

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.

CLOSING DATE

: 31 July 2026 at 16:00 (walk-in) and 20:00 (online)

NOTE: 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 Qualifications 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.

OTHER POSTS

<u>POST 25/45</u>	:	<u>ASSISTANT DIRECTOR: STRATEGIC PLANNING, MONITORING AND EVALUATION REF NO: JI 33/2026</u> Office of the Chief Executive Officer
<u>SALARY</u>	:	R487 197 per annum
<u>CENTRE</u>	:	Centurion
<u>REQUIREMENTS</u>	:	A recognized NQF 6 qualifications in Public Management or Public Administration or relevant equivalent qualification (NQF 6/RVQ13). The candidate must have three (3) to five (5) years' experience in strategic management/planning. A valid driver's licence. Knowledge of: Public Service Act, (Batho Pele Principles), corporate governance guidelines and strategies. Required information technology knowledge. Monitoring and evaluation framework. Application of research methodology. Basic project management. Strategic formulation and implementation. Public sector governance framework. Monitoring and evaluation (setting outcome targets and performance measures). Communication (verbal and written). Problem solving and analysis. Planning and organising. Knowledge management. Diversity management. Budgeting and financial management. Computer literacy. Research skills. Development of monitoring contingency plans and systems.
<u>DUTIES</u>	:	Coordinate and prepare inputs/presentations and feedback regarding the strategic and annual performance plans for JICS. Assist with the review or development of relevant departmental policies pertaining to JICS procedures to the relevant role players. Develop, facilitate, coordinate, present and maintain strategic and annual planning processes. Coordinate and maintain operational plans. Ensure the updating and monitoring of strategic planning in terms of the annual performance/business plan and operational plan. Ensure the proper and timeous reporting on the performance plan. Coordinate the development and submission of the annual performance. Monitor and evaluate the implementation of JICS performance outcomes and reviews.
<u>ENQUIRIES APPLICATIONS</u>	:	Ms S Bezuidenhout Tel No: (012) 321 0303 Applications to be submitted through following link: https://forms.gle/62pAxrfw5GsKCGJF7 or hand delivered to Block C3, Eco Origins Office Park, Witch-hazel Street, Centurion, 0046.
<u>FOR ATTENTION</u>	:	Human Resources
<u>POST 25/46</u>	:	<u>HUMAN RESOURCE OFFICER REF NO: JI 34/2026</u> Directorate: Corporate Services
<u>SALARY</u>	:	R237 453 per annum
<u>CENTRE</u>	:	Centurion
<u>REQUIREMENTS</u>	:	Applicants must be in possession of a Senior Certificate (Grade 12) or an equivalent qualification. Experience in office administration is required. Candidates should be computer literate with proficiency in Microsoft Word, Excel, PowerPoint, and Outlook. The ideal candidate should demonstrate strong planning, organisational, communication, interpersonal, problem-solving, and time-management skills, with the ability to work both independently and as part of a team. Conflict management and attention to detail are essential. A valid driver's licence, knowledge of the PERSAL system, a qualification in Human Resource Management, and experience within the Justice Cluster will serve as added advantages.
<u>DUTIES</u>	:	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.
<u>ENQUIRIES APPLICATIONS</u>	:	Ms S Bezuidenhout Tel No: (012) 321 0303 Applications to be submitted through following link: https://forms.gle/nuczQEXkUftZ1WVi7 or hand delivered to Block C3, Eco Origins Office Park, Witch-hazel Street, Centurion, 0046.
<u>FOR ATTENTION</u>	:	Human Resources