all unresolved complaints received from VC meetings in the region. Inspections according to an approved National inspections plan at correctional centres in the management regions.

ENQUIRIES :

Ms. P. Luphuwana, Ms. S Suliman, tel. 021 421 1012.

POST 41/69 :

HR PERSONNEL CLERK :(LEVEL 5) (2 POSTS) (Ref. No: JI 13/2017)
Directorate: Support Services

SALARY CENTRE REQUIREMENTS :

R209 420.94.00 per annum inclusive of 37% in lieu of benefits
Cape Town
Applicants must be in possession of a Senior Certificate or equivalent qualification. Experience in Office Administration. Computer Literate (Word, Excel, PowerPoint, Outlook). Knowledge of Human Resource administration. Planning, organizing and negotiation skills. Ability to work independently and also as part of a team. Analytical and problem solving skills. Communication and listening skills. Time management skills. Conflict management skills. Knowledge of PERSAL system will be an added advantage.

DUTIES :

The successful candidate will be responsible to provide Human Resources administrative support to the Judicial Inspectorate for Correctional Services by managing the leave. Capturing of staff grievances. Managing the process of appointments and resignations of staff members. Administration of staff benefits. Filing and updating of personnel files. Performance management.

ENQUIRIES :

Ms. P. Luphuwana, Ms. S Suliman, tel. 021 421 1012.

<u>POST 41/70</u>	:	<u>PROVISIONING ADMIN CLERK: PROCUREMENT (LEVEL 5) (Ref. No: JI 14/2017)</u> (One-Year Contract) Directorate: Support Services
<u>SALARY CENTRE REQUIREMENTS</u>	:	R209 420.94 per annum inclusive of 37% in lieu of benefits Cape Town Applicants must be in possession of a Grade 12/Senior certificate. 1-3 years relevant working experience in a supply chain management environment. Computer literacy (MS Word, Excel, PowerPoint and Outlook). Numeric skills. Team player and strong organisational skills. Ability to work independently. Knowledge of BAS and LOGIS systems will be an added advantage.
<u>DUTIES</u>	:	The successful candidate will be responsible for assisting with procurement of goods and services and liaise with suppliers. Provide logistical support. Administer inventory, allocate assets in line with policies and guidelines. Perform physical asset verification, barcoding and updating of asset register. Maintain proper records and communication and reporting, handle asset disposal. Provide administrative support.
<u>ENQUIRIES</u>	:	Ms. P. Luphuwana, Ms. S Suliman, tel. 021 421 1012
<u>POST 41/71</u>	:	<u>ADMINISTRATION CLERK – INSPECTIONS & INVESTIGATIONS (LEVEL 5) (Ref. No: JI 15/2017)</u> (One-Year Contract) Directorate: Legal Services
<u>SALARY CENTRE REQUIREMENTS</u>	:	R 209 420.94 per annum inclusive of 37% in lieu of benefits Cape Town Applicants must be in possession of a grade 12/Senior certificate. Computer literacy (MS Word, Excel) and exposure to Microsoft Outlook. 1-3 years relevant administration experience. Ability to communicate verbally and in writing. Ability to work independently and also as part of a team. Ability to multi-task and general administration capabilities. Proficiency in English and at least one other official language. Driver's license will be an added advantage.
<u>DUTIES</u>	:	The successful candidate will be responsible for recording, organising, storing, capturing and retrieving correspondence. Update Inspections – and other register and handle routine enquiries. Make photocopies and receive and send facsimiles. Distribute documents/packages to various stakeholders as required. Keep and maintain the filing system for the unit. Communicate with stakeholders. Make travel arrangements on short notice. Render support to the Inspectors. Profiling of Correctional Centres.
<u>ENQUIRIES</u>	:	Ms. P. Luphuwana, Ms. S Suliman, tel. 021 421 1012.
<u>POST 41/72</u>	:	<u>ADMINISTRATION CLERK – COMPLAINTS (LEVEL 5) (Ref. No: JI 16/2017)</u> (One-Year Contract) Directorate: Legal Services
<u>SALARY CENTRE REQUIREMENTS</u>	:	R 209 420.94 per annum inclusive of 37% in lieu of benefits Cape Town Applicants must be in possession of a Grade 12/Senior certificate or equivalent qualification. 1-3 year's relevant working experience. Computer literacy (Word, Excel, PowerPoint and Outlook). Planning and organising skills. Ability to work independently and as part of a team. Ability to multi-task and extensive administrative capabilities. Good writing skills. Analytical and problem-solving skills. Human Rights and Correctional Background would be advantageous. Driver's license would be an added advantage.
<u>DUTIES</u>	:	The successful candidate will be responsible for maintaining a database on all complaints received and captured. Transmit an updated record of all urgent complaints received by Directorate Management Region (DMR). Transmit an updated record of all general complaints to DMR. Provide a statistical analysis on all complaints received and dealt with. Handle queries on complaints.
<u>ENQUIRIES</u>	:	Ms. P. Luphuwana, Ms. S Suliman, tel. 021 421 1012.

<u>POST 41/73</u>	:	<u>ADMINISTRATION CLERK – MANDATORY (LEVEL 5) (Ref. No: JI 17/2017)</u> (One-Year Contract) Directorate: Legal Services
<u>SALARY CENTRE REQUIREMENTS</u>	:	R 209 420.94 per annum inclusive of 37% in lieu of benefits Cape Town Applicants must be in possession of a Grade 12/Senior certificate. 1-3 year's relevant administration experience. Ability to communicate verbally and in writing. Ability to work independently and also as part of a team. Ability to multi-task and general administrative capabilities. Computer literacy (Word, Excel and Outlook). Driver's license would be an added advantage. Proficiency in English and at least one other official language. Human Rights and Correctional background would be advantageous.
<u>DUTIES</u>	:	The successful candidate will be responsible for assisting the unit with capturing, organising, storing and retrieving mandatory reports (death, mechanical restraints, segregation and use of force) as reported by the Head of Correctional Centre. Update registers, statistics and handle routine enquiries. Make photocopies and receive and send facsimiles. Distribute documents/packages within the unit. Keep and maintain the filing system for the mandatory unit. Type letters and/or other correspondence for stakeholders. Keep and maintain the incoming and outgoing document register of the mandatory unit.
<u>ENQUIRIES</u>	:	Ms. P. Luphuwana, Ms. S Suliman, tel. 021 421 1012.
<u>POST 41/74</u>	:	<u>ADMINISTRATION CLERK (LEVEL 5) (5 POSTS)</u> (One-Year Contract) Directorate: Management Regions & Legal Services
<u>SALARY CENTRE</u>	:	R 209 420.94 per annum inclusive of 37% in lieu of benefits Cape Town (Ref. No: JI 18/2017) George (Ref. No: JI19/2017) Bloemfontein Bloemfontein (Ref. No: JI 20/2017) Durban (Ref. No: JI 21/2017) Centurion (Ref. No: JI 22/2017)
<u>REQUIREMENTS</u>	:	Applicants must be in possession of a Grade 12/Senior certificate. Minimum of 1-3 years relevant experience. Ability to communicate verbally and in writing. Ability to work independently and also as part of a team. Advance knowledge of Microsoft Access and excel. Previous experience in/as data-capturer. Possess the experience and knowledge to assist in transferring information into an Access/Excel programme.
<u>DUTIES</u>	:	The successful candidate will be responsible for creating of the data analysis/collation programme. Collate and enter data information from record of consultations on Word, Excel and Access programmes. Calculate date information and general administration.
<u>ENQUIRIES</u>	:	Ms. P. Luphuwana, Ms. S Suliman, tel. 021 421 1012.
<u>POST 41/75</u>	:	<u>ICCV PAYMENTS CLERK (LEVEL 5) (2 POSTS) (Ref. No: JI 23/2017)</u> (One-Year Contract) Directorate: Support Services
<u>SALARY CENTRE REQUIREMENTS</u>	:	R 209 420.94 per annum inclusive of 37% in lieu of benefits Cape Town Applicants must be in possession of a Grade 12/Senior certificate. Relevant work experience. Computer literate (Word, Excel, Outlook). Ability to work independently and as part of a team. Numeric and general administrative skills. PERSAL would be an added advantage.
<u>DUTIES</u>	:	The successful candidate will be responsible for the generation of Independent Correctional Centre Visitors (ICCV's) payments. Filing of all ICCV payments and assist with queries. General administration within the ICCV payment unit. Reporting monthly on the ICCV payments. Reporting and compiling of ICCV Statistics. Knowledge of PERSAL system will be an added advantage.
<u>ENQUIRIES</u>	:	Ms. P. Luphuwana, Ms. S Suliman, tel. 021 421 1012.

- POST 41/76** : **ADMIN CLERK - FINANCE (LEVEL 5) (2 POSTS) (Ref. No: JI 24/2017)**
 (One-Year Contract)
 Directorate: Support Services
- SALARY** : R 209 420.94 per annum inclusive of 37% in lieu of benefits
CENTRE : Cape Town
REQUIREMENTS : Applicants must be in possession of a Grade 12/Senior certificate. Computer literate (Ms Word, Excel and Outlook). 1-3 years relevant financial administration experience. Ability to communicate verbally and in writing. Ability to work independently and also as part of a team. Ability to multi-task and general administration capabilities. Proficiency in English and at least one other official language. Knowledge of PERSAL/ BAS and LOGIS systems will be an added advantage
- DUTIES** : The successful candidate will be responsible for assist with Debt administration. Follow-up on outstanding invoices. Assist with the BAS/LOGIS transactions. Compiling of finance payments. General administrative duties.
- ENQUIRIES** : Ms. P. Luphuwana, Ms. S Suliman, tel. 021 421 1012.
- POST 41/77** : **MESSENGER/CLEANER (LEVEL 2) (5 POSTS)**
 (One-Year Contract)
 Directorate Support Services and Directorate Management Regions
- SALARY** : R123 620.58 per annum inclusive of 37% in lieu of benefits
CENTRE : Bloemfontein (Ref. No: JI 25/2017)
 Centurion (Ref. No: JI 26/2017)
 Cape Town (Ref. No: JI 27/2017)
 Durban (Ref. No: JI 28/2017)
 George (Ref. No: 29/2017)
- REQUIREMENTS** : Applicants must be in possession of a Grade 10 or ABET (NQF level 1-4). Relevant work experience. Ability to use machinery (vacuum, urn etc.). Ability to read and write. Communication and listening skills. Planning, organising and people skills.
- DUTIES** : The incumbent will be responsible for cleaning offices and create an orderly working environment. Cleaning kitchen. Safekeeping of equipment. Ordering cleaning material. Adhoc tasks as delegated by the supervisor.
- ENQUIRIES** : Ms. P. Luphuwana, Ms S Suliman tel. 021 421 1012.