

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, 800
- CLOSING DATE** : 11 June 2021
- NOTE** : Applications quoting the relevant reference number must be submitted on the new form Z83 effective from 01 January 2021, obtainable from any Public Service Department or on the internet www.gov.za/documents. Received applications using the incorrect application for employment (old Z83) will not be considered. 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 17/26** : **DEPUTY DIRECTOR: COMPLAINTS AND MANDATORY REPORTING REF NO: JI- 73/2021**
Directorate: Legal Services
- SALARY** : R733 257 per annum (Level 11), TCE Package
- CENTRE** : Pretoria
- REQUIREMENTS** : Applicants must be in possession of a Matric/Senior Certificate, B Proc / LLB Degree or other relevant recognized legal qualification 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. Knowledge of basic principles on drafting contracts will be an added advantage. 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 17/27 : **ASSISTANT DIRECTOR: FINANCE REF NO: JI-74/2021**
Directorate: Support Services

SALARY : R376 596 per annum (Level 09)
CENTRE : Cape Town

REQUIREMENTS : Applicant must be in possession of a Senior Certificate, National Diploma/ Degree NQF 6 as recognized by SAQA in Financial Management/Cost and Accounting or relevant qualifications. Three (3) to five (5) years' experience in Financial Management environment. Two years supervisory experience in Financial Management. Knowledge of Persal, BAS and LOGIS systems is essential. Knowledge of Public Service Act, PFMA, Financial Regulations, and Public Service Regulations. Accuracy and numerical knowledge. Planning and organising skills. Negotiation skills, Analytical skills communications (verbal and written skills) Conflict management, Diversity management, Time management, Risk management, Problem solving and listening skills. Computer literacy. Ability to work independently and be able to work in a team. Ability to working irregular hours and achieving deadlines. A valid driver's license is essential. Must be willing to relocate.

DUTIES : To provide financial management support services. Coordinate the implementation of policies and procedures in relation to financial management. Ensure the implementation of policies and procedures. Monitor of organisation expenditure. Ensure the spending is in line with strategic objectives of JICS. Check and ensure that documents are authorized before approval of expenditure. Administer the payments on Persal, LOGIS and BAS in line with delegated authority. Administer Petty Cash. Ensure the payments of accounts within 30 days from receipt of an invoice. Compile Financial reports. Management of payments. Management of debts. Ensure all claims are correct and timeously processed, attend to claims and payments enquiries. Approve payments on Persal, LOGIS and BAS. Assist in formulating budget estimations. Identify spending pressures and make recommendations thereof. Manage and maintain record of commitment and actual expenditure. Manage, coordinate and foster effective relationship with all relevant stakeholders. Management of resources.

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

POST 17/28 : **ADMINISTRATION CLERK: INSPECTIONS & INVESTIGATIONS REF NO: JI - 75/2021 (X1 POST)**
Directorate: Legal Services - Inspections & Investigations

SALARY : R173 703 per annum (Level 05)
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