



CLOSING DATE: 25 NOVEMBER 2024 @ 15H45

APPOINTMENTS UNDER THE PUBLIC SERVICE ACT

ADMINISTRATIVE SERVICES/SYSTEM CLERK

- Office of the Deputy Minister (Ref: HO 2024/11/01)
Salary: R216 217 per annum

Requirements: Grade 12 or equivalent. Computer literate.

Competencies and attributes: Good verbal and written communication skills. Ability to plan and organize. Punctuality. Confidentiality. Flexibility. Integrity and honesty. Assertiveness. Ability to work under pressure. Good interpersonal relations. Good listening skills.

Responsibilities: Render general clerical support services. Record, organise, store, capture and retrieve correspondence and data (line function). Update registers and statistics. Handle routine enquiries. Keep and maintain the incoming and outgoing document register of the component. Provide supply chain clerical support services within the component. Liaise with internal and external stakeholders in relation to procurement of goods and services. Obtain quotations and complete procurement forms for the purchasing of standard office items. Stock control of office stationery. Provide personnel administration clerical support services within the component. Maintain a leave register for the component. Keep and maintain personnel records in the component. Arrange travelling and accommodation. Provide financial administration support services in the component. Capture and update expenditure in component. Check correctness of subsistence and travel claims of officials and submit to manager for approval. Handle telephone accounts and petty cash for the component.

REGISTRY CLERK

- Office of the Deputy Minister (Ref: HO 2024/11/02)
Salary: R216 217 per annum

Requirements: Grade 12 or equivalent qualification. Computer skills.

Competencies and attributes: Good verbal and written communication skills. Ability to plan and organize. Punctuality. Confidentiality. Flexibility. Integrity and honesty. Assertiveness. Ability to work under pressure. Good interpersonal relations. Good listening skills.

Responsibilities: Ensure the smooth, efficient and effective flow of documents (receive and distribute) between the office of the executive authority, the department and other structures such as cluster committees, external role players, etc. File all documents in accordance with the relevant prescripts such as the National Archives Act and the MIS prescripts. Render a general support function in the office of the executive authority. Control stocks and stationery as chief user clerk for the executive authority's office. Study the relevant Public Service and departmental prescripts/policies and other documents and ensure that the application thereof is properly understood. Remain abreast with the procedures and processes applicable to the office of the executive authority.

DRIVER

- Office of the Deputy Minister (Ref: HO 2024/11/03)
Salary: R183 279 per annum

Requirements: Basic education. Valid driver's licence.

Competencies and attributes: Plan and organize. Punctuality. Confidentiality. Service delivery and client orientation. Integrity and honesty. Assertiveness. Ability to work under pressure. Good interpersonal relations. Good communication and listening skills.

Responsibilities: Collect and deliver documents, which entails collecting, delivering and distributing documents for the office of the executive authority. Transport employees in the office of the executive authority, guests and special advisors of the executive authority. Render a general support function in the office of the executive authority. Record keeping of the utilization of the allocated motor vehicle e.g. log sheets and petrol receipts. Maintain knowledge on the policies and procedures that applies in the work environment.

FOOD SERVICE AID

- Office of the Deputy Minister (Ref: HO 2024/11/04)
Salary: R131 265 per annum

Requirements: NQF level 1 or 2 (ABET level 2 certificate) or equivalent qualification with no working experience.

Competencies and attributes: Plan and organize. Punctuality. Confidentiality. Integrity and honesty. Assertiveness. Ability to work under pressure. Good interpersonal relations. Good communication and listening skills.

Responsibilities: Clean kitchen utensils and equipment. Provide catering support services. Keep stock of kitchen utensils and equipment. Apply hygiene and safety measures. Maintain quality control measures of all food provided. Removal of garbage disposal. Prepare food, snack and beverages (water, tea, coffee, milk, sugar and cold drinks). Setup and convey crockery, cutlery and equipment to dining areas. Serve food and beverages. Responsible for food supplies and report waste and losses.

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.

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. Fingerprints 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 NationalOfficeHRM@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 **25 November 2024 @ 15h45.***

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

