

## 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.***

**CLOSING DATE**  
**NOTE**

: 05 September 2025 at 16:00 (walk-in) and 23:59 (online)

: All attachments for online application must include an application form Z83 and CV only, in PDF and as one (1) document or attachment and saved with surname and initials. JPEG (picture/snapshot) applications will not be accepted. Failure to do so will result in your application being disqualified. Applications quoting the relevant reference number must be submitted on the new form Z83, obtainable from any Public Service Department or on the internet at [www.gov.za/documents](http://www.gov.za/documents). Received applications using the incorrect application for employment (old Z83) will not be considered. Each post(s) advert must be accompanied by its own application form for employment and must be fully completed, initialled and signed by the applicant as instructed below. Failure to fully complete, initial and sign the Z83 form will lead to disqualification of the application during the selection process. All applications must reach the Judicial Inspectorate for Correctional Services (JICS) on/or before the closing date and time. JICS cannot be held responsible for server delays. Applications submitted in any other way other than the published link or hand delivery will be treated as invalid. All fields of Section A, B, C and D of the Z83 must be completed in full. Section E, F, G (Due to the limited space on the Z83, it is acceptable for applicants to indicate "refer to CV" or "see attached". However, the question related to conditions that prevent re-appointment under Part "F" must be answered and the declaration signed. Only an updated comprehensive CV (with detailed previous experience if any) and a completed and signed new Z83 application form is required. Only shortlisted candidates will be required to submit certified copies of qualifications and other related documents on or before the day of the interview following the communication from Human Resources and such qualification(s) and other related document(s) will be in line with the requirements of the advert. Non-RSA Citizens/Permanent Resident Permit holders in possession of foreign qualifications must be accompanied by an evaluation report issued by the South African Qualification Authority (SAQA) (only when shortlisted). Applicants who do not comply with the abovementioned instructions/requirements, as well as applications received late will not be considered. Failure to submit all the requested documents will result in the application not being considered. Correspondence will be limited to shortlisted candidates only. All shortlisted candidates shall undertake a pre-entry practical exercise as part of the assessment method to determine the candidate's suitability based on the posts' technical and generic requirements. Suitable candidates will be subjected to a personnel suitability check (criminal record, citizenship, credit record checks, qualification verification and employment verification). Please note by responding to the advertisement, you consent to the collection, processing, and storing of your Personal Information in accordance with the Protection of Personal Information Act (POPIA). Your information will be used for the sole purpose of this application and will not be shared with third parties without prior consent unless required by law. 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. The JICS reserves the right not to make any appointment(s) to the below advertised post(s). The successful candidate will be required to enter into an employment contract and a performance agreement. 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. JICS is committed to the achievement and maintenance of diversity and equity employment, preference will be giving to Whites, Indian Females, African Males, Coloured Males, and people living with disabilities.

## OTHER POSTS

<b><u>POST 30/20</u></b>	:	<b><u>ADMINISTRATION CLERK REF NO: JI 148/2025</u></b> Northern Management Region Re-advertisement and previous applicants are encouraged to reapply
<b><u>SALARY</u></b>	:	R228 321 per annum (Level 05)
<b><u>CENTRE</u></b>	:	Centurion
<b><u>REQUIREMENTS</u></b>	:	Applicants must be in possession of a grade 12 /senior certificate. Knowledge in administration. Ability to communicate verbally and in writing. Ability to work independently and also as part of a team. Ability to multi-task and general administrative capabilities including record management. Computer literate (Word, Excel, PowerPoint & Outlook). A valid driver's license is essential.
<b><u>DUTIES</u></b>	:	The successful candidate will be responsible for reception duties and office administration. Proper maintenance and implementation of approved filing system. Handling of incoming and outgoing mail and phone calls. Management of resources. Provide general administrative support to the Regional Office (draft correspondence, management of calendars for senior team members and arrange trips etc.). Managing petty cash and petty cash register.
<b><u>ENQUIRIES</u></b>	:	Ms G Thabethe Tel No: (012) 663 7521
<b><u>APPLICATIONS</u></b>	:	Applicants to be submitted through following link: <a href="https://forms.gle/fKwidaABZozvyG8aA">https://forms.gle/fKwidaABZozvyG8aA</a> or hand delivered to Block C 3, Eco Origins Office Park, Witch-hazel Street, Centurion, 0046 marked Attention: Human Resources
<b><u>POST 30/21</u></b>	:	<b><u>ADMINISTRATIVE CLERK - AUXILIARY SERVICES REF NO: JI 149/2025</u></b> Northern Management Region Re-advertisement, previous applicants are encouraged to reapply
<b><u>SALARY</u></b>	:	R228 321 per annum (Level 05)
<b><u>CENTRE</u></b>	:	Centurion
<b><u>REQUIREMENT</u></b>	:	Applicants must be in possession of a grade 12 /senior certificate. Knowledge in administration. Ability to communicate verbally and in writing. Ability to work independently and as part of a team. Ability to multi-task and general administrative capabilities including record management. Computer literate (Word, Excel, PowerPoint & Outlook). A valid driver's license is a requirement.
<b><u>DUTIES</u></b>	:	The successful candidate will be responsible to manage the support services of the office. Assist with travel arrangements. Preparations for meetings. Typing documents. Managing the assets at the Regional Office. Provide general administrative support to the Regional Office. Ensure transport and logistic support to the office. Reception duties when required.
<b><u>ENQUIRIES</u></b>	:	Ms G Thabethe Tel No: (012) 663 7521
<b><u>APPLICATIONS</u></b>	:	Applicants to be submitted through following link: <a href="https://forms.gle/use1rpZjceq7YFWR6">https://forms.gle/use1rpZjceq7YFWR6</a> or hand delivered to Block C 3, Eco Origins Office Park, Witch-hazel Street, Centurion, 0046 marked Attention: Human Resources.
<b><u>POST 30/22</u></b>	:	<b><u>SECRETARY REF NO: JI 150/2025</u></b> Directorate: Legal Services Re-advertisement, previous applicants are encouraged to reapply
<b><u>SALARY</u></b>	:	R228 321 per annum (Level 05)
<b><u>CENTRE</u></b>	:	Centurion
<b><u>REQUIREMENTS</u></b>	:	Applicants must be in possession of a Grade 12/Senior Certificate. Knowledge of administration/secretariat duties. 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.
<b><u>DUTIES</u></b>	:	The successful candidate will be responsible to serve as the secretary/administrators to Director: Legal Services. Answering and screening of telephone calls. Liaise with the Director regarding all administrative functions. 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 travel and accommodation arrangements. Ensure submission of travel claims for the Director.

<b><u>ENQUIRIES APPLICATIONS</u></b>	:	Mr K van der Merwe Tel No: (012) 321 0303
	:	Applicants to be submitted through following link: <a href="https://forms.gle/Jq9dZgRBvfHiV7WK9">https://forms.gle/Jq9dZgRBvfHiV7WK9</a> or hand delivered to Block C 3, Eco Origins Office Park, Witch-hazel Street, Centurion, 0046 marked Attention: Human Resources.
<b><u>POST 30/23</u></b>	:	<b><u>HUMAN RESOURCE OFFICER (REF. NO: JI 151/2025) (X2 POSTS)</u></b> Readvertisement, previous applicants are encouraged to reapply Directorate: Corporate Services
<b><u>SALARY CENTRE REQUIREMENTS</u></b>	:	R228 321 per annum (Level 05)
	:	Centurion
	:	Applicants must be in possession of a Senior Certificate or equivalent qualification. Experience in Office Administration. Computer Literate (Word, Excel, PowerPoint, Outlook). Planning, organizing and negotiation skills. Ability to work independently and as part of a team. Analytical and problem-solving skills. Communication and listening skills. Time management skills. Conflict management skills. Knowledge of PERSAL system will be an added advantage.
<b><u>DUTIES</u></b>	:	The successful candidate will be responsible for the implementation of human resource administration practices concerning service benefits (Leave, Housing, Medical, Injury on duty, Terminations, Long Service recognition, Overtime, Relocation, Pensions, Allowances etc.), and HR Provisioning (Recruitment & Selection, Transfer, Verification of qualifications, secretariat functions at interviews, absorptions, probationary reports etc.). Address human resource administration enquiries to ensure the correct implementation of human resource management practices. Capturing of transactions on PERSAL. Filing and updating of personnel files. Performance Management and Human Resource Development.
<b><u>ENQUIRIES APPLICATIONS</u></b>	:	Ms S Bezuidenhout Tel No: (012) 321 0303
	:	Applicants to be submitted through following link: <a href="https://forms.gle/PA8Fced6aA1sffYG9">https://forms.gle/PA8Fced6aA1sffYG9</a> or hand delivered to Block C 3, Eco Origins Office Park, Witch-hazel Street, Centurion, 0046 marked Attention: Human Resources.