

**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** : **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  
**Eastern Cape Management Region:** P.O. Box 192, East London, 5200. Alternatively, applications may be handed in at Room 407, 3<sup>rd</sup> floor, Magistrates Court, 4 Buffalo Street, East London, 5200  
**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  
**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  
**Northern Management Region:** Private Bag 153, Centurion, 0046. Alternatively, applications may be handed in at 265 West Avenue, Tuinhof, Karee (West Block), Centurion, 0046.
- CLOSING DATE** : 13 January 2023
- 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, and 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). 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 46/109** : **ADMINISTRATION CLERK: COMPLAINTS REF NO: JI 101/2022**  
Directorate: Legal Services
- SALARY** : R181 599 per annum  
**CENTRE** : Pretoria  
**REQUIREMENTS** : Applicants must be in possession of a Senior Certificate or equivalent qualification. Knowledge on Legal Services. Computer literate (Word, Excel, PowerPoint, Outlook). Planning and organizing skills. Ability to work independently and as part of a team. Ability to multi-task and extensive admin capabilities. Good writing skills. Analytical and problem-solving skills. Human Rights and Correctional background would be advantageous. Driver's license would be an added advantage.
- DUTIES** : The incumbent will be responsible to peruse and capture all complaints received on the electronic system. Maintain a filing system of all complaints received and dealt with. Sending correspondence to ICCV's and Heads of Correctional Centres on complaints received. Maintain a register for all case-ready files submitted to the case officer and provide monthly statistics thereon to the ASD: Complaints.
- ENQUIRIES** : Ms. S. Wesson Tel No: 021 421 1012
- POST 46/110** : **INDEPENDENT CORRECTIONAL CENTRE VISITORS**  
Thirty-Six Months (36) months contract for all ICCV positions.
- SALARY** : R68 100 (3/8th) per annum (Level 05 on part-time notch) + 37% in lieu of benefits.
- CENTRE** : Central Management Region:  
Brandfort Correctional Centre (Ref No: JI 102/2022)  
Bethlehem Correctional Centre (Ref No: JI 103/2022)  
De Aar Correctional Centre (Ref No: JI 104/2022)  
Frankfort Correctional Centre (Ref No: JI 105/2022)  
Goedemoed Correctional Centre (Ref No: JI 106/2022)  
Groenpunt Juvenile Correctional Centre (Ref No: JI 107/2022)  
Groenpunt Maximum Correctional Centre (Ref No: JI 108/2022) (X2 Posts)  
Mangaung Correctional Centre (Ref No: JI 109/2022) (X2 Posts)  
Richmond Correctional Centre (Ref No: JI 110/2022)  
Springbok Correctional Centre (Ref No: JI 111/2022)  
Vereeniging Correctional Centre (Ref No: JI 112/2022)  
**Eastern Cape Management Region:**  
St Albans Medium A Correctional Centre (Ref No: JI 113/2022) (2 Posts)  
King Williams Town Correctional Centre (Ref No: JI 114/2022)  
Middeldrift Correctional Centre (Ref No: JI 115/2022)  
East London Medium C Correctional Centre (Ref No: JI 116/2022)  
Queenstown Correctional Centre (Ref No: JI 117/2022)  
**Kwa-Zulu Natal Management Region:**  
Durban Medium A Correctional Centre (Ref No: JI 118/2022)  
Durban Medium B Correctional Centre (Ref No: JI 119/2022)  
Umzinto Correctional Centre (Ref No: JI 120/2022)  
Ebongweni Maximum Correctional Centre (Ref No: JI 121/2022) (2 Posts)  
Kokstad Medium Correctional Centre (Ref No: JI 122/2022)  
Escourt Correctional Centre (Ref No: JI 123/2022)  
Ncome Maximum Correctional Centre (Ref No: JI 124/2022)  
Pomeroy Correctional Centre (Ref No: JI 125/2022)  
**Western Cape Management Region:**  
Brandvlei Medium Correctional Centre (Ref No: JI 126/2022)  
Malmesburg Medium A & B Correctional Centres (Ref No: JI 127/2022)  
Drakenstein Medium A Correctional Centre (Ref No: JI 128/2022)  
Oudtshoorn Medium and Female Correctional Centres (Ref No: JI 129/2022)  
Beaufort West Correctional Centre (Ref No: JI 130/2022)  
Pollsmoor Remand Detention Facility (Ref No: JI 131/2022)  
Hawequa Correctional Centre (Ref No: JI 132/2022)  
Buffelsjag Correctional Centre (Ref No: JI 133/2022)  
**Northern Management Region:**  
Kgosi Mampuru II (C-Max) Correctional Centre (Ref No: JI 134/2022)  
Kgosi Mampuru Female Correctional Centre (Ref No: JI 135/2022)  
Odi Correctional Centre (Ref No: JI 136/2022)

Atteridgeville Correctional Centre (Ref No: JI 137/2022)  
 Piet Retief Correctional Centre (Ref No: JI 138/2022)  
 Bethal Correctional Centre (Ref No: JI 139/2022)  
 Boksburg Correctional Centre (Ref No: JI 140/2022)  
 Modderbee Correctional Centre (Ref No: JI 141/2022) (X2 Posts)  
 Nigel Correctional Centre (Ref No: JI 142/2022)  
 Tzaneen Correctional Centre (Ref No: JI 143/2022)  
 Johannesburg Female Correctional Centre (Ref No: JI 144/2022)  
 Baberton Maximum Correctional Centre (Ref No: JI 145/2022)  
 Middleburg Correctional Centre (Ref No: JI 146/2022)  
 Witbank Correctional Centre (Ref No: JI 147/2022)  
 Kutama-Sinthumule Correctional Centre (Ref No: JI 148/2022)  
 Klerksdorp Correctional Centre (Ref No: JI 149/2022)  
 Wolmeranstad Correctional Centre (Ref No: JI 150/2022)  
 Rooigrond Correctional Centre (Ref No: JI 151/2022)  
 Zeerust Correctional Centre (Ref No: JI 152/2022)  
 Potchefstroom Correctional Centre (Ref No: JI 153/2022)  
 Losperfontein Correctional Centre (Ref No: JI 154/2022)  
 Leeuwkop Medium A Correctional Centre (Ref No: JI 155/2022)  
 Leeuwkop Maximum Correctional Centre (Ref No: JI 156/2022)  
 Johannesburg Medium C Correctional Centre (Ref No: JI 157/2022)

- REQUIREMENTS** :
- Grade 12 and computer literacy knowledge. A recommendation of nomination as an ICCV by a community organization (not older than 6 months). 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** :
- Central Management Region: Mr M Prusent / Ms Y Mdlalose Tel No: (051) 430 1954  
 Eastern Cape Management Region: Ms J Gericke/Mr S Sani Tel No: (043) 722 2729  
 KwaZulu-Natal Management Region: Mr. S Sibanyoni /Mrs. S Naidoo Tel No: (031) 366 1900  
 Western Cape Management Region: Mr G Wicomb Tel No: (021) 421 1012  
 Northern Management Region Mr M Mentoorn, Mrs G Thabethe Tel No: (012) 663 7521