



## correctional services

Department:  
Correctional Services  
REPUBLIC OF SOUTH AFRICA

### DEPARTMENT OF CORRECTIONAL SERVICES CLOSING DATE: 23 SEPTEMBER 2024 @ 15H45

#### APPOINTMENT UNDER THE PUBLIC SERVICE ACT

##### ADMINISTRATION CLERK: NATIONAL COUNCIL FOR CORRECTIONAL SERVICES (NCCS)

- National Head Office (Ref: HO 2024/08/01) [4 Posts]  
Salary: R 216 417 per annum

**Requirements:** Grade 12. Previous experience in a parole profile environment will be advantageous. Computer literacy.

**Competencies and attributes:** Communication. Client orientation and customer focus. Problem solving and analysis. Decision making. Integrity and honesty. Confidentiality. Good interpersonal relations.

**Responsibilities:** Filing and safe keeping of lifer profiles. Handling of lifer profiles between NCCS Secretariat, Directorate: Pre-Release Resettlement and the Ministry. Preparation and management of NCCS meetings. Preparation and management of meetings of Correctional Supervision and Parole Review Board. Drafting of NCCS recommendations. Dealing with enquiries and representations relating to lifer profile. Dealing with applications for revocation of parole and reinstatement of parole.

**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 constituting the risk management committee. It is our intention to promote representivity in respect of race, gender and disability. In support of this strategy, applicants need to indicate race, gender and disability status on the application letter/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.**

**Applicants must note that further checks will be conducted once they are shortlisted and that their appointment is subject to positive outcomes on these checks, which include security clearance, security vetting, qualification verification and criminal records verification. Appointment will be provisional, pending the issue of a security clearance. If you cannot get a security clearance, your appointment will be re-considered/ possibly terminated. Finger prints may be taken on the day of the interview.**

**Applications:** Applications must be submitted on the Z83 form (Public Service application form) obtainable from any Public Service department and must be completed in full. Only a detailed CV should be attached to your application form. **Only shortlisted candidates will be required to submit certified copies not older than 6 months of qualifications and other related documents on or before the day of the interview.** Please send a complete application for the post you apply for, stating the correct reference for the position you are interested in.

**Send your complete application to:** 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) **OR you can email your application to** Mr Leballo at [Thapelo.Leballo@dcs.gov.za](mailto:Thapelo.Leballo@dcs.gov.za). **Contact persons:** Mr Y Naidoo 012 307 2079, Ms TP Ngobeni 012 305 8589 or Ms NS Khumalo 012 307 2174.

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 **23 September 2024 @ 15h45**.

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

