

THE 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.
- CLOSING DATE** : 21 July 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). 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 the 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 given to Whites, Indians and people living with disabilities.

OTHER POSTS

- POST 22/220** : **SENIOR CASE OFFICER (REF. NO: JI 17/2023)**
Directorate: Legal Services
- SALARY** : R359 517 per annum (Level 8)
- CENTRE** : Centurion
- REQUIREMENTS** : Applicants must have a grade 12/senior certificate, B-Proc/ LLB Degree or other relevant recognized legal qualification on NQF 7 as recognised by SAQA. 3-5 years relevant working experience of which 2 years must be in a supervisory capacity. Computer literate. Proven competency in constitutional law, human rights law, correctional law, criminal procedure, evidential law and administrative law. Proficiency in English and at least one other official

		language. Ability to write analytically. A valid driver's license is essential, as is the willingness to travel.
<u>DUTIES</u>	:	The successful candidate will be responsible to receive and adjudicate inmate complaints and maintain proper records to analyse systematic practices and report thereon. Provide reports to the Manager Complaints unit. Liaison with the Department of Correctional Services, Visitors Committees (VC) Independent Correctional Centre Visitors (ICCV) and stakeholders. Supervise administrative staff of the Complaints unit
<u>ENQUIRIES</u>	:	Ms V Mukhari Tel No: (012) 321 0303 / Ms S Wesson Tel No: (021) 421 1012
<u>POST 22/221</u>	:	<u>ADMINISTRATION CLERK – INSPECTIONS & INVESTIGATIONS (REF. NO: JI 18/2023)</u> Directorate: Legal Services (12-month contract appointment)
<u>SALARY CENTRE REQUIREMENTS</u>	:	R202 233 per annum (level 5) + 37% in lieu of benefits centurion Applicants must have a grade 12/Senior Certificate. Computer literate (MS Word, Excel) and exposure to Microsoft Outlook. Knowledge of office administration. Ability to communicate verbally and in writing. Ability to work independently and as part of a team. Ability to multi-task and general admin capabilities. Driver's license and proficiency in English and at least one other official language are an added advantage.
<u>DUTIES</u>	:	The successful candidate will be responsible for recording, organising, storing, capturing, and retrieving correspondence and data. Update registers and handle routine enquiries. Make photocopies and receive and send facsimiles. Distribute documents/packages to various stakeholders as required. Keep and maintain the filing system for the unit. Communicate with stakeholders. Make travel arrangements on short notice. Keep and maintain the incoming and outgoing document register of the unit.
<u>ENQUIRIES</u>	:	Mr L de Souza, Tel No: (012) 321 0303
<u>POST 22/222</u>	:	<u>ADMINISTRATION CLERK: MANDATORY REPORTING (REF. NO: JI 19/2023)</u> Directorate Legal Services (12-month contract appointment)
<u>SALARY CENTRE REQUIREMENTS</u>	:	R202 233 per annum (level 5) + 37% in lieu of benefits Centurion Applicants must have a grade 12/Senior Certificate or equivalent qualification. Computer literacy (Word, Excel, PowerPoint, and Outlook). Planning and organising skills. Ability to work independently and as part of a team. Ability to multi-task and extensive administrative capabilities. Good writing skills. Analytical and problem-solving skills. Human rights and correctional services background would be advantageous. A driver's license would be an added advantage.
<u>DUTIES</u>	:	The successful candidate will be responsible for assisting the unit with capturing, organising, storing, and retrieving mandatory reports (death, mechanical restraints, segregation and use of force) as reported by the Head of the Correctional Centre. Update registers, and statistics and handle routine enquiries. Make photocopies and receive and send facsimiles. Distribute documents/packages within the unit. Keep and maintain the filing system for the mandatory unit. Type letters and/or other correspondence with stakeholders. Keep and maintain the incoming and outgoing document register of the mandatory unit.
<u>ENQUIRIES</u>	:	Ms V Mukhari Tel No: (012) 321 0303 / Mr R Mohlaba Tel No: (021) 421 1012