



Republic of South Africa
Judicial Inspectorate for Correctional Services

The Judicial Inspectorate for Correctional Services is an independent statutory body established to facilitate the inspection of Correctional Centres in order that the Inspecting Judge may report on the treatment of inmates and on conditions in the Correctional Centres

AREA COORDINATOR

Salary: R 121 290.00 per annum (Level 6)

(Ref. JI 01/2012)

Regional Management Directorate: Southern Management Region
Based in Cape Town

Key Responsibilities:

We are looking for a motivated person with a passion for human rights •Provide support to the Independent Correctional Centre Visitor; as well as to Visitors Committees •Conduct performance audits •Facilitate the payment of the Independent Correctional Centre Visitors and the performance of administrative duties related to the job and other assigned duties •Monitor the resolution of inmates complaints and mandatory reports.

Requirements:

Senior Certificate *minimum of 3 years working experience •Computer literacy •Numeric skills •Strong communicator •Team player •Good report-writing ability •Ability to work independently •Good conflict resolution skills •Willingness to travel extensively •Valid driver's license.

ADMINISTRATIVE ASSISTANT

Salary: R101 007.00 per annum (Level 5)

(Ref JI 02/2012)

Regional Management Directorate: Northern Management Region
Based in Centurion

Key Responsibilities:

We are looking for a motivated person with Administrative skills * Management of a filing and archive system * Assist in the administering of official vehicles *good record-keeping * administer the inventory of furniture and equipment * Managing the stationery (including the procurement thereof) * provide general administrative support to the Regional Manager

Requirements:

Senior Certificate *minimum of 3 years 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 admin capabilities *computer (MS Word, MS Excel, MS Access, Internet etc.) literate *Valid Driver's license

For further information on this positions contact Ms Marlize van der Walt at 021 421 1012. Interested persons should post a Z83 form, detailed CV and certified copies of certificates to: The Judicial Inspectorate for Correctional Services, Private Bag X9177, Cape Town, 8000. Faxed or e-mail copies will not be considered.

Closing date: **Friday 27 January 2012**