



<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](mailto:NationalOfficeHRM@dcs.gov.za)