

**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, 8001.
- CLOSING DATE** : 04 March 2022
- 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](http://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 the following posts were advertised in Public Service Vacancy Circular 29 2021 dated 20 August 2021: Messenger/Cleaner: Bloemfontein Ref No: JI 89/2021, Messenger/Cleaner: Centurion Ref No: JI 90/2021, Messenger Cleaner: Cape Town Ref No: JI 91/2021, Messenger/Cleaner: Durban Ref No: JI 92/2021, Messenger/Cleaner: East London Ref No: JI 93/2021, and Public Service Vacancy Circular 33 of 2021 dated 17 September 2021: Deputy Director: Communications Ref No: JI 94/2021, Secretary Ref No: JI 97/2021, Administration Clerk: Supply Chain Management x 2 Ref No: JI 98/2021, Administration Clerk: Finance x 2 Ref No: JI 99/2021, HR Personnel Clerk Ref No: JI 100/2021, Administration Clerk: Auxiliary Services: Cape Town Ref No: JI 101/2021, Administration Clerk: Inspections & Ref No: JI 102/2021, Kindly note that the posts has been withdrawn.

## OTHER POSTS

- POST 05/61** : **LAW CLERK REF NO: JI 01/2022**  
Office of the Inspecting Judge  
(12 month contract appointment)
- SALARY** : R382 245 per annum + 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 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. 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 05/62** : **REGIONAL INSPECTOR REF NO: JI 02/2022**  
Directorate Legal Services
- SALARY** : R321 54 per annum  
**CENTRE** : Durban  
**REQUIREMENTS** : Applicants must be in possession of a Grade 12/Senior certificate. 3 year relevant tertiary qualification in Criminal Justice or relevant field on NQF 6 as recognized by SAQA. At least 3 years relevant working experience (interviewing, taking of statements, collecting evidence and report writing). Assertive and able to adhere to deadlines. Attention to detail and excellent report writing skills. Administrative skills. Ability to work effectively without supervision but also in a team. An unendorsed driver's license is essential as well as a willingness to travel extensively at short notice (including weekends). Proficiency in English and at least one other official language.
- DUTIES** : The successful candidate will be responsible for inspections and investigations at correctional centres in the JICS regions. Compile reports of completed inspections and investigations and refer it to the Manager: Inspections/investigations. Administrative tasks related to inspections and investigations in the Management Regions. Training of Independent Correctional Centre Visitors on basic inspection and investigation principles.
- ENQUIRIES** : Mr L De Souza Tel No: (012) 321 0303
- POST 05/63** : **SECRETARY REF NO: JI 03/2022**  
Office of the Chief Executive Officer
- SALARY** : R176 310 per annum  
**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 05/64** : **ADMINISTRATION CLERK: AUXILIARY SERVICES REF NO: JI 04/2022**  
Directorate Regional Management
- SALARY CENTRE REQUIREMENTS** : R176 310 per annum  
: Centurion  
: Applicants must be in possession of a grade 12 /senior certificate. Knowledge 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 Mentoor / Ms G Nkuna Tel No: (012) 663 7521
- POST 05/65** : **INDEPENDENT CORRECTIONAL CENTRE VISITORS**  
Thirty Six Months (36) months contract for all ICCV positions.
- SALARY CENTRE** : R66 117 (3/8th) per annum (Level 05 on part time notch) + 37% in lieu of Benefits.  
**KwaZulu-Natal Region**  
Bergville Correctional Centre Ref No: JI 05/2022  
Durban Juvenile Correctional Centre Ref No: JI 06/2022  
Eshowe Correctional Centre Ref No: JI 07/2022  
**Eastern Cape Management Region:**  
Barkly East Correctional Centre Ref No: JI 08/2022  
Burgersdorp Correctional Centre Ref No: JI 09/2022  
Jansenville Correctional Centre Ref No: JI 10/2022  
Kirkwood Correctional Centre Ref No: JI 11/2022  
Lusikisiki Correctional Centre Ref No: JI 12/2022  
Mount Frere Correctional Centre Ref No: JI 13/2022  
Ngqeleni Correctional Centre Ref No: JI 14/2022  
Patensie Correctional Centre Ref No: JI 15/2022  
Sada Correctional Centre Ref No: JI 16/2022  
St Albans Medium B Correctional Centre Ref No: JI 17/2022 (X2 Posts)  
**Western Cape Management Region**  
Pollsmoor Female & Medium C Correctional Centre Ref No: JI 18/2022  
**Central Management Region**  
Bizzah Makate Medium A Correctional Centre Ref No: JI 19/2022  
Fairesmith Correctional Centre Ref No: JI 20/2022  
Kuruman Correctional Centre Ref No: JI 21/2022  
Zastron Correctional Centre Ref No: JI 22/2022  
Mr. M Prusent/Ms Y Mdlalose; Tel No: (051) 430 1954  
**Northern Management Region**  
Carolina Correctional Centre Ref No: JI 23/2022  
Leeuwkop (Medium B) Correctional Centre Ref No: JI 24/2022
- REQUIREMENTS** : Grade 12 and computer literacy knowledge. A recommendation of nomination as an ICCV by a community organization. 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. Driver's license and own transport will be an added advantage.

**DUTIES**

: The successful candidates will be responsible to visit the correctional facility on a daily basis and engage with inmates and officials on complaints and other matters. Monitor the conditions of incarceration and report on findings. Monitor and report on all instances of death, segregations, use of mechanical restraints and use of force in the centre. Support officials from JICS during inspections and investigations. Administrative tasks will include dealing with and capturing inmate complaints and mandatory matters and detailed report writing.

**ENQUIRIES**

KwaZulu-Natal Region Mr. S Sibanyoni /Mrs. S Naidoo Tel No: (031) 366 1900  
Eastern Cape Management Region: Ms J Gericke/Mr S Sani Tel No: (043) 722 2729  
Western Cape Management Region: Ms J Gericke/Mr G Wicomb Tel No: (021) 421 1012  
Northern Management Region: Mr M Mentoor/ Mrs G Nkuna Tel No: (012) 663 7521