

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

: 04 September 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 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.

OTHER POSTS

<u>POST 30/41</u>	:	<u>DEPUTY DIRECTOR: MANAGEMENT ACCOUNTING REF NO: JI 36/2026</u> Office of the CFO
<u>SALARY</u>	:	R932 292 per annum (Level 11), (all-inclusive package that needs to be structured)
<u>CENTRE</u>	:	Centurion
<u>REQUIREMENTS</u>	:	Applicants must be in possession of a Grade 12 (Senior Certificate), Bachelor's degree (NQF 7) in Financial Management / Accounting / Cost and Management Accounting / Commerce / Financial Accounting / Public Finance or an equivalent financial qualification recognised by SAQA. Minimum 5 years' experience in Management Accounting, Financial Accounting or Financial Management environment. At least 3 years' experience at Assistant Director level or equivalent supervisory/junior management level. Experience managing budgeting processes. Experience in expenditure analysis and reporting. Experience in public sector financial accounting and financial planning. Skills and competencies: financial management, strategic planning, budget management, financial analysis, report writing, project management, leadership and people management, problem solving, communication skills, analytical thinking, change management, presentation skills, stakeholder management, computer literacy and the ability to work independently and as part of a team.
<u>DUTIES</u>	:	The successful candidate will be responsible for managing the Management Accounting Sub-directorate and providing strategic financial management support through the coordination and management of budgeting, planning, expenditure monitoring, cash flow management, financial reporting, adjustments budgeting, virement processes and financial analysis in support of JICS. Coordinate the annual budget process, Medium-Term Expenditure Framework submissions and adjusted estimates; analyse expenditure trends and budget pressures; prepare monthly and quarterly financial reports; monitor cash flow requirements and commitments; advise programme managers on budget utilisation and corrective measures; manage virements, rollovers and shifting of funds; To provide financial accounting services through the preparation of interim and annual financial statements. Ensure compliance with the PFMA, Treasury Regulations, Modified Cash Standards (MCS) and departmental financial prescripts; Participate in internal and external audit processes, provide information required by auditors, support the implementation of audit recommendations, and maintain adequate financial records and supporting documentation for audit and compliance purposes. Supervise staff, manage performance and ensure accurate records, audit files and financial information are maintained for decision and reporting.
<u>ENQUIRIES</u>	:	Ms. T Sibanyoni Tel No: (012) 321 0303 / Ms. R Thompson Tel No: (021) 421 1012
<u>APPLICATIONS</u>	:	Applications to be submitted through following link: https://forms.gle/t3vx3AR1sRSXWar97 or hand delivered to Block C3, Eco Origins Office Park, Witch-hazel Street, Centurion, 0046.
<u>FOR ATTENTION</u>	:	Human Resources
<u>POST 30/42</u>	:	<u>DEPUTY DIRECTOR: INFORMATION AND COMMUNICATION TECHNOLOGY REF NO: JI 37/2026</u> Directorate: Corporate Services
<u>SALARY</u>	:	R932 292 per annum (Level 11), (all-inclusive package that needs to be structured)
<u>CENTRE</u>	:	Centurion
<u>REQUIREMENTS</u>	:	Applicants must be in possession of a Grade 12 (Senior Certificate), National Diploma / Bachelor's degree (NQF 6) in Information Technology / Computer Science / Information Systems / Informatics / Information Management/ICT Management / Software Development / Network Engineering or an equivalent ICT-related qualification recognised by SAQA. Certifications in ITIL and/or COBIT will serve as an advantage. 3 to 5 years' experience in an ICT environment. At least 3 years' experience at Assistant Director level or equivalent supervisory / junior management level. Experience managing ICT projects, supervising ICT personnel, managing ICT service providers and contracts, and administering ICT infrastructure and information systems. Experience in Public Service ICT environment, SITA-related processes,

cybersecurity management, Microsoft 365 administration, ICT governance and compliance, and digital transformation initiatives will be advantageous. Skills and competencies: contract management, leadership and people management, negotiation skills, policy interpretation, report writing, communication skills, project management, analytical thinking, problem solving, stakeholder management, presentation skills, computer literacy and the ability to work independently and as part of a team. Knowledge of the Public Finance Management Act (PFMA) and State Information Technology Agency (SITA) Act.

DUTIES : The successful candidate will be responsible for managing and maintaining the Information and Communication Technology (ICT) environment of JICS through the implementation of ICT policies, systems, infrastructure, cybersecurity controls, user support services and digital solutions in support of the organisational mandate. Manage ICT governance, operational planning, ICT risk and compliance reporting; oversee network, server, end-user and Microsoft 365 administration; coordinate ICT procurement, asset management, service provider performance and contract management; manage user support and helpdesk services; implement cybersecurity awareness, backup, business continuity and access-control measures; coordinate ICT projects and digital transformation initiatives; ensure compliance with SITA processes, government ICT prescripts and information security requirements; supervise ICT staff, monitor performance and compile management reports for decision-making.

ENQUIRIES : Mr E L Brewis Tel No: (012) 321 0303
APPLICATIONS : Applications to be submitted through following link: <https://forms.gle/podhaCCHTvtXwMRZ9> or hand delivered to Block C3, Eco Origins Office Park, Witch-hazel Street, Centurion, 0046.

FOR ATTENTION : Human Resources

POST 30/43 : **DEPUTY DIRECTOR: SUPPLY CHAIN MANAGEMENT REF NO: JI 38/2026**
Office of the Chief Financial Officer

SALARY : R932 292 per annum (Level 11), (all-inclusive package that needs to be structured)

CENTRE : Centurion
REQUIREMENTS : Applicants must be in possession of a Grade 12 (Senior Certificate), Bachelor's degree (NQF 7) or Advanced Diploma (NQF 7) in Supply Chain Management / Logistics Management / Procurement Management / Public Administration / Public Management / Financial Management / Commerce / Business Management / Purchasing Management or an equivalent qualification recognised by SAQA. Public Sector SCM qualifications and LOGIS certification will serve as an advantage. Minimum 5 years' experience in Supply Chain Management. Minimum 3 years' experience at Assistant Director level or equivalent supervisory level. Experience in public sector procurement processes, management of bids and quotations, contract management, asset management and SCM governance and compliance matters. Skills and competencies: supply chain management, procurement planning, contract management, financial management, leadership and people management, negotiation skills, policy interpretation, report writing, communication skills, project management, analytical thinking, problem solving, stakeholder management, presentation skills, computer literacy and the ability to work independently and as part of a team.

DUTIES : The successful candidate will be responsible for managing and coordinating the Supply Chain Management (SCM) function of JICS through the provision of demand management, acquisition management, contract management, logistics management, asset management, disposal management and SCM compliance services in accordance with applicable legislation and prescripts. Manage procurement planning and bid administration, quotations, purchase orders and supplier performance; oversee contract administration, asset verification, inventory control, disposal processes and logistics services; ensure accurate SCM records, registers and reporting; monitor compliance with the PFMA, Treasury Regulations, Preferential Procurement prescripts and internal delegations; identify SCM risks and implement corrective measures; provide advice to end users and management on SCM processes; Participate in internal and external audit processes, provide information required by auditors, support the implementation of audit recommendations and maintain adequate financial records and supporting documentation for audit and

		compliance purposes. Supervise staff, manage performance and coordinate audit responses and implementation of audit recommendations.
<u>ENQUIRIES</u>	:	Mr S Chiliza Tel No: (012) 321 0303
<u>APPLICATIONS</u>	:	Applications to be submitted through following link: https://forms.gle/stG11FP16LRWQVSk9 or hand delivered to Block C3, Eco Origins Office Park, Witch-hazel Street, Centurion, 0046.
<u>FOR ATTENTION</u>	:	Human Resources
<u>POST 30/44</u>	:	<u>REGIONAL MANAGER: KWA-ZULU NATAL MANAGEMENT REGION REF NO: JI 39/2026</u> Directorate: Regional Coordination and Oversight
<u>SALARY</u>	:	R932 292 per annum (Level 11), (all-inclusive package that needs to be structured)
<u>CENTRE</u>	:	Durban
<u>REQUIREMENTS</u>	:	Applicants must be in possession of a Grade 12 (Senior Certificate), bachelor's degree (NQF 7) in Criminology/Penology/Public Administration/Public Management/Corrections Management or an equivalent qualification recognised by SAQA. Will serve as an advantage: Postgraduate qualification in Public Management, Corrections, Criminology or Governance, Management Development Programme. Minimum 5 years' relevant experience in corrections, criminal justice, oversight, inspections, investigations, compliance monitoring or related environment. Minimum 3 years' experience at Assistant Director level or equivalent supervisory/management level. A valid driver's licence. Experience managing personnel, coordinating operational activities, producing management reports and engaging stakeholders at management level. Strong recommendation experience in correctional services, human rights monitoring, inspections and investigations, complaints management and compliance monitoring. Skills and competencies: strategic capability, leadership and people management, programme and project management, financial management, change management, stakeholder management, report writing, conflict resolution, investigation and analytical skills, decision making, communication skills, policy interpretation, public sector administration, computer literacy and the ability to work independently and as part of a team.
<u>DUTIES</u>	:	Manage and coordinate regional oversight, inspection, investigation, complaints and mandatory reporting programmes. Manage and monitor the performance of Independent Correctional Centre Visitors (ICCVs) and Visitors' Committees within the region. Coordinate stakeholder engagement and represent JICS in regional forums and structures. Monitor compliance with the Correctional Services Act, JICS policies and relevant legislative frameworks. Manage the implementation of corrective actions arising from inspections, investigations, complaints and mandatory reporting processes. Manage the human, financial, asset and administrative resources of the region. Compile and submit regional performance, oversight and management reports. Provide strategic and operational support to the Director: Regional Coordination and Oversight.
<u>ENQUIRIES</u>	:	Mr P Mxizeleli Tel No: (012) 321 0303
<u>APPLICATIONS</u>	:	Applications to be submitted through following link: https://forms.gle/JBXNvGE8XmCUmyky7 or hand delivered to Block C3, Eco Origins Office Park, Witch-hazel Street, Centurion, 0046.
<u>FOR ATTENTION</u>	:	Human Resources
<u>POST 30/45</u>	:	<u>ASSISTANT DIRECTOR: HUMAN RESOURCES: SKILLS DEVELOPMENT FACILITATOR REF NO: JI 40/2026</u> Directorate: Corporate Services
<u>SALARY</u>	:	R487 197 per annum (Level 09)
<u>CENTRE</u>	:	Centurion
<u>REQUIREMENTS</u>	:	Applicants should be in possession of a Grade 12 (Senior Certificate), National Diploma in Human Resource Management/ Human Resource Development/ Training and Development or equivalent qualification at NQF Level 6 with 360 credits as recognised by SAQA. A minimum of three (3) years' experience in Skills Development and Training coordination, of which one (01) year should be at a supervisory level. A valid driver's license, Skills Development Facilitator certificate and Train the Trainer certificate will serve as an added advantage. Knowledge and skills: Good interpretation and knowledge of the National Skills Development Strategy, Public Finance Management Act, Skills Development

Act, Skills Development Levy Act, Public Service Regulations, compulsory training programmes in the Public Service, PERSAL system, planning, coordination, organising, analytical and people management skills, sound verbal and written communication skills, presentation skills, high sense of responsibility and accountability, interpersonal skills, time management, attention to detail, experience in managing long-term training programmes, experience in developing and submitting Workplace Skills Plans and SETA reports, project management skills, computer literacy in Microsoft Word, Excel and PowerPoint, ability to work under pressure and independently and as part of a team.

DUTIES : Implement the Human Resource Development strategies, conduct skills audit and training need analysis, develop Workplace Skills Plan (WSP) and Annual Training Report (ATR), participate in skills development planning and identify critical and scarce skills within the department, provide inputs to the Departmental Human Resource Plan and other skills development plan initiatives, implement Human Resource Management projects, coordination and facilitation of Orientation and Induction programmes, promote Career Development and Talent Management. Stakeholder Liaison and Coordination, coordinate and provide secretariat and technical advice to the Skills Development Committee (SDC), manage Skills Development Compliance, conduct pre and post training evaluations and measure training effectiveness and impact, coordinate Learning and Development Programmes including facilitation and implementation of mandatory training, bursaries, internships, learnerships, and leadership development programmes, manage the training records, compile governance reports and ensure training and empowerment of subordinates.

ENQUIRIES : Ms S Bezuidenhout Tel No: (012) 321 0303
APPLICATIONS : Applications to be submitted through following link: <https://forms.gle/GnteJiXogk5mLFSg5> or hand delivered to Block C3, Eco Origins Office Park, Witch-hazel Street, Centurion, 0046.

FOR ATTENTION : Human Resources

POST 30/46 : **ASSISTANT DIRECTOR: RISK & INTEGRITY MANAGEMENT REF NO: JI 41/2026**
 Office of the CEO

SALARY : R487 197 per annum (Level 09)
CENTRE : Centurion
REQUIREMENTS : Applicants must be in possession of a Grade 12 (Senior Certificate), Bachelor's degree / Advanced Diploma (NQF 7) in Risk Management/Internal Audit / Accounting or equivalent related qualification as recognised by SAQA. Postgraduate diploma in risk management and/or compliance will be an added advantage. Minimum of 3 years relevant experience within a risk management or related environment. Skills and competencies: communication skills (verbal and written), analytical and problem-solving skills, attention to detail, customer service orientation, planning and organising skills, honesty and integrity, report writing skills, computer literacy and the ability to work independently and as part of a team.

DUTIES : Implement the risk management framework, business continuity and compliance management which includes development and implementation of the risk management plan, a risk management philosophy and culture in the organisation through awareness and capacity building, maintaining stakeholder and client relationships, continuous monitoring and capturing of data and maintenance of databases on risk management information. Supervise and undertake studies and analysis for identifying risks to establish the internal and external organisation context. Facilitate and advise on the risk management assessment process such as identification, analysis, evaluation, compiling risk profiles and reports. Monitor and review the progress of activities to address risks and revising risk response activities. Ensure an effective risk and integrity management service. Coordinate and implement Ethics Management Strategy, Policies and Programmes in JICS inclusive of but not limited to; financial disclosure, other remunerative work, etc. Communicate with stakeholders, clients, management & colleagues: Written, Verbal and formal presentations/workshops / awareness sessions. Prepare quarterly risk management reports and present to the Audit and Risk Committee.

ENQUIRIES : Mr E L Brewis Tel No: (012) 321 0303

<u>APPLICATIONS</u>	:	Applications to be submitted through following link: https://forms.gle/hmnzUEZ8CEfyoGgZ7 or hand delivered to Block C3, Eco Origins Office Park, Witch-hazel Street, Centurion, 0046.
<u>FOR ATTENTION</u>	:	Human Resources
<u>POST 30/47</u>	:	<u>WEBMASTER REF NO: JI 42/2026</u> Directorate: Corporate Services
<u>SALARY</u>	:	R413 001 per annum (Level 08)
<u>CENTRE</u>	:	Centurion
<u>REQUIREMENTS</u>	:	Applicants must be in possession of a Grade 12 (Senior Certificate), National Diploma (NQF 6) or Bachelor's Degree (NQF 7) in any of the following: Information Technology, Information Systems, Web Development, Multimedia Design, Digital Communications, Computer Science, Graphic Design, Journalism, Communication Science, Digital Media or an equivalent qualification recognised by SAQA. Added advantage: training or certification in HTML5, CSS, JavaScript, Content Management Systems (CMS), WordPress, SharePoint, Adobe Creative Suite, Search Engine Optimisation (SEO), Google Analytics or User Experience (UX). Minimum 3 to 5 years' experience in website administration and content management, managing organisational websites, publishing content on Content Management Systems, producing web performance reports and analytics and coordinating digital communication initiatives. Added advantage experience in government websites, public sector communications, SharePoint administration, social media management, basic web development, graphic design and multimedia editing, accessibility compliance and digital records management. Skills and competencies: website administration, content editing, web publishing, graphic design, analytical thinking, report writing, communication skills, proofreading and editing, photography and multimedia skills, problem solving, planning and organising, attention to detail, stakeholder liaison, computer literacy and the ability to work independently and as part of a team.
<u>DUTIES</u>	:	Manage, maintain and continuously improve the JICS website and digital platforms through website administration, content publishing, user experience enhancement, analytics reporting, digital communications support and compliance with government communication and information management standards. Upload, edit and publish approved content; ensure information is current, accurate, accessible and aligned to organisational branding; monitor website functionality, links, accessibility and performance; compile analytics and usage reports; coordinate digital communication campaigns and web updates with internal stakeholders; support social media and multimedia content where required; maintain digital records and content libraries; assist with basic troubleshooting, CMS administration and user support; liaise with service providers and ICT officials on technical enhancements and ensure compliance with POPIA, records management requirements and applicable communication standards.
<u>ENQUIRIES</u>	:	Mr M Madikizela Tel No: (012) 321 0303
<u>APPLICATIONS</u>	:	Applications to be submitted through following link: https://forms.gle/61eVr9aUdmKBn3yYA or hand delivered to Block C3, Eco Origins Office Park, Witch-hazel Street, Centurion, 0046.
<u>FOR ATTENTION</u>	:	Human Resources
<u>POST 30/48</u>	:	<u>SENIOR STATE ACCOUNTANT: MANAGEMENT ACCOUNTING & BAS CONTROL REF NO: JI 43/2026</u> Office of the Chief Financial Officer
<u>SALARY</u>	:	R413 001 per annum (Level 08)
<u>CENTRE</u>	:	Centurion
<u>REQUIREMENTS</u>	:	Applicants must be in possession of a Grade 12 (Senior Certificate), National Diploma (NQF 6) or Bachelor's degree (NQF 7) in Financial Management / Accounting / Cost and Management Accounting / Public Finance/Commerce / Financial Accounting or an equivalent qualification recognised by SAQA. BAS Controller Certification, PERSAL certification, advanced Excel training and public sector financial management courses will serve as an advantage. Minimum 3 to 5 years' experience in a management accounting, budgeting or financial management environment. Experience in public sector financial management, working with BAS, expenditure monitoring and reporting, compiling budget information and financial reports and performing BAS

	Controller functions. Skills and competencies: financial management, management accounting, BAS administration, budget monitoring, expenditure analysis, report writing, communication skills, planning and organising, analytical thinking, problem solving, attention to detail, computer literacy and the ability to work independently and as part of a team.
<u>DUTIES</u>	: Provide management accounting services through the coordination and administration of budget planning, expenditure management, financial reporting and cash flow management processes. Assist with the preparation and consolidation of annual, Medium-Term Expenditure Framework (MTEF) and adjusted budgets, monitor expenditure trends and budget utilisation, conduct variance analysis, and provide financial information and advice to management and programme managers. Support the implementation of budget reallocations, virements, rollovers and adjustment estimate processes and ensure compliance with relevant Treasury prescripts. Prepare and coordinate monthly, quarterly and annual management accounting reports, including In-Year Monitoring (IYM) reports, expenditure projections, cash flow forecasts and other financial management information required for decision-making and reporting purposes. Monitor cash flow performance, analyse financial and expenditure trends, and provide recommendations aimed at improving financial management and budget performance. Perform Basic Accounting System (BAS) Controller functions, including the administration of user profiles and access rights, maintenance of system controls, management of user accounts, performance of month-end and year-end processes, monitoring of system security and segregation of duties controls, and ensuring the integrity and reliability of information recorded on BAS. Provide user support and training, resolve system-related queries, maintain audit trails and supporting documentation, and liaise with National Treasury and other relevant support structures on BAS-related matters. Ensure compliance with the Public Finance Management Act (PFMA), Treasury Regulations and other applicable financial prescripts. Participate in internal and external audit processes, provide information required by auditors, support the implementation of audit recommendations and maintain adequate financial records and supporting documentation for audit and compliance purposes. Provide financial systems administration support through the maintenance and monitoring of financial systems, reconciliation of information between BAS and other financial systems, testing of system enhancements and implementation of improvements aimed at strengthening financial management, reporting and internal control processes.
<u>ENQUIRIES</u>	: Ms T Sibanyoni Tel No: (012) 321 0303
<u>APPLICATIONS</u>	: Applications to be submitted through following link: https://forms.gle/N7h6w4KzSzBANEAj8 or hand delivered to Block C3, Eco Origins Office Park, Witch-hazel Street, Centurion, 0046.
<u>FOR ATTENTION</u>	: Human Resources
<u>POST 30/49</u>	: <u>SENIOR CASE OFFICER: COMPLAINTS REF NO: JI 44/2026</u> Directorate Compliance Monitoring
<u>SALARY</u>	: R413 001 per annum
<u>CENTRE</u>	: Cape Town
<u>REQUIREMENTS</u>	: Applicants must be in possession of a Grade 12/Senior Certificate, BProc/LLB Degree or recognised legal qualification on NQF 7 as recognised by SAQA. 1–3 years' relevant working experience of which 1 year must be in a supervisory capacity. In-depth knowledge and understanding of the Constitution, Correctional Services Act, PAJA, POPIA, Criminal Procedure Act, Law of Evidence, interpretation of Statute and other legal frameworks governing the correctional environment and public service. Proficiency in English and at least one other official language. Ability to write analytically. A valid driver's licence is essential, and a willingness to travel. Skills and competencies: computer literacy, legal research and analysis, report writing, communication skills, stakeholder liaison, planning and organising, problem solving, attention to detail, supervisory skills and the ability to work independently and as part of a team.
<u>DUTIES</u>	: The successful candidate will be responsible to receive, assess and adjudicate inmate complaints and maintain proper records with a view to identifying trends, systemic practices and matters requiring intervention. Register and screen complaints, assess supporting documentation, request additional information where required and prepare recommendations for consideration.

		Monitor timeframes, ensure proper case-file management and compile statistics and management reports for the Manager: Complaints Unit. Liaise with the Department of Correctional Services, Visitors' Committees, Independent Correctional Centre Visitors and other stakeholders to facilitate the resolution of complaints and escalation of urgent matters. Conduct legal and factual analysis, draft correspondence, memoranda and submissions, support investigations where required and supervise administrative staff within the Complaints Unit to ensure quality, accuracy and compliance with JICS procedures.
<u>ENQUIRIES</u>	:	Ms S Wesson Tel No: (021) 421 1012
<u>APPLICATIONS</u>	:	Applications to be submitted through following link: https://forms.gle/6DKsSeXAXmRtZ89T7 or hand delivered Standard Bank Building, No. 1 Thibault Square, 9th Floor, Cnr Long Street & Hans Strijdom Avenue, Cape Town, 8001.
<u>POST 30/50</u>	:	<u>SENIOR CASE OFFICER: MANDATORY REPORTING REF NO: JI 45/2026</u> Directorate Compliance Monitoring
<u>SALARY</u>	:	R413 001 per annum
<u>CENTRE</u>	:	Cape Town
<u>REQUIREMENTS</u>	:	Applicants must be in possession of Grade 12 (Senior Certificate), an LLB, BProc or recognised legal qualification at NQF Level 7 recognised by SAQA. 1 – 3 years relevant working experience of which one (1) year must be in a supervisory experience. In-depth knowledge and understanding of the Constitution, Correctional Services Act, PAJA, POPIA, Criminal Procedure Act, Law of Evidence, interpretation of Statute and other legal frameworks governing the correctional environment and public service. Proficiency in English and at least one other official language. Ability to write analytically. Valid driver's licence is essential and willingness to travel. Skills and competencies: computer literacy, legal research and analysis, report writing, communication skills, stakeholder liaison, planning and organising, problem solving, attention to detail, supervisory skills and the ability to work independently and as part of a team
<u>DUTIES</u>	:	The successful candidate will be responsible to Monitor, enquire and evaluate reports received on all inmates in terms of section 95D of the Correctional Services Act. Write reports and make recommendations on systemic problems and practices, ensuring a good administration of mandatory reports by DCS. Monitor timeframes, ensure proper case-file management and compile statistics and management reports for the Assistant Director: Mandatory Unit. Manage, coordinate and foster relationships with external stakeholders. Conduct legal and factual analysis, draft correspondence, memoranda and submissions, support investigations where required and supervise administrative staff within the Mandatory Unit to ensure quality, accuracy and compliance with JICS procedures.
<u>ENQUIRIES</u>	:	Mr R Mohlaba Tel No: (012) 321 0303
<u>APPLICATIONS</u>	:	Applications to be submitted through following link: https://forms.gle/M7WdWEbyDDvgK4NH6 or Standard Bank Building, No. 1 Thibault Square, 9th Floor, Cnr Long Street & Hans Strijdom Avenue, Cape Town, 8001.
<u>FOR ATTENTION</u>	:	Human Resources
<u>POST 30/51</u>	:	<u>REGIONAL INSPECTOR & INVESTIGATIONS (X2 POSTS)</u> Directorate: Inspections and Compliance Monitoring
<u>SALARY</u>	:	R413 001 per annum (Level 08)
<u>CENTRE</u>	:	Centurion (Limpopo, Mpumalanga and North West Management Region) Ref No: JI 46/2026 (X1 Post) East London (Eastern Cape Management Region) Ref No: JI 47/2026 (X1 Post)
<u>REQUIREMENTS</u>	:	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 recognised 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. An unendorsed driver's license is essential, as well as a willingness to travel extensively at short notice

		(including weekends). Proficiency in English and at least one other official language.
<u>DUTIES</u>	:	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.
<u>ENQUIRIES</u>	:	Mr. L De Souza Tel No: (012) 321 0303
<u>APPLICATIONS</u>	:	Applications to be submitted through the following links: LMN Management Region: https://forms.gle/GHCpDstS7g7gkbmK9 or delivered to Block C3, Eco Origins Office Park, Witch-hazel Street, Centurion, 0046. marked Attention: Human Resources. Eastern Cape Management Region: https://forms.gle/SwqwXgrQkyWqnEgPA or delivered to East London Magistrates Court, 3 rd Floor, Room 407, Buffalo Street, East London, 5200.
<u>POST 30/52</u>	:	<u>SENIOR INTERNAL AUDITOR REF NO: JI 48/2026 (X2 POSTS)</u> Internal Audit (36-month contract)
<u>SALARY</u>	:	R413 001 per annum (Level 08)
<u>CENTRE</u>	:	Centurion
<u>REQUIREMENTS</u>	:	Applicants must be in possession of a Grade 12 (Senior Certificate), National Diploma (NQF 6) or Bachelor's Degree (NQF 7) at 3rd year level in Internal Auditing / Auditing / Accounting / Financial Management / Commerce/Risk Management or an equivalent related qualification recognised by SAQA. Added advantage: IIA membership; and CIA, CISA, CRMA studies or certification, etc. Minimum of 3 years' experience in an Internal Audit, External Auditing, Risk Management or Compliance environment. Experience conducting audit assignments, preparing audit working papers and reports, performing risk and control assessments and developing audit findings and recommendations. Added advantage experience in public sector internal auditing, Public Finance Management Act (PFMA), compliance audits, performance information audits, information technology audits, risk management, audit committee support or audits within oversight. Knowledge of the PFMA, Treasury Regulations, Public Service Act and Regulations, risk management frameworks, corporate governance principles, fraud risk management, internal control systems, audit methodologies, performance information frameworks and Internal Audit Charter requirements. Skills and competencies: audit planning, risk analysis, report writing, analytical thinking, communication skills, financial analysis, data analysis, interviewing skills, problem solving, attention to detail, stakeholder engagement, presentation skills, computer literacy and the ability to work independently and as part of a team.
<u>DUTIES</u>	:	The successful candidate will be responsible for providing independent and objective assurance and consulting services through the execution of risk-based internal audit assignments, evaluation of governance processes, internal controls and risk management systems, and the provision of recommendations aimed at improving efficiency, effectiveness and compliance within JICS. Conduct risk-based internal audits in accordance with approved audit project plans; prepare preliminary surveys; process flows; risk assessments; audit programmes. Conduct fieldwork and testing procedures; gather and analyse audit evidence; compile audit working papers; evaluate the adequacy and effectiveness of controls; assess compliance with legislation and policies; review financial and operational processes; identify control weaknesses and risks; draft audit findings and recommendations. Compile audit reports; communicate audit outcomes to management; conduct follow-up audits and monitor implementation of audit recommendations. Provide risk management support, conduct governance and compliance reviews, support investigations into irregularities where required, assist with internal audit planning, contribute to risk-based planning processes, provide input into audit universe reviews and assist with preparation of Audit Committee documentation and progress reports. Manage the human, logistical and resources allocated to this position on an ongoing basis in line with

		organisational prescripts. Promote teamwork and manage conflict effectively to ensure delivery of project objectives.
<u>ENQUIRIES</u>	:	Ms M Mothelesi Tel No: (012) 321 0303
<u>APPLICATIONS</u>	:	Applications to be submitted through following link: https://forms.gle/DNKYNaDCVCbBz7PH6 or hand delivered to Block C3, Eco Origins Office Park, Witch-hazel Street, Centurion, 0046.
<u>FOR ATTENTION</u>	:	Human Resources
<u>POST 30/53</u>	:	<u>VISITORS COMMITTEE COORDINATING OFFICER – VCCO REF NO: JI 49/2026</u> Directorate: Regional Coordination & Oversight
<u>SALARY</u>	:	R338 106 per annum (Level 07)
<u>CENTRE</u>	:	Centurion - Limpopo, Mpumalanga & Northwest (LMN) Management Region
<u>REQUIREMENTS</u>	:	Applicants must be in possession of a Senior Certificate / Grade 12, Degree / National Diploma in Public Administration / Public Management at NQF 6 as recognised by SAQA. Three-year Degree / National Diploma in Office Management or Administration or relevant qualification on NQF 6 or equivalent qualification. A minimum of 5 years' experience in the Justice Cluster or a minimum of 2 years' supervisory experience. Knowledge of the Public Finance Management Act, Public Service Act and Regulations and National Treasury Regulations. A valid driver's licence. Skills and competencies: computer literacy (MS Office, Excel and PowerPoint), sound interpersonal relations, communication skills (verbal and written), planning and organisational skills, ability to work under pressure and independently and as part of a team, willingness to work extra hours, problem solving and leadership skills, attention to detail and good conflict resolution skills.
<u>DUTIES</u>	:	The successful candidate will be responsible for providing management, supervision and control of Independent Correctional Centre Visitors within the region. Coordinate and monitor ICCV activities, allocate work, review reports, monitor attendance and performance and facilitate induction and training arrangements. Manage complaints, including general, urgent and mandatory complaints, ensure proper recording and escalation of matters and follow up on outstanding responses. Coordinate Visitors' Committee and stakeholder engagement meetings, prepare agendas, compile minutes and track implementation of resolutions. Conduct performance evaluations, compile statistical and management reports, maintain records and registers, provide administrative support to regional oversight activities and liaise with correctional centres, ICCVs, Visitors' Committees and internal stakeholders to support effective oversight.
<u>ENQUIRIES</u>	:	Ms G Thabethe Tel No: (012) 663 7521
<u>APPLICATIONS</u>	:	Applications to be submitted through following link: https://forms.gle/nTe2MXYrnnvNTpCfJ8 or hand delivered to Block C3, Eco Origins Office Park, Witch-hazel Street, Centurion, 0046
<u>FOR ATTENTION</u>	:	Human Resources
<u>POST 30/54</u>	:	<u>ADMINISTRATIVE ASSISTANT: OFFICE OF THE CHIEF FINANCIAL OFFICER REF NO: JI 50/2026</u> Office of the Chief Financial Officer
<u>SALARY</u>	:	R237 453 per annum (Level 05)
<u>CENTRE</u>	:	Centurion
<u>REQUIREMENTS</u>	:	Applicants must be in possession of a Grade 12 (Senior Certificate), National Diploma (NQF 6) in Financial Management, Accounting, Public Finance, Office Management and Technology, Management Assistant, Public Administration or an equivalent related qualification recognised by SAQA. A minimum of 2 to 3 years' experience in executive support, office administration, secretarial support or financial administration environment. Knowledge of office administration, financial administration processes, document management, records management, procurement and logistics processes, meeting coordination, diary management and public sector administrative prescripts. Skills and competencies: computer literacy, communication skills, interpersonal relations, planning and organising, minute taking, report writing, problem solving, attention to detail, client orientation, confidentiality, time management, ability to work under pressure and ability to work independently and as part of a team.

<u>DUTIES</u>	:	The successful candidate will be responsible for providing administrative, secretarial, executive support and financial administration support to the Office of the Chief Financial Officer. Provide secretarial support to the Chief Financial Officer, manage the CFO's diary and appointments, receive and screen visitors and telephone enquiries, draft correspondence and memoranda, coordinate meetings and workshops, prepare agendas and meeting packs, record and distribute minutes and manage incoming and outgoing correspondence. Coordinate budget and expenditure submissions for the CFO, track progress of financial reports and submissions, assist with processing invoices and payment documentation, maintain expenditure and commitment registers, monitor submission deadlines relating to finance, supply chain management and audit matters, assist with compilation of financial management reports and maintain filing systems for financial records and supporting documentation. Coordinate logistics for Audit Committee and Risk Committee meetings, maintain audit action-plan registers, follow up on outstanding audit and finance matters, compile supporting documentation required during audits and maintain confidential financial records. Develop and maintain electronic and manual filing systems, ensure safe keeping of CFO records, process travel and accommodation arrangements, coordinate procurement requests for the CFO Office, track supply chain management submissions and approval processes and maintain asset records for the CFO Office.
<u>ENQUIRIES</u>	:	Ms D Malibe Tel No: (012) 321 0303
<u>APPLICATIONS</u>	:	Applications to be submitted through following link: https://forms.gle/xYY2qvKhHR254nQg7 or hand delivered to Block C3, Eco Origins Office Park, Witch-hazel Street, Centurion, 0046.
<u>FOR ATTENTION</u>	:	Human Resources
<u>POST 30/55</u>	:	<u>DATA CAPTURER: COMPLAINTS AND MANDATORY REPORTING REF NO: JI 51/2026</u> Directorate: Compliance Monitoring
<u>SALARY</u>	:	R201 093 per annum (Level 04)
<u>CENTRE</u>	:	Centurion
<u>REQUIREMENTS</u>	:	Applicants must be in possession of a Grade 12 (Senior Certificate). A Certificate in Office Administration, Information Management, Public Administration, Records Management, Computer Studies or Data Management will be an added advantage. Minimum 1 to 2 years' experience in data capturing, administration, records management or information management environment. Added advantage: experience in case management systems, complaints management systems, statistical reporting, database administration, public sector administration and legal, correctional services or oversight environments. Knowledge of records management principles, information management practices, data capturing procedures, Microsoft Excel, Microsoft Word, electronic document management systems, Protection of Personal Information Act (POPIA) and Public Service administrative procedures. Skills and competencies: computer literacy, data capturing, accuracy, attention to detail, record keeping, report writing, communication skills, planning and organising, confidentiality, client orientation, problem solving, ability to work under pressure and ability to work independently and as part of a team.
<u>DUTIES</u>	:	The successful candidate will be responsible for providing data capturing and records management services to the Complaints and Mandatory Reporting Units by capturing, updating, verifying and maintaining complaint and incident information, generating statistical reports and ensuring the accuracy, integrity and availability of oversight information. Capture complaints and mandatory reporting information on approved databases and systems, update existing records, process data timeously and verify captured information against source documents. Identify incomplete information, detect and correct data errors, verify accuracy of captured records, monitor data quality standards and ensure consistency of information across systems. Maintain electronic and physical records, file complaint and incident reports, track movement of documents, maintain registers and ensure safekeeping of confidential information. Generate daily, weekly and monthly statistics, compile data for management reports, assist with trend analysis reports, produce information required by Senior Case Officers and support reporting for quarterly and annual reports. Support Senior Case Officers with data retrieval, prepare information required for investigations, monitor outstanding records, assist in updating case status

information and provide administrative support to the Complaints and Mandatory Reporting Units. Maintain complaint and mandatory reporting databases, monitor completeness of electronic records, generate reports from databases, assist users with information retrieval and report system defects or data discrepancies.

<u>ENQUIRIES</u>	:	Ms S Wesson Tel No: (021) 421 1012
<u>APPLICATIONS</u>	:	Applications to be submitted through following link: https://forms.gle/LZsSvYwYhZo9vG6D8 or hand delivered to Block C3, Eco Origins Office Park, Witch-hazel Street, Centurion, 0046.
<u>FOR ATTENTION</u>	:	Human Resources
<u>POST 30/56</u>	:	<u>INDEPENDENT CORRECTIONAL CENTRE VISITOR REF NO: JI 52/2026</u> Directorate: Regional Coordination & Oversight (36-month contract appointment)
<u>SALARY</u>	:	R89 046 per annum (Level 05 - 3/8th), plus 37% in lieu of benefits
<u>CENTRE</u>	:	Van Rhynsdorp Correctional Centre
<u>REQUIREMENTS</u>	:	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). 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 incumbent will be responsible for conducting site visits and reporting 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.
<u>ENQUIRIES</u>	:	Ms N Sifesani Tel No: (043) 722 2729
<u>APPLICATIONS</u>	:	Applications to be submitted through the following link https://forms.gle/MrSokBJ2pWT4CEkh6 or hand delivered Standard Bank Building, No. 1 Thibault Square, 9th Floor, Cnr Long Street & Hans Strijdom Avenue, Cape Town, 8001.