

**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 JICS in achieving its Employment Equity targets in terms of the JICS's Employment Equity Plan.*

- APPLICATIONS** : The Judicial Inspectorate for Correctional Services (JICS), 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** : 18 July 2022
- NOTE** : The application must include only the completed and signed new Z83 Form (which has been in effect since 1 January 2021), obtainable from any Public Service Department or on the DPSA website link: <https://www.dpsa.gov.za/newsroom/psvc/> and a comprehensive Curriculum Vitae, with specific starting and ending dates in all relevant positions and clarity on the levels and ranks of experience as compared to the Public Service, as well as at least three contactable references. Certified copies of the Identity Document, Senior Certificate, Driver's License where necessary and all qualifications mentioned in the CV, as well as a SAQA verification report for foreign qualifications, will only be submitted by shortlisted candidates to Human Resources on or before the day of the interview date. 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 or applications received after the closing date 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 and other suitability checks. 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 when requested. 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 JICS being processed by JICS and its employees, agents, cabinet committees, and sub-contractors for recruitment purposes, under the Protection of Personal Information Act, 2013. Where applicable, candidates will be subjected to a skills/knowledge test. Successful candidates will be appointed on a probation period of 12 months. JICS reserves the right not to make any appointment(s) to the advertised posts. 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 the Public Service Act of 1994.

**OTHER POSTS**

- POST 24/55** : **ASSISTANT DIRECTOR: STRATEGIC PLANNING, MONITORING AND EVALUATION REF NO: JI 87/2022**  
Office of the Chief Executive Officer: JICS
- SALARY** : R382 245 per annum
- CENTRE** : Pretoria
- REQUIREMENTS** : A recognized NQF 6 qualification in Public Management or Public Administration or relevant equivalent qualification (NQF 6/RVQ13). The candidate must have three to five years of experience in strategic management/planning. A valid driver's licence. Knowledge: Public Service Act, (Batho Pele Principles), corporate governance guidelines and strategies. Required information technology knowledge. Monitoring and evaluation framework. Application of research methodology. Basic project management. Strategic formulation and implementation. Public sector governance

framework. Skills: Monitoring and evaluation (setting outcome targets and performance measures). Communication (verbal and written). Problem solving and analysis. Planning and organising. Knowledge management. Diversity management. Budgeting and financial management. Computer literacy. Research skills. Development of monitoring contingency plans and systems.

**DUTIES** : Coordinate and prepare inputs/presentations and feedback regarding the strategic and annual performance plans for JICS. Assist with the review or development of relevant departmental policies of JICS procedures to the relevant role players. Develop, facilitate, coordinate, present and maintain strategic and annual planning processes. Coordinate and maintain operational plans. Ensure the updating and monitoring of strategic planning in terms of the annual performance/business plan and operational plan. Ensure the proper and timeous reporting on the performance plan. Coordinate the development and submission of the annual performance. Monitor and evaluate the implementation of JICS performance outcomes and reviews.

**ENQUIRIES** : Ms P. Luphuwana, Ms S Suliman Tel No: 021 421 1012

**POST 24/56** : **VISITORS COMMITTEE COORDINATOR - VCCO REF NO: JI 88/2022**  
Directorate: Management Regions

**SALARY** : R261 372 per annum (Level 07)

**CENTRE** : Durban

**REQUIREMENTS** : Applicants must have a Senior Certificate/Grade 12, Degree/National Diploma in Public Administrations/ Public Management, NQF 6 as recognised by SAQA. A 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 a 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 willing 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 Independent Correctional Centre Visitors (ICCVs) and provide support. Attend Visitors Committee/Stakeholders meetings. Conduct performance audits/assessments; arrange inductions/training and attend to disciplinary matters related to ICCVs. Monitor all mandatory complaints according to policy. Capture unresolved complaints from VC meetings on the system. Rendering of administrative support services to the ICCVs. Manage the relationship with stakeholders (good working relationships).

**ENQUIRIES** : Mr S Sibanyoni /Mrs. S Naidoo Tel No: (031) 366 1900