

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** : 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** : 03 March 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, 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 06/108** : **ASSISTANT REGIONAL MANAGER: WESTERN CAPE MANAGEMENT REGION REF NO: JI 01/2023**
(Re-advertisement – previous applicants are encouraged to re-apply)
- SALARY CENTRE REQUIREMENTS** : R393 711 per annum (Level 09)
: Cape Town
: A Senior/Matric or an equivalent Certificate, and appropriate 3 year Degree/National Diploma in Public Administration/Public Management or relevant qualifications (NQF 6/RVQ 13). Five (5) years relevant work experience in the criminal justice sector with at least four (4) years' experience on supervisory level. Knowledge of relevant legislation and prescripts as well as how this post contributes to the implementation of the National Development

- Plan. Knowledge of intergovernmental relations. A Valid driver's license is essential. Computer literacy. Analytical and problem-solving skills. Conflict, Time and Diversity management skills. Computer literacy.
- DUTIES** : The successful candidate will be responsible for managing the day-to-day running of the Region, which includes the managing of its staff and all administrative procedures of the unit. Exercise control over the ICCV post establishment and VC demarcation. Handling of inmates' complaints. Management of policies and other working documents. Promote community involvement in correctional matters, liaise with relevant stakeholders and build sustainable relations with community organisations. Monitor the implementation of JICS policies by unit staff and contract workers. Plan and coordinate trips by unit staff to ensure the best financial practice and account for assets reflected in the unit's register. Perform any duty delegated by the Regional Manager and or Director: Region Management.
- ENQUIRIES** : Ms P. Luphuwana, Ms S Suliman Tel No: (021) 421 1012
- POST 06/109** : **STATE ACCOUNTANT REF NO: JI 02/2023**
- SALARY** : R269 214 per annum (Level 07)
CENTRE : Pretoria
REQUIREMENTS : A Senior Certificate and a relevant Bachelor's degree or National Diploma in Finance/ Accounting/ Financial Management/ or equivalent, NQF 6 as recognised by SAQA. Thorough understanding of the Public Finance Management Act (PFMA) and the Treasury Regulations. Skills and Competencies: Advance level of computer literacy skills (MS Word and Excel). Extensive knowledge of Government budgeting; Accruals, Payables and creditors cycle; Analytical thinking, planning, organizational, diversity management, human relations and communication skills.; Knowledge of financial systems, e.g., BAS, PERSAL, LOGIS etc. Must have a valid driver's licence.
- DUTIES** : Responsible to administer and apply internal control measures. Assist the preparing the Judicial Inspectorate for Correctional Services budget. Collect reasons for variance on a monthly basis and report to the Chief Executive Officer. Assist with the development and maintenance of departmental expenditure policies and delegations; Collect and bank revenue as per prescripts and reconcile accounts; Verify source documents and process subsistence and travel claims and advances; Reconcile Persal and BAS salary related expenditure; Investigate and journalise misallocation of expenditure; Provide debt collection services and perform financial administration process on debt collections; Recording of losses on the central database; Opening and maintaining of proper registers on reported loss cases; Compiling of comprehensive statistics and reports in respect of losses and reporting of losses to Loss Control Officer.
- ENQUIRIES** : Ms B Sibanyoni / Ms R Thompson Tel No: (021) 421 1012
NOTE : Applications for the posts are to be submitted to the Northern Management Region as per the address above.