



<https://www.internshipwired.online/job/department-of-correctional-services-entry-level-jobs/>

Department of Correctional Services (DCS): Entry Level Jobs 2024 / 2025

Description

The Department of Correctional Services (DCS) invites unemployed youth to apply for various entry-level job positions within the government. These positions are ideal for individuals with a Grade 12 certificate or those starting their careers in public service. We offer opportunities for growth and development within a reputable government department. Below are the available job roles:

1. Administrative Services / System Clerk

Location: Office of the Deputy Minister, Pretoria

Reference No: HO 2024/11/01

Salary: R216,217 per annum

Requirements:

- Grade 12 / Matric certificate.

Duties:

- Render general clerical support services.
- Record, organize, store, capture, and retrieve correspondence and data.
- Update registers and statistics.
- Handle routine inquiries and manage the document register for incoming and outgoing communications.
- Provide support for supply chain clerical services, including liaising with internal and external stakeholders for procurement.
- Assist in stock control of office stationery and ensure proper management of personnel records.
- Support personnel administration, such as maintaining a leave register and arranging travel and accommodation.
- Assist in financial administration, including capturing and updating expenditure and processing travel claims.

2. Registry Clerk

Location: Office of the Deputy Minister, Pretoria

Reference No: HO 2024/11/02

Salary: R216,217 per annum

Requirements:

- Grade 12 / Matric certificate.

Duties:

- Ensure the smooth and effective flow of documents between the office of the executive authority, the department, and external stakeholders.

Hiring organization

Department of Correctional Services

Employment Type

Intern

Duration of employment

3 Months

Industry

Government Administration

Job Location

Pretoria, Gauteng, South Africa,
0001, Pretoria, Gauteng, South Africa

Working Hours

09

Date posted

November 15, 2024

Valid through

15.11.2029

- File documents in compliance with the National Archives Act and MIS prescripts.
- Support the office of the executive authority in administrative functions.
- Control stock and stationery as the chief user clerk for the office.
- Study and ensure proper application of Public Service and departmental policies.

3. Driver

Location: Office of the Deputy Minister, Pretoria

Reference No: HO 2024/11/03

Salary: R183,279 per annum

Requirements:

- Grade 12 / Matric certificate.
- Valid driver's license.

Duties:

- Collect and deliver documents and distribute them for the office of the executive authority.
- Transport employees, guests, and special advisors.
- Maintain log sheets and petrol receipts for vehicle usage.
- Ensure knowledge and adherence to workplace policies and procedures.

Skills

- Good verbal and written communication skills.
- Strong organizational and planning abilities.
- Punctuality and reliability.
- Discretion and confidentiality in all tasks.
- Flexibility and adaptability.
- Integrity and honesty.
- Ability to work under pressure and meet deadlines.
- Excellent interpersonal and listening skills.

How to Apply

To apply for one of the available positions within the Department of Correctional Services (DCS), please follow the instructions below:

1. **Complete your application** using the Z83 form, which can be downloaded [here](#).
2. **Attach a recently updated CV** along with the completed Z83 form.
3. In your application, **clearly indicate the reference number**, position, and area/centre you are applying for.

Important Note:

Only shortlisted candidates will be required to submit certified copies of the following documents:

- Identity document (ID)
- Qualifications
- Recent academic transcripts/records

Where to Submit Your Application:

- **Postal Address:**

Department of Correctional Services
Post Advertisement Section
Private Bag X136
Pretoria
0001

- **Hand Delivery:**

124 WF Nkomo Street, Poyntons Building
Corner of WF Nkomo and Sophie De Bruyn Street
Pretoria
0001 (Previously: Corner of Church and Schubart Street)

- **Email:**

You can also email your application to: NationalOfficeHRM@dcs.gov.za