

### 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** : 24 August 2018
- 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. The appointment will be made according to Public Service Act of 1994.

### OTHER POST

- POST 32/30** : **ASSISTANT DIRECTOR: STRATEGIC PLANNING, MONITORING AND EVALUATION (REF NO: JI 81/2018)**  
Office of the Chief Executive Officer: Judicial Inspectorate for Correctional Services
- SALARY** : R356 289 per annum
- CENTRE** : Pretoria
- REQUIREMENTS** : A recognized NQF 6 qualification in Public Management or Public Administration or relevant equivalent qualification (NQF 6/RVQ13. The candidate must have three (3) to five (5) years' experience in the strategic management/planning environment. Valid Driver's licence. Knowledge: Public Service Act, (Batho Pele Principles), corporate governance guidelines and strategies. Required information technology knowledge. Monitoring and evaluation framework. Application of research methodology. Basic project management. Strategic formulation and implementation. Public sector governance framework. Skills: Monitoring and evaluation (setting outcome targets and performance measures). Communication (verbal and written). Problem solving and analysis. Planning and organising. Knowledge management. Diversity management. Budgeting and financial management. Computer literacy. Research skills. Development of monitoring contingency plans.
- DUTIES** : Coordinate and prepare inputs/presentations and feedback regarding the strategic and annual performance plans for the Judicial Inspectorate for Correctional Services (JICS). Assist with the review or development of relevant departmental policies pertaining to JICS procedures to the relevant role players. Develop, facilitate, coordinate, present and maintain strategic and annual planning processes. Coordinate and maintain operational plans. Ensure the updating and monitoring of strategic planning in terms of the business plan and operational plan. Ensure the proper and timeous reporting on the performance plan. Coordinate the development and submission of the annual performance. Monitor and evaluate the implementation of the JICS plans.
- ENQUIRIES** : Ms. P. Luphuwana, Ms. S Suliman Tel No: 021 421 1012