

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** : 09 November 2018
- 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) (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. Please Note: Before you apply: All costs associated with an application will be borne by the applicant.

OTHER POSTS

- POST 43/21** : **REGIONAL INSPECTOR REF NO: JI 83/2018 (X1 POST)**
Directorate: Legal Services
- SALARY** : R299 709 per annum (Level 08)
- CENTRE** : Bloemfontein
- REQUIREMENTS** : 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 to conduct inspections and investigations at correctional centres in the region. Compile reports of completed inspections and investigations and refer it to the Manager: Inspections/investigations. Administrative tasks related to inspections and investigations in the Management Region. Profiling of correctional centres and perusing reports received from Independent Correctional Centre Visitors (ICCV's) in the region. Deal with unresolved complaints received from Visitors Committee meetings in the region.
- ENQUIRIES** : Mr L De Souza Tel No: 021 421 1012/
- POST 43/22** : **VISITORS COMMITTEE COORDINATOR – VCCO (X9 POSTS)**
- SALARY** : R242 475 per annum (Level 07)
- CENTRE** : Centurion Ref No: JI 84/2018 (X2 Posts)
Bloemfontein Ref No: JI 85/2018 (X3 Posts)
Durban Ref No: JI 86/2018 (X3 Posts)
East London Ref No: JI 87/2018 (X1 Post)
- REQUIREMENTS** : Applicants must be in possession of a Senior Certificate/Grade 12, three (3) year Degree/National Diploma in Public Administrations/ Public Management, NQF 6 as recognised by SAQA or equivalent qualification. 3-5 years clerical experience within

correctional services environment or related. 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 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.

DUTIES : The successful candidate will be responsible to supervise the work of Independent Correctional Centre Visitors (ICCVs) provide support to the Independent Correctional Centre Visitors (ICCVS). Attend to Visitors Committee/Stakeholders meetings. Conduct performance audits/ assessments; arrange inductions/training and attend to disciplinary matter related to ICCVs. 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).

ENQUIRIES : Ms P Luphuwana/Ms Suliman Tel No: 021 421 1012

POST 43/23 : **ADMINISTRATIVE CLERKS (X2 POSTS)**

SALARY CENTRE : R163 563 per annum (Level 05)
: Durban Ref No: JI 88/2018
: East London Ref No: JI 89/2018

REQUIREMENTS : Applicants must be in possession of a Grade 12 /Senior Certificate. 1-3 years relevant working 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 literate (Word, Excel, Access, PowerPoint & Outlook). Driver's license an added advantage.

DUTIES : The successful candidate will be responsible to manage the support services of the office. Assist with travel arrangements. Preparations for meetings. Typing documents. Managing the assets at the Regional Office. Provide general administrative support to the Regional Office. Ensure transport and logistic support to the office. Fill in for reception duties when required.

ENQUIRIES : Ms P Luphuwana/Ms Suliman Tel No: 021 421 1012