

equity employment, preference will be giving to Whites, Indian Females, African Males, Coloured Males, and people living with disabilities.

OTHER POSTS

<u>POST 34/17</u>	:	<u>LAW CLERK REF NO: JI 152/2025</u> Office of the Inspecting Judge 36-month contract
<u>SALARY</u>	:	R468 459 per annum (Level 09), plus 37% in lieu of benefits
<u>CENTRE</u>	:	Cape Town
<u>REQUIREMENTS</u>	:	Applicants must be in possession of a Senior Certificate/Grade 12, an LLB degree or final year of study. Should have an interest in criminal law, criminology, penology and human rights. Academic excellence and research are required. Applicants should include a letter of motivation; curriculum vitae; an example of written work between 6 – 12 pages in length which demonstrates critical legal analysis and is written solely by the applicant; letters of recommendation from 2 referees, together with their names and contact details (including emails). Skills and Competencies: Computer literacy (MS Office); Sound Interpersonal relations; Communication (verbal and written) skills; Planning and organisational skills; Able to work under pressure, independently and willingness to work extra hours; Problem solving and leadership skills; Ability to pay attention to detail.
<u>DUTIES</u>	:	The successful candidate will be responsible to do research for the Inspecting Judge; report writing, drafting and editing of correspondence and other official documents; accompanying the Inspecting Judge on inspections and other official duties; and performing ad hoc tasks allocated by the Inspecting Judge.
<u>ENQUIRIES</u>	:	Mr M Sello Tel No: (012) 321 0303
<u>APPLICATIONS</u>	:	Applications to be submitted through following link: https://forms.gle/exu3kmGcHSqwtSwp7 or hand delivered to Standard Bank Building, No. 1 Thibault Square, 9th Floor, Cnr Long Street & Hans Strijdom Avenue, Cape Town, 8001
<u>POST 34/18</u>	:	<u>VISITORS COMMITTEE COORDINATING OFFICER –VCCO REF NO: JI 153/2025</u> Directorate: Management Regions
<u>SALARY</u>	:	R325 101 per annum (Level 07)
<u>CENTRE</u>	:	Western Cape Management Region – Cape Town
<u>REQUIREMENTS</u>	:	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.
<u>DUTIES</u>	:	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.
<u>ENQUIRIES</u>	:	Mr S Sani Tel No: (021) 421 1012
<u>APPLICATIONS</u>	:	Applications to be submitted through following link: https://forms.gle/Ee81KzXwRSxM1N16A or hand delivered to Standard Bank Building, No. 1 Thibault Square, 9th Floor, Cnr Long Street & Hans Strijdom Avenue, Cape Town, 8001