

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** : Pretoria/Centurion: Private Bag 153, Centurion, 0046. Alternatively, applications may be handed in at Block C 3, Eco Origins Office Park, Witch-hazel Street, Centurion, 0046
KwaZulu - Natal Region: P.O. Box 1322 Durban 4000. Alternatively, applications may be handed in at Aqua Sky Building, 275 Anton Lembede Street, 8th Floor, Durban 4001
- CLOSING DATE** : 29 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.

OTHER POSTS

- POST 32/34** : **VISITORS COMMITTEE COORDINATOR - VCCO REF NO: JI 79 /2023**
Directorate: Management Regions
- SALARY** : R294 321 per annum (Level 07)
- CENTRE** : KwaZulu- Natal Region

- REQUIREMENTS** : Applicants must have a Senior Certificate/Grade 12, Degree/National Diploma in Public Administrations/ Public Management/Office Management on NQF 6 as recognised by SAQA or recognised relevant equivalent qualification on NQF 6 ; a minimum of 5 years' experience within justice cluster environment; or 2 years supervisory experience; Knowledge of the Public Finance Management Act, Public Service Act, Public Service Regulations and National Treasury Regulations; A valid manual driver's licence and willingness to travel. Skills and Competencies: Computer literacy (MS Office); Sound Interpersonal relations; Communication (verbal and written) skills; Planning and organizational skills; Able to work under pressure, independently and willing to work extra hours; Problem-solving and leadership skills; Ability to pay attention to detail. Good conflict resolution skills. Exposure in the justice cluster environment will be an added advantage.
- DUTIES** : The successful candidate will be responsible for supervising the work of Independent Correctional Centre Visitors (ICCVs) and providing support to the ICCVs. Attend to Visitors Committee/Stakeholders meetings. Conduct performance audits/ assessments; arrange inductions/training and attend to disciplinary matters related to ICCVs. Monitor all mandatory complaints according to policy. Capture unresolved complaints from VC meetings on the system. Rendering of administrative support services to the ICCVs. Manage the relationship with stakeholders (good working relationships).
- ENQUIRIES** : Mr. S Sibanyoni /Mrs. S Naidoo Tel No: (031) 366 1900
- POST 32/35** : **ADMINISTRATION CLERK – INSPECTIONS & INVESTIGATIONS REF NO: JI 80 /2023**
Directorate: Legal Services
- SALARY CENTRE REQUIREMENTS** : R202 233 per annum (Level 05)
: Centurion
: Applicants must have a Senior Certificate. Computer literate (MS Word, Excel) and exposure to Microsoft Outlook. Knowledge of office 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 admin capabilities. Driver's license and proficiency in English and at least one other official language are an added advantage.
- DUTIES** : The successful candidate will be responsible for recording, organizing, storing, capturing and retrieving correspondence and data. Update registers and handle routine enquiries. Make photocopies and receive and send facsimiles. Distribute documents/packages to various stakeholders as required. Keep and maintain the filing system for the unit. Communicate with stakeholders. Make travel arrangements on short notice. Keep and maintain the incoming and outgoing document register of the unit.
- ENQUIRIES** : Mr L. de Souza / Mr O. Thakadu Tel No: (012) 321 0303
- POST 32/36** : **ADMINISTRATION CLERK: SUPPLY CHAIN MANAGEMENT REF NO: JI 81/2023 (X2 POSTS)**
Directorate: Support Services
- SALARY CENTRE REQUIREMENTS** : R202 233 per annum (Level 05)
: Centurion
: Applicants must have a Grade 12/Senior certificate. Knowledge of supply chain management environment. Computer literacy (MS Word, Excel, PowerPoint and Outlook). Numeric skills. Team player and strong organizational skills. Ability to work independently. Knowledge of SYSCON and LOGIS systems will be an added advantage.
- DUTIES** : The successful candidate will be responsible for assisting with the procurement of goods and services and liaising with suppliers. Provide logistical support. Administer inventory and allocate assets in line with policies and guidelines. Perform physical asset verification, barcoding and updating of the asset registers. Maintain proper records and communication and reporting, handle asset disposal. Provide administrative support.
- ENQUIRIES** : Mr. A. Fortuin / Ms. T.Tshangana Tel No: (021) 421 1012

POST 32/37 : **INDEPENDENT CORRECTIONAL CENTRE VISITOR (DATA CAPTURER) REF NO: JI 82/2023**
(36 Months Contract Appointment)

SALARY : R75 837 per annum (3/8th, Level 05), plus 37% in lieu of benefits.
CENTRE : Centurion (Northern Management Region)
REQUIREMENTS : Applicants must have a Grade 12/Senior Certificate. Computer literate and accurate. 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).

DUTIES : The incumbent will be responsible for 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.

ENQUIRIES : Mr M Mentoor/Ms G Thabethe Tel No: (012) 663 752160
NOTE : Provide statistical analysis of all complaints received. Attend to enquiries. Ad-hoc tasks as delegated by the supervisor.