

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, Cnr Long Street & Hans Strijdom Avenue, Cape Town, 8001
- CLOSING DATE** : 05 October 2018
- NOTE** : Applications must be submitted on a Z83 form, obtainable from any Public Service Department or on the internet at 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) 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 above/ below posts. The successful candidate will be expected to sign a performance agreement. "All short listed candidates for SMS posts will be subjected to a technical exercise that intends to test relevant technical elements of the job, the 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 (in compliance with DPSA Directive on the implementation of competencies based assessments). The competency assessment will be testing generic managerial competencies using the mandated DPSA SMS competency assessment tools". Please Note: Before you apply: All costs associated with an application will be borne by the applicant.

MANAGEMENT ECHELON

- POST 38/25** : **DIRECTOR: SUPPORT SERVICES REF NO: JI 81/2018**
Directorate: Support Services
- SALARY CENTRE** : R1 005 063 per annum (all inclusive package) (Level 13)
: Pretoria
- REQUIREMENTS** : Appropriate Bachelor's Degree/ National Diploma 3 years' tertiary qualification in Management (NQF 7 as recognised by SAQA) or relevant qualification. At least five (5) years appropriate experience at a middle managerial level. Job related knowledge Sound knowledge of the Public Service legislative framework, Human Resources Management, Financial/Supply Chain Management and Facilities Management. Job related skills Extensive knowledge and experience in the labour relations, highly developed negotiation skills, stakeholder management, written/verbal communication and analytical skills. The ability to interpret and communicate strategic matters, strong leadership skills and ability to work in a collaborative environment with key stakeholders departments, including Department of Correctional Services, as well as social partners. Computer literacy. People Management and Empowerment skills. Knowledge of the functioning of PERSAL, LOGIS and BAS is essential. A valid driver's licence.
- DUTIES** : Develop policies and procedures in relation to Human Resource Management, Financial Management. Coordinate and monitor the improvement of provisioning,

maintenance of human resource, financial and facilities administration. Manage JICS budget. Manage, coordinate and foster effective relationship with all stakeholders. Ensure compliance with the relevant legislative prescripts. Monitor the implementation of policies and procedures. Provide advice and guidance in the area of functional responsibility. Report on strategic frameworks on human resource, financial and facilities management. Compile reports and monitor recommendations

ENQUIRIES : Ms. P. Luphuwana, Tel No: 021 421 1012

POST 38/26 : **DIRECTOR: LEGAL SERVICES REF NO: JI 82/2018**
Directorate: Legal Services

SALARY : R1 005 063 per annum (all inclusive package) (Level 13)
CENTRE : Pretoria
REQUIREMENTS : Bachelor of Law Degree /LLB Degree or equivalent qualification (NQF 7 recognised by SAQA) and admission as Attorney or Advocate. At least five (5) years appropriate experience at a middle managerial level. Job related knowledge: understanding of legislation, research and development methodologies, legislation and analysis methods, Government Legislation. Job related skills: computer literary, communication (written and verbal), Project Management, legislation development, legislation research, Planning and organising, analytical and decision making, problem solving, negotiation skills. Ability to interpret law. Ability to research the law, a valid driver's licence.

DUTIES : Develop policies and procedures relating to inspections, investigations and complaints. Facilitate, coordinate and monitor the drafting of legislation, regulation, policies, contracts, memorandum of understanding, service level agreements and other necessary legal documents for JICS. Manage the complaints and develop effective system and frameworks in dealing with complaints. Management of mandatory reports and develop effective systems and frameworks in dealing with mandatory reports. Manage and conduct inspections. Plan and independently conduct inspections with the aim of ensuring compliance with relevant standard directives and policies. Manage, coordinate and foster effective relationship with all stakeholders. Manage and utilise human resources in accordance with relevant directives and legislation. Ensure compliance with the relevant legislative prescripts. Monitor the implementation of policies and procedures thereof. Provide advice and guidance in the area of functional responsibility. Report on strategic frameworks on legal services. Compile reports and monitor recommendations.

ENQUIRIES : Ms. P. Luphuwana, Tel No: 021 421 1012