

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** : Private Bag X153, Centurion, 0046. Alternatively, applications may be handed in at Block C 3, Eco Origins Office Park, Witch-hazel Street, Centurion, 0046 HOrecruitment@jics.gov.za - SUBJECT – Post reference number
- CLOSING DATE** : 20 June 2025
- 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. 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.
- ERRATUM:** Kindly note that the post advertised in Public Service Vacancy Circular 17 dated 23 May 2025 for Independent Correctional Centre Visitor for Richmond Correctional Centre under Reference JI 22/2025 should have been at Hopetown Correctional Centre. The post of ICCV at Hopetown Correctional Centre is therefore advertised under reference JI 22/2025. The post of ICCV at Richmond Correctional Centre will be filled under Reference JI 24/2025. The closing date will remain 13 June 2025.

OTHER POSTS

- POST 18/22** : **DEPUTY DIRECTOR: INTERNAL AUDIT REF NO: JI 114/2024**
Office of the Chief Executive Officer
3 Year Contract
- SALARY** : R896 436 per annum (Level 11)
- CENTRE** : Centurion
- REQUIREMENTS** : Three (3) year tertiary qualification (NQF6) or higher qualification in Internal Audit/ Accounting/ Finance. Five (5) years' experience of which two (2) years at Junior Management/ASD level and three (3) years functional experience in Internal Auditing. CIA will be added advantage. Valid Driver's License. Knowledge: Internal Audit Methodology; Batho Pele Principles; Public Finance Management Act (PFMA) and Treasury Regulations; Public Service Regulations; Public Service Act; National Treasury Internal Audit Frameworks; Public Sector Risk Management Framework; King Report on Corporate Governance Framework for Managing Performance information; International Internal Audit Standards; International Financial Reporting Standards; International Accounting Standards Generally Recognized Accounting Practice (GRAP); Departmental Internal Audit Activity, Audit and Risk Committee Charter; Departmental legislative and regulatory framework (LRA, BCEA, PAIA etc). Skills:

		Communication (Verbal and Written); Conflict Management; Project Management; Leadership; Coordinating; Risk Assessment; Negotiation; Presentation; Problem Solving; Planning and Organizing; Policy analysis and Development; Computer Literacy; Report writing.
<u>DUTIES</u>	:	Develop the Internal Audit three year rolling plan for JICS. Implement the three (3 year) and annual Internal Audit Plans. Coordinate work with key stakeholders and monitor the implementation of the Internal Audit methodologies. Manage the resources of the Sub-Directorate's. Design and review methods, frameworks and procedures to conduct Audit to improve controls and systems by developing and implementing the Performance Audit Methodology and ensuring and monitor mitigation actions for identified risks of the Internal Audit Activities. Ensure that a risk assessment is conducted regularly to identify emerging risks for the institution. Developing risk management strategy.
<u>ENQUIRIES</u>	:	Ms S Bezuidenhout Tel No: (012) 321 0303
<u>POST 18/23</u>	:	<u>ASSISTANT REGIONAL MANAGER: KZN MANAGEMENT REGION REF NO: JI 115/2025</u> Directorate: Management Regions
<u>SALARY</u>	:	R468 459 per annum (Level 09)
<u>CENTRE</u>	:	Durban
<u>REQUIREMENTS</u>	:	A Senior/Matric or an equivalent Certificate, and appropriate 3-year Degree/National Diploma in Public Administration/Public Management or relevant qualifications (NQF 6/RVQ 13). Five (5) years relevant work experience in the criminal justice sector with at least four (4) years' experience on supervisory level. Knowledge of relevant legislation and prescripts as well as how this post contributes to the implementation of the National Development Plan. Knowledge of intergovernmental relations. A Valid driver's license is essential. Computer literacy. Analytical and problem-solving skills. Conflict, Time and Diversity management skills. Computer literacy.
<u>DUTIES</u>	:	The successful candidate will be responsible for managing the day-to-day running of the Region, which includes the managing of its staff and all administrative procedures of the unit. Exercise control over the ICCV post establishment and VC demarcation. Handling of inmates' complaints. Management of policies and other working documents. Promote community involvement in correctional matters, liaise with relevant stakeholders and build sustainable relations with community organizations. Monitor the implementation of JICS policies by unit staff and contract workers. Plan and coordinate trips by unit staff to ensure the best financial practice and account for assets reflected in the unit's register. Perform any duty delegated by the Regional Manager and or Director: Management Regions.
<u>ENQUIRIES</u>	:	Mr. S Sibanyoni Tel No: (031) 366 1900
<u>POST 18/24</u>	:	<u>ASSISTANT DIRECTOR: STRATEGIC PLANNING, MONITORING AND EVALUATION REF NO: JI 116/2025</u> Office of the Chief Executive Officer
<u>SALARY</u>	:	R468 459 per annum (Level 09)
<u>CENTRE</u>	:	Centurion
<u>REQUIREMENTS</u>	:	A recognized NQF 6 qualification 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</u>	:	Ms S Bezuidenhout Tel No: (012) 321 0303