ANNEXURE D

DEPARTMENT OF CORRECTIONAL SERVICES

APPLICATIONS:

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

**Kwazulu-Natal Region:** Department of Correctional Services, Head Recruitment, Private Bag X9126, Pietermaritzburg, 3200 OR hand deliver at: 1 Eugene Marais Road, Napierville, Pietermaritzburg. 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 7386/Ms SN Zikalala 033 355 7386.

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

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

**CLOSING DATE**

: 05 July 2019 at 15h45.

**OTHER POST**

**POST 22/14**

: **DATA CAPTURERS (3 MONTHS CONTRACT)**

**SALARY**

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

**CENTRES**

: **Eastern Cape region**: Amathole Ref No: EC 2019/06/01 (4 Posts), East London Ref No: EC 2019/06/02 (5 Posts), Kirkwood Ref No: EC 2019/06/03 (4 Posts), Mthatha Ref No: EC 2019/06/04 (5 Posts), Sada Ref No: EC 2019/06/05 (4 Posts), St Albans Ref No: EC 2019/06/06 (5 Posts).

**Free State and Northern Cape region**: Bizzah Makhathe Ref No: FSNC 2019/06/07 (6 Posts), Colesberg (Ref No: FSNC 2019/06/08 (3 Posts), Goedemoed Ref No: FSNC 2019/06/09 (5 Posts), Grootvlei Ref No: FSNC 2019/06/10 (6 Posts), Groenpunt Ref: FSNC 2019/06/11 (6 Posts), Kimby Ref No: FSNC 2019/06/12 (4 Posts), Upington Ref No: FSNC 2019/06/13 (4 Posts).

**Gauteng region**: Baviaanspoort Ref No: GP 2019/06/14 (5 Posts), Boksburg Ref No: GP 2019/06/15 (10 Posts), Johannesburg Ref No: GP 2019/06/16 (15 Posts), Kgosikampuru I Ref No: GP 2019/06/17 (20 Posts), Krugersdorp Ref No: GP 2019/06/18 (5 Posts), Leeuwkop Ref No: GP 2019/06/19 (8 Posts) Modderbee Ref No: GP 2019/06/20 (15 Posts), Zonderwater Ref No: GP 2019/06/21 (5 Posts).

**Kwazulu Natal region**: Durban Ref No: KZN 2019/06/22 (25 Posts), Empangeni Ref No: KZN 2019/06/23 (20 Posts), Glencoe Ref No: KZN 2019/06/24 (10 Posts), Kokstad Ref No: KZN 2019/06/25 (12 Posts), Ncome Ref No: KZN 2019/06/26 (12 Posts), Pietermaritzburg Ref No: KZN 2019/06/27 (20 Posts), Waterval Ref No: KZN 2019/06/28 (10 Posts).

**Limpopo, Mpumalanga and North West region**: Regional Office Ref No: LMN 2019/06/29 (5 Posts), Western Cape region: Allandale Ref No: WC 2019/06/30 (4 Posts), Brandvlei Ref No: WC 2019/06/31 (3 Posts), Breede Rivier (Worcester) (Ref: WC 2019/06/32) 3 Posts, Drakenstein Ref No: WC 2019/06/33 (4 Posts), Southern Cape (George) Ref No: WC 2019/06/34 (3 Posts), Goodwood Ref No: WC 2019/06/35 (5 Posts), Helderstroom (Overberg) Ref No: WC 2019/06/36 (3 Posts), West Coast (Malmesbury) Ref No:WC 2019/06/37 (3 Posts), Pollsmoor Ref No: WC 2019/06/38 (5 Posts) Voorberg Ref:No: WC 2019/06/39 (3 Posts)

**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.

**ENQUIRIES**

: **Eastern Cape Region**: Tel no: Ms Z Myataza at (043) 706 - 7866.

**Free State and Northern Cape Region**: Tel no: Mr JS Jansen and Ms NJ Mkuni at (051) 404- 0270 or (051) 404- 0283.

**Gauteng Region**: Tel no: Mr SS Masango/Ms Pinky Makwarela at (012) 420 -0179/73.
Kwazulu-Natal Region: Tel no: 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. Tel no: Mr Zamani Ziqubu (012) 306-2041/Mrs Portia Bungqu (012) 306-2032.
Western Cape Region: Tel no: MS N Mdladlamba at (021) 550-6014.