

JUDICIAL INSPECTORATE FOR CORRECTIONAL SERVICES

The Judicial Inspectorate for correctional services is an independent statutory body established to facilitate the inspection of correctional centres in order that the Inspecting Judge may report on the treatment of inmates and on conditions in correctional centres.

- 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** : 14 December 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. Please Note: Before you apply: All costs associated with an application will be borne by the applicant.

OTHER POSTS

- POST 47/09** : **DEPUTY DIRECTOR: COMMUNICATIONS REF NO: JI 91/2018**
12 months contract appointment
Directorate: Support Services
- SALARY CENTRE REQUIREMENTS** : R697 011 per annum (Level 11) (All-inclusive package)
: Pretoria
: Applicants must be in possession of a senior certificate, National Diploma/ Degree NQF 6 as recognized by SAQA in Journalism/Marketing/Public Relations/Graphic Design or Media Studies plus at least 5 years' experience in a communication environment. Knowledge of discourse within Criminal Justice. Knowledge of latest trends in using social media for corporate benefit. Knowledge of GCIS guidelines for internal communications and website. Knowledge of Electronic Communication Act, Promotion of Access to Information Act, Public Service Act, PFMA and other Financial Regulations, Government Policies and Public Service regulations. Interpersonal relations. People management, strategic management, diversity management and Project management skills. Skilled in Problem solving and analysis. Skilled in Financial management, Change management and Risk management. Skilled in Online and internal communication systems. Computer literacy. Skilled in Corporate governance. Client orientation and Stakeholder engagement skills. Ability to work independently. Ability to working irregular hours and meeting deadlines. Able to work in a team. Valid Driver's license.
- DUTIES** : Render internal and external communication services for the office of the Inspecting Judge. Develop internal communications strategy and align that strategy to all regions. Provide internal communication support. Assist in enhancing the corporate image of the JICS. Perform management, coordination

and operational tasks to maintain and improve online, internal and social media operations and ensure that they integrate with the department's communication strategies and plans. Manage internal communication publication. Develop an internal staff newsletter. Source content and liaise with different branches for internal news. Develop a long-term news diary of events to support internal publications. Manage departmental notice boards, internal branding and provide communication support to departmental campaigns. Develop an internal branding strategy. Conceptualise and implement internal communication campaigns. Contribute to the development of operation plans and coordinate activities to support the outcomes of the Chief Directorate's strategic outcomes. Application of the legislative and policy guidelines.

ENQUIRIES :

Mr. E Brewis Tel No: 012 321 0303

POST 47/10 :

HR PERSONNEL CLERK REF NO: JI 92/2018 (X1 POST)

12 months contract appointment

Directorate: Support Services

SALARY :

R163 563 per annum (Level 05) plus 37% in lieu of benefits

CENTRE :

Cape Town

REQUIREMENTS :

Applicants must be in possession of a Senior Certificate or equivalent qualification. Experience in Office Administration. Computer Literate (Word, Excel, PowerPoint, Outlook). Knowledge in HRM and Persal would be an advantage. Planning, organizing and negotiation skills. Ability to work independently and also as part of a team. Analytical and problem solving skills. Communication and listening skills. Time management skills. Conflict management skills. Knowledge of PERSAL system will be an added advantage.

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 and updating of personnel files. Performance management.

ENQUIRIES :

Ms. P. Luphuwana, Ms. S Suliman Tel No: 021 421 1012

POST 47/11 :

PROVISIONING ADMIN CLERK: PROCUREMENT REF NO: JI 93 /2018 (X1 POST)

12 months contract appointment

Directorate: Support Services

SALARY :

R163 563 per annum (Level 05) plus 37% in lieu of benefits

CENTRE :

Cape Town

REQUIREMENTS :

Applicants must be in possession of a Grade 12/Senior certificate. 1-3 years relevant working experience in a supply chain management environment. Computer literacy (MS Word, Excel, PowerPoint and Outlook). Numeric skills. Team player and strong organisational skills. Ability to work independently. Knowledge of SYSCON and LOGIS system will be an added advantage.

DUTIES :

The successful candidate will be responsible for assisting with procurement of goods and services ad liaise with suppliers. Provide logistical support. Administer inventory, allocate assets in line with policies and guidelines. Perform physical asset verification, barcoding and updating of asset register. Maintain proper records and communication and reporting, handle asset disposal. Provide administrative support.

ENQUIRIES :

Ms. P. Luphuwana, Ms. S Suliman Tel No: 021 421 1012

POST 47/12 :

ADMINISTRATION CLERK – COMPLAINTS REF NO: JI 94 /2018 (X1 POST)

12 months contract appointment

Directorate: Support Services

SALARY :

R163 563 per annum (Level 05) plus 37% in lieu of benefits

CENTRE :

Cape Town

REQUIREMENTS :

Applicants must be in possession of a Grade 12/Senior certificate or equivalent qualification. 1-3 year's relevant working experience. Computer literacy (Word, Excel, PowerPoint and Outlook). Planning and organising skills. Ability to work

- independently and as part of a team. Ability to multi-task and extensive administrative capabilities. Good writing skills. Analytical and problem-solving skills. Human Rights and Correctional Background would be advantageous. Driver's license would be an added advantage.
- DUTIES** : The successful candidate will be responsible for maintaining a database on all complaints received and captured. Transmit and updated record of all urgent complaints received by DMR. Transmit an updated record of all general complaints to DMR. Provide a statistical analysis on all complaints received and dealt with. Handle queries on complaints.
- ENQUIRIES** : Ms. P. Luphuwana, Ms. S Suliman Tel No: 021 421 1012
- POST 47/13** : **ADMINISTRATION CLERK – MANDATORY REF NO: JI 95 /2018 (X1 POST)**
12 months contract appointment
Directorate: Support Services
- SALARY** : R163 563 per annum (Level 05) plus 37% in lieu of benefits
CENTRE : Cape Town
REQUIREMENTS : Applicants must be in possession of a Grade 12/Senior certificate. 1-3 year's relevant administration 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 literacy (Word, Excel and Outlook). Driver's license would be an added advantage. Proficiency in English and at least one other official language. Human Rights and Correctional background would be advantageous.
- DUTIES** : The successful candidate will be responsible for assisting the unit with capturing, organising, storing and retrieving mandatory reports (death, mechanical restraints, segregation and use of force) as reported by the Head of Correctional Centre. Update registers, statistics and handle routine enquiries. Make photocopies and receive and send facsimiles. Distribute documents/packages within the unit. Keep and maintain the filing system for the mandatory unit. Type letters and/or other correspondence with stakeholders. Keep and maintain the incoming and outgoing document register of the mandatory unit.
- ENQUIRIES** : Ms. P. Luphuwana, Ms. S Suliman Tel No: 021 421 1012
- POST 47/14** : **ADMIN CLERK – FINANCE REF NO: JI 96/2018 (X2 POSTS)**
12 months contract appointment
Directorate: Support Services
- SALARY** : R163 563 per annum (Level 05) plus 37% in lieu of benefits
CENTRE : Cape Town
REQUIREMENTS : Applicants must be in possession of a Grade 12/Senior certificate. Computer literate (Ms Word, Excel and Outlook). 1-3 years relevant financial administration 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 administration capabilities. Proficiency in English and at least one other official language. Knowledge of PERSAL/ BAS and LOGIS system will be an added advantage.
- DUTIES** : The successful candidates will be responsible for assist with Debt administration. Follow-up on outstanding invoices. Assist with the BAS/LOGIS transactions. Compiling of finance payments. General administrative duties.
- ENQUIRIES** : Ms. P. Luphuwana, Ms. S Suliman Tel No: 021 421 1012
- POST 47/15** : **MESSENGER/CLEANER (X5 POSTS)**
12 months contract appointment
Directorate: Support Services
- SALARY** : R96 549 (Level 02) plus 37% lieu of benefits
CENTRE : Bloemfontein Ref No: JI 97/2018
Centurion Ref No: JI 98/2018
Cape Town Ref. No: JI 99/2018
Durban Ref No: JI 100/2018
East London Ref No: JI 101/2018

- REQUIREMENTS** : Applicants must be in possession of a Grade 10 or ABET (NQF level 1-4). Relevant work experience. Ability to use machinery (vacuum, urn etc.). Ability to read and write. Communication and listening skills. Planning, organising and people skills.
- DUTIES** : The incumbent will be responsible for cleaning offices and create an orderly working environment. Cleaning GG vehicles and safekeeping of equipment. Ordering cleaning material. Ad-hoc tasks as delegated by the supervisor.
- ENQUIRIES** : Ms. P. Luphuwana, Ms. S Suliman Tel No: 021 421 1012