



FOR PSA MEMBERS: JUDICIAL INSPECTORATE FOR CORRECTIONAL SERVICES (JICS)

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12-06-2026

## Feedback: Judicial Inspectorate of Correctional Services (JICS) - 12 June 2026

### JICS organisational structure

The employer reported that posts are being filled in line with the approved JICS structure and that no challenges have been experienced to date. The PSA requested a written submission of the recruitment plan indicating positions filled already and the forthcoming projection of positions to be filled with specific timeframes, in order to allow for further engagements, and the employer undertook to share the report by 19 June 2026.

### Recruitment and selection policy

The employer tabled the recruitment and selection policy for review, as it is outdated and requires alignment with the DPSA policy. The proposed changes are as follows:

Insertion of clause 4:

#### 4. Advertising

##### 4.1. Identification of vacancies

4.1.1. Human Resources (HR) is responsible for identifying vacant posts in accordance with the approved organisational structure and workforce planning requirements.

4.1.2. HR must prepare the draft advertisement for the vacant post, including job requirements, key performance areas, and minimum qualifications.

4.1.3. The draft advertisement must be submitted to the relevant Line Manager for verification and confirmation of:

- Job content (duties and responsibilities)
- Minimum requirements
- Operational suitability of the post

Insertion of clauses 5.1 and 5.2

#### 5. Application submission methods

*5.1. Applications for advertised posts must be submitted through the electronic application system (e-form) and/or hand/courier delivery at designated offices. Applications submitted through postal services will not be accepted.*

*5.5. Electronic application systems may be utilised to automatically generate applicant lists and reports. Manual compilation of application lists (gross lists) is not required where automated systems are in use. For hand-delivered applications, appropriate records must still be maintained to ensure completeness of the applicant database.*

At paragraph 6.3, the paragraph is amended to read as follows:

The selection committee and the selection committee shall consist of at least four members.

*Insertion of clauses 7.4 and 7.5*

*7.4. Practical Assessments:*

*7.4.1. 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 post's technical and generic requirements.*

*7.4.2. The assessment must comprise a formal test to determine a candidate's proficiency in core functions and the technical dimensions specified in the job advertisement.*

*7.4.3. The assessments must be administered in a fair, consistent and standardised manner to all shortlisted candidates to ensure equality and transparency in the selection process.*

*7.4.4. Clear instructions, timeframes and evaluation criteria must be provided to candidates prior to the commencement of the assessment.*

*7.4.5. The administration and scoring of practical assessments must be properly documented, and all records retained to support and justify the final selection decision.*

*7.4.5. Reasonable accommodation must be provided to Persons with Disabilities (PWD) during the administration of practical assessments in line with Employment Equity (EE) requirements.*

*7.4.6. The scores obtained from the practical assessment and the interview must be combined, using the approved weighting, to determine the overall suitability of candidates for the post.*

*7.5. Integrity Assessment:*

*7.5.1. Adherence to ethical conduct shall be a mandatory requirement in all recruitment and selection processes, applicable to all levels of appointments.*

*7.5.2. Candidates may be subjected to oral examinations, computer-based assessments and/or written evaluations to assess their understanding of ethical principles, ethical decision-making abilities and ethical standards applicable to the public service.*

*7.5.3. Scenario-based interview questions may be utilised to present candidates with ethical dilemmas commonly encountered in the public service. Candidates' responses, including their reasoning and proposed actions, must be evaluated to assess their ethical judgement.*

*7.5.4. Computer-based assessments may be utilised to evaluate ethical reasoning through simulated real-world scenarios, requiring candidates to prioritise and apply ethical principles. Responses must be scored and analysed to determine ethical competence.*

*7.5.5. Written evaluations may be required to assess candidates' understanding and application of ethical frameworks, including ethical theories, codes of conduct in the public service and ethical challenges encountered in previous roles.*

The rest of the policy remains unchanged; however, members are allowed to make further inputs for discussions at the Policy Task Team Meeting.

### **Communications policy**

The employer tabled a new communications policy for review. Its purpose is to provide JICS with a clear and consistent framework for internal and external communication, members are requested to make inputs if any and send the inputs to Bongani Masilela as per the email provided below.

### **Job evaluation within JICS**

The employer indicated that it is engaging the National School of Government to obtain the necessary training to conduct job evaluations at JICS. Parties agreed that job evaluation is necessary to align organisational objectives with employees' job targets. The PSA requested the employer to fastrack the process.

### **JICS Relocation and Settlement policy**

The PSA intends to table the Relocation and Settlement policy for review, the intention is to amend clauses 4.2 and 4.3 as indicated below, this owing to the fact that the PSA believes that they are discriminatory and that majority of JICS employees are on contract:

*4.2 This policy only applies to employees appointed permanently.*

*4.3 The eligibility for the various privileges in respect of resettlement and relocation is contained in the remainder of this policy.*

The PSA's position is that the policy should apply to all employees. Members are invited to submit any additional inputs on the policies to Bongani Masilela at [BMasilela@jics.gov.za](mailto:BMasilela@jics.gov.za) by **23 June 2026**.

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GENERAL MANAGER