

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. Please Note: All applications (irrespective of Region) must be submitted to Cape Town Address.
- CLOSING DATE** : 30 May 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. 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.

OTHER POSTS

- POST 17/175** : **SECRETARY REF NO: JI 37/2022**
- SALARY** : R176 310 per annum (Level 05)
- 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. Short-listed candidates may 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 Senior Managers.
Mr. M Sello Tel No: (012) 321-0303
- ENQUIRIES** :
- POST 17/176** : **HUMAN RESOURCE CLERK REF NO: JI 38/2022**
Directorate Support Services
- SALARY** : R176 310 per annum (Level 05)
CENTRE : Cape Town
REQUIREMENTS : Matriculation/ Grade 12/ Senior Certificate. Knowledge and understanding of required policies, procedures and applicable legislation governing Human Resource Processes in the Public Service. PERSAL Introduction Certificate. Knowledge of HR administration and PERSAL system is essential. Administrative procedures relating to an office, filing and retrieval of documents and data capturing. Skills: planning and organizing, Verbal and written communication, computer literacy, assertive, ability to prioritize tasks, ability to work under pressure. Ability to work independently and also as part of a team. Ability to multi-task.
- DUTIES** : Render administration support services to the Directorate. Control the movement of documents and said files in the Directorate. Administer conditions of services (leave management, Housing, pension, bonus). Maintain employee personal records. Capturing of new appointments, Transfers, staff Grievances and service Termination/Resignation. Attend all internal and external HR matters from relevant stakeholders.
- ENQUIRIES** : Ms P Luphuwana Tel No: (021) 421 1012
- POST 17/177** : **ADMINISTRATION CLERK REF. NO: JI 39/2022**
- SALARY** : R176 310 per annum (Level 05)
CENTRE : Pretoria
REQUIREMENTS : 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 record management. Computer literate (Word, Excel, PowerPoint & Outlook).
- DUTIES** : The successful candidate will be responsible for office administration and render general clerical support services. Record, organise, store, capture and retrieve correspondences and data. Update register and statistics. Handle routine enquiries. Distribute documents/packages to various stakeholders as required, keep and maintain the filing system for the office. Type basic letters and/ or other correspondence when required. Provide supply chain clerical support services within the office. Liaise with internal and external stakeholders in relation to procurements of goods and services. Obtain quotations, complete procurement forms for the purchasing of standard office items. Stock control of office stationery. Keep and maintain the asset register of the component. Keep and maintain personnel records and attendance register for the component. Arrange travelling and accommodation, provide financial administration support services in the component. Perform ad-hoc duties, as may be delegated from time to time.
- ENQUIRIES** : Mr. M Sello Tel No: (012) 321-0303
- POST 17/178** : **ADMINISTRATION CLERK – INSPECTIONS & INVESTIGATIONS REF NO: JI 40/2021**
Directorate: Legal Services
(12 month contract appointment)
- SALARY** : R176 310 per annum (Level 05) + 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 17/179** : **ADMINISTRATION CLERK REF NO: JI 41/2022**
Directorate Management Regions
Re-advertisement. Previous applicants are encouraged to reapply.
- SALARY CENTRE REQUIREMENTS** : R176 310 per annum (Level 05)
: 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 record management. 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 Office (draft correspondence, management of calendars for senior team members and arrange trips etc.). Managing petty cash and petty cash register.
- ENQUIRIES** : Mr M Mentoor/ Mrs G Nkuna Tel No: (012) 663 7521
- POST 17/180** : **ADMINISTRATION CLERK: AUXILIARY SERVICES REF NO: JI 42/2022**
Directorate: Management Regions
Re-advertisement. Previous applicants are encouraged to reapply.
- SALARY CENTRE REQUIREMENTS** : R176 310 per annum (Level 05)
: 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 record management. Computer literate (Word, Excel, PowerPoint & Outlook). A valid driver's license is a requirement.
- DUTIES** : The successful candidate will be responsible to manage the support services of the office. Assist with travel arrangements. Preparations for meetings. Typing documents. Managing the assets at the Regional Office. Provide general administrative support to the Regional Office. Ensure transport and logistic support to the office. Fill in for reception duties when required.
- ENQUIRIES** : Mr M Mentoor/ Mrs G Nkuna Tel No: (012) 663 7521
- POST 17/181** : **ADMINISTRATION CLERK: MANDATORY REPORTING REF NO: JI 43/2022**
Directorate Legal Services
(12 month contract appointment)
- SALARY CENTRE REQUIREMENTS** : R176 310 per annum (Level 05) + 37% in lieu of benefits
: Pretoria
: Applicants must be in possession of a grade 12/senior certificate or equivalent qualification. Computer literacy (Word, Excel, PowerPoint and Outlook). Planning and organising skills. Ability to work independently and as part of a team. Ability to multi-task and extensive administrative capabilities. Good writing skills. Analytical and problem-solving skills. Human rights and correctional services background would be advantageous. Driver's license would be an added advantage.
- DUTIES** : The successful candidate will be responsible for assisting the unit with capturing, organising, storing and retrieving mandatory reports (death, mechanical restraints, segregation and use of force) as reported by the Head of Correctional Centre. Update registers, statistics and handle routine enquiries. Make photocopies and receive and send facsimiles. Distribute documents/packages within the unit. Keep and maintain the filing system for the mandatory unit. Type letters and/or other correspondence with stakeholders. Keep and maintain the incoming and outgoing document register of the mandatory unit.
- ENQUIRIES** : Ms V Mukhari Tel No: (012) 321 0303 / Mr P Mohlaba Tel No: (021) 421 1012

<u>POST 17/182</u>	:	<p><u>INDEPENDENT CORRECTIONAL CENTRE VISITORS</u> Thirty Six Months (36) months contract for all ICCV positions.</p>
<u>SALARY</u>	:	R66 117 (3/8th) per annum (Level 05 on part time notch) + 37% in lieu of Benefits.
<u>CENTRE</u>	:	<p>KwaZulu - Natal Region Regional Office: Durban - Ref No: JI 44/2022 Durban Medium A, Medium B, Medium C and Female Correctional Centres Ref No: JI 45/2022 Empangeni Correctional Centres - Ref No: 46/2022 Mthunzini Correctional Centres - Ref No: 47/2022 Pietermaritzburg Medium A Correctional Centre - Ref No: 48/2022 New Hanover Correctional Centre - Ref No: 49/2022 Ixopo Correctional Centre - Ref No: 50/2022 Nkandla Correctional Centre - Ref No: 51/2022 Eastern Cape Management Region: Bizana Correctional Centre - Ref No: JI 52/2022 Flagstaff Correctional Centre - Ref No: JI 53/2022 Mount Ayliff Correctional Centre - Ref No: 54/2022 Elliotdale Correctional Centre - Ref No: 55/2022 Mthatha Medium Correctional - Centre Ref No: 56/2022 Lady Frere Correctional Centre - Ref No: 57/2022 Dordrecht Correctional Centre - Ref No: 58/2022 Cofimvaba Correctional Centre - Ref No: 59/2022 East London (Medium A) Correctional Centre - Ref No: 60/2022 Fort Beaufort Correctional Centre - Ref No: 61/2022 Butterworth Correctional Centre - Ref No: 62/2022 St Albans (Max) Correctional Centre - Ref No: 63/2022 East London (Medium B) Correctional Centre – Ref No: 64/2022 Regional Office: East London - Ref No: 65/2022 Western Cape Management Region: Drakenstein (Medium B) Correctional Centre - Ref No: JI 66/2022 Goodwood Correctional Centre - Ref No: 67/2022 Pollsmoor (Remand) Correctional Centre - Ref No: JI 68/2022 Worcester Correctional Centre - Ref No: JI 69/2022 Brandvlei Correctional Centre - Ref No: 70/2022 Central Management Region: Winburg Correctional Centre - Ref No: JI 71/2022 Grootvlei Correctional Centre - Ref No: JI 72/2022 Boshof Correctional Centre - Ref No: JI 73/2022 Groenpunt (Medium) Correctional Centre - Ref No: JI 74/2022 Sasolburg Correctional Centre - Ref No: JI 75/2022 Bizzah Makhate Correctional Centre - Ref No: JI 76/2022 Bethulie Correctional Centre - Ref No: JI 77/2022 Goedemoed Correctional Centre - Ref No: JI 78/2022 Regional Office: Bloemfontein - Ref No: JI 79/2022 Northern Management Region: Christiana Correctional Centre - Ref No: JI 80/2022 Heidelberg Correctional Centre - Ref No: JI 81/2022 Baviaanspoort (Maximum) Correctional Centre - Ref No: 82/2022 Kgosi Mampuru (Central) Correctional Centre - Ref No: 83/2022 Kutama-Sinthumule Correctional Centre - Ref No: 84/2022 Thohoyandou (Medium A) Correctional Centre - Ref No: 85/2022 Barberton (Medium B) Correctional Centre - Ref No: 86/2022</p>
<u>REQUIREMENTS</u>	:	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.
<u>DUTIES</u>	:	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.
<u>ENQUIRIES</u>	:	KwaZulu-Natal: Mr. S Sibanyoni /Mrs. S Naidoo Tel No: (031) 366 1900

Eastern Cape: 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
Central Management Region: Mr. M Prusent/Ms Y Mdlalose; Tel No: (051) 430 1954
Northern Management Region: Mr M Mentoor/ Mrs G Nkuna Tel No: (012) 663 7521