

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. Women and people with disabilities are encouraged to apply and preference will be given to the EE Target. JICS reserves the rights to fill these positions.

<u>CLOSING DATE</u>	:	06 March 2026 at 16:00 (walk-in) and 20:00 (online)
<u>NOTE</u>	:	<p>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. 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. All shortlisted candidates, including the SMS, shall undertake two pre-entry assessments. One will be a practical exercise to determine a candidate's suitability based on the post's technical and generic requirements and the other must be an integrity (ethical conduct) assessment. Logistics will be communicated by the department. Following the interview and technical exercise, the selection panel will recommend candidates to attend a generic managerial competency assessment (in compliance with DPSA Directive on the implementation of competencies-based assessments). The competency</p>

assessment will be testing generic managerial competencies using the mandated DPSA SMS competency assessment tools. JICS is committed to the achievement and maintenance of diversity and equity employment, preference will be giving to Females and people living with disabilities.

MANAGEMENT ECHELON

<u>POST 05/256</u>	:	<u>DIRECTOR: REGIONAL COORDINATION AND OVERSIGHT REF NO: JI 01/2026</u>
		Directorate: Regional Coordination and Oversight
<u>SALARY CENTRE REQUIREMENTS</u>	:	R1 266 714 per annum (Level 13), (all-inclusive package) Centurion
	:	An appropriate qualification (NQF level 7) in Public Management/Administration as recognised by SAQA. At least 5 years' experience at Middle Management/Senior Management level. Job-related knowledge: An understanding of legislation relevant to correctional environment and public service prescripts, research and development methodologies, legislation and analysis methods, as well as Government legislation. Job-related skills: Computer literacy, Communication (written and verbal) skills. Proficiency in project management. Planning and organising skills. Analytical and decision-making skills. Problem-solving and negotiation skills. The ability to interpret the law. Nyukela certificate is required for all SMS positions before appointment (Certificate of entry into Senior Management Service from the (NSG) National School of Government). A valid driver's licence. Be willing to travel extensively.
<u>DUTIES</u>	:	Develop policies and procedures related to Regional Coordination and Oversight. Coordinate and oversee the appointment and functioning of the Independent Correctional Centre Visitors. Manage the establishment of Visitors Committee (VC's) and ensure the effective and efficient management of the VC's. Manage the facilitation of inmate's complaints. Promote community involvement in correctional matters. Manage all regional functions and responsibilities. Develop effective systems and frameworks to deal with mandatory reporting matters in the regions. Manage, coordinate and foster effective relationships with all stakeholders. Manage and utilise human resources in accordance with relevant directives and legislation. Ensure compliance with the relevant legislative prescripts. Monitor the implementation of policies and procedures. Provide advice and guidance in all areas of your functional and operational responsibility. Report on strategic frameworks on Regional Coordination and Oversight. Compile reports and monitor recommendations.
<u>ENQUIRIES APPLICATIONS</u>	:	Mr E Brewis Tel No: (012) 321 0303 Applications to be submitted through following link: https://forms.gle/iWnef272NhP3vGqs6 or hand delivered to Block C3, Eco Origins Office Park, Witch-hazel Street, Centurion, 0046 marked Attention: Human Resources.

OTHER POSTS

<u>POST 05/257</u>	:	<u>DEPUTY DIRECTOR: COMPLAINTS AND MANDATORY REPORTING REF NO: JI 02/2026</u>
		Directorate: Inspections and Compliance Monitoring
<u>SALARY CENTRE REQUIREMENTS</u>	:	R896 436 per annum (Level 11), TCE package Centurion
	:	Applicants must be in possession of a Matric/Senior Certificate, B Proc / LLB Degree or other relevant recognized legal qualification on NQF 7 as recognised by SAQA. Minimum of 7 years' experience of which 5 years managerial experience in legal services. In depth knowledge and understanding of the constitution, Correctional Services Act and other legal framework governing the correctional environment. Good communication skills (verbal and written), Report writing skills, facilitation skills, coordination skills, analytical skills, accuracy and flexibility. Planning and organising skills and working independently and co-operative. Pro-activeness and professionalism are essential. Knowledge of basic principles on drafting contracts, legislative drafting and litigation will be an added advantage. Valid driver's license is essential, willingness to travel extensively.
<u>DUTIES</u>	:	The successful candidate will be responsible for, amongst others, to attend to mandatory and complaints reports and recommendations. Formulate policies and procedures relating to complaints and mandatory reporting sub-

directorate. Facilitate and co-ordinate the drafting of regulations, policies, contracts and other necessary legal documents for the JICS. Management of complaints, mandatory reports and recommendations, develop and implement effective 28 systems and frameworks in dealing with complaints and mandatory reports and ensure that complaints are attended to timeously. Ensure compliance with legislation in dealing with inmates' complaints and mandatory reports. Manage, coordinate and foster effective relationships with all relevant stakeholders. Manage, evaluate and monitor performance of employees, ensure development and training of staff. Manage and monitor the utilisation of the sub-directorates budget.

ENQUIRIES
APPLICATIONS

POST 05/258

REGIONAL INSPECTOR & INVESTIGATIONS REF NO: JI 03/2026

Directorate: Inspections and Compliance Monitoring

SALARY
CENTRE
REQUIREMENTS

R397 116 per annum (Level 08)

Central Management Region - Bloemfontein

Applicants must be in possession of a Grade 12/Senior certificate. 3-year relevant tertiary qualification in Criminal Justice or relevant field on NQF 6 as recognized by SAQA. 1-3 years relevant working experience (interviewing, taking of statements and collecting evidence). Assertive and able to adhere to deadlines. Attention to detail and excellent report writing skills. Ability to work effectively without supervision but also in a team. Unendorsed driver's license is essential as well as willingness to travel extensively at short notice (including weekends). Proficiency in English and at least one other official language.

DUTIES

The successful candidate will be responsible for inspections and investigations at correctional centres in the regions. Compile reports of completed inspections and investigations and refer it to the Manager: Inspections/investigations. Administrative tasks related to inspections and investigations in the regions. Profiling of correctional centres and perusing reports received from Independent Correctional Centre Visitors (ICCV's) in the region. Liaise with DCS regarding findings and recommendations on JICS inspections and investigations.

ENQUIRIES
APPLICATIONS

Mr. L De Souza Tel No: (012) 321 0303

Applications to be submitted through following link: <https://forms.gle/wP5vy1xXbU7tX7ug7> or hand delivered to Block C3, Eco Origins Office Park, Witch-hazel Street, Centurion, 0046 marked Attention: Human Resources.

POST 05/259

ADMINISTRATION CLERK REF NO: JI 04/2026

Directorate: Regional Coordination and Oversight

SALARY
CENTRE
REQUIREMENTS

R228 321 per annum (Level 05)

Eastern Cape Regional Office – East London

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 essential.

DUTIES

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 assist with travel arrangements etc.). Managing petty cash and petty cash register.

Ms. J Gericke / Ms N Sifese Tel No: (043) 722 2729

Applications to be submitted through following link: <https://forms.gle/X5evLJUWDyvKKu4z6> or hand delivered to East London Magistrates Court, 3rd floor, room 407, Buffalo Street, East London, 5200

POST 05/260

ADMINISTRATIVE CLERK: AUXILIARY SERVICES REF NO: JI 05/2026

Directorate: Regional Coordination and Oversight

SALARY
CENTRE

R228 321 per annum (Level 05)

Eastern Cape Regional Office – East London

<u>REQUIREMENTS</u>	:	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
<u>DUTIES</u>	:	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.
<u>ENQUIRIES</u>	:	Ms. J Gericke / Ms N Sifesan Tel No: (043) 722 2729
<u>APPLICATIONS</u>	:	Applications to be submitted through following link: https://forms.gle/EBZSVBWjvEFaHBXn7 or hand delivered to East London Magistrates Court, 3rd floor, room 407, Buffalo Street, East London, 5200
<u>POST 05/261</u>	:	<u>INDEPENDENT CORRECTIONAL CENTRE VISITOR (X12 POSTS)</u> (36-month contract appointment)
<u>SALARY CENTRE</u>	:	R85 620 per annum (3/8th, Level 05), plus 37% in lieu of benefits.
	:	KwaZulu Natal Management Region: Melmoth Correctional Centre Ref No: JI 06/2026 Ekuseni Correctional Centre Ref No: JI 07/2026 Ncome Medium B Correctional Centre Ref No: 08/2026 Newcastle Correctional Centre Ref No: 09/2026
	:	Eastern Cape Management Region: Regional Office Ref No: JI 10/2026
	:	Western Cape Management Region: Brandvlei Medium Correctional Centre Ref No: JI 11/2026 George Correctional Centre Ref No: JI 12/2026 Oudtshoorn Correctional Centre Ref No: JI 13/2026 Pollsmoor Medium C Correctional Centre Ref No: JI 14/2026 Goodwood Correctional Centre Ref No: JI 15/2026
	:	Northern Management Region: Regional Office: Centurion Ref No: JI 16/2026 Mogwase Correctional Centre Ref No: JI 17/2026 Johannesburg Medium B Correctional Centre Ref No: JI 18/2026
	:	Western Cape Management Region: Brandvlei Medium Correctional Centre Ref No: JI 11/2026 George Correctional Centre Ref No: JI 12/2026 Oudtshoorn Correctional Centre Ref No: JI 13/2026 Pollsmoor Medium C Correctional Centre Ref No: JI 14/2026 Goodwood Correctional Centre Ref No: JI 15/2026
<u>REQUIREMENTS</u>	:	Applicants must be in possession of a Grade 12/Senior certificate. Computer literate and accurate. A recommendation/nomination as an ICCV by a community organization (not older than six (6) months) must be attached to 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.
<u>DUTIES</u>	:	The successful candidates will be responsible to visit the correctional facility daily and engage with inmates and DCS officials on complaints and other matters. Monitor the conditions of incarceration and report on findings. Monitor and report on all instances of deaths, segregation, use of mechanical restraints and use of force in the centre. Support officials from JICS during inspections and investigations. Handle administrative tasks which include dealing with and capturing of inmate complaints, mandatory matters and detailed report writing.
<u>ENQUIRIES</u>	:	Kwa-Zulu Natal Management Region: Ms. D Mocumi Tel No:(031) 366 1900 Eastern Cape Management Region: Ms N Sifesan Tel No: (043) 722 2729 Western Cape Management Region: Mr S Sani Tel No: (021) 421 1012 Northern Management Region: Ms G Thabethe Tel No: (012) 663 7521
<u>APPLICATIONS</u>	:	KwaZulu Natal Management Region: Submitted online through the links below or hand delivered to Aqua Sky Building, 275 Anton Lembede Street, 8th Floor, Durban 4001. Melmoth Correctional Centre: https://forms.gle/eSSfGyeK29NmXVB1A Ekuseni Correctional Centre: https://forms.gle/zxL4cQMoTER4Dxo28 Ncome Medium B Correctional Centre: https://forms.gle/znfNw3ySAYmbwNhz9 Newcastle Correctional Centre: https://forms.gle/6RHV53HRGuwbNPFR7

Eastern Cape Management Region: Submitted online through following link <https://forms.gle/Jh4d217ocQbeCK5Y7> or hand delivered to East London Magistrates Court, 3rd floor, room 407, Buffalo Street, East London, 5200

Western Cape Management Region: Submitted online through the links below or hand delivered to Standard Bank Building, No. 1 Thibault Square, 9th Floor, Cnr Long Street & Hans Strijdom Avenue, Cape Town, 8001

Brandvlei Correctional Centre: <https://forms.gle/KpLKyMNWUhxwJdp56>

George Correctional Centre <https://forms.gle/SRAMAym85StTFH6g7>

Oudtshoorn Correctional Centre <https://forms.gle/sGgTVCiMDhLDmJFa9>

Pollsmeer Medium C Correctional Centre
<https://forms.gle/pztCE71j54VDQe7D8>

Goodwood Correctional Centre <https://forms.gle/cdPPMrSm6M5T47M29>

Northern Management Region: Submitted online through the links mentioned below or hand delivered to Block C 3, Eco Origins Office Park, Witch-hazel Street, Centurion, 0046

Regional Office: Centurion: <https://forms.gle/P1MKpHGHJidDzw5AA>

Mogwase Correctional Centre: <https://forms.gle/eT9JYms4EcvkPnAc9>

Johannesburg Medium B Correctional Centre:
<https://forms.gle/z8VRNouCZPTb6bWX7>