

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

- : Applications for posts of Independent Correctional Centre Visitors must be directed to the relevant Regional Office:
- Centurion/Northern Management Region:** Private Bag X153, 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.
- Cape Town/Western Cape:** Private Bag X9177, Cape Town, 8000. Alternatively, applications may be handed in at Standard Bank Building, No. 1 Thibault Square, 9th Floor, Cnr Long Street & Hans Strijdom Avenue, Cape Town, 8001.
- Eastern Cape:** P.O. Box 192, East London, 5200. Alternatively, applications may be handed in at East London Magistrates Court, 3rd floor, room 407, Buffalo Street, East London, 5200.
- Central Management Region:** P.O. Box 3839, Bloemfontein, 9301. Alternatively, applications may be handed in at Fedsure House, 3rd Floor 62 St Andrews Street, Bloemfontein, 9300
- All other 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.

CLOSING DATE
NOTE

- 13 June 2025
- : 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.

OTHER POSTS

POST 17/25 : **REGIONAL INSPECTOR & INVESTIGATIONS DIRECTORATE: LEGAL SERVICES REF NO: JI 01/2025 (X2 POSTS)**

SALARY : R397 116 per annum (Level 08)
CENTRE : Western Cape Management Region – Cape Town
REQUIREMENTS : 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 Management Regions. Profiling of correctional centres and perusing reports received from Independent Correctional Centre Visitors (ICCV's) in the region. Deal with unresolved complaints received from Visitors Committee meetings in the region.

ENQUIRIES : Mr. L De Souza Tel No: (021) 421 1012.
APPLICATIONS : HORECRUITMENT@jics.gov.za - Subject – Post reference number

POST 17/26 : **VISITORS COMMITTEE COORDINATING OFFICER –VCCO REF NO: JI 02/2025**
 Directorate: Management Regions

SALARY : R325 101 per annum (Level 07)
CENTRE : Eastern Cape Management Region - East London
REQUIREMENTS : Applicants must be in possession of a Senior Certificate/Grade 12, Degree/National Diploma in Public Administrations/ Public Management, NQF 6 as recognised by SAQA. 3 year Degree/National Diploma in Office Management or Administration recognised 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), (PowerPoint); Sound Interpersonal relations; Communication (verbal and written) skills; Planning and organizational skills; Able to work under pressure, independently and willingness to work extra hours; Problem solving and leadership skills; Ability to pay attention to detail. Good conflict resolution skills.

DUTIES : The successful candidate will be responsible to provide management, supervision and control of Independent Correctional Centre Visitors. Complaints Management, general, Urgent and Mandatory. Coordination of Visitors Committee/Stakeholder engagement meetings. Conduct performance evaluations, administration tasks, reporting and arrange inductions for Independent Correctional Centre Visitors.

ENQUIRIES : Ms. NP Sifesane Tel No: (043) 722 2729
APPLICATIONS : HORECRUITMENT@jics.gov.za - Subject – Post reference number

POST 17/27 : **ADMINISTRATIVE CLERK REF NO: JI 03/2025**
 Directorate: Management Regions

SALARY : R228 321 per annum (Level 05)
CENTRE : Northern Management Region - Centurion
REQUIREMENTS : Applicants must be in possession of a Grade 12 /Senior Certificate. 1-3 years relevant working experience. Ability to communicate verbally and in writing. Ability to work independently and also as part of a team. Ability to multi-task

		and general administrative capabilities. Computer literate (Word, Excel, Access, PowerPoint & Outlook). Driver's license is essential.
<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.
<u>ENQUIRIES</u>	:	Ms G Thabethe Tel No: (012) 663 7521
<u>APPLICATIONS</u>	:	HORECRUITMENT@JICS.GOV.ZA - Subject – Post reference number
<u>POST 17/28</u>	:	<u>ADMINISTRATIVE CLERK – AUXILIARY SERVICES REF NO: JI 04/2025</u> Directorate: Management Regions
<u>SALARY</u>	:	R228 321 per annum (Level 05)
<u>CENTRE</u>	:	Northern Management Region - Centurion
<u>REQUIREMENTS</u>	:	Applicants must be in possession of a Grade 12 /Senior Certificate. 1-3 years relevant working experience. Ability to communicate verbally and in writing. Ability to work independently and also as part of a team. Ability to multi-task and general administrative capabilities. Computer literate (Word, Excel, Access, PowerPoint & Outlook). Driver's license is essential.
<u>DUTIES</u>	:	The successful candidate will be responsible for reception duties and office administration. Proper implementation and maintenance 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, manages calendars of senior team members and arrange travel, etc.).
<u>ENQUIRIES</u>	:	Ms G Thabethe Tel No: (012) 663 7521
<u>APPLICATIONS</u>	:	HORECRUITMENT@JICS.GOV.ZA - Subject – Post reference number
<u>POST 17/29</u>	:	<u>HR PERSONNEL CLERK REF NO: JI 05/2025 (X2 POSTS)</u> Directorate: Corporate Services
<u>SALARY</u>	:	R228 321 per annum (Level 05)
<u>CENTRE</u>	:	Centurion
<u>REQUIREMENTS</u>	:	Applicants must be in possession of a Senior Certificate or equivalent qualification. Experience in Office Administration. Computer Literate (Word, Excel, PowerPoint, Outlook). Planning, organizing and negotiation skills. Ability to work independently and as part of a team. Analytical and problem-solving skills. Communication and listening skills. Time management skills. Conflict management skills. Knowledge of PERSAL system will be an added advantage.
<u>DUTIES</u>	:	The successful candidate will be responsible to provide Human Resources administrative support to the Judicial Inspectorate for Correctional Services by managing the leave. Managing the process of appointments and resignations of staff members. Administration of staff benefits. Filing and updating of personnel files. Performance Management.
<u>ENQUIRIES</u>	:	Ms S Bezuidenhout Tel No: (012) 321 0303
<u>APPLICATIONS</u>	:	HORECRUITMENT@JICS.GOV.ZA - Subject – Post reference number
<u>POST 17/30</u>	:	<u>SECRETARY REF NO: JI 06/2025</u> Directorate: Legal Services
<u>SALARY</u>	:	R228 321 per annum (Level 05)
<u>CENTRE</u>	:	Pretoria
<u>REQUIREMENTS</u>	:	Applicants must be in possession of a Grade 12/Senior Certificate. Knowledge of administration/secretariat duties. Good communication and interpersonal skills. Computer literate with an excellent understanding of windows. MS Word, Excel, Outlook and PowerPoint. Ability to work under pressure and willingness to work overtime.
<u>DUTIES</u>	:	The successful candidate will be responsible to serve as the secretary/administrators to Director Corporate Services and Legal Services. Answering and screening of telephone calls. Liaise with the Director regarding all administrative functions. Typing/compiling of memorandums and presentations. Execute office and general administrative duties. Manage filing and electronic documents tracking system. Maintain diary and manage appointments. Acknowledge receipt of documents. Record and issue minutes.

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Make all travel and accommodation arrangements. Ensure submission of travel claims for the Directors.

: Ms S Bezuidenhout Tel No: (012) 321 0303
: HOrecruitment@jics.gov.za - Subject – Post reference number

POST 17/31

: **INDEPENDENT CORRECTIONAL CENTRE VISITOR**
(36-month contract appointment)

SALARY
CENTRE

: R85 620 per annum (3/8th, Level 05), plus 37% in lieu of benefits.
: **Central Management Region:**
Barkly West Correctional Centre Ref No: JI 07/2025
Bethulie Correctional Centre Ref No: JI 08/2025
Boshof Correctional Centre Ref No: JI 09/2025
Colesburg Correctional Centre Ref No: JI 10/2025
Goedemoed Med. B Correctional Centre Ref No: JI 11/2025
Groenpunt Med Correctional Centre Ref No: JI 12/2025
Grootvlei Med A Correctional Centre Ref No: JI 13/2025
Grootvlei Med B Correctional Centre Ref No: JI 14/2025
Harrismith Correctional Centre Ref No: JI 15/2025
Kimberly Correctional Centre Ref No: JI 17/2025
Kuruman Correctional Centre Ref No: JI 18/2025
Lindley Correctional Centre Ref No: JI 19/2025
Mangaung Correctional Centre Ref No: JI 20/2025
Odendaalsrus / Hennenman Correctional Centre Ref No: JI 21/2025
Richmond Correctional Centre Ref No: JI 22/2025
Regional Office – Bloemfontein Ref No: JI 23/2025
Richmond Correctional Centre Ref No: JI 24/2025
Sasolburg Correctional Centre Ref No: JI 25/2025
Senekal Correctional Centre Ref No: JI 26/2025
Virginia Correctional Centre Ref No: JI 27/2025
Winburg Correctional Centre Ref No: JI 28/2025
Kwa-Zulu Natal Management Region:
Durban Female Correctional Centre Ref No: JI 29/2025
Empangeni Correctional Centre Ref No: JI 30/2025
Glencoe Correctional Centre Ref No: JI 31/2025
Ncome Med B Correctional Centre Ref No: JI 32/2025
Pietermaritzburg (Med A) Correctional Centre Ref No: JI 33/2025
Port Shepston Correctional Centre Ref No: JI 34/2025
Qalakabusha Correctional Centre Ref No: JI 35/2025
Qalakabusha Correctional Centre Ref No: JI 36/2025
Vryheid Correctional Centre Ref No: JI 37/2025
Waterval Max Correctional Centre Ref No: JI 38/2025
Northern Management Region:
Barberton Farm Med A Correctional Centre Ref No: JI 39/2025
Barberton Farm Med B Correctional Centre Ref No: JI 40/2025
Baviaanspoort (Max) Correctional Centre Ref No: JI 41/2025
Carolina Correctional Centre Ref No: 42/2025
Ermelo Correctional Centre Ref No: 43/2025
Heidelberg Correctional Centre Ref No: JI 44/2025
Johannesburg Med A Correctional Centre Ref No: 45/2025
Johannesburg Med A Correctional Centre Ref No: JI 46/2025
Johannesburg Med B Correctional Centre Ref No: JI 47/2025
Johannesburg Med B Correctional Centre Ref No: JI 48/2025
Krugersdorp Correctional Centre Ref No: JI 49/2025
Kutama-Sinthumule Correctional Centre Ref No JI 50/2025
Leeuwkop Med A Correctional Centre Ref No: 51/2025
Leeuwkop Med B Correctional Centre Ref No: JI 52/2025
Modimolle Correctional Centre Ref No: JI 53/2025
Kgosi-Mampuru Central Correctional Centre Ref No: JI 54/2025
Kgosi-Mampuru Local Correctional Centre Ref No: JI 55/2025
Odi Correctional Centre Ref No: JI 56/2025
Christiana Correctional Centre Ref No: JI 57/2025
Litchenburg Correctional Centre Ref No: JI 58/2025
Losperfontein Med A Correctional Centre Ref No: JI 59/2025
Mafikeng Correctional Centre Ref No: JI 60/2025
Potchefstroom Correctional Centre Ref No: JI 61/2025
Rooigrond Med B Correctional Centre Ref No: JI 62/2025

Rooigrond Max Correctional Centre Ref No: JI 63/2025
 Klerskorp Correctional Centre Ref No: JI 64/2025
Western Cape Management Region:
 Brandvlei Juvenile Correctional Centre Ref No: JI 65/2025
 Brandvlei Med Correctional Centre Ref No: JI 66/2025
 Brandvlei Max Correctional Centre Ref No: JI 67/2025
 Drakenstein Med B Correctional Centre Ref No: JI 68/2025
 Drakenstein Max Correctional Centre Ref No: JI 69/2025
 George Correctional Centre Ref No: JI 70/2025
 Goodwood Correctional Centre Ref No: JI 71/2025
 Goodwood Correctional Centre Ref No: JI 72/2025
 Oudtshoorn Med A&B Correctional Centre Ref No: JI 73/2025
 Pollsmoor Med C Correctional Centre Ref No: JI 74/2025
 Pollsmoor RDF Correctional Centre Ref No: JI 75/2025
 Pollsmoor RDF Correctional Centre Ref No: JI 76/2025
 Pollsmoor Med A Correctional Centre Ref No: JI 77/2025
 Pollsmoor Female Correctional Centre Ref No: JI 78/2025
 Robertson Correctional Centre Ref No: JI 79/2025
 Van Rhynsdorp Correctional Centre Ref No: JI 80/2025
 Voorberg Med B Correctional Centre Ref No: JI 81/2025
 Voorberg Med B Correctional Centre Ref No: JI 82/2025
 Warmbokkeveld Correctional Centre Ref No: JI 83/2025
 Worcester Male & Female Correctional Centre Ref No: JI 84/2025
 Regional Office – Cape Town Ref No: JI 85/2025
Eastern Cape Management Region:
 Bizana Correctional Centre Ref No: JI 86/2025
 Burgersdorp Correctional Centre Ref No: JI 87/2025
 Butterworth Correctional Centre Ref No: JI 88/2025
 Cradock Correctional Centre Ref No: JI 89/2025
 East London Max Correctional Centre Ref No: JI 90/2025
 East London Max Correctional Centre Ref No: JI 91/2025
 East London Med C Correctional Centre Ref No: JI 92/2025
 Flagstaff Correctional Centre Ref No: JI 93/2025
 Graaff-Reinet Correctional Centre Ref No: JI 94/2025
 Grahamstown Correctional Centre Ref No: JI 95/2025
 Kirkwood Correctional Centre Ref No: JI 96/2025
 Lusikisiki Correctional Centre Ref No: JI 97/2025
 Mdantsane Correctional Centre Ref No: JI 98/2025
 Nqamakwe Correctional Centre Ref No: JI 99/2025
 Patensie Correctional Centre Ref No: JI 100/2025
 Sada Correctional Centre Ref No: JI 101/2025
 Somerset East Correctional Centre Ref No: JI 102/2025
 Ngcobo Correctional Centre Ref No: JI 103/2025
 Mount Fletcher Correctional Centre Ref No: JI 104/2025
 St Albans Med A Correctional Centre Ref No: JI 105/2025
 St Albans Max Correctional Centre Ref No: JI 106/2025
 St Albans Med B Correctional Centre Ref No: JI 107/2025 (X2 posts)
 Stutterheim Correctional Centre Ref No: JI 108/2025
 Ntabankula Correctional Centre Ref No: JI 109/2025
 Mthatha Medium Correctional Centre Ref No: JI 110/2025
 Mthatha Medium Correctional Centre Ref No: JI 111/2025
 Mthatha Remand Correctional Centre Ref No: JI 112/2025
 Regional Office – East London Ref No: JI 113/2025

REQUIREMENTS

: 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) must be attached on 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.

DUTIES

: 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

ENQUIRIES

and investigations. Handle administrative tasks which include dealing with and capturing of inmate complaints, mandatory matters and detailed report writing.

: Central Management Region: Ms Y Mdlalose Tel No: (051) 4301954
Kwa-Zulu Natal Management Region: Mr. S Sibanyoni Tel No:(031) 366 1900
Northern Management Region: Ms G Thabethe Tel No: (012) 663 7521
Western Cape Management Region: Mr S Sani Tel No: (021) 421 1012
Eastern Cape Management Region: Ms N Sifesane Tel No: (043) 722 2729

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: Central Management Region: CMRrecruitment@jics.gov.za - Subject – Post reference number
: Eastern Cape Management Region: ECMRrecruitment@jics.gov.za - Subject – Post reference number
Western Cape Management Region: WCMRrecruitment@jics.gov.za - Subject – Post reference number
Northern Management Region: NMRrecruitment@jics.gov.za - Subject – Post reference number
Central Management Region: KZNMRrecruitment@jics.gov.za - Subject – Post reference number