ANNEXURE J

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.

APPLICATIONS : Submitted online through the following link: https://forms.gle/ng5x7TKR88kRFZDo9 or hand delivered to East London Magistrates Court, 3rd floor, room 407, Buffalo Street, East London, 5200.

CLOSING DATE : 13 November 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. Selection panels shall score both technical exercises as an additional criterion in the interview process.

ERRATUM: Kindly note that the post of Administration Clerk – Auxiliary Services (Centre: Kwa-Zulu Natal Management Region, Duban), Ref No. JI 64/2026, advertised in Public Service Vacancy Circular No.37 of 2026, is hereby withdrawn.

Kindly note that the link to apply for the ICCV post stationed at Vereeniging (Ref No: 73/2026) was inadvertently omitted in Public Service Vacancy Circular No.37 of 2026. Online applications can be submitted with the following link: Vereeniging Correctional Centre: https://forms.gle/ntXoTzEeZnKvF7k56. The closing date remails the same.

OTHER POST

POST 38/176	:	**ADMINISTRATIVE CLERK - AUXILIARY SERVICES REF NO: JI 103/2026** Directorate: Regional Coordination and Oversight
SALARY	:	R237 453 per annum (Level 05)
CENTRE	:	Eastern Cape Regional Office – East London
REQUIREMENTS	:	Applicants must be in possession of a grade 12/senior certificate. Knowledge in administration. Ability to communicate verbally and in writing. Ability to work independently and as part of a team. Ability to multi-task and general administrative capabilities including record management. Computer literate (Word, Excel, PowerPoint & Outlook). A valid driver's license is a requirement.
DUTIES	:	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 when required.
ENQUIRIES	:	Ms N Sifesane Tel No: (043) 722 2729