



correctional services

Department:
Correctional Services
REPUBLIC OF SOUTH AFRICA

DEPARTMENT OF CORRECTIONAL SERVICES
CLOSING DATE: 16 AUGUST 2019 @ 15H45

APPOINTMENTS UNDER THE PUBLIC SERVICE ACT

DATA CAPTURERS [05 POSTS]

- National Head Office: Directorate: HR Administration and Utilization [Ref: HO 2019/08/01]
**Salary: R145 281 per annum [Plus 37% in lieu of benefits]
[Twelve (12) Months Contract]**

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 **16 AUGUST 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:

NATIONAL HEAD OFFICE: Department of Correctional Services, Post Advertisement Section, Private Bag X136, Pretoria, 0001 **OR hand deliver at:** 124 WF Nkomo Street, Poyntons Building, Cnr WF Nkomo and Sophie De Bruyn Street, Pretoria, 0001 (Previous: Cnr Church and Schubart Street). **Contact persons:** Mr TO Mokhele 012 307 2173/Mr Y Naidoo 012 307 2079/Ms M Marais 012 307 2079/Ms TP Baloyi 012 305 8589.

