JUDICIAL INSPECTORATE FOR CORRECTIONAL SERVICES

The Judicial Inspectorate for Correctional Services is committed to the achievement and maintenance of diversity and equity employment.

APPLICATIONS: The Judicial Inspectorate for Correctional Services, Western Cape Region: Private Bag X9177, Cape Town, 8000. Alternatively, applications may be handed in at Standard Bank Building, No. 1 Thibault Square, 9th Floor, Cnr Long Street & Hans Strijdom Avenue, Cape Town, 8001.

Central Management Region: P.O. BOX 3839, Bloemfontein 9301. Alternatively, applications may be handed in at Fedsure House, 3rd Floor 62 St Andrews Street, Bloemfontein 9300.

KwaZulu - Natal Region: P.O. Box 1322 Durban 4000. Alternatively, applications may be handed in at Aqua Sky Building, 275 Anton Lembede Street, 8th Floor, Durban 4001.

Eastern Cape Management Region: Private Bag X9177, Cape Town, 8000. Alternatively, applications may be handed in at Room 407, Third Floor, Magistrate’s Court, Buffalo Street, East London, 5200.

Northern Management Region: Private Bag 153, Centurion, 0046. Alternatively, applications may be handed in at 265 West Avenue, Tuinhof, Karee (West Block), Centurion, 0046.

CLOSING DATE: 02 May 2019

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) 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 that do not comply with the above-mentioned requirements, as well as applications received late, will not be considered. The 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. Judicial Inspectorate for Correctional Service 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 section 92 of the Correctional Services Act 111 of 1998. Preference will be given to individuals living near the centre. Young people (between 25 and 35 years old) who meet the criteria and are currently unemployed are encouraged to apply. Orientation training will be provided to successful candidates. A letter of a community organisation nominating the candidate for the position must be attached to the CV.

OTHER POSTS

POST 14/16: ADMIN CLERK: AUXILIARY SERVICES (X2 POSTS)
Directorate Regional Management

SALARY: R173 703 per annum (Level 05)
CENTRE: Durban Ref No: JI 90/2019
Centurion Ref No: JI 91/2019

REQUIREMENTS: Applicants must be in possession of a Grade 12 /Senior Certificate. 1-3 years relevant working experience in administration. 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 including reception duties. Computer literate (Word, Excel, PowerPoint & Outlook). A valid Driver’s license is essential.

**DUTIES**

The successful candidate will be responsible for reception duties and office administration. Proper maintenance and implementation of approved filing system. Handling of incoming and outgoing mail and phone calls. Management of resources. Provide general administrative support to the Regional Office (draft correspondence, manages calendars of senior team members and arrange trips etc.)

**ENQUIRIES**

Ms. P. Luphuwana Tel No: 021 421 1012

**POST 14/17**

**ADMIN CLERK: ICCV PAYMENTS REF NO: JI 92/2019**

Twelve (12) months contract
Directorate: Support Services

**SALARY**

R173 703 per annum (Level 05) inclusive of 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 system will be an added advantage.

**DUTIES**

The successful candidate will be responsible for assist with administration. Follow-up on outstanding ICCVs payments. Compiling of ICCVs payments. General administrative duties.

**ENQUIRIES**

Mr. G Wicomb Tel No: 021 421 1012

**POST 14/18**

**ADMIN CLERK: ADMINISTRATION REF NO: JI 93/2019**

Twelve (12) months contract
Directorate: Support Services

**SALARY**

R173 703 per annum (Level 05) inclusive of 37% in lieu of benefits

**CENTRE**

Western Cape Management Region: Cape Town

**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 team. Ability to multi-task and general administrative capabilities. Computer literate. Driver's license will be an added advantage. Must be willing to relocate.

**DUTIES**

The successful candidate will be responsible for reception duties and office administration. Proper maintenance and implementation of approved filing system. Handling of incoming and outgoing mail and phone calls. Management of resources. Provide general administrative support to the Regional Office (draft correspondence, manages calendars of senior team members and arrange trips etc.)

**ENQUIRIES**

Mrs. S Wesson Tel No: (021) 421 1012

**POST 14/19**

**INDEPENDENT CORRECTIONAL CENTRE VISITORS**

Twelve (12) months contract for all ICCV positions

**SALARY**

R65 139 (3/8th) per annum (Level 5 on part time notch) inclusive of 37% in lieu of benefits basis depending on the size of the correctional centre.

**CENTRE**

**Central Management Region:** Bethlehem / Harrismith (Ref No: 18/2019); Bethlehem (Ref No: 19/2019); Boshoff / Tshwelopele (Ref No: 20/2019); Christianna (Ref No: 21/2019); Colesberg / Richmond (Ref No: 22/2019); Frankfort (Ref No: 23/2019); Goedemoed Med. B / Zastron (Ref No: 24/2019); Groenpunt Juvenile / Groenpunt
**Requirements**: Grade 12 and computer literacy knowledge. Driver’s license. A recommendation of nomination as an ICCV by a community organisation. Public spirited and sound knowledge of the Batho-Pele principles. Assertiveness and ability to work under pressure in a corrections environment. Able to function independently. Passion for human rights. Own transport will be an added advantage.

**Duties**: The successful candidate will be responsible to visit the correctional facility on a daily basis and engage with inmates and officials on complaints and other matters. Monitor the conditions of incarceration and report on findings. Monitor and report on all instances of death, segregations, use of mechanical restraints and use of force in the centre. Support officials from JICS during inspections and investigations. Administrative tasks will include dealing with and capturing inmate complaints and mandatory matters and detailed report writing.

**Enquiries**: Western Cape Management Region: Mrs S Wesson Tel No: (021) 421 1012  
Central Management Region: Mr M Prusent/ Ms. LY Mdlalose Tel No: (051) 430 1954  
KwaZulu - Natal Region: Mr S Sibanyoni /Mrs S Naidoo Tel No: (031) 366 1900  
Eastern Cape Management Region Mrs J Gericke/ Mr S Sani Tel No: (043) 722 2729/722 2469  
Northern Management Region: Mr M Mentoor, Ms Monyebodi Tel No: (012) 663 7521