

### 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 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** : 08 September 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.
- ERRATUM:** Kindly note that there was no address on the posts of Independent Correctional Centre Visitors (ICCV) for Central Management Region/Bloemfontein that was advertised in Public Service Vacancy Circular 27 dated 04 August 2023 it has been amended as follows: 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. Please note: The closing dates for the posts advertised in Central Management Region is extended until 8 September 2023. **KwaZulu-Natal Management Region:** Kindly note that the following post were advertised in Public Service Vacancy Circular 27 dated 04 August 2023 The post of Independent Correctional Centre Visitor at Durban Medium A: ref no: JI 37/2023 have been withdrawn.

## OTHER POSTS

- POST 29/62** : **MESSENGER/CLEANER REF NO: JI 79/2023**  
(12 Months Contract Appointment)
- SALARY CENTRE REQUIREMENTS** : R125 373 per annum (Level 02), plus 37% in lieu of benefits.  
: Central Management Region/Bloemfontein  
: Applicants must be in possession of a Grade 10 or ABET (NQF level1-4) relevant work experience. 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** : Ms P. Luphuwana, Ms S Suliman Tel No: (021) 421 1012
- POST 29/63** : **INDEPENDENT CORRECTIONAL CENTRE VISITOR**  
(36-month contract appointment)
- SALARY CENTRE** : R75 837 per annum (3/8th, Level 05) plus 37% in lieu of benefits.  
**Central Management Region:**  
Ventersburg Correctional Centre (Ref No: JI 20/2023)  
Bizzah Makhate Correctional Centre (Ref No: JI 21/2023)  
Victoria West Correctional Centre (Ref No: JI 22/2023)  
Heilbron Correctional Centre (Ref No: JI 23/2023)  
Douglas Correctional Centre (Ref No: JI 24/2023)  
Ficksburg Correctional Centre (Ref No: JI 25/2023)  
Tswelopele Correctional Centre (Ref No: JI 26/2023)  
Bizzah Makhate Medium A Correctional Centre (Ref No: JI 27/2023)  
Barkley West Correctional Centre (Ref No: JI 28/2023)  
Uppington Correctional Centre (Ref No: JI 29/2023)  
Bizzah Mkhate Female/Youth Correctional Centre (Ref No: JI 30/2023)  
Vereeniging Correctional Centre (Ref No: JI 31/2023)  
Senekal Correctional Centre (Ref No: JI 32/2023)  
Tswelopele Correctional Centre (Ref No: JI 33/2023)  
Ladybrand Correctional Centre (Ref No: JI 34/2023)  
Richmond Correctional Centre (Ref No: JI 35/2023)  
**Kwa-Zulu Natal Management Region:**  
The post of Independent Correctional Centre Visitor at Durban Medium A (JI 37/2023) is withdrawn.  
**Northern Management Region:**  
Piet Retief Correctional Centre (Ref No: JI 78/2023)
- REQUIREMENTS** : Applicants must be in possession of a Grade 12/Senior Certificate. Computer literate and accurate. A recommendation of nomination as an ICCV by a community organization (not older than six (6) months) must be attached on your application. 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** : Central Management Region:Mr M Prusent /Ms Y Mdlalose Tel No: (051) 4301954  
Northern Management Region: Mr M Mentoorn/Ms G Thabethe Tel No: (012) 663 7521