



correctional services

Department:
Correctional Services
REPUBLIC OF SOUTH AFRICA

DEPARTMENT OF CORRECTIONAL SERVICES
CLOSING DATE: 05 JULY 2019 @ 15H45

APPOINTMENTS UNDER THE PUBLIC SERVICE ACT

DATA CAPTURERS

[Three (03) Months Contract]

Eastern Cape region [27 Posts]

Amathole (Ref: EC 2019/06/01) [04 Posts]
East London (Ref: EC 2019/06/02) [05 Posts]
Kirkwood (Ref: EC 2019/06/03) [04 Posts]
Mthatha (Ref: EC 2019/06/04) [05 Posts]
Sada (Ref: EC 2019/06/05) [04 Posts]
St Albans (Ref: EC 2019/06/06) [05 Posts]

Free State and Northern Cape region [34 Posts]

Bizzah Makhate (Ref: FSNC 2019/06/07) [06 Posts]
Colesberg (Ref: FSNC 2019/06/08) [03 Posts]
Goedemoed (Ref: FSNC 2019/06/09) [05 Posts]
Grootvlei (Ref: FSNC 2019/06/10) [06 Posts]
Groenpunt (Ref: FSNC 2019/06/11) [06 Posts]
Kimberly (Ref: FSNC 2019/06/12) [04 Posts]
Upington (Ref: FSNC 2019/06/13) [04 Posts]

Gauteng region [83 Posts]

Baviaanspoort (Ref: GP 2019/06/14) [05 Posts]
Boksburg (Ref: GP 2019/06/15) [10 Posts]
Johannesburg (Ref: GP 2019/06/16) [15 Posts]
Kgoši Mampuru II (Ref: GP 2019/06/17) [20 Posts]
Krugersdorp (Ref: GP 2019/06/18) [05 Posts]
Leeuwkop (Ref: GP 2019/06/19) [08 Posts]
Modderbee (Ref: GP 2019/06/20) [15 Posts]
Zonderwater (Ref: GP 2019/06/21) [05 Posts]

KwaZulu-Natal region [109 Posts]

Durban (Ref: KZN 2019/06/22) [25 Posts]
Empangeni (Ref: KZN 2019/06/23) [20 Posts]
Glencoe (Ref: KZN 2019/06/24) [10 Posts]
Kokstad (Ref: KZN 2019/06/25) [12 Posts]
Ncome (Ref: KZN 2019/06/26) [12 Posts]
Pietermaritzburg (Ref: KZN 2019/06/27) [20 Posts]
Waterval (Ref: KZN 2019/06/28) [10 Posts]

Limpopo, Mpumalanga and North West (LMN) region [05 Posts]

Regional Office (Ref: LMN 2019/06/29)

Western Cape region [36 Posts]

Allandale (Ref: WC 2019/06/30) [04 Posts]
Brandvlei (Ref: WC 2019/06/31) [03 Posts]
Breede Rivier (Worcester) (Ref: WC 2019/06/32) [03 Posts]

Drakenstein [Ref: WC 2019/06/33] [04 Posts]
Southern Cape (George) [Ref: WC 2019/06/34] [03 Posts]
Goodwood [Ref: WC 2019/06/35] [05 Posts]
Helderstroom (Overberg) [Ref: WC 2019/06/36] [03 Posts]
West Coast (Malmesbury) [Ref: WC 2019/06/37] [03 Posts]
Pollsmoor [Ref: WC 2019/06/38] [05 Posts]
Voorberg [Ref: WC 2019/06/39] [03 Posts]

Salary: R145 281 per annum [Plus 37% in lieu of benefits]

Requirements: Grade 12 qualification with a proven record of administration and office management experience. Typing speed of ± 55 words per minute. Extensive computer skills and practical usage in MS Office Suite, including MS Word, MS Excel, MS PowerPoint and MS Outlook. Comprehensive understanding and knowledge of data administration. Experience of data administration in the Human Resource Management field will be an added advantage.

Competencies and attributes: Excellent administrative, time management and organizational skills. Professionalism. Good interpersonal relations. Must show initiative and be motivated, driven and results-orientated. Ability to work under pressure. Confidentiality. Good understanding of public service legislative framework. Service delivery and client orientation. Integrity and honesty. Assertiveness, influence and impact. Telephone etiquette.

Responsibilities: Receipt, sorting, acknowledgement and capturing of applications. Typing of letters, memorandums and other documents related to the recruitment and selection processes, as required. Manage assets.

Note: • **Before you apply:** All costs associated with an application will be borne by the applicant. The Department of Correctional Services is an equal opportunity employer. The Department will take into consideration the objectives of Section 195 (1) (i) of the Constitution of the Republic of South Africa, 1996 (Act 108 of 1996) and the Employment Equity Act, 1998 (Act 55 of 1998) in filling of these vacancies. It is our intention to promote representivity in respect of race, gender and disability through the filling of these positions. In support of this strategy, applicants need to indicate race, gender and disability status on the application form/CV. Applicants who have retired from the Public Service with a specific determination that they cannot be re-appointed or have been declared medically unfit will not be considered.

Please take note that correspondence will only be conducted with the shortlisted candidates. If you have not been contacted within three (3) months of the closing date of the advertisement, please accept that your application is unsuccessful. Please do not call the department to enquire about the progress of your application.

The Department of Correctional Services reserves the right not to fill any of these advertised posts.

Applications: Applications must be submitted on form Z83 (Public Service Application form), obtainable from any Public Service Department, and must be completed in full. **Applications must be accompanied by a CV, copies of qualifications, identity document and valid driver's licence. Please Note: All copies attached must be certified a true copy of the original and not older than three months.** Please send a separate and complete application for each post you apply for, stating the correct reference for each position you are interested in. **Faxed and e-mailed applications will not be accepted.** • Candidates must comply with the minimum appointment requirements.

• CV's should be aligned to reflect one's degree of compliance with the advert requirements and responsibilities. It is the sole responsibility of an applicant to ensure that their application reaches DCS before **05 July 2019 @ 15h45.**

Indicate the reference number and position you are applying for on your application form (Z83) and post your complete application to the relevant address as indicated below:

EASTERN CAPE REGION: Department of Correctional Services, Head Recruitment, Private Bag X9013, East London, 5200 **OR hand deliver at:** Block E Ocean Terrance, Moore Street, Quigney, East London. **Contact person:** Ms Z Myataza at 043 706 7866.

FREE STATE AND NORTHERN CAPE REGION: Department of Correctional Services, Head Recruitment, Private Bag X20530, Bloemfontein, 9300 **OR hand deliver at:** 103 Zastron Street, Agrimed Building, Bloemfontein. **Contact persons:** Mr JS Jansen and Ms NJ Mkuni at 051 404 0270 or 051 404 0283.

GAUTENG REGION: Department of Correctional Services, Head Recruitment, Private Bag X393, Pretoria, 0001 **OR hand deliver at:** 1077 Forum East Building, Arcadia Street, Hatfield. Contact persons: Mr SS Masango/Ms Pinky Makwarela at 012 420 0179/73.

KWAZULU-NATAL REGION: Department of Correctional Services, Head Recruitment, Private Bag X9126, Pietermaritzburg, 3200 **OR hand deliver at:** 1 Eugene Marais Road, Napierville, Pietermaritzburg. Contact persons: Mrs GJ Mchunu at 033 355 7386/Mr SM Dlamini at 033 355 7367/Ms SN Zikalala 033 355 7368.

LIMPOPO, MPUMALANGA AND NORTH WEST (LMN) REGION: Department of Correctional Services, Head Recruitment, Private Bag X99, Pretoria 0001 **OR hand deliver at:** 198 Masada Building, Cnr. Johannes Ramokhoase (Proes) and Paul Kruger Street, Pretoria. Contact persons: Mr Zamani Ziqubu 012 306 2041/Mrs Portia Bungqu 012 306 2032.

WESTERN CAPE REGION: Department of Correctional Services, Head Recruitment, Private Bag X01, Edgemoed, 7404 **OR hand deliver at:** Breede River Street, Monte Vista, Edgemoed. Contact person: Ms N Mdladlamba at 021 550 6014.

