

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** : 30 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 POST

- POST 46/26** : **ADMIN CLERK: HUMAN RESOURCES MANAGEMENT REF NO: JI 90/2018 (X1 POST)**
Directorate: Support Services
- SALARY CENTRE REQUIREMENTS** : R163 563 per annum (Level 05)
: Cape Town
: Applicants must be in possession of a Senior Certificate/Matric or equivalent qualification. 1-3 years' work experience in Human Resource Management. Computer Literate (Word, Excel, PowerPoint, Outlook). Knowledge of HR administration and Persal system is essential. Planning, organizing and negotiation skills. Ability to work under pressure, independently and also as part of a team. Analytical and problem solving skills. Communication and listening skills. Time management skills. Conflict management skills.
- 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, updating of personnel files and Performance Management.
- ENQUIRIES** : Ms. P. Luphuwana, Ms. S Suliman tel No: 021 421 1012