

**JUDICIAL INSPECTORATE FOR CORRECTIONAL SERVICES**

*The JICS is an equal opportunity employer. In the filling of vacant posts the objectives of section 195 (1) (i) of the Constitution of South Africa, 1996 (Act No: 108 of 1996), the Employment Equity imperatives as defined by the Employment Equity Act, 1998 (Act No: 55 of 1998) and relevant Human Resources policies of the Department will be taken into consideration.*

**CLOSING DATE** : 07 August 2020

**NOTE** : Interested applicants must submit their applications for employment to the email address specified to each post. The email must include only completed and signed Form Z83, obtainable from any Public Service Department or on the internet at www.gov.za, a CV with a font size of 10 and Arial theme font, copy of Identity Document, Senior Certificate and the highest required qualification as well as a driver's license where necessary. Attachments must be limited to 10 megabytes. Emails that do not comply with the above specifications will bounce back without reaching the Department. Original/certified copies must be produced by only shortlisted candidates and must be produced during the interview date. A SAQA evaluation report must accompany foreign qualifications. Applications that do not comply with the above mentioned requirements will not be considered. All shortlisted candidates for SMS posts will be subjected to a technical and competency assessment. A pre-entry certificate obtained from National School of Government (NSG) is required for all SMS applicants. Candidate will complete a financial disclosure form and also be required to undergo a security clearance. Foreigners or dual citizenship holder must provide the Police Clearance certificate from country of origin. Reasonable accommodation shall be applied for People with Disabilities including where driver's license is a requirement. Correspondence will be limited to short-listed candidates only. If you do not hear from us within 3 months of this advertisement, please accept that your application has been unsuccessful. The department reserves the right not to fill these positions. Women and people with disabilities are encouraged to apply and preference will be given to the EE Target.

**MANAGEMENT ECHELON**

**POST 17/19** : **DIRECTOR: MANAGEMENT REGIONS REF NO: JI-01 /2020**  
Directorate: Management Regions

**SALARY** : R1 057 326 per annum (Level 13) (All Inclusive package)

**CENTRE** : Pretoria

**REQUIREMENTS** : An appropriate bachelor's degree/National Diploma tertiary qualification in management (NQF 7 as recognised by SAQA) or relevant qualification. At least 5 years' appropriate experience at Middle Management level. Job-related knowledge: An understanding of legislation, research and development methodologies, legislation and analysis methods, as well as Government legislation. Job-related skills: Computer literary, Communication (written and verbal) skills. Proficiency in project management. Planning and organising skills. Analytical and decision-making skills. Problem-solving and negotiation skills. The ability to interpret the law. A valid driver's licence.

**DUTIES** : Develop policies and procedures related to Management Regions. Coordinate and oversee the appointment and functioning of the Independent Correctional Centre Visitors. Manage the establishment of Visitors Committee (VC's) and ensure the effective and efficient management of the VC's. Manage the facilitation of inmate's complaints. Promote community involvement in correctional matters. Manage mandatory reports and develop effective systems and frameworks in dealing with these in the regions. 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 and operational responsibility. Report on strategic frameworks on Management Regions. 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.  
**APPLICATIONS** : Quoting the relevant reference number, direct your application to:  
[JICSSMS.Recruitment@dcs.gov.za](mailto:JICSSMS.Recruitment@dcs.gov.za).

#### **OTHER POSTS**

**POST 17/20** : **ASSISTANT DIRECTOR: HUMAN RESOURCE MANAGEMENT REF NO: JI-02 /2020**  
Directorate: Support Services – Human Resources

**SALARY** : R376 596 per annum (Level 09)  
**CENTRE** : Pretoria  
**REQUIREMENTS** : Applicants must be in possession of a Grade12/Senior Certificate or an equivalent certificate, and an appropriate 3 year National Diploma/ Degree in Public Administration/Public Management/Human Resources Management/Personnel Management or relevant qualifications (NQF 6/RVQ 13). Five (5) years working experience in Human Resources Management with at least three (3-5) years' experience on a supervisory level. Knowledge of relevant legislations and HR prescripts. Knowledge of Persal System with PERSAL certificates is essential. Must have a valid driver's license. Computer literacy. Analytical and problem-solving skills. Conflict, time and diversity management skills.

**DUTIES** : The successful candidate will be responsible for managing the day-to-day operations of the Human Resources component which includes maintaining effective establishment control, manage Human Resource processes, and manage the training and the development of staff. Contract administration -manage the process of ICCV appointments. Maintain good labour relations. Conduct the performance assessment process on an annual basis. Monitor the disciplinary and grievance procedures. Salary administration control: payments of permanent and contract workers. Leave administration control. Approve all PERSAL transactions. Administer the selection & recruitment process. Ensure good discipline and work ethics in the workplace.

**ENQUIRIES** : Ms P Luphuwana Tel No: (021) 421 1012  
**APPLICATIONS** : Quoting the relevant reference number, direct your application to:  
[JICSHRM.Recruitment@dcs.gov.za](mailto:JICSHRM.Recruitment@dcs.gov.za)

**POST 17/21** : **SENIOR CASE OFFICER: COMPLAINTS REF NO: JI-03 /2020**  
Directorate: Legal Services

**SALARY** : R316 791 per annum (Level 08)  
**CENTRE** : Pretoria  
**REQUIREMENTS** : Applicants must be in possession of a Grade12/Senior Certificate, B-Proc/ LLB Degree or other relevant recognized legal qualification on NQF 7 as recognised by SAQA. 3-5 years relevant working experience of which 2 years must be in a supervisory capacity. Computer literate. Proven competency in constitutional law, human rights law, correctional law, criminal procedure, evidential law and administrative law. Proficiency in English and at least one other official language. Ability to write analytically. Valid driver's license is essential, willingness to travel

**DUTIES** : The successful candidate will be responsible to receive and adjudicate inmate complaints and maintain proper records with a view to analysing systematic practices and reporting thereon. Provide reports to the Manager Complaints unit. Liaison with Department of Correctional Services, Visitors Committees (VC) Independent Correctional Centre Visitors (ICCV) and stakeholders. Supervise administrative staff of the Complaints unit.

**ENQUIRIES** : Mr U Raga / Mr De Souza Tel No: (012) 321 0303  
**APPLICATIONS** : Quoting the relevant reference number, direct your application to:  
[JICSLEGAL.Recruitment@dcs.gov.za](mailto:JICSLEGAL.Recruitment@dcs.gov.za)

**POST 17/22** : **VISITORS COMMITTEE COORDINATOR REF NO: JI-04/2020**  
Directorate: Central Management Region

**SALARY** : R257 508 per annum (Level 07)

**CENTRE REQUIREMENTS** : Bloemfontein  
: Applicants must be in possession of a Senior Certificate/Grade 12, Degree/National Diploma in Public Administrations/ Public Management, NQF 6 as recognised by SAQA. 3 year Degree/National Diploma in Office Management or recognised relevant qualification on NQF 6 with equivalent qualification; a minimum of 3-5 years clerical experience within justice cluster environment; and 2 years supervisory experience; Knowledge of the Public Finance Management Act, Public Service Act, Public Service Regulations and National Treasury Regulations; A valid driver's licence. 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 ICCV's. Monitor all mandatory complaints according to policy. Capture unresolved complaints from VC meeting on the system. Rendering of administrative support services to the ICCVs. Manage the relationship with stakeholders (good working relationships).

**ENQUIRIES APPLICATIONS** : Mr M Prusent Tel No: (051) 430 1954  
: Quoting the relevant reference number, direct your application to: JICSREGION.Recruitment@dcs.gov.za

**POST 17/23** : **ADMIN CLERK: MANDATORY REF NO: JI-05/2020**  
Directorate Legal Services

**SALARY CENTRE REQUIREMENTS** : R173 703 per annum (Level 05)  
: Cape Town  
: Applicants must be in possession of a Grade 12/Senior Certificate or equivalent qualification. 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 services background would be advantageous. Driver's license would be an added advantage.

**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 APPLICATIONS** : Mr P Mohlaba Tel No: (021) 421 1012.  
: Quoting the relevant reference number, direct your application to: JICSLEGAL.Recruitment@dcs.gov.za

**POST 17/24** : **HR PERSONNEL CLERK REF NO: JI-06/2020**  
(12 Months Contract Appointment)  
Directorate: Support Services

**SALARY CENTRE REQUIREMENTS** : R173 703 per annum (Level 05) plus 37% in lieu of benefits  
: Cape Town  
: Applicants must be in possession of a Senior Certificate or equivalent qualification. Knowledge in office administration environment. Computer literate (Word, Excel, PowerPoint, Outlook). Knowledge in HRM and Persal system 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.

**DUTIES** : The successful candidate will be responsible to provide human resources administrative support to the JICS 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.  
**APPLICATIONS** : Quoting the relevant reference number, direct your application to: JICSHRM.Recruitment@dcs.gov.za

**POST 17/25** : **PROVISIONING ADMIN CLERK REF NO: JI-07/2020**  
(12 Months Contract Appointment)  
Directorate: Support 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. Knowledge 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, communication and reporting, handle asset disposal. Provide administrative support.

**ENQUIRIES** : Mr Fortuin/Ms Tshangana Tel No: 021 421 1012  
**APPLICATIONS** : Quoting the relevant reference number, direct your application to: JICSFINANCE.Recruitment@dcs.gov.za

**POST 17/26** : **ADMIN CLERK: AUXILIARY REF NO: JI-08/2020**  
(12 Months Contract Appointment)  
Directorate Regional Management

**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. Knowledge in office administration environment. 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 Offices (draft correspondence, manages calendars of senior team members and arrange trips etc.)

**ENQUIRIES** : Mrs J Gericke / Mr GP Wicomb Tel No: (021) 421 1012  
**APPLICATIONS** : Quoting the relevant reference number, direct your application to: JICSREGION.Recruitment@dcs.gov.za

**POST 17/27** : **ADMIN CLERK – MANDATORY REF NO: JI-09/2020**  
(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. 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 services background would be advantageous. Driver's license would be an added advantage.
- 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 APPLICATIONS** : Mr P Mohlaba Tel No: (021) 421 1012.  
: Quoting the relevant reference number, direct your application to: JICSLEGAL.Recruitment@dcs.gov.za
- POST 17/28** : **FINANCE CLERK REF NO: JI-92/2020**  
(12 months contract appointment)  
Directorate: Support Service
- SALARY CENTRE REQUIREMENTS** : R173 703 per annum (Level 05) plus 37% in lieu of benefits  
: Cape Town  
: Applicants must be in possession of a Grade 12/Senior Certificate or equivalent qualification. Computer literate (Ms Word, Excel and Outlook). Knowledge of financial administration environment. 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 APPLICATIONS** : Mr Mushwana/ Ms Thompson Tel No: (021) 421 1012.  
: Quoting the relevant reference number, direct your application to: JICSFINANCE.Recruitment@dcs.gov.za
- POST 17/29** : **SECRETARY TO THE CHIEF EXECUTIVE OFFICER REF NO: JI-93/2020**  
Office of Chief Executive Officer
- SALARY CENTRE REQUIREMENTS** : R173 703 per annum (Level 05)  
: Pretoria  
: Applicants must be in possession of a Grade 12/Senior Certificate or equivalent qualification. Relevant knowledge in administration/secretariat. Good communication and interpersonal skills. Computer literate with an excellent understanding of windows. MS Word, Excel, Outlook and PowerPoint. Ability to work under pressure and willingness to work overtime. All short-listed candidates will be subjected to a technical exercise that intends to test relevant technical elements of the job.
- DUTIES** : The successful candidate will be responsible to serve as the secretary/administrator to the Chief Executive Officer. Answering and screening of telephone calls. Typing/compiling of memorandums and presentations. Execute office and general administrative duties. Manage filing and electronic documents tracking system. Maintain diary and manage appointments. Acknowledge receipt of documents. Record and issue minutes. Make all travelling arrangements. Ensure submission of travel claims for the Chief Executive Officer Judge.
- ENQUIRIES APPLICATIONS** : Mr. M Sello Tel No: (012) 321-0303  
: Quoting the relevant reference number, direct your application to: JICSHRM.Recruitment@dcs.gov.za

**POST 17/30**

**INDEPENDENT CORRECTIONAL CENTRE VISITORS**

Directorate Management Regions

**SALARY CENTRE**

R65 139 per annum plus 37% in lieu of Benefits (Level 05) on 3/8th Part Time Notch  
**Western Cape:** Helderstroom Med (Ref. No: JI 10/2020); Van Rhynsdorp (Ref. No: JI 11/2020); Brandvlei Juvenile (Ref. No: JI 12/2020); Brandvlei Max (Ref. No: JI 13//2020); Buffelsjagsrivier (Ref. No: JI 14/2020); Caledon (Ref. No: JI 15/2020) Drakenstein Max (Ref. No: JI 16/2020); Helderstroom Max (Ref. No: JI 17/2020); Mosselbay (Ref. No: JI 18/2020); Pollsmoor Med A (Ref. No: JI 19/2020); Prince Albert (Ref. No: JI 20/2020); Robertson (Ref. No: JI 21/2020); Voorberg - Med A (Ref. No: JI 22/2020); Knysna - (Ref. No: JI 23/2020); Uniondale Ref. No: JI 24/2020 Enquiries: Mrs J Gericke / Mr GP Wicomb, Tel No: (021) 421 1012

**Central Management Region:** Ladybrand (Ref. No: JI 25/2020); Senekal (Ref. No: JI 26/2020); Bizzah Makhate Medium A (Ref. No: JI 27/2020); Bizzah Makhate Medium A (Ref. No: JI 28/2020); Bizzah Makhate Medium B (Ref. No: JI 29/2020); Victoria West (Ref. No: JI 30/2020); Heilbron (Ref. No: JI 31/2020); Edenburg (Ref. No: JI 32/2020); Rooigrond Med B (Ref. No: JI 33/2020); Ventersburg (Ref. No: JI 34/2020); Barkley West (Ref. No: JI 35/2020); Douglas (Ref. No: JI 36/2020); Tswelopele - Kimberley (Ref. No: JI 37/2020); Tswelopele - Kimberley (Ref. No: JI 38/2020); Tswelopele - Kimberley (Ref. No: JI 39/2020); Mogwase (Ref. No: JI 40/2020); Klerksdorp (Ref. No: JI 41/2020); Ficksburg (Ref. No: JI 42/2020); Parys (Ref. No: JI 43/2020); Upington (Ref. No: JI 44/2020); Vereeniging (Ref. No: JI 45/2020); Kuruman (Ref. No: JI 46/2020). Enquiries: Mr M Prusent/ Ms LY Mdlalose Tel No: (051) 430 1954

**KwaZulu- Natal Region - Qalakabusha** (Ref. No: JI 47/2020); Waterval (Med B) (Ref. No: JI 48/2020); Utrecht (Ref. No: JI 49/2020); Newcastle (Ref. No: JI 50/2020); Ekuseni (Ref. No: JI 51/2020); Kranskop (Ref. No: JI 52/2020); Bergville (Ref. No: JI 53/2020); Ladysmith (Ref. No: JI 54/2020); Nongoma (Ref. No: JI 55/2020); Port Shepstone (Ref. No: JI 56/2020); Durban Youth (Ref. No: JI 57/2020); Durban Med B (Ref. No: JI 58/2020); Pietermaritzburg (Med B) (Ref. No: JI 59/2020); Melmoth (Ref. No: JI 60/2020); Dundee (Ref. No: JI 61/2020); Sevontein (Ref. No: JI 62/2020); Ingwavuma (Ref. No: JI 63/2020); Vryheid (Ref. No: JI 64/2020) Enquiries: Mr S Sibanyoni /Mrs S Naidoo: Tel No: (031) 366 1900

**Eastern Cape Management Region: Port Elizabeth** (Ref. No: JI 65/2020); St Albans (Med B) (Ref. No: JI 66/2020); Patensie (Ref. No: JI 67/2020); Grahamstown (Ref. No: JI 68/2020); Graaff-Reinet (Ref. No: JI 69/2020); Middleburg (Ref. No: JI 70/2020); Willowvale (Ref. No: JI 71/2020); Barkley East (Ref. No: JI 72/2020); Idutywa; (Ref. No: JI 73/2020) Sterkspruit (Ref. No: JI 74/2020) Enquiries: Mrs J Gericke/ Mr S Sani Tel No: (043) 722 2729/722 2469

**Northern Management Region Kgosi-Mampuru** (Local) (Ref. No: JI 75/2020); Kgosi-Mampuru (Local) (Ref. No: JI 76/2020); Zonderwater (Ref. No: JI 77/2020), Zonderwater (Ref. No: JI 78/2020), Kgosi-Mampuru (Central (Ref. No: JI 79/2020)); Polokwane (Ref. No: JI 80/2020); Krugersdorp (Ref. No: JI 81/2020); Krugersdorp (Ref. No: JI 82/2020); Leeuwkop Med C (Ref. No: JI 83/2020); Carolina (Ref. No: JI 84/2020); Ermelo (Ref. No: JI 85/2020); Standerton (Ref. No: JI 86/2020); Volksrust (Ref. No: JI 87/2020); Thohoyandou Med B and Female (Ref. No: JI 88/2020); Belfast (Ref. No: JI 89/2020); Devon (Ref. No: JI 90/2020); Makhado (Ref. No: JI 91/2020). Enquiries: Mr M Mentoer/ Ms G Nkuna Tel No: (012) 663 7521

**REQUIREMENTS**

Applicants must be in possession of a Grade 12/Senior Certificate or equivalent qualification and possess computer literacy knowledge. A recommendation letter of nomination by a community based or non-governmental organisation must support the application. A valid driver's licence 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 mandatory matters. Monitor the conditions of incarceration and report on observations. Monitor and report on all instances of death, segregations, use of mechanical restraints and use of force in the correctional centre. Support officials

**APPLICATIONS**

from JICS during inspections and investigations. Administrative tasks will include dealing with and capturing inmate complaints and mandatory matters and detailed report writing.

: **Western Cape** Quoting the relevant reference number, direct your application to: JICSWCM.Recruitment@dcs.gov.za

**Central Management Region** Quoting the relevant reference number, direct your application to: JICSCM.Recruitment@dcs.gov.za

**Kwazulu – Natal** Quoting: the relevant reference number, direct your application to: JICSKZN.Recruitment@dcs.gov.za

**Eastern Cape Management Region: Port Elizabeth:** Quoting the relevant reference number, direct your application to: JICSECM.Recruitment@dcs.gov.za

**Northern Management Region Kgosi-Mampuru** Quoting the relevant reference number, direct your application to: ICSNM.Recruitment@dcs.gov.za