ANNEXURE K

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 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: 13 December 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. 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). 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 candidate. A letter of a community organisation nominating the candidate (ICCV) for the position must be attached to the CV.

OTHER POSTS

POST 42/43: DEPUTY DIRECTOR: HUMAN RESOURCES MANAGEMENT AND DEVELOPMENT REF NO: JI 192/2019

Directorate: Support Services

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

CENTRE: Pretoria

REQUIREMENTS: Applicants must be in possession of a Grade 12/Senior Certificate, 3 year tertiary qualification in Human Resource Management/Public Administration NQF 6 as recognised by SAQA or relevant qualification. 3-5 years managerial experience, in human resources and development. Planning, organizing and control skills. Analytical skills negotiation skills, communication skills (verbal and written). Time management skills, diversity management skills and conflict management skills are essential. Knowledge of relevant legislations and prescripts. Knowledge of the functioning of Persal. A Valid driver's license is essential. Must be willing to relocate.

DUTIES: The successful candidate will be responsible for, amongst others, to manage human resources and development of employees. Formulation and implementation of HR policies and procedures monitor the implementation of policies and procedures. Assist in the development of policies and procedures. Plan, organise and control activities pertaining to the component. Report on strategic framework/plans in the area of functional responsibility. Monitor and ensure effective and efficient coordination of activities. Develop operational standards and ensure the attainability and sustainability of the same. Compile monthly, quarterly and annual reports. Manage performance of human resources, ensure filling of vacant posts. Manage terminations of services, coordinate performance management systems and assist with management of human resource planning. Monitor the implementation of HRD policies. Ensure that employees have access of Information Technology services. Management of training national, provide and give guidance on training requirements. Ensure that training
interventions are aligned to Legislation in Training and Development. Ensure that training interventions are delivered according to the business plans of the Judicial Inspectorate. Monitor and report on the utilisation of equipment's (assets). Evaluate and monitor performance and appraisal of employees. Ensure capacity and development of staff. Manage budget of the sub directorate.

ENQUIRIES: Mr E Brewis Tel No: (012) 321 0303
NOTE: Preference will be given to women and people with disabilities.

POST 42/44: PROVISIONING ADMIN CLERK – PROCUREMENT & LOGISTICS REF NO: JI 193/2019
Directorate: Support Services
SALARY: R173 703 per annum (Level 05)
CENTRE: Cape Town
REQUIREMENTS: Applicants must be in possession of a Grade 12/Senior Certificate. 1-3 years relevant working experience in supply chain management environment. Computer literate (MS Word, Excel, PowerPoint, Outlook). Numeric skills. Knowledge of Logis system. Team player and strong organizational skills. Good communication and interpersonal skills. Ability to work independently. Knowledge of SYSCON will be an added advantage.

DUTIES: The incumbent will be responsible to assist with procurement of goods and services and liaise with suppliers. Provide logistical support. Administer inventory, allocation of assets in line with policies and guidelines. Perform physical asset verification, bar-coding, updating asset register. Maintain proper records and communication and reporting, handling of asset disposals. Provide administrative support.

ENQUIRIES: Mr. ES Chiliza Tel No: (012) 321 0303

POST 42/45: ADMINISTRATION CLERK: COMPLAINTS REF NO: JI 194/2019
(12 months contract appointment)
Directorate: Legal Services
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 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 an 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 Wesson Tel No: (021) 421 1012

POST 42/46: INDEPENDENT CORRECTIONAL CENTRE VISITORS (ICCV) REF NO: JI 195/2019
(12 months contract appointment)
Directorate Regions
SALARY: R65 139 per annum (3/8th) (Level 05) plus 37% in lieu of benefits
CENTRE: Western Cape Management Region: Mosselbay Youth
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-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: Mrs S Wesson/Mr J Mepomie Tel No: (021) 421 1012