APPLICATIONS  
The Judicial Inspectorate for Correctional Services, Western Cape Region: Private Bag X 9177, 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.  
CLOSING DATE  
08 November 2019  
NOTE  
Applications must be submitted on form Z83, 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 not older than 3 months Driver’s license will be an added advantage. 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 late applications, 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 to 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 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 All shortlisted 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 competency-based assessments) The competency assessment will be testing generic managerial competencies using the mandated DPSA SMS competency assessment tools 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 advertised posts The successful candidate will be expected to sign a performance agreement The appointment will be made according to Public Service Act of 1994 Please Note: Before you apply: All costs associated with an application will be borne by the applicant The appointment of ICCV will be made according to section 92 of the Correctional Services Act 111 of 1998 Preference will be given to individuals living near the respective centre Young people (between 25 and 35 years old) who meet the criteria and are currently unemployed are encouraged to apply Orientation training for ICCVs will be provided to successful candidates A letter of a community organization nominating the candidate (ICCV) for the position must be attached to the CV.  

**MANAGEMENT ECHELON**

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<tr>
<th>POST 37/34</th>
<th>DIRECTOR: LEGAL SERVICES REF NO: JI 179/2019</th>
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<tr>
<td>SALARY</td>
<td>R1 057 326 per annum (All Inclusive package)</td>
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<td>CENTRE</td>
<td>Pretoria</td>
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<td>REQUIREMENTS</td>
<td>A Bachelor of Law/LLB degree or equivalent qualification (NQF 7 recognised by SAQA) and admission as Attorney or Advocate. At least 5 years’ appropriate experience at Middle Management level. An</td>
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understanding of legislation, research and development methodologies, legislation and analysis methods, as well as Government legislation.

Computer literacy. Communication (written and verbal) skills. Proficiency in project management, legislation development and legislation research. Planning and organising skills. Analytical and decision-making skills. Problem-solving and negotiation skills. The ability to interpret the law. The ability to research the law. A valid driver’s license.

**DUTIES**: Develop policies and procedures related to inspections, investigations and complaints. Facilitate, coordinate and monitor the drafting of legislation, regulation, policies, contracts, and memoranda of understanding, service level agreements and other necessary legal documents for JICS. Manage complaints and develop effective systems and frameworks for dealing with complaints. Manage mandatory reports and develop effective systems and frameworks in dealing with these. 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 relationships 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. Provide advice and guidance in the area of functional responsibility. Report on strategic frameworks on legal services. Compile reports and monitor recommendations.

**ENQUIRIES**
Mr V Misser Tel No: (012) 321 0303

**NOTE**: Preference will be given to all women and people with disabilities.

**OTHER POSTS**

**POST 37/35**
**DEPUTY DIRECTOR: COMMUNICATIONS REF NO: JI 180/2019**
(12 months contract appointment)
Directorate: Support Services

**SALARY**: R733 257 per annum (Level 11) (All inclusive package)

**CENTRE**: Pretoria

**REQUIREMENTS**: 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
NOTE: Preference will be given to all women and people with disabilities.

POST 37/36
LAW CLERK – ASSISTANT DIRECTOR REF NO: JI 181/2019
(12 months contract appointment)
Directorate: Legal Services

SALARY: R376 596 per annum (Level 09) plus 37% in lieu of benefits.
CENTRE: Pretoria
REQUIREMENTS: The Judicial Inspectorate for Correctional Services (JICS) invites applications from suitable candidates seeking appointment as a Law Clerk for 2019-2020. The Inspecting Judge of the Judicial Inspectorate for Correctional Services is assisted by a Law Clerk whose primary function is to carry out legal research. Appointments are made for the period January 2019 to December 2020. The JICS seeks to ensure that appointments generally broadly represent the South African population in terms of race, gender and background. Applicants should be in possession of an LLB degree (or an equivalent or post-graduate degree) or in the final year of study for such degree and should display an interest in subjects relating to criminal law. Academic excellence and research experience is recommended. Successful applicants will be subjected to a vetting process. Further details about the position can be obtained from the Office of the Inspecting Judge of Correctional Services. An example of written work between 6 – 12 pages in length, which demonstrates critical legal analysis and is written solely by the applicant; and letters of recommendation from two referees, together with their names and contact details (including but not limited to email addresses).

DUTIES: Research for the Inspecting Judge (IJ), Report writing, Ad hoc task allocated by the Inspecting Judge. Consolidate and analyse monthly statistical report for IJ. Preference will be given to all women and people with disabilities.

ENQUIRIES
NOTE: Preference will be given to all women and people with disabilities.

POST 37/37
VISITORS COMMITTEE COORDINATOR – VCCO REF NO: JI 182/2019
Directorate: Central Management Region

SALARY: R257 508 per annum (Level 07)
CENTRE: Bloemfontein
REQUIREMENTS: Applicants must be in possession of a Senior Certificate/Grade 12, Degree/National Diploma in Public Administrations/Public Management, NOF 6 as recognised by SAQA. 3 year Degree/National Diploma in Office Management or Administration recognised relevant qualification on NOF 6 or equivalent qualification; a minimum of 2 years’ experience; Knowledge of the Public Finance Management Act, Public Service Act and Regulations and National Treasury Regulations; A valid driver’s license. Skills and Competencies: Computer literacy (MS Office); 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 ICCV, 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 : Mr M Prusent Tel No: (051) 430 1954

POST 37/38 : **ADMIN CLERK: ICCV PAYMENTS REF NO: JI 183 /2019** (12 months contract appointment)
Directorate: Support Service

SALARY : R173 703 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 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 Wicomb Tel No: (012) 421 1012

POST 37/39 : **MESSENGER/CLEANER (X5 POSTS)** (12 months contract appointment)
Directorate Support Services

SALARY : R102 534 per annum (Level 02) plus 37% in lieu of benefits.
CENTRE : Bloemfontein Ref No: JI 184 /2019
Centurion Ref No: JI 185/2019
Cape Town Ref No: JI 186/2019
Durban Ref No: JI 187/2019
East London Ref No: JI 188/2019

REQUIREMENTS : Applicants must be in possession of a Grade 10 or ABET (NQF level1-4) 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 materials. Ad-hoc tasks as delegated by the supervisor. A driver’s licence will be an added advantage.

ENQUIRIES : Mrs S Suliman Tel No: (012) 421 1012

POST 37/40 : **INDEPENDENT CORRECTIONAL CENTRE VISITORS** (12 months contract appointment)
Directorate Regions

SALARY : R65.139 (3/8th) per annum (Level 05) inclusive of 37% in lieu of benefits.
CENTRE : Western Cape Management Region
Ladismith Ref No: JI 189 /2019
George Ref No: JI 190 /2019

REQUIREMENTS : Grade 12 and computer literacy knowledge. A recommendation of nomination by a community organization. A driver's license will be an added advantage. Attributes: Public spirited and sound knowledge of the Batho-Pebe 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 : Mrs S Wesson/Mr J Mepomie Tel No: (021) 421 1012