

THE JUDICIAL INSPECTORATE FOR CORRECTIONAL SERVICES

<u>APPLICATIONS</u>	:	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 th Floor, Cnr Long Street & Hans Strijdom Avenue, Cape Town, 8001
<u>CLOSING DATE</u>	:	23 February 2017
<u>NOTE</u>	:	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. The appointment will be made according to Public Service Act of 1994.

OTHER POSTS

<u>POST 06/70</u>	:	<u>ASSISTANT REGIONAL MANAGER (REF. NO: JI 01//2018)</u> Directorate management regions
<u>SALARY CENTRE REQUIREMENTS</u>	:	R334 545. per annum (Level 9) East London A Senior Certificate 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 three (3) 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.
<u>DUTIES</u>	:	The successful candidate will be responsible for managing the day-to-day running of the Region, which includes the managing of its staff and 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
<u>ENQUIRIES</u>	:	Ms. P. Luphuwana, Ms. S Suliman, Tel. 021 421 1012.
<u>POST 06/71</u>	:	<u>ASSISTANT DIRECTOR: INSPECTIONS/INVESTIGATIONS: (REF. NO.: JI 02/2018)</u> Directorate: Legal Services
<u>SALARY</u>	:	R334 545. per annum (Level 9)

<u>CENTRE</u>	:	Pretoria
<u>REQUIREMENTS</u>	:	A Senior Certificate and Law degree or other recognised relevant qualification on NQF 6. At least five years relevant working experience in a criminal justice environment of which at least three years must have been in a supervisory capacity/level. A Valid driver's licence is essential. In-depth knowledge of the Constitution and other relevant legislation. Must have the following skills: Managerial, strategy, investigation, communication (verbal and in writing), report writing, computer literacy. Must be able to meet deadlines and function under pressure. Willingness to travel extensively on short notice and work in a correctional services environment is essential. Must be willing to relocate.
<u>DUTIES</u>	:	The successful candidate will be responsible for, among others, conducting and evaluating inspections and investigations at correctional centres. Assist the Deputy Director: Inspections/investigations in analysing inspection/investigation reports received from inspectors and stakeholders and making findings and recommendations. Assist in strategic planning, and developing and maintaining effective policies, systems and frameworks for the unit. Foster and manage effective relationships with relevant stakeholders. Manage, evaluate and monitor performance of employees. Assist the Deputy Director with monitoring and utilisation of the sub-directorate's budget.
<u>ENQUIRIES</u>	:	Ms. P. Luphuwana, Ms. S Suliman, Tel. 021 421 1012.
<u>POST 06/72</u>	:	<u>ADMINISTRATIVE OFFICER: VISITORS COMMITTEE COORDINATOR (VCCO (REF. NO.: JI 03/2018))</u> Directorate: Management Region
<u>SALARY</u>	:	R226 611. per annum (Level 7)
<u>CENTRE</u>	:	Bloemfontein
<u>REQUIREMENTS</u>	:	Applicants must be in possession of a Senior Certificate/Grade 12, Degree/National Diploma in Public Administrations/ Public Management, NQF 6 as recognised by SAQA. 3 year Degree/National Diploma in Office Management or Administration recognised relevant qualification on NQF 6 or equivalent qualification; a minimum of 2 years' experience; Knowledge of the Public Finance Management Act, Public Service Act and Regulations and National Treasury Regulations; A valid driver's licence. Skills and Competencies: Computer literacy (MS Office); Sound Interpersonal relations; Communication (verbal and written) skills; Planning and organizational skills; Able to work under pressure, independently and willingness to work extra hours; Problem solving and leadership skills; Ability to pay attention to detail. Good conflict resolution skills.
<u>DUTIES</u>	:	The successful candidate will be responsible to provide support to the Independent Correctional Centre Visitors. Attend to Visitors Committee/Stakeholders meetings. Conduct performance audits and arrange inductions for Independent Correctional Centre Visitors. Monitor all mandatory complaints according to policy. Capture unresolved complaints from VC meeting on the system. Rendering of administrative support services to the Independent Correctional Centre Visitors. Manage the relationship with stakeholders (good working relationships).
<u>ENQUIRIES</u>	:	Ms. P. Luphuwana, Ms. S Suliman, Tel. 021 421 1012.
<u>POST 06/73</u>	:	<u>STATE ACCOUNTANT: (REF. NO.: JI 04/2017)</u> Directorate: Support Services
<u>SALARY</u>	:	R226 611. per annum (Level 7)
<u>CENTRE</u>	:	Pretoria / Cape Town
<u>REQUIREMENTS</u>	:	A Senior Certificate and a relevant Bachelor's degree or National Diploma in Finance/ Accounting/ Financial Management/ or equivalent, NQF 6 as recognised by SAQA. Thorough understanding of the Public Finance Management Act (PFMA) and the Treasury Regulations. Skills and Competencies: Advance level of computer literacy skills (MS Word and Excel) .Extensive knowledge of Government budgeting; Accruals, Payables and creditors cycle; Analytical thinking, planning, organizational, diversity management, human relations and communication skills.; Knowledge of financial systems, e.g., BAS, Persal, LOGIS etc. Must have a valid driver's licence.
<u>DUTIES</u>	:	Responsible to administer and apply internal control measures. Assist the preparing the Judicial Inspectorate for Correctional Services budget. Collect

- reasons for variance on a monthly basis and report to the Chief Executive Officer. Assist with the development and maintenance of departmental expenditure policies and delegations; Collect and bank revenue as per prescripts and reconcile accounts; Verify source documents and process subsistence and travel claims and advances; Process supplementary payroll and salary related transactions Reconcile Persal and BAS salary related expenditure; Prepare the Key Management Personnel expenditure schedule. Ms. P. Luphuwana, Ms. S Suliman, Tel. 021 421 1012.
- ENQUIRIES** :
- POST 06/74** : **SECRETARY TO THE CHIEF EXECUTIVE OFFICER: (REF. NO.: JI 05/2017)**
Office of Chief Executive Officer
- SALARY CENTRE REQUIREMENTS** : R152 862. per annum (Level 5)
: Pretoria
: Applicants must be in possession of a Grade 12/Senior Certificate. 1-3 years relevant experience in administration/secretariat. Good communication and interpersonal skills. Computer literate with an excellent understanding of windows. MS Word, Excel, Outlook and PowerPoint. Ability to work under pressure and willingness to work overtime. All short-listed candidates will be subjected to a technical exercise that intends to test relevant technical elements of the job.
- DUTIES** : The successful candidate will be responsible to serve as the secretary/administrator to the Chief Executive Officer. Answering and screening of telephone calls. Typing/compiling of memorandums and presentations. Execute office and general administrative duties. Manage filing and electronic documents tracking system. Maintain diary and manage appointments. Acknowledge receipt of documents. Record and issue minutes. Make all travelling arrangements. Ensure submission of travel claims for the Chief Executive Officer Judge.
- ENQUIRIES** : Ms. P. Luphuwana, Ms. S Suliman, Tel. 021 421 1012.
- POST 06/75** : **SECRETARY TO THE INSPECTING JUDGE: (REF. NO.: JI 06/2017)**
Office of the Inspecting Judge
- SALARY CENTRE REQUIREMENTS** : R152 862. per annum (Level 5)
: Pretoria
: Applicants must be in possession of a Grade 12/Senior Certificate. 1-3 years relevant experience in administration/secretariat. Good communication and interpersonal skills. Computer literate with an excellent understanding of windows: MS Word, Excel, Outlook and PowerPoint. Ability to work under pressure and willingness to work overtime. All short-listed candidates will be subjected to a technical exercise that intends to test relevant technical elements of the job. All short-listed candidates will be subjected to a technical exercise that intends to test relevant technical elements of the job.
- DUTIES** : The successful candidate will be responsible to serve as the secretary/administrator to the Inspecting Judge. Answering and screening of telephone calls. Liaise with the Judge's Personal assistant regarding all administrative functions. Typing/compiling of memorandums and presentations. Execute office and general administrative duties. Manage filing and electronic documents tracking system. Maintain diary and manage appointments. Acknowledge receipt of documents. Record and issue minutes. Make all travelling arrangements. Ensure submission of travel claims for the Inspecting Judge.
- ENQUIRIES** : Ms. P. Luphuwana, Ms. S Suliman, Tel. 021 421 1012.
- POST 06/76** : **SECRETARY TO DIRECTOR: (REF. NO.: JI 07/2017)**
Directorate: Legal Services, Support Services and Management Regions
- SALARY CENTRE REQUIREMENTS** : R152 862. per annum (Level 5)
: Pretoria
: Applicants must be in possession of a Grade 12/Senior Certificate. 1-3 years relevant experience in administration/secretariat. Good communication and interpersonal skills. Computer literate with an excellent understanding of windows: MS Word, Excel, Outlook and PowerPoint. Ability to work under pressure and willingness to work overtime. All short-listed candidates will be

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