

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, 9th Floor, Cnr Long Street & Hans Strijdom Avenue, Cape Town, 800
- CLOSING DATE** : 23 October 2020
- 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 6 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 advertised post. 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 Public Service Act of 1994.

OTHER POSTS

- POST 23/11** : **LAW CLERK – ASSISTANT DIRECTOR REF NO: JI-0952020**
(12 months contract)
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 2021. The Inspecting Judge of JICS is assisted by a Law Clerk whose primary function is to carry out legal research and assist the Inspecting Judge with lectures, speeches, public presentations and publications. Appointments are made for the period January 2021 to December 2021. The JICS seeks to ensure these 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 that degree and should display an interest in subjects relating to criminal law, criminology, penology and human rights. 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. 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 their email addresses).
- DUTIES** : Research for the Inspecting Judge, Report writing, Ad hoc tasks allocated by the Inspecting Judge. Consolidate and analyse monthly statistical reports for the Inspecting Judge. Preference will be given to all women and people with disabilities.
- ENQUIRIES** : Mr. M Sello. Tel No: (012) 321 0303
- POST 23/12** : **CHIEF ADMIN CLERK: AUXILIARY SERVICES REF NO: JI-95/2020**
Directorate: Support Services
- SALARY** : R257 508 per annum (Level 07)

- CENTRE** : Cape Town
- REQUIREMENTS** : Applicants must be in possession of a senior certificate/Grade 12, Degree/ National Diploma in Public Administration/ Management or equivalent relevant qualification plus relevant 2-3 HRM experience. Knowledge of the Public Finance Management Act, Public Service Act and Regulations and National Treasury Regulations; A valid driver's licence. Skills and competencies: Computer literacy (MS Office); PERSAL; 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. Working experience and exposure in the inter-justice sector will be an added advantage.
- DUTIES** : Responsible for reception and registry services, ensure the implementation of file plan, human resource policies such as, leave administration, state accommodation, performance management, development system grievances, disciplinary procedure, Injury on Duty, transfers, and termination of services.
- ENQUIRIES** Ms S Suliman Tel No: (021) 421 1012