

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** : **Centurion/Northern Management Region:** Private Bag 153, Centurion, 0046. Alternatively, applications may be handed in at Block C 3, Eco Origins Office Park, Witch-hazel Street, Centurion, 0046
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
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
Eastern Cape: P.O. Box 192, East London, 5200. Alternatively applications may be handed in at East London Magistrates Court, 3rd floor, room 407, Buffalo Street, East London, 5200
- CLOSING DATE** : 30 June 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 and detailed 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 (only when shortlisted). 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 19/45** : **ASSISTANT REGIONAL MANAGER: EASTERN CAPE MANAGEMENT REGION REF NO JI 03/2023**
This is a re-advertisement. Previous applicants are encouraged to re-apply.
- SALARY** : R424 104 per annum (Level 09)
CENTRE : East London
REQUIREMENTS : 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 J Gericke Tel No: (043) 722 2729
NOTE : Applications for post of Assistant Regional Manager: Eastern Cape to be submitted to Centurion office
- POST 19/46** : **SECRETARY REF NO: JI 04/2023**
Directorate: Management Regions
(12-month contract appointment)
- SALARY** : R202 233 per annum (Level 05) + 37% in lieu of benefits
CENTRE : Centurion
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. All short-listed candidates will 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 relevant Senior Manager.
- ENQUIRIES** : Ms P. Luphuwana, Ms S Suliman Tel No: (021) 421 1012
- POST 19/47** : **ADMINISTRATION CLERK: FINANCE REF NO: JI 05/2023 (X2 POSTS)**
Directorate: Support Services
(6-month contract appointment)
- SALARY** : R202 233 per annum (Level 05) + 37% in lieu of benefits
CENTRE : Cape Town
REQUIREMENTS : Applicants must be in possession of a Grade 12/Senior certificate. Computer literate (Ms Word, Excel and Outlook). Ability to communicate verbally and in writing. Ability to work independently and also as part of a team. Ability to multi-task and general administration capabilities. Proficiency in English and at least one other official language. Knowledge of PERSAL/ BAS and LOGIS system will be an added advantage.

- DUTIES** : The successful candidates will be responsible to assist with Debt administration. Follow-up on outstanding invoices. Assist with the BAS/LOGIS transactions. Compiling of finance payments. General administrative duties.
- ENQUIRIES** : Ms. R Thompson Tel No: (021) 421 1012
- POST 19/48** : **MESSENGER/CLEANER REF NO: JI 06/2023**
Directorate: Support Services
(12-month contract appointment)
- SALARY CENTRE REQUIREMENTS** : R125 373 per annum (Level 02), plus 37% in lieu of benefits
: Centurion (Head Office)
: Applicants must be in possession of a Grade 10 or ABET (NQF level1-4). Ability to use machinery (vacuum, urn etc.) Ability to read and write. Communication and listening skills planning, organising and people skills.
- DUTIES** : The incumbent will be responsible for cleaning offices and create an orderly working environment Cleaning GG vehicles and safekeeping of equipment ordering cleaning material Ad-hoc tasks as delegated by the supervisor a driver's license will be an added advantage.
- ENQUIRIES** : Mr K van der Merwe Tel No: (012) 321 0303
- POST 19/49** : **INDEPENDENT CORRECTIONAL CENTRE VISITOR**
(36-month contract appointment)
- SALARY CENTRE** : R75 837 per annum (3/8th, Level 05), plus 37% in lieu of benefits
: **Kwa-Zulu Natal Management Region:**
Qalakabusha Correctional Centre (Ref No: JI 07/2023)
Eastern Cape Management Region:
Grahamstown Correctional Centre (Ref No: JI 08/2023)
Idutywa Medium Correctional Centre (Ref No: JI 09/2023)
Northern Management Region:
Leeuwkop Medium A Correctional Centre (Ref No: JI 10/2023)
Boksburg Correctional Centre (Ref No: JI 11/2023)
Devon Correctional Centre (Ref No JI 12/2023)
Thohoyandou Correctional Centre (JI 13/2023)
Western Cape Management Region:
Drakenstein Medium Correctional Centre (Ref No: JI 14/2023)
Pollsmoor RDF Correctional Centre (Ref No: JI 15/2023)
Malmesbury (Ref No: JI 16/2023)
- REQUIREMENTS** : Applicants must be in possession of a Grade 12/Senior Certificate. Computer literate and accurate. Ability to work independently and as a team. Public spirited and sound knowledge of the Batho Pele principles. Assertiveness and ability to work under pressure. Ability to communicate (verbally and in writing). Driver's licence will be an added advantage. Preference will be given to qualifying applications received from individuals residing in communities which are in the vicinity of the correctional centre where the post needs to be filled.
- DUTIES** : The incumbent will be responsible to conduct site visits and report on urgent matters. To conduct regular interviews and consultations with inmates and DCS officials regarding complaints and mandatory matters. Receiving and capturing all complaints/requests on the database. Opening and maintenance of case files. Make follow-ups on outstanding complaints. Submission of monthly reports. Provide statistical analysis of all complaints received. Attend to enquiries. Carry out all reasonable instructions by the supervisor/ Regional Manager.
- ENQUIRIES** : Mr. S Sibanyoni /Mrs. S Naidoo Tel No: (031) 366 1900 (Kwa-Zulu Natal Management Region)
: Ms J Gericke Tel No: (043) 722 2729 (Eastern Cape Management Region)
: Mr M Mentoor/Ms G Thabethe Tel No: (012) 663 7521 (Northern Management Region)
: Mr S Sani Tel No: (021) 421 1012 (Western Cape Management Region)