

JUDICIAL INSPECTORATE FOR CORRECTIONAL SERVICES

The Judicial Inspectorate for Correctional Services (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 JICS will be taken into consideration. People with Disabilities will be accommodated within reasonable limits. Therefore preference will be given to candidates whose appointment will assist the JICS in achieving its Employment Equity targets in terms of the JICS's Employment Equity Plan.

- 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, 8000.
- CLOSING DATE** : 18 October 2021
- NOTE** : Applicants are advised that a new application for employment (Z83) has been in effect since 1 January 2021. The new application for employment form can be downloaded at www.dpsa.gov.za-vacancies. Applications submitted using the old Z83 form will not be accepted. Applications must be accompanied by (1) a comprehensive CV, with specific starting and ending dates in all relevant positions and clarity on the levels and ranks pertaining to experience as compared to the Public Service, as well as at least 3 contactable references, (2) a copy of the applicant's South African ID Document, (3) a copy of the applicant's driver's license where required, (4) a copy of Grade 12 Certificate as well as all qualifications mentioned in the CV and (5) a SAQA verification report for foreign qualifications. (Only shortlisted candidates will be required to submit certified documents/ copies on or before the day of the interviews). It is the applicant's responsibility to have foreign qualifications evaluated by the South African Qualifications Authority (SAQA) and to provide proof of such evaluation. Incomplete applications, applications received after the closing date or applications without SAQA verification reports for foreign qualifications will not be considered. The successful candidate will be appointed subject to positive results of the security clearance process and the verification of educational qualification certificates. It is important to note that it is the applicant's responsibility to ensure that all information and attachments in support of the application are submitted by the due date. Due to the large number of responses anticipated, correspondence will be limited to short-listed candidates only. If you have not been contacted within three months of the closing date of the advertisement, please accept that your application has been unsuccessful. By submitting the employment application form, you agree and consent in terms of section 11 (1) of the Protection of Personal Information Act, 2013 (POPIA), to your personal information which you provide to the Judicial Inspectorate for Correctional Services (JICS) being processed by the JICS and its employees, agents, cabinet committees, and sub-contractors for recruitment purposes, in accordance with the Protection of Personal Information Act, 2013. **ERRATUM:** Kindly note that post of Visitors Committee Coordinator (VCCO) – Western Cape with Ref No: JI – 76/2021 advertised in Public Service Vacancy Circular 29 dated 20 August 2021 with a closing date of 10 September 2021 has been withdrawn. We apologise for any inconvenience caused.

OTHER POSTS

- POST 33/37** : **DEPUTY DIRECTOR: COMMUNICATIONS REF NO: JI 94/2021**
(12 month contract appointment)
Office of the Inspecting Judge
- SALARY** : R733 257 per annum (Level 11), (CTC)
- 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 deadlines. Able to work in a team. A 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 Directorate's strategic outcomes. Application of the legislative and policy guidelines.
- ENQUIRIES** : Mr E Brewis Tel No: 012 321 0303
- POST 33/38** : **LAW CLERK REF NO: JI 95/2021**
(12 month contract appointment)
Office of the Inspecting Judge
- SALARY CENTRE REQUIREMENTS** : R376 595 per annum (Level 09) + 37% in lieu of benefits.
: Pretoria
: The Judicial Inspectorate for Correctional Services (JICS) invites applications from suitable candidates seeking appointment as a Law Clerk for 2022-2023. 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 2022 to December 2022. 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 E Brewis Tel No: 012 321 0303
- POST 33/39** : **VISITORS COMMITTEE COORDINATOR – VCCO REF NO: JI 96/2021**
Directorate: Management Regions
- SALARY CENTRE REQUIREMENTS** : R257 508 per annum (Level 07)
: East London
: 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 : Mr S Sani Tel No: (043) 722 2471

POST 33/40 : **SECRETARY REF NO: JI 97/2021**
(12 months contract appointment.)
Directorate: Management Regions

SALARY : R173 703 per annum + 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 33/41 : **ADMINISTRATION CLERK: SUPPLY CHAIN MANAGEMENT REF NO: JI 98/2021 (X2 POSTS)**
(12 months contract appointment)
Directorate Support Services

SALARY : R173 703 per annum (Level 05) + 37% in lieu of benefits
CENTRE : Cape Town

REQUIREMENTS : Applicants must be in possession of a Grade 12/Senior certificate. 1-3 years relevant working experience 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 and communication and reporting, handle asset disposal. Provide administrative support.

ENQUIRIES : Mr. A Fortuin Tel No: (021) 421 1012

POST 33/42 : **ADMINISTRATION CLERK: FINANCE REF NO: JI 99/2021 (X2 POSTS)**
(12 month 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).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/ 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** : Ms. R Thompson Tel No: 021 421 1012
- POST 33/43** : **HR PERSONNEL CLERK REF NO: JI 100/2021**
(12 month contract appointment)
Directorate: Support Services
- SALARY CENTRE REQUIREMENTS** : R173 703 per annum (Level 05) + 37% in lieu of benefits
: Cape Town
: Applicants must be in possession of a senior certificate or equivalent qualification. Experience in office administration. Computer literate (Word, Excel, PowerPoint, Outlook). Knowledge in HRM and Persal 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. Knowledge of PERSAL system will be an added advantage.
- 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.
- ENQUIRIES** : Ms P. Luphuwana / Ms S Suliman Tel No: 021 421 1012.
- POST 33/44** : **ADMINISTRATION CLERK: AUXILIARY SERVICES REF NO: JI 101/2021**
(12 month contract appointment)
Directorate: Regional Management
- SALARY CENTRE REQUIREMENTS** : R173 703 per annum (Level 05) + 37% in lieu of benefits
: Cape Town
: Applicants must be in possession of a grade 12 /senior certificate. 1-3 years relevant working experience in 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 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
- POST 33/45** : **ADMINISTRATION CLERK: INSPECTIONS & INVESTIGATIONS REF NO: JI 102/2021**
(12 month contract appointment)
Directorate: Legal Services
- SALARY CENTRE REQUIREMENTS** : R173 703 per annum (Level 05) + 37% in lieu of benefits
: Pretoria
: 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
- ENQUIRIES** : Mr L de Souza, Tel No: 012 321 0303
- POST 33/46** : **ADMINISTRATION CLERK: AUXILIARY SERVICES REF NO: JI 103/2021**
Directorate: Regional Management
- SALARY** : R173 703 per annum (Level 05)
CENTRE : Bloemfontein
REQUIREMENTS : Applicants must be in possession of a grade 12 /senior certificate. 1-3 years relevant working experience in 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 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** : Mr M Prusent / Ms Y Mdlalose Tel No: (051) 430 1954