

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, 8001.
- CLOSING DATE** : 27 November 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 26/43** : **DEPUTY DIRECTOR: COMPLAINTS AND MANDATORY REPORTING**
REF NO: JI-96/2020
Directorate: Legal Services
- SALARY** : R733 257 per annum (Level 11) TCE Package
- CENTRE** : Pretoria
- REQUIREMENTS** : Applicant must be in possession of a Matric/Senior Certificate, BProc/LLB Degree or other relevant recognized legal qualifications on NQF 7 as recognised by SAQA. 3-5 years managerial experience in legal services. In depth knowledge and understanding of constitutional litigation and legal framework. Good communication skills (verbal and written), Report writing skills, facilitation skills, coordination skills, analytical skills, accuracy and flexibility. Planning and organising skills and working independently and co-operative. Pro-activeness and professionalism is essential. Valid driver's license is essential, willingness to travel extensively.
- DUTIES** : The successful candidate will be responsible for, amongst others, to attend to mandatory and complaints reports and recommendations. Formulate policies and procedures relating to mandatory and complaints sub-directorate. Facilitate and co-ordinate the drafting of regulations, policies, contracts and other necessary legal documents for the JICS. Management of complaints, mandatory reports and recommendations, develop and implement effective systems and frameworks in dealing with

complaints and mandatory reports and ensure that complaints are attended to timeously. Ensure compliance with legislation in dealing with inmates' complaints and mandatory reports. Manage, coordinate and foster effective relationships with all relevant stakeholders. Manage, evaluate and monitor performance of employees, ensure development and training of staff. Manage and monitor the utilisation of the sub-directorates budget.

ENQUIRIES : Ms. T Nhlanzi – Ngema Tel No: (012 321 0303)

POST 26/44 : **DEPUTY DIRECTOR: COMMUNICATIONS REF NO: JI-97/2020**
(12 months contract appointment)
Office of the Inspecting Judge

SALARY : R733 257 per annum (Level 11) TCE Package
CENTRE : Pretoria

REQUIREMENTS : Applicant 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 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 achieving.

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 Directorate's strategic outcomes. Application of the legislative and policy guidelines.

ENQUIRIES : Mr. E Brewis Tel No: (012) 321 0303

POST 26/45 : **ADMIN CLERK: ICCV PAYMENTS REF NO: JI 98 /2020**
(12 months contract appointment)
Directorate: Support Service

SALARY : R173 703 per annum (Level 05) per annum 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). Knowledge of financial and human resources 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 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. F Petersen Tel No: (012) 421 1012

POST 26/46 : **SECRETARY TO THE DIRECTORS REF NO: JI 99/2020**
12 months contract appointment

SALARY : R173 703 per annum (Level 05) plus 37% in lieu of benefits.
CENTRE : Pretoria
REQUIREMENTS : Applicants must be in possession of a Grade 12/Senior Certificate. 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 Directors. 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 : Mr. M Sello Tel No: (012) 321-0303

POST 26/47 : **ADMINISTRATION CLERK – INSPECTIONS & INVESTIGATIONS REF NO: JI 100/2020 (X2 POSTS)**
12 months contract appointment.
Directorate: Legal Services - Inspections & Investigations

SALARY : R173 703 per annum (Level 05) plus 37% in lieu of benefits.
CENTRE : Pretoria
REQUIREMENTS : Applicants must be in possession of a Senior Certificate. Computer literate (MS Word, Excel) and exposure to Microsoft Outlook. Knowledge of office 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 admin capabilities. Driver's license and proficiency in English and at least one other official language an added advantage.

DUTIES : The successful candidate will be responsible for recording, organising, storing, capturing and retrieving correspondence and date. Update registers and handle routine enquiries. Make photocopies and receive and send facsimiles. Distribute document/packages to various stakeholders as required. Keep and maintain the filing system for the unit. Communicate with stakeholders. Make travel arrangements on short notice. Keep and maintain the incoming and outgoing document register of the unit.

ENQUIRIES : Mr L de Souza, Tel No: (012) 321 0303

POST 26/48 : **ADMIN CLERK: FINANCE REF NO: JI 101/2020**
(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. Computer literate (Ms Word, Excel and Outlook). Knowledge of 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/ 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** : Mr C Shiundlane Tel No: (021) 421 1012.
- POST 26/49** : **ADMIN CLERK: SUPPLY CHAIN MANAGEMENT REF NO: JI 102 /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. 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 BAS and LOGIS systems 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 and communication and reporting, handle asset disposal. Provide administrative support.
- ENQUIRIES** : Mr A Fortuin Tel No: (021) 421 1012