

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** : **Cape Town/Western Cape:** 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
KwaZulu - Natal Region: P.O. Box 1322 Durban 4000. Alternatively, applications may be handed in at Aqua Sky Building, 275 Anton Lembede Street, 8th Floor, Durban 4001
Northern Management Region: Private Bag 153, Centurion, 0046. Alternatively, applications may be handed in at 265 West Avenue, Tuinhof, Karee (West Block), Centurion, 0046.
Central Management Region: P.O. BOX 3839, Bloemfontein 9301. Alternatively, applications may be handed in at Fedsure House, 3rd Floor 62 St Andrews Street, Bloemfontein 9300
- CLOSING DATE** : 19 August 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. The Judicial Inspectorate for Correctional Services is committed to the achievement and maintenance of diversity and equity employment, preference will be giving to Whites, Indians and people living with disabilities.

OTHER POSTS

- POST 28/55** : **ADMINISTRATION CLERK: SUPPLY CHAIN MANAGEMENT REF NO: JI 89/2022**
Directorate Support Services
(12 months contract appointment)
- SALARY** : R176 310 per annum (Level 05) + 37% in lieu of benefits
CENTRE : Cape Town
REQUIREMENTS : Applicants must be in possession of a Grade 12/Senior certificate. Knowledge of 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 and 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 28/56** : **INDEPENDENT CORRECTIONAL CENTRE VISITORS**
Thirty-Six Months (36) months contract for all ICCV positions.
- SALARY** : R66 117 (3/8th) per annum (Level 05 on part-time notch) + 37% in lieu of benefits.
CENTRE : Western Cape Management Region
Buffelsjagsrivier Correctional Centre (Ref No: JI 90/2022)
Hawequa Correctional Centre (Ref No: 91/2022)
Kwa-Zulu Natal Management Region
Sevontein Correctional Centre (Ref No: JI 92/2022)
Stanger Correctional Centre (Ref No: JI 93/2022)
Northern Management Region
Boksburg Juvenile Correctional Centre (Ref No: JI 94/2022)
Johannesburg Female Correctional Centre (Ref No: JI 95/2022)
Central Management Region
Harrismith Correctional Centre (Ref No: JI 96/2022)
- 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 daily 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** : Mr G Wicomb Tel No: (021) 421 1012 (Western Cape Management Region)
Mr. S Sibanyoni /Mrs. S Naidoo Tel No: (031) 366 1900 (Kwa-Zulu Natal Management Region)
Mr M Mentoor, Mrs G Nkuna (012) 663 7521 (Northern Management Region)
Mr M Prusent / Ms Y Mdlalose, Tel (051) 430 1954 (Central Management Region)